

Student Name: _____ Banner ID #: _____

Address: _____

Telephone: () _____ Faculty Advisor: _____

General Notes:

- Students must apply and be admitted to the addictions counseling certificate program (ACCP) to earn the certificate.
- All courses in the graduate ACCP fulfill the educational/training requirements (195 total training hours across 9 content areas) of the Ohio Chemical Dependency Professionals Board (OCDPB; <http://ocdp.ohio.gov/>) for licensure eligibility in Ohio as a Chemical Dependency (CD) Counselor.
- Students are expected to make a copy of the completed ACCP Prospectus / Plan of Study for their files and submit the completed and signed prospectus to the Office of Graduate Student Services (<https://www.kent.edu/ehhs/ogs>), 418 White Hall.
- The graduate ACCP is offered only on the Kent campus of KSU, and all courses are delivered in-person/on-ground.
- **The course schedule on page 2 is tentative. It is not guaranteed that courses will be offered during the academic term, day, or time listed. Furthermore, courses are enrollment dependent.**
- Students are expected to consult their kent.edu email to stay abreast of important program and university announcements. Also, refer to the CES program website located at <https://www.kent.edu/ehhs/ldes/ces/addictions-counseling-graduate-certificate> for downloadable documents and program updates.
- A registration block will be placed on a student's account if the Prospectus / Plan of Study has not been submitted to the Office of Graduate Student Services by the end of the second enrolled academic term (including summer).

Scheduling / Advising Notes (see p. 2):

NOTE 1: Students should take CES 6/77662: Foundations of Addictions Counseling in the first academic term possible following admission into the ACCP. Successful completion of CES 6/77662 fulfills training hours for eligibility as a Chemical Dependency Counselor Assistant (CDCA) – Preliminary, a pre-license and employable credential issued by the OCDPB for which students must apply directly to the OCDPB.

NOTE 2: Courses in the ACCP are sequential. Therefore, a student may receive a registration error if they have not completed the mandatory prerequisites. A student may receive a registration error if enrolling in a course before the prerequisite course has been successfully completed. The student will be responsible for obtaining an "override" (bypassing the prerequisite) from their academic advisor to successfully register for the course. The student must provide evidence to the advisor that they have successfully registered for or are already enrolled in the prerequisite course.

NOTE 3: Students must complete four pre-practicum courses before they enroll in CES 6/77692: Practicum in Addictions Counseling. These courses are: (1) CES 6/77662: Foundations of Addictions Counseling, (2) CES 6/77664: Theories and Practices in Addictions Counseling, (3) CES 6/77665: Treatment Planning in Addictions Counseling, and (4) CES 6/77666: Evidenced-Based Practices in Addictions Counseling.

NOTE 4: Students must complete a minimum of 220 hours of on-site and supervised addictions counseling experience during CES 6/77692: Practicum in Addictions Counseling. ACCP students concurrently enrolled in a behavioral sciences degree program (e.g., Clinical Mental Health Counseling), or those who have earned a graduate degree in a behavioral science, may substitute 3 credits from their required degree program practicum or internship for CES 6/77692 under certain conditions.

Note 5: Students may enroll in 3 to 6 hours of course credit in CES 6/77692: Practicum in Addictions Counseling. Students

Note 6: Students must complete a minimum total of 2,000 clock hours of supervised chemical dependency (CD) counseling experience (at least 20% of which are delivering addiction-related services) before applying for CD counselor licensure.

Note 7: Students must earn a cumulative 3.0 graduate GPA to be eligible to graduate with the Addictions Counseling Certificate.

Consult the Graduate Schools Catalog and a CES advisor regarding prerequisites. By EHHS Policy all coursework counted toward a certificate must be completed within 6 years of first enrollment in course(s) used to complete the ACCP. **Signing this Plan of Study / Prospectus indicates the student has read and understands the ACCP requirements.**

Student Signature

CES ACCP Faculty Advisor Signature

Date

ACCP Graduate/Post-Baccalaureate Prospectus/Plan of Study

Academic Term and Year Taken	Course #/Title	Semester Hours	Prerequisites	See Note (on p.1)
	CES 6/77662: Foundations of Addictions Counseling	3		1
	CES 6/77664: Theories and Practices in Addictions Counseling	3	CES 6/77662	2
	CES 6/77665: Treatment Planning in Addictions Counseling	3	CES 6/77662 and CES 6/77664	2
	CES 6/77666: Evidence-based Practices in Addictions Counseling	3	CES 6/77662, CES 6/77664, and CES 6/77665	2 & 3
	CES 6/77692: Practicum in Addictions Counseling	3-6	CES 6/77662, CES 6/77664, CES 6/77665, and CES 6/77666	4, 5, 6, & 7

Graduate/Post-Baccalaureate Addictions Counseling Certificate Program (ACCP) Tentative Course Schedule*

(*the graduate ACCP is offered only on the Kent campus of KSU,
and all courses are delivered in-person/on-ground)

Course #/Title	Tentative Schedule				
	Fall First 7 weeks	Fall Second 7 weeks	Spring First 7 weeks	Spring Second 7 weeks	Summer
Tentative Course Delivery Schedule					
CES 6/77662: Foundations of Addictions Counseling	W 4:25-9:45	W 4:25-9:45	W 4:25-9:45	W 4:25-9:45	
CES 6/77664: Theories and Practices in Addictions Counseling		W 4:25-9:45			
CES 6/77665: Treatment Planning in Addictions Counseling			W 4:25-9:45		
CES 6/77666: Evidence-based Practices in Addictions Counseling				W 4:25-9:45	
CES 6/77692: Practicum in Addictions Counseling	15 weeks		15 weeks		12 weeks