Master of Arts in Human Services
Emphasis in Addiction Counseling

(Revised May, 2014)

APPLICATION PACKET

Department of Human Services
Washburn University
1700 SW College Avenue
Benton Hall 311
Topeka, Kansas, 66621

Dear Applicant:

Thank you for your interest in the Master of Arts in Human Services with Emphasis in Addiction Counseling. The information provided below will assist you in making choices about your graduate education and career opportunities. Please read all the suggested materials carefully, provide clear documentation, and adhere to deadlines. If there are any questions, please contact Dr. Iris Wilkinson, MA Coordinator, at (785) 670-2116 or iris.wilkinson@washburn.edu. You will find additional information about the Human Services Department at www.washburn.edu/human-services. Please read all information provided in the 2013-2014 Washburn University Catalog concerning graduate-level studies and all University Policies before submitting the Application.

To properly review your application, we must have all required documents by April 3rd for fall semester admissions. However, it is to your advantage to fully complete and submit your application as early as possible. Applications will be evaluated by the Human Service Department Graduate Admissions Committee in the order they are received.

Please note that 9 credit hours per semester is considered full time. Students may select to complete the program on a part-time basis (less than 9 hours). The program is offered completely online.

The Master of Arts in Human Services, Addiction Counseling emphasis is approved by the Kansas Behavioral Sciences Regulatory Board (BSRB) to provide the educational curriculum required to become a Licensed Clinical Addiction Counselor (LCAC).

Thank you for your interest in our program. We look forward to assisting you in achieving your educational and professional goals.

Respectfully,

Dr. Brian Ogawa
Professor and Chair

PROGRAM DESCRIPTION

For the professional currently employed in the field, advanced knowledge and skills acquired in this MA program can enhance opportunities for career advancement. The degree program is also designed to prepare the graduate for licensure as a Licensed Clinical Addiction Counselor (LCAC) with the Behavioral Sciences Regulatory Board (BSRB) in Kansas. In addition, the MA in Human Services degree program helps to prepare students for teaching positions in community colleges and for additional graduate study. Course work emphasizes the application of theory and research to the delivery of human services with an emphasis in addiction counseling.

Course scheduling and delivery methods are flexible and designed to meet the scheduling needs of students, including online courses and short courses such as weekend workshops.

I. ADMISSION

A. Entrance Requirements:

Admission to the MA in Human Services will be based on a review of application materials. A committee of faculty from the Department of Human Services will review application materials and make recommendations regarding admission to the program. Students applying for admission to the Master's program will submit a completed application; copy of undergraduate (and graduate, when applicable) transcript(s); three letters of recommendation from instructors and/or professionals in the field; and a written essay describing the student's intent and goals in pursuing the Master's degree. Minimum standard for admission to the Master's program is the completion of a Bachelor's degree in Human Services or a related field (e.g., Social Work, Psychology, Nursing, etc.) from an accredited institution of higher education with an overall GPA of 3.0 (on a 4.0 scale) over the last two years (60 credits) of university coursework. Applicants to the Master's program must already be licensed addiction counselors or must have equivalent education or experience. Students should be aware that the Kansas Behavioral Sciences Regulatory Board requires that applicants for licensure as a Licensed Clinical Addiction Counselor (LCAC) must meet, in addition to the required graduate-level coursework, all the requirements for licensure as an addiction counselor (LAC). The LAC requires a Bachelor's degree in a helping profession, 33 hours of coursework in addiction counseling, and a passing score on a national examination. Students wanting clarification on BSRB requirements should contact the BSRB directly.

Continuous enrollment in the MA program is expected. Continuous enrollment requires satisfactory completion of course work with at least a 3.0 GPA per semester. If the student discontinues enrollment for two semesters or more, readmission is required. Should readmission be granted, it will be based on the requirements and regulations effective at the time of readmission. If a student drops out of sequence from his/her cohort due to discontinuing enrollment for a semester or two, the program will take longer to complete due to the sequential nature of course offerings.

B. General Requirements for Admission:

The admissions process is straightforward. Students submit the requested application materials by the deadline. Completed application packets are then reviewed by the Human Services Department Graduate Admissions Committee. Admission to the program is selective. The Department of Human Services can, and sometimes will, deny admission of applicants. This indicates that the applicant either lacks the necessary prerequisites or, in the opinion of the faculty, lacks the skills needed for successful completion of the degree program at the present time.

