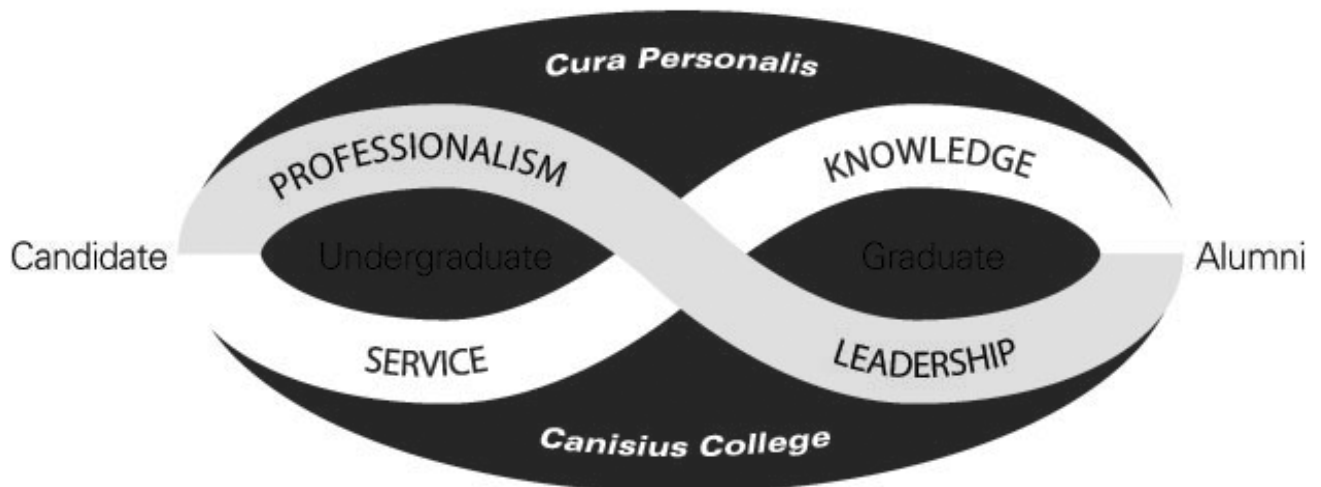


The Department of Counseling and Human Services:

Student Handbook  
2022-2023  
(Revised Summer 2022)



**The School of Education and Human Services**

**The Council for Accreditation and Related Educational Programs (CACREP) accredits both the School and Clinical Mental Health Counseling Programs.** *CACREP Accreditation provides recognition that the content and quality of the program meets standards set by the profession, and thus, provides assurance to students, as consumers, that our programs contain the appropriate knowledge and skill areas* (<http://www.cacrep.org/value-of-accreditation/why-should-i-choose-an-accredited-program/>).

**WELCOME:**

**Congratulations on your choice of the Department of Counseling and Human Services at Canisius College. A combination of innovation and tradition has 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 focuses educational preparation on Knowledge, Professionalism/Leadership and a Service orientation required to be a competent and successful professional. 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. We intend this document as a brief and readily used resource. Be aware that policies described in this handbook may change and as a graduate student, you are responsible to check for any updates or changes. Should you have any questions that go beyond the scope of this handbook, be sure to refer to the graduate catalog, the Department’s Assessment Manual, or speak with your advisor. Be aware that there is considerable information about our program on the web including results of program evaluations by graduates of the program, employers of those graduates and cooperating counselors. (<http://www.canisius.edu/masters-counseling/>)**



### **Defining Yourself as a Canisius College Graduate Student**

The excerpt below is from the book, **Thriving!: A manual for students in the helping professions (3<sup>rd</sup> ed.)** (Echterling, Cowan, Evans, Staton, Viere, McKee, Presbury, Kielty, Sturm, and Stewart. (2016). Thousand Oaks, CA: Sage).

As you begin your graduate training, you quickly become aware that you are entering a whole new educational culture, one much different from your undergraduate experiences. You are no longer thrown in with other students as a matter of chance; you share a dream with those around you of becoming a counselor or therapist. There is a different feeling as you join with others to pursue not only training goals and a degree but also a new concept of who you are. Together, you are reaching for something that is not entirely known but that you sense has wonderful possibilities for your own growth and your relationships with others. You are suddenly part of a new community.

You are taking a journey that will change you. Because you have such close-knit ties with others, your journey affects them all, and in some measure, they are taking the trip with you.

Changes in you are inevitable because you are entering into a new kind of interpersonal milieu, one you have never experienced before. You notice that in your new community, you are called on to respond in fresh ways, take risks, collaborate with others, and be open and flexible to a degree that might be unfamiliar to you. You are expected to be game for new ventures, such as role plays and experiential exercises. You become used to seeing yourself on video recordings when learning and practicing therapeutic skills. Above all, being fully invested in forging your clinical and counseling skills requires you to be open, accessible, and collaborative with others, throwing your

whole self into the experience (Carlson, 2012). The question to ask yourself now is, “Am I open to this experience?”

## TABLE OF CONTENTS

WELCOME	2
DEFINING YOURSELF AS A CANISIUS COLLEGE GRADUATE STUDENT	3
CRITICAL PLACES AND PHONE NUMBERS	6
DEPARTMENT MISSION, LEARNING GOALS & PROGRAM OBJECTIVES	9
CACREP ACCREDITATION	11
ASSESSMENT SYSTEMS (Also see the separate and more detailed Assessment Systems Download located on the Department Web Page) Transition Points Financial Aid and Graduate Assistantships	11
DIVERSITY RECRUITMENT POLICY	16
ADVISORS AND ADVISEMENT	17
1. Transfer of Credit	
2. Grading, Retention and Dismissal Policies	
3. Grade Grievance Procedure	
4. Non-Academic Reasons for Dismissal	
5. Malpractice Insurance	
6. Faculty Endorsement Policy	
7. Personal Counseling	
8. Typical Description of Student Progress in the Program	
METHOD OF DELIVERY OF PROGRAMS & CURRICULUM (School – Mental Health – C.A.S. – LMHC Bridge)	20
LIBRARY NOTES	24
OPPORTUNITIES IN COUNSELING	24
USE OF TECHNOLOGY (Information on Program Announcements)	25
CERTIFICATIONS AND PROFESSIONAL ASSOCIATIONS (Additional information found in Appendices)	25
1. State Certification for School Counseling	
2. Advanced Certification in Teaching English	
3. License for Mental Health Counselors	
4. National Certified Counselor	

5. American Counseling Association (ACA)	
PRACTICUM AND INTERNSHIP COURSES	29
1. Practicum	
2. Internships	
3. Cooperating Counselor' Handbooks	
COUNSELOR PREPARATION COMPREHENSIVE EXAM	32
PROGRAM SURVEY RESULTS	33
<b>APPENDICES</b>	
1. Professional Background of Full Time Professors	34
2. Application for School Counselor Certification	36
3. Sample School Practicum/Internship Sites	38
4. Sample Agency Practicum/Internship Sites	39
5. Recommended Sequence of Studies	40
6. Availability of Courses by Semester	41
7. Pre, Co, and Concurrent "Prerequisite" Course Listing	52
8. Certificate of Advanced Study in School Counseling (CAS)	54
9. Addresses & Contacts for State Education Departments (School)	55
10. Addresses and Contacts for State Counseling Licensing Departments	82

### **SOME CRITICAL PLACES AND NUMBERS:**

School of Education and Human Services    Bagen Hall  
and Counseling Department:

**Dr. Nancy Wallace**, Interim Dean of the School  
of Education and Human Services  
2001 Main St., 201 Bagen Hall  
[wallacen@canisius.edu](mailto:wallacen@canisius.edu)

**Dr. Kristin Kurtzworth-Keen**, Associate Dean  
of the School of Education and Human Services  
2001 Main St., 201 Bagen Hall  
[kurtzwol@canisius.edu](mailto:kurtzwol@canisius.edu)

Counseling & Human Services Dept.  
Faculty & Staff  
Churchill Tower – Room 802

**Dr. D'Angelis** - CT-812  
*Department Co-Chair*  
Advisement: (Last names beginning w/ A-D)  
[tanigosh@canisius.edu](mailto:tanigosh@canisius.edu)

**Dr. Rutter** – CT-807  
*Department Co-Chair*  
*Mental Health Program Coordinator*  
*MH Bridge Program Coordinator and Faculty Advisor*  
Advisement: (Last names beginning w/ J-M)  
[rutterm@canisius.edu](mailto:rutterm@canisius.edu)

**Dr. Farrugia** – CT-808  
*School Counseling Program Coordinator*  
Advisement: (Last names beginning w/ E-I)  
[farrugia@canisius.edu](mailto:farrugia@canisius.edu)

**Dr. Lenhardt** – CT-809  
Advisement: (Last names beginning w/ N-R)  
[lenharda@canisius.edu](mailto:lenharda@canisius.edu)

**Dr. Donnelly** – CT-810  
Advisement: (Last names beginning w/ S-Z)  
[Donnell6@canisius.edu](mailto:Donnell6@canisius.edu)

**Ms. Julie Marzolf**– Bagen 201/716-888-3298  
*Dept Administrative Associate*  
[schwab12@canisius.edu](mailto:schwab12@canisius.edu)

**Ms. Tara Pace**  
*Practicum & Internship Field Placement Coordinator*  
[pacet@canisius.edu](mailto:pacet@canisius.edu)

Bookstore:	Student Center Basement  Ext. 2335	M-R *8am - 6:30pm.  8am - 4pm  (Extended hrs. 1st two weeks of semester*)
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		*8:00 – 6:30 M-R; 8:00 – 4:00pm  *8:00 - 6:30 M-R; 8:00-4:00pm
Marketplace Café:		M-R 8:30am - 8pm F 8:30am – 6pm Sat 9am 2pm
Bouwhuis Library: (check website for changes)		M-R 7:30am – 2am F 7:30am – 8pm Sat 10am – 8pm Sun 11am – 2am ( <a href="http://library.canisius.edu/hours">http://library.canisius.edu/hours</a> )
Campus Ministry:	Old Main/Rm. 211 Ext. 2420	M-F 8:30am - 5:30pm
Griff Center:	Old Main/Rm.013 Ext. 3212	M-R 8:30am - 8:30am F 8:30am – 5pm June-August 8:30am - 4:30pm
Counseling Center:	Ext. 2620	M-R 8:30am - 8:30pm F 8:30am – 5pm June-August 8:30am - 4:30pm
Koessler Athletic: Center (KAC)	Office Ext. 2950 Equip. Ext. 2620 Intermurals Office/Ext. 2613	M-F 8am-10pm Sat 10am- 5pm Sun 1pm – 9pm Pool Hours: MWF 11:30am- 1pm; 6:30pm - 8:30pm
Department of Public Safety:	Palisano Pavilion Basement/Ext. 2330 Ext. 711 Campus Emergency Number	



Student Financial Aid Office (SFA):	Old Main/Rm. 105/Ext. 2377	Mid-August to mid-May 8:30 a.m. to 5 p.m. Mid-May to mid-August 8:30 a.m. to 4:30 p.m.
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### **Department Mission, Learning Goals, and Program Objectives**

The Department of Counseling and Human Services offers Master's Degrees in Clinical Mental Health Counseling and in School Counseling. It is housed in the School of Education and Human Services.

"The mission and objectives of an organization provides a foundational structure for the activities of the organization. The mission of counselor education programs is embedded in the broader social needs of society as well as the employability of graduates. According to the Bureau of Labor Statistics, the job outlook through 2026 for mental health counselors is projected to grow at rate of 23% higher than average, and the job outlook for school counselors is projected to grow approximately 13% greater than average. Our mission and objectives influence academic curriculum, fieldwork, the choice of initiatives to improve the program, how faculty see our role and the educational climate that we foster. Here are the principles to which we aspire."

#### MISSION STATEMENT (approved by Consortium 4/30/15)

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 program of study assists counselors in training for the educational, emotional, mental, psychological, social, and career needs of diverse populations in a global society. The School Counseling and Clinical Mental Health programs lead towards a Master's of Science degree.

Steeped in the Jesuit tradition, the Canisius College counseling programs, the faculty and curriculum motivate and transform students to embrace these values for one's own life. 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, including self-care;
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 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. Canisius counseling alumni recognize and embrace one's professional responsibility, become leaders and agents of change, while advocating for social justice in the communities they serve.

#### PROGRAM OBJECTIVES

Our program objectives are rooted in the standards of the Council on Accreditation of Counseling and Related Programs (CACREP) and thus, designed to allow for numerous measures of outcome-based assessment. Our objectives and assessment processes align with the Learning Goals of the School of Education and Human Services (SEHS).

#### Program Objectives:

1. Demonstrates professional identity and ethical practice.
2. Demonstrates cultural sensitivity, a commitment to social justice, and promotion of diversity.
3. Applies knowledge of human growth and development in individual, group, and family counseling.
4. Demonstrates the application of career development and career decision making theories within the career counseling process.
5. Demonstrates essential interview and counseling skills, based on knowledge of counseling theories.
6. Demonstrates leadership skills for group counseling based on an understanding of the dynamics of group work including theories of group counseling.
7. Demonstrates knowledge of assessment strategies used in counseling including an understanding of statistical concepts and cultural issues related to assessment.
8. Identifies research methods and statistical procedures used to study human behavior and uses appropriate data-based procedures for assessment of client outcomes and program evaluation.
9. Demonstrates the knowledge, skills, and practices necessary for effective professional work in the student's specialization in counseling.
10. Demonstrates the following Dispositions:
  - a. Dignity and Respect for Self and Others: Treats all people with respect as defined by emotionally controlled communication, and the absence of pejorative labeling. In addition, the student recognizes and practices self-care.
  - b. Embraces Diversity: Seeks to understand all persons and cultures. Never behaves in a prejudicial or discriminatory manner to any group of people.
  - c. Professional Integrity: Demonstrates personal responsibility in academic and professional endeavors; personal and professional maturity; honesty and congruence.
  - d. Ethical Behavior: Always acts in an ethical manner as described in the current version of the Ethical Standards of the American Counseling Association.
  - e. Empathy: Demonstrates empathy by recognizing and being able to verbalize the emotional and experiential realities of others.

f. Openness/Accepts feedback: Accepts feedback in a constructive manner as demonstrated by professional and thoughtful consideration and subsequent modification of behavior without discounting the suggestions made by professors and fellow students.

g. Engagement/Communication: Engages with other students and professors in a positive manner as experienced by students and professors.

#### THE GRADUATE EXPERIENCE:

The graduate school experience for most students is different than experiences in undergraduate school, however, many of opportunities for campus involvement are open to both undergraduate and graduate students. Opportunities range from utilizing the campus tutoring service at the Griff Center, spending time in the campus athletic center, or engaging in service activities sponsored by campus ministry.

Students are encouraged to engage in professional activities sponsored by Psi Chi Gamma, which is our chapter of Chi Sigma Iota (the counseling honor society). Qualifying students are invited to join Chi Sigma Iota at the end of their second semester of study. The Department offers a limited number of stipends to the annual conference of the American Counseling Association and the American School Counselors Association. Announcements regarding availability are made each Spring. Beyond our campus, Buffalo is a community that offers several volunteer and job opportunities that contribute to the development of mental health counselors and school counselors.

#### CACREP ACCREDITATION:

The Council of Accreditation of Counseling and Related Educational Programs is a voluntary independent accrediting body that provides accreditation for counselor education programs that meet a rigorous set of professional and specialty program standards. Canisius has CACREP accreditation in School Counseling and in Clinical Mental Health Counseling. CACREP requires all counseling programs to be 60-hour programs. CACREP accreditation is an indication of quality preparation that increases the portability of the degree, distinguishes graduates in their job search, allows for a quicker route for some professional credentials, and provides a strong background for graduates who may seek to pursue a doctorate in counseling.

#### ASSESSMENT SYSTEMS: From Admission to Graduation

The Department assesses candidates through a systemic process that includes a detailed evaluation of student learning outcomes of the program curriculum and CACREP standards. The assessment system of the Department aligns with the assessment system of the School of Education and Human Services and measures candidates' progress through the program. The Department keeps an Assessment Portfolio for each candidate. A benchmark comparison with other counselor education programs using the Counselor

Preparation Comprehensive Exam (CPCE) provides information regarding candidates completing the two programs. In addition, a detailed analysis of CACREP standards and learning outcomes is conducted through a continuous review of course outcomes. Each year, assessment data are systematically analyzed for program improvement. Please see the Department Assessment Manual located on our Department Home Pages for a more detailed description of the assessment systems.

### **Transitions:**

Transition Points ensure 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 four (4) transition points in the Department of Counseling and Human Services. These transitions provide our **matriculation guidelines**. Transitions are as follows:

#### **Transition Point I** (Admission to the Program)

Applicants seeking admission to the Counseling programs meet requirements established by the Graduate School of Education and Human Services. Applicants must have a baccalaureate degree earning no less than a 3.0 undergraduate grade point average. An applicant with less than an undergraduate GPA of 3.0 may need to complete the Graduate Records Examination (GRE) in addition to other application materials: a complete application, an essay and two letters of recommendation.

Please see <http://www.canisius.edu/admissions/grad-admissions/> for additional information, an application, and directions.

One can contact the Graduate Admissions Office for the School of Education and Human Services located in Lyons Hall via Phone (1 (800) 950-2505 or (716) 888-2545) or Email – [GradAdm@canisius.edu](mailto:GradAdm@canisius.edu).

#### **Transition Point II**

To become eligible for the practicum (field experience) candidates must take the Counseling Candidate Screening Battery followed by an interview with one's full-time faculty member-advisor. The purpose of this procedure is to determine the appropriateness of the candidate for continuation in the program.

Preferably, the candidate completes the Screening Battery and Interview ***before candidates begin classes***, however, it is permissible to take the screening ***within the first semester of studies***.

