

## Things to Remember

### Examination Information

This is a **training, education and experience** examination. This is your test, and your score will be based solely upon a review of your responses to these questions. Your answers are subject to verification.

1. Read the [Mental Health Therapy Aide Exam Announcement \(MHTA\)](#) carefully before completing this test.
2. This test is based on your training, education and experience. Your score on the resulting MHTA eligible list will be based solely upon your responses to this test. It is important that you describe your training, education, and experience as completely and accurately as possible. Incomplete information may result in a lower score or disqualification. Additional information provided after you submit this test will not be accepted.
3. Appropriate part-time and volunteer experience, which can be verified, will be accepted on a prorated basis.
4. Any education, licensure, certifications and/or work history claimed in this test are subject to verification. You may be required to provide proof. If you are offered a job from the MHTA eligible list, you must provide proof of your high school diploma, equivalency diploma, or higher at the time of interview or hire. Failure to provide any requested documentation may negatively affect your eligibility or score or disqualify you from employment.
5. You may take this MHTA test once every 12 months. A new application is required for each retest.
6. Passing this test is not an offer of employment.
7. A Physical/Medical examination, including drug screening, is part of the pre-employment process. Failure to successfully complete this requirement will negatively affect your employment eligibility.
8. To be eligible for employment, you must satisfactorily complete a background investigation that includes checks against the statewide Staff Exclusion List (SEL) maintained by the Justice Center for the Protection of People with Special Needs, the Statewide Central Registry of Child Abuse and Maltreatment (SCR), the federal and State Medicaid and Medicare exclusion lists, and State and federal Criminal History Records.

## **Personal Privacy Protection Law Notification**

The information which you are providing on this application is being requested pursuant to Section 50.3 of the New York State Civil Service Law for the principal purpose of determining the eligibility of applicants to participate in the examination(s) for which they have applied. This information will be used in accordance with Section 96(1) of the Personal Privacy Protection Law, particularly subdivisions (b), (e), and (f). Failure to provide this information may result in disapproval of the application. This information will be maintained by the Office of Mental Health. For further information, relating only to the Personal Privacy Protection Law, call (518) 457-9375. For examination information, call (518) 402-4058.

## **Equal Employment Opportunity**

It is the policy of the State of New York to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

It is the policy of the New York State Department of Civil Service to provide qualified persons with disabilities equal opportunity to participate in and receive the benefits, services, programs and activities of the Department, and to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide such equal opportunity, including accommodations in the examination process. Further, it is the policy of the Department to provide reasonable accommodations for religious observance or practice.

## **Eligibility for Employment**

You must be legally eligible to work in the United States at the time of appointment and throughout your employment with New York State. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the Federal Immigration Reform and Control Act of 1986, and the Immigration and Nationality Act.

## **Additional Examination Credits Pursuant to Civil Service Law Section 85-a**

If you are a child or sibling of a firefighter, police officer, emergency medical technician, or paramedic who was killed in the line of duty in the service of New York State, you may be entitled for additional examination credits pursuant to Civil Service Law Section 85-a. For further information, please contact the Department of Civil Service at (518) 473-6437.