CLINICAL MENTAL HEALTH COUNSELING
(Formerly Professional Counseling)

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: November 16, 2026***

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CLINICAL MENTAL HEALTH COUNSELING HANDBOOK

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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.

Clinical Mental Health Counseling Program Description

The Master of Arts in Clinical Mental Health 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 Clinical Mental Health 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 Clinical Mental Health 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 - CLINICAL MENTAL HEALTH 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 Orientation..... 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..... 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.

TIER ONE
RGS6035 Research Methods
CSL6740 Counseling Ethics
CSL6780 Professional Counseling Orientation
CSL6765 Crisis Counseling

TIER TWO
CSL6782 Theories & Methods of Counseling
CSL6803 Career Counseling & Guidance
CSL6825 Marriage & Family Therapy
CSL6832 Multicultural Counseling
CSL6805 Group Counseling & Therapy
CSL6801 Life Span Development

TIER THREE
CSL6800 Counseling Assessment
CSL6796 Adult/Geriatric Psychopathology & Treatment
CSL6798 Child/Adol. Psychopathology & Treatment
CSL6830 Advanced Counseling Skills & Techniques
CSL6760 Addiction Counseling
CSL6770 Advanced Counseling Ethics

TIER FOUR (to be taken sequentially in this tier)
CSL6839 Pre-Practicum
CSL6840 Practicum I
CSL6845 Practicum II

CSL Elective List (to be updated as new courses are developed)
CSL6720 Christian Counseling
CSL6730 Family Life Ministry
CSL6779 Counseling in Schools
CSL6785 Trauma Counseling
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://www.amberton.edu/current-students/forms/index.html

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 Clinical Mental Health 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 Clinical Mental Health 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 Clinical Mental Health Counseling — CPCE Information

Beginning in the Fall 2023 session, students who are enrolled in the Clinical Mental Health 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 previously 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 are welcome to take the exam at any time, however, they are strongly encouraged to take the exam after completing a minimum of 30 hours. Students must have a 3.0 grade point average and be in good standing with the University. 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 are recommended prior to taking 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 65% or 89 out of 136 questions. Students taking the CPCE will receive their score immediately after they have completed the exam at an approved Pearson testing site. Students must send a copy of the results to the University's Campus Coordinator, Dr. Ken Johnson, at KJohnson@Amberton.edu.

Students must wait 30 days after a failing score to retest. It is imperative that students sign up for the exam during the sign-up period. Failure to do so could result in students NOT being able to sit for the exam during their desired timeframe. The cost of the exam is set by the National Board for Certified Counselors (NBCC). This fee is not set by, or paid to, Amberton University. 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 deadline to sign up for the exam will be:

• Beginning Sign UP Date: March 5, 2026
Deadline Date: March 26, 2026

• Beginning Sign UP Date: June 4, 2026
Deadline Date: June 25, 2026

• Beginning Sign UP Date: September 3, 2026
Deadline Date: September 24, 2026

• Beginning Sign UP Date: November 26, 2026
Deadline Date: December 17, 2026

• Beginning Sign UP Date: February 25, 2027
Deadline Date: March 18, 2027

Students will take the exam in person at an approved Pearson testing site.

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. The CPCE exam consists of a combination of 3 and 4 response questions. You will be given 3 hours and 45 minutes to complete the exam.

Clinical Mental Health Counseling Degree Requirement:

All students must take and pass the CPCE practice exam and earn a score of 65% ***prior*** to enrolling in CSL6839 Pre-Practicum.

- Students can take the exam at any time; however, they are strongly encouraged to 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 2 attempts within the six-month period. Students are eligible to re-register after 30 days of taking the exam. If a student fails the second attempt, the student needs to contact the CPCE coordinator for approval of extension (new authorization). Each attempt requires a new payment (not set by or paid to the University).

- 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.

