



Dear Applicant:

Thank you for your inquiry into our program. This letter will answer some of your questions about the Counselor-In-Training (CIT). If you wish to apply, you will need to fill out an application form, which you can download from our website.

Serenity Lane is a private, not for profit, primary-care facility for alcoholism and other substance use disorders (SUD). The center provides tuition free trainee positions as a part of its education mandate. This CIT Program is a **12-month** didactic and practicum experience, which prepares the participant for the Certified Alcohol/Drug Counselor's examination process. At the end of the training, Serenity Lane awards a certificate and official transcript attesting to training acquired. Graduates of Serenity Lane's CIT Program are in demand throughout Oregon, the Northwest and other areas of the country.

The CIT Program is a full-time, 40 hour per week position. **As an incentive, Serenity Lane offers a low interest loan of up to \$10,000.** Every three months assignments change to provide a diversity of experience in different departments with different counselor-mentors. This means your hours may change with each three-month rotation. Possible hours may include days, evenings or weekends (Friday through Monday).

Every Tuesday is training day, all day with classroom instruction, group process and clinical supervision. Degreed, licensed and certified health care professionals teach classes in alcoholism and drug addiction, counseling skills, ethics and related topics.

Please complete the CIT Program **application** forms and return them along with your **resume** (see sample resume on this website.) Please include a **cover letter** containing the following information:

- 1) State your reasons for applying to the Serenity Lane CIT Program.
- 2) Explain why you want to become a SUD counselor.
- 3) If in recovery for SUD, describe briefly your own recovery process.
- 4) If in recovery for SUD, advise us of the length of time in recovery.
- 5) Detail briefly what you want/expect from this training program.
- 6) What skills do you currently possess that would enhance your training process?
- 7) What are your tentative goals upon completion of training?

Your cover letter should not be more than two typewritten pages. Please include **three** current letters of reference attesting to your character and performance ethic. These letters should be from someone other than a relative or significant other. One of these letters needs to be from a past or current employer.

If you are recovering, we also need documentation that you have been in recovery for two years immediately preceding this application. This might be from your sponsor or some other person who has known you well enough to make such a statement.

Thank you again for your interest in Serenity Lane's Addiction Counselor-In-Training Program.

Sincerely yours,

Doug Smith, BS, CADC II
Director of Clinical Services