***A candidate's screening process and results may prevent or delay a candidate from starting fieldwork/practicum, or be advised to discontinue one's studies*** should the screening reveal a profile inappropriate for the counseling profession (such as indications of severe psychological difficulty).

The screening process consists of a short autobiography, an empathy test, the Minnesota Multiphasic Personality Inventory II, and an interview. A testing fee is collected to cover the cost of tests used in the course EDC 571 Psychological and Educational Assessment. Students will be sent information on how to take and schedule all parts of the Screening Battery process via email a few weeks prior to the start of their first semester, as well as during the first couple of weeks of classes. Please watch your Canisius email for this information. (For students beginning in the Fall 2022 semester, the Counseling Candidate Battery Screening fee of \$50 will be included with your general college fees in your bill. This will no longer be processed as a separate payment.) For questions on your tuition statement, please contact Student Records and Financial Services at 716-888-2600.

### **MMPI-2 Policy**

A candidate who obtains an invalid result on the MMPI-2 may be required to re-take this portion of the screening. If the second attempt on the MMPI-2 is invalid, the candidate will be required to attend the following meetings: a) an interview with the candidate's advisor; and b) an interview with the appropriate Program Coordinator (School Program or Clinical Mental Health Program). The candidate's advisor will contact the candidate through email to convene the first meeting to discuss the concerns about two invalid MMPI-2 profiles. The candidate is expected to respond to the email notification within five (5) business days.

Following the first interview with the candidate's advisor, the candidate will contact the appropriate Program Coordinator within five (5) business days after meeting with their advisor to schedule the second interview. If the candidate does not attend both meetings and adhere to the specified timelines as required, a hold will be placed on registration for all classes.

If the advisor is the Coordinator of the student's program, the student should contact one of the Co-Chairs of the Department. The faculty members will confer on their meetings with the candidate and will determine an appropriate course of action.

Potential courses of action: the student continues in the program, a remediation plan is developed, personal counseling with a licensed mental health professional, a suggested pause in graduate studies to facilitate personal growth, and in very rare cases, a recommendation to discontinue enrollment in the Counseling program.

Please meet with your advisor for an interview and interpretation of the screening to complete the process. In addition to reviewing one's Screening Battery results, the candidate and one's faculty advisor completes a "formal academic advisement" during the interview. Although the screening process helps identify serious personal attributes that would prohibit successful pursuit of a career in counseling, 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.

When necessary, a faculty committee (often one's advisor and the Program Coordinator) makes a recommendation to discontinue studies in the counseling program. If a student

takes a leave of study and does not take classes for three consecutive semesters, the student will be required to successfully retake the screening battery.

Finally, Transition Point II reviews a candidate's successful completion of three introductory courses and common assignments filed within one's portfolio:

- EDC 570 Introduction to Professional Counseling and Ethics,
- EDC 573 Counseling Theory, and
- Either EDC 567 Principles of School Counseling (for those in the School Counseling Program) or
- EDC 568 Principles of Mental Health Counseling (for those in the Clinical Mental Health Program)

### **Transition Point III**

An additional assessment of candidates occurs as one concludes the Practicum experience regarding the candidate's readiness for continuation in the program. This assessment reviews a candidate's

1. Successful completion of Practicum with a grade of B or better. This includes the Cooperating Counselor's evaluation of the student/candidate with a grade of B or better. 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 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.
5. Should the Practicum professor question the candidate's readiness to continue in the program based on any of the criteria listed above, the Candidate Concerns Process is initiated (See Dept. Assessment Handbook). A Candidate Concerns Committee decides an appropriate course of action: The development of a Remediation plan, or if the candidate's behaviors warrant prohibiting one from continuing in the program. Remedial Plans may include individual counseling, the successful completion of an assigned service activity, and/or the repeat of the Practicum. In situations when a Cooperating Counselor prohibits a student/candidate from completing a field placement, the Department views this action as equivalent to being fired from a job and may be cause for discontinuation in the program. This action triggers convening a Candidate Concerns Committee, which will determine an appropriate course of action. In addition, if a student/candidate is denied a field placement from a Cooperating Counselor after a formal interview, the Department takes this situation very seriously. A Candidate Concerns Committee will commence to decide an appropriate course of action, which may include the development of a Remediation plan or dismissal from the program.

### **Transition Point IV**

**Candidates must successfully complete the Counselor Preparation Comprehensive Exam (CPCE).** A candidate generally completes the CPCE during the internship semester. The CPCE is a standardized, proctored, online comprehensive exam that covers the eight core counseling domains specified by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP). The CPCE is offered once during the Fall, Spring and Summer semesters. The examination cost per student, per attempt is \$75. Candidates can take the CPCE twice if one fails the CPCE on the first attempt. Should this happen, a re-test of the CPCE will occur within the two-week test window from the initial test date. A second failure will result in a remediation plan that will cover the subtests where one scored less than 1 SD below the national mean. Please see pages 30-31 for further information.

### **Diploma Request Form & Application to Graduate**

The Student Records Office requires candidates file an electronic “Diploma Request Form” as an application for graduation. The Canisius Portal contains information regarding graduation procedures. Please see <http://catalog.canisius.edu/undergraduate/academics/student-records/graduation/> for additional information. The application activates an automatic review of the candidate’s program of studies; a successful review leads to graduation – the completion of Transition Point IV.

### **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 one seeks practicum or internship experience.

Dependent upon “seat availability” within a practicum/internship course, we welcome Professional Counselors, who received their degree from another graduate school, seeking a practicum or internship in order to meet state certification requirements. ***However***, such candidates must take minimally 12 credits of academic work at Canisius College. This includes one course from a full-time faculty member in the initial semester of study, as well as completing the Candidate Screening Battery before taking practicum or internship course.

### **Financial Aid: (<http://www.canisius.edu/admissions/financial-aid/>)**

Graduate candidates, enrolled for a minimum of 4.5 credits may qualify for a Federal Unsubsidized Student Loan. The amount of one’s loan depends upon one course-load for

semester, with a maximum annual load amount of \$20,500. Please meet with Financial Aid staff for additional information.

### **Graduate Assistantships:**

Please inquire within the School of Education and Human Services for a possible list of open assistantships. The Department for Counseling and Human Services offers two part-time graduate assistantships. The Department Chair posts an announcement regarding “position openings” when a “graduate assistantship” becomes available (usually upon the graduation of a current “GA”). When appropriate, those interested provide the department chair with a cover letter, your resume and a one-page response to the following question: *“How are questions of diversity and social justice related?”* We encourage students to inquire within various support offices around the College, since not all 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 in which the goal is to develop and support projects that enhance diversity in our program. One of our graduate assistant’s responsibilities includes working on diversity projects during each academic year. In addition, all applicants for the Department graduate assistantships submit a short essay responding to the prompt “How are questions of diversity and social justice related?” along with a cover letter and resume.

The School of Education and Human Services offers a program for advanced certification for Teachers of English to Speakers of Other Languages (TESOL), which we encourage graduate candidates and alumni with advanced language skills to consider whether they intend to work within school and/or agency environments. Find more information at <https://www.canisius.edu/academics/programs/tesol>

Mental Health agencies within Western New York, as well as many School Districts have a growing need for bi-lingual professional counselors. Therefore, applications for practicum and internship request information regarding a candidate’s proficiency with additional languages beyond English.



## FACULTY ADVISORS AND ADVISEMENT:

All students/candidates in the Department of Counseling and Human Services have an assigned advisor to assist them throughout their studies. Advisors are assigned by alphabet in the following manner:

- Last name beginning with: **A --> D** Dr. Holly D'Angelis, 716-888-3187,
- Last name beginning with: **E --> I** Dr. Farrugia, 716-888-2393,
- Last name beginning with: **J --> M** Dr. Rutter, 716-888-3721,
- Last name beginning with: **N --> R** Dr. Lenhardt, 716-888-2398,
- Last name beginning with: **S --> Z** Dr. Donnelly, 716-888-3292,

All students are required to meet with their advisor on completion of the screening process for an interview and interpretation of the screening results, and "formal advisement" regarding your program of study as a graduate candidate. Additional advisement occurs with one's advisor via phone, email, or by appointment as necessary.

### 1. **Transfer of Credit**

Your advisor must approve Transfer of Credit from another institution and your advisor must forward the appropriate form to the Associate Dean of the SEHS. One may transfer six credit hours into the program when initially matriculating at Canisius. Upon advisement, additional credit may be accepted 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 a certification officer at B.O.C.E.S. I, 355 Harlem Rd., West Seneca, N.Y. 14224; phone (716) 821-7036 or apply online via <http://www.highered.nysed.gov/tcert/teach/>

2. **Grading, Retention and Dismissal Policies:** Graduate candidates must progress through each of the transition points of the program achieving the required level of competence on all portfolio assignments. In addition, graduate students must maintain at least a "B" average to receive their degree. A GPA of less than 3.0 automatically places the student on academic probation. A candidate/student is disqualified/dismissed from the College if the GPA falls below a 3.0 for two consecutive semesters. A grade of "F" puts the student on academic probation. A second failing course (grade of "F") will automatically disqualify a student from the program.

### 3. **Grade Grievance Procedure**

"Occasions may arise when a student does not agree with the grade he or she has received in a course. When this happens, the question of whether the grade should be reconsidered is addressed in two stages" (Canisius College Graduate Catalog, p.18

<https://catalog.canisius.edu/graduate/academics/academic-policies/#gradegrievan cetext>). Please discuss concerns regarding course grades first with the course

instructor. “If the student and instructor cannot agree on the appropriateness of the grade in question, the student may contact the chair of the instructor’s department, in writing, within ten working days after the meeting with the instructor” (Graduate Catalog, p. 18). For additional information, please review the Graduate Catalog or the Department Assessment Manual located on our Department Home Page (<https://catalog.canisius.edu/graduate/school-education-human-services/counseling-human-services/>) **Error! Hyperlink reference not valid.** for a more detailed description of the procedure.

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, are responsible to ensure that students are able to be ethical and personally effective in their professional role. Concerns that may prohibit a candidate’s success in the field arising from candidate dispositions or behaviors are not considered confidential and may be discussed among faculty members and College administrators. If concerns arise:
  - i. The professor, advisor or candidate may request a meeting at any time to address the concerns. At this informal stage the advisor or the professor, and the student will review the concerns and discuss possible solutions to enact;
  - ii. If the concerns are not resolved informally or if a formal consideration is warranted without an informal attempt to a solution, a written referral is made to the Chair of the Department, who determines if a Candidate Concerns Committee should consider the concern. The Candidate Concerns Committee reviews the concern and develops a Remediation Plan. In some situations, a Remediation Plan may require personal counseling as a condition for continued enrollment.
  - iii. Failure to meet the conditions of the Remediation Plan will result in a review by the Chairperson who may dismiss the candidate or revise/re-establish the remediation plan. The Department Chairperson may also dismiss a candidate from the program for a single egregious breach of professional and/or ethical behavior.
  - iv. Throughout the advisement process and up to dismissal from the program, the student can explore educational and career alternatives with the program advisor.
  - v. Failure to successfully meet any Transition Point requirement will automatically trigger the candidate concerns process.

*\* Please see the Department Assessment Manual located on our Department Home Pages for a more detailed description of the process for dealing with candidate concerns.*

5. **Malpractice Insurance:** All candidates are required to have personal professional liability coverage at the start of their practicum experience. Graduate students may want to use the free liability insurance provided with student membership in

the American Counseling Association or the American School Counselor's Association.

6. **Faculty Endorsement Policy:** (Letters of Recommendation) Students are advised to seek recommendation letters from faculty members who have had them for multiple courses or 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 take into consideration the student's demonstrated abilities and potential to successfully engage in research and scholarly writing. Our endorsement policy aligns with the 2014 ACA Code of Ethics. Before we endorse current students and/or alumni for future employment or advanced education, faculty ensures that an individual possesses the appropriate training, clinical experience, and competence with a review of one's transcript.
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 may appear as follows:

A candidate seeks information from one of the faculty members in counseling. The candidate may use the web to learn more about the program. The candidate completes and submits an 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 candidate's faculty advisor reviews the results with the candidate, resolves questions of credit - transfer, and/or waiving courses. As the candidate progresses through the program, one meets/communicates with the faculty-advisor on an as needed basis. During the semester before 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 one's specialty area. Advisors continue to be available to graduates for professional

consultation. For school counselors, the new professional completes the additional graduate courses and work experience necessary for permanent/professional certification as mandated by NYSED. For clinical mental health counselors, the new professional applies for a “limited permit” as mandated by the Office of Professions in NY, completes the required 3000 hours of post degree employment, and successfully passes the licensing examination.

### **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 Battery 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 fieldwork.
- ✓ Successfully complete the Comprehensive Exam.
- ✓ 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.

### **METHOD OF DELIVERY OF PROGRAMS**

The majority of classes for both Counseling Programs, as well as Certificates of Advanced Study, convene in traditional face-to-face classrooms once a week. We do offer online and hybrid courses as well. Classes run Monday (Monday classes scheduled from 4 PM- 7 PM) through Thursday 4 PM-6:45 PM or 7 PM-9: 45 PM. The College’s learning management system, “Desire-2-Learn (D2L)” contains materials, examinations, and other information for many of our courses. Please consult with your advisor and/or course instructors for more information.

### **CURRICULUM:**

The curriculum in the Department of Counseling and Human Services consists of a common core of courses and specialization courses. A license in mental health

counseling from NYS is required to practice psychotherapy. State certification is required to work as a school counselor. NYS requires a program of 60 graduate hours for the license in Clinical Mental Health Counseling and 60 graduate hours for continuing professional certification in school counseling. A Master's in School Counseling from Canisius completes all academic requirements for School Counseling Certification in NYS, unlike some school counseling programs that require 48 graduate hours, thus requiring school counselors to take an additional 12 hours of study after their Master's Degree. Mental health counselors are required to get approximately 2 years (3000 hours) of work experience within 3 years of receiving a limited permit. School counselors are required to get 3 years of work experience before being eligible for continuing professional certification.

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

EDC 560 Child Abuse Identification and Reporting Workshop mandated by NYS (completed in EDC 570)	0
EDC 561 Trauma, Crisis, and Loss	3 cr.
EDC 570 Introduction to Professional Counseling and Ethics	3 cr.
EDC 571 Psychological & Educational Assessment	3 cr.
EDC 572 Career Counseling	3 cr.
EDC 573 Counseling Theories	3 cr.
EDC 574 Group Counseling	3 cr.
EDC 575 Pre-Practicum Helping Skills	3 cr.
EDC 579 Social and Cultural Issues in Counseling	3 cr.
EDC 585 Chemical Dependency and Rehabilitation	3 cr.
<b>OR</b> EDC 586 Physiological and Psychological Aspects of Substance Abuse and Chemical Dependency	
EDC 589 Family and Couples Counseling	3 cr.
EDC 593 Lifespan Development	3 cr.
EDC 597 Psychopathology	3 cr.
EDC 615 Research Techniques	3 cr.

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

EDC 505 Dignity for All Students Act mandated by NYS (completed in EDC590)	0
EDC 566 School Violence and Intervention Workshop mandated by NYS (completed in EDC 576)	0
EDC 567 Principles of School Counseling	3 cr.
EDC 576 (with EDC 566) School Clinical Practicum	3 cr.
EDC 590 Advanced School Counseling	3 cr.
EDC 604 School Internship K-8	3 cr.
EDC 605 School Internship HS	3 cr.

Elective	3 cr.
Elective	3 cr.
EDC 606 Counselor Preparation Competency Exam (0 credits)	
<b>Total Credits for Master's Degree in School Counseling</b>	<b>60 cr.</b>

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

EDC 568	Principles of Clinical Mental Health Counseling	3 cr.
EDC 577	Clinical Mental Health Practicum (prerequisites = 568, 575 & 597)	3 cr.
**EDC 598	Case Formulation, Treatment Planning & Psychopharmacology (prerequisite to EDC 598 = EDC 597 Psychopathology) <b>**This class must be completed BEFORE one enters MH Internship</b>	3 cr.
EDC 600	Internship – Full time (Pre req = EDC 577)	6 cr.
<b>OR</b>		
EDC 601	Internship – Part time (half time over two semesters)	3 cr.
(Part time 1)		3 cr.
EDC 602		
(Part time 2)		
EDC 606	Counselor Preparation Comprehensive Exam (CPCE)	0 cr.
Elective		3 cr.
Elective		3 cr.
<b>Total Credits for Master's Degree Clinical Mental Health Counseling</b>		<b>60 cr.</b>

**Full-time students must take care in selecting courses; a few courses are only offered in the Fall OR Spring semester, thus once per academic year.** Full-time students should follow the Recommended Sequence of Studies listed in Appendix 5 in this Handbook titled Recommended Sequence of Studies.

**Note that EDC 575 Pre-Practicum Helping Skills is a prerequisite to EDC 576/577. For successful completion of Pre-Practicum, students must earn a grade of B or better in order to progress to practicum. For successful completion of Practicum students must earn a grade of B or better in order to progress to internship. We do**

not permit EDC 576/577 during one's first semester of study, nor may a candidate take one's Practicum and Internship concurrently.

**Certificate of Advanced Study in Mental Health Counseling (Bridge Program):  
Faculty Advisor and Program Coordinator of the Bridge Program:  
Dr. Michael Rutter, Dept Co-Chair  
Email: (rutterm@canisius.edu)**

This course of study (typically, 12-18 credit hours) is for candidates who already have a Master's degree in counseling, but do not meet the required coursework and experience for the NYS mental health-counseling license (LMHC). To qualify for this "Bridge Program," candidates should have a Master's degree in school counseling, community agency counseling, college counseling, rehabilitation counseling, and older general counseling degrees. In most cases, Bridge Program students enter the program having completed graduate level counseling courses in professional issues and ethics, counseling theories, human development, counseling skills, group work, assessment, research and program evaluation, social and cultural issues in counseling, and career development. If any of these courses have not been completed, a student will be required to take them as part of their Advanced Certificate program. Candidates who have completed Psychopathology and/or Chemical Dependency as part of their Master's Degree in Counseling may complete their certificate with fewer Advanced Certificate credits.

