HUMAN SERVICES TECHNOLOGY
(MENTAL HEALTH CONCENTRATION)

ADMISSIONS INFORMATION

Caldwell Community College & Technical Institute
2855 Hickory Blvd
Hudson, NC 28638
Caldwell and Watauga Campuses

Program Information

The Human Services Technology/Mental Health curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. The curriculum enables students to provide culturally competent services to support diverse populations including but not limited to: those facing obstacles affecting mental health, substance abuse disorders, children, elderly, and those with intellectual developmental disabilities.

The following educational credentials can be earned at CCC&TI in this area:
- Associate's Degree (A.A.S.)
- Diploma
- Certificate

Human Services Technology is offered both on the Caldwell campus in Hudson, N.C. and the Watauga campus in Boone, N.C. Applicants should be aware that travel in out-of-service areas may be required for clinical placement.

Admission Process

The Human Services Technology – Mental Health program has options for students to pursue a two-year associate degree, one year diploma, or certificate program with limited class sizes. Acceptance into these programs is first-come, first-served based upon completion of ALL admissions requirements.

NOTE: When considering whether to admit an individual into a specific program of study, the College shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants. Furthermore, graduation from a CCC&TI health science program alone does not guarantee that the student has met all eligibility requirements for licensure, certification, or registry required in order to practice in the related medical field. Prospective students should contact the appropriate agency prior to enrollment if they have any questions concerning their eligibility for credentialing examinations and legal ability to practice.

Admission Requirements

The following requirements must be completed before an applicant can be considered for admission to the program:

1. **CCC&TI application**

   Applications are available online at www.cccti.edu.

2. **Official documentation of high school graduation/high school equivalency**

   A high school graduate should request an official transcript to be sent to CCC&TI indicating date of graduation. This is required even if the applicant holds a college degree.

   Applicants with a high school equivalency must provide official documentation to CCC&TI from the granting institution.

   Reproduced copies of documents are not acceptable.

3. **Official transcripts of any college work**

   The applicant should request colleges to mail transcripts directly to CCC&TI.

   If currently enrolled at another college, applicants should request a transcript now and another one at the completion of his courses.

4. **Gateway English and math readiness**

   Applicant must be eligible to enter the program required gateway (college-level) English and math courses without a co-requisite <u>or</u> have successfully passed English and math transition courses as follows:

   > ENG 002 with a grade of P2

   > MAT 003 with a grade of P1

5. **Information session**

   To become a qualified applicant, all students must complete the Human Services Technology Information Session with the program director Megan Brehun: https://visit.cccti.edu/event/445248 or sign up by scanning the provided QR code.

   - The Information Session Confirmation Form and criminal background check acknowledgment statement must be completed and submitted to Health Sciences Admissions for completion of this admission requirement.

6. **Meet with your advisor**

   Contact your advisor to help plan and register for available classes. All health sciences students are assigned one of the following advisors based on their last name. Request a meeting with your advisor by contacting one of the following:

   Caldwell Campus
   Last Names A-F: Amy Huffman 828.726.2710 or ahuffman@cccti.edu
   Last Names G-L: Cristian McLaughlin 828.726.2704 or cmclaughlin@cccti.edu
   Last Names M-Z: Ruthie Price 828-726-2711 or rprice@cccti.edu

   Watauga Campus
   Movita Hurst 828-297-3811 *5200 or mhurst@cccti.edu

NOTE: The following requirements will be expected in order to attend clinical portions of the program. Failure to submit proper and complete documentation by the deadlines specified by the program director will result in non-progression within the program.

1. **Physical examination**

   After an applicant has been tentatively accepted into the Human Services Technology program, the individual is required to present documentation of physical and emotional health that indicates the applicant's ability to provide safe care to the public. The deadline for submission will be established by the Program Director.

   An accurate and satisfactory completed student medical form (health form) which includes appropriate documentation of immunizations by the health care provider or county health department and physical exam results must be submitted to Certified Background Check Medical Document Management by the deadline stated in the acceptance letter. The physical examination form may be downloaded from the Certified Background website when the order is placed. **Each student will be responsible for the cost of the electronic health form tracking**.

   Requirements include current TB (1 step) skin test (within 12 months), mumps/measles/rubella blood titer or vaccine, proof of chicken pox immunity by vaccination or blood titer, and current immunizations for tetanus and diphtheria. It is required to complete and submit a COVID-19 vaccination status form. More information about this form and how to access it are at the provided link under Vaccination Protocols: https://www.cccti.edu/COVID-19/Default.asp. The student is also encouraged to obtain Hepatitis B immunizations. Otherwise, the decision to decline the Hepatitis B immunizations must be formally documented.

2. **Infant, Child and Adult CPR certification**

   One of the following is required: American Heart Association Basic Life Support Healthcare Provider course or American Red Cross Professional Rescuer or Healthcare Provider or National Safety Council Healthcare Provider.   A copy of the CPR certification should be submitted by the deadline established by the program director.

