The Department of Counseling and Human Services:

Student Handbook

2014-2015 (Revised 08/15/14)

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. It is meant to be 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/)

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*.


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

Graduate school is real life. So what you must put into it is your openness to fully being there— in each moment, with each experience, and with each person you encounter.

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

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

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELCOME</td>
<td>2</td>
</tr>
<tr>
<td>DEFINING YOURSELF AS A CANISIUS COLLEGE GRADUATE STUDENT</td>
<td>3</td>
</tr>
<tr>
<td>CRITICAL PLACES AND PHONE NUMBERS</td>
<td>5</td>
</tr>
<tr>
<td>DEPARTMENT MISSION, VISION, LEARNING GOALS &amp; PROGRAM OBJECTIVES</td>
<td>6</td>
</tr>
<tr>
<td>CACREP ACCREDITATION</td>
<td>8</td>
</tr>
<tr>
<td>ASSESSMENT SYSTEMS (Also see the separate and more detailed Assessment</td>
<td>8</td>
</tr>
<tr>
<td>Systems Download located on the Department Web Page)</td>
<td></td>
</tr>
<tr>
<td>Transition Points</td>
<td>8</td>
</tr>
<tr>
<td>Admission of Professionals Not Seeking a Degree</td>
<td>9</td>
</tr>
<tr>
<td>Financial Aid and Graduate Assistantships</td>
<td>10</td>
</tr>
<tr>
<td>DIVERSITY RECRUITMENT POLICY</td>
<td>10</td>
</tr>
<tr>
<td>ADVISORS AND ADVISEMENT</td>
<td>10</td>
</tr>
<tr>
<td>1. Transfer of Credit</td>
<td></td>
</tr>
<tr>
<td>2. Grading, Retention and Dismissal Policies</td>
<td>10</td>
</tr>
<tr>
<td>3. Grading, Retention and Dismissal Policies</td>
<td>10</td>
</tr>
<tr>
<td>4. Non-Academic Reasons for Dismissal</td>
<td>10</td>
</tr>
<tr>
<td>5. Malpractice Insurance</td>
<td>10</td>
</tr>
<tr>
<td>6. Faculty Endorsement Policy</td>
<td>11</td>
</tr>
<tr>
<td>7. Personal Counseling</td>
<td>11</td>
</tr>
<tr>
<td>8. Typical Description of Student Progress in the Program</td>
<td>11</td>
</tr>
<tr>
<td>CURRICULUM (School – Mental Health – C.A.S. – LMHC Bridge)</td>
<td>12</td>
</tr>
<tr>
<td>LIBRARY NOTES</td>
<td>14</td>
</tr>
<tr>
<td>OPPORTUNITIES IN COUNSELING</td>
<td>15</td>
</tr>
<tr>
<td>USE OF TECHNOLOGY (Information on Program Announcements)</td>
<td>15</td>
</tr>
<tr>
<td>CERTIFICATIONS AND PROFESSIONAL ASSOCIATIONS</td>
<td>15</td>
</tr>
<tr>
<td>1. State Certification for School Counseling</td>
<td>15</td>
</tr>
<tr>
<td>2. License for Mental Health Counselors</td>
<td>16</td>
</tr>
<tr>
<td>3. Additional Agency Certification</td>
<td>16</td>
</tr>
<tr>
<td>4. Certification Alcoholism and Substance Abuse Counselor</td>
<td>16</td>
</tr>
<tr>
<td>5. National Certified Counselor</td>
<td>17</td>
</tr>
<tr>
<td>6. American Counseling Association (ACA)</td>
<td>17</td>
</tr>
<tr>
<td>PRACTICUM AND INTERNSHIP COURSES</td>
<td>17</td>
</tr>
<tr>
<td>1. Practicum</td>
<td>18</td>
</tr>
<tr>
<td>2. Internships</td>
<td>18</td>
</tr>
<tr>
<td>3. Cooperating Counselor’ Handbooks</td>
<td>18</td>
</tr>
<tr>
<td>COUNSELOR PREPARATION COMPREHENSIVE EXAM</td>
<td>18</td>
</tr>
<tr>
<td>PROGRAM SURVEY RESULTS</td>
<td>18</td>
</tr>
<tr>
<td>APPENDICES</td>
<td></td>
</tr>
<tr>
<td>1. Professional Background of Full time Professors</td>
<td>19</td>
</tr>
<tr>
<td>2. Application for School Counselor Certification</td>
<td>21</td>
</tr>
<tr>
<td>3. Addresses and Contacts for State Education Departments</td>
<td>22</td>
</tr>
<tr>
<td>4. Addresses and Contacts for State Licensing Departments</td>
<td>26</td>
</tr>
<tr>
<td>5. Information on the Certified Rehabilitation Counselor</td>
<td>32</td>
</tr>
<tr>
<td>6. Information on the Certification for Substance Abuse Counseling</td>
<td>35</td>
</tr>
<tr>
<td>7. Sample School Practicum/Internship Sites</td>
<td>38</td>
</tr>
<tr>
<td>8. Sample Agency Practicum/Internship Sites</td>
<td>39</td>
</tr>
<tr>
<td>9. Recommended Sequence of Studies</td>
<td>40</td>
</tr>
<tr>
<td>10. Semesters when Courses are Taught</td>
<td>46</td>
</tr>
<tr>
<td>11. Pre, Co, and Concurrent “Prerequisite” course listing</td>
<td>47</td>
</tr>
</tbody>
</table>
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. Shawn O’Rourke, Asso. Dean of the School of Education and Human Services, Ext. 3179

Counseling & Human Services Dept.
Dr. Moll - T-815/Ext. 3287 - Department Chair
Dr. Farrugia - T-808/Ext. 2393 – Sch Prog Coord
Dr. Rutter - T-806/Ext. 3721 – MH Prog Coord
Dr. Lenhardt - T-809/Ext. 2398
Dr. Fetter - T-812/Ext. 3187
Dr. James Donnelly – T-810 /Ext. 3292
Ms. Rosemary Evans -T-802/Ext. 3298 Admin-Assist
Ms. Tara Pace – T-802/ Placement Coordinator

Faculty & Staff
Dr. James Donnelly – T-810 /Ext. 3292

Bookstore:
Student Center Basement/Ext. 2335
(extended hrs. 1st two weeks of semester*)
Hours: *8:00 - 6:30 M-R; 8:00 - 4:00

Old Main Snack Bar:
Hours:  M-R 8:30 - 8:00
F 8:30 - 6:00
Sat 9:00 - 2:00

Bouwhuis Library: (check website for changes)
(hours)
(http://library.canisius.edu/hours)

Campus Ministry:
Old Main/Rm. 211   Ext. 2420
Hours: 8:30 - 5:30 M-F

Griff Center:
Old Main/Rm. 013/Ext. 3212
Ext. 2620

Counseling Center:
Ext. 2620
Hours: M-R 8:30 - 8:30; F 8:30 - 5:00
June-August 8:30 - 4:30

Koessler Athletic Center (KAC)
Office Ext. 2950/Equip. Ext. 2620
Intermurals Office/Ext. 2613

KAC Hours: M-F 8:00 AM-10:00 PM
Sat 10:00 AM- 5:00 PM
Sun 1:00 PM – 9:00 PM

Pool Hours:  MWF 11:30- 1:00; 6:30 - 8:30
Tue/Thur 11:30-1:00; 5:00-6:30
Sat 12:00- 2:00
Sun 2:00-5:00

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
Monday Friday
8:30 a.m. to 5 p.m. (mid-August to mid-May)
8:30 a.m. to 4:30 p.m. (mid-May to mid-August)
Department Vision, Mission and Program Objectives

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

VISION STATEMENT

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

MISSION STATEMENT

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

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

1. Treating others with dignity and respect;
2. Sensitivity to cultural differences;
3. Ethical behavior;
4. Promoting and maintaining healthy living;
5. Contributing to the welfare of others; and

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

PROGRAM OBJECTIVES

Our program objectives are rooted in the standards of the Council on Accreditation of Counseling and Related Programs (CACREP) and are designed to allow for numerous measures of outcome based assessment. Our objectives and assessment processes are also aligned 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:

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

2. 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.

3. 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.

4. Demonstrates the application of career development and decision making theories within the career counseling process.

5. Demonstrates essential interview and counseling skills, based on knowledge of counseling theories.

6. Demonstrates leadership skills for group counseling based on an understanding of the dynamics of group work including theories of group counseling.

7. Demonstrates knowledge of assessment strategies used in counseling including an understanding of statistical concepts and cultural issues related to assessment.

