



# PROFESSIONAL COUNSELING HANDBOOK

*PREPARING STUDENTS TO BECOME LICENSED PROFESSIONAL COUNSELORS*

*\* All policies & procedures contained in this handbook are subject to change at any time and without prior notice. Last modified: June 21, 2023.*

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## PROFESSIONAL COUNSELING HANDBOOK

### *PREPARING STUDENTS TO BECOME LICENSED PROFESSIONAL COUNSELORS*

#### **Introduction**

Amberton University is designed exclusively for the mature, working adult who seeks to benefit from the richness of a relevant, educational experience. The adult who attends Amberton University will find the atmosphere similar to that of professional schools of law, medicine, and engineering. At Amberton University, the student is exposed to a diverse group of working adults who share interests and ideas. Amberton University's desire is to equip its students with the practical knowledge, tools, and character necessary to cope effectively in the situations and challenges that lie ahead. In short, Amberton University educates for lifelong learning.

#### **Professional Counseling Program Description**

The Master of Arts in Professional Counseling is designed for persons interested in becoming a Licensed Professional Counselor (LPC) in the State of Texas. The degree prepares graduates to work with individuals, couples, families, and groups in community, social service, religious, and private practice settings. The curriculum is comprised of sixty (60) graduate hours and includes a minimum of 300 practicum hours. ***No student may enroll in a practicum course without completing all other degree requirements.\*\**** Students who complete the program meet the academic requirements for becoming Licensed Professional Counselors (LPC) in the State of Texas.\* ***The PROGRAM is offered in the campus-based, classroom, lecture mode only; however, some classes are offered via distance learning.***

#### **The minimum requirements for a Master of Arts in Professional Counseling are:**

- 48 semester hours applicable to the degree must be completed at Amberton University.
- 60 semester hours are required for a degree.
- A minimum cumulative grade point average (GPA) of 3.00 is required.

\* **PLEASE NOTE:** *Students who complete the Amberton University Master of Arts in Professional Counseling meet the academic requirements for becoming Licensed Professional Counselors in the State of Texas. Students should carefully review the current state requirements for changes and updates. The Texas State Board of Examiners of Professional Counselors provides clear guidelines and requirements to apply for a new licensure. Questions regarding licensure should be directed to the Texas State Board of Examiners of Professional Counselors.*  
<http://www.bhec.texas.gov/index.html>

\*\* In preparation for student selection of a practicum site for the practicum field experience, Counseling Faculty recommends that students begin familiarizing themselves with counseling opportunities available in the mental health community early in the program. Volunteering at a community agency that provides mental health services is an excellent way to learn about services that are offered and sometimes leads to a practicum site later when the student is ready to make a selection.

**MASTER OF ARTS - PROFESSIONAL COUNSELING DEGREE PLAN**

**I. Required Graduate Studies: 3 hours**

RGS6035 Theory & Application of Research Methods..... 3 hours

**II. Major Requirements: 54 hours**

CSL6740 Counseling Ethics ..... 3 hours  
 CSL6780 Professional Counseling ..... 3 hours  
 CSL6782 Theories & Methods in Counseling ..... 3 hours  
 CSL6765 Crisis Counseling ..... 3 hours  
 CSL6801 Life Span Development ..... 3 hours  
 CSL6796 Adult & Geriatric Psychopathology & Treatment ..... 3 hours  
 CSL6803 Career Counseling & Guidance ..... 3 hours  
 CSL6800 Counseling Assessment ..... 3 hours  
 CSL6798 Child & Adolescent Psychopathology & Treatment ..... 3 hours  
 CSL6805 Group Counseling & Therapy ..... 3 hours  
 CSL6825 Marriage & Family Therapy ..... 3 hours  
 CSL6770 Advanced Counseling Ethics ..... 3 hours  
 CSL6832 Multicultural Counseling ..... 3 hours  
 CSL6760 Addiction Counseling ..... 3 hours  
 CSL6830 Advanced Counseling Skills & Techniques ..... 3 hours  
 CSL6839 Pre-Practicum Professional Counseling ..... 3 hours  
 CSL6840 Practicum I ..... 3 hours  
 CSL6845 Practicum II ..... 3 hours

**III. Counseling Elective: 3 hours**

**Total: 60 hours**

## Course Schedule Recommendations

Students may take courses in any order with the exception of CSL6839, CSL6840, and CSL6845. The Counseling Faculty of Amberton University recommends the following progression of courses.

