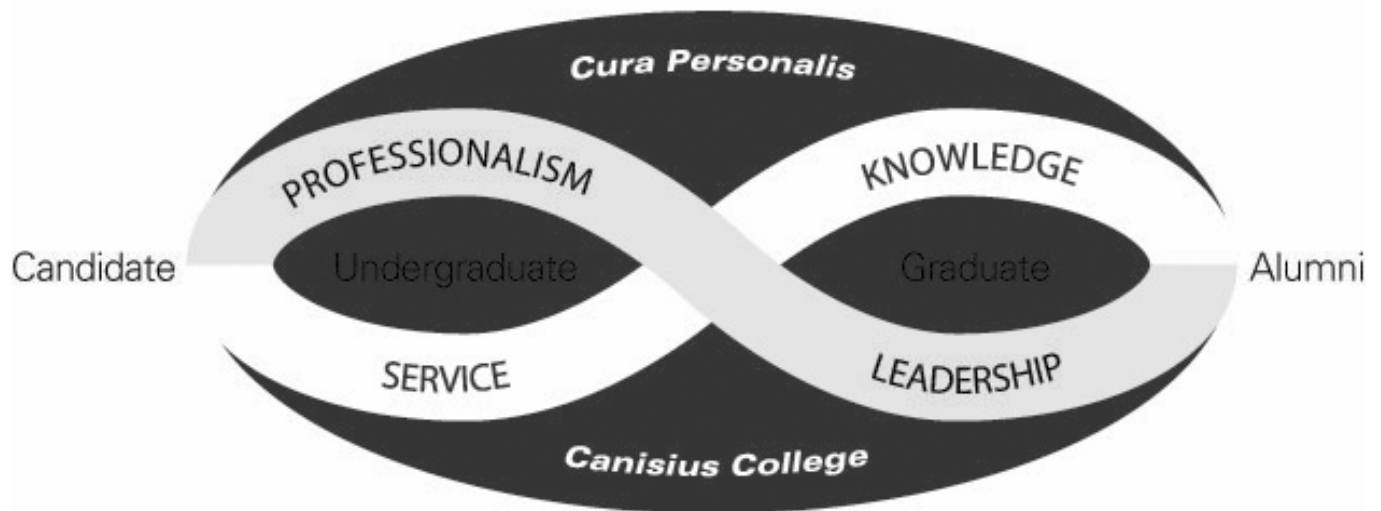


The Department of Counseling and Human Services:

Student Handbook

(2008 -2009)--Rev. 10/20/08



The School of Education and Human Services

****Please note that this Student Handbook applies to students starting in the Fall of 2007. If you began the program before this date, you can complete your program by meeting the*

requirements of the program at matriculation or by changing to the current program. Please speak with your advisor for more details.

WELCOME:

Congratulations on your choice of the Department of Counseling and Human Services at Canisius College. A combination of innovation and tradition have contributed to the reputation of quality that our programs have in Western New York. Our curriculum is embedded in the Conceptual Framework of the School of Education and Human Services which consists of providing students with the Knowledge, Professionalism/Leadership and Service required to be a competent and successful professional counselor. We strive to accomplish this goal with a philosophical orientation of “cura personalis” toward our students which means care for the whole person. This handbook is a resource guide designed to assist you through your program of studies in counseling. This guide is not a legal or formal document. It is meant to be a brief and readily used resource. Should you have any questions that go beyond the scope of this handbook, be sure to refer to the graduate catalog, or speak with your advisor. There is also considerable information about our program on the web including results of program evaluations by graduates of the program and employers of those graduates (http://www.canisius.edu/counselor_ed/).



Defining Yourself as a Canisius College Graduate Student

The excerpt below is from the book, **Thriving!** by Lennis G. Echterling, Eric Cowan, William F. Evans, A. Renee Staton, Grace Viere, J. Edson McKee, Jack Presbury, and Anne L. Stewart.

It's been said that what you get from graduate training depends on what you put into it. We agree that, with hard work, deep commitment to your desired profession, and cooperative interactions with your peers and professors, you will profit greatly from graduate school. If, on the other hand, you adopt the attitude that while you are in school you will be preparing for "real life," you will miss the point. Graduate school is real life. So what you must put into it is your openness to fully being there--in each moment, with each experience, and with each person you encounter.

Back when you were an undergraduate student, you probably skated through some of the experiences that were offered to you, holding your breath and waiting for them to be over. We certainly did! You also may have held on to many of the ideas you were taught only long enough to mark the correct answer on the final examination. Now the ideas that inform you will be those that carry you into a successful professional career.

Graduate school will be amazingly short, and, as in a well-crafted short story, nothing in your schooling will be beside the point. Everything will be useful and, indeed, essential to your becoming a skilled counselor. You will find that if you are willing to live each day in the here and now, dropping some of your defenses and opening yourself to new growth, you will get much more out of your graduate training than you put into it.

Use the following six principles for thriving in your graduate training-- come well prepared, live your training, learn from others, explore yourself, be open to opportunities, and always act with character.

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SOME CRITICAL PLACES AND NUMBERS:

School of Education and Human Services and Counseling Department:	Horan O'Donnell Science Building 014 Ext. 2390, Hours 8:30 - 4:30 M-F Dr. Shawn O'Rourke , Asso. Dean of the School of Education and Human Services, Ext. 3179 Dr. Farrugia , Department Chair, T-808/Ext. 2393 Dr. Lenhardt - T-809/Ext. 2398 Dr. Moll - T-815/Ext. 3287 Dr. Rutter - T-806/Ext. 3721 Dr. Fetter - T-812/Ext. 3187 Floor Secretaries - T-802/Ext. 3298
Bookstore: (extended hrs. 1st two weeks of semester*)	Student Center Basement/Ext. 2335 Hours: *8:00 - 6:30 M-R; 8:00 - 4:00
Old Main Snack Bar:	Hours: M-R 8:30 - 8:00 F 8:30 - 6:00 Sat 9:00 - 2:00
Bouwhuis Library:	Hours: M-R 8:00 - 12 F 8:00 - 5:00 Sat 10:00 - 6:00 Sun 1:00pm - 12:00am
Campus Ministry:	Old Main/Rm. 211 Ext. 2420 Hours: 8:30 - 5:30 M-F
Career Planning Center:	Old Main/Rm. 016/Ext. 2475
Counseling Center:	Ext. 2620 Hours: M-R 8:30 - 8:30; F 8:30 - 5:00 June-August 8:30 - 4:30

Koessler Athletic Center (KAC)

Office Ext. 2950/Equip. Ext. 2620
Intermurals Office/Ext. 2613

KAC Hours: 9:00 - 9:00 M-F
10:00 - 5:00 Sat.
1:00 - 8:00 Sun.

Pool Hours: 11:30-12:30; 5:30 - 9:30 M-F
12:30- 4:30 Sat.
1:00 - 4:30 Sun.

Department of Public Safety:

Palisano Pavilion Basement/Ext. 2330
Ext. 711 CAMPUS EMERGENCY NUMBER

Student Financial Aid Office (SFA):

Old Main/Rm. 105/Ext. 2300
Hours: 8:30 - 5:00 M-F
Summer: 8:30 - 4:30 M-F

Department Vision, Mission and Program Objectives

The vision, mission and objectives of an organization are the foundation on which everything else is built. In counselor education programs the vision, mission and objectives influence the academic curriculum, the field work, the choice of initiatives to improve a program, how faculty see their role and the educational climate that is fostered. These are the principles to which we aspire.

VISION STATEMENT

The vision of the Department of Counseling and Human Services at Canisius College is to offer leading regional educational programs for graduate students who aspire to be outstanding professional counselors and leaders employed in a variety of educational, agency, and mental health settings. Students and professors in our program are personally inspired to contribute to the improving the lives of individuals, families and the broader social condition of men and women. Our vision incorporates both national and state standards within the profession of counseling as embodied by the American Counseling Association, its divisions and the appropriate state certification and licensing bodies. While promoting lifelong learning, we provide comprehensive training programs that integrate a core counseling curriculum coupled with clinical experience, and supervised internships.

MISSION STATEMENT

The mission of the Department of Counseling and Human Services at Canisius College is to educate humanistic and professionally competent counselors who can provide services to clients from a wellness-oriented philosophy. The programs are designed to prepare professional counselors to meet the educational, emotional, mental, psychological, social, and career needs of diverse populations. Programs are intended to educate counselors with a Master's of Science degree who are qualified to provide school, agency and mental health counseling to a variety of clients in order to enhance their quality of life and optimize their functioning.

The ideals and values espoused by Canisius College and the Jesuit tradition are primary to the mission of the Department of Counseling and Human Services. These ideals involve the following:

1. Treating others with dignity and respect;

2. Sensitivity to cultural differences;
3. Ethical behavior;
4. Promoting and maintaining healthy living;
5. Contributing to the welfare of others; and
6. Valuing social justice.

The faculty recognizes that effective, counselors need a variety of clinical skills as well as professional competencies in the areas of leadership, advocacy, and consultation. Professional counselors must utilize all of these skills, while balancing professional development, creativity and accountability through data driven research to effectively deliver comprehensive counseling services in order to facilitate positive change at both the individual and systemic level.

PROGRAM OBJECTIVES

Our program objectives are designed to focus on outcome based assessment and are organized according to the Conceptual Framework of the School of Education and Human Services (SEHS), The three components of the Conceptual Framework are Knowledge, Skills and Professionalism/Leadership.

Knowledge Based Objectives

Upon successful completion of the program candidates will:

1. Understand the wide range of problems and concerns that are indigenous to the counseling field.
2. Acquire practical knowledge and insight into the complex dynamics of the helping role in a variety of settings including knowledge of effective counseling approaches to individual, group, career and family counseling.
3. Recognize developmental, social and cultural dynamics inherent in all counseling activities.
4. Be able to identify professional organizations and resources central to effective, life-long professional counseling.
5. Acquire knowledge in identifying children at-risk and develop effective prevention and intervention strategies to promote healthy lifestyles.

Skills Based Objectives

Upon successful completion of the program candidates will:

1. Develop clinical counseling skills in the following areas: individual, group and family counseling.
2. Demonstrate the ability to assess client needs and evaluate professional counseling programs using data driven models.
3. Acquire the ability to form partnerships with other “stakeholders” and consult with other professionals as effective team members on behalf of their clients.
4. Demonstrate group leadership skills related to school and agency educational services.
5. Understand how to utilize professional resources and evaluate research related to the field of counseling.

Professionalism and Leadership Based Objectives

Upon successful completion of the program candidates will:

1. Demonstrate a commitment to improving the welfare of others in a pluralistic society regardless of race, sex, religion or cultural background.
2. Understand and integrate professional ethical standards into their own personal code of ethics.
3. Recognize and act on their unique position as change agents and client advocates promoting social justice as well as general wellness.
4. Demonstrate a working knowledge of a systems perspective and develop applied skills in using a systems oriented approach with individuals, groups, families and organizations.

TRANSITION POINTS:

Transition Points are designed to insure that students (candidates) in the Department of Counseling and Human Services acquire the appropriate knowledge, skills, and dispositions to be successful professionals in the field of counseling. There are 4 transition points in the Department of Counseling and Human Services. These transitions can be considered as our **matriculation guidelines**. Transitions are as follows:

Transition Point I

Applicants must first be admitted to the Graduate School in Education and Human Services by meeting all admissions requirements. Applicants must have a baccalaureate degree and a minimum of 2.7 undergraduate grade point average. Applicants must provide all required information including two letters of recommendation. Applicants falling below 2.7 may be required to provide additional information including results of the Graduate Record Exam (GRE). Application materials and directions for application can be obtained through the central office for the School of Education and Human Services (Science Bldg. 014).