Individuals with Master's degrees in psychology, school psychology, and social work are not eligible for this program. Candidates who received their Master's in Counseling from an institution other than Canisius College must complete the Counselor Screening Process within their first semester of enrollment.

Along with a master's degree in counseling, our Advanced Certificate Program in Mental Health Counseling satisfies the educational requirements for the New York State mental health counselor license (LMHC). Upon completion of these educational requirements, candidates will need 3,000 hours of supervised experience in the practice of mental health counseling and a passing grade on the National Clinical Mental Health Counseling Examination (NCMHCE) to be eligible for licensure in New York.

**Required Courses**

EDC 568	Principles of Clinical Mental Health Counseling ( <b>SYNCH ONLINE</b> )	3 cr.
EDC 585/586	Chemical Dependency and Rehabilitation (3 cr.), <b>OR</b> Physiological and Psychological Aspects of Chemical Dependency (3 cr.) ( <b>Both taught as ASYNCH ONLINE</b> )	3 cr.
EDC 597	Psychopathology	3 cr.
EDC 598	Case Formulation, Treatment Planning & Psychopharmacology (Required prerequisite = EDC 597 Psychopathology) <b>**EDC 598 must be completed BEFORE one enters the MH Internship</b>	3 cr.
EDC 600	Internship – Full time <b>OR</b>	6 cr.
EDC 601/602	Internship Part-time 1 & 2 (completed across two semesters)	3 cr. 3 cr.
<b>Total Credit Hours for Bridge Program in Mental Health Counseling</b>		<b>18 cr.</b>

**Library Note:** In addition to your educational experiences derived directly from your classes, the library offers several important services that you can access through the following web site: <http://library.canisius.edu/>.

**Employment 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 cannot guarantee future experiences, generally graduates of our program do find jobs in the counseling field and are pleased that they attended Canisius College.



Practicing professionals respect our program and the skills acquired by our graduates. Please see the Department webpage for survey results.

**The Use of Technology & Information on Program Announcements:** 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 username and other account information on your class registration form.

We also use Facebook for similar purposes. Join the group "**Canisius College Counseling Grads and Alum**" by logging onto Facebook and searching for this group. You can also use Facebook as a social connection with your colleagues and friends that you will meet while in the program.

Many of your classes will use the web-based program called *Desire-2-Learn (D2L)*. It is accessible from the Canisius' portal site <https://my.canisius.edu/>. We communicate with current graduate candidates via either D2L email capabilities or via the Canisius listservs (SAC\_grads or CLMHC\_grads).

In addition, the Department of Counseling and Human Services web site (<https://catalog.canisius.edu/graduate/school-education-human-services/counseling-human-services/>) contains information and support for current students in all our programs.

## **PROFESSIONAL CREDENTIALS & PROFESSIONAL ASSOCIATIONS:**

There are several professional credentials potentially available to counselors. These include the following: School Counselor Certification, Advanced Certification in TESOL Education, Licensed Mental Health Counselor, Certified Rehabilitation Counselor, National Certified Counselor, National Certified Career Counselor, Certified Alcoholism and Substance Abuse Counselor, Licensed Marriage and Family Counselor--and this is not an inclusive list! Two of these credentials -- for school counseling and mental health counseling are particularly relevant to students at Canisius and are discussed below.

### **1. New York State Certification for School Counseling:**

To be eligible for employment as a school counselor, the state education Department must certify all persons. Certification in New York State is a two-stage process of initial certification consisting of education background and three years of professional work experience as a school counselor in order to be eligible for continuing professional certification.

Recent changes in regulations pertaining to New York State Certification for School Counselors specify that the Initial Certification process (requiring completion of your Master's degree) will include evidence of having achieved satisfactory performance on the New York State examination for school counselors. As of this Handbook revision (Summer 2022), no examination has been specified or approved. The anticipated exam date is Summer 2023.

The web address is <http://www.highered.nysed.gov/tcert/teach/> Assistance with the certification process is available through the Associate Dean located in Bagen Hall, Room 201.

While teachers sometimes take additional workshops in prevention of child abuse, prevention of school violence, and support for the dignity of all students, 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, EDC 566 and EDC 505 (non-credit courses embedded in regular classes).

When you receive initial certification, you will need 3 years of work experience as a school counselor to qualify for continuing professional certification. Be aware that NYS does not issue a hard copy of provisional certifications. Records of all certificates that expire are maintained within the TEACH program. Once you receive your initial certification a “control number” will become available under the “Certificates” section of TEACH. You will use your “control number” as proof of certification. Be sure to record your TEACH account username, password and when issued, your “control number.” One receives a certificate upon gaining continuing professional certification.

## **2. Advanced Certification in Teaching English to Speakers of Other Languages (TESOL):**

The TESOL Advanced Certificate, in addition to Provisional/Permanent Certification in School Counseling offers courses meeting New York State (NYS) requirements for TESOL certification for grades K-12. Six of the 15 credits of course work, can be used as “counseling program electives.” The required “supervised field work” can be combined with counseling practicum or internships. See <https://www.canisius.edu/academics/programs/tesol> for more information.

## **3. Licensed Mental Health Counselor (LMHC):**

New York State requires a state license to practice psychotherapy. In addition to academic background, an exam and 2 years of professional experience are required. The LMHC is essential for mental health counselors. 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](mailto:op4info@mail.nysed.gov)). Although professional licenses are provided by individual states, there is a National Counselor Registry, which is administered by the American Association of State Counseling Boards that allows for a shared repository for professional credentials allowing for an easier application process. About half of the states allow for use of the registry. Updated information can be found at [www.aascb.org/](http://www.aascb.org/). Professional counselors who hold related Master’s degrees need additional coursework to qualify for the license and should contact

their program adviser. It is recommended that they apply to the State recognizing that the review will reveal specific courses that will be required.

**4. National Certified Counselor (NCC):**

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. 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.

<http://www.nbcc.org>

**5. American Counseling Association (ACA) and the American Association of School Counselors:**

While you will learn more about professional associations as you progress through your studies, you should be aware of ACA. ACA is the major national association for professional counselors and ASCA is the major national association for school counselors. The Department requires membership 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 can maintain current information on counseling through the publications and continuing education activities of ACA and ASCA.

One receives free insurance coverage as a student in practica and internship with an active student membership in ACA or ASCA. In addition, a student receives a 50% discount with membership fees through one's first year as a professional counselor (following graduation).

In addition, there are several state and local professional associations. These groups operate on their respective levels in a similar manner as the national association. Look for application brochures outside our department's office 802 in Churchill Tower. The addresses for the ACA and other NYS associations are listed below:

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

- American School Counseling Association
  - 1101 King Street, Suite 310, Alexandria VA 22314
  - (703) 683-ASCA
  - <https://www.schoolcounselor.org>
  
- New York Mental Health Counselor's Association (NYMHCA)
  - <http://www.nymhca.org>
  - We encourage candidates' membership in NYMHCA. The LMHC within NYS continues evolving and the horizon changes. NYMHCA members have the best chance for ongoing updates.
  
- New York School Counselor's Association
  - PO Box 217
  - Leicaster, NY 14481
  - <http://www.nyssca.org/>

## **PRACTICUM AND INTERNSHIP COURSES:**

There is one practicum (Total 100 hrs) and internship experiences (Total 600 hrs) in each program. All practicum 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 at the practicum site, 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. **EDC 575 Pre-Practicum occurs before the practicum. Successful completion of Pre-Practicum represents an overall grade of B or better. The courses EDC 570 Foundations, EDC 573 Counseling Theories, and either, EDC 567 or 568 Principles (of School Counseling or Clinical Mental Health) are pre-requisite courses to Practicum (576/577). Students must have a 3.0 GPA/B average to take practicum. *If you have less than a 3.0 GPA you will not be able to submit your practicum/internship application form. Applications are due September 15<sup>th</sup> for spring and February 1<sup>st</sup> for summer and fall.***

Discussion regarding appropriate professional dispositions required for Practicum, in addition to the application process occur in Pre-Practicum (EDC 575). However, the responsibility rests with the student to initiate the placement process by submitting the appropriate application by the noted due dates to the Counseling Department's Administrative Associate. (Churchill Tower 802).

In-person counseling experience is essential for counselors-in-training. Therefore, the Department will not permit students in practicum or internship to be placed in settings that do not afford them the opportunity to perform in-person assessment and counseling for a majority of their direct hours requirements. Modification of this requirement will be considered in the event of future COVID-related challenges.

Clinical Mental Health Program: **Pre-requisites for EDC 577:** 568 Principles of Mental Health Counseling, 575 Pre-Practicum and 597 Psychopathology.  
**Pre-requisite for EDC 600/601/602:** EDC 598 Case Conceptualization, Tx Planning and Psychopharmacology.

School Counseling Program: **Pre-requisites for EDC 576:** 567 Principles of School Counseling & 575 Pre-Practicum.

One completes the school internship over two semesters (300 hrs each semester). One placement is at a high school and one placement is at an elementary or middle school. The practicum is a pre-requisite for the school (and mental health) internship.

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

***REQUEST FOR PRACTICUM & INTERNSHIP FORM & STUDENT  
AGREEMENT FORM***

- *For Spring Practicum & Internships – DUE SEPTEMBER 15<sup>th</sup>*
- *For Summer and/or Fall Practicum & Internships – DUE FEBRUARY 1<sup>st</sup>*

## SUBMISSION OF PRACTICUM AND INTERNSHIP APPLICATIONS

Students can submit applications via hard copy to 802 Churchill Tower OR electronically:

Hard Copy Submission: Please complete and submit a hard copy of the ***Request for Practicum or Internship Form and the Practicum/Internship Student Agreement Form*** (available outside the Department office 802 Churchill Tower) and submit **a copy of your resume and an unofficial transcript.**

Electronic Submission: You may also apply electronically for practicum/internship. Practicum and internship applications will be sent out electronically in advance of the deadline date by the Department's Administrative Associate. Please fill out the correct application and return it to Ms. Marzolf, Administrative Associate at [schwab12@canisius.edu](mailto:schwab12@canisius.edu). After it is received, a confirmation e-mail will be sent to confirm receipt of your application.

**Failure to submit your application by the “due date” noted above (September 15th for spring placement or February 1st for summer and fall) may prohibit you from placement regardless of how that affects your educational plans and timetable.** Our Placement Coordinator, Ms. Pace [pacet@canisius.edu](mailto:pacet@canisius.edu), makes the initial contact on behalf of our students. This is a formidable task; placement within “requested sites” may not be possible for a number of reasons. **Please do not contact prospective sites/supervisors at school districts or agencies without prior approval from Ms. Pace.**

Ms. Pace provides practicum applicants with contact information regarding one's cooperating counselor and the site. A student may forfeit a site and thus prevented from taking practicum/internship during a preferred semester for the following reasons:

- If a student fails to communicate with one's prospective cooperating counselor in a timely fashion to schedule an interview & orientation to one's site;
- If the cooperating counselor determines that the Canisius student may be a poor fit with the proposed site and/or cooperating counselor; and/or
- If the student turns down the site offered by the Placement Coordinator.

**Cooperating Counselors Handbooks:** The Department provides candidates with a copy of the Cooperating Counselor Handbooks for all field experiences, distributed by hand, on D2L and the Department webpage at the start of the Practicum/Internship seminar. These handbooks 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 Department presumes 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.

Please see the Department website to download a copy of a practica or internship Cooperating Counselor Handbook.

<http://www3.canisius.edu/~farrugia/SiteSupervision.1.15/index.html>

### **The Counselor Preparation Comprehensive Examination**

The Counselor Preparation Comprehensive Examination (CPCE) created by the Research and Assessment Corporation for Counseling, (an affiliate of the National Board for Certified Counselors) determines whether students have attained a minimum level of knowledge in the field of counseling.

One can complete the CPCE during the Summer, Fall and Spring semesters by registering for “EDC 606 Comprehensive Exam” during course registration in the Fall, Spring and Summer registration periods. One traditionally completes the CPCE the same semester as completing the Internship. During the online registration process for the CPCE, students will pay the examination fee of \$75.00. The CPCE assesses a candidate’s knowledge of the eight common-core areas as defined by CACREP:

1. Professional Orientation and Ethical Practice
2. Social and Cultural Diversity
3. Human Growth and Development
4. Career Development
5. Helping Relationships
6. Group Work
7. Assessment
8. Research and Program Evaluation

Core classes within the Department cover the content addressed in the CPCE. A review of core course materials may be the best way to prepare for the exam. One may purchase a number of available study guides, or the Canisius Library also provides a few versions. The Department provides a study guide via D2L to download to one’s computer. However, copyright laws prevent candidates printing the study guide.

Candidates receive the results of the CPCE approximately 3-4 weeks after the test administration. Students with a failing grade may retake the CPCE once within a two-week test window following their first attempt, for an additional fee of \$75.00. Should a candidate fail the CPCE after the second attempt, a Candidate Concerns Committee will determine possible remediation or discontinuation in the program.

To pass the CPCE students need an overall score that falls at or above 1 Standard Deviation below the national mean. As noted above, if one fails the CPCE on their first attempt, a re-test within two weeks from the first test date is possible. A second failure will result in a remediation plan that will cover the subtests where one scored less than the national mean.



**PROGRAM SURVEYS:**

The Department conducts regular surveys with exiting graduate students from our program, cooperating counselors who work with our students in practicum and internships, employers of our graduates and on graduate students who have completed the program. We request alumni remain “in touch” with the Department to assist us with the survey information.

**PLEASE REFER TO THIS HANDBOOK AS YOU PROGRESS THROUGH  
YOUR STUDIES.**

## APPENDIX 1

### Professional Background of Fulltime Professors

**Holly D’Angelis, Ph.D.** (Department Co-Chair) 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. D’Angelis has organized a number of continuing education activities at Canisius College, which are available to students and to practicing professional counselors. Dr. D’Angelis 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.

**Michael E. Rutter, Ph.D.** (Department Co-Chair; Clinical Mental Health Counseling Program Coordinator & Mental Health Bridge Program Coordinator) joined the Canisius College faculty in the Fall of 2000. Before joining our core-full-time faculty, Dr. Rutter served as an adjunct faculty member at Canisius College for more than ten years. His courses include: Psychopathology, Case Conceptualization, Treatment Planning and Psychopharmacology, Mental Health Practicum and Mental Health Internship. In addition, Dr. Rutter has more than twenty-five 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 clinical supervision, career development, mentoring, and stress resilience and coping. He is actively involved in clinical supervision and leads several supervision groups of practicing counselors.

**Dave Farrugia, Ph.D.** (School Counseling Program Coordinator) has been a member of the faculty at Canisius College since 1981. In 2008, he received the Canisius College Koessler Distinguished Professor Award. He teaches the following courses in the counseling program: Counseling Theory, Practicum, Principles of School Counseling 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. He presents materials in a variety of teaching formats and continually updates his methods of teaching. 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”, “Selfishness, Greed, and Counseling” and “Working with Clients who are in Chronic Pain”. In addition to his professional background, Dr. Farrugia is a father of three and an active wind surfer, sailor, tennis player, and skier.

**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). She has experience as a Trainer and Research Associate at Carnegie-Mellon University Teachers Center, and has done clinical practice with families and individuals. Dr. Lenhardt is a Licensed Mental Health Counselor (LMHC) and a National Certified Counselor (N.C.C.). In 2011, she received the Canisius College Kenneth L. Koessler Distinguished Faculty Award. 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. Dr. Lenhardt has received federal grants awards from the U.S. Department of Education and she has national recognition as a school violence/safely specialist/NYS certified violence instructor. She is an active mother of three. Intermittently she plays tennis, does aerobics, and tries to appreciate the arts.

**James P. Donnelly, Ph.D.**, joined the Counselor Education faculty in 2012. Dr. Donnelly is also Director of Measurement and Statistics at the Institute for Autism Research at Canisius. He is a licensed psychologist who earned his undergraduate degree in Psychology at Allegheny College, Master’s in Social-Environmental Psychology at Claremont Graduate University and Ph.D. in Counseling Psychology at the University at Buffalo. He has over 30 years of experience in counseling, research, and teaching. Prior to Canisius, he was a Medical Psychologist and Quality of Life Research Scientist at Roswell Park Cancer Institute and Director of Research at the Center for Hospice and Palliative Care. Dr. Donnelly was a faculty member at the University at Buffalo, where he was Director of the Doctoral Program in Counseling/School Psychology. His interests include health, quality of life, and research methods.

## APPENDIX 2

## ON-LINE APPLICATION FOR SCHOOL COUNSELOR CERTIFICATION

*Student Application Information Sheet*

## New York State Certification online application:

## TEACH directions

**First: Create User Login and Password – (Social Security # is required) \*\*\*It is critical to keep a record of your control number after you create an account!**

To apply online, you will enter TEACH online services via the Office of Teaching Initiatives Website at

<http://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 guide you 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).

**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 correspondence 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. Once one enters information, it cannot be deleted. You may ignore old/incorrect information and new information typed on new lines.

**SELECT: Approved New York Teacher Certification Programs**

***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 (48 Master's degree credits) **OR**

**Advanced Certificate:** Master's degree credits are completed. Advanced certificate requires 12 post-master's credits. *(This can be completed later – your control number from your provisional certification is required for application for the advanced/permanent certificate)*

**Program Codes:**

- 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 Will Not 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**

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 (Master's) or Permanent (Advanced Cert.)**

Click the add button on the lower right.

Enter program code again:

- **4312 (Master's Degree) OR**
- **81101 Advance Certificate**, then click **SUBMIT**.

Check information carefully, then select the radio button to *apply for that certificate*.**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. Nancy Wallace, Dean Graduate Ed.**<mailto:wallacen@canisius.edu>**New York State Education Dept. Technical support available**Web <http://www.highered.nysed.gov/tcert/teach/report.html>**Contact Info:** Monday - Friday from 8:00 a.m.-- 6:30 p.m. at (518) 486-6041.