This application packet may be downloaded from the Department website at the following link: http://www.washburn.edu/academics/college-schools/applied-studies/degrees-certificates/ma-human-services/masters-application.

Application Steps:

1. Applicants must have a copy of the official transcript sent directly to the Human Services Department from the institution where the credit was granted to show that the applicant has earned a Bachelor's degree from a four-year accredited college or university. Washburn graduates are not required to submit transcripts, but a Bachelor's Degree must be posted on their transcript before they will be considered for admission to the MA in Human Services program. If the applicant has graduate credit that they want to have considered for possible course substitutions, the applicant must also have any official graduate transcripts sent directly to the Human Services Department from the institution where the credit was granted. This step is not required of students who received graduate credit from Washburn.

2. Applicants must complete and submit an Application for Formal Admission to Washburn University. This step is in addition to completing the Department's application packet. To fill out a University application for graduate study, please go to the following link and select "application": http://www.washburn.edu/academics/graduate-programs.html. You are required to fulfill all university graduate admissions requirements.

Please note that acceptance to Washburn University *does not* guarantee admission into the MA Program.

3. Applicants must submit a completed application form (attached to the end of this document) to the Human Services Department. This form requires applicants to write an essay explaining (a) personal philosophy of human services with special consideration to the area of addiction/recovery services and (b) reasons for entering the program.

4. Applicants must submit three reference forms from persons who are in a position to attest to the applicant's academic abilities and potential for graduate study, such as former instructors, internship supervisors, and work supervisors. References from former professors are welcomed, but may not be from the Human Services Department Chairperson or members of the Admissions Committee. The reference forms are included at the end of this application packet and must be submitted in sealed envelopes, with the signature of the person completing the reference across the seal. If you are seeking to transfer any course credits from another graduate program, please see the section on transfer credits regarding reference requirements.

5. Applicants must complete, sign and submit the Student Background History Attestation along with the application form attached to the end of this document.

Completed admission packets should be delivered or mailed to: Master of Arts in Human Services Program, Department of Human Services, 311 Benton Hall, Washburn University,1700 SW College Ave, Topeka, KS 66621.

Note: Acceptance is not automatic. To become admitted to the MA program, the applicant must receive the recommendation of the Human Services Graduate Admissions Committee and approval of the Department Chair.

D. Notification

When a decision has been made regarding your application for study in the Master of Arts in Human Services with an emphasis in Addiction Counseling, you will receive a mailed letter from the Human Services Department which indicates your admission status. If admitted, you will be instructed to contact the department for advising purposes. NOTE: Notification from the Washburn University Admissions Office that all transcripts have been received, and that you have been admitted to Washburn University does **not** mean that you have been admitted to the Masters of Arts in Human Services program.

E. Transfer of Academic Credits

Students who are admitted to the MA Program may request to transfer a maximum of 9 semester hours of relevant graduate course work from another accredited university or Washburn University department. These will be considered on a case-by-case basis. The applicant must have received a grade of “B” or better in the course(s) being considered for transfer. If an applicant wishes to request transfer of graduate credit, one of the required reference letters must be from the director or department chair of the program from which credit is requested. If credit is requested for a practicum, one of the required reference letters must be from the practicum site supervisor. Washburn University is not able to guarantee that the transfer credits it accepts for its MA in Human Services program will be accepted by the Kansas BSRB for the LCAC, as the BSRB is its

own separate entity with its own policies and procedures. Students who have questions about whether transfer courses will count for licensure purposes should contact the BSRB directly.

Applicants should be aware that the transfer of credit could impact their eligibility for financial aid if they drop below full-time status in a given semester. Please contact the financial aid office directly for more information.

F. Life/Work Experience

The Washburn University Master of Arts in Human Services Program does not award college credit for life/work experiences.

II. TUITION

Tuition and fees are established by the Board of Regents and are subject to change at any time. All payments are made to the University Business Office. The tuition charge is applicable to all terms of work such as regular semester, evening program, etc., whether taken for credit or as an auditor. Information regarding tuition, student activity fees, parking, etc., can be found in the Washburn University Catalog.

III. ADVISING AND REGISTRATION

Upon admission to the Master of Arts in Human Services program, students will be advised by Human Services department faculty, who will assist students with selecting and scheduling courses.