Transition Point II

In order to become eligible for the practicum (field experience) candidates must take the Counseling Candidate Screening Battery and be interviewed by a full-time faculty member. The purpose of this procedure is to determine the appropriateness of the candidate for continuation in the program. It is possible to be prevented from taking Practicum based on the results of the screening process. The Screening Battery and Interview should be taken before candidates begin classes, however, it is permissible to take the screening within the first semester of studies. **It is possible to be advised to discontinue your studies** should the screening reveal a profile inappropriate for the counseling profession (such as indications of serious psychological difficulty). The screening process consists of a short autobiography, an empathy test, the Minnesota Multiphasic Personality Inventory II and an interview. A \$50 non-refundable testing fee is collected at the screening. The testing fee also covers the cost of tests used in the course EDC 571 Psychological and Educational Assessment. You must meet with your advisor for an interview and interpretation of the screening to complete the process. No candidate will be allowed to take Practicum before the interview is completed. Formal advisement is also done at this time. Check the posted sign-up sheet outside office 802 in the Tower for the next test date. Although the screening process is designed to identify serious personal attributes that would prohibit successful pursuit of a career in counseling, it is possible that lesser concerns may arise from this activity. In such cases, a student may be asked to seek personal counseling as a condition of enrollment or be advised to take some other course of action. Any recommendation to discontinue studies in the counseling program is always made by a committee. In addition to the screening, a portfolio review will be conducted after candidates have completed EDC 570 Introduction to Professional Counseling and Ethics and EDC 573 Counseling Theory, which further assess readiness for Practicum. Specific assignments from EDC 570 and EDC573 will be placed in the candidate's portfolio and assessed as part of this transition point.

Transition Point III

All candidates will be assessed at the end of the Practicum experience regarding the candidate's readiness for continuation in the program. Candidates will be evaluated in the following areas:

1. Successful completion of Practicum with a grade of B or better. A grade of B or better must also be given by the cooperating counselor. The cooperating counselor's assessment and the candidate's reflection on his or her progress as a student of the profession will be reviewed and kept in the candidate's portfolio.
2. Appropriate writing skills demonstrated by the candidate's performance on the written assignments held throughout the class.
3. Adequate verbal and communication skills as demonstrated through the class activities in the practicum.

4. Appropriate dispositions and professional attitudes as demonstrated in class behavior and field placement activities with particular emphasis on the candidate's dependability and over-all responsibility. Should the Practicum professor question the candidate's readiness to continue in the program based on any of the criteria listed above, a committee will be convened consisting of the practicum professor, the candidate's advisor and at least one other full-time faculty member who has taught the student in an academic class. The committee decides if the candidate will be permanently prohibited from continuing in the program, or if some other remedial action might be taken including individual counseling, the successful completion of an assigned service activity, and/or the repeat of the Practicum. In situations where a cooperating counselor prohibits a student from completing a field placement, it will be considered equivalent to being fired from a job and may be cause for discontinuation in the program. It will automatically trigger convening of a review committee as described above.

Transition Point IV

At the start of the semester when a candidate intends to graduate, the candidate should electronically file a "Diploma Request Form" at <http://www.canisius.edu/GradEd/> This procedure triggers a review of the candidate's program of studies. A successful review leads to graduation.

Admission of Professionals Not Seeking a Degree:

There are several circumstances when persons take counseling classes, without a desire for a degree. An example is a practicing counselor desiring post-master's study for the sake of continuing education. Such students must follow normal college admissions procedures as outlined above, however, these students do not take the Screening Battery unless a practicum or internship experience is sought. Professionals seeking a practicum or internship in order to meet state certification requirements who received their degree from another graduate school will be accommodated depending upon seat availability in the course. However, such candidates must take minimally a total of 12 credits of academic work at Canisius College. At least one course must be taken from a full time faculty member in the initial semester of study and the screening process must be completed before being permitted in a practicum or internship course.

Financial Aid:

Financial Aid in graduate school is more limited than in undergraduate school. Candidates should contact the financial aid office at the College for assistance. Candidates should also inquire with the School of Education and Human Services where a list of open assistantships is maintained for various departments in the college. Our department currently offers two graduate assistantships and those interested should provide the department chair with a resume, a cover letter and a one page response to the following question: "How are questions of diversity and social justice related?" Students are also encouraged to contact various support offices around the College, since not all of the possibilities are listed through the School of Education and Human Services.

Diversity Recruitment Policy:

The Department of Counseling and Human Services is committed to identifying and welcoming a diverse population of students. The Department of Counseling and Human Services recognizes its unique opportunity and obligation to educate professional counselors prepared to work with clients across the lifespan with a multiplicity of issues. Recruiting methods involve actively recruiting a multicultural student body from both within Canisius College and across Western New York and beyond. Further, the faculty is dedicated to providing an atmosphere that facilitates a climate of acceptance for all students.

Located on our web support pages is a listing of national sources of scholarships available to graduate students that support diversity and opportunity. Qualified students are encouraged to use this resource. Additionally our Department has established an outgoing "Diversity Focus" initiative that partners with Psi Chi Gamma (the Canisius chapter of Chi Sigma Iota –the international honor society for counseling). The goal of this initiative is to develop and support projects that enhance diversity in our program. One of our graduate assistants is assigned to current diversity projects during each academic year. In addition, all applicants for the Department graduate assistantships are asked to submit a short essay responding to the prompt "How are questions of diversity and social justice related?" along with a cover letter and resume.

ADVISORS AND ADVISEMENT:

All students in the Department of Counseling and Human Services are assigned an advisor to assist them throughout their studies. Advisors are assigned by alphabet in the following manner: A --> D Dr. Holly Fetter, ext. 3187, E --> I Dr. Farrugia, ext. 2393, J --> M Dr. Rutter, ext. 3721, N --> R Dr. Lenhardt, ext 2398 and S --> Z Dr. Moll, ext 3287. All students are required to meet with their advisor on completion of the screening process for an interview and interpretation of the screening results. Formal advisement may also be done at this time. Your additional advisement needs may be carried out with your advisor via phone, email, or by appointment at any time.

1. **Transfer of Credit** from another institution must be approved by your advisor and your advisor must forward the appropriate form to the Associate Dean of the SEHS. Up to 6 credit hours may be transferred into the program for students who initially matriculate at Canisius. Upon advisement, additional credit may be accepted when students transfer from another program or university. Sometimes it is beneficial to the student who already holds a master's degree in education to seek certification directly through Albany. Evaluation of transcripts can be done through certification officer at B.O.C.E.S. I, 355 Harlem Rd., West Seneca, N.Y. 14224 ; phone (716) 821-7036.
2. **Waiving a Course** must be approved by your advisor in situations where *significant* academic or experiential background has met the intended competency areas of the course in question. Graduate and undergraduate courses can be considered, although additional scrutiny and possibly testing will be done for any undergraduate experience. A course cannot be waived that is specifically required for state certification or state license. When a course is waived, an additional elective must be completed in its place.
3. **Grading, Retention and Dismissal Policies:** Graduate candidates must progress through each of the transition points of the program. Graduate students must maintain at least a "B" average to receive their degree. One course graded below "C" puts the student on academic probation. A second failing course is grounds for dismissal. Any time a student questions the accuracy of a grade, the student should first discuss the situation with the professor who gave the grade. If the student continues to be unhappy with the grade, the student should inform his or her advisor and then seek mediation from the department chairperson within ten working days after meeting with the professor. Final appeal can be made to the Associate Dean of the School of Education and Human Services within ten working days, again after the student informs his or her advisor. A written decision concerning the disagreement will then be forwarded to the student and the professor.
4. **Non-Academic Reasons for Dismissal:** In addition to academic questions, and consistent with the ethical standards of the American Counseling Association and College policy, advisors as well as faculty, especially those who teach practicum or internship courses, are responsible to insure that students are able to be ethical and personally effective in their professional role. If concerns are found the following process will be followed:

a. The professor, advisor or candidate may request a meeting at any time in order to address the concerns. At this informal stage the advisor or the professor, and the student will review the concerns and possible solutions will be explored and enacted.

b. If the concerns are not resolved at the informal stage, a written referral will be made to the Candidate Concerns Committee consisting of the advisor and the appropriate program coordinator (if the program coordinator is also the student's advisor, the other Department program coordinator will serve on the committee). The advisor and the program coordinator will meet with the candidate and review the concern. A remediation plan will be developed by the advisor and be signed by the advisor, program coordinator and the candidate. In some situations, a remediation plan may require personal counseling as a condition for continued enrollment. The student must return a signed copy of a remediation plan to the advisor within 10 days of its receipt.

c. If the candidate fails to meet the expectations outlined in the remediation plan, the advisor will notify the Department Chairperson who will confer with the advisor and the appropriate program coordinator. The Chairperson may then dismiss the candidate or revise/re-establish the remediation plan. A candidate may also be dismissed from the program by the Department Chairperson for a single egregious breach of professional and/or ethical behavior.

d. A dismissal notice must be presented in writing to the candidate. An appeal can be made to the Associate Dean for Graduate Studies in the School of Education and Human Services within 10 days of the dismissal notice.

e. The Associate Dean will review the case and render a decision, which will be final.

f. Throughout the advisement process and up to dismissal from the program the student is able to explore educational and career alternatives with the program advisor.

5. **Malpractice Insurance:** All candidates are required to have personal professional liability coverage at the start of their practicum experience. During a student's practicum and internship experiences at Canisius, the student is covered by liability insurance provided by Canisius College. However, students still need to be concerned about liability issues as graduate students and as they become practicing professionals. Most professional counselors in the field carry their own personal insurance coverage in addition to the coverage provided by their employer. Graduate students may want to apply for liability insurance coverage through the ACA Insurance Trust, although students are able to purchase any appropriate insurance coverage.

6. **Faculty Endorsement Policy:** (Letters of Recommendation) Students are advised to seek recommendation letters from faculty members who have had them for multiple courses and are in the best position to comment on their competence, clinical training and potential for future employment or advanced study. Faculty may only recommend a student for a given area of employment if the student has successfully completed all designated curriculum requirements for the area for which the student is applying. This includes the completion of the required field experiences in each area of specialization. For example, a student applying for a school counselor position would need to fulfill all program requirements in order to be recommended by a faculty member for a position in this area. In addition to direct experience with the graduate student, faculty members will consider input from practicum supervisors when making recommendations.

Regarding letters of support for continued advanced study, faculty members will take into consideration the student's abilities and potential to successfully engage in research and scholarly writing. Our endorsement policy has been developed to insure students are trained according to program guidelines and have appropriate clinical experiences and competence before we endorse them for future employment or advanced education.

7. **Personal Counseling:** Personal counseling is available at no charge through the Canisius College Counseling Center. The counseling center is not part of our Department and confidentiality matters follow the same principles as any other counseling service. If a student is asked to attend counseling as part of a remediation plan with an advisor, a release form may be sought, but only to disclose that the student has been attending sessions.

8. **A Typical Description** of advisement questions from admission to credentialing is described below:

A candidate seeks information from one of the faculty members in counseling. The candidate may use the web to learn more about the program. A Graduate Brochure/Catalog is mailed to the candidate. After reviewing the Catalog, the candidate completes and submits the enclosed application form to the School of Education and Human Services at Canisius. Concurrently, the candidate also signs up and completes the Department of Counseling and Human Services Screening Process (sheet on board near Tower Office 802). The results are reviewed with the candidate's advisor and questions of credit, transfer, and waiving courses are resolved. As the candidate progresses through the program, contact is made with the advisor on an as needed basis. During the semester before intended graduation, the candidate completes the on-line diploma request form (<http://www.canisius.edu/GradEd/>). Upon graduation the candidate acts to secure initial credentials in their specialty area. Advisors continue to be available to graduates for professional consultation. For school counselors, at some point during the term of initial certification, the additional graduate classes are completed and a new application for permanent certification is completed.

CHECKLIST OF CRITICAL STEPS FOR THE MASTER'S DEGREE:

- _____ Complete Application to Graduate School and forward transcripts.
- _____ Attend Graduate Orientation for new students.
- _____ Complete the Department of Counseling and Human Services Screening Process and have the results interpreted by your advisor.
- _____ Make sure all transfers or waived classes are cleared with your advisor.
- _____ Keep in mind eventual goals for certifications or license and plan your studies accordingly.
- _____ Apply for your practicum or internship placements in the semester preceding the actual field work.
- _____ Complete Diploma Request Form at <http://www.canisius.edu/GradEd> at the start of your last semester.
- _____ Apply for appropriate certification or license after you complete the requirements for your degree.