Course
<b>TIER ONE</b>
RGS6035 Research Methods
CSL6740 Counseling Ethics
CSL6780 Professional Counseling
CSL6765 Crisis Counseling
<b>TIER TWO</b>
CSL6782 Theories & Methods of Counseling
CSL6803 Career Counseling & Guidance
CSL6825 Marriage & Family Therapy
CSL6832 Multicultural Counseling
CSL6805 Group Counseling & Therapy
CSL6801 Life Span Development
<b>TIER THREE</b>
CSL6800 Counseling Assessment
CSL6796 Adult/Geriatric Psychopathology & Treatment
CSL6798 Child/Adol. Psychopathology & Treatment
CSL6830 Advanced Counseling Skills & Techniques
CSL6760 Addiction Counseling
<b>TIER FOUR (to be taken sequentially in this tier)</b>
CSL6839 Pre-Practicum
CSL6840 Practicum I
CSL6845 Practicum II

<b>CSL Elective List (to be updated as new courses are developed)</b>
CSL6720 Christian Counseling
CSL6730 Family Life Ministry
CSL6745 School Counseling Ethics
CSL6779 Counseling in Schools
CSL6785 Trauma Counseling
CSL6792 Couples Therapy
CSL6794 Principles and Methods of Sex Therapy
CSL6833 Counseling Children and Adolescents
CSL 6837 Strategies for Behavioral Intervention

## Course Descriptions

Current course descriptions are available in the University's Catalog. The catalog is available on the University's website:

<https://amberton.edu/forms-and-publications/>

## What Is a Licensed Professional Counselor?

People who become licensed professional counselors are qualified to work as counselors providing mental health and substance abuse care to their clients. They have learned to work with individuals, couples, families, and groups addressing emotional, mental, and behavioral disorders. A large percentage of people working in community mental health centers and agencies are LPCs. LPCs also sometimes work with active-duty military personnel, their families, and veterans. Professional counselors carry out a wide range of tasks, including diagnosing and treating mental and emotional disorders, using specialized techniques to help prevent such disorders, consulting services for individuals, couples, families, or organizations, and researching new treatment modalities.

## What Are the Requirements?

Becoming a licensed professional counselor requires a significant educational commitment. A master's or doctorate degree in counseling from an accredited university and state licensure are required to practice professionally in the state of Texas. Amberton University's Master of Arts in Professional Counseling meets the education requirements set forth by the Texas State Board of Professional Counselors.

## **Admission Requirements**

Students desiring to be admitted to the Master of Arts in Professional Counseling must meet the graduate admission requirements as stated in the current Amberton University Catalog in addition to any specific program admission standards.

## **Effect of Criminal History on Licensure**

Having a criminal history may prevent individuals from becoming licensed. If you have reason to believe that you may be ineligible for licensure in the state of Texas as a Licensed Professional Counselor due to a conviction or deferred adjudication for a felony or misdemeanor offense, you are strongly encouraged to request a Criminal History Evaluation. Visit the Texas Department of Health Services Criminal History page for more information:

<https://dshs.texas.gov/emstraumasystems/qicriminal.shtm>

# ***Master of Arts Professional Counseling — CPCE Information***

Beginning in the Fall 2023 session, students who are enrolled in the Professional Counseling degree program must successfully pass the Counselor Preparation Comprehensive Examination (CPCE) practice exam. The main purpose for this change is to give students the opportunity to take a practice exam while enrolled in the program to increase the likelihood of successfully passing the state exam on their initial attempt. The Counselor Preparation Comprehensive Examination (CPCE) is designed to measure a student's level of mastery of the requisite knowledge and skills identified by the Council for Accreditation of Counseling for the preparation of professional counselors. The Counseling Portfolio currently submitted to the faculty in CSL6839 Pre-Practicum course will be replaced by the CPCE practice exam.

