



Haverhill • Lawrence

## Human Services Programs

### Information for Applicants for Fall and Spring

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 application as early as possible.

Students may be admitted in either the fall or the spring semester. In the event the program is filled for that semester, a waiting list will be generated. Students who are placed on the waiting list and who do not get accepted into the program this semester, will be offered conditional acceptance for the following semester.

If you do not meet the minimum requirements this semester and are not accepted into the Human Services Programs, you will be admitted into General Studies: Human Services. In this general studies program you will be able to continue taking courses towards Human Services requirements to improve your chance to be accepted into the programs the following semester.

Please review this additional and 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.

Students are not required to provide authorization for a CORI or CHRI check until they register for their practicum classes.



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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.
- 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.** Applicant's results must indicate that he/she does not need to take **Reading Writing and Reasoning-RWR 090, or College Reading-REA 021. Applicants who place in Foundations of Math-MAT 020 can enter the program, but must plan to take the course. Students who place in Writing Fusion-WRT 090 are eligible to enter the program, but must take Writing Fusion and ENG 101 pass with "C" or they will be removed from the program(s).** To take the assessments, please call the Assessment Center at (978) 556-3428. It is possible to be waived from assessments 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: **Brian MacKenna-Rice, LMHC, LADC I, Coordinator for the Human Services Program, Northern Essex Community College, 100 Elliott Street, Haverhill, MA 01830.**
- Attendance at a Human Services Program Information Session (see enclosed flyer for dates and sites) is a required first step in the application process. At the Information Session you may talk with faculty and set up an appointment for an interview.
- Interviews will be scheduled with the Program Coordinator or the Program Staff Associate after the applicant has attended the Program Information Session. Interview appointments will be scheduled at the Information Sessions or you may contact **Brian MacKenna-Rice, Human Services Program Coordinator, at (978) 556-3331**, to arrange an appointment after you have attended an information session.



## 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: Brian MacKenna-Rice, LMHC, LADC I, 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: \_\_\_\_\_

NECC ID (if known): \_\_\_\_\_

Social Security 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: \_\_\_\_\_

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.

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**Volunteer Work Experience:**

List all volunteer work experiences, community or school activities.

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**Hobbies or Special Interests:**

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**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.

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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:

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How did you hear about our Human Services Program?

# Human Service Programs

## Information Session

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

*Information Sessions are available:*

*By Video in the Career Planning and Advising Centers  
or  
One-on-one with Program Coordinator, or Program  
Faculty. See contact information below.*

### **Additional Information**

This is a required first step in the program application process.

For further information, please contact Enrollment Services for a Human Services Program Application packet or Brian MacKenna-Rice, Program Coordinator, 978-556-3331.

- ❖ *Individuals requesting sign language interpreting, access requests (including requests (including food related allergies), questions, or for further event information, please contact the host of this event, the Human Services Program, at 978-556-3331 or by email at [bmackennarice@necc.mass.edu](mailto:bmackennarice@necc.mass.edu)*