Students must contact a Human Services graduate advisor at least once each semester prior to enrolling in the next semester. In cooperation with the advisor, students are expected to complete a plan of study as soon as possible after entering the program. Faculty members usually restrict themselves to advising you about course work and career objectives.

NOTE: Graduate students in the Human Services Department are not permitted to enroll in any undergraduate course work without written permission from their Human Services Department faculty advisor. Students who violate this rule may be administratively withdrawn.

All students are advised to take advantage of advanced registration for enrollment in courses. Advanced registration gives you an opportunity to review your overall plan for graduation with a faculty member while you have time to reflect and to plan. Students who want to take short-term classes (weekend classes) should pre-register at least 5 weeks before the semester begins so that they can receive and complete their reading assignments in a timely manner.

IV. DEGREE REQUIREMENTS

All students are required to maintain at least a “B” (3.0) grade point average in their

coursework per semester. Moreover, students are allowed only two letter grades of "C" during their graduate studies. Students who receive a letter grade below "C" will be administratively withdrawn from the program.

V. DEADLINES

A. Receipt of applications for admission: To be considered for admission in the fall semester, **all application materials must be received by March 1st**. The MA Program has one *application for admission* cycle at this time. If accepted, you will start in the Fall Term which begins in August. The MA Program only accepts new admissions once a year, and the program takes two years to complete.

B. There are several deadlines that must be met in regards to graduation. It is the student's responsibility to see that all forms are filed and all deadlines are met. Students may obtain a copy of graduation deadlines for the semester in which they will graduate from the University Registrar's Office. Students must regularly check their Washburn email for important announcements from the university.

VI. FINANCIAL AID

For information about financial aid, contacts the Financial Aid Office located in Morgan Hall 267, or call the office at (785) 670-1151.

VII. WASHBURN UNIVERSITY EQUAL EDUCATIONAL OPPORTUNITY POLICY

Washburn University is committed to providing an environment for individuals to pursue educational and employment opportunities free from discrimination and/or harassment. The University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, or marital or parental status. Each unit within the University is charged with conducting its programs and activities in accordance with the University commitment to equal opportunity for all.

For additional information; http://www.washburn.edu/statements-disclosures/equal-opportunity/index.html

Carol Vogel, Equal Opportunity Director, 785-670-1509, Morgan Hall, 380A, carol.vogel@washburn.edu

VIII. COURSEWORK

The MA in Human Services degree program is a two (2) year program requiring a minimum of 36 credit hours of coursework. Of the 36 required credit hours, 30 credit hours are required coursework and 6 credit hours may be selected from electives. Students seeking licensure with the Kansas BSRB as Licensed Clinical Addiction Counselors must take the courses marked with an asterisk on the following lists of required and elective coursework.

Required coursework: The required coursework of 30 credit hours includes:

1. HS 600 – Integrative Human Services
2. *HS 604 – Advanced Methods of Individual Counseling
3. *HS 605 – Advanced Methods of Group Counseling
4. *HS 610 – Professional Ethics and Practice
5. *HS 615 – Advanced Pharmacology and Substance Use Disorders
6. *HS 635 – Diagnosis of Substance Use Disorders
7. *HS 640 – Supervised Practicum I
8. *HS 641 – Supervised Practicum II
9. HS 660 – Clinical Supervision
10. *HS 695 – Applied Research

Elective coursework: The electives from which students must take 6 credit hours include:

1. *HS 620 – Integrative Approaches and Treatment of Dual Disorders
2. *HS 625 – Addiction and Recovery Services
3. HS 630 – Lifespan Development
4. HS 665 – Integrative Residential Experience-Special Topic Seminar
5. HS 679 – Narrative Practices

Note: Admission to the MA Program does not guarantee acceptance into the practica. A separate application process is necessary, along with approval by a practicum site

IX. KANSAS ADDICTION COUNSELOR LICENSURE INFORMATION

Students who wish to become a licensed clinical addictions counselor (LCAC) in Kansas will need to have a minimum of 300 client contact hours across a minimum of six credit hours of practicum course work (i.e., a minimum of two practica; at Washburn, these are HS 640 and 641). In addition, the practica must include one in ten hours of clinical supervision. Supervision is to be provided by Washburn faculty and agency supervisors, at least one of whom shall be licensed at the clinical level (e.g., LCAC, LSCSW, LCPC). Applicants for the LCAC in Kansas must pass a national examination and complete a clinical supervision training plan that includes the following:

- 4,000 hours of supervised professional experience including at least 1500 hours of direct client contact conducting substance abuse assessments and treatment;
- Not less than 150 hours of clinical supervision, including not less than 50 hours of person-to-person individual supervision, integrating diagnosis and treatment of substance use disorders with the use of the Diagnostic and Statistical Manual of Mental Disorders of the American Psychiatric Association.