## **Counselor Preparation Comprehensive Examination (CPCE) Information**

The CPCE is a national examination established and regulated by the Center for Credentialing and Education (CCE). The practice exam will assess a student's knowledge of counseling to ensure minimum competence before advancing to the Clinical Practicum Program. Taking this practice exam will give students the opportunity to become familiar with the format of the test questions and will provide an indication of their readiness for the actual exam.

Students may register and take the exam after completing a minimum of 30 hours with a 3.0 grade point average and good standing in their program. The exam covers eight common core areas that are all highly relevant to the field of professional counseling. There are 20 questions in each section. The courses indicated below must be completed prior to being eligible to take the CPCE.

The minimum passing score on the exam will be set by the Counseling Faculty and Administration of Amberton University. Currently, the passing score for the CPCE is 66% or 89 out of 136 questions. Students taking the CPCE will receive a raw score report after they have completed the exam via the CPCE-OnVue format. The raw score report will be uploaded to their Pearson Vue account within 24-48 hours after taking the practice exam. Students must send a copy of the results to the University's Campus Coordinator, Dr. Ken Johnson, at KJohnson@Amberton.edu.

Students may take the exam as often as necessary to achieve a passing score. It is imperative that students sign up for the exam during the sign-up period. The cost of the exam is \$150.00. This fee is not set by, or paid to, Amberton University. Failure to do so could result in students NOT being able to sit for the exam during their desired timeframe. **Note: It takes approximately 45 days for students to get registered** to take the CPCE. Students should be aware that the sign-up dates for this exam will be strictly enforced. Students will submit the [CPCE Request Form](#) to the University in order to sign up for the exam. Unless otherwise noted, the deadlines to sign-up for the exam are:

- September 21, 2023
- December 14, 2023
- March 21, 2024.

Students will take the exams online from their personal computers. The CPCE exam is taken via the Pearson On-Vue (Web Administration): Administered remotely to the examinee. The exam dates, times, and proctors are selected by Pearson Vue. Students who need special accommodations must take the exam at a testing site monitored by Pearson. **Students must register for the CPCE practice exam 45 days prior to testing.**

The CPCE practice exam is 240 minutes in length; 15 minutes to complete the NDA (Nondisclosure Agreement) and the Exam Tutorial, and 225 minutes for the exam seat time. The CPCE practice exam contains 160 multiple-choice questions, though only 136 of the questions will count toward your final score. You will be given 3 hours and 45 minutes to complete the exam.

### **Professional Counseling Degree Requirement:**

- All students must take and pass the CPCE practice exam and earn a score of 66% **prior** to enrolling in CSL6839 Pre-Practicum.
- Students can take the exam after successfully completing 30 hours of required curriculum. Please see below for details.
- For the CPCE exam, students have a 6-month window with 3 attempts within the six-month period. If students need to retake the CPCE after the first attempt, they have 2 additional attempts within their 6-month window. Each attempt requires a **\$150.00** payment (not set by or paid to the University).



- The Counseling Faculty will develop a remediation plan for students who have difficulty passing the CPCE.
- To enroll for the practice exam, you must be approved by the University and follow the instructions emailed to you by NCE (at the email address provided in the [CPCE Request Form](#)).
- If you have questions concerning the CPCE exam, or the process, please contact the Campus Coordinator at [KJohnson@Amberton.edu](mailto:KJohnson@Amberton.edu).

### **Courses Required to be Completed for CPCE Eligibility**

- **Theories and Methods of Counseling (CSL6782)**

These questions assess your knowledge of the philosophical and theoretical bases of the helping process. Emphasis is placed on understanding the major counseling theories, basic helping skills, and applications to diverse populations. Techniques and methods from each counseling perspective will be demonstrated and practiced under faculty supervision. A major focus is on the application of the theories and methods of individual, group, and family counseling in schools and mental health settings. This also includes professional, ethical, and legal issues specific to the counseling and guidance process.

