

FORM C**VERIFICATION OF GRADUATE COURSEWORK FOR LICENSURE AS A MENTAL HEALTH COUNSELOR (LMHC) OR A MENTAL HEALTH COUNSELOR ASSOCIATE (LMHCA)**

Part of State Form 50319 (R11 / 8-24)

COURSEWORK INFORMATION				
Please list the course titles in the areas indicated below, or courses, as they appear on your transcript, that in your opinion, meet the following requirements. If two or more courses combine meet the criteria, list all courses that may apply. Once complete, you will submit the form to the PLA for processing. Please use FORM C-1 to assist you in determining which courses to list in each content area. Only graduate level courses are acceptable. The board will not accept coursework counted or credited toward an undergraduate degree.				
HUMAN GROWTH AND DEVELOPMENT				
Name of Educational Institution	Course Number	Course Title	Credit Hours	Semester/ Quarter _____ Year _____
SOCIAL AND CULTURAL FOUNDATIONS				
Name of Educational Institution	Course Number	Course Title	Credit Hours	Semester/ Quarter _____ Year _____
HELPING RELATIONSHIPS				
Name of Educational Institution	Course Number	Course Title	Credit Hours	Semester/ Quarter _____ Year _____
GROUP WORK				
Name of Educational Institution	Course Number	Course Title	Credit Hours	Semester/ Quarter _____ Year _____
CAREER AND LIFESTYLE DEVELOPMENT				
Name of Educational Institution	Course Number	Course Title	Credit Hours	Semester/ Quarter _____ Year _____
APPRAISAL				
Name of Educational Institution	Course Number	Course Title	Credit Hours	Semester/ Quarter _____ Year _____
RESEARCH AND PROGRAM EVALUATION				
Name of Educational Institution	Course Number	Course Title	Credit Hours	Semester/ Quarter _____ Year _____
PROFESSIONAL ORIENTATION				
Name of Educational Institution	Course Number	Course Title	Credit Hours	Semester/ Quarter _____ Year _____
FOUNDATIONS OF MENTAL HEALTH COUNSELING				
Name of Educational Institution	Course Number	Course Title	Credit Hours	Semester/ Quarter _____ Year _____
CONTEXTUAL DIMENSIONS				
Name of Educational Institution	Course Number	Course Title	Credit Hours	Semester/ Quarter _____ Year _____

KNOWLEDGE AND SKILLS FOR THE PRACTICE OF MENTAL HEALTH COUNSELING				
Name of Educational Institution	Course Number	Course Title	Credit Hours	Semester/ Quarter _____ Year _____
Applicants for licensure as a mental health counselor must also show successful completion of a one hundred (100) hour practicum, and a six hundred (600) hour internship with a minimum of sixty-six (66) hours of face-to-face supervision combined between your practicum and internship. Please list these requirements below.				
PRACTICUM				
Name of Educational Institution	Course Number	Course Title	Credit Hours	Semester/ Quarter _____ Year _____
INTERNSHIP				
Name of Educational Institution	Course Number	Course Title	Credit Hours	Semester/ Quarter _____ Year _____
Printed name of applicant			Date of birth (<i>month, day, year</i>)	
Signature of applicant			Date (<i>month, day, year</i>)	

FORM C-1

GRADUATE COURSEWORK CONTENT AREAS

Part of State Form 50319 (R11 / 8-24)

HUMAN GROWTH AND DEVELOPMENT

Studies that provide an understanding of the nature and needs of individuals at all developmental levels.

- A.** Theories of individual and family development and transitions across the life-span;
- B.** Theories of learning and personality development;
- C.** Human behavior including an understanding of developmental crises, disability, addictive behavior, psychopathology, and environmental factors as they affect both normal and abnormal behavior;
- D.** Strategies for facilitating development over the life span.

SOCIAL AND CULTURAL FOUNDATIONS

Studies that provide an understanding of issues and trends in a multicultural and diverse society.

- A.** Multicultural and pluralistic trends including characteristics and concerns of diverse groups;
- B.** Attitudes and behavior based on such factors as age, race, religious preference, physical disability, sexual orientation, ethnicity and culture, family patterns, gender, socioeconomic status, and intellectual ability;
- C.** Individual, family, and group strategies with diverse populations.

HELPING RELATIONSHIPS

Studies that provide an understanding of counseling and consultation processes.

- A.** Counseling and consultation theories including both individual and systems perspectives as well as coverage of relevant research and factors considered in applications;
- B.** Basic interviewing, assessment, and counseling skills;
- C.** Counselor or consultant characteristics and behaviors that influence helping processes including age, gender and ethnic differences, verbal and nonverbal behaviors and personal characteristics, orientations, and skills;
- D.** Client or consultee characteristics and behaviors that influence helping processes including age, gender and ethnic differences, verbal and nonverbal behaviors and persona characteristics, traits, capabilities, and life circumstances.

GROUP WORK

Studies that provide an understanding of group development, dynamics, counseling theories, group counseling methods and skills, and other group work approaches.

- A.** Principles of group dynamics including group process components, developmental stage theories, and group members' roles and behaviors;
- B.** Group leadership styles and approaches including characteristics of various types of group leaders and leadership styles;
- C.** Theories of group counseling including commonalities, distinguishing characteristics, and pertinent research and literature;
- D.** Group counseling methods including group counselor orientations and behaviors, ethical standards, appropriate selection criteria and methods, and methods of evaluation of effectiveness;
- E.** Approaches used for other types of group work, including task groups, prevention groups, support groups, and therapy groups.