8. Identifies research methods and statistical procedures used to study human behavior and uses appropriate data based procedures for program planning and evaluation.

9. Demonstrates the professional skills and dispositions to work effectively with clients.

10. Demonstrates improved articulation and application of professional counseling skills, through self-reflection and supervision.

11. Demonstrates specific foundations of knowledge related to the student’s specialization in counseling.

12. Demonstrates the skills and practices necessary for effective professional work in the student’s specialization in counseling.

13. 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.


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

Candidates are assessed 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 is aligned with the assessment system of the School of Education and Human Services and measures candidates’ progress through the program. Assessment portfolios are kept for each candidate, a benchmark comparison with other counselor education programs is made using the Counselor Preparation Comprehensive Exam (CPCE). 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.

Transitions:

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

Transition Point I (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 and be interviewed by a full-time faculty member. The purpose of this procedure is to determine the appropriateness of the candidate for continuation in the program. It is possible to be prevented from taking Practicum based on the results of the screening process. The Screening Battery and Interview should be done before candidates begin classes, however, it is permissible to take the screening within the first semester of studies. It is possible to be advised to discontinue your studies should the screening reveal a profile inappropriate for the counseling profession (such as indications of severe psychological difficulty). The screening process consists of a short autobiography, an empathy test, the Minnesota Multiphasic Personality Inventory II and an interview. A $50 non-refundable testing fee is collected at the screening. The testing fee also covers the cost of tests used in the course EDC 571 Psychological and Educational Assessment. You must meet with your advisor for an interview and interpretation of the screening to complete the process. No candidate will be allowed to take Practicum before the interview is completed. Formal advisement is also done at this time. Check the posted sign-up sheet outside office 802 in the Tower for the test dates. Although the screening process is designed to identify serious personal attributes that would prohibit successful pursuit of a career in counseling, it is possible that lesser concerns may arise from this activity. In such
cases, a student may be asked to seek personal counseling as a condition of enrollment or be advised to take some other course of action. Any recommendation to discontinue studies in the counseling program is always made by a committee. 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.

In addition to the screening, a portfolio review will be conducted after candidates have completed 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 Mental Health Counseling Program. Specific assignments from EDC 570, EDC 567, EDC 568 and EDC 573 will be placed in the candidate’s portfolio and assessed as part of this transition point.

Transition Point III

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

1. Successful completion of Practicum with a grade of B or better. A grade of B or better must also be given by the cooperating counselor. The cooperating counselor’s assessment and the candidate’s reflection on his or her progress as a student of the profession will be reviewed and kept in the candidate’s portfolio.
2. Appropriate writing skills demonstrated by the candidate’s performance on the written assignments throughout the class.
3. Adequate verbal and communication skills as demonstrated through the class activities in the practicum.
4. Appropriate dispositions and professional attitudes as demonstrated in class behavior and field placement activities with particular emphasis on the candidate’s dependability and over-all responsibility.

Should the Practicum professor question the candidate’s readiness to continue in the program based on any of the criteria listed above, the candidate concerns process is initiated (See Dept. Assessment Handbook). A candidate concerns committee will be convened. The committee decides if the candidate will be permanently prohibited from continuing in the program, or if a remedial plan will be developed. Remedial Plans may include individual counseling, the successful completion of an assigned service activity, and/or the repeat of the Practicum. In situations where a cooperating counselor prohibits a student from completing a field placement, it will be considered equivalent to being fired from a job and may be cause for discontinuation in the program. It will automatically trigger convening of a candidate concerns committee which will determine an appropriate course of action.

Transition Point IV

Candidates must successfully complete the Counselor Preparation Comprehensive Exam (CPCE). The CPCE is normally taken during the internship semester. At the start of the semester when a candidate intends to graduate, the candidate should electronically file a “Diploma Request Form” at http://www.canisius.edu/GradEd/. This procedure triggers a review of the candidate’s program of studies. A successful review leads to graduation.

Admission of Professionals Not Seeking a Degree:

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

Financial Aid: (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.
Graduate Assistantships:
Please inquire within the School of Education and Human Services for a 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 “GA”). When appropriate, those interested provide the department chair with a resume, a cover letter and a one page response to the following question: “How are questions of diversity and social justice related?” We encourage students to 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 Ghi Gamma (the Canisius chapter of Chi Sigma Iota—the international honor society for counseling). The goal of this initiative is to develop and support projects that enhance diversity in our program. One of our graduate assistants is assigned to current diversity projects during each academic year. In addition, all applicants for the Department graduate assistantships are asked to submit a short essay responding to the prompt “How are questions of diversity and social justice related?” along with a cover letter and resume.

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](http://www.canisius.edu/grad-tesol/advanced-certificate.dot)

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

1. **Transfer of Credit** from another institution must be approved by your advisor and your advisor must forward the appropriate form to the Associate Dean of the SEHS. Up to 6 credit hours may be transferred into the program for students who initially matriculate at Canisius. Upon advisement, additional credit may be accepted when students transfer from another program or university. Sometimes it is beneficial to the student who already holds a master’s degree in education to seek certification directly through Albany. Evaluation of transcripts can be done through certification officer at B.O.C.E.S. I, 355 Harlem Rd., West Seneca, N.Y. 14224; phone (716) 821-7036 or apply online via [http://www.highered.nysed.gov/tcert/teach/](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 and if the GPA falls below a 3.0 for two consecutive semesters, the student will be disqualified from the
program. A grade of “D” puts the student on academic probation. A second failing course (grade of “D”) 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](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](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 that are not considered confidential and may be discussed among faculty members and College administrators. If concerns are found, the following process will be followed:
   a. The professor, advisor or candidate may request a meeting at any time in order to address the concerns. At this informal stage the advisor or the professor, and the student will review the concerns and possible solutions will be explored and enacted.
   b. If the concerns are not resolved informally or if a formal consideration is warranted without an informal attempt at a solution, a written referral is made to the Chair of the Department who determines if the concern should be considered by a Candidate Concerns Committee. 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.
   c. 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.
   d. 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.
   e. 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 student is covered by liability insurance provided by Canisius College. However, students still need to be concerned about liability issues as graduate students and as they become practicing professionals. Most professional counselors in the field carry their own personal insurance coverage in additional 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 will take into consideration the student's demonstrated abilities and potential to successfully engage in research and scholarly writing. Our endorsement policy has been developed to ensure students are trained according to program guidelines and have appropriate clinical experiences and competence before we endorse them for future employment or advanced education.

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

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

A candidate seeks information from one of the faculty members in counseling. The candidate may use the web to learn more about the program. 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 results are reviewed with the candidate's advisor and questions of credit, transfer, and waiving courses are resolved. As the candidate progresses through the program, contact is made with the advisor on an as needed basis. During the semester before intended graduation, the candidate completes the on-line diploma request form (http://www.canisius.edu/GradEd/). Upon graduation the candidate acts to secure initial credentials in their specialty area. Advisors continue to be available to graduates for professional consultation. For school counselors, at some point during the term of initial certification, the additional graduate classes are completed and a new application for permanent certification is completed.

**CHECKLIST OF CRITICAL STEPS FOR THE MASTER'S DEGREE:**

- Complete Application to Graduate School and forward transcripts.
- Attend Graduate Orientation for new students.
- Complete the Department of Counseling and Human Services Screening 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 field work.
- 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 within both Counseling Programs, as well as Certificates of Advanced Study, meet within traditional face-to-face classrooms once a week. We do offer a few online courses. Classes run Monday through Thursday, either from 4:30 PM-7:00 PM or 7:15 PM-9:45 PM. The College’s learning management system, “Desire2Learn (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 makes this option difficult. School counselors are required to get 2 years of work experience within 5 years of initial certification and mental health counselors are required to get approximately 2 years (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 Mental Health Counseling Program:

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

Core Credits = 33

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

EDC 567 Principles of School Counseling 3 cr.
EDC 576 School Practicum 3 cr.
EDC 566 School Violence Prevention (“lab” done within EDC 576) 0 cr.
EDC 603 Internship (full time) 6 cr.

OR

EDC 604 3 cr.
and 605 Internship (half time over 2 semesters) 3 cr.
EDC 606 Comprehensive Exam 3 cr.
Elective 3 cr.

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

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

EDC 568 Principles of Community Mental Health Counseling 3 cr.
EDC 577 Clinical Practicum (Agency) 3 cr.

CHOOSE ONE:
EDC 585 Chemical Dependency and Rehabilitation OR
EDC 586 Physiological & Psychological Aspects of Sub. Abuse 3 cr.

EDC 598 Case Formulation, Tx Planning, and Psychopharmacology 3 cr.
EDC 600 Internship (full time) 6 cr.

