

**Community/Habilitation Assistant Certificate Program**  
Offered by  
**Columbus State Community College**

**Student Application**  
**2015-2016**

*Please return by mail, fax, email or in person to:*

Columbus State Community College

MH/AS/DD program

Attn: Jackie Teny-Miller

Union Hall 232

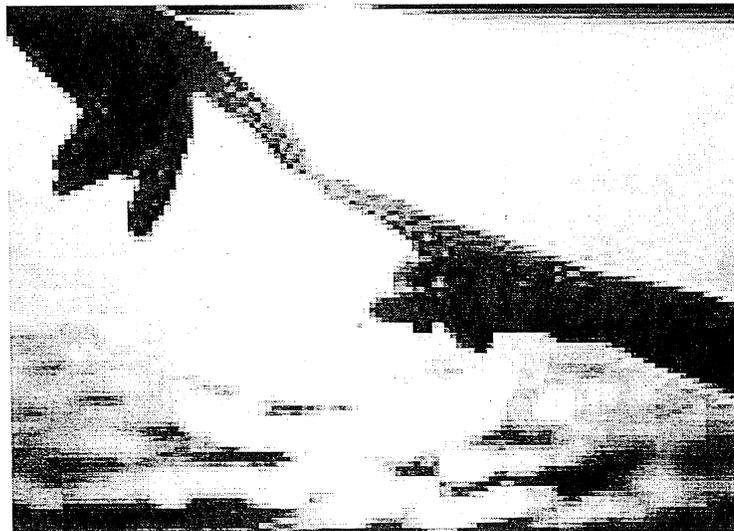
550 E. Spring Street

Columbus, Ohio 43215

Phone: 614-287-2544

Fax: 614-287-6007

[jteny@csc.edu](mailto:jteny@csc.edu)



*Learning to assist others in becoming more independent and social!*

## **Community/Habilitation Assistant Certificate Program Description (CHA)**

The CHA program is a one year (summer term and two semesters) certificate program offered by Columbus State Community College for adults, of any age, that have a developmental disability. Students will take classes and participate in practicums that will teach them the skills needed to assist others in becoming more independent and social. Upon the successful completion of the program, students will be eligible for a position as a Community/Habilitation Assistant at a Human Service Agency.

### **Plan of Study**

- ◆ Summer Term
  - College Success
  - Service Delivery and Ethics
- ◆ Fall Semester
  - Introduction to DD
  - Practicum In DD
- ◆ Winter Semester
  - Intervention Strategies A
  - Practicum in Intervention Strategies
  - CPR

### **CHA PROGRAM ELIGIBILITY REQUIREMENTS**

- Have a developmental disability
- Have a 5<sup>th</sup> grade or above reading level
- Have the ability to “look outside of yourself”
- Demonstrate interest in developing skills needed to assist others
- Receive 3 recommendations to participate from past/current teachers, work study coordinators, employer, service coordinator, etc.
- Apply to Columbus State Community College, take the COMPASS placement test, complete and submit CHA application packet.
- Participate in an interview with the Program Coordinator.
- Submit most recent IEP and ETR
- Have a proven ability to participate appropriately in a classroom and/or professional work settings
- Meet Ohio’s background check requirements to work with individuals with a developmental disability.

### **FEES**

Fees for the CHA Program are tuition-based and follow the typical Columbus State fee schedule.

**Transportation** is the individual’s responsibility.

**Applications** accepted anytime after November 1, 2014 until 14 applicants have been accepted. Program starts Summer term 2015.

**Application**  
**Community/Habilitation Assistant Certificate Program**  
**Columbus State Community College**

Applications will be accepted November 1, 2014 and continuing until the program is full.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: (home) \_\_\_\_\_ (cell) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Date of birth: \_\_\_\_\_

High School attended/attending \_\_\_\_\_  
Year completed/completing HS \_\_\_\_\_

I was referred to the program by (teacher, Service Coordinator, BVR counselor, friend, other) \_\_\_\_\_

I am an enrollee of a County Board of DD? yes \_\_\_\_\_ no \_\_\_\_\_  
If yes, which county? \_\_\_\_\_

Service Coordinator's name \_\_\_\_\_ Phone # \_\_\_\_\_

I live with family yes \_\_\_\_\_ no \_\_\_\_\_

I live independently yes \_\_\_\_\_ no \_\_\_\_\_

I live in Supported Living yes \_\_\_\_\_ no \_\_\_\_\_

My provider agency is \_\_\_\_\_

My Disability is \_\_\_\_\_

I will need assistance with school work? yes \_\_\_\_\_ no \_\_\_\_\_

If yes, be specific. (large print material, interpreter, assistance with writing, etc.) \_\_\_\_\_

I understand if I'm accepted into the program I will be required to share needed / pertinent medical information. yes \_\_\_\_\_ no \_\_\_\_\_

Transportation

Ride COTA bus: yes \_\_\_\_\_ no \_\_\_\_\_ sometimes \_\_\_\_\_

Drive: yes \_\_\_\_\_ no \_\_\_\_\_

Provider or family member transports: yes \_\_\_\_\_ no \_\_\_\_\_

You will need transportation at least 3 days per week. Will you be able to arrange this? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of, pled guilty to or no contest to, a crime other than a minor traffic violation? yes \_\_\_\_\_ no \_\_\_\_\_

How do you plan on paying your tuition?