CAREER AND LIFESTYLE DEVELOPMENT

Studies that provide an understanding of career development and related life factors.

- A.** Career development theories and decision-making models;
- B.** Career, avocational, educational, and labor market information resources, visual and print media, and computer-based career information systems;
- C.** Career development program planning, organization, implementation, administration, and evaluation;
- D.** Interrelationships among work, family, and other life roles and factors including multicultural and gender issues as related to career development;
- E.** Career and educational placement, follow-up and evaluation;
- F.** Assessment instruments and techniques relevant to career planning and decision-making;
- G.** Computer based career development applications and strategies, including computer-assisted career guidance systems;
- H.** Career counseling processes, techniques and resources including those applicable to specific populations.

APPRAISAL

Studies that provide an understanding of individual and group approaches to assessment and evaluation.

- A. Theoretical and historical bases for assessment techniques;
- B. Validity including evidence for establishing content, construct, and empirical validity;
- C. Reliability including methods of establishing stability, internal and equivalence reliability;
- D. Appraisal methods including environmental assessment, performance assessment, individual and group test and inventory methods, behavioral observations, and computer-managed and computer-assisted methods;
- E. Psychometric statistics including types of assessment scores, measures of central tendency, indices of variability, standard errors, and correlations;
- F. Age, gender, ethnicity, language, disability, and culture factors related to the assessment and evaluation of individuals and groups;
- G. Strategies for selecting, administering, interpreting, and using assessment and evaluation instruments and techniques in counseling.

RESEARCH AND PROGRAM EVALUATION

Studies that provide an understanding of types of research methods, basic statistics, and ethical and legal considerations in research. **A.** Basic types or research methods to include qualitative and quantitative research designs;

- B. Basic parametric and non parametric statistics;
- C. Principles, practices, and applications of need assessment and program evaluation;
- D. Uses of computers for data management and analysis.

PROFESSIONAL ORIENTATION

Studies that provide an understanding of all aspects of professional functioning including history, roles, organizational structures, ethics, standards, and credentialing.

- A. History of the helping professions including significant factors and events;
- B. Professional roles and functions including similarities and differences with other types of professionals;
- C. Professional organizations, primarily ACA, its divisions, branches, and affiliates, including membership benefits, activities, services to members, and current emphases;
- D. Ethical standards of the ACA and related entities, ethical and legal issues, and their applications to various professional activities (*e.g., appraisal, group work*);
- E. Professional preparation standards, their evolution, and current applications;
- F. Professional credentialing including certification, licensure, and accreditation practices and standards, and the effects of public policy on these issues; and
- G. Public policy processes including the role of the professional counselor in advocating on behalf of the profession and its clientele.

FOUNDATIONS OF MENTAL HEALTH COUNSELING

Studies in this area include, but are not limited to, the following:

- A. Historical, philosophical, societal, cultural, economic, and political dimensions of mental health counseling;
- B. Roles, functions, and professional identity of mental health counselors;
- C. Structures and operations of professional organizations, training standards credentialing bodies, and ethical codes pertaining to the practice of mental health counseling;
- D. Implications of professional issues unique to mental health counseling including, but not limited to, recognition, reimbursement, right to practice, core provider status, access to and practice privileges within managed care systems, and expert witness status; and **E.** Implications of sociocultural, demographic, and lifestyle diversity relevant to mental health counseling.

CONTEXTUAL DIMENSIONS: MENTAL HEALTH COUNSELING

Studies in this area include, but are not limited to, the following:

- A. Assumptions and roles of mental health counseling within the context of the health and human services systems, including functions and relationships among interdisciplinary treatment teams, and the historical, organizational, legal, and fiscal dimensions of the public and private mental health care systems;
- B. Theories and techniques of community needs assessment to design, implement, and evaluate mental health care programs and systems;
- C. Principles, theories, and practices of community intervention, including programs and facilities for inpatient, outpatient, partial treatment, and aftercare, and the human services network in local communities; and
- D. Theoretical and applied approaches to administration, finance and budgeting; management of mental health services and programs in the public and private sectors; principles and practices for establishing and maintaining both solo and group private practice; and concepts and procedures for determining accountability and cost containment.

KNOWLEDGE AND SKILLS FOR THE PRACTICE OF MENTAL HEALTH COUNSELING

Studies in this area include, but are not limited to, the following:

- A.** General principles of etiology, diagnosis, treatment, and prevention of mental and emotional disorders and dysfunctional behavior, and general principles and practices of the promotion of optimal mental health;
- B.** Specific models and methods for assessing mental status; identification of abnormal, deviant, or psychopathological behavior, and the interpretation of findings in current diagnostic categories [e.g., *Diagnostic and Statistical Manual (DSM)*];
- C.** Application of modalities for maintaining and terminating counseling and psychotherapy with mentally and emotionally impaired clients, including crisis intervention, brief, intermediate, and long-term approaches;
- D.** Basic classifications, indications, and contraindications of commonly prescribed psychopharmacological medications for the purpose of identifying effects and side effects of such medications;
- E.** Principles of conducting an intake interview and mental health history for planning and managing of client caseload;
- F.** Specialized consultation skills for effecting living and work environments to improve relationships, communications and productivity, and for working with counselors of different specializations and with other mental health professionals in areas related to collaborative treatment strategies;
- G.** The application of concepts of mental health education, consultation, outreach and prevention strategies, and of community health promotion and advocacy; and
- H.** Effective strategies for influencing public policy and government relations on local, state, and national levels to enhance funding and programs affecting mental health services in general and the practice of mental health counseling in particular.