**APPENDIX 3****Sample School Practicum/Internship Sites  
(Partial Listing of Schools updated July 2018)**

Buffalo Public Schools  
Canisius High School  
Cheektowaga Jr. High  
Clarence School District  
Cleveland Hill Schools  
Depew School District  
Falk Schools  
Hamburg Central Schools  
Iroquois Central School  
John F. Kennedy Sr. High School  
Kenton Union Free schools  
Kenmore schools  
Maryvale School District  
North Tonawanda Middle  
Orchard Park District  
Silver Creek School District  
Sweet Home School District  
West Seneca School District  
Williamsville School District  
Applied Science Charter School  
Buffalo United Charter School  
Health Sciences Charter School  
Oracle Charter School  
Westminster Charter School

**APPENDIX 4**

**Sample of Mental Health/Agency Practicum/Internship Sites  
(Partial Listing of Agencies updated July 2018)**

Baker Victory Services  
Best Self Behavioral Health  
Brylin Hospital  
Catholic Charities -multiple programs  
Child and Family Services  
Christian Counseling Services  
College Internship Program  
Community Missions  
Dale Association  
Erie County Council on Substance Abuse and Alcoholism  
Erie County Medical Center  
Endeavor- multiple programs  
Gateway-Longview - OP clinics  
Holycross Head Start  
Homespace  
Horizon Health Services- multiple programs  
Native American Behavioral Health Services  
Spectrum Human Services - multiple programs  
Transitional Services, Inc.

## APPENDIX 5

**Recommended Sequence of Studies**

\*The College reserves the right to cancel, reschedule or adjust classes as necessary.

**Note:**

**EDC 567 ONL *Principles of School Counseling*** – taught Fall semester only (Online Class).

**EDC 568 ONL *Principles of Mental Health Counseling*** – taught Spring semester only (Online Class).

**EDC 597 *Psychopathology*** taught in the Fall and Spring Semesters

**EDC 598 *Case Conceptualization, Tx Planning and Psychopharmacology*** taught Fall semester only.

(Additional required courses will be taught in the Fall and Spring semesters, and occasionally during the Summer semester as long as enrollment allows. Please note: School Practicum/Internship are not available during the Summer semester. The Summer semester offers limited agency placements for Summer seminars for Practicum/Internship.)



**Recommended Sequence of Classes – School Counseling Program**

\*The College reserves the right to cancel, reschedule or adjust classes as necessary.

**School Counseling: Four Classes/Semester**

<b>CLASSES: 4 Per Semester</b>	
<b>School Program Four Classes/ Semester <b>Fall Start</b></b>	<b>School Program Four Classes/ Semester <b>Spring Start</b></b>
<b>Fall Semester</b>	
EDC 570 (with 560) Intro to Prof. Counseling and Ethics	
EDC 573 Counseling Theory	
EDC 567 (ONL) Principles of School Counseling	
EDC 597 Psychopathology	
<b>Spring Semester</b>	<b>Spring Semester</b>
EDC 561 Trauma, Crisis, and Loss	EDC 570 (with 560) Intro to Prof. Counseling and Ethics
EDC 572 (ASYNCH ONL) Career Counseling	EDC 573 Counseling Theory
EDC 571 Psych & Ed Assessment	EDC 597 Psychopathology
EDC 575 Pre-Practicum	EDC 593 (ASYNCH ONL) Lifespan Development
<b>Fall Semester</b>	<b>Fall Semester</b>
EDC 576 (with EDC 566) School Clinical Practicum	EDC 567 (ONL) Principles of School Counseling
EDC 574 Group Counseling	EDC 572 (ASYNCH ONL) Career Counseling
EDC 593 (ASYNCH ONL) Lifespan Development	EDC 561 Trauma, Crisis, and Loss
Elective (3 one credit classes)	EDC 575 Pre-Practicum
<b>Spring Semester</b>	<b>Spring Semester</b>
EDC 604 Internship K-8 (SYNCH ONL)	EDC 576 (with EDC 566) School Clinical Practicum
EDC 585 or EDC (ASYNCH ONL) 586 Substance Abuse	EDC 571 Psych & Ed Assessment

EDC 590 <b>(ONL)</b> Advanced School Counseling	EDC 574 Group Counseling
EDC 579 Social and Cultural issues in Counseling	EDC 590 <b>(ONL)</b> Advanced School Counseling
<b>Fall Semester</b>	<b>Fall Semester</b>
EDC 605 Internship HS <b>(SYNCH ONL)</b>	EDC 604 Internship K-8 <b>(SYNCH ONL)</b>
EDC 589 Family and Couples	EDC 579 Social and Cultural issues in Counseling
EDC 615 <b>(ASYNCH ONL)</b> Research	EDC 615 <b>(ASYNCH ONL)</b> Research
Elective (EDC 564)	Elective (EDC 564)
CPCE (0 credits)	
	<b>Spring Semester</b>
	EDC 605 Internship HS <b>(SYNCH ONL)</b>
	EDC 589 Family and Couples
	EDC 585 or EDC 586 <b>(ASYNCH ONL)</b> Substance Abuse
	Elective (3 one credit courses)
	CPCE (0 credits)

## School Counseling: Three Classes Per Semester

School Program Three Classes/ Semester <b>Fall Start</b>	School Program Three Classes/ Semester <b>Spring Start</b>
<b>Fall Semester</b>	
EDC 570 (with 560) Intro to Prof. Counseling and Ethics	
EDC 573 Counseling Theory	
EDC 567 (ONL) Principles of School Counseling	
<b>Spring Semester</b>	<b>Spring Semester</b>
EDC 593 (ASYNCH ONL) Lifespan Development	EDC 570 (with 560) Intro to Prof. Counseling and Ethics
EDC 579 Social and Cultural issues in Counseling	EDC 573 Counseling Theory
EDC 571 Psych & Ed Assessment	EDC 579 Social and Cultural issues in Counseling
<b>Fall Semester</b>	<b>Fall Semester</b>
EDC 572 (ASYNCH ONL) Career Counseling	EDC 567 (ONL) Principles of School Counseling
EDC 597 Psychopathology	EDC 597 Psychopathology
EDC 589 Family and Couples	EDC 574 Group Counseling
<b>Spring Semester</b>	<b>Spring Semester</b>
EDC 575 Pre-Practicum	EDC 593 (ASYNCH ONL) Lifespan Development
EDC 561 Trauma, Crisis, and Loss	EDC 561 Trauma, Crisis, and Loss
EDC 574 Group Counseling	EDC 571 Psych & Ed Assessment
<b>Fall Semester</b>	<b>Fall Semester</b>
EDC 576 (with EDC 566) School Clinical Practicum	EDC 575 Pre-Practicum
EDC 585 or EDC 586 (ASYNCH ONL) Substance Abuse	EDC 572 (ASYNCH ONL) Career Counseling
Elective (3 one credit classes)	EDC 585 or EDC 586 (ASYNCH ONL) Substance Abuse

<b><u>Spring Semester</u></b>	<b><u>Spring Semester</u></b>
EDC 604 Internship K-8 ( <b>SYNCH ONL</b> )	EDC 576 (with EDC 566) School Clinical Practicum
EDC 615 ( <b>ASYNCH ONL</b> ) Research	EDC 615 ( <b>ASYNCH ONL</b> ) Research
EDC 590 ( <b>ONL</b> ) Advanced School Counseling	EDC 590 ( <b>ONL</b> ) Advanced School Counseling
<b><u>Fall Semester</u></b>	<b><u>Fall Semester</u></b>
EDC 605 Internship HS ( <b>SYNCH ONL</b> )	EDC 604 Internship K-8 ( <b>SYNCH ONL</b> )
Elective (EDC 564 Gender/Sexuality)	EDC 589 Family and Couples
CPCE (0 credits)	Elective (EDC 564 Gender/Sexuality)
	<b><u>Spring Semester</u></b>
	EDC 605 Internship HS ( <b>SYNCH ONL</b> )
	Elective (3 one credit classes)
	CPCE (0 credits)

**Summer Start** (work with Academic advisor Re. course availability)

## Mental Health: Four Classes/Semester

<b>Mental Health Program Four Classes/Semester <u>Fall Start</u></b>	<b>Mental Health Program Four Classes/Semester <u>Spring Start</u></b>
<b><u>Fall Semester</u></b>	
EDC 570 (with 560) Intro to Prof. Counseling and Ethics	
EDC 573 Counseling Theory	
EDC 579 Social and Cultural issues in Counseling	
EDC 593 ( <b>ASYNCH ONL</b> ) Lifespan Development	
<b><u>Spring Semester</u></b>	<b><u>Spring Semester</u></b>
EDC 568 ( <b>SYNCH ONL</b> ) Principles of Mental Health Counseling	EDC 570 (with 560) Intro to Prof. Counseling and Ethics
EDC 571 Psych & Ed Assessment	EDC 573 Counseling Theory
EDC 597 Psychopathology	EDC 568 ( <b>SYNCH ONL</b> ) Principles of Mental Health Counseling
EDC 572 ( <b>ASYNCH ONL</b> ) Career Counseling	EDC 597 Psychopathology
<b><u>Fall Semester</u></b>	<b><u>Fall Semester</u></b>
EDC 574 Group Counseling	EDC 571 Psych & Ed Assessment
EDC 561 Trauma, Crisis, and Loss	EDC 579 Social and Cultural issues in Counseling
EDC 575 Pre-Practicum	EDC 572 ( <b>ASYNCH ONL</b> ) Career Counseling
EDC 598 Case Form., Tx. Planning & Psychopharmacology	EDC 598 Case Form., Tx. Planning & Psychopharmacology
<b><u>Spring Semester</u></b>	<b><u>Spring Semester</u></b>
EDC 577 Mental Health Clinical Practicum	EDC 593 ( <b>ASYNCH ONL</b> ) Lifespan Development
EDC 585 or EDC 586 ( <b>ASYNCH ONL</b> ) Substance Abuse	EDC 575 Pre-Practicum

EDC 589 Family and Couples	EDC 574 Group Counseling
Elective (3 one credit courses)	EDC 561 Trauma, Crisis, and Loss
<b>Fall Semester</b>	<b>Fall Semester</b>
EDC 600 Internship ( <b>SYNCH ONL</b> )	EDC 577 Mental Health Clinical Practicum
Elective (EDC 564 Gender/Sexuality)	EDC 585 or EDC 586 ( <b>ASYNCH ONL</b> ) Substance Abuse
EDC 615 ( <b>ASYNCH ONL</b> ) Research	EDC 615 ( <b>ASYNCH ONL</b> ) Research
CPCE (0 credits)	Elective (EDC 564 Gender/Sexuality)
	<b>Spring Semester</b>
	EDC 600 Internship ( <b>SYNCH ONL</b> )
	EDC 589 Family and Couples
	Elective (3 one credit courses)
	CPCE (0 credits)

## Mental Health: Three Classes/Semester

<b>Three Per Semester</b>	
<b>Mental Health Program Three Classes/Semester <b>Fall Start</b></b>	<b>Mental Health Program Three Classes/Semester <b>Spring Start</b></b>
<b><u>Fall Semester</u></b>	
EDC 570 (with 560) Intro to Prof. Counseling and Ethics	
EDC 573 Counseling Theory	
EDC 593 ( <b>ASYNCH ONL</b> ) Lifespan Development	
<b><u>Spring Semester</u></b>	<b><u>Spring Semester</u></b>
EDC 568 ( <b>SYNCH ONL</b> ) Principles of Mental Health Counseling	EDC 570 (with 560) Intro to Prof. Counseling and Ethics
EDC 579 Social and Cultural issues in Counseling	EDC 573 Counseling Theory
EDC 597 Psychopathology	EDC 568 ( <b>SYNCH ONL</b> ) Principles of Mental Health Counseling
<b><u>Fall Semester</u></b>	<b><u>Fall Semester</u></b>
EDC 572 ( <b>ASYNCH ONL</b> ) Career Counseling	EDC 593 ( <b>ASYNCH ONL</b> ) Lifespan Development
571 Psych & Ed Assessment	EDC 571 Psych & Ed Assessment
Elective (EDC 564 Gender/Sexuality)	EDC 597 Psychopathology
<b><u>Spring Semester</u></b>	<b><u>Spring Semester</u></b>
EDC 589 Family and Couples	EDC 579 Social and Cultural issues in Counseling
EDC 561 Trauma, Crisis, and Loss	EDC 585 or EDC 586 ( <b>ASYNCH ONL</b> ) Substance Abuse
EDC 574 Group Counseling	EDC 574 Group Counseling
<b><u>Fall Semester</u></b>	<b><u>Fall Semester</u></b>
EDC 575 Pre-Practicum	EDC 615 ( <b>ASYNCH ONL</b> ) Research
EDC 598 Case Form., Tx. Planning & Psychopharmacology	EDC 598 Case Form., Tx. Planning & Psychopharmacology
EDC 585 or EDC 586 ( <b>ASYNCH ONL</b> ) Substance Abuse	EDC 589 Family and Couples

<b>Spring Semester</b>	<b>Spring Semester</b>
EDC 577 Mental Health Clinical Practicum	EDC 575 Pre-Practicum
EDC 615 ( <b>ASYNCH ONL</b> ) Research	EDC 561 Trauma, Crisis, and Loss
Elective (3 one credit courses)	Elective (3 one credit courses)
<b>Fall Semester</b>	<b>Fall Semester</b>
EDC 600 Internship ( <b>SYNCH ONL</b> )	EDC 577 Mental Health Clinical Practicum
CPCE (0 credits)	EDC 572 ( <b>ASYNCH ONL</b> ) Career Counseling
	Elective (EDC 564 Gender/Sexuality)
	<b>Spring Semester</b>
	EDC 600 Internship ( <b>SYNCH ONL</b> )
	CPCE (0 credits)



**Recommended Sequence of Studies: FT Clinical Mental Health (CLMHC)**

\*The College reserves the right to cancel, reschedule or adjust classes as necessary.

**Note:**

**EDC 568 ONL *Principles of Mental Health Counseling*** – Online synchronous class: Taught Spring semester only.

**EDC 597 *Psychopathology*** taught in the Fall and Spring Semesters

**EDC 598 *Case Conceptualization, Tx Planning and Psychopharmacology*** taught Fall semester only.

\***EDC 597** Psychopathology is a Prerequisite to EDC 598 Case Formulation, Tx Planning & Psychopharmacology

\***EDC 597, 575 and 568** are Prerequisites to EDC 577 Clinical Mental Health Practicum

\***EDC 598** is a prerequisite to EDC 600/601/601

(Additional required courses will be taught in the Fall and Spring semesters, and occasionally during the Summer semester as long as enrollment allows.

The Summer semester offers limited agency placements for Summer seminars for Practicum/Internship.)

## APPENDIX 6

**AVAILABILITY OF COURSES & NOTED PREREQUISITE REQUIREMENTS**

\*The College reserves the right to cancel, reschedule or adjust classes as necessary.

**Please pay careful attention to the availability of courses per the listing below; please plan your schedule accordingly.**

**Summer classes included the offering of elective courses. The Department cannot guarantee Core and/or Specialization classes (unless noted) during summer sessions. Summer class hours differ from the Academic Year (Fall and Spring semesters).**

**Consult with your academic advisor regarding a study plan. One does not want to be in jeopardy of not finishing one's degree due to a scheduling issue!!**

<b><u>COURSE</u></b>	<b><u>SEMESTER</u></b>
<b><u>Core Courses (Both Programs):</u></b>	
EDC 570 Introduction to Professional Counseling & Ethics Done with EDC 560 Child Abuse Prevention EDC	Fall, Spring
EDC 593 Lifespan Development	Fall, Spring
EDC 579 Social and Cultural Issues in Counseling	Fall, Spring
EDC 573 Counseling Theories	Fall, Spring
EDC 589 Family and Couples Counseling	Fall, Spring
EDC 574 Group Counseling	Fall, Spring
EDC 571 Psychological and Educational Assessment	Fall, Spring
EDC 572 Career Counseling	Fall, Spring
EDC 597 Psychopathology	Fall, Spring
EDC 615 Research Techniques	
EDC 575 Pre-Practicum Helping Skills	
EDC 561 Trauma, Crisis and Loss	Fall
	Fall, Spring
<b><u>School Counseling Courses (beyond core):</u></b>	
EDC 567 Principles of School Counseling	Spring
EDC 576 School Practicum Done with EDC 566 School Violence Prevention	Fall, Spring
EDC 590 Advanced School Counseling Done with EDC 505 DASA Dignity for All Students	Fall, Spring
EDC 604 School Internship K – 8	
EDC 605 School Internship High School	

**Mental Health Counseling Courses (beyond core):**

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

**APPENDIX 7****Course Prerequisite Requirements:**

**Note: This is not a complete curriculum listing. Only courses with requisites are listed**

**Prerequisite = must take the prerequisite course before course indicated**

**Co-requisite = must take at the same time as the course indicated**

**Concurrent Requisite = must take the requisite course before or at least at the same time as the course indicated**

**Core Courses: School Counseling and Community Mental Health Counseling**

EDC 570 Introduction to Professional Counseling & Ethics	(560 <b>Co-requisite</b> )
EDC 560 Child Abuse Prevention (no credit <b>co-requisite</b> “lab” done within EDC 570)	
EDC 593 Lifespan Development ( <b>ONL</b> )	(570 <b>Concurrent</b> )
EDC 579 Social and Cultural Issues in Counseling	(570 <b>Concurrent</b> )
EDC 573 Counseling Theories	(570 <b>Concurrent</b> )
EDC 589 Family and Couples Counseling	(570 <b>Concurrent</b> )
EDC 574 Group Counseling	(570 & 573 <b>Concurrent</b> )
EDC 561 Trauma, Crisis, and Loss	(570 & 573)
EDC 571 Psychological and Educational Assessment	(570 <b>Concurrent</b> )
EDC 572 Career Counseling ( <b>ONL</b> )	(570 <b>Concurrent</b> )
EDC 597 Psychopathology	(570 <b>Concurrent</b> )
EDC 615 Research Techniques ( <b>ONL</b> )	(570 & 571 <b>Prerequisite</b> )
EDC 575 Pre-Practicum Helping Skills	(570 & 573)

**School Counseling Specialization**EDC 567 Principles of School Counseling (**ONL**)EDC 590 Advanced School Counseling (**ASYNCH ONL**)EDC 505 DASA Dignity for All Students Act (no credit,  
done within EDC 590)

EDC 576 School Practicum

**Prerequisite****(570 Prerequisite)****(567 & 575 Prerequisites)**EDC 566 School Violence Prevention (no credit **co-requisite** “lab” done within EDC 576)*EDC 604 School Internship K – 8 (SYNCH ONL)**and 605 High School Internship (SYCNH ONL)***(576 Prerequisite)  
for either School Internship****Mental Health Counseling Specialization (PREREQUISITE COURSES)**EDC 568 Principles of Community Mental Health Counseling (**ONL**)

EDC 577 Clinical Mental Health Practicum

EDC 598 Case Formulation, Tx Planning, and Psychopharmacology

EDC 600 Internship (full time) (**SYNCH ONL**)**(570****Prerequisite)****(568, 575, 597****Prerequisites)****(597****Prerequisite)****(577, 597 &****598****Prerequisites)*****OR****EDC 601 Internship Part time One (SYNCH ONL)**and 602 Internship Part time Two (SYNCH ONL)  
(half time over 2 semesters)***(577, 597 &****598****Prerequisites)****(601****Prerequisite)**

**NOTE: In rare and unique circumstances, a pre-requisite course may be waived dependent upon conversations and documentation given to one's academic advisor.**

## APPENDIX 8

### Certificate of Advanced Study in School Counseling (CAS)

#### Registration Procedure for the CAS and Additional Coursework

Graduates of the 48-hour Master's Degree Program in School Counseling who plan on seeking Permanent Certification in New York State (NYS), must obtain an additional 12 hours of graduate credit in order to meet the academic requirements for NYS. You may either continue your studies or acquire the necessary course work, or you may take the coursework sometime before your provisional certification expires. Note that work experience is also part of the requirements for Permanent Certification.