CPCE Required Steps:

- Apply for the CPCE Practice Exam by above deadline date.
    - Amberton will notify approved students via email **1-4 days after the above deadline dates** and forward them the directions for registering for the exam via the (NBCC-CCE) National Board for Certified Counselors-Center for Credentialing and Education.
- Per the NBCC-CCE instructions, register for the CPCE exam.
- Once approved for the CPCE Exam, students will be contacted by Pearson and will select a test date and time at an approved Pearson testing site.
- At the end of testing, students will immediately be given a score. Students must send a copy of the results to the University's Campus Coordinator, Dr. Ken Johnson, KJohnson@Amberton.edu

Courses Recommended to be Completed for CPCE Eligibility (The courses below are recommended by the faculty to be taken prior to enrolling for the CPCE exam. If students choose to disregard the courses recommended, they will do so at their own risk.)

- **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 Orientation (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

Clinical Mental Health 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 "Clinical Mental Health Counseling" opportunity, and therefore, counseling in elementary, junior high (middle), and high schools will not count towards Clinical Mental Health 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 <u>not</u> meet existing or potential counseling clients on the premises of Amberton University for any reason.**

NOTICE TO ALL CLINICAL MENTAL HEALTH 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 Clinical Mental Health 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 Clinical Mental Health 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 Clinical Mental Health 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 Clinical Mental Health 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 Clinical Mental Health 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.

Lifeologie Institute
3600 Shire Blvd., Suite 208
Richardson, TX 75082
214-556-0996 HDutcher@wefixbrains.com www.WeFixBrains.com
Therapy Works Counseling Services
Ana Marcela Rodriguez, MS, LMFT 972-695-3421 www.therapyworkscounseling.com

Lifeologie Cedar Hill
610 Uptown Blvd
Suite 4000
Cedar Hill, TX 75104 Phone:
469-575-0222

Lifeologie Counseling Dallas
3303 Lee Pkwy #102
Dallas, TX 75219
Phone: 214 357 4001

Healing & Recovery
860 Hebron Pkwy, Ste 1102
Lewisville, TX 75057
Phone: 972-878-8527

Denton County MHMR
Denton TX
Phone: 940-389-8152

Meltzer Counseling
1221 Abrams Road, Ste 326
Richardson, TX
Phone: 972-638-71 19

The Samaritan Inn
1514 N McDonald ST
McKinney, TX 76071
Phone: 972-542-5302

Children First Counseling Center
Grand Prairie, TX 75050
Phone: 972-264-0604

Lifeologie Midlothian
Midlothian, TX 76065
Phone: 469-575-0222

Apple Counseling
Plano, TX 75023
Phone: 214-663-9422

Embrace Counseling Services
Hickory Creek, TX 75065
Phone: 214-543-2970

Wellsprings Center for Counseling Services
Plano, TX 75075
Phone: 972-985-9579

Metrocare Services of Dallas
9708 Skillman St.
Phone: 214 221 5433

Children Works for Children, Dallas
5440 Harvest Hill Rd #40
Dallas, TX 75230
Phone: 972 960 9981

The Salvation Army Domestic Violence
Program in Dallas, TX
Phone: 214 424 7208

Milwood Hospital
Mental Health Clinic
1011 N. Cooper ST.
Arlington, TX
Phone: 817 261 3121

Sigma Counseling Services
1902 Country Club
Carrollton, TX 75006
Phone: 972 820 6299

Family Connections
5209 Heritage Ave #210
Colleyville, TX 6034
Phone: 817 545 7100

Kelley Akins, MS, LPC-S
Rockwell County Detention Center
Director of Behavioral Health
Office 972-204-7122
Cell 214-325-9343

Frisco Recovery Center
Frisco, TX 75024
Phone: 469-344-2010

Counseling Institute of Texas (CIT)
3200 Southern Drive
Garland, TX 75043
Phone: 972 271 4300

Carrollton Springs
2225 Parker Road
Carrollton, TX 75010
Phone: 242 4114

Chapter House Counseling Center
1771 International Parkway
Richardson, TX 75081
Phone: 972 567 4280

Excel Center-Lewisville, TX
401 N. Valley Parkway
Lewisville, TX 75067
Phone: 972 906 5522

