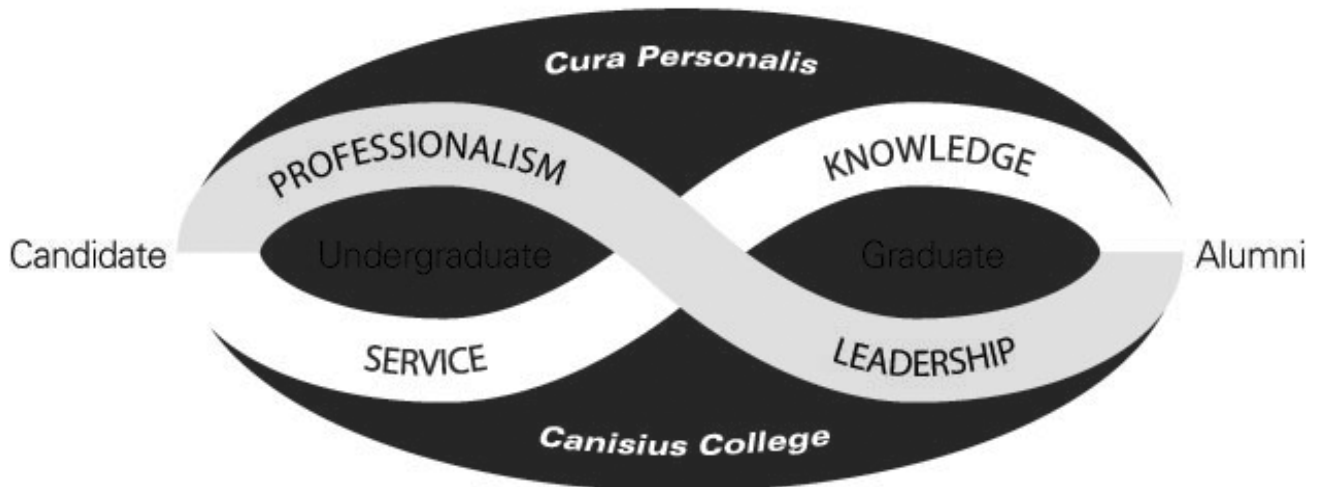


The Department of Counseling and Human Services:

**Student Handbook
2017-2018
(Revised Summer 2017)**



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 a consumer, 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**. (Echterling, Cowan, Evans, Staton, Viere, McKee, Presbury, and Stewart, 2007. Cengage Learning, NYC, NY.)

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

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

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

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

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SOME CRITICAL PLACES AND NUMBERS:

School of Education and Human Services and Counseling Department:
 Bagen Hall 207
 Ext. 2390, Hours 8:30 - 4:30 M-F
Dr. Nancy Wallace, Asso. Dean of the School of Education and Human Services, Ext. 3179

Counseling & Human Services Dept. Faculty & Staff
Dr. D'Angelis - T-812/Ext. 3187 – *Chair*
Dr. Farrugia - T-808/Ext. 2393 – *Sch Program Coordinator*
Dr. Rutter - T-806/Ext. 3721 – *MH Program Coordinator*
Dr. Lenhardt - T-809/Ext. 2398
Dr. Moll - T-815/Ext. 3287
Dr. James Donnelly – T-810 /Ext. 3292
Ms. Rosemary Evans -T-802/Ext. 3298
Administrative Assistant
Ms. Tara Pace – T-802/*Placement Coordinator*

Bookstore:	Student Center Basement Ext. 2335	M-R *8am - 6:30pm; 8am - 4pm (extended hrs. 1st two weeks of semester*)
Old Main Snack Bar:		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 (http://library.canisius.edu/hours)
Campus Ministry:	Old Main/Rm. 211 Ext. 2420	M-F 8:30 - 5:30
Griff Center:	Old Main/Rm.013 Ext. 3212	M-R 8:30am - 8:30am F 8:30am - 5pm June-Aug 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.

Department Mission, Learning Goals and Program Objectives

The mission and objectives of an organization provide a foundational structure for the organization. In counselor education programs, mission and objectives influence the academic curriculum, the fieldwork, the choice of initiatives to improve a program, how faculty see their role and the educational climate that fostered by faculty and staff. These 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 Masters of Science degree.

Steeped in the Jesuit tradition, the Canisius College counseling programs, the faculty and curriculum motivates and transforms 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 of these skills, while balancing professional development, creativity and accountability through data driven research to effectively deliver comprehensive counseling services in order to facilitate positive change at both the individual and systemic level. 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.

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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).

SEHS Learning Goals:

Learning Goal 1: Candidates in the counseling program will demonstrate content, pedagogical, and professional knowledge necessary for successful performance in their field.

Learning Goal 2: Candidates in the counseling program will demonstrate professional skills and dispositions necessary for successful performance in their field.

Learning Goal 3: Candidates in the counseling program will demonstrate willingness to use their skills to benefit and serve society. Within the contexts of their work, candidates promote authentic learning, social and emotional development, and a commitment to social justice in environments that foster respect for diversity and the dignity of all.

Learning Goal 4: Candidates will demonstrate self-reflection as a habit of mind, continuously assessing and refining their professional practice as they construct a rich repertoire of research-based knowledge, skills, and attitudes for effective performance ensuring that all students and/or clients have optimal opportunities to learn and grow.

Learning Goal 5: Candidates will become adept at applying their acquired knowledge in the process of evaluating their own professional performance and decision-making with respect to its impact on students and/or clients, organizations, and the wider community.

Program Objectives:

Demonstrates knowledge of the dimensions, functions, and practices of the professional counselor.

1. Demonstrates a commitment to eliminating bias, prejudice, discrimination and promoting social justice, based on an understanding of cultural dynamics within identity formation and social behavior.
2. Identifies theories of human growth and development including factors related to optimal development and factors that challenge optimal development such as disability, psychopathology, trauma and addiction.
3. Demonstrates the application of career development and decision making theories within the career counseling process.
4. Demonstrates essential interview and counseling skills, based on knowledge of counseling theories.
5. Demonstrates leadership skills for group counseling based on an understanding of the dynamics of group work including theories of group counseling.
6. Demonstrates knowledge of assessment strategies used in counseling including an understanding of statistical concepts and cultural issues related to assessment.

7. Identifies research methods and statistical procedures used to study human behavior and uses appropriate data based procedures for program planning and evaluation.
8. Demonstrates the professional skills and dispositions to work effectively with clients.
9. Demonstrates improved articulation and application of professional counseling skills, through self-reflection and supervision.
10. Demonstrates specific foundations of knowledge related to the student's specialization in counseling.
11. Demonstrates the skills and practices necessary for effective professional work in the student's specialization in counseling.
12. Applies systematic evaluative procedures.