OR

EDC 601 3 cr.
and 602 Internship (half time over 2 semesters) 3cr.

EDC 606 Comprehensive Exam
Elective 3 cr.
Elective 3 cr.
Elective 3 cr.

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

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

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

Total Credits for Permanent Certification in School Counseling= 60

Full-time students must take care in selecting courses since some required courses may not be offered every semester. Refer to the Graduate Catalog for the semesters when courses are offered and Appendix 9 in this Handbook - Recommended Sequence of Studies. Generally, it is advisable to take EDC 570 Foundations and EDC 573 Counseling Theory early in your studies since these are prerequisites for other courses. Also be sure to take EDC 567 Principles of School Counseling or EDC 568 Principles of Mental Health Counseling, before or concurrently with your practicum. No practicum may be taken in your first semester of studies. You cannot take a practicum and an internship in the same semester. When you are about to complete the requirements for your master’s degree, you must apply for your diploma at http://www.canisius.edu/resources/academic-resources/registrar/graduation/ Please do so at the start of the semester you plan to complete the degree requirements.

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

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

Certificate of Advanced Study in Mental Health Counseling:

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 568 Principles and Practices of Mental Health Counseling</td>
<td>3</td>
</tr>
<tr>
<td>EDC 577 Mental Health Clinical Practicum</td>
<td>3</td>
</tr>
<tr>
<td>EDC 585 Chemical Dependency and Rehabilitation OR</td>
<td>3</td>
</tr>
<tr>
<td>EDC 586 Physiological and Psychological Aspects of Chemical Dependency</td>
<td></td>
</tr>
<tr>
<td>EDC 597 Psychopathology</td>
<td>3</td>
</tr>
<tr>
<td>EDC 598 Case Formulation, Tx Planning, and Psychopharmacology</td>
<td>3</td>
</tr>
<tr>
<td>EDC 600 Internship FT</td>
<td>6</td>
</tr>
</tbody>
</table>

**OR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 601 Internship PT AND EDC 602 Internship PT</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours For Bridge Program in Mental Health Counseling:** 21 credits

### 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 [http://library.canisius.edu/](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. Results of these surveys can be found through the Department’s Web Page.

### 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](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/](https://my.canisius.edu/). We communicate with current graduate candidates via either D2L email capabilities or via the Canisius listservs (SAC_grads or CMHC_grads).

In addition, the Department of Counseling and Human Services web site ([http://www.canisius.edu/counselor_ed/](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](http://www.canisius.edu/dotAsset/39ea89c1-77c3-42dd-9776-946d28f97653.pdf) The web address is [http://www.highered.nysed.gov/tcert/teach/](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”. A certificate will be provided once permanent certification in achieved.

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](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 the registry. Updated information can be found at [www.aascb.org/](http://www.aascb.org/). Professional counselors who hold related Master’s degrees need additional coursework to qualify for the license and should contact their program adviser. It is recommended that they apply to the State recognizing that the review will reveal specific courses that will be required.

4. **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 a total of 350 clock hours of education (45 clock hours = 1 three credit course). Required areas of study include the following: 1. Knowledge of Alcohol and Substance Abuse, 2. Assessment, Clinical Evaluation, Treatment Planning, Case Management and Patient, Family and Community Education, 3. Alcoholism and Substance Abuse Counseling, 4. Professional and Ethical Responsibility and Documentation. Courses for the C.A.S.A.C. may be graduate, undergraduate or received from a qualified provider program such as Narcotic, Drug and Research, Inc. Currently, 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
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. Regardless if you plan to settle in New York State or in another state this credential is widely recognized throughout the country and should be considered by all students. For information and application materials please write to the following address:

NBCC
3 Terrace Way, Suite D
Greensboro, N.C., 27403
www.nbcc.org

6. American Counseling Association (ACA)

While you will learn more about professional associations as you progress through your studies, you should be aware of ACA, which has been very active in the certification and licensure movement. ACA is
the major national association for professional counselors. There are several professional affiliates of ACA including professional associations in Mental Health Counseling and School Counseling. Membership is required in a professional association mid-way through your studies. Professional membership gives you a voice in legislative action as it relates to the profession of counseling and those we serve. In addition you are able to maintain current information on counseling through the publications and continuing education activities of ACA and its affiliates. Free insurance coverage for students in practica and internships is provided student membership in ACA. Membership for students is discounted by 50%.

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:

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

New York School School Counselor’s Asso. New York Mental Health Counselor’s Asso.
P.O. Box 217  www.nymhca.org Due to the evolving nature
Leicester, NY 14481  www.nyssca.org/ of the license in NYS, Community Counseling

PRACTICUM AND INTERNSHIP COURSES:

There is one practicum and one internship experience in each program. All practica and internships are field based experiences which include a weekly seminar at the college. Although students must spend at least one day or its equivalent in practicum, 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 must be taken before the practicum. The courses EDC 570--Foundations, EDC 573--Theory, and either EDC 567 or 568--Principles should be taken before or at least concurrently with the practicum. Practica are discussed in classes most likely to precede practicum placement (e.g., EDC 575), however, final responsibility rests with the student to initiate the placement process. The internship is done for one semester with a full-time placement (5 days a week) or over two semesters on a half-time basis. The practicum is a pre-requisite for the internship.

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

REQUEST FOR PRACTICUM & INTERNSHIP FORM & STUDENT AGREEMENT FORM
•  For Spring Practicum & Internships – DUE SEPTEMBER 15th
•  For Summer and/or Fall Practicum & Internships – DUE FEBRUARY 15th

Please complete and submit the Request for Practicum or Internship Form and the Practicum/Internship Student Agreement Form with a copy of your resume (available outside of central office – Tower 802 and in D2L Student Group ) to the Ms. Evans in Tower 802 by the appropriate date early in the preceding semester.

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: Cooperating Counselor Handbooks are provided for all field experiences and are distributed at the start of the Practicum seminar. These handbooks are meant to guide you and your cooperating counselor in shaping activities appropriate to your level of skill as you progress through your education as a counselor. It is expected that the particular nature of each field site will influence the activities of the student. These handbooks are available at the central office for anyone wishing to review the material before placement.
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 $50.00 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. Study guides can be purchased or found in the Canisius Library. 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.

PROGRAM SURVEYS:

Regular surveys are conducted with exiting graduate students from our program, cooperating counselors who work with our students in practica and internships, employers of our graduates and on graduate students who have completed the program.

PLEASE REFER TO THIS HANDBOOK AS YOU PROGRESS THROUGH YOUR STUDIES.
APPENDIX 1

Professional Background of Fulltime Professors

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 are in the use of technology in the counseling profession, supervision of counselors, and the counseling issues of college age students. She has taught EDC 570: Introduction to Counseling & Ethics, EDC 571: Psychological and Educational Assessment, EDC575: Pre-practicum, and EDC 593 Lifespan Development.

Michael E. Rutter, Ph.D. joined the Canisius College faculty in the Fall of 2000. Previous to his appointment, Dr. Rutter served as an adjunct faculty member at Canisius College for more than ten years. He has taught courses in Career Counseling, Psychopathology, Practica and Case Conceptualization, Treatment Planning and Psychopharmacology. In addition, Dr. Rutter has more than twenty 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 learned optimism, violence prevention, stress and coping, and non-pharmacological approaches for ADHD. He is actively involved in clinical supervision and leads a supervision group of practicing school counselors. Dr. Rutter and his wife, Dr. Joan McCool have two daughters. He enjoys traveling, music, and is an avid fan of the Sabres and Bills.

Dr. Holly Fetter joined the faculty in the Department in 2004. She received her Doctorate in Counselor Education from the University of New Orleans. She has a minor in Human Performance and Health Promotion. Her research interests currently center in the area of Wellness and PTSD. Originally from the state of Washington, she has experience in couples, family and community counseling as well as in public schools. Dr. Fetter has organized a number of continuing education activities at Canisius College, which are available to students and to practicing professional counselors. Dr. Fetter teaches Principles of Mental Health Counseling, Counseling Theory, Group Counseling, Practicum and Internship. She enjoys nature and outdoor recreational activities and loves to spend time with her family, friends and pets. She is an avid track and field fan and loves to travel.
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 once an account is created to keep a record of your control number
In order to apply online, you will enter TEACH online services via the Office of Teaching Initiatives Web site at www.highered.nysed.gov/tcert and create a TEACH login and password at the New York State Directory Services site. After accessing the nysed web site, click on the TEACH Online Services Icon located on the right. Then choose either Self-Registration or Login to TEACH. Instructions are provided as you go through this process. Once you have created your login and password this step is completed and you never have to repeat this process (unless you forget your password). Setting Up TEACH Account directions are available from the Canisius web site.