Note: Students from out of state who wish to work on a clinical addiction license in their home states are responsible for learning their own state's requirements and should not expect Washburn advisors to be familiar with their state's requirements. Our MA program follows the Kansas BSRB educational regulations. Students attempting to meet educational regulations of other states should check with their state to ensure that Washburn University offers the courses they need to be eligible for licensure in their home states. In addition, they are advised that it may take them longer to complete the program in order to obtain the courses they need that are different that the Kansas BSRB educational regulations.

APPLICATION FOR ADMISSION TO

MASTER OF ARTS IN HUMAN SERVICES

EMPHASIS IN ADDICTION COUNSELING

WASHBURN UNIVERSITY

Return Completed Application To:

Graduate Admissions Committee
Department of Human Services

Benton Hall 311

Washburn University
1700 SW College Ave

Topeka, KS 66621

INSTRUCTIONS FOR COMPLETION
APPLICATION FOR ADMISSION TO
THE MASTER OF ARTS-HUMAN SERVICES PROGRAM
WITH AN EMPHASIS IN ADDICTION COUNSELING

1. Apply to Washburn University at http://www.washburn.edu/main/admissions/more- info/graduate-programs.html. Please note that admission to Washburn University does not mean that you have been accepted into the Master's program.

2. Complete all required pages of the enclosed Application for Admission to the Master of Arts in Human Services Program with an Emphasis in Addiction Counseling.

3. Distribute the three reference forms to individuals whom you believe can attest to your ability to successfully complete a graduate program in human services (former professors and internship supervisors are preferred). Choose three (3) persons who have recent, extensive knowledge of your qualifications for graduate study in the human services field. These references should be able to provide detailed information on your academic abilities, commitment to human service values and ethics, emotional stability and maturity, and readiness to enter a graduate program in preparation for a career in clinical addiction counseling within the human service field. Examples of references might include a professor, an employer, and a supervisor. References should not come from family or friends; the greatest weight will be given to references from current and former supervisors, practicum/internship field instructors, faculty, or experienced licensed clinical addiction counselors or other professionals holding a clinical license, and other human service professionals as opposed to co-workers, clergy, and the like. Please also refer to earlier instructions regarding reference letters as well as reference letter requirements for those seeking transfer credits.

- Before sending forms to the people who will provide your references, read and complete the first page of each reference form. Either waive or claim your right to inspect the reference's commentary (before you give the form to the reference) by checking the appropriate box on the first page of each reference form and sign and date it.
- Give each of your three references the first and second page pages of the reference form and a self-addressed stamped envelope. Make sure each person knows to fully complete items 1 through 5 on the second page of the reference sheet and to enclose both pages of the completed reference (the page you complete plus the page the reference completes) in the envelope, seal it, sign it across the sealed flap on the back of the envelope, and then return the envelope to YOU. Do not break the seal; we will not consider reference letters that have been opened.
- When ALL THREE reference letters are returned to you, place them, unopened, in your packet along with all your other completed application documents.

4. Attach a typed essay which briefly (3-4 pages) discusses your interests related to human services, related education and experience, and why you want to pursue a Master's degree with an emphasis in addiction counseling.

5. Complete, sign and submit the Student Background History Attestation.

6. Attach copies of transcripts of all undergraduate course work to this application. Original transcripts must be sent from the institutions in which the course work was completed to the Human Services Department. If all of your course work is from Washburn, submission of transcripts is not required to the Department or University.

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PLEASE NOTE:

1. Applicants will not be considered for admission to the Master of Arts in Human Services Program until all required application materials are received.

2. To be considered for fall semester admission, all application materials must be received by **March 1st**. This includes all materials listed above.

APPLICATION FOR ADMISSION TO
THE MASTER OF ARTS – HUMAN SERVICES
PROGRAM

NAME:_____
(First) (Middle) (Last)

CURRENT
ADDRESS:_____
(Street) (City) (State) (Zip)

PERMANENT
ADDRESS:_____
(Street) (City) (State) (Zip)

TELEPHONE: ( )_____ ( )_____ _____
Home Work E-mail address

COUNTRY OF CITIZENSHIP:_____

COLLEGES AND UNIVERSITIES ATTENDED:

College/University	Major	Year Graduated	Degree	G.P.A.