Dispositions (SEHS):

All graduate candidates in the SEHS are expected to demonstrate the following dispositions:

1. Enthusiastic – Demonstrates initiative and commitment towards educational/professional pursuit.
2. Just – Demonstrates appreciation for human diversity and the ideal of fairness.
3. Caring -- Demonstrates an attitude of empathy, tolerance and acceptance of others.
4. Ethical – Models behavior embodied in the mission of the School and the College, and shows integrity in professional practice.
5. Responsible – Demonstrates personal and professional accountability for themselves and the profession.

CACREP ACCREDITATION:

The Counsel of Accreditation of Counseling and Related 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 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. Assessment data are systematically analyzed for program improvement on a two-year cycle. Please see the Department Assessment Manual located on our Department Home Pages for a more detailed description of the assessment systems.

Dispositions:

There are 7 dispositions, described below, that are expected and measured for all students in the counseling programs. There are three formal assessments of dispositions. The first is a self-assessment done by the student as part of the admissions process. The professor in the Pre-Practicum course (EDC 575) conducts the second formal assessment. The third formal assessment is conducted at the end of the Practicum by the professor teaching and supervising the Practicum (EDC 576 or EDC 577). A review by a faculty committee will immediately commence should any concern about dispositions arise during the course of study. A committee review is initiated if a rating of two or below is assigned on any of the disposition assessments. In addition, a review is triggered if a professor notes that a student fails to demonstrate one or more of the dispositions or if two or more students report that a candidate does not demonstrate a disposition. Failure to demonstrate any of the dispositions below in any academic or professional activity may result in immediate removal from the program.

Expected dispositions are as follows:

1. 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.
2. Embraces Diversity: Seeks to understand all persons and cultures. Never behaves in a prejudicial or discriminatory manner to any group of people.

3. Professional Integrity: Demonstrates personal responsibility in academic and professional endeavors; personal and professional maturity; honesty and congruence.
4. Ethical Behavior: Always acts in an ethical manner as described in the current version of the Ethical Standards of the American Counseling Association.
5. Empathy: Demonstrates empathy by recognizing and being able to verbalize the emotional and experiential realities of others.
6. 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.
7. Engagement/Communication: Engages with other students and professors in a positive manner as experienced by students and professors.

Transitions:

Transition Points insure that students (candidates) in the Department of Counseling and Human Services acquire the appropriate knowledge, skills, and dispositions to be successful professionals in the field of counseling. There are 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.

Transition Point II

In order 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 beginning classes***, however, it is permissible to take the screening ***within the first semester of studies***. Check the posted sign-up sheet outside office 802 in the Tower for the test dates.

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. The Department collects a \$50 non-refundable testing fee at the screening. The testing fee also covers the cost of tests used in the course EDC 571 Psychological and Educational Assessment.

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. A faculty committee (often one's advisor and the Program Coordinator) makes recommendation to discontinue studies in the counseling program when necessary. 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.

Transition Point IV

Candidates must successfully complete the Counselor Preparation Comprehensive Exam (CPCE). A candidate generally completed the CPCE during the internship semester.

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://cosmo.canisius.edu/education/graduate_diploma.asp 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 a 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 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 inquire within various support offices around the College, since not all of the possibilities are listed through the School of Education and Human Services.

Diversity Recruitment Policy:

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

Located on our web support pages is a listing of national sources of scholarships available to graduate students that support diversity and opportunity. Qualified students are encouraged to use this resource. Additionally our Department has established an outgoing "Diversity Focus" initiative that partners with Psi Chi Gamma (the Canisius chapter of Chi Sigma Iota –the International Honor Society For Counseling). The goal of this initiative is to develop and support projects that enhance diversity in our program. One of our graduate 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 <http://www.canisius.edu/grad-tesol/advanced-certificate.dot>

[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 requests information regarding a candidate's proficiency with additional languages beyond English.](#)

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:

- A --> D Dr. Holly D'Angelis, ext. 3187,
- E --> I Dr. Farrugia, ext. 2393,
- J --> M Dr. Rutter, ext. 3721,
- N --> R Dr. Lenhardt, ext. 2398 and
- S --> Z Dr. Moll, ext. 3287.

All students are required to meet with their advisor on completion of the screening process for an interview and interpretation of the screening results, 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.

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 <http://www.canisius.edu/resources/academic-resources/catalog/files/grad/CAN-GraduateCatalog-12-14.pdf>). 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 (http://www.canisius.edu/counselor_ed) 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 in order 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 is able to 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. During a student's practicum and internship experiences at Canisius, the College includes the students with general liability insurance. **However**, students still need to be concerned about liability issues as graduate students and as they become practicing professionals. Most professional counselors in the field carry their own personal insurance coverage in addition to the coverage provided by their employer. Graduate students may want to 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 2014 ACA Code of Ethics. Before we endorse current students and/or alumni for future employment or advanced education, faculty ensures that an individual possess 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 mandates 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 a few online courses. Classes run Monday through Thursday, either from 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 Department of Counseling and Human Services consists of a common core of courses and specialization courses. State certification is required to work as a school counselor and the mental health license is the preferred credential for agency professionals. Most candidates will choose one or the other program. It is possible to be endorsed in both areas, however the post-master's work experience requirements for each certification/license make this option difficult. School counselors are required to get 2 years of work experience within 5 years of initial certification and mental health counselors are required to get approximately 2 years (3000 hours) of work experience within 3 years of receiving a limited permit. Students interested in dual endorsement should contact their advisor.

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

EDC 570	Introduction to Professional Counseling & Ethics	3 cr.
	EDC 560 Child Abuse Prevention Wksp (lab within EDC 570)	0 cr.
EDC 593	Life Span Development	3 cr.
EDC 579	Social & Cultural Issues in Counseling	3 cr.
EDC 573	Counseling Theories	3 cr.
EDC 589	Family and Couples Counseling	3 cr.
EDC 574	Group Counseling	3 cr.
EDC 571	Psychological and Educational Assessment	3 cr.
EDC 597	Psychopathology	3 cr.
EDC 615	Research Techniques (Pre requisite = EDC 571)	3 cr.
EDC 575	Pre-Practicum Helping Skills	3 cr.
	Core Credits	33 cr.

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

EDC 567	Principles of School Counseling	3 cr.
EDC 576	School Clinical Practicum	3 cr.
	EDC 566 School Violence Prevention (lab within EDC 576)	0 cr.
EDC 603	Internship – Full Time	6 cr.
	OR	
EDC 604/605	Internship – Part Time completed half time over 2 semesters	3 cr.
		3 cr.
EDC 606	Counselor Preparation Comprehensive Exam (CPCE)	0 cr.
EDC 505	DASA Workshop for School Counselors completed in Internship	0 cr.