For Canisius College to endorse your application for permanent certification in NYS, you must complete the Certificate of Advanced Study (CAS). To enroll in the CAS you need to complete an abbreviated application form at <https://admissions.canisius.edu/apply/>. Assuming you take classes directly *after* receiving your Master's Degree, the application should be completed during your first semester of post graduate work. If you are not enrolled for a semester or more, you must complete the abbreviated application *before* enrolling and taking the additional classes noted below.

For further questions regarding the abbreviated application form to enroll in the Certificate of Advanced Study, please contact Graduate Admissions at 716-888-2545.

For questions regarding CAS additional coursework, please contact Dr. Farrugia (Email: [farrugia@canisius.edu](mailto:farrugia@canisius.edu)), School Counseling Program Coordinator, or your assigned advisor.

#### Advanced Study for Permanent Certification (NYS School Counseling for Students/Alumni who entered the School Counseling Program before the Fall of 2021 (not required in Mental Health).

EDC 590	Advanced School Counseling (ONL)	3 cr.
	<b>One of the following:</b>	
EDC	Chemical Dependency and Rehabilitation (ONL), <b>OR</b>	3 cr.
585/586	Physiological & Psychological Aspects of Substance Abuse (ONL)	3 cr.
		3cr.
Elective		
Elective		3 cr.

## APPENDIX 9

### Addresses for School Counselor Certification in Other States

#### **Interstate Agreements: New York** **(Contact offices listed in Appendix 3 for more info.)**

AL, AK, AS, AZ, AR, CA,  
CO, CT, DE, DODEA, DC, FL, GA,  
GU, HI, ID, IL, IN, IA, KS, KY, LA,  
ME, MD, MA, MI, MN, MS, MO,  
MT, ME, NV, NH, NJ, NM, NC, ND,  
NMI, OH, OK, OR, PA, PR, RI, SC,  
SD, TN, TX, UT, VT, VA, WA, WV,  
WI, WY

**Please see the American School Counseling Association's Website for the most updated information**

<https://www.schoolcounselor.org/About-School-Counseling/State-Requirements-Programs/State-Licensure-Requirements>

#### **ALABAMA**

*Educational Requirements:* Eligibility for initial certification in school counseling shall include at least baccalaureate-level professional educator certification in a teaching field or a GPA of not less than 3.0 on all courses in the Alabama State Board of Education approved master's degree school counseling program.

*Required Coursework:* A practicum that includes a minimum of 30 clock hours of supervised, direct service work in individual and group counseling with early childhood/elementary and secondary school students.

*Experience Requirement:* (1) A supervised P-12 school-based internship of at least 300 clock hours, begun subsequent to the completion of the practicum which shall require the prospective counselor to perform all the activities that a school counselor is expected to perform and (2) Two years of satisfactory educational experience.

Institution Recommendation Required?: No

Examination: A passing score on a comprehensive written school counseling test

Certification: pre K-12

Reciprocity: Yes, states who are members of National Council for Accreditation of Teacher Education (NCATE)

Background Check: Yes, for individuals who (1) are applying for certification, (2) will have unsupervised access to children in an educational environment (3) have not completed a background check since July 1, 1999.

[Alabama Department of Education](https://www.alabamaachieves.org/)

<https://www.alabamaachieves.org/>

**ALASKA**

*Educational Requirements:* A bachelor's degree or higher and (Option 1) Completion of a teacher education program, or an alternate teacher preparation program accepted by the board or the commissioner with an endorsement in school counseling or (Option 2) Completion of a counseling program at a regionally accredited institution.

*Required Coursework:* Completion of three semester hours in Alaska studies, three semester hours in multicultural education or cross-cultural communication and six semester hours or nine quarter hours of credit earned within the last five years.

*Experience Requirements:* None

Examination: None

Institution Recommendation Required?: Yes, recommendation of the preparing institution

Certification: K-12

Reciprocity: Yes, with all states, but requirements must be met

Background Check: Yes

[Alaska Department of Education](https://education.alaska.gov/)

<https://education.alaska.gov/>

**ARIZONA**

*Educational Requirements:* Master's degree or more advanced degree from an accredited institution and completion of a graduate program in guidance and counseling from an accredited institution.

*Experience Requirements:* (1) Two years of verified, full-time experience as a school guidance counselor or (2) three years of verified teaching experience or (3) completion of a supervised counseling practicum in school counseling from an accredited institution.

Examination: None

Institution Recommendation Required?: Official transcripts required

Certification: K-12

Reciprocity: Yes, A valid guidance counselor certificate from another state may substitute for all education and experience requirements.

Background Check: Valid Class 1 or Class 2 Fingerprint Clearance Card issued by Arizona Department of Public Education.

[Arizona School Counselor Association](https://www.azed.gov/)

[Arizona Department of Education - https://www.azed.gov/](https://www.azed.gov/)

**ARKANSAS**

*Educational Requirements:* Master's degree in school counseling and guidance from an approved institution (a minimum of 33 credits)

*Required Coursework:* Practicum (a minimum of nine hours of coursework) experience with individuals and groups.

*Experience Requirements:* (1) Must hold or be eligible to hold a valid Arkansas teaching license and have two years of full-time teaching experience or (2) Must have been in a



supervised counseling internship at the school setting. Internship must include all activities the school counselor would be appropriately expected to perform.

Examination: Praxis II: School Guidance and Counseling test #0420. Minimum Score Required is 600

Institution Recommendation Required?: Official transcripts required.

Certification: Pre K-12

Reciprocity: Only if 3-5 years prior counseling experience.

Background Check: Yes

<https://dese.ade.arkansas.gov/>

## **CALIFORNIA**

*Educational Requirements:* Complete post baccalaureate degree study consisting of a minimum of 48 semester units in a Commission-accredited professional preparation program specializing in school counseling, including a practicum with school-aged children.

*Experience Requirements:* None

*Examination:* Pass the California Basic Educational Skills Test (CBEST) Total scaled score must be at least 123 (41 in each of the three sections: reading, writing, and math).

Institution Recommendation Required?: Yes, obtain the recommendation of a California college or university with a Commission-accredited Pupil Personnel Services program specializing in school counseling.

Certification: pre K-12

Reciprocity: Individuals prepared outside of California may satisfy requirements by verifying completion of a professional preparation program consisting of at least 48 semester units of post baccalaureate study and a minimum of 600 clock hours of supervised field experience in a public school at two of three school levels (elementary, middle and high school). Up to 150 of the 600 clock hours need to be devoted to issues of diversity. A letter verifying practicum must be on original, official letterhead from the college or university's education department and must accompany the application packet. The applicant must also verify eligibility for the equivalent credential authorization in the state where the program was completed. If the out-of-state preparation does not fit this pattern, the applicant must contact a California college or university with a Commission-accredited school counseling program for an evaluation. Individuals prepared outside California must still fulfill California's examination requirement and background check.

Background Check: Submit a completed application (form 41-4) [PDF], Character and Identification Clearance application (form 41-CIC) , either a Livescan receipt (form 41-LS) or two fingerprint cards (FD-258).

[California School Counselor Association-](https://www.schoolcounselor-ca.org/) <https://www.schoolcounselor-ca.org/>

[California Department of Education](#)

## **COLORADO**

*Educational Requirements:* (1) Bachelor's degree from an accepted institution and (2) Master's degree or higher in school counseling and guidance from an accredited institution of higher education

*Experience Requirements:* (1) Have completed a minimum of 100-clock hours of a practicum, scheduled throughout the program and (2) a 600-clock hour internship, supervised by a licensed school counselor, in a school setting, and at the appropriate grade level(s) for the endorsement being sought.

*Examination:* PLACE Examination: School Counseling and Guidance Specialty Assessment must be passed unless the applicant is an out of state graduate with 3 years of full time school counseling experience. Minimum score is 220.

Institution Recommendation Required?: Yes, (1) must verify that a successful practicum and internship was completed AND (2) Certify that the applicant has demonstrated thorough knowledge of the special service area and has the competencies essential for educational service AND (3) Certify the completion of the school counseling program by the applicant.

Certification: K-12

Reciprocity: Yes

Background Check: Beginning June 12, 2006, each applicant for a Colorado educator license, authorization or endorsement, including the renewal of a license or authorization, is required to submit to the Colorado Bureau of Investigation a complete set of his or her fingerprints, taken by a qualified law enforcement agency, and a fingerprint card processing fee.

[Colorado Department of Education Special Services License](#)

[Colorado Department of Education PLACE test information](#)

## CONNECTICUT

*Educational Requirements:* Master's degree and has completed, as part of or in addition to the master's degree, a minimum of 30 semester hours of credit in a planned program in school counseling services as attested to by an institution approved for the preparation of school counselors

*Required Coursework:* (1) 30 semester hours of graduate credit in a planned program in school counseling services including course work in each of the following areas: Principles and philosophy of developmental guidance and counseling, psychological and sociological theory as related to children, Career development theory and practice, Individual and group counseling procedures, Pupil appraisal and evaluation techniques, and School based consultation theory and practice; (2) Evidence of practicum and laboratory experiences in school counseling; (3) completion of study in special education comprised of not fewer than 36 clock hours including gifted and talented children and special-needs children in the regular classroom.

*Experience Requirements:* Holds a professional educator certificate or holds or is eligible for an initial educator certificate and (1) has completed 30 school months of successful teaching experience OR (2) A ten month full-time supervised school counseling internship.

*Examination:* The Praxis I Pre-Professional Skills Tests (PPST) paper based or computerized. or a combined score of 1,000 or more on the Scholastic Aptitude Test (SAT), with no less than 400 on either the verbal or the mathematics subtest.

Institution Recommendation Required?: Yes, must recommend for certification

Certification: K-12

Reciprocity: No, However, completion of a state-approved planned educator preparation

program, including Connecticut's specific course work and assessment requirements; or Verification of a minimum of twenty months of full-time appropriate experience in the same approved nonpublic school, or out-of-state public school under an appropriate state certificate, permit or authorization, and completion of Connecticut's specific course work and assessment requirements. Connecticut does participate with other states in the National Association of State Directors of Teacher Education & Certification (NASDTEC) Interstate Contract to accept candidates' state-approved preparation programs from a regionally accredited institution. States accepted for school counseling: AL, MD, MA, NH, NY, NC, RI, SC, UT, WA, WV.

Background Check: Yes, at point of hire

[Connecticut State Department Of Education - Special Services Endorsement](https://portal.ct.gov/SDE/Certification/Special-Services-Endorsements)

<https://portal.ct.gov/SDE/Certification/Special-Services-Endorsements>

[Connecticut State Department of Education - Regulations](https://portal.ct.gov/SDE) (p.111)

<https://portal.ct.gov/SDE>

## DELAWARE

*Educational Requirements:* Master's degree from a regionally accredited college in an approved program in elementary or secondary school counseling.

*Required Coursework:* A minimum of 27 semester hours of graduate course work in the areas of: Principles and Practices of the Guidance Program, Individual Counseling Skills, Group Counseling Skills, Career Development, Individual and Group Testing for Counselors, Human Development, Supervised Practicum in Secondary or Elementary School Counseling, Counseling Theory, and Consultation.

*Experience Requirements:* (1) Three years professional experience in an elementary or secondary setting; or (2) Three years of appropriate experience as approved by the DE Department of Public Instruction; or (3) A Supervised school counseling internship of one full year in the elementary or secondary school setting which is part of a graduate degree in elementary or secondary school counseling.

*Examination:* Praxis I PPST: Reading: 175, Writing: 173, Mathematics: 174 within the first two years of employment unless granted an exception.

*Institution Recommendation Required?:* Yes, must recommend for certification

*Certification:* (1) Elementary Grades 1-6, valid in middle level schools grades 5-8. or (2) Secondary: Grades 9-12 and valid in middle level school grades 5-8.

*Reciprocity:* Yes *Background Check:* Yes

[Elementary School Counselor Requirements](https://counselor-license.com/become-a-school-counselor/delaware-school-counselor/)

<https://counselor-license.com/become-a-school-counselor/delaware-school-counselor/>

[Secondary School Counselor Requirements](https://counselor-license.com/become-a-school-counselor/delaware-school-counselor/)

## DISTRICT OF COLUMBIA

*Educational Requirements:* A master's degree in school counseling from an accredited institution;

*Required Coursework:* (1) Philosophy and principles underlying guidance and other pupil personnel services; (2) The theory and practice of counseling, including work with exceptional and culturally diverse students; (3) Educational and psychological measurement; (4) Career development theory including career planning and decision-making techniques and the use of occupational and educational information; (5)

Understanding the individual (i.e., the nature and range of human characteristics); (6) Group counseling and group guidance processes; (7) Research and evaluation.  
*Experience Requirements:* (1) Completion of two years of recognized full-time teaching experience. One year could be satisfied by full-time experience in a non-school setting and (2) No less than three hundred (300) clock hours of graduate level university supervised field experience in counseling in a PreK-12 school setting. One hundred (100) of these required hours may be granted prior to classroom teaching experiences. This field experience requirement may be met by completion of a degree in school counseling from a program approved by the Council for Accreditation of Counseling and Related Educational Program (CACREP) or a National Board of Certified Counselors (NBCC) certificate;

Examination: Successful completion of all portions of the Praxis I – PreProfessional Skills Test and all applicable portions of the Praxis II

Institution Recommendation Required?: No

Certification: pre K-12

Reciprocity: Yes

Background Check: Yes. Chest x-ray or tuberculin-skin test also required.

[D.C. Public Schools - School Counselor Requirements](#)

## **FLORIDA**

*Educational Requirements:* (Option 1) A master's or higher degree with a graduate major in guidance and counseling or counselor education which includes three semester hours in a supervised counseling practicum in an elementary or secondary school, OR (Option 2) A master's or higher degree with thirty (30) semester hours of graduate credit in guidance and counseling to include specific areas

*Required Course work:* (Option 2 Only) - (1) Three semester hours in principles, philosophy, organization and administration of guidance, (2) Three semester hours in student appraisal including administration and interpretation of standardized tests, (3) Three semester hours in education and career development information practices and systems, (4) Three semester hours in learning, personality theory, and human development, (5) Three semester hours in counseling theories and individual counseling techniques, (6) Three (3) semester hours in group counseling and guidance techniques, (7) Three semester hours in consultation skills and techniques for conferring with groups such as agencies, teachers, and parents, (8) Three semester hours in legal, ethical, and current issues affecting school counselors, (9) Three semester hours in specialized counseling techniques for use with elementary or secondary level special populations such as exceptional students, dropouts, and minorities, and (10) Three semester hours in a supervised counseling practicum in an elementary or secondary school.

*Experience Requirements:* None

Examination: Professional Education Test; College Level Academic Skills Test (CLAST); Subject Test in School Guidance and Counseling

Institution Recommendation Required?: No

Certification: Pre K –12

Reciprocity: Yes The certificate must be a standard or Level II certificate issued by the other state or US territory, and the certificate must be currently valid (not expired or revoked). AND (1) The subject/s shown on your certificate must be considered

comparable to a subject/s issued in Florida. OR (2) The person holds a valid NBPTS certificate

Background Check: Employees of Florida traditional and charter public schools have fingerprints taken through the school district's personnel office for employment and certification purposes.

[Florida Department of Education - Certification](#)

## GEORGIA

*Educational Requirements:* (Option 1) Master's degree or higher in an approved school counseling program from a regionally accredited institution or (Option 2) Master's degree or higher in any counseling field and verification of acceptance into a state-approved school counseling program.