- **Professional Counseling (CSL6780)**

These questions assess your knowledge of the history and philosophy of the counseling profession, the role of the counselor advocating on behalf of the profession, current labor market information, technology's impact on the counseling profession, and selfcare strategies appropriate to the counselor role.

- **Multicultural Counseling (CSL6832)**

These questions assess your knowledge of theories and models of multicultural counseling, effects of power and privilege for counselors and clients, help-seeking behaviors of diverse clients, and strategies for identifying and eliminating barriers and prejudices.

- **Life Span Development (CSL6801)**

These questions assess your knowledge of theories of learning, theories of abnormal personality development, effects of crises, etiology of addictions and addictive behaviors, and differing abilities and strategies for differentiated interventions.

- **Career Counseling and Guidance (CSL6803)**

These questions assess your knowledge of strategies for career development program planning, models of career development, ethical and culturally relevant strategies for addressing career development, and facilitating client skill development for career planning and management.

- **Advanced Counseling Skills & Techniques (CSL6830)**

These questions assess your knowledge of counseling theories and models, conceptualizing clients using a systems approach, processes for aiding students in developing a personal model of counseling, and case conceptualization skills.

- **Group Counseling & Therapy (CSL6805)**

These questions assess your knowledge of designing and facilitating groups, therapeutic factors, dynamics associated with group process, and approaches to group formation.

- **Counseling Assessment Techniques (CSL6800)**

These questions assess your knowledge of reliability and validity in assessments, procedures for identifying trauma and abuse, assessing risk of aggression or danger, environmental assessments, and preparing for initial assessment meetings.

- **Research Methods (RGS6035)**

These questions assess your knowledge of evidence-based counseling practices, mixed research methods, analysis of data in counseling, statistical methods used in conducting research, and needs assessments.

- **Counseling Ethics (CSL6740)**

These questions are designed to assess your knowledge of how to function in the formal role of a professional practitioner. Major emphasis is placed upon ethical and legal issues, standards and conditions of preparation for the professions, and role identity matters. Models of decision-making are presented with emphasis on application in mental health settings.

## **CPCE Preparation and Study Materials**

Students should begin to prepare for the CPCE exam by participating in classes and reviewing class notes. Students are also encouraged to use a study guide for the CPCE/NCE practice exam.

It is recommended that students begin reviewing their course materials and preparing for the exam at least two to three months before they plan to take the exam.

Preparation material (study guides) will be available in various places, e.g., CSL course material, Counseling Handbooks, Moodle site, etc. Students are responsible for securing their own study guides for the exams. There is no official study guide for the CPCE practice exam.

Following are some recommendations for study guides for the CPCE practice exam:

- [\*\*Counselor Preparation Comprehensive Examination \(CPCE\): Exam Prep & Study Guide\*\*](#)
- [\*\*CPCE Secrets Study Guide\*\*](#)
- [\*\*NCE Practice Exam\*\*](#)

- [CPCE Flashcard Study System: CPCE Test Practice Questions & Exam Review for the Counselor Preparation Comprehensive Examination](#)

## Selecting a Practicum Site

Professional Counseling Students are responsible for obtaining their own practicum site(s). The Counseling Faculty recommends students begin looking for possible practicum opportunities no later than during their Tier Three courses (listed on page 3 of this handbook). It is suggested that the practicum site be obtained by the end of CSL6839 Pre-Practicum; it is mandatory that the practicum site be finalized by the first meeting of Practicum I. The practicum site must provide a “professional counseling” opportunity, and therefore, counseling in elementary, junior high (middle), and high schools will not count towards Professional Counseling Practicum hours unless pre-approved by the Counseling Faculty. Often students obtain practicum sites by volunteering in organizations that employ mental health professionals prior to the practicum experience. A mental health professional licensed in the state of Texas must be available to supervise the student on the selected practicum site. **Students may not meet existing or potential counseling clients on the premises of Amberton University for any reason.**

### NOTICE TO ALL PROFESSIONAL COUNSELING PRACTICUM STUDENTS:

The educational intent of the graduate practicum or graduate internship is to allow the student to practice in compliance with all applicable rules and laws. A student who is identified other than as prescribed in Texas law may be accused of practicing without a license, which is an ethical and criminal offense. If it is shown that the applicant attempted or conspired to commit a criminal violation of the Licensed Professional Counseling Act, the Council may deny an application for a license.