CURRICULUM:

The curriculum in Department of Counseling and Human Services consists of a common core of courses and specialization courses. State certification is required to work as a school counselor and the mental health license is the preferred credential for agency professionals. Most candidates will choose one or the other program. It is possible to be endorsed in both areas, however the post-master's work experience requirements of each certification/license makes this option difficult. School counselors are required to get 2 years of work experience within 5 years of initial certification and mental health counselors are required to get approximately 2 years of work experience within 3 years of receiving a limited permit. Students interested in dual endorsement should contact their advisor.

Core Requirements for School Counseling Program and the Mental Health Counseling Program:

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EDC 570 Introduction to Professional Counseling & Ethics	3 cr.
EDC 560 Child Abuse Prevention (“lab” done within EDC 570)	0 cr.
EDC 593 Lifespan Development	3 cr.
EDC 579 Social and Cultural Issues in Counseling	3 cr.
EDC 573 Counseling Theories	3 cr.
EDC 589 Family and Couples Counseling	3 cr.
EDC 574 Group Counseling	3 cr.
EDC 571 Psychological and Educational Assessment	3 cr.
EDC 572 Career Counseling	3 cr.
EDC 597 Psychopathology	3 cr.
EDC 615 Research Techniques	3 cr.
EDC 575 Pre-Practicum Helping Skills	3 cr.

Core Credits = 33

Additional School Counseling Courses (beyond core) Required for Master’s Degree:

EDC 567 Principles of School Counseling	3 cr.
EDC 576 School Practicum	3 cr.
EDC 566 School Violence Prevention (“lab” done within EDC 576)	0 cr.
EDC 603 Internship (full time)	6 cr.
OR	
<i>EDC 604</i>	3 cr.
<i>and 605 Internship (half time over 2 semesters)</i>	3cr.
Elective	3 cr.

Total Credits for Master’s Degree in School Counseling = 48

Additional Mental Health Counseling Courses (beyond core) Required for Master’s Degree:

EDC 568 Principles of Community Mental Health Counseling	3 cr.
EDC 577 Clinical Practicum (Agency)	3 cr.
<i>CHOOSE ONE:</i>	
EDC 585 Chemical Dependency and Rehabilitation OR	
EDC 586 Physiological & Psychological Aspects of Sub. Abuse	3 cr.
EDC 598 Case Formulation, Tx Planning, and Psychopharmacology	3 cr.
EDC 600 Internship (full time)	6 cr.
OR	
<i>EDC 601</i>	3 cr.
<i>and 602 Internship (half time over 2 semesters)</i>	3cr.
Elective	3 cr.
Elective	3 cr.
Elective	3 cr.

Total Credits for Master’s Degree in Mental Health Counseling= 60

Advanced Study for Permanent Certification (NYS School Counseling—not required in Mental Health)

EDC 590 Managing School Counseling Programs	3 cr.
EDC 587 Schools Based Prevention & Intervention Models or one of the following	
*Choose from EDC 585 Chemical Dependency and Rehabilitation OR	
EDC 586 Physiological & Psychological Aspects of Sub. Abuse	3 cr.
Elective	3 cr.
Elective	3 cr.

Full-time students must take care in selecting courses since some required courses may not be offered every semester. Refer to the Graduate Catalog for the semesters when courses are offered and Appendix 9 in this Handbook - Recommended Sequence of Studies. Generally, it is advisable to take EDC 570 Foundations and EDC 573 Counseling Theory early in your studies since these are prerequisites for other courses. Also be sure to take EDC 567 Principles of School Counseling, before or concurrently with your school practicum. No practicum may be taken in your first semester of studies. When you are about to complete the requirements for your master's degree, **you must apply for your diploma at <http://www.canisius.edu/GradEd>.** Please do so at the start of the semester you plan to complete the degree requirements.

Since two years of work experience as a school counselor is required by the state for permanent certification, many students choose to come back to school to complete the requirements for the Advanced Certificate. It is permissible to take Advanced Certificate required courses as electives within the Master's degree. In that case, other electives are available for the Advanced Certificate.

Please refer to the current Graduate Catalog for the School of Education and Human Services for a complete listing and description of all current course offerings.

Library Notes: In addition to your educational experiences derived directly from your classes, the library offers several important services that you should use including the following:

- a. An extensive audio & video collection of counseling demonstrations and lectures by the leaders of the profession.
- b. An educational curriculum center containing demonstration materials.
- c. A special library card allowing direct use of other area libraries such as U.B. and Buffalo State.
- d. Inter-library loan programs where virtually any printed material can be secured.
- e. Access to the Library's "card catalog" and several on-line library services via the Internet (Canisius College Home Page address (<http://www.canisius.edu/>)). Many of the on-line resources contain full-text journal articles.

Opportunities in Counseling : New students are often concerned about what they can expect professionally when they complete the program. Follow-up program questionnaires and evaluations completed by former students and supervising professionals keep us informed about what happens to our graduates. While past experiences can't guarantee future experiences, generally graduates of our program do find jobs in the counseling field and are pleased that they attended Canisius College. Associated professionals respect our program and the skills acquired by our graduates. Results of these surveys can be found through the Department's Web Page.

The Use of Technology: Candidates will be required to use relevant technology throughout the program. Upon entering the program all students are given a campus e-mail account. Look for your user name and other account information on your class registration form. You will want to register for the Department's Listserv as soon as possible. The Listserv allows for direct communication to students as they proceed through the program. You can register by sending an email message to Listproc@canisius.edu -- leave the subject line blank -- in the body write: Subscribe cancounsel (first name, last name). You can also do this with your home account in addition to your campus account.

Many of your classes will use the web based program called Angel. It is accessible from the Home page of the College. In addition, the Department of Counseling and Human Services has a number of web pages posted that support students in our programs. The Department web pages are accessible through the Canisius Home Page (<http://www.canisius.edu/>). You can also go directly to this page as well... http://www.canisius.edu/counselor_ed/. Students have found the page titled "Student Support Information" to be extremely helpful for a variety of purposes including links to APA style guides,

professional organizations, listservs and other counseling related sites. The course EDC 570 will introduce you to many of the technology skills that you will utilize as a student and later as a professional counselor.

PROFESSIONAL CREDENTIALS & PROFESSIONAL ASSOCIATIONS:

There are a number of professional credentials potentially available to counselors. These include the following: School Counselor Certification, Certified Rehabilitation Counselor, National Certified Counselor, Licensed Mental Health Counselor, National Certified Career Counselor, Certified Alcoholism and Substance Abuse Counselor, Licensed Marriage and Family Counselor--and this is not an inclusive list! Four of these credentials -- for school counseling, mental health counseling, rehabilitation counseling, and counseling in the field of alcoholism and other substance addictions are particularly relevant to students at Canisius and are discussed below.

1. State Certification for School Counseling:

To be eligible for employment as a school counselor, all persons must be certified by the state education department. Certification in New York State is a two stage process of initial certification consisting of education background and practicum experience and then permanent certification consisting of additional education and at least two years of work experience as a school counselor. When you complete your Master's degree, pick-up the directions for securing certification from your advisor. Certification is an on-line process. The web address is www.highered.nysed.gov/tcert. Assistance with the certification process is available through the Associate Dean located in the Horan O'Donnell Science Bldg - 014).

Although teachers must take the National Teacher's Exam (N.T.E.), applicants for certification in pupil personnel services such as counselors, do not have to take this exam. Similarly, while teachers must take additional workshops in prevention of child abuse and prevention of school violence, these topics are part of your curriculum in counseling and you do not have to take additional workshops. These areas appear on your transcript as EDC 560 and EDC 566 (non-credit courses embedded in regular classes).

When you become provisionally certified, you have 5 years to make your provisional certification permanent. You may be able to receive at least a 1-year extension with cause. Candidates who have an expired provisional certification should complete academic requirements for permanent certification and can be hired by school districts in New York State. Although your school personnel office may be of assistance, you are responsible for converting the provisional certificate.

2. Licensed Mental Health Counselor:

New York State requires a state mental health counseling license to practice psychotherapy. In addition to academic background, an exam and 2 years of professional experience are required. It is anticipated that this new license will become the essential and widely recognized credential for mental health counselors, however there will be a "transitioning period" while agencies and existing professional practices begin to incorporate the credential. Candidates in our program who follow the academic program for mental health counseling are positioning themselves to qualify for this credential. They should obtain hard copy of the state application material for the license (phone: 518-474-3817, e-mail: op4info@mail.nysed.gov/).

3. Additional Agency Certification:

Many agencies consider candidates who are qualified in broadly defined related helping professions. Although a Master's degree is an important credential, you may choose to pursue certification as a Certified Rehabilitation Counselor (C.R.C.). This certification increases your options in the rehabilitation counseling (working with persons with disabilities including mental health disabilities). To be certified as a C.R.C., you must meet educational and work experience requirements, and then pass a special exam. In order for the Canisius program to meet the educational requirements for a C.R.C., you must take SPE

560 Psychological and Educational Implications of Disability, and EDC 583 Introduction to Rehabilitation Principles as electives in either program. It is also recommended that you take at least one practicum or internship in a rehabilitation setting.

The Commission on Rehabilitation Counselor Certification makes the final decisions regarding relatedness of educational background and relatedness of the three years of work experience necessary to sit for the C.R.C. examination (see Appendix 5). Students interested in this certification are encouraged to request the latest application guidelines from the Commission.

Their address is listed below:

Commission on Rehabilitation Counselor Certification (CRCC)
1835 Rohlwing Road
Rolling Meadows, Illinois 60008

4. **Certified Alcoholism and Substance Abuse Counselor:**

Some students may be interested in becoming a Certified Alcoholism and Substance Abuse Counselor (C.A.S.A.C.). Certification is obtained through the New York State Office of Alcoholism and Substance Abuse Services. Like the C.R.C., to become a C.A.S.A.C., you must complete specified studies and have specified work experience. An exam is required.

Studies for the certification include a total of 350 clock hours of education (45 clock hours = 1 three credit course). Required areas of study include the following: 1. Knowledge of Alcohol and Substance Abuse, 2. Assessment, Clinical Evaluation, Treatment Planning, Case Management and Patient, Family and Community Education, 3. Alcoholism and Substance Abuse Counseling, 4. Professional and Ethical Responsibility and Documentation. Courses for the C.A.S.A.C. may be graduate, undergraduate or received from a qualified provider program such as Narcotic, Drug and Research, Inc. Currently, Canisius is recognized by the New York State Office of Alcoholism and Substance Abuse Services as an academic provider. The following courses must be taken as part of the master's degree: EDC 585 Chemical Dependency and Rehabilitation; EDC 586 Physiological and Psychological Aspects of Addiction; you should also consider a practicum and/or internship in a Substance Abuse Rehab site. You must also have supervised work experience that directly provides alcoholism counseling. If you are interested in this certification, please ask your advisor for the detailed advisement sheet on the C.A.S.A.C.

As in all certifications, final word on educational background or work experience is made by the agency that grants the certification. Students interested in becoming a C.A.S.A.C. should write to the following address for the most recent application materials:

New York State Office of Alcoholism and Substance Abuse Services, Credentialing Unit
1450 Western Ave.
Albany, NY 12203-3526

5. **National Certified Counselor**

Many counselors nationwide have sought the National Certified Counselor (N.C.C.) credential available through the National Board of Certified Counselors. Although the board offers several specialty certifications including certifications in Mental Health Counseling, Supervision, etc., the primary, "generic" credential is the N.C.C. In a number of states the certification exam for the N.C.C. has been adopted as the state licensing exam for counselors. This is a credential that endorses quality, but is not currently required of practicing counselors in this state. Regardless if you plan to settle in New York State or in another state this credential is widely recognized throughout the country and should be considered by all students. For information and application materials please write to the following address:

NBCC
3 Terrace Way, Suite D

Greensboro, N.C., 27403.