3. **Criminal background checks/Drug screening/ other expectations**

   Criminal background checks and/or drug screenings are required for the student to participate in the clinical component of the Human Services Technology program. **A signed acknowledgement statement must have been submitted to the Health Sciences Admissions office as an admissions requirement**. All costs associated with criminal background checks and drug screenings are the responsibility of the student.

   The students will assume responsibility for all health care or emergency room costs they might incur during their clinical rotations.

   The student will assume the responsibility for travel to and from the clinical site and all associated costs.

   The student will complete a final evaluation of all clinical rotation sites, including faculty and educational experience.

PROGRESSION REQUIREMENTS: The Human Services Technology student must demonstrate an acceptable level of competency by earning a grade of "C" or better in all courses in the Human Services Technology program to progress each semester. Failure to maintain these program standards will result in student dismissal from the program. Refer to the Human Services Technology Program Guide for further details.

Please note: Each applicant is responsible for:
- *completing admission requirements,*
- *confirming receipt of letters and documents in the admissions office,*
- *keeping CCC&TI informed in writing of any personal information changes,*
- *keeping copies of all documentation submitted to CCC&TI.*

Human Services Technology
Technical Standards

The technical standards as stated here reflect performance abilities that are necessary for a student to successfully complete the requirements of the Human Services Technology curriculum. It should be noted that under the Americans with Disabilities Act "A qualified person with a disability is one who can perform the essential function of a job with or without reasonable accommodation." Please read the standards carefully and seek clarification if necessary. According to the nature of the work required in Human Services, the student must be able to meet the following standards:

FUNCTIONAL ABILITY	TECHNICAL STANDARD	EXAMPLES OF ACTIVITIES/BEHAVIORS (NOT ALL INCLUSIVE)
Physical Demands/ Motor Sensory	Sufficient motor function to execute movements required to provide general care and treatment to patients in health settings Sufficient physical endurance to participate fully in the clinical and academic settings at the appropriate level	• Attend class and attend required number of hours during clinical practicum • Attend and perform safely and satisfactorily in the classroom and in a human/social services agency/organization • Meet the physical demands of practicum placement including demands related to the use of sensory and motor skills
Cognitive	Ability to measure, calculate, reason, analyze, integrate and synthesize information	• Apply information, evaluate the meaning of data and engage in critical thinking in the classroom and clinical setting • Make correct judgments on seeking consultation or supervision in a timely manner • Respond appropriately to cognitive criticism • Collect subjective and objective data from patients • Accurately process information from medical records and policy and procedure manuals.
Communication skills	Communication skills sufficient to communicate in class and in the clinical setting, both verbally and in writing	• Establish and maintain a professional relationship with colleagues and clients/patients • Convey information in a clear, professional and timely manner • Listen and respond to others in an accepting and respectful manner • Write and communicate effectively, including email communication with your instructor and classmates • Human service professionals must be able to write, speak and communicate effectively both written and verbally
Behavioral/Social skills and Professionalism	Capacity to work with individuals, families, and groups as well as colleagues from a variety of social, emotional, cultural, and intellectual backgrounds and the agencies/organizations that support them	• Resolve ethical dilemmas that emerge in class scenarios, clinical placements, and in the practice of human services • Understand how one's values, beliefs, attitudes, emotions and past experiences affect thinking, behavior and relationships • Demonstrate appropriate use of self-disclosure • Examine and change behavior when appropriate

	Demonstrate a willingness to examine self Support the Ethical Standards for Human Services Professionals (NOHS) Demonstrate appropriate confidentiality, timeliness, professionalism, cultural competence, respect and patience	• Work effectively with individuals in subordinate positions as well as those in authority • Comply with ethical and legal standards of privacy and confidentiality as they relate to clients/patients, class activities and clinical placements • Follow confidentiality guidelines (HIPAA) • Be on time for class, clinicals, and appointments with clients • Complete assignments, progress notes, treatment plans, case scenarios, after-care plans, case management, and documentation in a timely manner • Respect different beliefs, opinions and values/ Demonstrating genuineness, compassion and unconditional positive regard for our clients. • Respect cultural differences in class/Respect and support cultural competence in the workplace • Demonstrating genuineness, compassion and unconditional positive regard for clients/ Allow others on the team to express their thoughts without interruption.
Emotional and Mental	Demonstrate emotional stability and mental regulations sufficient to maintain responsibility/accountability for actions Follow instructions and safety protocols	• Deal with current life stressors through the use of appropriate coping skills/mechanisms • Use appropriate self-care • Seek professional care when needed regarding mental/emotional well-being • Develop supportive relationships with colleagues, peers and other professionals • Effectively use help for medical or emotional problems that interfere with academic and clinical performance • Use unimpaired judgement in decision making • Work effectively with groups and teams • Demonstrate emotional skills to remain calm and maintain professional decorum in an emergency/stressful situation.