*Experience Requirements:* None

Examination: A passing score on the Georgia Assessments for the Certification of Educators™ (GACE™) school counselor content assessment and a passing score on the GACE Basic Assessment test in math, reading and writing if: (1) Applicant does not have master's degree in school counseling or (2) Does not meet exemptions (SAT test minimum 1,000 or GRE test minimum 1030 or ACT test minimum 43).

Institution Recommendation Required?: Yes, must recommend for certification

Certification: K –12

Reciprocity: Yes

Background Check: Yes

[Georgia Professional Standards Commission](#)

## HAWAII

*Educational Requirements:* Completion of a master's degree in School Counseling and Guidance from a regionally accredited college or University. Counseling and Guidance program must meet the National Association of State Directors of Teacher Education and Certification (NASDTEC) or state standards.

*Experience Requirements:* Program must include a practicum, internship or equivalent in a k-12 school setting as requirements of the degree.

Examination: Must pass all scores by 4th year of employment. (1) Praxis I (PPST):

Reading: 172, Writing: 171, Mathematics: 173; AND (2) Praxis II (PLT): Principles of Learning & Teaching: K-6: 163 or 7-12: 157; AND (3) Praxis II: School Counseling and Guidance: 580.

Institution Recommendation Required?: Yes, must recommend for certification

Certification: Pre K –12

Reciprocity: Yes

Background: Yes

[Hawaii Department of Education](#)

[Hawaii Teacher Standards Board](#)

## IDAHO

*Educational Requirements:* Hold a master's degree and provide verification of completion of an approved program of graduate study in school guidance and counseling

from a college/university approved by the Idaho State Board of Education or the state educational agency of the state in which the program was completed.

*Required Coursework:* Must meet recent credit requirement of six semester credit hours within the last five years.

*Experience Requirements:* 700 clock hours of supervised field experience, half of which must be in a K-12 school setting. Previous school counseling experience may be considered to help offset the field experience clock hour requirement

Examination: Verification of passing one of the three SBOE approved Idaho technology assessments is required

Institution Recommendation Required?: Yes, must recommend for certification

Certification: Grades K-12; Idaho Code, allows certificated school social workers to be employed as elementary school counselors without any credential change.

Reciprocity: Yes

Background Check: Must complete Idaho Criminal History Check before initial certification can be granted.

[Idaho State Department of Education](#)

[Idaho State Department of Education Certification](#)

## ILLINOIS

*Educational Requirements:* (1) Hold a master's degree awarded by a regionally accredited institution of higher education in school counseling, another counseling or related field (e.g., social work or psychology), or an educational field; and (2) Have completed an Illinois program approved for the preparation of school counselors or a comparable approved program in another state or country or hold a comparable certificate issued by another state or country; and (3) Have completed a supervised counseling practicum of at least 100 clock hours that provided interaction with individuals and groups of school age and included at least 40 hours of direct service work.

*Required Coursework:* Applicants must hold or be qualified to hold a teaching certificate; OR have completed, as part of an approved program, coursework addressing: (1) the structure, organization and operation of the educational system, with emphasis on P-12 schools; AND (2) the growth and development of children and youth, and their implications for counseling in schools; AND (3) the diversity of Illinois students and the laws and programs that have been designed to meet their unique needs; and (4) effective management of the classroom and the learning process.

*Experience Requirements:* The internship shall be of a length that is determined by the approved program to be adequate to enable candidates to meet the standards but shall entail at least 600 hours and last no less than one semester, during which candidates shall engage in the performance of various aspects of the counseling role and shall be gradually introduced to the full range of responsibilities associated with that role. However, the internship for an individual with at least two years of teaching experience may, at the discretion of the institution offering the approved program, consist of no fewer than 400 hours. In each case at least 240 hours of the internship shall involve direct service work with school-age individuals and groups.

Examination: Pass the ISBE Examination for School Counseling and meet all requirements for certification.

Institution Recommendation Required?: Yes, must recommend for certification

Certification: preK-12

Reciprocity: Yes, (1) but must have Obtained certification and worked fulltime as a school counselor in another state for a minimum of two years OR (2) hold a teaching certificate OR (3) Complete a master's degree program complete with an internship and practicum that is similar to that in the state of Illinois AND (4) Pass the ISBE Examination for School Counseling and meet all Illinois requirements for certification.

Background Check: Not required by state

[Illinois State Board of Education](https://www.isbe.net/)

<https://www.isbe.net/>

[Illinois State Board of Education - Certification Renewal](https://www.isbe.net/renewal)

<https://www.isbe.net/renewal>

[Illinois Mental Health Counselor Association](https://www.imhca.org/)

<https://www.imhca.org/>

## INDIANA

*Educational Requirements:* Obtain a master's degree in school counseling or related field or, if already degreed, completed additional course work in a school counseling program from an institution of higher education that is approved by the board to offer such a degree.

*Experience Requirements:* Successfully completed all field experiences as set forth by the institution offering the counselor education program in both the content and all developmental levels.

Examination: None

Institution Recommendation Required?: Yes, must recommend for certification.

Certification: K-12

Reciprocity: Yes, with conditions (see link below)

Background: Yes

[Indiana State Board of Education](#) (pg 18)

## IOWA

*Educational Requirements:* Master's degree from an accredited institution of higher education; completion of an approved human relations component; completion of an approved exceptional learner component; teaching and counseling practicum (at either the K-6 or 7-12 level) consisting of a minimum of 500 contact hours.

*Required Coursework:* (1) Completion of an approved human relations component and (2) Completion of an approved exceptional learner component. and (3) as part of the school counseling program coursework in: nature and needs of individuals at all developmental levels, social and cultural **Issues in Counseling**, fostering of relationships, group work, career development, education, postsecondary planning, assessment and evaluation, professional orientation, school counseling skills, classroom management, curriculum, and learning theory.

*Experience Requirements:* The school counselor demonstrates competency in conducting classroom sessions with elementary, middle (elementary certification) OR middle and secondary school students (secondary certification). The practicum consisting of a minimum of 500 contact hours provides opportunities for the prospective counselor, under the supervision of a licensed professional school counselor, to engage in a variety of activities in which a regularly employed school counselor would be expected to

participate including, but not limited to, individual counseling, group work, developmental classroom guidance and consultation.

Examination: None

Institution Recommendation Required?: Yes, must recommend for certification

Certification: (1) Elementary - Grades K-6 OR (2) Secondary - Grades 7-12

Reciprocity: No

Background Check: Yes

[Iowa Board of Educational Examiners](https://www.boee.iowa.gov/)

<https://www.boee.iowa.gov/>

## KANSAS

*Educational Requirements:* Master's degree with a 3.25 cumulative GPA in graduate coursework. The applicant must have at least 8 credit hours or one year of accredited experience completed within the last six years.

*Experience Requirements:* Must hold a valid Kansas professional teaching certificate to be eligible for a school counseling license AND Have a supervised internship by enrolling in internship credits during your first year of employment as a school counselor under your conditional license.

Examination: Praxis II: School Guidance Counseling, minimum 600.

Institution Recommendation Required?: Yes, must recommend for certification

Certification: Pre K-12

Reciprocity: No

Background: Yes. Fingerprinting will be required for all expired certificates/licenses. This is a change from the six month expiration date for certificates/licenses.

[Kansas State Department of Education](https://www.ksde.gov/)

[Kansas State Department of Education Renewal](https://www.ksde.gov/)

## KENTUCKY

*Educational Requirements:* Master's degree in guidance counseling from an approved program.

*Experience Requirements:* None for provisional license; (1) one year teaching or (2) two years as a full-time school counselor and three to six additional graduate credits needed for standard license

Examination: None

Institution Recommendation Required?: No

Certification: K-12

Reciprocity: Yes, Applicants with certification in other states can satisfy the teaching experience requirement with 3 years of experience as a guidance counselor, a practicum experience at either the secondary or elementary level for one year is needed before employment.

Background Check: Yes, at the local school district level.

[Kentucky Department of Education](https://education.ky.gov/Pages/default.aspx)

<https://education.ky.gov/Pages/default.aspx>

## LOUISIANA

*Educational Requirements:* Hold a master's degree in guidance and counseling from a



regionally accredited institution or a master's degree with the equivalent hours and courses in school counseling.

*Required Coursework:* The graduate training must include a total of 24 semester hours in: (1) Principles and Administration of School Counseling Programs; (2) Career and Lifestyle Development; (3) Individual Appraisal; (4) Counseling Theory and Practice; (5) Group Processes; (6) Human Growth and Development; (7) Social and Cultural Issues in Counseling.

*Experience Requirements:* (1) Must hold or be eligible to hold a valid LA teaching certificate except for ancillary counselor certification and (2) Must have 3 credits in a supervised practicum in a school setting.

Examination: (1) NTE Core Battery (Communication: 645, General Knowledge: 644, and Professional Knowledge: 645); AND (2) NTE Specialty Area Exam in school counseling. Institution Recommendation Required?: Yes, must recommend for certification

Certification: K-12

Reciprocity: No

Background Check: Yes, at point of hire

[Louisiana Department of Administration](#) (page 39-40)

## MAINE

*Educational Requirements:* Earned a master's or a doctorate degree from an accredited college or university AND earned a bachelor's degree from an accredited college or university.

*Educational Requirements* (For 1 year conditional certificate): Earned a bachelor's degree from an accredited college or university. Matriculated into an approved program for school counselor education, or current enrollment in graduate coursework for school counselor education. Completed a minimum of 24 semester hours of graduate study in school counselor education coursework.

*Required Coursework:* Completed an approved course for "Teaching Exceptional Students in the Regular Classroom" and applicant must pass pedagogical knowledge and skills assessment at the appropriate grade level if they did not graduate from a Maine university.

Experience Requirements: None

Examination: Praxis I (PPST): Reading: 176, Writing: 176, Mathematics: 175; Praxis II: School Guidance Counseling, minimum 570 .

Institution Recommendation Required?: Yes, must recommend for certification

Certification: K-12

Reciprocity: Yes

Background Check: Yes

[Main Department of Education - Requirements for Certification](#) (page 21)

<https://www.maine.gov/doe/cert>

## MARYLAND

*Education/Experience Requirements:* (Option 1) Master's degree in school guidance and counseling; a National Board of Certified Counselors (NBCC) certificate and two years of satisfactory performance as a teacher or counselor in a school setting or (Option 2) Master's degree in school guidance and counseling in a program approved using State

approved standards; and two years of satisfactory performance as a teacher or counselor or 500 clock hours in a supervised practicum in school guidance and counseling one (Option 3) Master's degree in school guidance and counseling from a program approved by CACREP or (Option 4) Master's degree in school guidance and counseling from an approved program under the Interstate Contract agreement for support services and 2 years of satisfactory performance as a teacher or counselor.

Examination: None

Institution Recommendation Required?: No

Certification: Pre K-12

Reciprocity: Yes

Background Check: YES

[Maryland State Department of Education](#)

## MASSACHUSETTS

*Educational Requirements:* Master's degree with a major in counseling, a practicum of 450 hours in an educational setting.

*Required Coursework:* Subject matter in the following courses: (1) Familiarity with the Curriculum Frameworks and their use in the advising responsibilities of the guidance counselor; (2) Understanding and interpretation of Massachusetts Comprehensive Assessment System (MCAS) and other academic test results to students, teachers, and parents; (3) Psychology of learning; (4) Understanding of the diagnosis and treatment of learning and behavior disorders; (5) Theories of normal and abnormal intellectual, social, and emotional development; (6) Knowledge of strategies used for the prevention and treatment of substance abuse, physical and sexual abuse, the spectrum of mental illnesses, and violence in PreK-12 students; (7) Philosophy, principles and practices in school guidance counseling; (8) Federal, state, municipal, and school laws and regulations; (9) Career counseling; (10) Resources within the school system or the community for referral; (11) Knowledge of statistics, research design, and research in guidance counseling; (12) Group counseling and group leadership; (13) Development of skills for consultation with parents, teachers, and administrators (14) College counseling and use of college and other post-secondary resource materials

*Experience Requirements:* A practicum of 450 hours in an educational setting

Examination: Passing score on Massachusetts Communication and Literacy Skills Test

Institution Recommendation Required?: Yes, must recommend for certification

Certification: (1) Elementary - Grades PK-8, (2) Secondary - Grades 5-12

Reciprocity: Yes

Background Check: No

[Massachusetts Department of Education](#)

## MICHIGAN

*Educational Requirements:* (Option 1) School Counselor Endorsement - A teaching certificate with at least 30 credits of graduate work in school counseling or (Option 2) School Counselor License - a Master's Degree from an approved program in school counseling OR Emergency Certificate: Available to a candidate who has completed 30 semester hours of course work in an approved school guidance counseling program.

*Experience Requirements:* Completion of not less than a 600 clock hour internship with

school-aged pupils under the supervision of a person who is a counselor educator in an approved school counseling program. At least 300 of the 600 clock hours shall be in a school setting.

Examination: Michigan Test for Teacher Certification—Guidance Counselor Section.

Institution Recommendation Required?: Yes, must recommend for certification

Certification: K-12

Reciprocity: Yes,

Background: Yes

[Michigan Department of Education Certification](#)

## MINNESOTA

*Educational Requirements:* (Option 1) Hold a master's degree or the equivalent from a college or university that is regionally accredited and show verification of completing a Board of Teaching preparation program leading to the licensure of school counselors or (Option 2) Provide evidence of having completed a preparation program in school counseling accredited by CACREP;

*Required Coursework:* See link at bottom

*Experience Requirements:* 400 hour practicum under the supervision of counselor educators from approved college guidance and counseling program

Examination: None

Institution Recommendation Required?: No

Certification: K-12

Reciprocity: No

Background Check: National and state fingerprint check

[Minnesota Licensing](#)

## MISSISSIPPI

*Education Requirements:* (Option 1) Hold standard teaching license and a master's degree in guidance and counseling; or (Option 2) Master's degree in another area AND completion of an approved program for guidance and counseling (with a year internship in school counseling) AND scoring a passing score on the Praxis II; or (Option 3) Complete an approved master's degree program for guidance and counseling which includes a full year internship; or (Option 4) Hold National Certified School Counselor (NCSC) credential issued by the National Board of Certified Counselors (NBCC).

*Experience Requirements:* If applicant does not already hold a MS teaching certificate, must complete a full-year internship.

Examination: Pass Praxis I and/or Praxis II: School Guidance and Counseling depending on option

Institution Recommendation Required?: No

Certification: K-12

Reciprocity: Yes

Background Check: No

[Mississippi Department of Education](#)

<https://www.mdek12.org/>

## MISSOURI

*Educational Requirements:* (Option 1) Completion of a master's degree with a major

emphasis in guidance and counseling from a college or university meeting approval of the Missouri Department of Elementary and Secondary Education or (Option 2) A master's degree or higher degree in education, school counseling, counseling, counseling psychology, or a closely related mental health discipline; and additional graduate course work specific to school counseling.

*Required Coursework:* (Option 1): Completion of a planned program of at least 24 semester hours of approved graduate credit in courses in guidance and counseling with at least 12 semester hours focused upon guidance in the elementary (elementary certification) or secondary schools (secondary certification). Complete one course in each of the following areas: Orientation to the Personal and Professional Development in Counseling; Foundation of Elementary and Secondary School Guidance; Theories and Techniques of Elementary and Secondary School Counseling; Analysis of the Elementary School Child and School Learning Problems; Theories and Techniques of Group Counseling; Practicum.

(Option 2): Must either possess a bachelor's degree in education from a state-approved teacher preparation program or complete a curriculum in teaching methods and practices, classroom management and the psychology of the exceptional child, as specified by the recommending certification officer of a state-approved program;

*Experience Requirements:* (Option 1) A supervised internship of at least 3 credits OR (Option 2) at least 300 hours of a supervised internship

Examination: Option 1 - None; Option 2 - Praxis II; Must achieve a score higher than 590

Institution Recommendation Required?: Yes, must recommend for certification

Certification: (1) Elementary - Grades K-8; OR (2) Secondary - Grades 7-12

Reciprocity: Yes

Background Check: Yes

[Missouri Department of Education](https://dese.mo.gov/)

<https://dese.mo.gov/>

## **MONTANA**

*Educational Requirements:* (Option 1) Master's degree in school counseling (K-12) or (Option 2) Master's degree with an equivalent graduate level school counseling content.

*Experience Requirements:* A supervised internship of at least 600 hours in a school or school related setting

Examination: None

Institution Recommendation Required?: No

Certification: K-12

Reciprocity: Yes

Background Check: Yes and must be of "good moral and professional character."

[Montana Educator Licensing](#)

## **NEBRASKA**

*Educational Requirements:* Master's degree in school counseling with at least 36 semester graduate hours.

*Experience Requirements:* (1) Must have two years of teaching experience and (2) At least 100 clock hours of clinical experience prior to internship; and at least 450 clock hours of internship.

Examination Required:

- (1) Praxis I PPST: Reading: 170, Writing: 172, and Mathematics: 171; or  
 (2) Praxis I CBT: Reading: 316, Writing: 318, and Mathematics: 316; or  
 (3) Content Mastery Exam for Education–Basic Skills Test (CMEEBST): Minimum Score of 850.

Institution Recommendation Required?: No

Certification: K-6, 4-9, 7-12, K-12

Reciprocity: No

Background Check: Yes, for all residents. Must also “be of good moral character,” have no felony conviction or misdemeanor involving abuse, neglect, or sexual misconduct, and have not been determined mentally incompetent

<https://www.education.ne.gov/tcert/>

## NEVADA

*Educational Requirements:* (Option 1) Must hold a master’s degree or a more advanced degree in school counseling from a regionally accredited college and or university; or (Option 2) Must hold a master’s degree and a specialty credential as a national certified school counselor (NCSC) issued by the National Board for Certified Counselor (NBCC); or (Option 3) Must hold a master’s degree or a more advanced degree with a major in counseling conferred by a regionally accredited college or university; or (Option 4) Must hold a master’s degree or more advanced degree conferred by a regionally accredited college or university and have at least 2 years of teaching experience or at least 2 years of school counseling experience, have at least 36 semester hour of graduate credits in school guidance and counseling in certain areas of study.

