



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, 501(c)(3) nonprofit, 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.

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) Detail briefly what you want/expect from this training program.
- 4) What skills do you currently possess that would enhance your training process?
- 5) 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 Counselor-In-Training Program. We look forward to hearing from you.

Serenity Lane CIT Team