6. American Counseling Association (ACA)

While you will learn more about professional associations as you progress through your studies, you should be aware of ACA, which has been very active in the certification and licensure movement. ACA is the major national association for professional counselors. NYCA is the state affiliate of ACA. Membership is required in a professional association mid-way through your studies. Professional membership gives you a voice in legislative action as it relates to the profession of counseling and those we serve. In addition you are able to maintain current information on counseling through the publications and continuing education activities of ACA and its affiliates. Affordable insurance coverage for students in practica and internships is available through student membership in ACA. Membership for students is discounted by 50%. (<http://www.counseling.org>)

There are state and local associations affiliated with ACA. These groups operate on their respective levels in a similar manner as the national association. Look for application brochures outside office 802 in Churchill Tower. The addresses for the national and state branches of ACA are listed below:

ACA
599 Stevenson Avenue
Alexandria, VA 22304
(703) 823-9800 -- (800) 347-6647

NYCA
48 Howard Street
Albany, NY 12207
(518) 463-1822

PRACTICUM AND INTERNSHIP COURSES:

There is one practicum and one internship experience in each program. All practica and internships are field based experiences which include a weekly seminar at the college. Although students must spend at least one day or its equivalent in practica, students may negotiate more time in the field with cooperating counselors. All students must have completed the second transition point in the program including at least one semester of academic courses before taking the practicum. In the school counseling program, the courses EDC 570--Foundations, EDC 573--Theory, and EDC 572--Career should be taken before or at least concurrently with the practicum. EDC 575 Pre-practicum must be taken before the practicum. Practica are discussed in classes most likely to proceed practicum placement (e.g., EDC 575), however, final responsibility rests with the student to initiate the placement process. The internship is done for one semester with a full-time placement (5 days a week) or over two semesters on a half-time basis.

Unless otherwise directed by a professor, please follow the procedures listed below.

Practicum: Students are required to fill out the Request for Practicum Form and the Practicum/Internship Student Agreement Form (available outside of central office – Tower 802) and submit it to the counselor education secretary early in the semester preceding the semester before the practicum is taken. (By March 15 for the Fall semester, by October 15 for the Spring semester). **Failure to hand in this form and your resume on time may prohibit you from placement regardless of how that affects your educational plans and timetable.** Students are not to make the first contact with prospective school districts or agencies. A representative of the college will make the initial contact with the school. Placement of students is a formidable task and placement in requested sites is not always possible, students who turn down a site may not be placed in the desired semester. **This may result in the student forfeiting their practicum for the semester.**

Internships: Students are required to fill out the Request for Internship Form and the Practicum/Internship Student Agreement Form and submit it to the counselor education secretary early in the semester preceding the semester before the internship is taken. (By March

15 for the Fall semester, by October 15 for the Spring semester). **Failure to hand in this form and your resume on time may prohibit you from placement regardless of how that affects your educational plans and timetable.** Students are not to make the first contact with prospective internship sites. A representative of the college will make the initial contact with the school or agency. Placement of students is a formidable task and placement in requested sites is not always possible, students who turn down a site that has been secured by the College may not be placed in the desired semester. **This may result in the student forfeiting their internship for the semester.**

Cooperating Counselors Handbooks: Cooperating Counselor Handbooks are provided for all field experiences and are distributed at the start of the Practicum seminar. These handbooks are meant to guide you and your cooperating counselor in shaping activities appropriate to your level of skill as you progress through your education as a counselor. The handbooks are not written in stone. It is expected that the particular nature of each field site will influence the activities of the student. These handbooks are available at the central office for anyone wishing to review the material before placement.

PROGRAM SURVEYS:

Regular surveys are conducted with exiting graduate students from our program, cooperating counselors who work with our students in practica and internships, employers of our graduates and on graduate students at least one year out of the program. You can view the latest summaries of our surveys at http://www.canisius.edu/counselor_ed/surveys.asp/

PLEASE REFER TO THIS HANDBOOK AS YOU PROGRESS THROUGH YOUR STUDIES. BEST OF LUCK IN YOUR WORK AS A GRADUATE STUDENT AND IN YOUR CAREER AS A PROFESSIONAL COUNSELOR.



APPENDIX 1

Professional Background of Fulltime Professors

Dr. David Farrugia

Dr. Dave Farrugia has been a member of the faculty at Canisius College since 1981. He teaches the following courses in the counseling program: Counseling Theory, Practicum and Managing School Counseling Programs. Dr. Farrugia has maintained a private practice in counseling throughout his tenure at Canisius. Due to his private work, he is

able to ground his courses in the everyday practicality of experience. As a teacher he is guided by the following teaching maxim: "The mind can learn, only as long as the seat of the pants can endure." Therefore, he presents materials in a variety of teaching formats. Dr. Farrugia is a Licensed Mental Health Counselor, a National Certified Counselor and a Certified Rehabilitation Counselor. He has worked in both school and agency settings. He also has background in the field of deafness and hearing impairment. His publications are eclectic reflecting his diverse interests in the field. Some of the titles of published works include "Recognizing Emerging Borderline Personalities", "The Experience of the Family When a Child Dies", "An Adlerian Perspective for Understanding Deafness", "Recognizing and Treating Adults with Attention Deficit Disorders", "Exploring the Counselor's Role in 'Right to Die' Decisions", and "Selfishness, Greed and Counseling". In addition to his professional background, Dr. Farrugia is a father of three and an active wind surfer, sailor, tennis player, skier, and soccer coach.

Dr. Ann Marie Lenhardt

Ann Marie C. Lenhardt, Ph.D. has been a member of the Canisius College faculty since 1989. Her relevant experience includes: eleven years of teaching counseling and administrative work in secondary schools (both public, private inner city and suburbs), nine years experience at the higher education level, two years as a Trainer/Research Associate at Carnegie-Mellon University Teachers Center, and clinical practice with families and individuals. Her specialty instructional areas are Group Dynamics, Family Counseling and Supervision. Her primary research focus has been Prevention/Intervention Programming for children at-risk. In addition, other areas of interest include: dying, loss and grieving issues, school based drug and alcohol prevention and intervention models, Wellness, and leadership programs for adolescents. She is an active mother of three. Intermittently she plays tennis, does aerobics and tries to appreciate the arts.

Dr. Christine Moll

Dr. E. Christine Moll joined the Counseling faculty in the Fall of 1996. Prior to her full time faculty position, Dr. Moll served Canisius College as the Director of the Counseling Center and was an adjunct faculty member in the Department. Dr. Moll is a past President of the New York Counseling Association and has held numerous offices in the American Counseling Association and its divisions. She is a graduate of the Canisius Counselor Education program. Her research interests are in the use of

technology in the counseling profession, supervision of counselors, and the counseling issues of college age students. She has taught EDC575: Pre-practicum, EDC 571: Psychological and Educational Assessment, EDC 593 Lifespan: and Counseling Practica.

Dr. Michael E. Rutter

Michael E. Rutter, Ph.D. joined the Canisius College faculty in the Fall of 2000. Dr. Rutter has served as an adjunct faculty member at Canisius College for more than ten years. He has taught courses in Career Counseling, Psychopathology, Practica and Case Conceptualization, Treatment Planning and Psychopharmacology. In addition, Dr. Rutter has more than twenty years of professional clinical experience working with children, adolescents, and adults in both inpatient and outpatient settings. He has been a trainer and consultant to numerous psychiatric hospitals. Dr. Rutter is a licensed psychologist and maintains a private practice in Williamsville, NY. This enables him to effectively integrate counseling theory and clinical practice. Primary research interests include learned optimism, violence prevention, stress and coping, and non-pharmacological approaches for ADHD. He is actively involved in clinical supervision and leads a supervision group of practicing school counselors. Dr. Rutter and his wife, Dr. Joan McCool have two daughters. He enjoys traveling, music, cheering his daughters on in their Irish Dancing shows and competitions, and is an avid fan of the Sabres and Bills.

Dr. Holly Fetter

Dr. Fetter joined the faculty in the Department in 2004. She received her Doctorate in Counselor Education from the University of New Orleans. She has a minor in Human Performance and Health Promotion. Her research interests currently center in the area of Wellness and PTSD. Originally from the state of Washington, she has experience in couples, family and community counseling as well as in public schools. Dr. Fetter has organized a number of continuing education activities at Canisius College, which are available to students and to practicing professional counselors. Dr. Fetter teaches Principles of Mental Health Counseling, Counseling Theory, Group Counseling, Practicum and Internship. She enjoys nature and outdoor recreational activities and loves to spend time with her family, friends and pets. She is an avid track and field fan and loves to travel.



CANISIUS COLLEGE: School of Education & Human Services

School Counselor Application Information

New York State Certification online application: Canisius Graduate Candidates

First: Create User Login and Password - Social Security # is required

In order to apply online, you will enter TEACH online services via the Office of Teaching Initiatives Web site at www.highered.nysed.gov/tcert and create a TEACH login and password at the New York State Directory Services site. After accessing the nysed web site, click on the TEACH Online Services Icon located on the right. Then choose either Self-Registration or Login to TEACH. Instructions are provided as you go through this process. Once you have created your login and password this step is completed and you never have to repeat this process (unless you forget your password). When finished entering ALL information, remember to print and save hard copies for your records.

Second: Creating a TEACH Account & Completing the Application

Step 1: Create Applicant Profile

Enter your personal information and preferences (such as opting to be included in the statewide teacher clearinghouse or having most correspondence from us transmitted via email). Clicking [Teach OnLine Services](#) Icon takes you to Teach Home. Click any of the menus to begin entering information. Once in a menu, you always have the option to click the EDIT icon to make changes or add additional information.

Make sure the first radio button: **Approved New York Teacher Certification Programs**, is selected.

Be sure to include previous Master's degrees and Bachelor's degrees. Have a line for each.

Institution Name:	Canisius College
Award Title:	Master of Science: degree requirements have been completed Advanced Certificate: Master's degree credits are completed. Advanced certificate would be the 12 post master's credits.
Program:	4312 for Master of Science or 81101 Counselor Education for Advanced Certificate
Major:	Pupil Personnel Services
Date Degree Received:	__/__/__ [Format: mm/dd/yyyy] TEACH System <u>Will Not</u> accept future dates.
Date Attended From:	__/__/__ [Format: mm/dd/yyyy]
Date Attended To:	__/__/__ [Format: mm/dd/yyyy]
Number of Credits:	List Master's degree and number of credits first. Then add a second row with Advanced Certificate and the number of credits. (If applicable)

Step 2: Select Certificate(s) from the Teach Home Page

A. Use the following information to select the appropriate certificate title and type:

- Select your Area of Interest: **Administration & Pupil Personnel Services**
- Select your Subject Area: **School Counseling**
- Select the Grade Level: **Pre K-12 All Grades**
- Select the Title: **School Counselor**
- Select the Type of Certificate: **Provisional or Permanent**

B. After you have selected your certificate title and type, you will have a list of "Pathways" with associated requirements. You must choose a Pathway to continue with the application process. *Choose the radio button, **Pathway: Approved Teacher Preparation Program**

Continue through the application answering all required questions; sign the affidavit and application; and make your payment. Pay online using a credit card or print out the payment coupon and mail in a US Postal Money Order.

Print paper copies from TEACH, save with your records.