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 information has been entered, it cannot be deleted. It can be ignored and new information typed on new lines.

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

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

Institution Name: Canisius College
Award Title: Master of Science: degree requirements have been completed (48 Master’s degree credits) OR
Advanced Certificate: Master’s degree credits are completed. Advanced certificate requires 12 post master’s credits. (can be completed later – your control number from your provisional certification is required for application for the advanced/permanent certificate)
Program: 4312 for Master of Science or 81101 Counselor Education for Advanced Certificate
Major: Pupil Personnel Services
Date Degree Received: / / [Format: mm/dd/yyyy] TEACH System 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 OR 81101, then click submit.
Check info. 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. Shawn O’Rourke, Assoc. Dean Graduate Ed.
Oourke1@canisius.edu

New York State Education Dept. Contact Info:
Technical support available to you by telephone Monday – Friday from 8:00 a.m. until 6:30 p.m. at (518) 486-6041.
Web: https://portals.nysed.gov/tcert/technical.htm
APPENDIX 3

Address for School Counselor Certification in Other States

**Alabama**
State Department of Education
5201 Gordon Persons Building
P.O. Box 302101
Montgomery, AL 36130-2101
(334) 242-9977
website: [www.alsde.edu](http://www.alsde.edu)

**Alaska**
State Department of Education
801 West 10th St., Suite 200
PO Box 110500
Juneau, AK 99811-0500
(907) 465-2831
website: [www.eed.state.ak.us](http://www.eed.state.ak.us)

**Arizona**
State Department of Education
Four Capitol Mall. Room 107B
Little Rock, AR 72201-1071
(501) 682-4342
website: [www.azed.gov/ceification](http://www.azed.gov/ceification)

**Arkansas**
State Department of Education
1900 Capitol Ave.
Sacramento, CA 95811-4213
(916) 445-7254
website: [www.ctc.ca.govcredentials](http://www.ctc.ca.govcredentials)

**California**
State Department of Education
201 East Colfax Avenue, Room 106
Denver, CO 80203-1799
(303) 866-6628
website: [www.cde.state.co.us/index_license.htm](http://www.cde.state.co.us/index_license.htm)

**Colorado**
State Dept. of Education
650 W. State St., P.O. Box 83720
Boise, ID 83720-0027
(208) 332-6881

**Connecticut**
State Dept. of Education
P.O. Box 150471
Room 243
Hartford, CT 06115-0471
(860) 713-6969
website: [sde.ct.gov/sde](http://sde.ct.gov/sde)

**Delaware**
State Department of Education
401 Federal St.
Dover, DE 19901
(302) 735-4120
website: [www.doe.k12.de.us](http://www.doe.k12.de.us)

**District of Columbia**
Office of Educator Licensure and Accreditation
810 First Street, NE, 5th Floor
Washington, D.C. 20002
(202) 741-5881
website: [www.osse.dc.gov](http://www.osse.dc.gov)

**Florida**
Bureau of Educator Certification
Turlington Bldg., Suite 201
325 West Gaines
Tallahassee, FL 32399-0400
(850) 245-6739
website: [www.fldoe.org/edcert](http://www.fldoe.org/edcert)

**Georgia**
Certification Section
2 Peachtree St., Ste. 6000
Atlanta, GA 30303
(404) 232-2500
website: [www.gapsc.com](http://www.gapsc.com)

**Hawaii**
Department of Education
650 Iwekei Road, Suite 201
Honolulu, HI 96817
(808) 586-2603
website: [www.htsb.org](http://www.htsb.org)

**Idaho**
Department of Education
23 State House Station
Augusta, ME 04333-0023
(207) 624-6603
website: [http://maine.gov/education](http://maine.gov/education)
<table>
<thead>
<tr>
<th>State</th>
<th>Department of Education/Office of Educator Licensure</th>
<th>Address 1</th>
<th>Address 2</th>
<th>Phone Number 1</th>
<th>Phone Number 2</th>
<th>Phone Number 3</th>
<th>Website 1</th>
<th>Website 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illinois</td>
<td>State Department of Education</td>
<td>100 North First St.</td>
<td>Springfield, IL 62777-001</td>
<td>(217) 557-6763</td>
<td></td>
<td></td>
<td><a href="http://www.isbe.net/certification/default.htm">www.isbe.net/certification/default.htm</a></td>
<td></td>
</tr>
<tr>
<td>Maryland</td>
<td>Certification Branch</td>
<td>200 West Baltimore Street</td>
<td>Baltimore, MD 21201-2595</td>
<td>(410) 767-0412</td>
<td></td>
<td></td>
<td><a href="http://www.mdcert.org">www.mdcert.org</a></td>
<td></td>
</tr>
<tr>
<td>Indiana</td>
<td>State Dept. of Education</td>
<td>151 West Ohio St.</td>
<td>Indianapolis, IN 46204</td>
<td>(317) 232-9010</td>
<td></td>
<td></td>
<td><a href="http://www.doe.in.gov/educatorlicensing">www.doe.in.gov/educatorlicensing</a></td>
<td></td>
</tr>
<tr>
<td>Iowa</td>
<td>State Dept. of Education</td>
<td>400 East 14th St.</td>
<td>Des Moines, IA 50319-0147</td>
<td>(515) 281-3245</td>
<td></td>
<td></td>
<td><a href="http://www.boee.iowa.gov">www.boee.iowa.gov</a></td>
<td></td>
</tr>
<tr>
<td>Kansas</td>
<td>State Dept. of Education</td>
<td>120 SE 10th Ave.</td>
<td>Topeka, KS 66612-1182</td>
<td>(785) 291-3678</td>
<td></td>
<td></td>
<td><a href="http://www.ksde.org">www.ksde.org</a></td>
<td></td>
</tr>
<tr>
<td>Louisiana</td>
<td>State Dept. of Education</td>
<td>P.O. Box 94064</td>
<td>Baton Rouge, LA 70804-9064</td>
<td>1-877-453-2721</td>
<td></td>
<td></td>
<td><a href="http://www.doe.state.la.us">www.doe.state.la.us</a></td>
<td></td>
</tr>
<tr>
<td>Montana</td>
<td>State Office of Public Instruction</td>
<td>P.O. Box 202501</td>
<td>Helena, MT 59620-2501</td>
<td>(406) 444-3150</td>
<td></td>
<td></td>
<td><a href="http://opi.mt.gov/cert">http://opi.mt.gov/cert</a></td>
<td></td>
</tr>
<tr>
<td>Massachusetts</td>
<td>Office of Educator Licensure</td>
<td>75 Pleasant St.</td>
<td>Malden, MA 02148</td>
<td>(781) 338-6600</td>
<td></td>
<td></td>
<td><a href="http://www.doe.mass.edu/educators">www.doe.mass.edu/educators</a></td>
<td></td>
</tr>
<tr>
<td>Michigan</td>
<td>State Dept. of Education</td>
<td>608 West Allegan St.</td>
<td>Lansing, MI 48909</td>
<td>(517) 373-3310</td>
<td></td>
<td></td>
<td><a href="http://www.michigan.gov/mde">http://www.michigan.gov/mde</a></td>
<td></td>
</tr>
<tr>
<td>Minnesota</td>
<td>State Dept. of Education</td>
<td>1500 Highway 36 West</td>
<td>Roseville, MN 55113-4266</td>
<td>(651) 582-8691</td>
<td></td>
<td></td>
<td><a href="http://www.education.state.mn.us/mde">www.education.state.mn.us/mde</a></td>
<td></td>
</tr>
<tr>
<td>Mississippi</td>
<td>State Dept. of Education</td>
<td>P.O. Box 771</td>
<td>Jackson, MS 39205-0771</td>
<td>(601) 359-3483</td>
<td></td>
<td></td>
<td><a href="http://www.mde.k12.ms.us/">www.mde.k12.ms.us/</a></td>
<td></td>
</tr>
<tr>
<td>New Mexico</td>
<td>State Dept. of Education Building</td>
<td>300 Don Gasper</td>
<td>Santa Fe, NM 87501-2786</td>
<td>(505) 827-5821</td>
<td></td>
<td></td>
<td><a href="http://www.ped.state.nm.us/licensure">www.ped.state.nm.us/licensure</a></td>
<td></td>
</tr>
<tr>
<td>North Carolina</td>
<td>State Dept. of Public Instruction</td>
<td>6365 Mail Service Center</td>
<td>Raleigh, NC 27699-6365</td>
<td>(919) 807-3310</td>
<td></td>
<td></td>
<td><a href="http://www.ncpublicschools.org/licensure">www.ncpublicschools.org/licensure</a></td>
<td></td>
</tr>
</tbody>
</table>
Nebraska  
State Dept. of Education  
301 Centennial Mall South  
PO Box 94987  
Lincoln, NE 68509-4987  
(402) 471-0739  
website: [www.education.ne.gov/ict](http://www.education.ne.gov/ict)