EDC 566	School Violence Prevention completed in EDC 576	0 cr.
	ELECTIVE	3 cr.

Total Credits for Master's Degree in School Counseling 48 cr.

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 (pre requisites = 568, 575 & 597)	3 cr.
CHOOSE ONE:	EDC 585 OR 586	
EDC 585	Chemical Dependency and Rehabilitation, OR	3 cr.
EDC 586	Physiological & Psychological Aspects of Substance Abuse	3 cr.
**EDC 598	Case Formulation, Treatment Planning & Psychopharmacology (pre requisite = EDC 597)	3 cr.
	**This class must be completed BEFORE one enters the MH Internship	
EDC 600	Internship – Full time	6 cr.
OR		
EDC 601/602	Internship – Part time (half time over two semesters)	3 cr.
EDC 606	Counselor Preparation Comprehensive Exam (CPCE)	0 cr.
Elective		3 cr.
Elective		3 cr.
Elective		3 cr.

Total Credits for Master's Degree Clinical Mental Health Counseling 60 cr.

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

EDC 590	Managing School Counseling Programs	3 cr.
EDC 587	Schools Based Prevention & Intervention Models or one of the following:	
EDC 585/586	Chemical Dependency and Rehabilitation, or Physiological & Psychological Aspects of Substance Abuse	3 cr.
Elective		3 cr.
Elective		3 cr.

Total Credits for Permanent/Professional Certification in School Counseling 60 cr.

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. Refer to the Graduate Catalog for course offerings per semester and Appendix 9 in this

Handbook: Recommended Sequence of Studies. Generally, it is advisable to take EDC 570 Foundations and EDC 573 Counseling Theory early in your studies since these are prerequisites for other courses. Also, take EDC 567 Principles of School Counseling or EDC 568 Principles of Mental Health Counseling, before or concurrently with your practicum. 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.

As noted earlier, please apply for your diploma as you enter your last semester of study. See <http://www.canisius.edu/resources/academic-resources/registrar/graduation/>

The New York State Education Department requires two years of employment post Master's degree completion. Some students choose to complete the 12 additional credit requirements as professional counselors; others take the additional classes while a candidate for the degree. Please refer to the current Graduate Catalog for the School of Education and Human Services for a complete listing and description of all current course offerings.

Certificate of Advanced Study in Mental Health Counseling (Bridge Program):

This course of study (21 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). In order to qualify for this "bridge program" candidates should have Master's degrees in school counseling, community agency counseling, college counseling, rehabilitation counseling, and older general counseling degrees. To enter this program, a student's graduate transcript in counseling must reflect coursework in professional issues and ethics, counseling theories, human development, counseling skills, group work, assessment, research and program evaluation, social and cultural foundations of counseling, and career development. Candidates who have completed Psychopathology and Chemical Dependency as part of their Master's Degree in Counseling may complete their certificate with 18 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	3 cr.
EDC 577	Mental Health Clinical Practicum	3 cr.
EDC	Chemical Dependency and Rehabilitation, OR	3 cr.
585/586	Physiological and Psychological Aspects of Chemical	3 cr.

	Dependency	
EDC 597	Psychopathology	3 cr.
**EDC 598	Case Formation, Treatment Planning & Psychopharmacology (pre requisite = EDC 597)	3 cr.
	**This class must be completed BEFORE one enters the MH Internship	
EDC 600	Internship – Full time OR	6 cr.
EDC 601/602	Internship Part time 1 & 2 (completed across two semesters)	3 cr. 3 cr.
Total Credit Hours For Bridge Program in Mental Health Counseling		21 cr.

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

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

Opportunities in Counseling: New students are often concerned about what they can expect professionally when they complete the program. Follow-up program questionnaires and evaluations completed by former students and supervising professionals keep us informed about what happens to our graduates. While past experiences 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 user name and other account information on your class registration form.

Please join the Department's group on **LinkedIn** as soon as possible. Go to <http://www.linkedin.com> to create a free account. Once a member use the search function to find "**Canisius College Department of Counseling & Human Services**" - and request to join the "group." We use **LinkedIn** to directly communicate with students and alumni regarding employment opportunities and more.

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. It is your responsibility to join both groups.

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 (http://www.canisius.edu/counselor_ed/) contains information and support for current students in all of our programs. Previous students report that the "Student Support Information" page offers extremely helpful aids for a variety of purposes including links to APA style guides, professional organizations, and other counseling related sites.

PROFESSIONAL CREDENTIALS & PROFESSIONAL ASSOCIATIONS:

There are a number of 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! Four of these credentials -- for school counseling, mental health counseling, rehabilitation counseling, and counseling in the field of alcoholism and other substance addictions are particularly relevant to students at Canisius and are discussed below.

1. State Certification for School Counseling:

To be eligible for employment as a school counselor, 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 practicum experience and then permanent certification consisting of additional education and at least two years of work experience as a school counselor. Certification is an on-line process and directions are located at <http://www.canisius.edu/dotAsset/39ea89c1-77c3-42dd-9776-946d28f97653.pdf> 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).

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

When you become provisionally certified, you have 5 years to make your "provisional" certification "permanent." You may be able to receive at least a 1-year extension with cause. Candidates who have an expired provisional

certification may reapply for provisional certification. Although your school personnel office may be of assistance, you are responsible for converting the provisional certificate. 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 provisional 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 user name, password and when issued, your "control number". One receives a certificate upon gaining provided permanent 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 <http://www.canisius.edu/grad-tesol/advanced-certificate.dot> 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/). 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/. 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. Additional Agency Certification:

Many agencies consider candidates who are qualified in broadly defined related helping professions. Although a Master's degree is an important credential, you may choose to pursue certification as a Certified Rehabilitation Counselor (C.R.C.). This certification increases your options in the rehabilitation counseling (working with persons with disabilities including mental health disabilities). To be certified as a C.R.C., you must meet educational and work experience requirements, and then pass a special exam. In order for the Canisius program to meet the educational requirements for a C.R.C., you must take SPE 560 Psychological and Educational Implications of Disability, and EDC 583 Introduction to Rehabilitation Principles as electives in either program. It is also recommended that you take at least one practicum or internship in a rehabilitation setting.

