

Dear Applicant:

In order to become a Credentialed Alcoholism and Substance Abuse Counselor (CASAC) in New York State, you must satisfy specific eligibility requirements and pass the International Certification and Reciprocity Consortium (IC&RC) examination, which is administered by the New York State Office of Alcoholism and Substance Abuse Services (OASAS).

The first step in the credentialing process is submission of the enclosed CASAC Application to the OASAS Credentialing Unit. Your Application will verify that you have satisfied the minimum CASAC requirements established by the IC&RC and OASAS Regulations.

Applications are accepted on an ongoing basis and will remain active for five years from the date of postmark. Completed Applications must be submitted, with a **non-refundable** \$100 Application Processing Fee in the form of a **certified check or money order** made payable to NYS OASAS, addressed to:

NYS OASAS  
Attn: Credentialing Unit  
1450 Western Avenue  
Albany, New York 12203-3526

**Personal checks cannot be accepted, will be returned and will delay processing of your Application.**

Should you have any questions, please feel free to contact the OASAS Credentialing Unit at 1-800-482-9564.

Thank you for your interest in the credentialing process and best wishes in your efforts.

Sincerely,



Elizabeth J. Trapani  
Credentialing Unit Manager

Enclosure