North Dakota  
Education Standards & Practices Board  
2718 Gateway Ave., Suite 303  
Bismarck, ND 58503-0585  
(701) 328-9641  
website: [www.state.nd.us/espb](http://www.state.nd.us/espb)

Nevada  
State Dept. of Education  
9890 South Maryland Parkway, Suite 221  
Las Vegas, NV 89183  
(702) 486-6458  
website: [www.nvteachers.doe.nv.gov](http://www.nvteachers.doe.nv.gov)

New Hampshire  
State Dept. of Education  
101 Pleasant St.  
Concord, NH 03301-3860  
(603) 271-2408  
website: [www.ed.state.nh.us](http://www.ed.state.nh.us)

New Jersey  
State Dept. of Education  
P.O. Box 500  
Trenton, NJ 08625-0500  
(609) 292-2070  
website: [www.state.nj.us/education/](http://www.state.nj.us/education/)

Ohio  
Office of Educator Licensure  
25 South Front St., Mail Stop 105  
Columbus, OH 43215-4183  
(614) 466-3593/1-877-644-6338  
website: [www.ode.state.oh.us](http://www.ode.state.oh.us)

Oklahoma  
State Dept. of Education  
2500 North Lincoln Blvd., Rm 212  
Oklahoma City, OK 73105-4599  
(405) 521-3337  
website: [www.sde.state.ok.us](http://www.sde.state.ok.us)

Oregon  
State Dept. of Education  
465 Commercial St. NE  
Salem, OR 97310  
(503) 378-3586  
website: [www.tspe.state.or.us](http://www.tspe.state.or.us)

Pennsylvania  
State Department of Education  
333 Market St.  
Harrisburg, PA 17126-0333  
(717) 787-3356  
website: [www.education.state.pa.us](http://www.education.state.pa.us)

Rhode Island  
State Dept. of Education  
255 Westminster St.  
Providence, RI 02903-3400  
(401) 222-4600  
website: [www.ride.ri.gov](http://www.ride.ri.gov)

South Carolina  
State Dept. of Education  
Landmark II Office Building  
3700 Forest Dr., Suite 500  
Columbia, SC 29204  
1-877-885-5280  
website: [www.scteachers.org](http://www.scteachers.org)

Virginia  
State Dept. of Education  
P. O. Box 2120  
Richmond, VA 23218-2120  
(804) 225-2022  
website: [www.doe.virginia.gov](http://www.doe.virginia.gov)

Washington  
State Dept. of Public Instruction  
Old Capitol Building  
600 Washington St., S.E.  
P. O. Box 47200  
Olympia, WA 98504-7200  
(360) 725-6400  
website: [www.k12.wa.us/certification](http://www.k12.wa.us/certification)
South Dakota
State Dept. of Education
800 Governors Dr.
Pierre, SD 57501-2291
(605) 773-3134
website: [www.doe.sd.gov/oatq/teachercert.asp](http://www.doe.sd.gov/oatq/teachercert.asp)

Tennessee
State Dept. of Education
4th Floor, Andrew Johnson Tower
710 James Robertson Pkwy.
Nashville, TN 37243-0377
(615) 532-4885
website: [www.tennessee.gov/education/lic](http://www.tennessee.gov/education/lic)

Wisconsin
Department of Public Instruction
125 South Webster St.
P.O. Box 7841
Madison, WI 53707-7841
(608) 266-1027
website: [www.dpi.wi.gov/tedl/](http://www.dpi.wi.gov/tedl/)

Wyoming
State Dept. of Education
Hathaway Bldg, 2nd Fl.
1920 Thomes Avenue, Suite 400
Cheyenne, WY 82002
1-800-675-6893
website: [www.ptsb.state.wy.us](http://www.ptsb.state.wy.us)

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

APPENDIX 4

ADDRESSES FOR STATE COUNSELING LICENSORING

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](http://www.abec.state.al.us/index.htm)  
Exam requirement: NCE  
State credential: LPC  
Email: walter.cox@abec.alabama.gov

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](http://www.california-registry.org)  
Exam requirement: NCE  
Voluntary credential: RPC, RCP

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](http://www.dced.state.ak.us/occ/ppco.htm)  
Examination requirement: NCE  
State credential: LPC  
Email: alice_albrecht@commerce.state.ak.us

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](http://www.dora.state.co.us/mental-health/lpcboard.htm)  
Exam requirement: NCE  
State credential: LPC  
Email: gayle.fidler@dora.state.co.us

ARIZONA

Doreen Romney  
Arizona Board of Behavioral Health Examiners  
3343 North Central Avenue, Suite 1700  
Phoenix, AZ 85012  
Tel: 602-542-1882; Fax: 602-364-0890  
Website: [www.bbhe.state.az.us/](http://www.bbhe.state.az.us/)  
Exam requirement: LPC, LAC  
State credential: CPC  
Email: azbbhe@bbhe.state.az.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-clinc.com/](http://www.ct-clinc.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](http://www.state.ar.us/abec)  
Exam requirement: NCE, NCMHCE  
State credential: LPC, LAC  
Email: arboec@sbcglobal.net

DELAWARE

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

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

IDAHO

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

FLORIDA

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

ILLINOIS

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

GEORGIA

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

INDIANA

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

HAWAII

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

IOWA

Janet Zwick, Division Director
Iowa Board of Behavioral Science Examiners
Lucas State Office Building
321 E. 12th Street
Des Moines, IA 50319
Tel: 515-281-4422; Fax: 515-281-3121
Website: www.idph.state.ia.us/licensure/board_home.asp?board=be
Exam requirement: NCE or NCMHCE
State credential: LMHC
<table>
<thead>
<tr>
<th>State</th>
<th>Executive</th>
<th>Board/Agency</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>Website</th>
<th>Exam Requirement</th>
<th>State Credential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kansas</td>
<td>Phyllis Gilmore</td>
<td>Kansas Behavioral Sciences Regulatory Board</td>
<td>712 S. Kansas Avenue</td>
<td>785-296-3240</td>
<td>785-296-3207</td>
<td><a href="http://www.ksbsrb.org/">www.ksbsrb.org</a></td>
<td>NCE or NCMHCE</td>
<td>LPC, LCPC</td>
</tr>
<tr>
<td>Maryland</td>
<td>Aileen Taylor</td>
<td>Board of Professional Counselors &amp; Therapists</td>
<td>4201 Patterson Avenue</td>
<td>410-764-4732</td>
<td>410-764-4740</td>
<td><a href="http://www.dhmh.state.md.us/bopc/html/about.htm">www.dhmh.state.md.us/bopc/html/about.htm</a></td>
<td>NCE</td>
<td>LCPC</td>
</tr>
<tr>
<td>Massachusetts</td>
<td>Erin Arnold</td>
<td>The Board of Registration of Allied Mental Health Professions</td>
<td>239 Causeway Street, Suite 500, Boston, MA 02114</td>
<td>617-727-3080</td>
<td>617-727-2366</td>
<td><a href="http://www.mass.gov/dpl/boards/mh/index.htm">www.mass.gov/dpl/boards/mh/index.htm</a></td>
<td>NCMHCE</td>
<td>LMHC</td>
</tr>
<tr>
<td>Louisiana</td>
<td>Eddye Boeneke</td>
<td>Louisiana Licensed Professional Counselors Board of Examiners</td>
<td>8631 Summa Avenue, Baton Rouge, LA 70809</td>
<td>225-765-2515</td>
<td>225-765-2514</td>
<td><a href="http://www.lpcboard.org">www.lpcboard.org</a></td>
<td>NCE</td>
<td>LPC</td>
</tr>
<tr>
<td>Maine</td>
<td>Anne Head</td>
<td>Department of Professional &amp; Financial Regulation</td>
<td>35 State House Station, Augusta, ME 04333-0035</td>
<td>207-624-8626</td>
<td>207-624-8637</td>
<td><a href="http://www.state.me.us/pfr/olr/categories/cat13.htm">www.state.me.us/pfr/olr/categories/cat13.htm</a></td>
<td>NCE</td>
<td>LPC, LCPC</td>
</tr>
<tr>
<td>Michigan</td>
<td>Kari Rechtzigel</td>
<td>Michigan Board of Behavioral Health and Therapy</td>
<td>2829 University Ave SE, Suite 210, Minneapolis, MN 55414</td>
<td>612-617-2178</td>
<td>612-617-2187</td>
<td><a href="http://www.bbht.state.mn.us">www.bbht.state.mn.us</a></td>
<td>NCE</td>
<td>LPC</td>
</tr>
</tbody>
</table>
MISSISSIPPI

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

NEVADA

There is no licensure law in Nevada at this time.