*Required Coursework:* (Option 1 and 2) None; (Option 3 and 4) have at least 36 semester hour of graduate credits in school guidance and counseling in certain areas of study including: (1) individual counseling; (2) group counseling; (3) testing and assessment; (4) legal and ethical issues; (5) organization and administration of counseling programs; (6) multicultural counseling (7) child and family counseling and two of the following courses: human development; technology in counseling; exceptional child; substance abuse.

*Experience Requirements:* (Option 1 and 2) None; (Option 3 and 4) 280 hours of practicum, internship or field experience in school counseling at any grade level in K-12. Examination: All applicants will be required to submit verification of completion of course work or pass the commission-approved examination(s) in Nevada School Law, Nevada Constitution, and the U.S. Constitution, as well as competency testing examinations with the passing score established by the Department during the life of the license.

Institution Recommendation Required?: No

Certification: K-12

Reciprocity: Yes, although applies only to states that are members of the National Association of State Directors of Teacher Education and Certification (NASDTEC) Interstate Contractual Agreement.

Background Check: Yes; chest X-ray or TB skin test; and must be a U.S. citizen or have permanent resident status.

[http://nvteachers.doe.nv.gov/Specialized\\_EducationPersonnel\\_Counselor.htm](http://nvteachers.doe.nv.gov/Specialized_EducationPersonnel_Counselor.htm)

**NEW HAMPSHIRE**

*Educational Requirements:* (Option 1) Have completed a state board of education approved school counseling collegiate program at the master's degree level or higher; or (Option 2) Alternative certification is possible if the following three requirements are met: (1) The candidates has at least a master's degree in a closely related counseling field and (2) documents/demonstrates that they have also acquired the competencies, skills, and knowledge that they would have gained if they had graduated from a NHDOE approved graduate program in school counseling (this is demonstrated through written thesis and oral board review) and (3) must have worked for three months as guidance counselor to qualify for an alternative certification. In order to accomplish #2 above, additional coursework specifically in school counseling is usually required. The whole alternative process usually takes one year.

*Experience Requirements:* (Options 1) Qualify for state certification as a school counselor, candidates must have completed a 600-hour internship in a general school setting under the direct supervision of a state certified school counselor with at least 2 years experience as a state certified school counselor in NH public schools; or (Option 2) Candidates for alternative certification must have worked for three months, full time, as a school counselor before beginning the alternative certification process. This is usually accomplished from having been a certified school counselor in another state, or from taking classes, including internship classes, through a NH approved program with a view towards qualifying for alternative certification.

Examination: None

Institution Recommendation Required?: No

Certification: K-12

Reciprocity: Yes. Candidates seeking to be state certified through reciprocal agreement must still verify that they have receive training and experience comparable to that which they would have received if they had graduated from a NHDOE approved graduate program in school counseling. In the case of certification through reciprocal agreement, this is done through a review of transcripts, curriculum vitae, and experience descriptions. Candidates seeking to be state certified school counselors must still have been trained in all three grade levels in order to receive certification to work in NH public schools.

Background Check: Criminal background check is required before any certification process is begun. The NHDOE sends prospective candidates for certification paperwork instructing them on who to contact to arrange for their background check. When the NHDOE receives the verification of background from the state authorities, the certification process commences.

[http://www.gencourt.state.nh.us/rules/state\\_agencies/ed500.html](http://www.gencourt.state.nh.us/rules/state_agencies/ed500.html) (Ed 507.07)

<https://www.education.nh.gov/career/guidance/index.htm>

**NEW JERSEY**

*Educational Requirements:* To be eligible for the standard educational services certificate with a school counselor endorsement, a candidate must hold a master's or higher degree

from a regionally accredited college or university.

*Educational Requirement* (Emergency Certificate): The Office may issue an emergency certificate upon the request of the county superintendent to a candidate who meets the following requirements: (1) A bachelor's degree from a regionally accredited college or university; and (2) 15 graduate semester hour credits of study from the areas above.

*Required Coursework*: (1) A department-approved graduate curriculum in school counseling; or  
 (2) A minimum of 48 graduate semester hour credits in the following areas: (1) Counseling (minimum of 18 hours must include study in theory and procedures of individual and group counseling, counseling and interviewing techniques and career counseling); (2) testing and evaluation (minimum of 3 hours); (3) Psychology (minimum of six hours in study related to child and adolescent psychology, psychology of exceptional children and psychology of learning); (4) sociological foundations (minimum of six semester hours that must include study in the community agencies, organizations and resources and multicultural counseling) OR A candidate who has completed a master's or higher degree from a regionally accredited college or university whose school counseling program meets the standards of the Council for Accreditation of Counseling and Related Educational Programs (CACREP) will be issued a standard school counselor certificate.

Experience Requirements: None

Institution Recommendation Required?: Yes, Unless candidate holds national certification

Certification: preK-12

Examination: None

Reciprocity: Yes, Out of state applicants qualifying under any form of reciprocity in accordance with the Interstate Certification Compact will have met the content area and professional education requirements but must pass the required test for issuance of an instructional license in a specific field. Transcripts, copies of state licenses, and original documentation of teaching experience will be reviewed to determine eligibility for reciprocity.

Background Check: Yes at the point of hire. Must be a U.S. citizen. Applicants applying for instructional certification must pass an examination in physiology and hygiene, including the effects of narcotics and alcohol.

<http://www.state.nj.us/education/news/2000/0919njsci.htm>

<http://www.nj.gov/njded/code/current/title6a/chap9.pdf> (pg 263-265)

## **NEW MEXICO**

*Educational Requirements*: (Option 1) A national certified school counselor credential issued by the national board for certified counselors; or (Option 2) A licensed professional mental health counselor (LPC) or licensed professional clinical mental health counselor (LPCC) credential issued by the New Mexico counseling and therapy practice board and a minimum of six semester hours of graduate credit in school counseling coursework; (Option 3) A master's degree from a regionally accredited college or university; the master's degree requirement shall be satisfied by meeting the requirements:

(1) master's degree in school counseling from a regionally accredited college or

university or

(2) master's degree in a discipline other than school counseling and 36-42 graduate hours in school counseling, (which may be completed as a part of the master's degree program or in addition to the master's).

*Experience Requirements:* Option 1 and 2: None; Option 3: 300 hour practicum or internship in a school setting.

Institution Recommendation Required?: No

Certification: K-12

Examination: New Mexico Content Knowledge Assessment for School Counselor

Reciprocity: No; however, if you obtain a master's degree in a school outside of NM that meets the BOE standards, a license can be granted

Background Check: Yes

<http://164.64.110.134/nmac/title16>

## **NEW YORK**

*Educational Requirements:* (Option 1) Completion of a NY registered school counseling program OR

(Option 2) Baccalaureate degree from a regionally accredited institution of higher education or from an institution authorized by NY Department of Education; AND At least 30 semester hours of approved graduate study in the field of school counseling, OR (Option 3) Be Nationally certified as a school counselor by the National Board for Professional Teaching Standards (NBPTS).

*Required Coursework:* (Option 1): None; (Option 2 and Option 3) - Completion of a Child Abuse Identification and a school violence prevention and intervention Workshop.

*Experience Requirements:* (Option 1 and Option 3) - None; (Option 2) - Supervised practice in school counseling. The internship must be in a K-12 school setting under the supervision of a regionally accredited college or university having an approved program of preparation for the certificate in question. One year of paid full-time approved experience as a school counselor in PreK-12 setting may be substituted for the internship/practice.

Examination: None

Institution Recommendation Required?: (Option 1) - Yes, required for certification; (Option 2 and 3) - No

Certification: prek-12

Reciprocity: Yes This pathway allows an educator who holds a valid certificate in a state that has a reciprocity agreement with New York State to obtain a comparable New York State certificate. The candidate must either (1) have completed an approved preparation program OR (2) possess a valid, advanced-level certificate in the other jurisdiction and three years of service. At least two of those three years must have been completed under the reciprocal certificate. Specified non-coursework requirements, such as the New York State Teacher Certification Examinations and fingerprint clearance, must also be satisfied

Background Check: Yes. Fingerprint Clearance.

<http://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do#cfocus>

## **NORTH CAROLINA**

*Educational Requirements:* Completion of an approved program in school counseling at



the master's level or above.

*Experience Requirements:* None

Examination: Praxis II: School Guidance and Counseling: 570

Institution Recommendation Required?: No

Certification: K-12

Reciprocity: North Carolina has reciprocal contracts with these states: Alabama, Alaska, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Mississippi, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, and Wyoming. Certain requirements specific to North Carolina, such as the Praxis Series testing requirement, are not covered by reciprocity and must be met before a clear North Carolina license can be issued.

Background Check: Yes, required at the district level.

<http://www.ncpublicschools.org/licensure/administrator/>

## **NORTH DAKOTA**

*Educational Requirements:* Have a master's degree in education, counseling, or a related human service field.

*Required Coursework:* (1) Elementary school counseling; (2) secondary school counseling; (3) guidance administration and consulting; (4) counseling theories; (5) assessment techniques; (6) group techniques; (7) career counseling; (8) counseling techniques; (9) supervised school-based internship.

*Experience Requirements:* (1) Have two years of successful professional experience in teaching or a related human service field except as provided through provisions and (2) Hold a valid educator's professional license or be pursuing licensure as a teacher by engaging in a course of study that will result in licensure within seven years of initial employment as a school counselor and (3) Have a Supervised school-based internship of at least 450 hours, with at least 150 hours in direct counseling services.

Examination: None

Institution Recommendation Required?: Obtain a favorable letter of recommendation from the counselor's state-approved school counseling program advisor

Certification: K-12

Reciprocity: No

Background Check: Yes, FBI background check and fingerprinting.

<https://www.legis.nd.gov/information/acdata/pdf/67-11-05.pdf>

## **OHIO**

*Educational Requirements:* Master's degree from an approved program in school counseling

*Experience Requirements:* 600 contact hours in a school setting K-12 and (1) A one-year induction under the supervision of a licensed school counselor; or (2) have two years of successful teaching experience under a standard, provisional or professional teaching certificate or license; or (3) three years of experience as a licensed school counselor in another state.

*Education/Experience Requirements* (temporary school counseling license): A temporary school counselor license may be issued to an individual who holds a currently valid license to practice as a counselor from the Ohio counselor and social worker board who is enrolled in an approved school counselor preparation program or may be issued to an individual who holds a currently valid standard teaching certificate or professional teaching license, who is enrolled in an approved school counselor preparation programs, and who demonstrates an understanding of school counseling coursework  
 Examination: NTE or Praxis II: School Guidance and Counseling. Test required depends on the program completed.

Institution Recommendation Required?: Yes, must be recommended by the Dean of Education or head of school counseling program of applicant's school

Certification: K-12

Reciprocity: Yes

Background Check: Yes, must exhibit good moral character as well.

<http://codes.ohio.gov/oac/3301-24-05>

## **OKLAHOMA**

*Educational Requirements*: Master's degree in school counseling;

*Required Coursework*: Completion of a two semester hour course in the education of the exceptional child; and regency credit/experience.

*Experience Requirements*: Two years of previous related experience.

Examination: (Option 1) With an OK teaching certificate: (1) Oklahoma Professional Teaching Exam (OKPT) and (2) Oklahoma's subject area test in school counseling or (Option 2) Without teaching certificate: (1) Two tests mentioned above and (2) Oklahoma General Education Test.

Institution Recommendation Required?: Yes, required for certification

Certification: preK-12

Reciprocity: Yes

Background Check: No; however, districts have the option of requiring a background check.

<http://www.sde.state.ok.us/teacher/ProfStand/HowCert.html>

[www.sde.state.ok.us](http://www.sde.state.ok.us)

## **OREGON**

*Education Requirement*: (1) A master's or higher degree in counseling, education, or related behavioral sciences from a regionally accredited\* institution in the United States and (2) a Bachelor's degree and (3) Completion in Oregon or another U.S. jurisdiction, as part of the master's degree or separately, of an initial graduate program in school counseling.

*Required Coursework*: Evidence of knowledge of laws prohibiting discrimination in Oregon. This requirement can be completed at a workshop or through a correspondence course through Oregon State University and (1) Submit Form C-2 showing that you completed a counselor education program within the last three years or (2) Submit transcripts verifying nine quarter hours of approved academic credit completed within the last three years and germane to counseling or (3) Submit verification of one year of full-time licensed educator experience in public schools or regionally accredited\* private

schools in the U.S. begun and completed within the last three years.

*Experience Requirement:* (1) Completion of a practicum approved by the commission in early childhood and elementary counseling, or in middle level and high school counseling, as part of the initial graduate program or separately and (2) Two academic years of experience as a full-time licensed teacher in a public, private, charter, or otherwise licensed school.

Examination: (1) Must score a minimum of 610 on the Praxis Test of School Guidance and Counseling; AND (2) Pass a test of basic verbal and computational skills (either Praxis I CBEST or Praxis/PPST). The professional knowledge test in school counseling may be waived if you verify five years of full-time counseling in a public school or regionally accredited\* private school in the U.S. on a license valid for the assignment before obtaining any Oregon license

Institution Recommendation Required?: Yes, required for certification

Certification: K-12

Reciprocity: Yes via Transitional School Counselor License -The Transitional School Counselor License is a three-year nonrenewable license issued to applicants who have held an out-of-state school counselor license or who have completed an out-of-state program in school counseling. The applicant must hold a master's degree or higher. It is valid for regular or substitute school counseling at any level.

Background Check: Yes, fingerprints

<http://www.tspc.state.or.us/pub.asp?op=0&id=57>

## **PENNSYLVANIA**

*Educational Requirements:* Completion of an approved program in school counseling;  
Required Coursework: Supervised counseling practicum experiences, prior to and separate from the field experience, providing direct service with individuals and groups (60 clock hours)

*Experience Requirements:* A minimum of an additional 300 clock hours of internship/supervised field experiences to include instructional experience and a minimum of 70 hours (elementary) OR 75 hours (secondary) of direct service with individual and group clients.

Examination: Must score 173 on Praxis Mathematics, 172 on Praxis Reading, and 173 on Praxis Writing. Also must score a minimum of 590 on the Praxis II School Guidance and Counseling.

Institution Recommendation Required?: Yes, required for certification

Certification: (1) Elementary - grades K-6; or (2) Secondary - grades 7-12

Reciprocity: No, but Pennsylvania has signed an Interstate Agreement with 45 other states/jurisdictions based upon the mutually agreed-upon conditions of that contract.

They are AL, AK, AZ, AR, CA, CO, DE, DC, FL, GA, HI, ID, IL, IN, KA, KY, LA, ME, MD, MA, MI, MS, MN, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, RI, SC, TN, TX, UT, VE, VA, WA, WV, WY. It should be noted, however, that in all cases, candidates for Pennsylvania certification must complete the Praxis tests required by Pennsylvania.

Background Check: Yes, for employment and have integrity and ethical behavior, professional conduct as stated in Pennsylvania's Code of Professional Practice and Conduct for Educators.

<http://www.pacode.com/secure/data/022/chapter49/s49.102.html>

[http://www.education.state.pa.us/portal/server.pt/community/testing\\_requirements/8638/testing\\_requirements\\_in\\_pennsylvania/506841](http://www.education.state.pa.us/portal/server.pt/community/testing_requirements/8638/testing_requirements_in_pennsylvania/506841)

## **RHODE ISLAND**

*Educational Experience:* Advanced degree from a regionally accredited institution;

*Required Coursework:* (1) Completion of an approved program for the preparation of School Counselor Support Professional, and completion of 300 Hour Internship; (2) Applicants who have not completed an approved program can be certified by transcript analysis by presenting evidence of the following: Advanced degree from an approved program in School Counseling within 5 years from application date OR Master's degree from a regionally accredited institution and completion of 24 semester hours of graduate coursework in each of the following areas: Advanced degree from an approved program in School Counseling within 5 years from application date OR a Master's degree from a regionally accredited institution and completion of 24 semester hours of graduate coursework in each of the following areas: Introduction to Pupil Personnel Service; Techniques of Counseling Psychological and Educational Assessment; Vocational and Educational Placement; A minimum of 3 semester hour internship in School Counseling

*Experience Requirements:* Demonstration of meeting the Content Competencies as prescribed by the Council for the Accreditation of Counseling and Related Education Programs (CACREP)

*Examination:* None

*Institution Recommendation Required?:* No

*Certification:* PreK-12

*Reciprocity:* Yes

*Background Check:* At the District Level

<http://www.ride.ri.gov/Default.aspx>

## **SOUTH CAROLINA**

*Educational Requirements:* (1) Bachelor's Degree and (2) Master's degree in any subject and (3) Completion of an advanced program approved by the State Board of Education for the preparation of school counselors.

*Experience Requirements:* None

*Examination:* (1) Praxis II: Principles of Learning and Teaching (PLT): 165 AND (2) Praxis II: School Guidance and Counseling: 550

*Institution Recommendation Required?:* No

*Certification:* K-12

*Reciprocity:* Yes

*Background Check:* Yes, Undergo a criminal records check by the South Carolina Law Enforcement Division and a national criminal records check supported by fingerprints conducted by the Federal Bureau of Investigation.

<https://ed.sc.gov/>

## **SOUTH DAKOTA**

*Educational Requirements:* Master's degree in school counseling and guidance.

*Required Coursework:* (1) Completion of a Human Relations and (2) South Dakota Indian studies workshop and must study or experience the following: (1) Study of social, emotional, and cultural issues, including parent/family education, child abuse, substance abuse, human sexuality, sex equity, and androgynous issues; (2) Study of the philosophies, organizational structures, counseling theories, professional organizations, and activities related to comprehensive school counseling; (3) Advocacy for the child; Career counseling; (4) Referral processes to community, public, private, medical, social, and educational agencies; (5) Individual and group counseling; (6) Assisting in the development of individual education plans; (7) Assessing and interpreting learner intelligence, aptitude, behaviors, interest, achievement, and patterns.