Canisius College: Contact by email only
Dr. Shawn O'Rourke, Associate Dean orourke1@canisius.edu
Tracy Meissner, Certification Officer
meissner@canisius.edu

New York State Education Dept. Contact Info:
Technical support available to you by telephone Monday – Friday
 from 8:00 a.m. until 6:30 p.m. at (518) 486-6041.
Web: <https://portals.nysed.gov/tcert/technical.htm>

Address for School Counselor Certification in Other States

Alabama

State Department of Education
Gordon Persons Office Building
50 North Ripley St.
Montgomery, AL 36104-3901
(334) 242-9700
website: www.alsde.edu

Alaska

State Department of Education
801 West 10th St., Suite 200
Juneau, AK 99811
(907) 465-2831
website: www.educ.state.ak.us

Arizona

State Department of Education
1535 W. Jefferson St.
Phoenix, AZ 85007
(602) 542-5393
1-800-352-4558
website: www.ade.state.az.us

Arkansas

State Department of Education
Four State Capitol Mall
Little Rock, AR 72201-1071
(501) 682-4475
website: www.arkedu.state.ar.us

California

State Department of Education
1430 N. Street
Sacramento, CA 95814
(916) 319-0800
website: www.ctc.ca.gov

Colorado

State Dept. of Education
201 East Colfax Ave.
Denver, CO 80203-1705
(303) 866-6817
website: www.cde.state.co.us

Louisiana

State Dept. of Education
626 North Fourth St.
P.O. Box 94064
Baton Rouge, LA 70804-9064
1-877-453-2721
website: www.doe.state.la.us

Idaho

State Department of Education

Connecticut

State Dept. of Education
165 Capitol Ave.
Room 243, State Office Building
Hartford, CT 06106
(860) 713-6969
website: www.state.ct.us/sde

Delaware

State Dept. of Public Instruction
Townsend Building, Suite 2
Federal St.
Dover, DE 19901
(302) 739-4686
website: www.doe.state.de.us

District of Columbia

District of Columbia Public Schools
825 North Capitol St.
Washington, D.C. 20002
(202) 724-4222
website: www.k12.dc.us

Florida

Bureau of Educator Certification
Turlington Bldg., Suite 201
325 West Gaines St.
Tallahassee, FL 32399
1-800-445-6739
website: www.fldoe.org

Georgia

Georgia Professional Standards Commission
2066 Twin Towers East
205 Butler St.
Atlanta, GA 30334
(404) 656-2800
website: www.gapsc.com

Hawaii

Department of Education
P.O. Box 2360
Honolulu, HI 96804
(808) 586-3230
website: www.doe.k12.hi.u

Maine

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P.O. Box 83720
1-800-432-4601
Boise, ID 83720
website: www.sde.state.id.us

Illinois

State Dept. of Education
100 North First St.
Springfield, IL 62777
(312) 814-8113
website: isbe.state.il.us

Indiana

State Dept. of Education
State House, Room 229
Indianapolis, IN 46204-2798
1-866-542-3672
website: ideanet.doe.state.in.us

Iowa

State Dept. of Education
Grimes State Office Building
400 East 14th and Grand Sts.
Des Moines, IA 50319-0146
(515) 281-5294
website: www.state.ia.us

Kansas

State Dept. of Education
120 South East 10th St.
Topeka, KS 66612
(785) 296-2288
website: www.ksbe.state.ks.us

Kentucky

Education Professional Standards Board
100 Airport Rd.
Frankfort, KY 40601
(502) 564-4606
website: www.kde.state.ky.us

Missouri

Dept. of Elementary & Secondary Education
P.O. Box 480
205 Jefferson St., 6th Floor
Jefferson City, MO 65102
(314) 751-4446
website: www.dese.state.mo.us

Montana

State Office of Public Instruction
P.O. Box 202501
Helena, MT 59620
(406) 444-3095
website: www.metnet.state.mt.us

Nebraska

State Dept. of Education

Maine Dept. of Education
23 State House Station
Augusta, ME 04333
(207) 624-6603
website: www.state.me.us

Maryland

State Dept. of Education
200 West Baltimore St.
Baltimore, MD 21201
(410) 767-0406

Massachusetts

State Dept. of Education
350 Main St.
Malden, MA 02148
(781) 338-3000
website: www.doe.mass.edu

Michigan

State Dept. of Education
P.O. Box 30008
608 West Allegan St.
Lansing, MI 48909
(517) 373-3324
website: www.state.mi.us/mde

Minnesota

State Dept. of Education
1500 Highway 36 West
Roseville, MN 55113
(651) 582-8691
website: education.state.mn.us

Mississippi

State Dept. of Education
P.O. Box 771
359 North West St.
Jackson, MS 39205-0771
(601) 359-3513, website: www.mde.k12.ms.us

New Mexico

State Dept. of Education Building
300 Don Gasper
Santa Fe, NM 87501-2786
(505) 827-5800
website: www.sde.state.nm.us

New York

State Education Dept.
5N Education Building
Washington Ave.
Albany, NY 12234
(518) 474-3901
website: www.nysed.gov

North Carolina

State Dept. of Public Instruction

24

P.O. Box 94987
301 Centennial Mall, South
Lincoln, NE 68509
(402) 471-0739
website: www.nde.state.ne.us

Nevada

State Dept. of Education
1820 East Sahara Ave., Suite 205
Las Vegas, NV 89104
(702) 486-6458
website: www.doe.nv.gov

New Hampshire

State Dept. of Education
101 Pleasant St.
State Office Park South
Concord, NH 03301
(603) 271-3494
website: www.edstate.nh.us

New Jersey

State Dept. of Education
P.O. Box 500
Trenton, NJ 08625-0500
(609) 292-4469
website: www.state.nj.us/education

Oregon

State Dept. of Education
25 Capitol St. NE
Salem, OR 97310
(503) 378-3569
website: www.tspc.state.or.us

Pennsylvania

Division of Candidate Evaluation
State Dept. of Education
333 market St.
Harrisburg, PA 17126-0333
(717) 787-3356
website: www.pde.psu.edu

Rhode Island

State Dept. of Education
The Shepard Bldg.
255 Westminster St.
Providence, RI 02903
(4401) 222-4600
website: www.ridoe.net

South Carolina

State Dept. of Education
300 Forest Dr., Suite 500
Columbia, SC 29204
(877) 885-5280
website: www.state.sd.us/deca

South Dakota

Dept. of Education

301 N. Wilmington St.
Raleigh, NC 27601
(919) 807-3300
www.dpi.state.nc.us

North Dakota

State Dept. of Public Instruction
2718 Gateway Ave., Suite 303
Bismarck, ND 58503-0585
(701) 328-9641
website: www.state.nd.us/espib

Ohio

Office of Educator Licensure
25 South Front St.
Mail Stop 105
Columbus, OH 43215-4183
(614) 466-3593
website: www.ode.state.oh.us

Oklahoma

State Dept. of Education
2500 North Lincoln Blvd.
Oklahoma City, OK 73105
(405) 521-3337
website: sde.state.ok.us

Texas

Texas Education Agency
WBT -5- 100
1701 North Congress Ave.
Austin, TX 78701-1494
(512) 463-8985
website: sbec.state.tx.us

Utah

State Office of Education
P. O. Box 144200
Salt Lake City, UT 84114
(801) 538-7501
website: www.usoe.k12.ut.us

Vermont

State Dept. of Education
120 State St.
Montpelier, VT 05620-2501
(802) 828-2445
website: www.state.vt.us/educ

Virginia

State Dept. of Education
James Monroe Building
P. O. Box 2120
Richmond, VA 23218-2120
(804) 225-2022
website: www.penk12.va.us

Washington

State Dept. of Public Instruction

25

700 Governors Dr.
Pierre, SD 57501
(605) 773-3134
website: www.state.sd.us/deca

Tennessee

State Dept. of Education
Andrew Johnson Tower, 6th floor
Nashville, TN 37243
(615) 741-2731
web site: www.state.tn.us/education

Wisconsin

State Dept. of Public Instruction
125 South Webster St.
P.O. Box 7841
Madison, WI 53707-7841
1-800-441-4563
website: www.dpi.state.wi.us

Wyoming

State Dept. of Education
Hathaway Bldg, 2nd Fl.
2300 Capitol Avenue
Cheyenne, WY 82002-0050
(302) 777-7291
1-800-675-6893
website: www.k12.wy.us

Old Capitol Building
P. O. Box 47200
Olympia, WA 98504
(360) 725-6000
website: www.k12.wa.us

West Virginia

State Dept. of Education
1900 Kanawha Blvd., East
Building 6, Room B - 358
Charleston, WV 25305
1-800-982-2378
website: wvde.state.wv.us

APPENDIX 4

ADDRESSES FOR STATE COUNSELING LICENSING

ALABAMA

Walter Cox, Executive Officer
 Alabama Board of Examiners in Counseling
 950 22nd Street North, Suite 765
 Birmingham, AL 35203
 Tel: 205-458-8716/800-822-3307; Fax: 205-458-8718
 Website: www.abec.state.al.us/index.htm
 Exam requirement: NCE
 State credential: LPC
 Email: walter.cox@abec.alabama.gov

ALASKA

Board of Professional Counselors
 Division of Occupational Licensing
 PO Box 110806
 Juneau, AK 99811-0806
 Tel: 907-465-2551; Fax: 907-465-2974
 Website: www.dced.state.ak.us/occ/ppco.htm
 Examination requirement: NCE
 State credential: LPC
 Email: alice_albrecht@commerce.state.ak.us

ARIZONA

Doreen Romney
 Arizona Board of Behavioral Health Examiners
 3343 North Central Avenue, Suite 1700
 Phoenix, AZ 85012
 Tel: 602-542-1882; Fax: 602-364-0890
 Website: www.bbhe.state.az.us/
 Exam requirement: LPC, LAC
 State credential: CPC
 Email: azbbhe@bbhe.state.az.us

ARKANSAS

Dr. Ann K. Thomas, Executive Director
 Arkansas Board of Examiners in Counseling
 124 South Washington, Suite 312
 McAlester Building
 Magnolia, Arkansas 71753
 Tel: 870-901-7055/870-901-7059; Fax: 870-234-1842
 Website: www.state.ar.us/abec
 Exam requirement: NCE, NCMHCE
 State credential: LPC, LAC
 Email: arboec@sbcglobal.net

CALIFORNIA

The state does not require counselors to be licensed to practice Mental Health Counseling

CA Registry of Professional Counselors &
 Paraprofessionals
 P.O. Box 15700
 Long Beach, CA 90815
 Tel: 714-284-8857
 Website: www.california-registry.org
 Exam requirement: NCE
 Voluntary credential: RPC, RCP

COLORADO

Gayle D. Fidler, Program Director
 Colorado Board of Licensed Professional Counselor
 Examiners
 1560 Broadway, Suite 880
 Denver, CO 80202
 Tel: 303-894-7766; Fax: 303-894-7747
 Website: www.dora.state.co.us/mental-health/lpcboard.htm
 Exam requirement: NCE
 State credential: LPC
 Email: gayle.fidler@dora.state.co.us

CONNECTICUT

Department of Public Health, Professional Counselor
 Licensure
 410 Capitol Avenue - MS #12APP
 PO Box 340308
 Hartford, CT 06134-0308
 Tel: 860-509-7603
 Website: www.ct-clc.com/
 Exam requirement: NCE or NCMHCE
 State credential: LPC

DELAWARE

Tim Oswell, Administrative Assistant
 Board of Professional Counselors of Mental Health
 Cannon Building - Suite 203
 861 Silver Lake Boulevard
 Dover, DE 19904
 Tel: 302-744-4534; Fax: 302-739-2711
 Website:
www.professionallicensing.state.de.us/boards/profcounselors
 Exam requirement: NCE
 State credential: LPCMH
 State credential: LPC

DISTRICT OF COLUMBIA

Department of Health
 Board of Professional Counseling
 717 14th Street, NW, Suite 600
 Washington, D.C. 20005
 Tel: 877-672-2174; Fax: 202-727-8471
 Website: http://dchealth.dc.gov/prof_license/services/boards_main_action.asp?strapld=21
 Exam requirement: NCE

IDAHO

The Board of Professional Counselors and Marriage & Family Therapists
 Bureau of Occupational Licenses
 Owyhee Plaza, 1109 Main Street, Suite 220
 Boise, ID 83702-5642
 Tel: 208-334-3233; Fax: 208-334-3945
 Website: www.ibol.idaho.gov/cou.htm
 Exam requirement: NCE
 State credential: LPC, LCPC
 Email: cou@ibol.idaho.gov

FLORIDA

Florida Board of Social Work, Marriage and Family Therapy, and Mental Health Counselors
 4052 Bald Cypress Way
 Bin # CO-8
 Tallahassee, FL 32399-3250
 Tel: 850-245-4444 ext. 3458; Fax: 850-921-5389
 Website: www.doh.state.fl.us/mga/491/
 Exam requirement: NCMHCE
 State credential: LMHC

ILLINOIS

Daniel E. Bluthardt, Acting Director
 Illinois Department of Professional Regulations
 320 West Washington Street
 Springfield, IL 62786
 Tel: 217-785-0800/217-524-6735; Fax: 217-782-7645
 Website: www.ildpr/WHO/prfcns.asp
 Exam requirement: NCE or NCMHCE
 State credential: LPC, LCPC

GEORGIA

Cathy Cox, Secretary of State
 Examination Development and Testing Unit
 Georgia Professional Licensing Boards Division
 237 Coliseum Drive
 Macon, GA 31217-3858
 Tel: 478-207-2440; Fax: 478-207-1676
 Website: www.sos.state.ga.us/plb/counselors/
 Exam requirement: NCE
 State credential: LPC