MISSOURI

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

NEW HAMPSHIRE

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

MONTANA

Montana Board of Social Work Examiners and Professional Counselors
301 South Park, 4th Floor
PO Box 200513
Helena MT 59620-0513
Tel: 406-841-2369; Fax: 406-841-2309
Website: www.discoveringmontana.com/dli/bsd/license/bsd_boards/wp_board/licenses/pc/license.asp
Exam requirement: NCE or NCMHCE
State credential: LPC
Email: dlibsdswp@state.mt.us

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@hhss.ne.gov

NEW MEXICO

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

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

NORTH CAROLINA
Jennifer Robertson, Administrator
North Carolina Board of Licensed Professional Counselor
P.O. Box 1369
Garner, NC 27529
Tel: 919-661-0820; Fax: 919-779-5642
Website: www.ncblpc.org
Exam requirement: NCE or NCMHC or CRC
State credential: LPC
E-mail: ncblpc@mgmt4u.com

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 NCMHC
State credential: LAPC, LPC, LPCC
E-mail: ndbce@btinet.net

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

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

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
**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/](http://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](http://www.state.sd.us/dhs/boards/counselor)  
Exam requirement: NCE or NCMHCE  
State credential: LPC or LPC-MH  
E-mail: sdbce.msp@midconetwork.com

**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](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](http://vtprofessionals.org/oprl/allied)  
Exam requirement: NCE and NCMHCE  
State credential: LCMHC  
E-mail: dfaill@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](http://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](http://www.dshs.state.tx.us/counselor)  
Exam requirement: NCE & TJE  
State credential: LPC  
E-mail: lpc@dshs.state.tx.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/](http://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](http://www.doh.wa.gov/licensing.htm)  
Exam requirement: NCE or NCMHCE  
State credential: LMHC
APPENDIX 5

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

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

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

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

CATEGORY D.1

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

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

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

Internship Requirement: None

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

See Section 4

APPLICABLE CANISIUS COURSES

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

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 paid 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 as defined by CRCC. All employment must be verified by your employee.

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

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

I. Counseling with a special population includes: (vocational and affective).

II. Planning and Delivery of Rehabilitation Services with a special population includes a. through g. below.

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

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

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

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

---

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.
right to require official job description and/or other work related material from the candidate's employer. Employers or supervisors can either return the verification forms to the applicant or submit them directly to CRCC. **However, it is the applicant's responsibility to assure that all required information including all employment verification forms, are submitted to CRCC before February 10, or August 10.** Any file missing documentation, will not proceed to next step in the certification process.

Please read the above definition of acceptable employment experience very carefully. Should you feel that more information is needed about any or all of your experience than can be supplied on the application form, please attach job description or other supportive documentation to the application.
APPENDIX 6

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

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

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

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

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

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

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

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

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

EDC 571 Psychological and Educational Assessment (45 Hours) [includes 2a.]
EDC 577 Clinical Practicum --Agency (150 Hours) [includes 2a., b., c.]
EDC 600, 601, 603 Internship (645 Hours) [includes 2a., b., c.]
EDC 585 Chemical Dependency and Rehabilitation (45 Hours) [includes 2a.,b.,c]
EDC 586 Physiological and Psychological Aspects of Chemical Dependency (45 Hours) [includes 2a.]
3. Alcoholism and Substance Abuse Counseling (total of 150 hours)
   a. Individual, Group and Family Counseling
   b. Communicable Diseases: HIV/AIDS, STDs, TB, Hepatitis
   c. Vocational Education Counseling
   d. Relapse Prevention
   e. Special Populations
   f. Human Growth and Development *

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

4. Professional and Ethical Responsibility and Documentation (total of 45 hours)
   a. Counselor - Client Relationships
   b. Counselor Ethics
   c. Confidentiality/Legal Issues/Documentation

EDC 573 Counseling Theory (45 Hours) [includes 4a.,b.,c.]
EDC 570 Introduction to Professional Counseling & Ethics (45 Hours)
   [includes 4a.,b.,c.]
EDC 577 Clinical Practicum - Agency (150 Hours) [includes 4a.,b.,c.]
EDC 600, 601, 603 Internship (645 Hours) [includes 4a.,b.,c.]
EDC 585 Chemical Dependency and Rehabilitation (45 Hours) [includes 4a.,b.,c.]
EDC 586 Physiological and Psychological Aspects of Chemical Dependency (45 Hours) [includes 4a.,b.,c.]
APPENDIX 7

Sample School Practicum/Internship Sites

(Partial Listing of Schools)

BOCES II
Buffalo Public Schools
Canisius High School
Cheektowaga Jr. High
Clarence
Cleveland Hill
Depew
Fulton Academic (Preg. Teens)
Emerson Vocational
Good Shepard School
Hamburg
Hamburg Central Schools
Heim Middle School
Herman Badaillo Academy
Hopevale Union Free School
Iroquois Central School
John F. Kennedy Sr. High School
Kenmore East Sr. High
Kenmore Middle Schools
Kenmore West High School
Lafayette High School
Maryvale Community Education
Mill Middle School
Nardin Academy
North Tonawanda Middle
Occupational Training Center
Orchard Park
Orchard Park High School
Rezel Middle School
Riverside High School
School 28 (South Park)
School 66 (Parkside & Tacoma)
Silver Creek High School
South Park High School
Sweet Home High School
West Seneca East Jr.
Williamsville North
Williamsville South
APPENDIX 8

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

Alcoholism Services of Erie County
Baker Hall
Blind Association
Buffalo General Hospital (in-patient)
Catholic Charities
Children's Hospital
Christian Counseling Services
Compass House
Corporation 6
Downtown Alcoholism Clinic
ECC, Department of Counseling
Erie County Medical Center
Goodwill Industries
Hamburg Youth Bureau
Hilbert College
Jewish Family Services (Career Center)
Lutheran Service Society
Niagara Frontier Vocational Rehab
Our Lady of Victory Infant Home
Outreach Senior Services
PEOPLE, Services to the Developmentally Disabled
Preventive Services
South East Community Work Center
Southeast Community Work Center
Transitional Services, Inc.
UCPA
APPENDIX 9

Recommended Sequence of Studies: School Program (FT)

Note:
EDC 597 *Psychopathology* will be taught in SU & SP
EDC 598 *Case Conceptualization, Tx Planning and Psychopharmacology*
will be taught in the FA
(other required courses will be taught each semester as long as enrollment
allows—No School field placements in the Summer—and limited agency
placements may be available in the summer session)

**Fall Start:**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 570  Intro to Prof. Coun. (w/EDC560)</td>
<td>EDC 567 Principles of School Counseling</td>
</tr>
<tr>
<td>EDC 573  Counseling Theory</td>
<td>EDC 572 Career Counseling</td>
</tr>
<tr>
<td>EDC 579  Social &amp; Cultural Found.</td>
<td>EDC 597 Psychopathology</td>
</tr>
<tr>
<td>EDC 593  Lifespan Development</td>
<td>EDC 575 Pre-Practicum</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fall Semester</strong></td>
<td><strong>Spring Semester</strong></td>
</tr>
<tr>
<td>EDC 589 Family &amp; Couples</td>
<td><em>EDC 603 Full-time Internship</em></td>
</tr>
<tr>
<td>EDC 571 Psych. &amp; Ed. Assessment</td>
<td>EDC 615 Research Techniques</td>
</tr>
<tr>
<td><em>EDC 576 School Practicum (w/EDC566)</em></td>
<td>EDC Elective</td>
</tr>
<tr>
<td>EDC 574 Group Counseling</td>
<td></td>
</tr>
</tbody>
</table>