*Experience Requirements:* 600 clock hour school internship under the supervision of a certified school counselor.

Institution Recommendation Required?: No

Certification: PreK-12

Examination: None

Reciprocity: No

Background Check: At district level

<https://doe.sd.gov/>

## TENNESSEE

*Educational Requirements:* (Option 1) Complete a graduate degree with an approved preparation program in school guidance and counseling or (Option 2) Hold a graduate degree in community/agency counseling and must be enrolled in an approved graduate program in school counseling and has completed at least 30 hours leading to completion of an approved graduate program in school counseling and must be supervised by a licensed school counselor for a minimum of one hour per week.

*Experience Requirements:* (1) Internship will be on a full time basis for at least one semester in length. Guidance and counseling experiences at both the preK-6 and 7-12 grade levels will be provided to the candidate during the internship or practicum and (2) School counselor candidates without teaching experience will have a one semester long orientation experience in a school as an early part of the preparation program. The orientation experience will be structured to provide observation, participation in, and analysis of classroom instruction.

Examination: Praxis II: School Guidance & Counseling, Minimum 580

Institution Recommendation Required?: Yes recommended for licensure by the Dean of Education and the Certification Office of the college/university

Certification: Pre K-12

Reciprocity: Yes. School counselors from out-of-state with a limited license (K-8 or 7-12) may work on an Interim license while completing TN PreK-12 licensure requirements.

Background Check: Yes at the district level.

<https://www.tn.gov/education.html>

## TEXAS

*Educational Requirements:* Master's degree from an accredited institution of higher

education; successfully complete a school counselor preparation program.

*Experience Requirements:* Must have two years of classroom teaching experience.

Examination: Minimum score of 240 on School Counselor Exam (TExES #152)

Institution Recommendation Required?: No

Certification: preK-12

Reciprocity: No

Background Check: Yes, national fingerprint-based background check.

[https://tea.texas.gov/Academics/Learning\\_Support\\_and\\_Programs/School\\_Guidance\\_and\\_Counseling/School\\_Guidance\\_and\\_Counseling/](https://tea.texas.gov/Academics/Learning_Support_and_Programs/School_Guidance_and_Counseling/School_Guidance_and_Counseling/)

## UTAH

*Education Requirements:* Completion of an accredited counselor education program.

*Experience Requirements:* Completed an approved 600 hour field experience (400 hours if the applicant has completed two or more years of successful teaching experience as approved by USOE licensing).

Examination: None

Institution Recommendation Required?: No

Certification: K-12

Reciprocity: Yes

Background Check: Yes, Utah is a member of the Compact for Interstate Qualification of Educational Personnel

<https://www.schools.utah.gov/>

## VERMONT

*Educational Requirements:* Master's degree in school counseling or its equivalent.

*Experience Requirements:* A supervised internship experience (600 clock hours) in counseling with a minimum of 60 hours of experience in school counseling at both the elementary (PK-6) and middle/secondary (7-12) levels, under the supervision of a licensed school counselor.

Examination: Praxis I: Must have a minimum score of 177 in reading, 174 in writing and 175 in mathematics UNLESS have a minimum of 1000 on the SAT's OR 1100 on GRE's OR 22 on the ACT's

Institution Recommendation Required?: No

Certification: PreK-12

Reciprocity: Yes. All states are recognized by Vermont for reciprocity except IA, and MN. A candidate has a current, comparable license (teacher, or administrator) from a state with which Vermont has signed the NASDTEC Interstate Agreement provided the candidate can demonstrate at least 3 years of successful work in a school within the past 7 years in the licensure endorsement or subject area. Those who do not meet this condition can obtain licensure through Vermont's Alternative Route: The Peer Review process.

Background Check: Yes, criminal background check, and fingerprinting.

<https://education.vermont.gov/>

## VIRGINIA

*Educational Requirements:* (Option 1) An earned master's degree from an approved counselor education program; or (Option 2) An earned master's degree from an

accredited college or university and certification from an approved counselor education program that the candidate has completed sufficient course work and clinical experience to acquire the competencies described herein.

*Experience Requirements:* (Option 1) At least 100 clock hours of clinical experiences in the preK-6 setting and 100 clock hours of clinical experiences in the grades 7-12 setting; (Option 2) Two years of successful, full-time teaching experience or two years of successful, full-time experience in guidance and counseling. Two years of successful, full-time experience in guidance and counseling under a provisional license may be accepted to meet this requirement.

Examination: None

Institution Recommendation Required?: No

Certification: PreK-12

Reciprocity: Yes

Background Check: No

<http://www.doe.virginia.gov/teaching/licensure/>

[http://www.doe.virginia.gov/support/school\\_counseling/index.shtml](http://www.doe.virginia.gov/support/school_counseling/index.shtml)

## WASHINGTON

*Educational Requirements:* The candidate shall have completed all requirements for the master's degree (except special projects or thesis) with a major in counseling.

*Experience Requirements:* None

Examination: The candidate shall have successfully completed a written comprehensive examination of the knowledge included in the course work for the required master's degree. This examination shall be an examination of a regionally accredited institution of higher education OR the National Counselor Examination (NCE) of the National Board of Certified Counselors (NBCC).

Institution Recommendation Required?: No

Certification: K-12

Reciprocity: Yes

Background Check: Yes

<http://apps.leg.wa.gov/WAC/default.aspx?cite=181-79A-221>

## WEST VIRGINIA

*Educational Requirements:* Master's degree from an accredited institution and completion of an approved program for school counselors through an accredited institution of higher education.

*Experience Requirements:* None

Examination: Praxis II: School Guidance & Counseling score of 580.

Institution Recommendation Required?: No

Certification: K-12

Reciprocity: Yes

Background Check: No. Must be U.S. citizen. Must present evidence of good moral character and personal physical, emotional, and mental fitness to perform the duties of a counselor.

<http://apps.sos.wv.gov/adlaw/csr/readfile.aspx?DocId=49997&Format=PDF>

<https://wvde.us/certification-and-professional-preparation/>

## WISCONSIN

*Educational Requirements:* A master's degree from an approved school counseling and guidance program and the institutional endorsement.

*Experience Requirements:* (1) Eligibility for a WI license to teach in the elementary/secondary schools and two years of successful teaching experience at the elementary/secondary school levels; or  
or (2) Completion of an approved one year full-time internship in school counseling; or  
(3) A minimum of two years of successful experience as a licensed school counselor in an assigned position of 1/2 time or more.

Examination: None

Institution Recommendation Required?: Yes, if do not have experience requirement completed at the time of hire

Certification: K –12

Reciprocity: No. In most cases WI license based on completion of a state approved program, not based on licensure in another state. However, IF you went to school in either Illinois, Iowa, Kansas, Michigan, Missouri, Nebraska, Oklahoma or South Dakota it will help if you have a license from that state because WI has an exchange agreement with those specific states

Background Check: Yes

<https://dpi.wi.gov/tepd/elo/in-state/wi-pupil-services-tips>

## WYOMING

*Educational Requirements:* (Option 1) Master's degree with a major in school counseling and guidance or (Option 2) A master's degree with at least 30 semester credits in approved school counseling and guidance coursework.

*Experience Requirements:* (1) Eligibility for a license to teach and 2 years of successful teaching experience; or (2) An approved one-year full-time internship in school counseling or (3) a minimum of 2 years of successful experience as a school counselor in an assigned position of one-half time or more OR (4) three years of comparable experience in a human services setting.

Examination: Applicants are required to demonstrate knowledge of the U.S. Constitution and the Wyoming Constitution either through coursework or an exam

Institution Recommendation Required?: No

Certification: K-12

Reciprocity: Yes

Background Check: Yes

<http://wyomingptsb.com/licensure/becoming-licensed/>

<http://ptsb.state.wy.us/>



**Information above retrieved 8/25/2015 from**  
**<https://www.schoolcounselor.org/About-School-Counseling/State-Requirements-Programs/State-Licensure-Requirements>**

## APPENDIX 10

## ADDRESSES FOR STATE COUNSELING LICENSING

Check <https://counselor-license.com/resources/state-counselor-license/> for updated information re. Licensed Professional Counselor credential and State-by-State Licensing Guide

## 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: <http://www.abec.state.al.us/>  
Exam requirement: NCE  
State credential: LPC  
Email: [walter.cox@abec.alabama.gov](mailto: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:  
<https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/ProfessionalCounselors.aspx>  
Examination requirement: NCE  
State credential: LPC  
Email: [alice\\_albrecht@commerce.state.ak.us](mailto:alice_albrecht@commerce.state.ak.us)

## 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:  
<http://www.csun.edu/~hcpsy001/rpccreq.html>  
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: [https://www.cde.state.co.us/cdeprof/licensure\\_ssp](https://www.cde.state.co.us/cdeprof/licensure_ssp)  
Exam requirement: NCE  
State credential: LPC  
Email: [gayle.fidler@dora.state.co.us](mailto:gayle.fidler@dora.state.co.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: <https://www.azbbhe.us/>  
 Exam requirement: LPC, LAC  
 State credential: CPC  
 Email: [azbbhe@bbhe.state.az.us](mailto: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: <https://abec.statesolutions.us/>  
 Exam requirement: NCE, NCMHCE  
 State credential: LPC, LAC  
 Email: [arboec@sbcglobal.net](mailto:arboec@sbcglobal.net)

**DISTRICT OF COLUMBIA**

Department of Health  
 Board of Professional Counseling  
 717 14<sup>th</sup> Street, NW, Suite 600  
 Washington, D.C. 20005  
 Tel: 877-672-2174; Fax: 202-727-8471  
 Website:  
<https://dchealth.dc.gov/service/professional-counseling-initial-license-application-package>  
 Exam requirement: NCE

**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/](http://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: <https://dpr.delaware.gov/>  
<https://dpr.delaware.gov/boards/profcounselors/pexperience/>  
 Exam requirement: NCE  
 State credential: LPCMH  
 State credential: LPC

**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](http://www.ibol.idaho.gov/cou.htm)  
 Exam requirement: NCE  
 State credential: LPC, LCPC  
 Email: [cou@ibol.idaho.gov](mailto: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/](http://www.doh.state.fl.us/mga/491/)  
Exam requirement: NCMHCE  
State credential: LMHC

**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  
Exam requirement: NCE  
Website:  
<https://sos.ga.gov/licensing-division-georgia-secretary-states-office>  
State credential: LPC

**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](http://www.hawaii.gov/dcca/areas/plv/programs/mental)  
Exam requirement: NCE  
State credential: LMHC  
Email: [counselor@dcca.hawaii.gov](mailto:counselor@dcca.hawaii.gov)

**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:  
<https://www.floridahealth.gov/licensing-and-regulation/index.html> Exam requirement: NCE or NCMHCE State credential: LPC, LCPC

**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](http://www.in.gov)  
Exam requirement: NCMHCE  
State credential: LMHC  
Email: [hpb5@hpb.IN.gov](mailto:hpb5@hpb.IN.gov)

**IOWA**

Janet Zwick, Division Director  
Iowa Board of Behavioral Science Examiners  
Lucas State Office Building  
321 E. 12<sup>th</sup> Street  
Des Moines, IA 50319  
Tel: 515-281-4422; Fax: 515-281-3121  
Website:  
<https://idph.iowa.gov/Licensure/Iowa-Board-of-Behavioral-Science>  
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: <https://ksbsrb.ks.gov/>  
 Exam requirement: NCE or NCMHCE  
 State credential: LPC, 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:  
[https://lpc.ky.gov/newstatic\\_Info.aspx?static\\_ID=458&menuid=136](https://lpc.ky.gov/newstatic_Info.aspx?static_ID=458&menuid=136)  
 Exam requirement: NCE  
 State credential: LPC, LPCA  
 Email: [judy.jennings@ky.gov](mailto:judy.jennings@ky.gov)

**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](http://www.lpcboard.org)  
 Exam requirement: NCE  
 State credential: LPC  
 Email: [lpcboard@eatel.net](mailto:lpcboard@eatel.net)

**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:  
<https://health.maryland.gov/pages/home.aspx>  
 Exam requirement: NCE  
 State credential: LCPC

**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:  
<https://www.mass.gov/orgs/board-of-registration-of-allied-mental-health-and-human-services-professions>  
 Exam requirement: NCMHCE  
 State credential: LMHC

**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](http://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](mailto: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:  
<https://www.maine.gov/pfr/professionallicensing/>  
 Exam requirement: NCE  
 State credential: LPC, LCPC

**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:  
<https://www.lpc.ms.gov/secure/index.asp>  
 Exam requirement: NCE  
 State credential: LPC

**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](mailto:profcounselor@pr.mo.gov)

**MINNESOTA**

Kari Rechtzigel, 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/](http://www.bbht.state.mn.us/)  
 Exam requirement: NCE  
 State credential: LPC  
 Email: [bbht.board@state.mn.us](mailto:bbht.board@state.mn.us)

**NEVADA**

MFT & CPC  
 P.O. Box 370130  
 Las Vegas NV, 89134-0130

Website: <http://marriage.nv.gov/Applications/>  
 Exam requirement: National Clinical Mental  
 Health Counseling Examination or the  
 National Counselor Examination  
 State Credential: LPC

**NEW HAMPSHIRE**

Peggy Lynch, Board Administrator  
 New Hampshire Board of Mental Health  
 Practice  
 49 Donovan Street  
 Concord, NH 03301  
 Tel: 603-271-6762  
 Website:  
<https://www.oplc.nh.gov/professional-licensing>  
 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/swp\\_board/licenses/pc/license.asp](http://www.discoveringmontana.com/dli/bsd/license/bsd_boards/swp_board/licenses/pc/license.asp)  
 Exam requirement: NCE or NCMHCE  
 State credential: LCPC  
 Email: [dlibsdswp@state.mt.us](mailto: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: <http://dhhs.ne.gov/Pages/default.aspx>  
 Exam requirement: NCE or NCMHCE  
 State credential: LMHP or CPC  
 Email: [cindy.l.Kelley@hhss.ne.gov](mailto:cindy.l.Kelley@hhss.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;

**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  
 Web:  
[www.state.nj.us/lps/ca/medical/familytherapy.htm#counselor](http://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:  
[http://www.rld.state.nm.us/boards/counseling\\_and\\_therapy\\_practice.aspx](http://www.rld.state.nm.us/boards/counseling_and_therapy_practice.aspx)  
 Exam requirement: NCE or NCMHCE  
 State credential: LPCC, LPC, LMHC  
 E-mail: [counselingboard@state.nm.us](mailto: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: <https://www.ok.gov/behavioralhealth/>  
 Exam requirement: NCE  
 State credential: LPC

Fax: 518-486-2981  
 Website: <http://www.op.nysed.gov/prof/mhp/>  
 Exam requirement: NCMHCE  
 State credential: LMHC  
 E-mail: [mhpbdbd@mail.nysed.gov](mailto:mhpbdbd@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](http://www.ncblpc.org)  
 Exam requirement: NCE or NCMHC or CRC  
 State credential: LPC  
 E-mail: [ncblpc@mgmt4u.com](mailto:ncblpc@mgmt4u.com)

#### **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: <http://www.ndbce.org/>  
 Exam requirement: NCE or NCMHCE  
 State credential: LAPC, LPC, LPCC  
 E-mail: [ndbce@btinet.net](mailto:ndbce@btinet.net)

E-mail: [nenaw@health.state.ok.us](mailto: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:  
<https://www.oregon.gov/oblpc/pages/index.aspx>  
 Exam requirement: NCE, CRC  
 State credential: LPC  
 E-mail: [lpc.lmft@state.or.us](mailto:lpc.lmft@state.or.us)

#### **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:  
<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/SocialWorkersMarriageandFamilyTherapistsandProfessionalCounselors/Pages/default.aspx>  
 State credential: LPC  
 E-mail: [ST-SOCIALWORK@state.pa.us](mailto:ST-SOCIALWORK@state.pa.us)



**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](http://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: <https://llr.sc.gov/>  
 Exam requirement: NCE  
 State credential: LPC  
 E-mail: [coxk@llr.sc.gov](mailto: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:  
<https://dss.sd.gov/licensingboards/counselors/counselors.aspx>

**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](http://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: <https://dopl.utah.gov/cmhc/>  
 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:  
<https://sos.vermont.gov/allied-mental-health/>  
 Exam requirement: NCE and NCMHCE

Exam requirement: NCE or NCMHCE  
 State credential: LPC or LPC-MH  
 E-mail: [sdbce.msp@midconetwork.com](mailto:sdbce.msp@midconetwork.com)

### 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: <https://www.tn.gov/health/health-program-areas/health-professional-boards/pcmft-board.html>  
 Exam requirement: NCE  
 State credential: LPC or LPC-MHSP

### 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](http://www.dshs.state.tx.us/counselor)  
 Exam requirement: NCE & TJE  
 State credential: LPC  
 E-mail: [lpc@dshs.state.tx.us](mailto:lpc@dshs.state.tx.us)

State credential: LCMHC  
 E-mail: [dlafail@sec.st.vt.us](mailto:dlafail@sec.st.vt.us)

### VIRGINIA

Evelyn Brown, Executive Director  
 Virginia Board of Counseling  
 6603 West Broad Street, 5<sup>th</sup> Floor  
 Richmond, VA 23230  
 Tel: 804-662-9912  
 Website: <https://www.dhp.virginia.gov/counseling/>  
 Exam requirement: NCE  
 State credential: LPC  
 E-mail: [coun@dhp.virginia.gov](mailto:coun@dhp.virginia.gov)

### 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: <https://www.doh.wa.gov/AboutUs/ProgramsandServices/HealthSystemsQualityAssurance>  
 Exam requirement: NCE or NCMHCE  
 State credential: LMHC