INDIANA

Valerie Jones, Board Director
 Indiana Professional Licensing Agency
 Attention: SW/MFT/MHC Board
 402 W. Washington Street, Room W072
 Indianapolis, IN 46204
 Tel: 317-234-2064; Fax: 317-233-4236
 Website: www.in.gov
 Exam requirement: NCMHCE
 State credential: LMHC
 Email: hpb5@hpb.IN.gov

HAWAII

Department of Commerce & Consumer Affairs-PVL
 Attention: MHC
 P.O. Box 3469
 Honolulu, HI 96801
 Tel: 808-586-3000
 Website: www.hawaii.gov/dcca/areas/plv/programs/mental
 Exam requirement: NCE
 State credential: LMHC
 Email: counselor@dcca.hawaii.gov

IOWA

Janet Zwick, Division Director
 Iowa Board of Behavioral Science Examiners
 Lucas State Office Building
 321 E. 12th Street
 Des Moines, IA 50319
 Tel: 515-281-4422; Fax: 515-281-3121
 Website:
www.idph.state.ia.us/licensure/board_home.asp?board=be
 Exam requirement: NCE or NCMHCE
 State credential: LMHC

KANSAS

Phyllis Gilmore, Executive Director
 Kansas Behavioral Sciences Regulatory Board
 712 S. Kansas Avenue
 Topeka, KS 66603-3817
 Tel: 785-296-3240/785-296-3207; Fax: 785-296-3112
 Website: www.ksbsrb.org/
 Exam requirement: NCE or NCMHCE
 State credential: LPC, LCPC

MARYLAND

Aileen Taylor, Executive Director
 Board of Professional Counselors & Therapists
 4201 Patterson Avenue
 Baltimore, MD 21215-2299
 Tel: 410-764-4732/410-764-4740; Fax: 410-358-1610
 Website: www.dhmf.state.md.us/bopc/html/about.htm
 Exam requirement: NCE
 State credential: LCPC

KENTUCKY

Judy Jennings, Board Administrator
 Kentucky Board of Licensed Professional Counselors
 P.O. Box 1360
 Frankfort, KY 40602
 Tel: 502-564-3296 x226; Fax: 502-696-1928
 Website:
<http://finance.ky.gov/ourcabinet/caboff/oas/op/procoun/>
 Exam requirement: NCE
 State credential: LPC, LPCA
 Email: judy.jennings@ky.gov

MASSACHUSETTS

Erin Arnold, Executive Director
 The Board of Registration of Allied Mental Health
 Professions
 239 Causeway Street, Suite 500
 Boston, MA 02114
 Tel: 617-727-3080; Fax: 617-727-2366
 Website: www.mass.gov/dpl/boards/mh/index.htm
 Exam requirement: NCMHCE
 State credential: LMHC

LOUISIANA

Eddy Boeneke, Executive Secretary
 Louisiana Licensed Professional Counselors Board of
 Examiners
 8631 Summa Avenue
 Baton Rouge, LA 70809
 Tel: 225-765-2515; Fax: 225-765-2514
 Website: www.lpcboard.org
 Exam requirement: NCE
 State credential: LPC
 Email: lpcboard@eatel.net

MICHIGAN

Michigan Department of Community Health
 Board of Counseling
 P.O. Box 30670
 Lansing, MI 48909-8170
 Tel: 517-335-0918; Fax: 517-373-2179
 Website: www.michigan.gov/mdch/0,1607,7-132-27417_27529_27536---,00.html
 Exam requirement: NCE or CRCC
 State credential: LPC
 Email: bhpinfo@michigan.gov

MAINE

Anne Head, Director
 Department of Professional & Financial Regulation
 Office of Licensing & Registration
 35 State House Station
 Augusta, ME 04333-0035
 Tel: 207-624-8626; Fax: 207-624-8637
 Website: www.state.me.us/pfr/olr/categories/cat13.htm
 Exam requirement: NCE
 State credential: LPC, LCPC

MINNESOTA

Kari Rehtzigel, Executive Director
 Minnesota Board of Behavioral Health and Therapy
 2829 University Ave SE, Suite 210
 Minneapolis, MN 55414
 Tel: 612-617-2178; Fax: 612-617-2187
 Website: www.bbht.state.mn.us/
 Exam requirement: NCE
 State credential: LPC
 Email: bbht.board@state.mn.us

MISSISSIPPI

Ann Cox, Executive Director
 Mississippi State Board of Examiners for Licensed
 Professional Counselors
 319 S. Main St.
 Yazoo City, MS 39194
 Tel: 1-888-860-7001/662-716-3932; Fax: 662-751-4628
 Website: www.lpc.state.ms.us/
 Exam requirement: NCE
 State credential: LPC

NEVADA

There is no licensure law in Nevada at this time.

MISSOURI

Loree Kessler, Executive Director
 Missouri State Committee for Professional Counselors
 Division of Professional Registration
 Committee for Professional Counselors
 3605 Missouri Boulevard
 P.O. Box 1335
 Jefferson City, MO 65102-1335
 Tel: 573-751-0018; Fax: 573-751-0735
 Website: <http://pr.mo.gov/counselors.asp>
 Exam requirement: NCE
 State credential: LPC
 Email: profcounselor@pr.mo.gov

NEW HAMPSHIRE

Peggy Lynch, Board Administrator
 New Hampshire Board of Mental Health Practice
 49 Donovan Street
 Concord, NH 03301
 Tel: 603-271-6762
 Website: www.state.nh.us/mhpb/
 Exam requirement: NCMHCE
 State credential: LMHC

MONTANA

Montana Board of Social Work Examiners and Professional
 Counselors
 301 South Park, 4th Floor
 PO Box 200513
 Helena MT 59620-0513
 Tel: 406-841-2369; Fax: 406-841-2309
 Website:
www.discoveringmontana.com/dli/bsd/license/bsd_boards/s

NEW JERSEY

Elaine DeMars, Executive Director
 New Jersey Office of the Attorney General
 Division of Consumer Affairs
 State Board of Marriage & Family Therapy Examiners
 Professional Counselor Examiners Committee
 P. O. Box 45004
 Newark, NJ 07101
 Tel: 973-504-6582

wp_board/licenses/pc/license.asp

Exam requirement: NCE or NCMHCE

State credential: LCPC

Email: dlibsdswp@state.mt.us

NEBRASKA

Cindy Kelley, Credentialing Specialist
Nebraska Department of Health and Human Services –
Regulation and Licensure Credentialing Division
PO Box 94986

Lincoln, NE 68509-4986

Tel: 402-471-2115; Fax: 402-471-3577

Website:

www.hhs.state.ne.us/crl/mhcs/mental/mentalhealth.htm

Exam requirement: NCE or NCMHCE

State credential: LMHP or CPC

Email: cindy.I.Kelley@hhs.ne.gov

NEW YORK

David Hamilton, Executive Secretary
New York State Education Department
Office of the Professions
Division of Professional Licensing Services
Mental Health Practitioners Unit
89 Washington Avenue
Albany, NY 12234-1000
Tel: 518-474-3817 x-593/518-474-3817 x-450;
Fax: 518-486-2981

Website: www.op.nysed.gov/mhp.htm

Exam requirement: NCMHCE

State credential: LMHC

E-mail: mhpb@mail.nysed.gov

NORTH CAROLINA

Jennifer Robertson, Administrator
North Carolina Board of Licensed Professional Counselor
P.O. Box 1369

Garner, NC 27529

Tel: 919-661-0820; Fax: 919-779-5642

Website: www.ncblpc.org

Exam requirement: NCE or NCMHC or CRC

State credential: LPC

E-mail: ncblpc@mgmt4u.com

Web:

www.state.nj.us/lps/ca/medical/familytherapy.htm#counselor

Exam requirement: NCE

State credential: LPC

NEW MEXICO

Eva Baca, Administrator
The New Mexico Counseling & Therapy Practice Board
Regulation & Licensing Department
2550 Cerrillos Road
P.O. Box 25101

Santa Fe, NM 87505

Tel: 505-476-4610; Fax 505-476-4633

Website: www.rld.state.nm.us/b&c/Counseling/

Exam requirement: NCE or NCMHCE

State credential: LPCC, LPC, LMHC

E-mail: counselingboard@state.nm.us

OKLAHOMA

Nena West, MHR, Director
Division of Professional Counselor Licensure
1000 NE 10th Street

Oklahoma City, OK 73117-1299

Tel: 405-271-6030; Fax: 405-271-1918

Website: www.health.state.ok.us/program/lpc/

Exam requirement: NCE

State credential: LPC

E-mail: nenaw@health.state.ok.us

OREGON

Julia Cooley, Agency Administrator
Oregon Board of Licensed Professional Counselors &
Therapists

3218 Pringle Road, Ste. #250

Salem, OR 97302-6312

Tel: 503-378-5499

Website: www.oblpct.state.or.us/

Exam requirement: NCE, CRC

State credential: LPC

E-mail: lpc.lmft@state.or.us

NORTH DAKOTA

Ms. Marge Ellefson, Executive Secretary
 North Dakota Board of Counselor Examiners
 2112 10th Avenue SE
 Mandan, ND 58554
 Tel: 701-667-5969
 Website: www.edutech.nodak.edu/ndbce
 Exam requirement: NCE or NCMHCE
 State credential: LAPC, LPC, LPCC
 E-mail: ndbce@btinet.net

OHIO

James Rough, Executive Director
 CSWMFT Board of Ohio
 50 West Broad Street, Suite 1425
 Columbus, OH 43215-5919
 Tel: 614-466-0912; Fax: 614-728-7790
 Website: www.cswmft.ohio.gov
 Exam requirement: Ohio PCLE
 State credential: LPC or LPCC

SOUTH CAROLINA

Kate K. Cox, Administrator
 SC Dept. of Labor Licensing & Regulations
 PO Box 11329
 Columbia, SC 29211-1329
 Tel: 803-896-4658; Fax: 803-896-4719
 Website: www.llr.state.sc.us/POL/Counselors/
 Exam requirement: NCE
 State credential: LPC
 E-mail: coxk@llr.sc.gov

SOUTH DAKOTA

Ms. Joyce Vos, Executive Secretary
 South Dakota Board of Counselor Examiners
 PO Box 1822
 Sioux Falls, SD 57101
 Tel: 605-331-2927; Fax: 605-331-2043
 Website: www.state.sd.us/dhs/boards/counselor
 Exam requirement: NCE or NCMHCE
 State credential: LPC or LPC-MH
 E-mail: sdbce.msp@midconetwork.com

PENNSYLVANIA

State Board of Social Workers, Marriage and Family
 Therapists, and Professional Counselors
 PO Box 2649
 Harrisburg, PA 17105-2649
 Tel: 717-783-1389; FAX: 717-787-7769
 Website: www.dos.state.pa.us/bpoa
 State credential: LPC
 E-mail: ST-SOCIALWORK@state.pa.us

RHODE ISLAND

Michelle Arrighi, Board Administrator
 RI Board of Mental Health Counselors & Marriage &
 Family Therapists
 3 Capitol Hill, 105
 Providence, RI 02908-5097
 Tel: 401-222-5888; Fax: 401-222-3352
 Website: www.health.ri.gov
 Exam requirement: NCMHCE
 State credential: LMHC

UTAH

Division of Occupational and Professional Licensing
 Box 146741
 Salt Lake City, UT 84114-6741
 Tel: 801-530-6628/866-275-3675; Fax: 801-530-6511
 Website:
http://dolp.utah.gov/licensing/professional_counselor.html
 Exam requirement: NCE or NCMHCE
 State credential: LPC

VERMONT

Ms. Dianne LaFaille
 Board of Allied Mental Health Practitioners
 26 Terrace Street, Drawer 09
 Montpelier, VT 05609-1106
 Tel: 802-828-2390
 Website: <http://vtprofessionals.org/oprl/allied>
 Exam requirement: NCE and NCMHCE
 State credential: LCMHC
 E-mail: dlafaille@sec.st.vt.us

TENNESSEE

State of Tennessee Department of Health
 Health Related Board for Professional Counselors &
 Marital & Family Therapists
 1st Floor, Cordell Hull Bldg
 425 5th Avenue N
 Nashville, TN 37247-1010
 Tel: 615-532-3202/800-778-4123x-25138;
 Website: www.state.tn.us/health
 Exam requirement: NCE
 State credential: LPC or LPC-MHSP

VIRGINIA

Evelyn Brown, Executive Director
 Virginia Board of Counseling
 6603 West Broad Street, 5th Floor
 Richmond, VA 23230
 Tel: 804-662-9912
 Website: www.dhp.state.va.us/counseling/
 Exam requirement: NCE
 State credential: LPC
 E-mail: coun@dhp.virginia.gov

TEXAS

Texas State Board of Examiners of Professional Counselors
 Texas Department of State Health Services MC-1982
 1100 West 49th Street
 Austin, TX 78756-3183
 Tel: 512-834-6658; Fax: 512-834-6677
 Website: www.dshs.state.tx.us/counselor
 Exam requirement: NCE & TJE
 State credential: LPC
 E-mail: lpc@dshs.state.ts.us

WASHINGTON

Washington State Department of Health
 Health Professions Quality Assurance Division
 Counselor Program
 P.O. Box 47869
 Olympia, WA 98504-7869
 Tel: 360-236-4916; Fax: 360-236-4909
 Website: www.doh.wa.gov/licensing.htm
 Exam requirement: NCE or NCMHCE
 State credential: LMHC

APPENDIX 5

**SELECTED INFORMATION ON THE CERTIFIED
REHABILITATION COUNSELOR (C.R.C.)**

(Partially Reprinted from the C.R.C. Application Packet)

... If your Master's degree is in a discipline other than Rehabilitation Counseling, the Standards and Credentials Committee or a subcommittee thereof will review your master's degree transcript to determine if your transcript reflects course work specified below.