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

Commission on Rehabilitation Counselor Certification (CRCC)
1699 E. Woodfield Road, Suite 300
Schaumburg, Illinois 60173
www.crccertification.com

5. Certified Alcoholism and Substance Abuse Counselor:

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

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

New York State Office of Alcoholism and Substance Abuse Services,
Credentialing Unit
1450 Western Ave.
Albany, NY 12203-3526
<http://www.oasas.state.ny.gov/>

6. National Certified Counselor

Many counselors nationwide have sought the National Certified Counselor (N.C.C.) credential available through the National Board of Certified Counselors. Although the board offers several specialty certifications

including certifications in Mental Health Counseling, Supervision, etc., the primary, "generic" credential is the N.C.C. In a number of states, the certification exam for the N.C.C. has been adopted as the state-licensing exam for counselors. This is a credential that endorses quality, but is not currently required of practicing counselors in this state. 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>

7. American Counseling Association (ACA)

While you will learn more about professional associations as you progress through your studies, you should be aware of ACA, which has been very active in the certification and licensure movement. ACA is the major national association for professional counselors. There are several professional affiliates of ACA, including professional associations in Mental Health Counseling and School Counseling. 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 are able to maintain current information on counseling through the publications and continuing education activities of ACA and its affiliates.

One receives free insurance coverage as a student in practica and internship with an active student membership in ACA. 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 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
- ✓ 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
Leicester, NY 14481

<http://www.nyssca.org/>

PRACTICUM AND INTERNSHIP COURSES:

There is one practicum and one internship experience in each program. All practica and internships are field-based experiences, which include a weekly seminar at the College. Although students must spend at least one day or its equivalent 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. 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. You will need to contact your academic advisor for an advisement meeting within one week following the noted application deadline date. Applications are due **September 15th for spring and February 15th for summer and fall.****

Discussion regarding appropriate professional dispositions required for Practica, in addition to the application process occur in Pre-Practicum (EDC 575). However, the responsibility rests with the student to initiate the placement process.

Clinical Mental Health Program: Pre requisites for EDC 577: 568 Principles of Mental Health Counseling, 575 Pre practicum and 597 Psychopathology.

School Counseling Program: Pre requisites for EDC 576: 567 Principles of School Counseling & 575 Pre practicum.

One completes the internship in one of two methods: one semester with a full-time placement (5 days a week) or over two semesters on a half-time basis. The practicum is a pre-requisite for the internship.

Clinical Mental Health Internship: Pre requisite: EDC 598 (Treatment Planning)

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 15th**
- **For Summer and/or Fall Practicum & Internships – DUE FEBRUARY 15th**

Please complete the on-line **Request for Practicum or Internship Form and the Practicum/Internship Student Agreement Form** (available on the Canisius Department Portal – School of Education & Human Services Community) **with: 1) a copy of your resume and 2) an unofficial transcript.**

Failure to do so by the “due date” may prohibit you from placement regardless of how that affects your educational plans and timetable. Our Placement Coordinator, Ms. Pace 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.

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 perspective 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 and Spring registration periods. One traditionally completes the CPCE the same semester as completing the Internship. The student's tuition invoice contains the \$75.00 fee for the CPCE. 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 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, either on the CPCE "re-test date" (in December or April), or during the semester's administration of the examination, for a cost of an additional \$50.00. 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. If one fails the CPCE, a re-test within the same semester 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 practica 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

Dr. Holly D'Angelis (Department 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. Fetter has organized a number of continuing education activities at Canisius College, which are available to students and to practicing professional counselors. Dr. Fetter teaches Principles of Mental Health Counseling, Counseling Theory, Group Counseling, Practicum and Internship. She enjoys nature and outdoor recreational activities and loves to spend time with her family, friends and pets. She is an avid track and field fan and loves to travel.

James P. Donnelly, Ph.D. joined the Counselor Education faculty in the fall of 2012. 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 Doctorate in Counseling Psychology at the University at Buffalo. He has over 20 years of experience in counseling, research and teaching. His interests include health, quality of life, and research methods. Prior experience includes his position as a Medical Psychologist at Roswell Park Cancer Institute where he worked with children and families undergoing cancer treatment. Dr. Donnelly was also a faculty member at the University at Buffalo, where he served as Director of Training of the Doctoral Program in Counseling/School Psychology. He has taught a variety of courses, mentored dozens of doctoral students, and has presented and published studies in leading conferences and journals. Dr. Donnelly has been involved in many grant funded research projects, most recently a study of the impact of deployment-related trauma on veterans of the wars in Iraq and Afghanistan. Other current projects include co-authoring a new edition of a popular research methods text and development of a scale for use in pediatric palliative care.

Dr. Dave Farrugia 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. Her specialty instructional areas are Group Dynamics, Family Counseling and Supervision. Her primary research focus has been Prevention/Intervention Programming for children at-risk. In addition, other areas of interest include: dying, loss and grieving issues, school based drug and alcohol prevention and intervention models, Wellness, and leadership programs for adolescents. She is an active mother of three. Intermittently she plays tennis, does aerobics and tries to appreciate the arts.

Dr. E. Christine Moll joined the Counseling faculty in the Fall of 1996. Prior to her full time faculty position, Dr. Moll served Canisius College as the Director of the Counseling Center and was an adjunct faculty member in the Department. Dr. Moll has held numerous leadership positions/offices within the American Counseling Association (and its Divisions) at the state and national levels. She is a graduate of the Canisius Counselor Education program. Her research interests include "counseling issues with older adults" and "development across the adult life span." Over the years her classes include: EDC 570: Introduction to Counseling & Ethics, EDC 571: Psychological and Educational Assessment, EDC 573 Counseling Theories, EDC575: Pre-practicum, and EDC 593 Lifespan Development. Dr. Moll planted roots in WNY many years ago, and thus is an avid fan of both the Bills & Sabres However, this Philly-born/Jersey-raised woman is a "Jersey-Girl" at heart, with Jersey-shore sand in her toes & the sound of ocean waves in her heart's ears!

Michael E. Rutter, Ph.D. 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.

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!**

In order to apply online, you will enter TEACH online services via the Office of Teaching Initiatives Web site 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). The Canisius School of Education & Human Services webpage provide specific directions for Setting Up TEACH Account <http://www.canisius.edu/dotAsset/39ea89c1-77c3-42dd-9776-946d28f97653.pdf>

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 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, Assoc. Dean Graduate Ed.

