

**Board of Clinical Social Work, Marriage and Family Therapy,
and Mental Health Counseling**



**MENTAL HEALTH COUNSELING
EDUCATION WORKSHEET FOR EXAMINATION**

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Name: _____

If the program you graduated from was not accredited by the Council for Accreditation of Counseling and Related Education Programs (CACREP) **or** if the program you graduated from was a CACREP accredited program that was not mental health counseling, then **sections 1, 2, and 3 apply to you.** (There are CACREP accredited programs in community counseling; marital, couple, and family counseling; and school counseling, for example.) If you graduated from a CACREP **mental health counseling program**, then **only section 4** applies to you.

1. GENERAL INFORMATION

Your overall degree program must be a minimum of 60 semester hours or 80 quarter hours. Within the degree program, you'll be required to complete three semester hours or four quarter hours of individualized graduate level coursework at an accredited institution in each of the content areas listed below. Course numbers and titles should be listed as they appear on your official transcripts. **If the course title on your transcript does not clearly identify the content of the coursework, a course description or syllabus will be required.**

2. COURSEWORK VERIFICATION

You must indicate below the graduate level course you completed that satisfies the education requirement in the specific content area. You must have a minimum of three semester hours or four quarter hours to satisfy each content area.

Content Area	School Name	Course Number	Course Title	Credit Hours
<i>Counseling Theories and Practice</i>				
<i>Human Growth and Development</i>				
<i>Diagnosis and Treatment of Psychopathology</i>				
<i>Human Sexuality</i>				
<i>Group Theories and Practice</i>				
<i>Individual Evaluation and Assessment</i>				
<i>Career and Lifestyle Assessment</i>				
<i>Research and Program Evaluation</i>				
<i>Social and Cultural Foundations</i>				
<i>Substance Abuse</i>				
<i>Legal, Ethical, & Professional Standards</i>				



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3. UNIVERSITY-SPONSORED SUPERVISED CLINICAL PRACTICUM, INTERNSHIP OR FIELD EXPERIENCE

You must complete at least 700 hours of university-sponsored supervised clinical practicum, internship, or field experience that includes at least 280 hours of direct clinical services as required in the accrediting standards of CACREP for mental health counseling programs.

The accrediting standards of CACREP for these hours are:

- At least 280 of these hours must be in direct service with actual clients that contributes to the development of counseling skills, including experience leading groups
- An average of one hour per week of individual and/or triadic supervision
- The opportunity for the applicant to become familiar with a variety of professional activities and resources in addition to direct service (e.g., record keeping, assessment instruments, supervision, information and referral, in-service and staff meetings)
- The opportunity for the applicant to develop program-appropriate audio/video recordings for use in supervision or to receive live supervision of the applicant's interactions with clients
- Evaluation of the applicant's counseling performance throughout the practicum/internship, including a formal evaluation after the completion of the practicum/internship hours

An official of the school (Dean, Department Chair) which awarded your graduate degree must provide a letter **on university letterhead** verifying that the supervised practicum/internship was completed in accordance with CACREP standards. **The practicum letter should also include the following:**

- a. Course Title(s) of Practicum/Internship/Field Experience
- b. Course Number(s)
- c. School or Site Where Experience was Completed
- d. Dates of Practicum/Internship or Field Experience
- e. Total Number of Clock Hours Completed
- f. Total Number of Direct Client Service Hours Completed

This requirement may be met by supervised practice experience which took place outside the academic arena that met the CACREP standards and was under the supervision of a qualified supervisor or the equivalent.

4. GRADUATE OF A CACREP MENTAL HEALTH COUNSELING PROGRAM

If you graduated from a **mental health counseling program** accredited by CACREP, your overall degree program must be a minimum of 60 semester hours or 80 quarter hours, including a course in human sexuality and a course in substance abuse.

Indicate below the graduate level course you completed that satisfies the two specific content areas. You must have a minimum of three semester hours or four quarter hours in each content area.

Content Area	School Name	Course Number	Course Title	Credit Hours
Human Sexuality				
Substance Abuse				

Submit worksheet with your application.