Students are ***strongly discouraged*** from completing a practicum at a site that advertises them on their website or any other social media platform. Please be aware that Amberton University does not endorse this practice. Students that engage in this practice could be found guilty of practicing without a license which is both an ethical violation and a potential criminal offense. Amberton University will not offer a defense for a student getting into trouble with the LPC Board for such an infraction. Please read the following information received directly from the LPC Board.

*Please see, Texas law found in Title 3 of the Texas Occupations Code (3 TOC), [Chapter 503](#) (the Licensed Professional Counselor Act), which includes but may not be limited to:*

#### Sec. 503.301. LICENSE REQUIRED.

A person may not engage in the practice of professional counseling unless the person is:  
(1) licensed under this chapter; or  
(2) exempt from this chapter under Subchapter B.

#### Sec. 503.052. COUNSELOR INTERN.

chapter does not apply to an activity or service of a student, intern, or trainee in counseling pursuing a course of study in counseling in a regionally accredited

institution of higher education or training institution if:

- (1) the activity or service is a part of the supervised course of study; and
- (2) the person is designated as a "counselor intern."

Sec. 503.452. CRIMINAL OFFENSES.

(a) A person commits an offense if the person knowingly:

(1) engages in the practice of professional counseling without holding a license under this chapter;

(2) represents the person by the title "Licensed Professional Counselor" or "Licensed Counselor" without holding a license under this chapter;

(3) represents the person by the title "Licensed Professional Counselor -- Art Therapist," "Art Therapist," or by the initials "L.P.C. -- A.T." or "A.T." without:

(A) holding a license with a specialization in art therapy under Section 503.303; or

(B) holding a license under Section 503.309; or

(4) uses any title, words, letters, or abbreviations that imply that the person is licensed under this chapter if the person is not licensed under this chapter.

(b) An offense under this section is a Class B misdemeanor.

*Please see rules, found in Title 22 of the Texas Administrative Code, which include but may on not be limited to:*

[§882.42](#) Ineligibility Due to Criminal History

(a) The Council may revoke or suspend a license, disqualify a person from receiving or renewing a license, or deny a person the opportunity to be examined for a license due to a felony or misdemeanor conviction, or a plea of guilty or nolo contendere followed by deferred adjudication, if the offense:

(3) directly relates to the duties and responsibilities of a licensee.

(b) In determining whether a criminal conviction directly relates to the duties and responsibilities of a licensee, the agency shall consider the factors listed in §53.022 of the Occupations Code. Each member board shall determine which crimes are directly related to the duties and responsibilities of its licensees.

(c) If the agency determines that a criminal conviction directly relates to the duties and responsibilities of a licensee, the agency must consider the factors listed in §53.023 of the Occupations Code when determining whether to suspend or revoke a license, disqualify a person from receiving a license, or deny a person the opportunity to take a licensing examination. It shall be the responsibility of the applicant or licensee to provide documentation or explanations concerning each of the factors listed in the law. Any documentation or explanations received will be considered by the agency when deciding whether to suspend or revoke a license, disqualify a person from receiving a license, or deny a person the opportunity to take a licensing examination.

**FOR LPCs**

[§681.164](#) Licensing of Persons with Criminal Convictions

(a) The following felonies and misdemeanors directly relate to the duties and responsibilities of a licensee:

(4) any criminal violation of Chapter 503 (Licensed Professional Counselor Act) of the

Occupations Code;

(14) any attempt, solicitation, or conspiracy to commit an offense listed herein.

FYI: The Council provides an easily searched courtesy copy of the current rules in its [Consolidated Rulebook for Professional Counseling](#) and [Consolidated Rulebook for Marriage and Family Therapy](#) on its [Statutes and Rules webpage](#). The *Consolidated Rulebooks* are updated shortly after a new or revised rule is adopted. The Texas Secretary of State maintains the official version of the rules on its website for [Title 22 of the Texas Administrative Code, Parts 35 and 41](#).