<mailto:wallacen@canisius.edu>

New York State Education Dept. Technical support available

Web: <https://portals.nysed.gov/tcert/technical.htm>

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)**

BOCES II
Buffalo Public Schools
Canisius High School
Cheektowaga Jr. High
Clarence
Cleveland Hill
Depew
Fulton Academic (Preg. Teens)
Emerson Vocational
Good Shepard School
Hamburg
Hamburg Central Schools
Heim Middle School
Herman Badaillo Academy
Hopevale Union Free School
Iroquois Central School
John F. Kennedy Sr. High School
Kenmore East Sr. High
Kenmore Middle Schools
Kenmore West High School
Lafayette High School
Maryvale Community Education
Mill Middle School
Nardin Academy
North Tonawanda Middle
Occupational Training Center
Orchard Park
Orchard Park High School
Rezel Middle School
Riverside High School
School 28 (South Park)
School 66 (Parkside & Tacoma)
Silver Creek High School
South Park High School
Sweet Home High School
West Seneca East Jr.
Williamsville North
Williamsville South

APPENDIX 4**Sample Agency Practicum/Internship Sites
(Partial Listing of Agencies updated August 2015)**

Alcoholism Services of Erie County
Baker Victory Services
Brylin Hospital
Catholic Charities (multiple programs including Closing the Gap)
Child and Family Services
Christian Counseling Services
College Internship Program
Community Missions
Erie County Council on Substance Abuse and Alcoholism
Erie County Medical Center
Gateway-Longview - OP clinics
Holycross Head Start
Homespace
Horizon Health Services- multiple programs
Lakeshore Behavioral Health - multiple programs
Mid-Erie - multiple programs
Native American Behavioral Health Services
SIB Cininc
South East Community Work Center
Spectrum Human Services - multiple programs
Transitional Services, Inc.

APPENDIX 5**Note:**

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

EDC 598 *Case Conceptualization, Tx Planning and Psychopharmacology* taught in the Fall and Spring Semesters

(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 is 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**School Program Four Classes Per Semester****Fall Start****Fall Semester**

EDC 570 Intro to Prof. Counseling & Ethics (w/EDC 560)
EDC 573 Counseling Theory
EDC 579 Social & Cultural Foundations
EDC 593 Life Span Development

Fall Semester

EDC 589 Family & Couples
EDC 571 Psych & Ed Assessment
EDC 576 School Practicum (w/EDC 566)
EDC 575 Group Counseling

Spring Semester

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

Spring Semester

EDC 603 Full Time Internship or
EDC 615 Research Techniques
Elective

Spring Start**Spring Semester**

EDC 570 Intro to Prof. Counseling & Ethics (w/EDC 560)
EDC 573 Counseling Theory
EDC 574 Group Counseling
EDC 579 Social & Cultural Foundations

Fall Semester

EDC 567 Principles of School Counseling
EDC 571 Psych & Ed Assessment
EDC 572 Career Counseling
EDC 575 Pre Practicum

Spring Semester

EDC 576 School Clinical Practicum (w/566)
EDC 593 Life Span Development
EDC 597 Psychopathology
Elective

Fall Semester

EDC 589 Family & Couples Counseling
EDC 603 Full time Internship
EDC 615 Research Techniques

Summer Start (Work with Academic Advisor re. course availability)

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

EDC 570 Intro to Prof
Counseling & Ethics
(w/EDC 560)
EDC 575 Counseling
Theory
EDC 579 Social & Cultural
Foundations

Spring Semester

EDC 567 Principles of School
Counseling
EDC 574 Group Counseling
EDC 597 Psychopathology

Summer Semester

EDC 575 Pre-Practicum
EDC 593 Life Span
Development
Elective

Fall Semester

EDC 571 Psych & Ed
Assessment
EDC 576 School Practicum
(w/EDC 566)
EDC 589 Family & Couples

Spring Semester

EDC 572 Career Counseling
EDC 603 Full time Internship
EDC 615 Research Techniques

Spring Start**Spring Semester**

EDC 570 Intro to Prof
Counseling & Ethics
(w/EDC 560)
EDC 573 Counseling
Theory
EDC 579 Social & Cultural
Foundations

Summer Semester

EDC 571 Career
Counseling
EDC 574 Group
Counseling
EDC 575 Pre-Practicum

Fall Semester

EDC 567 Principles of
School Counseling
EDC 571 Pscyh & Ed
Assessment
EDC 576 Clinical School
Practicum

Spring Semester

EDC 597 Psychopathology
EDC 603 Full time Internship
EDC 615

Summer Semester

EDC 589 Family &
Couples Counseling
EDC 593 Life Span
Development
Elective

Summer Start (Work
with Academic Advisor
re. course availability)

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

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

EDC 598 *Case Conceptualization, Tx Planning and Psychopharmacology* taught in the Fall and Spring Semesters

***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.

Please note: School Practicum/Internship is not available during the Summer semester. The Summer semester offers limited agency placements for Summer seminars for Practicum/Internship.)

CLMHC Four Classes Per Semester**Fall Start****Fall Semester**

EDC 570 Intro to Prof. Counseling & Ethics (w/EDC 560)
EDC 573 Counseling Theory
EDC 579 Social & Cultural Foundations
EDC 593 Life Span Development

Fall Semester

EDC 571 Psych & Ed Assessment
EDC 577 Clinical MH Practicum
EDC 598 Case Formulation, Treatment & Psychopharmacology
EDC 586 Physiological & Psychological Aspects of Dependence

Spring Semester

EDC 568 Principles of MH Counseling
EDC 572 Career Counseling
EDC 574 Group Counseling
EDC 597 Psychopathology

Spring Semester

EDC 589 Family & Couples Counseling
EDC 600 Internship
OR
EDC 601 Part time 1 Internship
EDC 615 Research Techniques
Elective (if 4th class is necessary)

Summer Semester

EDC 575 Pre Practicum
EDC Elective

Summer Semester

603 Part Time 2
Internship (if necessary)
Elective

Spring Start**Spring Semester**

EDC 568 Principles of MH Counseling
EDC 570 Intro to Prof Counseling & Ethics (w/EDC 560)
EDC 573 Counseling Theories
EDC 597 Psychopathology

Summer Semester

Elective
Elective

Fall Semester

EDC 571 Psychological & Ed Assessment
EDC 574 Group Counseling
EDC 579 Social & Cultural

Spring Semester

EDC 572 Career Counseling
EDC 575 Pre-Practicum
EDC 585 Chemical Dependency

Summer Semester

EDC 577 Clinical MH Practicum
EDC 593 Life Span or Elective

Foundations
EDC 598 Case Formation,
Treatment Issues &
Psychopharmacology

EDC 589 Couple & Family

Fall Semester

EDC 593 Life Span or
Elective
EDC 600 FT MH Internship
EDC 615 Research Techni.