Elledge Counseling Association
320 East Ovilla
Red Oaks, TX 75154
Phone: 972 268 3096

Birth Choice
8610 Greenville Ave. #200D
Dallas, TX 75243
Phone: 214 631 2402

Lifeview Counseling
751 Hebron Pkwy #320
Lewisville, TX 75057
Phone: 214 396 3648

Hopes Door New Beginning Center
Plano, TX
Phone: 972 276 0057

Bridging Harts Psychotherapy
203 Alma Drive
Allen, TX
Phone: 972 562 5002

Hickory Trail Hospital
2000 Old Hickory Trail
DeSoto, TX 75115
Phone: 972 298 7323

Legacy Counseling Center
4054Mckinney Ave. Ste. 102
Dallas, TX 75204
Phone; 214 520 6308

Community Enrichment Center
6250 NE Loop 820
North Richland Hills, TX 76180
Phone; 817 281 1164

University Behavioral Health of Denton
2026 W. University Dr.
Denton, TX 76201
Phone: 940 320 8100

Sante Center for Healing
914 Country Club Rd.
Argyle, TX 776226
Phone: 940 464 7222

Intentional Counseling
Frisco, TX 75034
Phone: 972-345-6788

Genesis Counseling Associates
Dallas, TX 75229
Phone: 214-350-2223

I Chose Change
Allen, TX 75002
Phone: 214-547-1318

Mending Broken Pieces
Desoto, TX 75115
Phone: 369-518-6034

Mind Above Matter
Arlington, TX
Phone: 817-447-3001

Benchmark Counseling
Dallas, TX
Phone: 972-267-1065

Richland Oaks Counseling Center
Ft. Worth, TX
Phone: 469-619-7622

North Texas Psychiatry & Psychotherapy
Denton, TX
Phone: 940-453-9074

Mosaic Family Services
Dallas, TX
Phone: 214-821-5393

Lydia Neighbors, LPC Executive Director
neighborscounseling.com
940-437-4912

Cohesion Counseling
8105 Rasor Blvd.
Suite 268
Plano, TX 75024
Call Michelle, 817-381-5597

Child & Family Guidance Center
MiKayla Ogle
Program Director - Safety Net
4031 W. Plano Pkwy, Ste 211
Plano, Texas 75093
214-351-3490 Ext 3012
www.childrenandfamilies.org

Christy Neher, LPC-S, EMDR Therapist
6750 Hillcrest Plaza Drive #204
Dallas, TX 75230
www.christyneherlpc.com
Phone: 214 699 7762

Union Gospel Mission of Tarrant County
Deloria K. Evans, LPC-S, LCDC *Director of Clinical Services*
1321 E. Lancaster Fort Worth, TX 76102
P.O. Box 1957 Fort Worth, TX 76101
Phone: 817.338.8476| f: 817.332.1765
devans2@ugm-tc.org

Hamilton Counseling & Consulting, PLLC
777 E. Wheatland Rd. #101
Duncanville, TX 75116
Phone: 972-283-6799

Lifeologie, Allen, TX
Heather Dutcher, MA, LPC
Clinical Director,
1101 Raintree Circle, Suite #180
Allen, TX 75013
Phone: 214 556-0996

Lifeologie Oak Cliff
Lauren Pennington
Counselor Intern
211 S. Tyler Street
Dallas, TX 75208
lpennington@wefixbrains.com
Phone: 972 590 8030

Insight Solution & Services, LLC
Tammy Jones
540-0 W. Plano Pkwy
Plano, TX 75093
Phone: 469-389 2784

Cary Scott, M.A., CSC, LPC-S
735 Justin Road, Rockwall, TX 75087
Phone: 972 454 4286

Oakwood Counseling
Adam L. Saenz, Ph.D., D. Min.
Executive Director,
1100 Briarcrest
Bryan, TX 77802
Phone: 979 571 4606

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 <u>not</u> 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:

<u>Practicum I</u>

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

Practicum II

60-70 Client Contact Hours
10 Supervision Hours
30-40 Administrative Hours
+40 Administrative Hours (Amberton Class Time)

150 Total 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 (www.Amberton.edu) or picked up at Student Services. 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.