NOTE: Official transcripts of all previous college and university course work must be sent directly from each college/university to the Human Services Department.

LICENSES/CREDENTIALS:

Type	State/Accrediting Body	Year

THE THREE PERSONS WHO ARE SENDING REFERENCE FORMS FOR YOU:

___Name_____Title/Position _____Department/Agency/Institution

1. _____

2. _____

3. _____

EMPLOYMENT HISTORY (Last position first. If more space is needed, attach a resume):

_____

Position/Title Dates of Employment

_____

Agency Address Telephone

Brief Description of Duties:

_____

Position/Title Dates of Employment

_____

Agency Address Telephone

Brief Description of Duties:

_____

Position/Title Dates of Employment

_____

Agency Address Telephone

Brief Description of Duties:

LIST SCHOLASTIC AND PROFESSIONAL AWARDS AND HONORS RECEIVED:

_____

_____

_____

LIST PROFESSIONAL AFFILIATIONS (including elected or appointed offices held):

_____

_____

_____

BRIEFLY DESCRIBE ANY VOLUNTEER EXPERIENCES AND/OR INVOLVEMENT IN COMMUNITY PROJECTS AND SERVICES:

_____

_____

_____

Please indicate below that you acknowledge that you must be a full-time student (9 graduate credit hours each semester) by initializing the following statement:

"I acknowledge that I am required to enroll in 9 graduate credit hours per semester to remain in the MA Program." _____(Your initials)

SEMESTER AND YEAR YOU WISH TO BE ADMITTED:_____

Essay:
Please attach a 3-4 page typed essay. This essay should focus on a description of your experiences as they relate to your decision to pursue a graduate degree in human services with an emphasis in addiction counseling. Discuss the development of your philosophy and interest in the field of Human Services, specifically Addiction Counseling. Explain why you have consciously selected to pursue a clinical degree in human services, specifically addiction counseling. Explain your career goals and your future plans following the completion of professional addiction counseling education and training at Washburn University. Discuss the Code of Ethics for Addiction Professionals from The Association for Addiction Professionals (www.naadac.org) and describe how the code is compatible or incompatible with your personal values and worldview as it relates to addiction counseling. You may choose to include information related to your work or educational experiences, your volunteer or extra-curricular activities, or your personal experiences. You should provide enough detail to help the admissions committee determine your readiness for entering the MA in Human Services Program with emphasis in addiction counseling.

A NON-REFUNDABLE APPLICATION FEE OF $35.00 MUST ACCOMPANY THIS APPLICATION. Washburn alumni are not required to pay the application fee. Make checks payable to Washburn University and make a notation on the check that this is for the MA in Human Services.

THIS APPLICATION IS COMPLETE AND ACCURATE.

Signature _____ Date _____

RETURN COMPLETED APPLICATION MATERIALS TO:

Graduate Admissions Committee
Department of Human Services
Benton Hall 311
Washburn University
1700 SW College Ave
Topeka, KS 66621

STUDENT BACKGROUND HISTORY

Circle "**Yes" or "No**" to the following questions. NOTE*: If you answered "**Yes**" to any of the following questions it does not mean that you may or may not be accepted in the MA in Human Services Program with Emphasis in Addiction Counseling. This is simply for the purpose of obtaining student background information/history that may speak to a student's readiness to participate in graduate-level study. None of the information gathered will be held/used against any student. Additionally, these questions originate and are posed by the Kansas BSRB Application for the LAC and LCAC; therefore, you will at some point in the future answer these same questions for the BSRB once you have completed your MA Degree in Human Services with Emphasis in Addiction Counseling and apply for licensure.*

1. Have you ever been convicted of a felony? **Yes** **No**

2. Have you ever been convicted of a misdemeanor crime against persons? **Yes** **No**

3. Have you ever been found guilty of or liable for fraud or deceit in connection with services rendered as an addiction counseling service provider by a civil or criminal court of law or board of a professional organization? **Yes** **No**

4. Have you ever knowingly aided or abetted a person, not a licensed addiction counselor, in representing him/her as a licensed addiction counselor? **Yes** **No**