PLEASE NOTE: Rules and procedures are subject to change. You may wish to subscribe to Email Updates from the Board. The Email Updates include notice of board meetings, proposed rule changes, and notice of newly adopted rules, as well as other significant operational changes. To subscribe, complete the form on the [Email Updates webpage](#); then follow the prompts and instructions to complete the subscription confirmation process.

Students who desire for their practicum experience to occur in a hospital setting should have the hospital submit contract materials to the Amberton University Business Office for review to determine if arrangements can be made between the facility and Amberton University no later than the beginning of the session in which they enroll in CSL6839 Pre-Practicum.

The list below is a sample of previous practicum sites used by Amberton Professional Counseling students. This list is not inclusive of all practicum sites used by Amberton students and should not be considered a guarantee of a practicum site by the agencies listed below. Applications, vitas, and interviews are generally required when applying for a practicum site.

Allen Counseling Associates  
Allen, TX

Sigma Counseling  
Carrollton, TX

Regenesis Counseling Center  
Cleburne, TX

Family Connections Counseling  
Colleyville, TX

Christian Works for Children  
Dallas, TX

Contact Crisis Line  
Dallas, TX

The Gaston House  
Dallas, TX

Metrocare Services  
Dallas, TX

Salvation Army Domestic Violence  
Dallas, TX

Southwest Behavioral Systems, Inc.  
Dallas, TX

Suicide Crisis Center  
Dallas, TX

Millwood Hospital  
Arlington, TX

Soul Care  
Fort Worth, TX

Family Tree Counseling  
Plano, TX

Frisco Counseling and Wellness  
Frisco, TX

Richland Oaks Counseling Center  
Richardson, TX

Rockwall County Detention Center  
Rockwall, TX

Taft Counseling Center  
Wichita Falls, TX

Unlocking Fortitude, PLLC  
Plano, TX

Legacy Counseling Center  
Dallas, TX

Counseling Institute of Texas, Inc.  
Garland, TX

Medical City McKinney  
McKinney, TX

Thrive Women's Clinic  
Dallas, TX

Sante Center for Healing  
Plano, TX

Carrollton Springs  
Carrollton, TX

University of Texas Health Science  
Center  
Dallas, TX

Homeward Bound, Inc.  
Dallas, TX

Elledge Counseling Associates  
Red Oaks, TX

Chapter House Counseling Center  
Richardson, TX

Community Counseling Associates  
Allen, TX

Excel Center Birth Choice  
Lewisville, TX

Dallas Life Foundation  
Dallas, TX

MedPro Treatment Centers  
McKinney, TX

Liferview Counseling  
Lewisville, TX

Phoenix Associates Counseling Services  
Arlington, TX

Paris Counseling Center  
Paris, TX

## Lab Fee for Practicum I/II

There is a lab fee for enrollment in Practicum I and Practicum II. The fee associated with each course can be found in the current edition of the Amberton University Schedule of Classes.

## Calculating Practicum Hours

During Practicum I and II, all students are required to maintain a log of practicum hours accrued. The hours are divided into three areas: Client Contact, Supervision, and Administrative. Client Contact is the time spent with clients either as the therapist or as a participant/observer of a therapy session and must total a minimum of 100 hours for both Practicums I and II. While Client Contact hours can be obtained via telephone or web-cam, at least half of the required hours **must** be face-to-face. Supervision is the time spent with the Supervisor of the practicum experience. Typically, Supervision involves discussing client issues and assisting the practicum student with any questions regarding counseling techniques or problems. Administrative hours involve the completion of paperwork, attendance of counseling CEU courses or lectures, counseling conferences, and Amberton University class time. Hours can only be accrued during the enrollment periods of the session and between sessions if Practicums I and II are taken without a break between session enrollments and if the practicum site approves the hours. (i.e.: If a student were enrolled in Practicum I during the spring session, took the summer session off, and enrolled in Practicum II during the fall session, practicum hours would **not** count between the end of the spring session and the beginning of the fall session. However, if a student enrolls in Practicum I for the summer session and Practicum II for the fall, hours acquired between the sessions would count toward practicum hours as long as the practicum site allows such hours.) **Students may not meet existing or potential counseling clients on the premises of Amberton University for any reason.**

