



**STATE OF CONNECTICUT  
DEPARTMENT OF PUBLIC HEALTH  
VERIFICATION OF COURSE STUDY**

**TO BE COMPLETED BY CANDIDATE**

Applicant: Please complete the top portion of this form and forward it to the educational program from which you completed coursework.

Applicant Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Educational Program Location: \_\_\_\_\_

**TO BE COMPLETED BY EDUCATIONAL INSTITUTION ONLY**

The applicant named above is applying for Connecticut licensure as a professional counselor. Please provide the following information regarding the course of study that such applicant completed while enrolled in your institution.

I certify that the candidate named above has completed coursework related in the following subject areas (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Human Growth and Development                              | <input type="checkbox"/> Career and Lifestyle Development                                |
| <input type="checkbox"/> Social and Cultural Foundations                           | <input type="checkbox"/> Appraisals or Tests and Measurements for Individuals and Groups |
| <input type="checkbox"/> Counseling Theory and Techniques or Helping Relationships | <input type="checkbox"/> Research and Evaluation   |
| <input type="checkbox"/> Group Dynamics, Processing and Counseling                 | <input type="checkbox"/> Professional Orientation to Counseling                          |

Was the program regionally accredited at the time the student was enrolled? **YES**  **NO**

Did the applicant complete 60 semester hours, or 90 quarter hours of graduate counseling coursework in or related to the discipline of professional counseling? **YES**  **NO**  If no, how many credits were completed \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Institution

Daytime Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Please complete and return this form to:

Department of Public Health  
Professional Counselor Licensure  
410 Capitol Avenue MS# **12APP**  
P.O. Box 340308  
Hartford, CT 06134-0308

## VERIFICATION OF COURSE STUDY

### CONTENT AREAS:

#### 1. Human Growth and Development

Includes studies that provide an understanding of the nature and needs of individuals at all developmental levels. Studies in this area include, but are not limited to:

- 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; and
- e. Ethical considerations.

#### 2. Social and Cultural Foundations

Includes studies that provide an understanding of issues and trends in a multicultural and diverse society. Studies in this area include, but are not limited to:

- 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, gender, socioeconomic status and intellectual ability;
- c. Individual, family, and group strategies with diverse populations; and
- d. Ethical considerations.

#### 3. Helping Relationships

Includes studies that provide an understanding of counseling and consultation processes. Studies in this area include, but are not limited to:

- 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, ethnic differences, verbal and nonverbal behaviors and personal characteristics, orientations, and skills;
- e. Ethical considerations.

#### 4. Group Dynamics, Processing and Counseling

Includes studies that provide an understanding of group development, dynamics and counseling theories; group counseling methods and skills; and other group work approaches. Studies in this area include, but are not limited to:

- 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 of evaluation of effectiveness;
- e. Approaches used for other types of group work, including task groups, prevention groups, support groups, and therapy groups; and
- f. Ethical considerations.

#### 5. Career and Lifestyle Development

Includes studies that provide an understanding of career development and related life factors. Studies in this area include:

- a. Career development theories and decision-making models;
- b. Career, vocational, 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; and
- i. Ethical considerations.

#### 6. Appraisal

Includes studies that provide an understanding of individual and group approaches to assessment and evaluation. Studies in this area include, but are not limited to:

- 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 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, standards 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; and
- h. Ethical consideration in appraisal.

## **7. Research and Evaluation**

Includes studies that provide an understanding of types of research methods, basic statistics, and ethical and legal consideration in research. Studies in this area include but are not limited to:

- a. Basic types of research methods to include qualitative and quantitative research designs;
- b. Basic parametric and nonparametric statistics;
- c. Principles, practices, and applications of needs assessment and program evaluation;
- d. Uses of computers for data management and analysis; and
- e. Ethical and legal considerations in research.

## **8. Professional Orientation**

Includes studies that provide an understanding of all aspects of professional functioning including history, roles, organizational structures, ethics, standards, and credentialing. Studies in this area include, but are not limited to:

- a. History of the helping professional 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 if 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.