**School Program: Spring Start—**

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 570      Intro to Prof. Coun. (w/EDC560)</td>
<td>EDC 593 Lifespan Development</td>
</tr>
<tr>
<td>EDC 574 Group Counseling</td>
<td><em>EDC 575 Pre-Practicum</em></td>
</tr>
<tr>
<td>EDC 573 Counseling Theory</td>
<td>EDC 572 Career Counseling</td>
</tr>
<tr>
<td>EDC 579 Social &amp; Cultural Found.</td>
<td>EDC 571 Psych. &amp; Ed. Assessment</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td><strong>Fall Semester</strong></td>
</tr>
<tr>
<td>EDC 589 Family &amp; Couples</td>
<td><em>EDC 603 Full-time Internship</em></td>
</tr>
<tr>
<td>EDC 597 Psychopathology</td>
<td>EDC 615 Research Techniques</td>
</tr>
<tr>
<td><em>EDC 576 School Clinical Practicum (w/EDC566)</em></td>
<td>EDC Elective</td>
</tr>
<tr>
<td>EDC 567 Principles of School Counseling</td>
<td></td>
</tr>
</tbody>
</table>
## School Program: Summer Start-

<table>
<thead>
<tr>
<th>Summer Semester</th>
<th>Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 570 Intro to Prof. Coun. (w/EDC560)</td>
<td>EDC 579 Social &amp; Cultural Found</td>
</tr>
<tr>
<td>EDC 573 Counseling Theory</td>
<td>EDC 575 Pre-Practicum</td>
</tr>
<tr>
<td>EDC 593 Lifespan Development</td>
<td>EDC 574 Group Counseling</td>
</tr>
<tr>
<td>EDC 575 Pre-Practicum</td>
<td>EDC 567 Principles of School Counseling</td>
</tr>
</tbody>
</table>

### Spring Semester

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

### Fall Semester

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

## School Program: Three Classes Per Semester-

### Fall Start:

#### Start Fall Semester

<table>
<thead>
<tr>
<th>EDC 570 Intro to Prof. Coun. (w/EDC560)</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 573 Counseling Theory</td>
<td><strong>EDC 575 Pre-Practicum</strong></td>
</tr>
<tr>
<td>EDC 579 Social &amp; Cultural Found</td>
<td>EDC 567 Principles of School Counseling</td>
</tr>
<tr>
<td>EDC 574 Group Counseling</td>
<td>EDC 576 School Practicum (w/EDC566)</td>
</tr>
</tbody>
</table>

#### Summer Semester

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

#### Spring Semester

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

### School Program: Three Classes Per Semester-

#### Start Spring Semester

<table>
<thead>
<tr>
<th>EDC 570 Intro to Prof. Coun. (w/EDC560)</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 573 Counseling Theory</td>
<td><strong>EDC 575 Pre-Practicum</strong></td>
</tr>
<tr>
<td>EDC 579 Social &amp; Cultural Found</td>
<td>EDC 574 Group Counseling</td>
</tr>
<tr>
<td>EDC 571 Psych. &amp; Ed. Assessment</td>
<td>EDC 571 Psych. &amp; Ed. Assessment</td>
</tr>
<tr>
<td><strong>Fall Semester</strong></td>
<td><strong>Spring Semester</strong></td>
</tr>
<tr>
<td>-------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>EDC 567 Principles of School Counseling</td>
<td>EDC 603 Full-time Internship</td>
</tr>
<tr>
<td>EDC 593 Lifespan Development</td>
<td>EDC 572 Career Counseling</td>
</tr>
<tr>
<td><em>EDC 576 School Practicum</em> (w/EDC566)</td>
<td>EDC Elective</td>
</tr>
</tbody>
</table>

**Summer Semester**

<table>
<thead>
<tr>
<th>EDC 589 Family &amp; Couples</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 615 Research Techniques</td>
</tr>
<tr>
<td>EDC 597 Psychopathology</td>
</tr>
</tbody>
</table>

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

**Start Summer Semester**

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

**Fall Semester**

| EDC 575 Pre-Practicum |
| EDC 593 Lifespan Development |
| EDC 567 Principles of School Counseling |

**Spring Semester**

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

**Summer Semester**

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

**Fall Semester**

| EDC 603 Full-time Internship |
| EDC 615 Research Techniques |
| EDC Elective |
Recommended Sequence of Studies: FT Community Counseling (CMHC)

Note:
EDC 597 *Psychopathology* will be taught in SU&SP.
EDC 598 *Case Conceptualization, Tx Planning and Psychopharmacology* will be taught in the FA.
(Other required courses will be taught each semester as long as enrollment allows—No School field placements in the Summer—and limited agency placements may be available in the summer session.)

<table>
<thead>
<tr>
<th>Start Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 570 Intro to Prof. Coun. (w/EDC560)</td>
<td>EDC 574 Group Counseling</td>
</tr>
<tr>
<td>EDC 593 Lifespan Development</td>
<td>EDC 572 Career Counseling</td>
</tr>
<tr>
<td>EDC 579 Social &amp; Cultural Found.</td>
<td>EDC 597 Psychopathology</td>
</tr>
<tr>
<td>EDC 573 Counseling Theory</td>
<td>EDC 568 Principles of Mental H.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 575 Pre-Practicum</td>
<td>EDC 577 Clinical Agency Practicum</td>
</tr>
<tr>
<td>EDC 571 Psych. &amp; Ed. Assessment</td>
<td>EDC 615 Research Techniques</td>
</tr>
<tr>
<td>EDC 598 Case Formu, Tx, Meds</td>
<td>EDC 589 Family &amp; Couples</td>
</tr>
<tr>
<td>EDC Elective</td>
<td>EDC Elective</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 600 Internship</td>
</tr>
<tr>
<td>EDC Substance Abuse Elective</td>
</tr>
<tr>
<td>EDC Elective</td>
</tr>
</tbody>
</table>

CMHC: Spring Start-

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 570 Intro to Prof. Coun. (w/EDC560)</td>
<td>EDC 593 Lifespan Development</td>
</tr>
<tr>
<td>EDC 573 Counseling Theory</td>
<td>EDC 579 Social &amp; Cultural Found.</td>
</tr>
<tr>
<td>EDC 597 Psychopathology</td>
<td>EDC 575 Pre-Practicum</td>
</tr>
<tr>
<td>EDC 568 Principles of Mental H.</td>
<td>EDC 598 Case Formu, Tx, Meds</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 577 Clinical Agency Practicum</td>
</tr>
<tr>
<td>EDC 574 Group Counseling</td>
</tr>
<tr>
<td>EDC 572 Career Counseling</td>
</tr>
<tr>
<td>EDC 571 Psych. &amp; Ed. Assessment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 600 Full-time Internship</td>
<td>EDC Elective</td>
</tr>
<tr>
<td>EDC 615 Research Techniques</td>
<td>EDC Substance Abuse Elective</td>
</tr>
<tr>
<td></td>
<td>EDC 589 Family &amp; Couples</td>
</tr>
</tbody>
</table>
### CMHC: Summer Start

<table>
<thead>
<tr>
<th>Summer Semester</th>
<th>Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 570 Intro to Prof. Coun. (w/EDC560)</td>
<td>EDC 579 Social &amp; Cultural Found</td>
</tr>
<tr>
<td>EDC 573 Counseling Theory</td>
<td>EDC 593 Lifespan Development</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 575 Pre-Practicum</td>
<td>EDC 571 Psych. &amp; Ed. Assessment</td>
</tr>
<tr>
<td>EDC 597 Psychopathology</td>
<td>EDC Elective</td>
</tr>
<tr>
<td>EDC 568 Principles of Mental H.</td>
<td>EDC Elective</td>
</tr>
<tr>
<td>EDC 589 Family and Couples Coun</td>
<td>EDC Elective</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 598 Case Formulation, Tx, Meds</td>
<td>EDC 600 Internship</td>
</tr>
<tr>
<td>EDC 577 Clinical Agency Practicum</td>
<td>EDC Substance Abuse Elective</td>
</tr>
<tr>
<td>EDC 615 Research Techniques</td>
<td>EDC Elective</td>
</tr>
<tr>
<td>EDC 572 Career Counseling</td>
<td>EDC Elective</td>
</tr>
</tbody>
</table>

### CMHC: Three Classes per semester

<table>
<thead>
<tr>
<th>Fall Start:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
</tr>
<tr>
<td>EDC 570 Intro to Prof. Coun. (w/EDC560)</td>
</tr>
<tr>
<td>EDC 573 Counseling Theory</td>
</tr>
<tr>
<td>EDC 593 Lifespan Development</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 571 Psych. &amp; Ed. Assessment</td>
</tr>
<tr>
<td>EDC Elective</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 575 Pre-Practicum</td>
<td>EDC 577 Clinical Agency Practicum</td>
</tr>
<tr>
<td>EDC 589 Family &amp; Couples Coun</td>
<td>EDC 615 Research Techniques</td>
</tr>
<tr>
<td>EDC 598 Case Formulation, Tx, Meds</td>
<td>EDC 572 Career Counseling</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Semester</th>
<th>Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 574 Group Counseling</td>
<td>EDC 600 Internship</td>
</tr>
<tr>
<td>EDC Elective</td>
<td>EDC Substance Abuse Elective</td>
</tr>
<tr>
<td>EDC Elective</td>
<td>EDC Elective</td>
</tr>
</tbody>
</table>
### CMHC: Three Classes per semester-