**Community/ Habilitation Assistant Certificate Program  
Parent/Guardian Form**

Name: \_\_\_\_\_

Relationship to applicant \_\_\_\_\_

Phone number \_\_\_\_\_

Student/applicant's name \_\_\_\_\_

Please share why you are interested in the program for the applicant

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Please discuss any assistance you feel the applicant will need to be successful \_\_\_\_\_

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I understand that \_\_\_\_\_ is applying for admission to attend the Community / Habilitation Assistant Certificate Program at Columbus State Community College. If he/she is selected to participate, I will help to ensure that he/she attend the program. I certify that he/she meets the following eligibility criteria: has a developmental disability; demonstrates a desire to continue his/her education: and displays appropriate behavioral and social skills in school, home and community.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Community / Habilitation Assistant Certificate Program  
Recommendation Letter**

**Name of Applicant:** \_\_\_\_\_

Please answer the following questions to the best of your ability. This letter is to help us as professionals prepare for the potential students' needs in the best way possible.

**ABOUT THE PERSON WRITING THIS RECOMMENDATION:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Relationship to Applicant:** \_\_\_\_\_

**I have known the Applicant for:** \_\_\_\_\_

**Please answer the follow questions:**

**Describe the Applicant in three words:** \_\_\_\_\_

**Please tell us why you feel the applicant would benefit from participating in this Certificate program:**

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**Describe any additional supports you feel the applicant may need to be successful in this program:**

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**Please share any concerns you have regarding the applicants participation in this program**

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Please rate the following as it pertains to the applicant:

	Strong Point	Meets Expectations	Support needed
Organization			
Listening/following directions			
Writing skills			
Recognizes and responds appropriately to needs of others			
Appropriate communication skills			
Deals with stress/frustration			
Adaptable to new situations			
Receptive to feedback			
Emotional stability			

Additional Comments:

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This letter should be emailed, mailed or faxed to:

Jackie Teny-Miller

Columbus State Community College

Union Hall 232

550 East Spring Street, Columbus, Ohio 43215

Fax number: 614-287-6007

Email: [jteny@csc.edu](mailto:jteny@csc.edu)

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\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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### **ABOUT THE PERSON WRITING THIS RECOMMENDATION:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Relationship to Applicant:** \_\_\_\_\_

**I have known the Applicant for:** \_\_\_\_\_

**Please answer the follow questions:**

**Describe the Applicant in three words:** \_\_\_\_\_

**Please tell us why you feel the applicant would benefit from participating in this Certificate program:**

\_\_\_\_\_  
\_\_\_\_\_

**Describe any additional supports you feel the applicant may need to be successful in this program:**

\_\_\_\_\_  
\_\_\_\_\_

**Please share any concerns you have regarding the applicants participation in this program**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please rate the following as it pertains to the applicant:**

	<b>Strong Point</b>	<b>Meets Expectations</b>	<b>Support Needed</b>
<b>Organization</b>			
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## Community/Habilitation Assistant Certificate Program



Certificate Program offered by  
Columbus State Community  
College

## What is this program about?

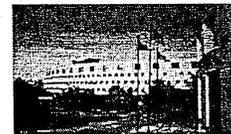
- ◉ 3 semester (Summer, Autumn and Spring) certificate program offered at Columbus State for adults of any age that have a developmental disability.
- ◉ Program is for individuals with a Developmental Disability that want to work with/support individuals with a Developmental Disability.

## Who qualifies for the program?

- ◉ Individuals that:
  - > Have a developmental disability
  - > Have a high school diploma or GED
  - > Have a 5<sup>th</sup> grade reading level (comprehension)
  - > Have an interest in developing skills to assist others
  - > Have the ability to "look" outside of themselves
  - > Be willing to commit to going to school for one year.
  - > Meet Ohio's background check requirements to work with individuals with a developmental disability.

## Will they take classes at Columbus State?

- ◉ YES! This is a college based program. Classes are taught at Columbus State. Classes will be adapted to meet the learning styles and needs of students.