Clinical Mental Health Counseling Forms

The forms required for the Clinical Mental Health degree program are located on the University's website on the Forms and Publication page (https:\\www.amberton.edu\forms-and-publications). Once your Clinical Mental Health degree has been posted on your transcript, you may send in the Texas State Board of Examiners of Professional Counselors Practicum Documentation Form to be verified and signed by the Academic Services Office.

References

- National Board for Certified Counselors, P.O. Box 77699, Greensboro, NC 274177699, 336-547-0607, 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

Currently, Amberton University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award bachelor's, master's, and doctoral degrees. Questions about the accreditation of Amberton University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone (404) 679 4500, or by using information available on SACSCOC's website (http://www.sacscoc.org).

PRACTICUM PROFESSIONAL CODE OF ETHICS (CONDUCT)

A student who violates the profession's Code of Ethics during a practicum placement faces immediate evaluation, potential termination of the placement, and disciplinary review by the academic department. Because practicum students work directly with clients, patients, or the community, ethical violations compromise both professional standards and institutional liability.

Ethical Conduct and Violations During Practicum

Policy Statement

1. Policy Statement

Students enrolled in a practicum or field placement are required to uphold the highest standards of professional conduct. They must strictly adhere to the university's Academic Integrity Policy, the *Institutional Student Code of Conduct***, and the specific Code of Ethics of the governing professional body (e.g., LPC, LMFT, ACA, NASW,).**

2. Definition of a Violation

An ethical violation includes, but is not limited to:

- **Breaching Confidentiality:** Unauthorized sharing of client, patient, or student information (including on social media platforms).
- **Boundary Crossings**: Engaging in inappropriate dual relationships or boundary violations with clients or site staff.
- **Misrepresentation:** Falsifying clinical hours, documentation, patient records, or signatures.
- **Impaired Performance:** Performing duties while impaired by substance use, severe distress, or illness that compromises client safety.
- **Practice Beyond Scope:** Engaging in clinical interventions or professional tasks without the explicit approval or supervision of the Site Supervisor.

3. Procedures Following a Suspected Violation

When an ethical violation is suspected or reported by a site supervisor, client, or faculty member, the following steps will be executed:

- **Immediate Suspension**: The department reserves the right to immediately suspend the student from the practicum site pending a formal review if client safety or institutional integrity is at risk.
- **Investigation:** The Practicum Coordinator and Department Chair will conduct an initial investigation, gathering statements from the student, Site Supervisor, and affected parties.
- **Review Committee:** A formal Professional Performance Review Committee , including faculty, Practicum coordinator, Academic Dean, and Administrative staff will convene to evaluate the evidence and hear the student's response. (if a student fails to respond or provide evidence to the contrary of the allegations, a guilty plea is assumed).

4. Potential Disciplinary Actions

Depending on the severity and intent of the ethical violation, the department may implement consequences including, but not limited to:

- **Remediation Plan:** A formal, documented plan outlining mandatory corrective steps, extra supervision, or retraining.
- **Practicum Failure:** Receipt of a failing grade ("F" or "No Credit") for the current practicum course.
- **Program Suspension:** Faces suspension from the practicum and the program.
- **Program Dismissal:** Immediate and permanent expulsion from the academic program, regardless of prior academic standing.
- **Reporting to Authorities:** Referral to university disciplinary boards or external licensing boards if mandated by legal or professional regulations.

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

Clinical Mental Health Counseling Degree Program

Program Handbook Signature Page

Email completed form to: KJohnson@amberton.edu

Date: _____

AUID: _____

Name: (Last, First) _____

As part Amberton University's commitment to providing outstanding instruction in the Clinical Mental Health 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 Clinical Mental Health 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

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.

Your commitment to upholding the principles outlined in the Clinical Mental Health Counseling Handbook is greatly appreciated!

Student Signature: _____ Date:_____

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

University Official Signature: _____ Date:_____