5. Have you used any alcohol, narcotic, barbiturate other drug affecting the central nervous system, or other drug which may cause physical or psychological dependence, either to which you were addicted or upon which you were dependent within the last 2 years? **Yes** **No**

6. Have you been diagnosed or treated for any physical, emotional or mental illness or disease, including drug addiction or alcohol dependency, which limited your ability to practice behavioral sciences with reasonable skill and safety within the past 2 years? **Yes** **No**

7. Have you used controlled substances which were obtained illegally or which were not obtained pursuant to a valid prescription order or which were not taken following the direction of a licensed health care provider within the past 2 years? **Yes** **No**

8. Have you ever been found to be in violation of a professional association's code of ethics or of a state licensing board's rules and regulations or statutes regarding professional conduct? **Yes** **No**

9. Have you ever paid a judgment or settlement in a negligence action that concerned your addiction counselor profession or any other profession? **Yes** **No**

10. Have you ever resigned from a professional association, withdrawn from an undergraduate or graduate program or surrendered your license to a state licensure board while an ethical complaint was pending against you? **Yes** **No**

11. Have you ever identified yourself as an addiction counselor in Kansas (excluding student work)? **Yes** **No**

12. Has any governmental agency ever substantiated allegations made against you for physical, mental or emotional abuse or neglect, sexual abuse, or exploitation of (1) a child, (2) a resident of an adult care home, medical care facility, psychiatric hospital or state institution for the mentally retarded, or (3) an adult? **Yes** **No**

For reference to the above BSRB Licensure Application Questions please visit: www.ksbsrb.org

If you answered “Yes” to any of these questions, please provide a brief explanation:

I hereby attest that the answers, responses, and statements, I have provided and are contained in this attestation are true and accurate to the best of my knowledge.

COMPLETE SIGNATURE: _____

(SIGNATURE MUST BE LEGIBLE)

DATE SIGNED: _____

WASHBURN UNIVERSITY DEPARTMENT OF HUMAN SERVICES
Reference Form for
Master of Arts in Human Services
Emphasis in Addiction Counseling

Applicant: Please complete and sign the top section of this form prior to sending it to the individual selected to provide the reference.

Name of person providing reference: _____

The Family Educational Rights and Privacy Act and its amendments guarantee students access to their educational records. Students may, however, waive their right of access to references. The choice of the applicant regarding this reference is to be indicated below. Failure to sign will indicate acceptance of limited access.

( ) I do waive my right to inspect the contents of the following reference.
( ) I do not waive my right to inspect the contents of the following reference.

Applicant's signature: _____ Date: _____

Statement concerning: _____
(First Name) (Middle) (Last Name)

who is applying for admission to the Master of Arts in Human Services Program with an emphasis in Addiction Counseling for the _____ Semester of _____(year).

.....

The following sections are to be completed by the person providing the reference.

1. How long and in what capacity have you known the applicant?

2. Please comment on any specific talents you have seen demonstrated by this applicant in working with people such as, completing tasks, dependability and other work related skills. (Attach additional pages if needed)

3. What is your estimate of the applicant's promise as a graduate student? (Intellectual independence, capacity for analytical thinking, ability to organize and express ideas clearly, scholarly and professional potential, etc.) (Attach additional pages if needed.)

4. In the table below, please rank the applicant's ability and professional competence in comparison to other individuals whom you have known at similar stages in their careers.

	Top 5% Superior	Top 15% Excellent	Top 25% Very Good	Top 50% Average	Lower 50% Below Average	Unable to Rank
General knowledge						
Self-reliance, Motivation						
Originality & creativity						
Emotional stability, maturity						
Ability to make decisions						
Writing skills						
Verbal skills						
Growth potential						
Skills in relating to others						
Cultural sensitivity						

5. Please indicate your overall endorsement of the applicant:

( ) Highly Recommend ( ) Recommend ( ) Recommend with Reservation

Reference Name: _____ Position/Title: _____
(Print)

Address: _____
(Agency/Institution)

Signature: _____ Date: _____

Please return this reference to the applicant in a sealed envelope with your signature across the seal.

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Applicant's signature: _____ Date: _____

Statement concerning: _____
(First Name) (Middle) (Last Name)

who is applying for admission to the Master of Arts in Human Services Program with an emphasis in Addiction Counseling for the _____ Semester of _____(year).

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Verbal skills						
Growth potential						
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