CLMHC: Three classes per semester

Fall Start

Fall Semester

EDC 570 Intro to Prof
Counseling & Ethics
(w/EDC 560)
EDC 575 Counseling
Theory
EDC 579 Social & Cultural
Foundations

Fall Semester

EDC 571 Psych & Ed
Assessment
EDC 577 Clinical MH
Practicum
EDC 598 Case Formation,
Treatment Planning, &
Psychopharmacology

Spring Semester

EDC 568 Principles of MH
Counseling
EDC 574 Group Counseling
EDC 597 Psychopathology

Spring Semester

EDC 572 Career Counseling
EDC 615 Research Techniques
EDC 589 Family & Couples

Summer Semester

EDC 575 Pre-Practicum
EDC 593 Life Span
Development
Elective

Summer Semester

EDC 600 Full time
Internship
Elective
Elective

Spring Start

Spring Semester

EDC 568 Principles of MH
Counseling
EDC 570 Intro to Prof
Counseling & Ethics
(w/EDC 560)
EDC 573 Counseling
Theory

Summer Semester

EDC 571 Career
Counseling
EDC 574 Group
Counseling

Fall Semester

EDC 572 Career
EDC 575 Pre-Practicum
EDC 589 Family & Couple

Spring Semester

EDC 577 Clinical MH
Practicum
EDC 593 Life Span
Development
EDC 597 Psychopathology

Summer Semester

Elective
Elective

Fall Semester

EDC 586 Physiological &
Psychological Aspects of
Dependency
EDC 598 Case Formation,
Treatment &

Spring Semester

EDC 600 FT Internship
Elective

Summer Semester

Psychopharmacology
EDC 615 Research
Techniques

Summer Start (Work
with Academic Advisor
re. course availability)

Recommended Sequence of Studies: CLMHC & School Counseling (Dual)

Note:

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

EDC 598 *Case Conceptualization, Tx Planning and Psychopharmacology* taught in the Fall and Spring Semesters

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

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

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

PLEASE NOTE: When completing dual majors (CLMHC & School Counseling), only **one** clinical practicum must be completed. Either EDC 577 Clinical MH Practicum **OR** EDC 576 Clinical School Practicum can be chosen to meet this requirement. Following this practicum, both EDC600/601/602 MH Internship **AND** EDC603/604/605 School Internship must be completed (DUAL PROGRAM: 1 PRACTICUM & TWO FULL TIME INTERNSHIPS (MENTAL HEALTH INTERNSHIP & SCHOOL INTERNSHIP)).

Fall Start

Fall Semester

EDC 570 Intro to Prof.
Counseling & Ethics
(w/EDC 560)
EDC 573 Counseling
Theory
EDC 579 Social & Cultural
Foundations
EDC 593 Life Span
Development

Spring Semester

EDC 568 Principles of MH
Counseling
EDC 572 Career Counseling
EDC 574 Group Counseling
EDC 597 Psychopathology

Summer Semester

EDC 575 Pre Practicum
EDC Elective

Fall Semester

EDC 567 Principles of
School Counseling
EDC 571 Psych & Ed
Assessment
EDC 577 Clinical MH
Practicum **OR**
EDC 576 Clinical School
Practicum
EDC 598 Case Formation,
Treatment &
Psychopharmacology

Spring Semester

EDC 585 Chemical
Dependency
EDC 589 Family & Couples
Counseling
EDC 615 Research Techniques

Summer Semester

EDC 600 MH Internship

Fall Semester

EDC 603 FT School
Internship
EDC 590 Managing SC
Programs

Spring Start**Spring Semester**

EDC 568 Principles of MH
Counseling
EDC 570 Intro to Prof
Counseling & Ethics
(w/EDC 560)
EDC 573 Counseling
Theories
EDC 597 Psychopathology

Summer Semester

EDC 572 Career
Counseling
EDC 574 Group
Counseling

Fall Semester

EDC 571 Psychological &
Ed Assessment
EDC 579 Social & Cultural
Foundations
EDC 593 Life Span
EDC 598 Case Formation,
Treatment Issues &
Psychopharmacology

Spring Semester

EDC 567 Principles of School
Counseling
EDC 575 Pre-Practicum
EDC 585 Chemical
Dependency
EDC 589 Couple & Family

Summer Semester

EDC 577 Clinical MH
Practicum

Fall Semester

EDC 576 School Clinical
Practicum (*if EDC577 is not
taken in the summer*)
EDC 615 Research
Techniques

Spring Semester

EDC 603 FT School Internship
EDC 590 Managing School
Counseling Programs

Summer Semester

EDC 600 FT MH
Internship

APPENDIX 6**AVAILABILITY OF COURSES & NOTED PREREQUISITE REQUIREMENTS**

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

Summer classes often offer an array of electives. 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). Classes run

- **8:30 AM – Noon**
- **1:00 PM – 4:30 PM**
- **6:30 PM – 9:30 PM**

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!!

<u>COURSE</u>	<u>SEMESTER</u>
<u>Core Courses (Both Programs):</u>	
EDC 570 Introduction to Professional Counseling & Ethics	Fall, Spring
Done with EDC 560 Child Abuse Prevention	
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,
Summer	
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	Fall, Spring
EDC 575 Pre-Practicum Helping Skills	Fall, Spring
<u>School Counseling Courses (beyond core):</u>	
EDC 567 Principles of School Counseling	Fall, Spring
EDC 576 School Practicum	Fall, Spring
Done with EDC 566 School Violence Prevention	
EDC 590 Managing School Counseling Programs	Summer
EDC 603 (FT), 604 (PT), 605 (PT) Internships	Fall, Spring
<u>Mental Health Counseling Courses (beyond core):</u>	
EDC 568 Principles of Community Mental Health Counseling	Fall, Spring
EDC 577 Clinical Practicum (Agency)	Fall, Spring,
Summer	

CHOOSE ONE (EITHER 585 OR 586):

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, Spring
EDC 600 Internship (FT)	Fall, Spring,
Summer	

OR

EDC 601 and 602 Internship (half-time over 2 semesters)	Fall, Spring,
Summer	

Advanced Study for Permanent Certification (NYS School Counseling—not required in Mental Health) (12 additional credits):

EDC 590 Managing School Counseling Programs
Summer

EDC 587 Schools Based Prevention & Intervention Models OR
Summer

one of the following

- EDC 585 Chemical Dependency and Rehabilitation OR Spring
- EDC 586 Physiological & Psychological Aspects of Sub.Abuse Fall

Elective	3 cr.
Elective	3 cr.

