



Ossining Extension Center Mental Health Technician Spring 2012

Thank you for your interest in Westchester Community College's Mental Health Technician Program (MHT)

This 80-hour course will prepare you to understand basic psychiatric terminology, psychopathology, social skills training, and mental health laws and ethics. Your communication skills and professional interactions with patients will be valuable assets. Mental Health Technicians (MHT's), also called psychiatric aides, can enjoy job security, higher salary, and unique job opportunities. MHT's are part of a patient-centered team for individuals who may be mentally challenged or emotionally disturbed, or for psychiatric patients under the supervision of a psychiatrist, registered nurse, or social worker.

Course topics include:

- Psychiatric Terms
- Involuntary Admission
- Mental Health Organizations
- Psychopathology
- Professional Disciplines
- Voluntary Admission
- Patients rights and responsibilities
- Ethics
- Management of Aggressive Behavior
- Communication with Medical Professionals
And Therapists

Cost: The cost for the program is **\$1269.25**, which may be paid in full or in three payments paid before the start of each module (see payment schedule on the next page).

The non-refundable application fee is \$20 and must be submitted with the completed application. The following costs can also be expected: \$15 for malpractice insurance (required), and textbooks.

***You must successfully complete all four modules,
And pass a NY State exam to become a Certified Mental Health Technician.***

Schedule-Spring 2012*
March 15, 2012-May 20th, 2012
Thursdays 5:30PM-9:00PM
Saturdays 9:00am-2:30pm

Module I: Overview of Psychiatric Hospitalization

Module II: Team Members Roles

Module III: Mental Health Laws

Module IV: Advocacy

Module 5: Clinical Observations "Pull out days" Usually during week day hours. You will be notified in advance.

Certified Mental Health Technician Program
Directions for Completing the Application
Spring 2012

1. Complete and mail **application for admission** with *non-refundable* \$20 application fee. Checks or money orders should be made out to "Westchester Community College." *The application for the spring 2012 Certified Mental Health Technician is due on or before **February 10, 2012**.* The recommendation may be submitted at a later date, but must be received before the first day of class. Mail the completed application to

Westchester Community College
Ossining Extension Center
22 Rockledge Road
Ossining, New York 10562
Attn: CMHT Program

2. Complete top half of **recommendation form** and submit to individual who will be completing the reference, along with an addressed, stamped envelope. The envelope should be addressed to the address identified in #1 above.
3. Obtain a physical examination from a licensed physician and submit the **physical examination record** *by the first day of the Interview*. You do not need to mail the physical examination record with the application.
4. Once your application is received, you will be scheduled for an interview and, if necessary, a reading exam. All candidates must successfully complete the screening interview prior to acceptance to the program.
5. Tuition Payment Options: The tuition for the Certified Mental Health Technician Program is \$1269.25 This tuition may be paid in full by Mar 15, 2012* or may be paid by module according to the following schedule:

• Module 1 Payment	Due on or before 03/15/12	\$425.25
• Module 2 Payment	Due on or before 04/12/12	\$422.00
• Module 3 Payment	Due on or before 05/03/12	\$422.00

Refunds

- There are no refunds for classes that meet for one session only
- Before first class: 100% refund of tuition. • Before second class: 50% refund. • After second class: no refund. All refund requests must be made to the college in writing. If you paid by check, please allow 6-8 weeks for your refund to be processed. Credit card refunds are processed immediately.

Students must successfully complete all three modules and fulfill all financial responsibilities to Westchester Community College in order to be eligible to take the New York State Certified Mental Health Technician Examination.

**The number of individuals accepted into the CMHT Program is limited. Acceptance is based on date of program application and the personal interview. Payment for Module 1 is due no later March 15, 2012. If payment is not made by March 15, 2012 your seat in the CMHT Program will not be held.*

Certified Mental Health Technician Program Recommendation Form

TO THE APPLICANT:

Fill in all information in this section and forward this form to the recommender. The recommender must return the completed form to **Westchester Community College, Ossining Extension Center, 22 Rockledge Ave, Ossining, NY 10562, Attention: CMHT Program**. For the convenience of the recommender, you should include an addressed, stamped envelope. The reference must be from someone who is familiar with your professional work and/or career goals. References are not acceptable from relatives, in-laws, or friends.

Please print:

Name: _____

Last

First

M.I

Applicant's Signature _____

TO THE RECOMMENDER:

Thank you for providing information regarding the individual above; she/he is applying for enrollment in the Certified Mental Health Technician Program at Westchester Community College-Ossining Extension Center.

Please Print: _____

Last Name

First Name

M.I.

Organization: _____

Address: _____

(Area Code) Phone # _____

Relationship to the applicant _____

Signature: _____

Please see reverse side

Name of the applicant: _____

Please evaluate the applicant by checking the appropriate spaces below:

Qualifications	Excellent	Good	Average	Below Average
1. Ability to work with adults & children as clients in a health care setting				
2. Perseverance				
3. Verbal communication skills				
4. Written communication skills				
5. Punctuality				
6. Ability to work with others as a team (co-workers)				

Please feel free to add any additional comments:

Signature _____ Date: _____