For your education to be considered acceptable by CRCC, course work reflected on your official Masters degree transcript(s) must cover areas defined in the specified categories. Introductory courses if acceptable will only be approved as one course.

CATEGORY D.1

Degree required: Master's Degree. The graduate transcript must reflect a minimum

1. One graduate course with a primary focus in counseling and
2. Four graduate courses with a primary focus in the area specified below.
 - a. Assessment
 - b. Occupational Information OR Job Placement
 - c. Medical OR Psychological Aspects of Disabilities
 - d. Community Resources OR Delivery of Rehabilitation Services

Granted by: A college university accredited by a recognized regional accrediting body at the time the degree was conferred.

Internship
Requirement: None

Acceptable 36 months with at least 12 months of the 36 under the supervision of a Employment CRC. If you have met the employment criteria but lack supervision of experience required: employment by a CRC, see Section 5, Provisional Certification. See Section 4

APPLICABLE CANISIUS COURSES

- | | | |
|-----|--------------|---|
| 1. | EDC 573 | <i>Counseling Theory</i> |
| 2a. | EDC 571 | <i>Psychological & Educational Assessment</i> |
| 2b. | EDC 572 | <i>Career Counseling</i> |
| 2c. | SPE 560 | <i>Psychological and Educational Implications of Disability</i> |
| 2d. | EDC 583 | <i>Principles of Rehabilitation</i> |
| | EDC 600--605 | <i>Internships
(if done in a clearly rehabilitation site)</i> |

Commission on Rehabilitation Counselor Certification (CRCC)
1835 Rohlwing Road
Rolling Meadows, Illinois 60008

Phone: 708-394-2104

Section 4: CRITERIA FOR ACCEPTABLE EMPLOYMENT EXPERIENCE

In order for employment to be considered by CRCC, it must be full-time paid^{1**} employment or its equivalent. All part-time employment will be considered on a pro-rata basis. Internship time and volunteer activities are NOT acceptable as employment experience.

For any employment to be acceptable towards certification, the employment verification must evidence that at least 50% of your time is/was spent working as a Rehabilitation Counselor in a rehabilitation setting, providing rehabilitation service to a disabled population^{2*} as defined by CRCC. All employment must be verified by your employee.

In addition, each place of employment must reflect professional experience, defined in Areas I and II below. Your employment verification must reflect job activity in both. The minimal acceptable percentage of time allowed in I and II is 10% and the combined total time spent doing activities in I and II must be no less than 50%.

Further, professional employment experience under a CRC must be rated as over-all satisfactory for the employment to be considered acceptable.

- I. Counseling with a special population includes: (vocational and affective).
- II. Planning and Delivery of Rehabilitation Services with a special population includes a. through g. below.

Your employment must reflect activity in three (3) of the following areas in order to be considered acceptable for this category:

- a. Medical and Psychological service coordination
- b. Job Placement development
- c. Rehabilitation Services coordination
- d. Job analysis
- e. Client assessment
- f. Administrative planning
- g. Service planning for a special population

Additionally, your employer will be asked if you performed the duties associated with these areas **satisfactorily**. Only those areas in which your employer states you performed satisfactorily will be counted toward meeting the required areas as defined above. Responses of "**Don't know**" and "**No**" in an area will not be utilized toward the total required.

^{1**}Full-time employment is defined as 35 hours per week.

^{2*}A "disabled population" is interpreted by CRCC to include persons who have one or more physical or mental disabilities resulting from amputation, arthritis, blindness, cancer, cerebral palsy, cystic fibrosis, deafness, heart disease, hemiplegia, hemophilia, respiratory or pulmonary diseases, multiple sclerosis, muscular dystrophy, musculoskeletal disease or disorder, quadriplegia and other spinal cord condition, sickle cell anemia, endstage renal disease, neurosis and/or psychosis, or another disability or combination of disabilities causing functional limitations.

Employment experience used for application purposes must be verified by your supervisor/employer. CRCC will send your employment verification forms to you with the Application Acknowledgement.

For employment to be considered acceptable, each place of employment must be verified on the forms supplied to you by CRCC. The employment verification form requests that your employer submit an official job description with the completed employment verification form. It is strongly recommended that this be done, if possible, to insure proper review of your application by CRCC. CRCC reserves the right to require official job description and/or other work related material from the candidate's employer. Employers or supervisors can either return the verification forms to the applicant or submit them directly to CRCC. **However, it is the applicant's responsibility to assure that all required information including all employment verification forms, are submitted to CRCC before February 10, or August 10.** Any file missing documentation, will not proceed to next step in the certification process.

Please read the above definition of acceptable employment experience very carefully. Should you feel that more information is needed about any or all of your experience than can be supplied on the application form, please attach job description or other supportive documentation to the application.

APPENDIX 6

Information on the Credentialed Alcoholism and Substance Abuse Counselor (C.A.S.A.C.)

ADVISEMENT INFORMATION REGARDING NEW YORK STATE CERTIFICATION AS A CREDENTIALLED ALCOHOLISM AND SUBSTANCE ABUSE COUNSELOR (CASAC)

Canisius College is a registered provider of education and training for the New York State Office of Alcoholism and Substance Abuse Services. Essentially students in our program seeking the CSASC should take EDC 585, EDC 586 and do their Practicum II and Practicum III is a substance abuse treatment program. The Credentialing Unit of the New York State Office of Alcoholism and Substance Abuse Services makes all final determination of eligibility for the CASAC. It is the student's responsibility to meet the state requirements. This document is meant to assist students in their planning for CASAC eligibility. Students are advised to obtain an application directly from the state office and insure that all current requirements are met.

N. Y. S. Office of Alcoholism and Substance Abuse Services, Credentialing Unit
1450 Western Ave.
Albany, N.Y. 12203-3526 1-800-482-9564

Work Experience Requirements: Three years of supervised work experience are required for eligibility. Your Master's Degree can substitute for two years of work experience as long as a minimum of one year acceptable paid work experience in substance abuse counseling is documented.

Education and Training Requirements: 350 clock hours of training are required for eligibility in the categories listed below. Courses in our program that cover each required category are listed accordingly.

1. Knowledge of Alcohol and Substance Abuse (total of 85 hours) including
 - a. Physical and Pharmacological Effects
 - b. Overview of Alcohol and Substance Abuse Treatment Approaches
 - c. Knowledge of 12 Step and Self-Help Programs

EDC 585 Chemical Dependency and Rehabilitation (45 Hours) [includes 1a.,b.,c.]
EDC 586 Physiological and Psychological Aspects of Chemical Dependency
(45 Hours) [includes 1a.,b.,c.]

2. Assessment, Clinical Evaluation, Treatment Planning Case Management and Patient, Family and Community Education (total of 70 hours)

- a. Assessment and Evaluation
- b. Treatment Planning, Clinical Record Keeping and Discharge Planning
- c. Case Management and Referral

EDC 571 Psychological and Educational Assessment (45 Hours) [includes 2a.]

EDC 577 Clinical Practicum --Agency (150 Hours) [includes 2a., b., c.]

EDC 600, 601, 603 Internship (645 Hours) [includes 2a., b., c.]

EDC 585 Chemical Dependency and Rehabilitation (45 Hours) [includes 2a.,b.,c.]

EDC 586 Physiological and Psychological Aspects of Chemical Dependency (45 Hours) [includes 2a.]

3. Alcoholism and Substance Abuse Counseling (total of 150 hours)

- a. Individual, Group and Family Counseling
- b. Communicable Diseases: HIV/AIDS, STDs, TB, Hepatitis
- c. Vocational Education Counseling
- d. Relapse Prevention
- e. Special Populations
- f. Human Growth and Development *

EDC 573 Counseling Theory (45 Hours) [includes 3a.]

EDC 574 Group Counseling (45 Hours) [includes 3a.]

EDC 589 Family Counseling (45 Hours) [includes 3a.]

EDC 570 Introduction to Professional Counseling & Ethics (45 Hours) [includes 3 b.]

EDC 577 Clinical Practicum --Agency (45 Hours) [includes 3 b.,e.]

EDC 586 Physiological and Psychological Aspects of Chemical Dependency (45 Hours) [includes 3b.]

EDC 572 Career Counseling (45 Hours) [includes 3 c.]

EDC 585 Chemical Dependency and Rehabilitation (45 Hours) [includes 3 d.,e]

EDC 593 Lifespan Development [includes 3f.]

EDC 600, 601, 603 Internship (645 Hours) [includes 3d.,e.]

4. Professional and Ethical Responsibility and Documentation (total of 45 hours)

- a. Counselor - Client Relationships
- b. Counselor Ethics
- c. Confidentiality/Legal Issues/Documentation

EDC 573 Counseling Theory (45 Hours) [includes 4a.,b.,c.]

EDC 570 Introduction to Professional Counseling & Ethics (45 Hours) [includes 4a.,b.,c.]

EDC 577 Clinical Practicum - Agency (150 Hours) [includes 4a.,b.,c.]

EDC 600, 601, 603 Internship (645 Hours) [includes 4a.,b.,c.]

EDC 585 Chemical Dependency and Rehabilitation (45 Hours) [includes 4a.,b.,c.]

APPENDIX 7

Sample School Practicum/Internship Sites

(Partial Listing of Schools)

BOCES II
Buffalo Public Schools
Canisius High School
Cheektowaga Jr. High
Clarence
Cleveland Hill
Depew
Fulton Academic (Preg. Teens)
Emerson Vocational
Good Shepard School
Hamburg
Hamburg Central Schools
Heim Middle School
Herman Badaillo Academy
Hopevale Union Free School
Iroquois Central School
John F. Kennedy Sr. High School
Kenmore East Sr. High
Kenmore Middle Schools
Kenmore West High School
Lafayette High School
Maryvale Community Education
Mill Middle School
Nardin Academy
North Tonawanda Middle
Occupational Training Center

Orchard Park
Orchard Park High School
Rezel Middle School
Riverside High School
School 28 (South Park)
School 66 (Parkside & Tacoma)
Silver Creek High School
South Park High School
Sweet Home High School
West Seneca East Jr.
Williamsville North
Williamsville South

APPENDIX 8

Sample Agency Practicum/Internship Sites
(Partial Listing of Agencies)

Alcoholism Services of Erie County
Baker Hall
Blind Association
Buffalo General Hospital (in-patient)
Catholic Charities
Children's Hospital
Christian Counseling Services
Compass House
Corporation 6
Downtown Alcoholism Clinic
ECC, Department of Counseling
Erie County Medical Center
Goodwill Industries
Hamburg Youth Bureau
Hilbert College
Jewish Family Services (Career Center)
Lutheran Service Society
Niagara Frontier Vocational Rehab
Our Lady of Victory Infant Home
Outreach Senior Services
PEOPLE, Services to the Developmentally Disabled

Preventive Services
South East Community Work Center
Southeast Community Work Center
Transitional Services, Inc.
UCPA

APPENDIX 9

Recommended Sequence of Studies: School Program (FT)

Note:

EDC 597 *Psychopathology* will be taught in SU & SP

EDC 568 *Principles of Mental Health Counseling* will be taught in the SP

EDC 598 *Case Conceptualization, Tx Planning and Psychopharmacology* will be taught in the FA

EDC 593 *Lifespan* will be taught in SU & FA

(other required courses will be taught each semester as long as enrollment allows—No School field placements in the Summer—and limited agency placements may be available in the summer session)

Fall Start:**Fall Semester**

EDC 570 Intro to Prof. Coun. (w/EDC560)
 EDC 573 Counseling Theory
 EDC 579 Social & Cultural Found.
 EDC 593 Lifespan Development

Spring Semester

EDC 567 Principles of School Counseling
 EDC 572 Career Counseling
 EDC 597 Psychopathology
EDC 575 Pre-Practicum

Fall Semester

EDC 589 Family & Couples
 EDC 571 Psych. & Ed. Assessment
EDC 576 School Practicum (w/EDC566)
 EDC 574 Group Counseling

Spring Semester

EDC 603 Full-time Internship
 EDC 615 Research Techniques
 EDC Elective

School Program: Spring Start-**Spring Semester**

EDC 570 Intro to Prof. Coun. (w/EDC560)
 EDC 574 Group Counseling
 EDC 573 Counseling Theory
 EDC 579 Social & Cultural Found.