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 **Co-requisite**)

EDC 560 Child Abuse Prevention (no credit **co-requisite** "lab" done within EDC 570)

EDC 593 Lifespan Development (570 **Concurrent**)

EDC 579 Social and Cultural Issues in Counseling (570 **Concurrent**)

EDC 573 Counseling Theories (570 **Concurrent**)

EDC 589 Family and Couples Counseling	(570 Concurrent)
EDC 574 Group Counseling Concurrent)	(570 & 573
EDC 571 Psychological and Educational Assessment	(570 Concurrent)
EDC 572 Career Counseling	(570 Concurrent)
EDC 597 Psychopathology	(570 Concurrent)
EDC 615 Research Techniques Prerequisite)	(570 & 571
EDC 575 Pre-Practicum Helping Skills Prerequisite)	(570 & 573
<u>School Counseling Specialization</u>	
EDC 567 Principles of School Counseling	(570 Prerequisite)
EDC 576 School Practicum Prerequisite)	(567 & 575
EDC 566 School Violence Prevention (no credit co-requisite "lab" done within EDC 576)	
EDC 603 Internship (full time)	(576 Prerequisite)
OR	
<i>EDC 604 Internship Part time One</i>	(576 Prerequisite)
<i>and 605 Internship Part time Two</i> <i>(part time completed half time over two semesters)</i>	(604 Prerequisite)
<u>School Counseling Certificate of Advanced Study</u> (for permanent certification in NYS ~ generally completed after graduation)	
EDC 590 Managing School Counseling Programs Prerequisite)	(604 or 603
EDC 587 Schools Based Prevention & Intervention Models <u>OR</u> Summer	
one of the following	
• EDC 585 Chemical Dependency and Rehabilitation OR	Spring
• EDC 586 Physiological & Psychological Aspects of Sub.Abuse	Fall
Elective	3 cr.
Elective	3 cr.

Mental Health Counseling Specialization (PREREQUISITE COURSES)

EDC 568 Principles of Community Mental Health Counseling Prerequisite)	(570
EDC 577 Clinical Practicum (Agency)	(568, 575, 597 Prerequisites)

EDC 598 Case Formulation, Tx Planning, and Psychopharmacology	(597
Prerequisite)	
EDC 600 Internship (full time)	(577, 597 &
598	
Prerequisites)	
OR	
<i>EDC 601 Internship Part time One</i>	(577, 597 &
598	
Prerequisites)	
<i>and 602 Internship Part time Two</i>	(601
Prerequisite)	
<i>(half time over 2 semesters)</i>	

NOTE: In rare and unique circumstances requisite may be waived dependent upon conversations and documentation given to one's academic advisor.

APPENDIX 8**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 current information

<https://www.schoolcounselor.org/school-counselors-members/careers-roles/state-certification-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](http://ftp.alsde.edu/documents/66/Code051105SB.doc)

[ftp://ftp.alsde.edu/documents/66/Code051105SB.doc](http://ftp.alsde.edu/documents/66/Code051105SB.doc) (pg 308)

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](#)

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](#)

[Arizona Department of Education](#)

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

[Arkansas Department of Education](#)

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](#)

[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](#)

[Connecticut State Department Of Education - Regulations](#) (p.111)

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](#)

[Secondary School Counselor Requirements](#)

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 Certification](#)

[Idaho State Department of Education](#)

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](#)

[Illinois State Board of Education - Certification Renewal](#)

[Illinois Mental Health Counselor Association](#)

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 foundations, 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](#)

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](#)

[Kansas State Department of Education Renewal](#)

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](#)

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 Foundations 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)

[Maine Comprehensive School Counseling Program](#) (page 128)

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 or (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](#)

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](#)

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 License Application](#)

[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

<http://www.education.ne.gov/tcert/index.html>

http://www.education.ne.gov/StateBoard/Support_materials/2011/May/SB_05_11_sk_Rule_21.pdf

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 masters 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

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 (Ed 507.07)

<http://www.education.nh.gov/career/quidance/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://www.nmcpr.state.nm.us/nmac/parts/title06/06.063.0006.htm>

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.

<http://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

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

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/educatorquality/certification/Certification%20Docs/Req_2012/SP_SchCouns_Req.pdf

<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/agency/act/se/ec/cert/certpdf/teachercertificationmanual.pdf>

<http://ed.sc.gov/agency/ee/Educator-Services/Licensure/Required-Examinations.cfm>

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

<http://doe.sd.gov/oatq/documents/TeacherCertProfessional%20Prep.pdf>

<http://legis.state.sd.us/sessions/2011/Bills/HB1070ENR.pdf>

http://doe.sd.gov/board/packets/documents/May09/11_NationalCounselorCert.pdf

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 a 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.

<http://state.tn.us/education/lic/doc/accttchlicstds.pdf> (pg. 297-302)

<http://state.tn.us/education/lic/nte.shtml>

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.

<http://www.tea.state.tx.us/index.aspx?id=4201>

http://www.texas.ets.org/texas/testResultsandScoreReporting/#passing_standards

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

http://www.schools.utah.gov/cte/guidance_licensing.html

<http://www.rules.utah.gov/publicat/code/r277/r277-502.htm#T6>

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.

http://education.vermont.gov/new/pdfdoc/pgm_prostandards/vsbpe/rules/5440_endorsement_s/teacher_school_counselor_0608.pdf

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/application.pdf>

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://wvde.state.wv.us/policies/p5202.pdf> (pg. 128)

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

<http://dpi.wi.gov/tepd/pi34.html#initialeducatorlicense3431>

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://ptsb.state.wy.us/Licensure/AdditionalSchoolPersonnel/SchoolCounselor/tabid/147/Default.aspx>

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

Information above retrieved 8/25/2015 from

<https://www.schoolcounselor.org/school-counselors-members/careers-roles/state-certification-requirements>

APPENDIX 9**ADDRESSES FOR STATE COUNSELING LICENSING**

Check <http://www.counselor-license.com/> 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: www.abec.state.al.us/index.htm
Exam requirement: NCE
State credential: LPC
Email: walter.cox@abec.alabama.gov

ALASKA

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

ARIZONA

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

CALIFORNIA

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

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

COLORADO

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

CONNECTICUT

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

ARKANSAS

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

DISTRICT OF COLUMBIA

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

FLORIDA

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

DELAWARE

Tim Oswell, Administrative Assistant
 Board of Professional Counselors of Mental
 Health
 Cannon Building - Suite 203
 861 Silver Lake Boulevard
 Dover, DE 19904
 Tel: 302-744-4534; Fax: 302-739-2711
 Website:
www.professionallicensing.state.de.us/board/s/profcounselors
 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
 Exam requirement: NCE
 State credential: LPC, LCPC
 Email: cou@ibol.idaho.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: www.ildpr/WHO/prfcns.asp
 Exam requirement: NCE or NCMHCE
 State credential: LPC, LCPC

GEORGIA

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

HAWAII

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

KANSAS

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

INDIANA

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

IOWA

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

MARYLAND

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

KENTUCKY

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

LOUISIANA

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

MAINE

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

MASSACHUSETTS

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

MICHIGAN

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

MINNESOTA

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

MISSISSIPPI

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

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

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/licenses/bsd_boards/swp_board/licenses/pc/license.asp
 Exam requirement: NCE or NCMHCE
 State credential: LCPC
 Email: dlibsdswp@state.mt.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: www.state.nh.us/mhpb/
 Exam requirement: NCMHCE
 State credential: LMHC