Per state licensing requirements, a minimum of 300 total hours must be completed by the end of Practicum II. Below is the recommended breakdown for the minimum amount of hours:

### **Practicum I**

30-40	Client Contact Hours (or more, if possible)
10	Supervision Hours
60-70	Administrative Hours
+ 40	<u>Administrative Hours (Amberton Class Time)</u>
150	Total Hours

### **Practicum II**

60-70	Client Contact Hours
10	Supervision Hours
30-40	Administrative Hours
+ 40	<u>Administrative Hours (Amberton Class Time)</u>
150	Total Hours

## **Breakdown of Practicum Hours**

All practicum students must successfully complete two Practicum courses and at least 300 practicum hours. Students must complete a minimum of 100 hours of direct counseling contact across the two practicums. Students are awarded 40 indirect hours for each practicum completed. The remaining hours may be a combination of direct and indirect hours.

## **Graduation**

The fee and Application for Graduation must be submitted no later than the second Saturday of the session in which the student anticipates graduation to occur. The application can be located on the Amberton University website under Forms and Publications. The Graduation Fee can be found in the current Schedule of Classes.

Students who have applied for graduation during the fall and spring sessions should receive a letter by week five of the session in which the application for graduation has been submitted regarding the purchasing of regalia and other key dates to note for the graduation ceremony to be held at the end of those sessions.

## **Obtaining a Second Degree**

Upon completion of your initial degree, students who wish to obtain an additional degree at Amberton must complete and submit the "Request for Second Degree" form found on the Amberton University website and consult the current Academic Catalog for complete details.

## **Beyond Graduation**

***If the NCE WAS taken and passed prior to graduation***, graduates must submit a completed Score Verification Request and an official sealed transcript showing conferral of degree to the National Board for Certified Counselors (NBCC). (The request form is available at <https://www.nbcc.org/home>.)

Upon successful verification of the NCE, graduates will be able to submit an application for temporary licensure. Included with the application, graduates must also submit, the practicum documentation form (provided the last class of Practicum II), proof of passing the NCE, proof of passing the Jurisprudence Exam, the supervisory agreement form, official sealed graduate transcripts from all universities attended, and the application processing fee.

***If the NCE was NOT taken prior to graduation***, graduates must submit a completed TEXAS Licensure Examination Registration form, an official sealed transcript showing conferral of degree, and the exam fee to the National Board for Certified Counselors (NBCC). Processing of the registration form takes approximately four weeks from the time the exam fee has been processed. After notice is received that registration is complete, graduates will then be



able to schedule the NCE by following the directions given by the NBCC and AMP (the testing service).

Upon successful completion of the NCE, graduates will be able to submit an application for temporary licensure. Included with the application, graduates must also submit, the practicum documentation form (provided the last class of Practicum II), proof of passing the NCE, proof of passing the Jurisprudence Exam, the supervisory agreement form, official sealed graduate transcripts from all universities attended, and the application processing fee.

Note: Official transcripts with conferral of degree are typically available 2-3 weeks after the last day of the session in which the degree was completed.

### **Professional Counseling Forms**

For Professional Counseling Forms please see the current Professional Counseling Forms located in your Practicum Moodle courses.

### **References**

- National Board for Certified Counselors, P.O. Box 77699, Greensboro, NC 274177699, 336-547-0607, [www.nbcc.org](http://www.nbcc.org)
- Texas State Board of Examiners of Professional Counselors, Texas Behavioral Health Executive Council, 333 Guadalupe St. Tower 3, Room 900, Austin, Texas 78701, (512) 305-7700, <http://www.bhec.texas.gov/index.html>
- Texas State Board of Examiners of Marriage and Family Therapists, Texas Behavioral Health Executive Council, 333 Guadalupe St. Tower 3, Room 900, Austin, Texas 78701, (512) 305-7700, <http://www.bhec.texas.gov/index.html>

TEXAS BEHAVIORAL HEALTH EXECUTIVE COUNCIL  
TEXAS STATE BOARD OF EXAMINERS OF PROFESSIONAL  
COUNSELORS



Practicum Documentation Form

**PRACTICUM/GRADUATE INTERNSHIP DOCUMENTATION**

*Please type or print legibly.*

Name of Applicant: \_\_\_\_\_  
(Last) (First) (M.I.)

