



## Ossining Extension Center Mental Health Technician Spring-2010

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

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. Certified Mental Health Technicians (CMHT's), also called psychiatric aides, can enjoy job security, higher salary, and unique job opportunities. CMHT'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 **\$1200.00**, 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), cost of uniforms and textbooks, and the fee of \$105.00 for the National Health career Examination.

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

### **Schedule-Spring 2010\***

**April 13<sup>th</sup>-June 1<sup>st</sup> 2010**

**Tuesdays 5:30PM-9:30PM**

**Saturdays 9:00am-3:30pm**

**Module I:** Overview of Psychiatric Hospitalization

**Module II:** Team Members Roles

**Module III:** Mental Health Laws

**Module IV:** Advocacy

*\*This schedule is tentative; any adjustments to the schedule will be announced in class.*

**Certified Mental Health Technician Program  
Directions for Completing the Application  
Summer 2010**

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 Summer 2010 Certified Mental Health Technician is due on or before **March 19, 2010**.* 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 \$1200.00 This tuition may be paid in full by May 22, 2010\* or may be paid by module according to the following schedule:

- **Module 1 Payment**                      **Due on or before 04/07/10 \$400.**
- **Module 2 Payment**                      **Due on or before 05/01/10 \$400.**
- **Module 3 Payment**                      **Due on or before 05/22/10 \$400.**

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 April 7th, 2010. If payment is not made by April 7th, 2010 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 \_\_\_\_\_

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**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:**

<b>Qualifications</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Below Average</b>
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:

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Signature \_\_\_\_\_ Date: \_\_\_\_\_