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
 Exam requirement: NCE
 State credential: LPC

NEBRASKA

Cindy Kelley, Credentialing Specialist
 Nebraska Department of Health and Human
 Services – Regulation and Licensure
 Credentialing Division
 PO Box 94986
 Lincoln, NE 68509-4986
 Tel: 402-471-2115; Fax: 402-471-3577
 Website:
www.hhs.state.ne.us/crl/mhcs/mental/mentalhealth.htm
 Exam requirement: NCE or NCMHCE
 State credential: LMHP or CPC
 Email: cindy.1.Kelley@hhs.ne.gov

NEW YORK

David Hamilton, Executive Secretary
 New York State Education Department
 Office of the Professions
 Division of Professional Licensing Services
 Mental Health Practitioners Unit
 89 Washington Avenue
 Albany, NY 12234-1000
 Tel: 518-474-3817 x-593/518-474-3817 x-450;
 Fax: 518-486-2981
 Website: www.op.nysed.gov/mhp.htm
 Exam requirement: NCMHCE
 State credential: LMHC
 E-mail: mhpb@mail.nysed.gov

NORTH CAROLINA

Jennifer Robertson, Administrator
 North Carolina Board of Licensed
 Professional Counselor
 P.O. Box 1369
 Garner, NC 27529
 Tel: 919-661-0820; Fax: 919-779-5642
 Website: www.ncblpc.org
 Exam requirement: NCE or NCMHC or CRC
 State credential: LPC
 E-mail: ncblpc@mqmt4u.com

NEW MEXICO

Eva Baca, Administrator
 The New Mexico Counseling & Therapy
 Practice Board
 Regulation & Licensing Department
 2550 Cerrillos Road
 P.O. Box 25101
 Santa Fe, NM 87505
 Tel: 505-476-4610; Fax 505-476-4633
 Website:
www.rld.state.nm.us/b&c/Counseling/
 Exam requirement: NCE or NCMHCE
 State credential: LPC, LPC, LMHC
 E-mail: counselingboard@state.nm.us

OKLAHOMA

Nena West, MHR, Director
 Division of Professional Counselor Licensure
 1000 NE 10th Street
 Oklahoma City, OK 73117-1299
 Tel: 405-271-6030; Fax: 405-271-1918
 Website:
www.health.state.ok.us/program/lpc/
 Exam requirement: NCE
 State credential: LPC
 E-mail: nenaw@health.state.ok.us

OREGON

Julia Cooley, Agency Administrator
 Oregon Board of Licensed Professional
 Counselors & Therapists
 3218 Pringle Road, Ste. #250
 Salem, OR 97302-6312
 Tel: 503-378-5499
 Website: www.oblpct.state.or.us/
 Exam requirement: NCE, CRC
 State credential: LPC
 E-mail: lpc.lmft@state.or.us

NORTH DAKOTA

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

OHIO

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

SOUTH CAROLINA

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

SOUTH DAKOTA

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

PENNSYLVANIA

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

RHODE ISLAND

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

UTAH

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

VERMONT

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

TENNESSEE

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

TEXAS

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

VIRGINIA

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

WASHINGTON

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

APPENDIX 10**SELECTED INFORMATION ON THE CERTIFIED
REHABILITATION COUNSELOR (C.R.C.)**

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

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

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

CATEGORY D.1

Degree required: Master's Degree.

The graduate transcript must reflect a minimum

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

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

Internship Requirement: None

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

See Section 4

APPLICABLE CANISIUS COURSES

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

Commission on Rehabilitation Counselor Certification (CRCC)
1835 Rohlwing Road
Rolling Meadows, Illinois 60008
www.crccertification.com Phone: 708-394-2104

Section 4: CRITERIA FOR ACCEPTABLE EMPLOYMENT EXPERIENCE

In order for employment to be considered by CRCC, it must be full-time paid¹ employment or its equivalent. All part-time employment will be considered on a pro-rata basis. Internship time and volunteer activities are NOT acceptable as employment experience.

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

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

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

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

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

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

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

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

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

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

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

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

APPENDIX 11

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

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

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

N. Y. S. Office of Alcoholism and Substance Abuse Services, Credentialing Unit

1450 Western Ave.

Albany, N.Y. 12203-3526

1-800-482-9564

<http://www.oasas.state.ny.gov/>

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

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

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

EDC 585 Chemical Dependency and Rehabilitation (45 Hours) [includes 1a.,b.,c.]

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

2. Assessment, Clinical Evaluation, Treatment Planning Case Management and Patient, Family and Community Education (total of 70 hours)
 - a. Assessment and Evaluation
 - b. Treatment Planning, Clinical Record Keeping and Discharge Planning
 - c. Case Management and Referral

EDC 571 Psychological and Educational Assessment (45 Hours) [includes 2a.]
 EDC 577 Clinical Practicum --Agency (150 Hours) [includes 2a., b., c.]
 EDC 600, 601, 603 Internship (645 Hours) [includes 2a., b., c.]
 EDC 585 Chemical Dependency and Rehabilitation (45 Hours) [includes 2a.,b.,c]
 EDC 586 Physiological and Psychological Aspects of Chemical Dependency (45 Hours) [includes 2a.]

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

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

EDC 573 Counseling Theory (45 Hours) [includes 3a.]
 EDC 574 Group Counseling (45 Hours) [includes 3a.]
 EDC 589 Family Counseling (45 Hours) [includes 3a.]
 EDC 570 Introduction to Professional Counseling & Ethics (45 Hours) [includes 3 b.]
 EDC 577 Clinical Practicum (Agency) (45 Hours) [includes 3 b.,e.]
 EDC 586 Physiological and Psychological Aspects of Chemical Dependency (45 Hours) [includes 3b.]
 EDC 572 Career Counseling (45 Hours) [includes 3 c.]
 EDC 585 Chemical Dependency and Rehabilitation (45 Hours) [includes 3 d.,e]
 EDC 593 Lifespan Development [includes 3f.]
 EDC 600, 601, 603 Internship (645 Hours) [includes 3d.,e.]

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

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

EDC 573 Counseling Theory (45 Hours) [includes 4a.,b.,c.]
 EDC 570 Introduction to Professional Counseling & Ethics (45 Hours) [includes 4a.,b.,c.]
 EDC 577 Clinical Practicum - Agency (150 Hours) [includes 4a.,b.,c.]
 EDC 600, 601, 603 Internship (645 Hours) [includes 4a.,b.,c.]
 EDC 585 Chemical Dependency and Rehabilitation (45 Hours) [includes 4a.,b.,c.]
 EDC 586 Physiological and Psychological Aspects of Chemical Dependency (45 Hours) [includes 4a.,b.,c.]