Applicant's Social Security Number: \_\_\_\_\_ — \_\_\_\_\_ — \_\_\_\_\_ DOB: \_\_\_\_\_

Name of agency or organization where practicum was completed: (One form per site)

\_\_\_\_\_

Course number of practicum/internship [as it appears on the graduate transcript] \_\_\_\_\_

University arranging practicum: \_\_\_\_\_

Date of counseling practicum/internship: From: \_\_\_\_\_ To: \_\_\_\_\_  
(mm/dd/yyyy) (mm/dd/yyyy)

1. Number of clock-hours of direct client counseling contact during practicum/internship: \_\_\_\_\_

2. Number of clock-hours of indirect client counseling contact during practicum/internship: \_\_\_\_\_

3. Total number of clock-hours awarded for referenced practicum/internship: \_\_\_\_\_

**Type(s) of counseling: (check all appropriate types)**

General \_\_\_ Marriage & Family \_\_\_ Group \_\_\_ Individual \_\_\_ Drug & Alcohol Abuse \_\_\_

Career & Vocational \_\_\_ Rehabilitation \_\_\_ Academic \_\_\_ Child & Adolescent \_\_\_

**Setting(s): (check all appropriate settings)**

Private Practice \_\_\_ School \_\_\_ Hospital \_\_\_ Volunteer \_\_\_ Univ. Counseling Center \_\_\_

Non-profit organization \_\_\_

Practicum/Internship Supervisor Name (print): \_\_\_\_\_

Supervisor Credentials/Title: \_\_\_\_\_ City, State: \_\_\_\_\_

I CERTIFY THE APPLICANT ABOVE SUCCESSFULLY COMPLETED THE COUNSELING PRACTICUM LISTED ABOVE, AND I AFFIRM THE INFORMATION GIVEN ON THIS FORM IS TRUE AND CORRECT.

**Practicum/Internship Supervisor or School Official Signature** \_\_\_\_\_

**Credentials, Title** \_\_\_\_\_

**Date** \_\_\_\_\_

**Mail to: TX BHEC TSBEPC, 333 Guadalupe, Ste. 3-900, Austin, TX 78701**

**Applicant Name:** \_\_\_\_\_

**Practicum Documentation Form**



Professional Counseling Degree Program

Program Handbook Signature Page

Email completed form to: [KJohnson@amberton.edu](mailto:KJohnson@amberton.edu)

\*\*\*\*\*

Date: \_\_\_\_\_

AUID: \_\_\_\_\_

Name: (Last, First) \_\_\_\_\_

As part Amberton University’s commitment to providing outstanding instruction in the Professional Counseling program, we have developed a handbook that outlines our policies, procedures, and expectations. The handbook is a valuable resource, ensuring clear transfer of information and consistent practices.

Please review the handbook contents carefully. Here you will find important program information as well as information about state licensure.

By signing below, you acknowledge that you have read and understand the Professional Counseling Handbook and the program requirements. Additionally, you confirm that you understand that the policies outlined within the handbook are subject to change, and you will be notified of any amendments or updates accordingly.

Please return the signed acceptance form to: [KJohnson@amberton.edu](mailto:KJohnson@amberton.edu)

Should you have any questions regarding any aspect of the handbook, please do not hesitate to reach out to your professors or the Division Chair: Dr. Ken Johnson at [KJohnson@amberton.edu](mailto:KJohnson@amberton.edu).

Your commitment to upholding the principles outlined in the Professional Counseling Handbook is greatly appreciated!

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*University Use Only\*\*\*\*\*

University Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_