



## **Daniel L. Goodwin College of Education**

### **Department of Counselor Education**

#### **Application Checklist for the Addiction Counseling Certificate (Program Code G908)**

**For individuals not currently enrolled in NEIUs Clinical Mental Health, Family, Rehabilitation, or School Counseling programs:**

- Minimum GPA of 3.0 on a 4.0 scale
- Graduate Studies application (including \$30 application fee)
- Addiction Counseling Certificate application (print out)
- Official transcripts from all colleges/universities attended (must be in a sealed envelope or protectively e-scripted/emailed from the sending institution)
- Two letters of recommendation (must be in a sealed envelope from the recommender **or** can be emailed from the recommender through the online application)
- Resume
- Essay (see p. 2 of the Certificate in Addiction Counseling application; this format should be substituted for the *Statement of Goals and Objectives* on the Graduate Programs application)
- Successful completion of graduate level coursework in the following areas: counseling theories and interviewing, human growth and development; assessment and evaluation; individual and group counseling; family counseling; and multicultural counseling. Those who have not successfully completed the necessary coursework may fulfill them during the course of their studies toward earning the CADC.
- Informed Consent

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**For individuals who are current Northeastern Illinois University students in Clinical Mental Health, Family, Rehabilitation, or School Counseling:**

- Minimum GPA of 3.0 on a 4.0 scale
- Addiction Counseling Certificate application (submit to your faculty advisor for signature).
- Successful completion of graduate level coursework in the following areas: counseling theories and interviewing, human growth and development; assessment and evaluation; individual and group counseling; family counseling; and multicultural counseling. Those who have not successfully completed the necessary coursework may fulfill them during the course of their studies toward earning the CADC.

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Upload all application materials to your NEIU portal **OR** mail to Graduate Admissions and Records, Northeastern Illinois University, 5500 N. St. Louis Avenue, Chicago, Illinois 60625 **OR** email materials to [graduateadmissions@neiu.edu](mailto:graduateadmissions@neiu.edu). Please direct any questions regarding your application to Counselor Education at 773-442-5550 or [counsedu@neiu.edu](mailto:counsedu@neiu.edu).