Fall Semester

EDC 593 Lifespan Development
EDC 575 Pre-Practicum
 EDC 572 Career Counseling
 EDC 571 Psych. & Ed. Assessment

Spring Semester

EDC 589 Family & Couples
 EDC 597 Psychopathology
EDC 576 School Clinical Practicum (w/EDC566)
 EDC 567 Principles of School Counseling

Fall Semester

EDC 603 Full-time Internship
 EDC 615 Research Techniques
 EDC Elective

School Program: Summer Start-**Summer Semester**

EDC 570 Intro to Prof. Coun. (w/EDC560)
 EDC 573 Counseling Theory
 EDC 593 Lifespan Development

Fall Semester

EDC 579 Social & Cultural Found
EDC 575 Pre-Practicum
 EDC 574 Group Counseling
 EDC 567 Principles of School Counseling

Spring Semester

EDC 572 Career Counseling
 EDC 597 Psychopathology
 EDC 571 Psych. & Ed. Assessment
EDC 576 School Practicum (w/EDC566)

Summer Semester

EDC 589 Family & Couples
 EDC Elective

Fall Semester

EDC 603 Full-time Internship

School Program: Three Classes Per Semester-**Fall Start:****Start Fall Semester**

EDC 570 Intro to Prof. Coun. (w/EDC560)
 EDC 573 Counseling Theory
 EDC 579 Social & Cultural Found

Spring Semester

EDC 575 Pre-Practicum
 EDC 567 Principles of School Counseling
 EDC 574 Group Counseling

Summer Semester

EDC 593 Lifespan Development
 EDC 597 Psychopathology
 EDC 571 Psych. & Ed. Assessment

Fall Semester

EDC 589 Family & Couples
 EDC 572 Career Counseling
EDC 576 School Practicum+(EDC566)

Spring Semester

EDC 603 Full-time Internship
 EDC 615 Research Techniques
 EDC Elective

School Program: Three Classes Per Semester-**Start Spring Semester**

EDC 570 Intro to Prof. Coun. (w/EDC560)
 EDC 573 Counseling Theory
 EDC 579 Social & Cultural Found

Summer Semester

EDC 575 Pre-Practicum
 EDC 574 Group Counseling
 EDC 571 Psych. & Ed. Assessment

Fall Semester

EDC 567 Principles of School Counseling
 EDC 593 Lifespan Development
EDC 576 School Practicum+(EDC566)

Spring Semester

EDC 603 Full-time Internship
 EDC 572 Career Counseling
 EDC Elective

Summer Semester

EDC 589 Family & Couples
 EDC 615 Research Techniques
 EDC 597 Psychopathology

School Program: Three Classes Per Semester-**Start Summer Semester**

EDC 570 Intro to Prof. Coun. (w/EDC560)
 EDC 573 Counseling Theory

Fall Semester

EDC 575 Pre-Practicum
 EDC 593 Lifespan Development

EDC 579 Social & Cultural Found

EDC 567 Principles of School Counseling

Spring Semester

EDC 572 Career Counseling
 EDC 574 Group Counseling
 EDC 576 School Practicum (w/EDC566)

Summer Semester

EDC 589 Family & Couples
 EDC 597 Psychopathology
 EDC 571 Psych. & Ed. Assessment

Fall Semester

EDC 603 Full-time Internship
 EDC 615 Research Techniques
 EDC Elective

Recommended Sequence of Studies: FT Community Counseling (CMHC)

Note:

EDC 597 Psychopathology will be taught in SU&SP

EDC 568 Principles of Mental Health Counseling will be taught in the SP

EDC 598 Case Conceptualization, Tx Planning and Psychopharmacology will be taught in the FA

EDC 593 Lifespan will be taught in SU&FA

(other required courses will be taught each semester as long as enrollment allows—No School field placements in the Summer—and limited agency placements may be available in the summer session)

Start Fall Semester

EDC 570 Intro to Prof. Coun. (w/EDC560)

Spring Semester

EDC 574 Group Counseling

EDC 593 Lifespan Development
 EDC 579 Social & Cultural Found.
 EDC 573 Counseling Theory

Fall Semester

EDC 575 Pre-Practicum
 EDC 571 Psych. & Ed. Assessment
 EDC 598 Case Formu, Tx, Meds
 EDC Elective

Fall Semester

EDC 600 Internship
 EDC Substance Abuse Elective
 EDC Elective

CMHC: Spring Start-

Spring Semester

EDC 570 Intro to Prof. Coun. (w/EDC560)
 EDC 573 Counseling Theory
 EDC 597 Psychopathology
 EDC 568 Principles of Mental H.

Spring Semester

EDC 577 Clinical Agency Practicum
 EDC 574 Group Counseling
 EDC 572 Career Counseling
 EDC 571 Psych. & Ed. Assessment

Fall Semester

EDC 600 Full-time Internship
 EDC 615 Research Techniques
 EDC Elective

CMHC: Summer Start-

Summer Semester

EDC 570 Intro to Prof. Coun. (w/EDC560)
 EDC 573 Counseling Theory

Spring Semester

EDC 575 Pre-Practicum
 EDC 597 Psychopathology
 EDC 568 Principles of Mental H.
 EDC 589 Family and Couples Coun

Fall Semester

EDC 572 Career Counseling
 EDC 597 Psychopathology
 EDC 568 Principles of Mental H.

Spring Semester

EDC 577 Clinical Agency Practicum
 EDC 615 Research Techniques
 EDC 589 Family & Couples
 EDC Elective

Fall Semester

EDC 593 Lifespan Development
 EDC 579 Social & Cultural Found.
EDC 575 Pre-Practicum
 EDC 598 Case Formu, Tx, Meds

Summer Semester

EDC Elective

Spring Semester

EDC Substance Abuse Elective
 EDC 589 Family & Couples
 EDC Elective

Fall Semester

EDC 579 Social & Cultural Found
 EDC 593 Lifespan Development
 EDC 574 Group Counseling
 EDC Elective

Summer Semester

EDC 571 Psych. & Ed. Assessment
 EDC Elective

Spring Semester

EDC 598 Case Formulation, Tx, Meds
 EDC 577 *Clinical Agency Practicum*
 EDC 615 Research Techniques
 EDC 572 Career Counseling

EDC 600 Internship
 EDC Substance Abuse Elective
 EDC Elective

CMHC: Three Classes per semester-

Fall Start:

Fall Semester

EDC 570 Intro to Prof. Coun. (w/EDC560)
 EDC 573 Counseling Theory
 EDC 593 Lifespan Development

Spring Semester

EDC 597 Psychopathology
 EDC 568 Principles of Mental H.
 EDC 579 Social & Cultural Found

Summer Semester

EDC 571 Psych. & Ed. Assessment
 EDC Elective

Fall Semester

EDC 575 Pre-Practicum
 EDC 589 Family & Couples
 EDC 598 Case Formu, Tx, Meds

Spring Semester

EDC 577 Clinical Agency Practicum
 EDC 615 Research Techniques
 EDC 572 Career Counseling

Summer Semester

EDC 574 Group Counseling
 EDC Elective

Fall Semester

EDC 600 Internship
 EDC Substance Abuse Elective
 EDC Elective

CMHC: Three Classes per semester-

Spring Start:

Spring Semester

EDC 570 Intro to Prof. Coun. (w/EDC560)
 EDC 573 Counseling Theory
 EDC 568 Principles of Mental H.

Summer Semester

EDC 579 Social & Cultural Found
 EDC 597 Psychopathology

Fall Semester

EDC 575 Pre-Practicum
 EDC 598 Case Formu, Tx, Meds
 EDC 593 Lifespan Development

Spring Semester

EDC 577 Clinical Agency Practicum
 EDC 572 Career Counseling
 EDC 574 Group Counseling

Summer Semester

EDC 615 Research Techniques

EDC 571 Psych. & Ed. Assessment
EDC Elective

Fall Semester

EDC 589 Family & Couples
EDC Substance Abuse Elective
EDC Elective

Spring Semester

EDC 600 Internship
EDC Elective

CMHC: Three Classes per Semester-

Summer Start:

Summer Semester

EDC 570 Intro to Prof. Coun. (w/EDC560)
EDC 573 Counseling Theory
EDC 579 Social & Cultural Found

Fall Semester

EDC 593 Lifespan Development
EDC 598 Case Formu, Tx, Meds
EDC 572 Career Counseling

Spring Semester

EDC 575 Pre-Practicum
EDC 597 Psychopathology
EDC 568 Principles of Mental H

Summer Semester

EDC 574 Group Counseling
EDC 571 Psych. & Ed. Assessment
EDC Elective

Fall Semester

EDC 577 Clinical Agency Practicum
EDC 615 Research Techniques
EDC 589 Family & Couples

Spring Semester

EDC 600 Internship
EDC Substance Abuse Elective

Summer Semester

EDC Elective
EDC Elective

Recommended Sequence of Studies: CMHC & SAC(FT)--Dual

Fall Start:

Fall Semester

EDC 570 Intro to Prof. Coun. (w/EDC560)
EDC 593 Lifespan Development
EDC 579 Social & Cultural Found.
EDC 573 Counseling Theory

Spring Semester

EDC 575 Pre-Practicum
EDC 572 Career Counseling
EDC 597 Psychopathology
EDC 568 Principles of Mental H.

Fall Semester

EDC 577 Clinical Agency Practicum
EDC 571 Psych. & Ed. Assessment
EDC 598 Case Formulation, Tx, Meds
EDC 574 Group Counseling

Spring Semester

EDC 576 School Practicum EDC Elective
EDC 615 Research Techniques
EDC 589 Family & Couples
EDC Elective

Fall Semester

EDC 603 School Internship
EDC Substance Abuse Elective

Spring Semester

EDC 600 Mental Health Internship
EDC 590 Managing School Couns.

Spring Start:**Spring Semester**

EDC 570 Intro to Prof. Coun. (w/EDC560)
 EDC 573 Counseling Theory
 EDC 597 Psychopathology
 EDC 568 Principles of Mental H.

Spring Semester

EDC 577 Clinical Agency Practicum
 EDC 574 Group Counseling
 EDC 572 Career Counseling
 EDC 571 Psych. & Ed. Assessment

Spring Semester

EDC 603 Full-time School Intern
 EDC 615 Research Techniques
 EDC Elective

Fall Semester

EDC 593 Lifespan Development
 EDC 579 Social & Cultural Found.
EDC 575 Pre-Practicum
 EDC 598 Case Formu, Tx, Meds

Fall Semester

EDC 615 Research Techniques
 EDC 589 Family & Couples
 EDC 576 School Practicum Elective
 EDC Substance Abuse Elective

Fall Semester

EDC 600 FT Mental Health Intern
 EDC 590 Managing School Coun.