HST: Mental Health Degree A4538C

Fall I

ACA 115 Success and Study Skills **OR**			
ACA 122 College Transfer Success	0	2	1
ENG 111 Writing and Inquiry	3	0	3
*HSE 110 Introduction to Human Services	2	2	3
PSY 150 General Psychology	3	0	3
*HSE 112 Group Process I	1	2	2
SOC 210 Intro to Sociology	3	0	3
Total	**12**	**6**	**15**

Spring I

ENG 112 Writing/Research in the Discipline	3	0	3
PSY 281 Abnormal Psychology	3	0	3
*HSE 125 Counseling	2	2	3
*HSE 123 Interviewing Techniques	2	2	3
MAT 110* Math. Measurement and Literacy **OR**	2	2	3
BIO 111 General Biology I	3	3	4
Total	**12/13**	**6/7**	**15/16**

Students interested in transferring should take a higher level math course, such as <u>MAT 152</u>

Summer I

*HSE 210 Human Services Issues	2	0	2
*MHA 240 Advocacy	2	0	2
SOC 213 Sociology of the Family	3	0	3
Humanities/Fine Arts Elective	3	0	3
Total	**10**	**0**	**10**

Fall II

PSY 265 Behavior Modification	3	0	3
*MHA 150 Mental Health Systems	3	0	3
*MHA 155 Psychological Assessment	3	0	3
*HSE 160 HSE Clinical Supervision I	1	0	1
*HSE 163 HSE Clinical Exp I	0	9	3
OR			
*PSY 241 Developmental Psychology	3	0	3
Total	**10/12**	**0/9**	**12/13**

Spring II

*HSE 225 Crisis Intervention	3	0	3
*HSE 226 Intellectual Disabilities	3	0	3
*MHA 238 Psychopathology	3	0	3
*HSE 260 HSE Clinical Supervision II	1	0	1
*HSE 263 HSE Clinical Exp II	0	9	3
OR			
*HSE 155 Community Resources Mgt	2	0	2
*HSE 220 Case Management	2	2	3
Total	**10/13**	**2/9**	**12/13**

A4538C Hum. Serv. Mental Health TOTAL	**54/59**	**15/31**	**66/67**

Denotes classes that are part of the cohort. Applicants may not take these classes until they have been officially accepted to the program.

HST: Mental Health Diploma D4538C

Summer I

HSE 110 Introduction to Human Services	2	2	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
NAS-3240 Nurse Aid Level I			
Total	**8**	**2**	**9**

Fall I

ENG 111 Writing and Inquiry	3	0	3
MHA 150 Mental Health Systems	3	0	3
MHA 155 Psychological Assessment	3	0	3
PSY 265 Behavior Modification	3	0	3
Total	**12**	**0**	**12**

Spring I

ENG 112 Writing and Research in Disciplines	3	0	3
HSE 125 Counseling	3	0	3
HSE 225 Crisis Intervention	2	2	3
HSE 226 Intellectual Disabilities	3	0	3
Total	**11**	**2**	**12**

Summer II

HSE 210 Human Services Issues	2	0	2
MHA 240 Advocacy	2	0	2
PSY 281 Abnormal Psychology	3	0	3
Total	**7**	**0**	**7**

D4538C HST: Mental Health Diploma Total	**38**	**4**	**40**

HST: Mental Health Certificate C4538C

Summer I

HSE 110 Introduction to Human Services	2	2	3
PSY 150 General Psychology	3	0	3
NAS-3240 Nurse Aid Level I			
Total	**5**	**2**	**6**

Fall I

MHA 150 Mental Health Systems	3	0	3
MHA Psychological Assessment	3	0	3
Total	**6**	**0**	**6**

C4538C HST: Mental Health Cert. Total	**11**	**0**	**12**

Estimated Human Services Technology Program Costs

Item Expense	Amount	Expense Timeline
Tuition*	Varies each semester based upon total enrolled semester hours	$76.00 per semester hour + $35 per fall/spring semester activity fee + $2 per course campus service fee
Liability (Malpractice) Insurance	$13.00	Fall II semester
Accident Insurance	$6.00	Fall semesters
Criminal Background Check, Drug Screen, & Immunization Tracker	$145.00 (additional costs vary)	Fall II semester (additional updates as required by clinical sites)
Graduation Fee	$25.00	Last Spring semester
Textbooks	TBD	Ongoing
Travel	Varies	Students are responsible for travel to and from school and clinical sites plus any parking fees. Students are responsible for travel for field trips and community service projects.

* Fees and rates are subject to change without notice as determined by the General Assembly of North Carolina

For additional information, please contact:

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Since health program standards are mandated by accrediting and regulatory agencies, revisions to the above information may be necessary. Efforts will be made to keep changes to a minimum and finalized one year in advance of the starting date of the program; however, the college reserves the right to revise any part or section as necessary.

Revised 11/16/23