## What kind of classes do students take?

- > 2 classes during the summer.
  - College Success
    - Students learn the skills needed to be successful in this program, in college and in their future job.
  - Service Delivery and Ethics
    - This course prepares students for their practicum experience by reviewing clinical expectations, supervision, professionalism and ethics. Practicum sites are toured and discussed.

## What about the other 2 semesters?

- ◉ Autumn Semester
  - > Introduction to Developmental Disabilities
  - > Practicum & Seminar in Developmental Disabilities
- ◉ Spring Semester
  - > Intervention Strategies A
  - > Practicum & Seminar in Intervention Strategies
  - > CPR

## Schedule

- Students are at Columbus State's downtown campus one day per week
- Students are at their practicum 2-3 days per week.
  - Students can be from Franklin and surrounding counties. Attempt is made to secure practicum sites close to the individual's home / within home county.

## What is a practicum?

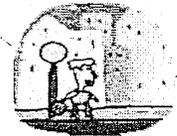
- In the Autumn and Spring semesters students complete a practicum at a local human service agency. Students spend 10.5 - 14 hours a week at their practicum learning and practicing skills that will help them become a community/habilitation assistant.
- Students typically complete their practicums at 2 agencies over the 2 semesters.
- A Liaison from Columbus State supports the student at their practicum by visiting them at the agency 3-4 times per semester. A teaching assistant is also available to provide supports throughout the semester as needed.

## Practicum locations – partial list

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>● Day Programs –<ul style="list-style-type: none"><li>➢ ADD</li><li>➢ All R Friends</li><li>➢ Good Hands</li><li>➢ Columbus Center for Human Services</li></ul></li><li>● Easter Seals</li><li>● Head Start Pre-schools</li><li>● Goodwill Columbus<ul style="list-style-type: none"><li>➢ SAGE, Young Adult Program, Wellness</li></ul></li><li>● Dahlberg Learning Center</li></ul> | <ul style="list-style-type: none"><li>● Franklin County Board<ul style="list-style-type: none"><li>➢ ARC Industries</li><li>➢ West Central/North East Schools</li><li>➢ Early Childhood Program</li><li>➢ Bixby/Hague Living Skills Center</li></ul></li><li>● Haugland Learning Center</li><li>● Fairfield Industries</li><li>● Madison County school program</li><li>● Heinzerling Foundation</li><li>● National Church Residence – Adult Day programs for seniors</li></ul> |
|---|--|

## Transportation is the student's responsibility

- Some students have providers or parents that transport them, some drive, some take the City Bus, some walk.
- County Boards and OOD/BVR have also assisted.



## Does this program cost Money?

- Yes.. The courses and practicums are Columbus State classes. Students take 3-7 credit hours per semester.
- Total program cost is approximately \$2300.
- Students are encouraged to apply for financial aid and work with OOD/ BVR.

## Can students be involved in other ways at Columbus State

- Absolutely -Students can take additional classes – former students have taken CPR, Early childhood classes, resistance training, developmental writing
- Students have worked out in fitness center and join free fitness classes.
- Students have joined campus clubs/organizations.

## Do Certified Community/Habilitation assistants get jobs?

- 6 Certified Assistants are working as Preschool assistants (Easter Seals / Dahlberg Learning Center)
- 3 Certified Assistants are working in County Board operated schools
- 2 Certified Assistants are working at Bixby Living Skills Center with individuals with severe and profound disabilities.
- 2 Certified Assistants are working at Hague Living Skills Center with individuals with severe and profound disabilities
- 1 Certified Assistant is working at a Day Program for Seniors. – Goodwill Columbus Young Adult Programs
- 4 Certified Assistants are working in a Day Habilitation Program –All R Friends

## Jobs cont..

- 1 Certified Assistant works for ADD's Community Connection.
- 9 Certified Assistants work in Workshop settings doing a variety of jobs. – Assisting in Hab. Rooms and on the work floor, Giving tours, facilitating self-determination activities, helping with bus duty, assisting in cafeteria, reading to individuals, etc.
- 1 Certified Assistant is working as a Personal Care Specialist at the Heinzerling Foundation
- 1 Certified Assistant is working for CORI-CARE
- 1 Certified Assistant is working for Columbus Wellness Program

## If someone completes the program and gets a job....

- It may be full-time or part-time.
- Wages will be decided by the employer.



## How Do Students Apply?

- Schedule an interview with Jackie Teny-Miller (phone # 287-2544). Interviews can be scheduled from Dec.-February.
- Complete online application for CSCC.
- Take COMPASS test
- Complete CHA application packet
- Request letters of recommendation from 3 professionals
- Submit completed application and most recent IEP and ETR to Jackie Teny-Miller

## Are students automatically accepted into the program?

- No...up to 14 students will be selected to participate in the program

## For more information:

- Please contact  
Jackie Teny-Miller  
614-287-2544  
jteny@cscce.edu

