



## Human Services—Peer Support Certificate Getting Started Checklist

We are committed to helping you achieve your goals! Follow the steps on this guide to apply for the Human Services Program. A review of your academic performance and the following requirements are utilized to score your admission placement in the program.

This program offers courses in the face-to-face format, as well as some courses in an online format. The program cannot be completed completely online. See program website for additional information and option details.

- Students may work toward only **one** Human Services Certificate at a time.
  - Alcohol and Drug Counseling Certificate
  - Peer Support Certificate
- Student can choose Peer Support or Alcohol and Drug Counseling, not both.

This program admits new students in both the **Fall and Spring semesters**.

### **Getting Started:**

#### **Are you currently an SCC student enrolled in classes at SCC?**

For students currently enrolled in a program at SCC and/or working on other courses please meet with your assigned College Advisor. If this is your first term at SCC you will be connected with your advisor after completing *New Student Enrollment*. If you are a returning student and are unsure who your advisor is contact [mhawco@southeast.edu](mailto:mhawco@southeast.edu).

#### **Are you new to SCC or unsure where to start?**

If you are new to SCC or have not completed the required program pre-requisite courses listed below, please submit an Application for Admission to the Associate of Health Sciences program at [www.southeast.edu/applynow](http://www.southeast.edu/applynow). If you need help determining your next step, please contact [admissions@southeast.edu](mailto:admissions@southeast.edu) for assistance.

### **Demonstrate Appropriate Level of Proficiency in Reading and/or Math:**

- ENGL 0960 Beginning Reading College reading and Writing
- MATH0900: Beginning Algebra

Proficiency can be demonstrated with placement test scores OR course completion. For details related to placement testing or to schedule a placement test go to <https://www.southeast.edu/nextgenerationaccuplacer/>.

### **Students complete college General Education courses along with program coursework.** Students must receive a final grade of C or above for general education courses to count the credits toward any Human Services degree or certificate. Submit official transcripts showing college coursework completed at a college/university other than SCC, to SCC Admissions Office 8800 O Street Lincoln, NE 68520.

### **Meet with Faculty Advisor:** For students currently enrolled in a program at SCC and/or working on other courses please meet with your assigned College Advisor. If this is your first term at SCC you will be connected with your advisor after completing *New Student Enrollment*. If you are a returning student and are unsure who your advisor is contact [mhawco@southeast.edu](mailto:mhawco@southeast.edu).



- Complete Practicum Requirements:** These requirements must be completed prior to attending practicum. For Peer Support students requirements must be completed at the time of the application to the program. Submit documentation to the Health Sciences Building (HSB 230) or email: [healthsciences@southeast.edu](mailto:healthsciences@southeast.edu).
  - Proof of current Heartsaver CPR AED, American Heart Association **only**
  - Complete Student Health Statement (see documentation form on program website)
  - Complete current Tuberculosis two-step skin test (see documentation form on program website)
  - Students are required to complete a Criminal Background Check during the first term in the program. The results of the background check could result in student not being able to take certain classes or complete the program.
  
- Program Acceptance into the Peer Support Certificate Program**

Applications will be reviewed when ALL Program requirements are submitted (see list above) and documents under getting started on the Human Services Website: [Human Services](#)

Please note the following:

  - Students may work toward only one Human Services Certificate at a time.
  - Student can choose to pursue a certificate in Peer Support or Alcohol and Drug Counseling, not both.
  - Applicants **MUST** resubmit all documentation during each application period.

Applicants with Program Requirements unmet, will not have their application reviewed for accepted, until the end of the term AND after the submission of all requirements.

This certificate program admits new students in both the **Fall and Spring semesters**.

  - Full Time: Every Fall and Spring semesters
  - Fall Semester: Apply February 1<sup>st</sup> – March 15<sup>th</sup>
  - Spring Semester: Apply September 1<sup>st</sup> – October 15<sup>th</sup>
  
- Peer Support Certificate Students must Complete Digital Resume:** Using the following link provide your experiences requested. Paper resumes are not accepted. Complete digital resume during application period. Peer Support Digital Resume: [Peer Support Digital Resume](#)
  
- Complete Program Application for Peer Support (Digital Resume):** Online application link will be available during the application periods. Apply at <https://www.southeast.edu/applynow/> during the stated application periods. For students interesting in starting:

Spring Semester (January): Please apply September 1<sup>st</sup> – October 15<sup>th</sup>.

  - First review of completed applications will begin on October 15; the application will remain open until all program seats are full.
  - Notification of acceptance will occur **on or after** November 15<sup>th</sup>.

Fall Semester (August): Please apply February 1<sup>st</sup> – March 15<sup>th</sup>.

  - First review of completed applications will begin on March 15<sup>th</sup>; the application will remain open until all program seats are full.
  - Notification of acceptance will occur **on or after** April 15<sup>th</sup>.

Incomplete applications will not be reviewed if missing program requirements.

**Program Website:** [Human Services at Southeast Community College](#)