

INSTRUCTIONS FOR APPLYING FOR THE NYS Office of Alcoholism and Substance Abuse Services (OASAS) CASAC-T and CASAC

OASAS Credentialing Unit - - The telephone number for the Credentialing Unit of OASAS is 1-800-482-9564 - Monday through Friday between 9 a.m. and 4:30 p.m.

Requirements for Submission of a CASAC Application

Education and Training

The CASAC requires 350 training hours in four content areas.

- When you have completed all 350 hours of training and have the appropriate supporting certificates, fill out PART A of the CASAC Application. The Application is available on OASAS' Website at: <http://www.oasas.ny.gov/mis/forms/pds/index.cfm>. The Application must be accompanied by a \$100 Application Processing Fee in form of a Money Order or Certified Check.
- In addition, you must send a copy of your highest form of education and include with Part A of the CASAC Application.
- Criminal Background Check Requirement - - Applicants will now be required to obtain their fingerprint based background check when they become eligible to receive the CASAC Trainee, CASAC Trainee Extension (if necessary), CASAC, CPP/CPS, or CPGC credential. **Applicants will receive written notification from the Credentialing Unit when it is necessary for them to complete the background check process.**
- When the Credentialing Unit has approved all of your training, you will be eligible to take the CASAC exam, which is given electronically at approved test sites on a continuous basis. You may take the exam prior to finishing the necessary work experience or concurrent with obtaining it. For information regarding the examination process please call 1-800-482-9564 (option #3)

Work Experience

The CASAC also requires 6,000 hours of employment in the substance abuse field. An MSW Degree can be counted for 4,000 of those hours; Bachelor's 2000 hours and Associates 1000 hours. This is exclusive of actual internship hours.

If you have earned hours in your internships in an OASAS-licensed agency these hours can be counted toward the remaining hours of employment needed, since regulations have changed so that volunteer internships in the substance abuse field are also accepted (not only paid employment, as was required previously). **You will need to have Part C of the application filled out by the appropriate people at your internship.** *It is important to note that an internship that has not been counted as part of the 350 hours of education and training can be used toward work experience - - internships cannot be used for both training and work experience.* To verify the use of an internship as work experience (volunteer/non-paid work experience), turn to pages 26, 27 and 28 of the application packet. Fill out the top of the form and have the three-page form completed by your supervisor.

If you have any questions, please contact OASAS' Credentialing Unit Credentialing at 1-800-482-9564 - Monday through Friday between 9 a.m. and 4:30 p.m.