



Northern Essex Community College
Haverhill • Lawrence

Human Services Program

Information for Applicants for Spring & Fall 2012

Alcohol Drug Abuse Counseling Certificate
Community Support Human Services Practitioner Certificate
Direct Support Certificate
Human Services Associate Degree

Your admission file will be reviewed on a rolling admissions basis after all of the required documents are submitted and the criteria are met. **Please read the Admission Requirements and Documentation carefully.** It is to your advantage to complete your file as early as possible.

Once the program is filled a waiting list will be generated. **Students, who are placed on the waiting list and who do not get accepted into the program this year, will be offered conditional acceptance for the following year:** If you do not meet the minimum requirements this year and are not accepted into the Human Services Programs, you will be admitted into the General Studies: Human Services. In this program you will be able to continue taking courses towards Human Services Programs to improve your chance to be accepted into the programs the following year.

Here is some additional important information:

- **Transfer credits:** Transfer credits for courses taken at other institution(s) are awarded only for comparable courses which are completed with a grade of “C” or better.
- **Health requirements:** Information regarding health requirements will be sent to you by Student Records, upon acceptance.
- **Transportation:** Students are responsible for their own transportation to a variety of facilities for practicum.
- **Criminal Offender Record Information (CORI) and Sex Offender Record Information (SORI) checks:** Students interested in participation in an academic program that involves working with children, the disabled, or the elderly, or a cooperative education experience or a program that includes a clinical affiliation with a private or public health care provider, may be required to undergo a Criminal Offender Record Information (CORI) check, a Criminal Records Central Repository (CHRI) check and/or a Sex Offender Registry Information (SORI) check. Students will need to provide a government issued photo identification and sign a release form allowing the college to view the student’s CORI, CHRI or SORI reports. Depending on the contents of a student’s CORI, CHRI or SORI reports, participation in an academic program or a cooperative education experience or a clinical or practicum affiliation related thereto, may be denied. CORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Section 172, and consistent with guidelines promulgated by the Executive Office for Health and Human Services, and/or the Commonwealth’s Department of Public Health. SORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Sections 178(J) & 178(K). CHRI checks may be performed pursuant to New Hampshire law. For more information, contact the Registrar at 978-556-3700.



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Admission Requirements & Documentation

All applicants **must complete the following** items to be considered for acceptance:

Applicant Checklist: Check off criteria upon completion.

- Apply to NECC by completing an admissions application and paying the \$25 fee.
- Submit an official high school transcript/diploma or GED scores/certificate.
- Submit official sealed college transcripts to the Registrar from the colleges you have previously attended, if applicable.
- Take the Academic Skills Assessment in reading, writing and mathematics. Applicants need to test out of Basic Reading. To take the assessment, please call the Assessment Center at (978) 556-3428. It is possible to be waived from assessment if you have successfully completed specific college course(s). Please submit official sealed college transcript(s) to the Registrar for evaluation.
- Submit the completed Background Information Form (form attached) to: **Jane Gagliardi, Coordinator for Human Services Programs, Northern Essex Community College, 100 Elliott Street, Haverhill, MA 01830.**
- Attendance at a Human Services Program Information Session is required. Please contact **Jane Gagliardi, Program Coordinator, at (978) 556-3302.**
- An interview with the faculty in the program is mandatory. Please contact **Jane Gagliardi, Program Coordinator, at (978) 556-3302,** to arrange an appointment. The interview is the most useful after you have attended the Human Services Program Information Session.



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Human Services Programs Background Information

The purpose of this form is to assist the Program Coordinator in planning an appropriate educational curriculum for students in the program. Clinical practicum placement takes into account your present life circumstances, work experiences, and future career plans.

Please return this form to: Jane Gagliardi, Human Service Program Coordinator,
Northern Essex Community College, 100 Elliott Street, Haverhill, MA 01830

Check one for the program for which you are applying:

- Alcohol/Drug Abuse Counseling Certificate
- Community Support H. S. Practitioner Certificate
- Direct Support Certificate
- Human Services Associate Degree

Applicant Information (to be completed by the applicant):

Name: _____ Date: _____

Soc. Sec. Number: _____

Address: _____
Street City State Zip

Home phone: (_____) _____ Work phone:(_____) _____

Emergency phone: (_____) _____ Date of Birth: _____

Email address: _____

Education:

High School: _____ Date graduated: _____

GED: _____ Date of completion: _____

College courses: If you attended other colleges, please attach a copy of college transcript(s) or bring it to the interview with the Program Coordinator. As an alternate, you may list below any courses you took in colleges regardless of whether they were related to Human Services or not:



Work Experiences:

List all work experiences and dates of employment in the last five years regardless of whether this experience was in the Human Services field. Begin with current employment. Include name of employer, dates of employment and nature of employment.

Volunteer Work Experience:

List all volunteer work experiences, community or school activities.

Hobbies or Special Interests:

Additional Information:

Have you ever completed a CORI (Criminal Offender Record Information check) for a job, Human Service training or volunteer license? Yes No

Do you have a valid driver's license? Yes No

Statement:

Write a brief statement as to why you have applied to this program and what you hope to gain from this program.

Are there any special life circumstances that need to be taken into consideration to plan an appropriate curriculum for you in this program? If this question applies to you, please explain in the following space:

How did you hear about our Human Services Program?

A Showcase of Human Service Programs

Information Sessions

Human Services Program Associate Degree


Direct Support Certificate


Alcohol/Drug Abuse Counseling Certificate Program


Community Support Human Service Practitioner Certificate Program


A video showcase and information session to be held at Northern Essex Community College by the program faculty on the Haverhill and Lawrence Campuses. Program faculty will be at the sessions to answer questions, and may conduct personal interviews after the sessions or schedule personal interviews.


No pre-registration is required for these sessions.

 **Monday, June 4, 2012**
6:00 PM- 8:00 PM
Lawrence Franklin Street Campus, Building L-244

 **Tuesday, July 10, 2012**
2:00 PM - 4:00 PM
Haverhill Campus, Building A-124, (lower level) Library building

 **Thursday, July 19, 2012**
6:00 PM - 8:00 PM
Lawrence Franklin Street Campus, L-244

 **Wednesday, August 8, 2012**
6:00 PM - 8:00 PM
Lawrence Franklin Street Campus, L-244

 **Tuesday, August 14, 2012**
10:00 AM- 12:00 PM (noon)
Haverhill Campus, Building A-124, (lower level) Library building