#### Spring Start:

**Spring Semester**

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

**Summer Semester**

- EDC 579 Social & Cultural Found
- EDC 597 Psychopathology

#### Fall Semester

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

#### Spring Semester

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

#### Summer Semester

- EDC 615 Research Techniques
- EDC 571 Psych. & Ed. Assessment
- EDC Elective

#### Fall Semester

- EDC 589 Family & Couples
- EDC Substance Abuse Elective
- EDC Elective

#### Spring Semester

- EDC 600 Internship
- EDC Elective
- EDC Substance Abuse Elective

---

### CMHC: Three Classes per Semester-

#### Summer Start:

**Summer Semester**

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

**Fall Semester**

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

**Spring Semester**

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

**Summer Semester**

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

**Fall Semester**

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

**Spring Semester**

- EDC 600 Internship
- EDC Elective
- EDC Elective
## Recommended Sequence of Studies: CMHC & SC(FT)--Dual

### Fall Start:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 570 Intro to Prof. Coun. (w/EDC560)</td>
<td>EDC 575 Pre-Practicum</td>
</tr>
<tr>
<td>EDC 593 Lifespan Development</td>
<td>EDC 572 Career Counseling</td>
</tr>
<tr>
<td>EDC 579 Social &amp; Cultural Found.</td>
<td>EDC 597 Psychopathology</td>
</tr>
<tr>
<td>EDC 573 Counseling Theory</td>
<td>EDC 568 Principles of Mental H.</td>
</tr>
<tr>
<td>EDC 577 Clinical Agency Practicum</td>
<td>EDC 576 School Practicum</td>
</tr>
<tr>
<td>EDC 571 Psych. &amp; Ed. Assessment</td>
<td>EDC 615 Research Techniques</td>
</tr>
<tr>
<td>EDC 598 Case Formulation, Tx, Meds</td>
<td>EDC 589 Family &amp; Couples</td>
</tr>
<tr>
<td>EDC 567 Principles of School Counseling</td>
<td>EDC 574 Group Counseling</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 603 School Internship (FT)</td>
<td>EDC 600 Mental Health Internship (FT)</td>
</tr>
<tr>
<td>EDC Substance Abuse Elective</td>
<td>EDC 590 Managing School Couns.</td>
</tr>
</tbody>
</table>

### Spring Start:

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 570 Intro to Prof. Coun. (w/EDC560)</td>
<td>EDC 593 Lifespan Development</td>
</tr>
<tr>
<td>EDC 573 Counseling Theory</td>
<td>EDC 579 Social &amp; Cultural Found.</td>
</tr>
<tr>
<td>EDC 597 Psychopathology</td>
<td>EDC 575 Pre-Practicum</td>
</tr>
<tr>
<td>EDC 568 Principles of Mental H.</td>
<td>EDC 598 Case Formu, Tx, Meds</td>
</tr>
<tr>
<td>EDC 577 Clinical Agency Practicum</td>
<td>EDC 615 Research Techniques</td>
</tr>
<tr>
<td>EDC 567 Principles of School Counseling</td>
<td>EDC 589 Family &amp; Couples</td>
</tr>
<tr>
<td>EDC 572 Career Counseling</td>
<td>EDC 576 School Practicum</td>
</tr>
<tr>
<td>EDC 571 Psych. &amp; Ed. Assessment</td>
<td>EDC 574 Group Counseling</td>
</tr>
<tr>
<td>EDC 603 Full-time School Intern</td>
<td>EDC 600 FT Mental Health Intern</td>
</tr>
<tr>
<td>EDC 615 Research Techniques</td>
<td>EDC 590 Managing School Coun.</td>
</tr>
<tr>
<td>EDC Substance Abuse Elective</td>
<td></td>
</tr>
</tbody>
</table>
AVAILABILITY OF COURSES

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 classes may be scheduled during the day, unlike Fall and Spring courses that are scheduled after 4:30 pm. Be sure to be in close communication with your advisor, so that you are not in a situation where completion of your program is in jeopardy due to a scheduling problem.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Courses (Both Programs):</strong></td>
<td></td>
</tr>
<tr>
<td>EDC 570 Introduction to Professional Counseling &amp; Ethics</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>Done with EDC 560 Child Abuse Prevention</td>
<td></td>
</tr>
<tr>
<td>EDC 593 Lifespan Development</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>EDC 579 Social and Cultural Issues in Counseling</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>EDC 573 Counseling Theories</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>EDC 589 Family and Couples Counseling</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>EDC 574 Group Counseling</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>EDC 571 Psychological and Educational Assessment</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>EDC 572 Career Counseling</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>EDC 597 Psychopathology</td>
<td>Spring, Summer</td>
</tr>
<tr>
<td>EDC 615 Research Techniques</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>EDC 575 Pre-Practicum Helping Skills</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td><strong>School Counseling Courses (beyond core):</strong></td>
<td></td>
</tr>
<tr>
<td>EDC 567 Principles of School Counseling</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>EDC 576 School Practicum</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>Done with EDC 566 School Violence Prevention</td>
<td></td>
</tr>
<tr>
<td>EDC 603 (FT), 604 (PT), 605 (PT) Internships</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td><strong>Mental Health Counseling Courses (beyond core):</strong></td>
<td></td>
</tr>
<tr>
<td>EDC 568 Principles of Community Mental Health Counseling</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>EDC 577 Clinical Practicum (Agency)</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td><strong>CHOOSE ONE:</strong></td>
<td></td>
</tr>
<tr>
<td>EDC 585 Chemical Dependency and Rehabilitation OR</td>
<td>Spring</td>
</tr>
<tr>
<td>EDC 586 Physiological &amp; Psychological Aspects of Sub. Abuse</td>
<td>Fall</td>
</tr>
<tr>
<td>EDC 598 Case Formulation, Tx Planning, and Psychopharmacology</td>
<td>Fall</td>
</tr>
<tr>
<td>EDC 600 Internship (FT)</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td>EDC 601 and 602 Internship (half-time over 2 semesters)</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td><strong>Advanced Study for Permanent Certification (NYS School Counseling—not required in Mental Health):</strong></td>
<td></td>
</tr>
<tr>
<td>EDC 590 Managing School Counseling Programs</td>
<td>Summer</td>
</tr>
<tr>
<td>EDC 587 Schools Based Prevention &amp; Intervention Models OR one of the following *Choose from EDC 585 Chemical Dependency and Rehabilitation</td>
<td>Summer</td>
</tr>
<tr>
<td>following:</td>
<td></td>
</tr>
<tr>
<td>OR EDC 586 Physiological &amp; Psychological Aspects of Sub. Abuse</td>
<td>Fall</td>
</tr>
</tbody>
</table>


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 (570 & 573 Concurrent)
EDC 571 Psychological and Educational Assessment (570 Concurrent)
EDC 572 Career Counseling (570 Concurrent)
EDC 597 Psychopathology (570 Concurrent)
EDC 615 Research Techniques (570 & 571 Prerequisite)
EDC 575 Pre-Practicum Helping Skills (570 & 573 Prerequisite)

School Counseling Specialization
EDC 567 Principles of School Counseling (570 Prerequisite)
EDC 576 School Practicum (567 & 575 Prerequisite)
EDC 566 School Violence Prevention (no credit co-requisite “lab” done within EDC 576)
EDC 603 Internship (full time) (576 Prerequisite)
OR
EDC 604 Internship (part time) (576 Prerequisite)
and 605 Internship (half time over 2 semesters) (604 Prerequisite)

School Counseling Certificate of Advanced Study (for permanent certification in NYS ~ generally done after graduation)
EDC 590 Managing School Counseling Programs (604 or 603 Prerequisite)

Mental Health Counseling Specialization
EDC 568 Principles of Community Mental Health Counseling (570 Prerequisite)
EDC 577 Clinical Practicum (Agency) (568 & 575 Prerequisite)
EDC 598 Case Formulation, Tx Planning, and Psychopharmacology (597 Prerequisite)
EDC 600 Internship (full time) (577 Prerequisite)
OR
EDC 601 (577 Prerequisite)
and 602 Internship (half time over 2 semesters) (601 Prerequisite)

NOTE: In rare and unique circumstances requisite courses may be waived. A case must be made with your adviser.