



Department of Counseling  
& Human Services

UNIVERSITY OF COLORADO **COLORADO SPRINGS**

# Program Information Bulletin

## Master of Arts in Counseling & Human Services

*"Promoting the Art and Science of Change and  
Development"*

Clinical Mental Health Counseling Program  
School Counseling Program  
Addictions Emphasis



**PREPARE – OPTIMIZE – ADVANCE**

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## **General Information**

The Department of Counseling and Human Services (DCHS) within the College of Education at the University of Colorado Colorado Springs, offers the Master of Arts degree in Counseling and Human Services. The objective of this Master of Arts degree is to prepare professional counselors and other human services personnel who are fully qualified to work in schools, mental health agencies, private practice, universities, military affiliated settings, business and industry, and other human services organizations throughout Colorado and the nation.

Two specialization programs are available for students pursuing the Counseling and Human Services Master of Arts degree. The two programs are Clinical Mental Health Counseling (CMHC) and School Counseling (SC). A third program, Counseling and Leadership (CL) is only open to candidates who will be employed at the United States Air Force Academy as Air Officer Commanding personnel (AOC).

The Clinical Mental Health and Professional School Counseling tracks are nationally recognized through their accreditation by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The School Counseling track is additionally recognized by the Council for the Accreditation of Educator Preparation (CAEP) and the Colorado Department of Education (CDE). Both degrees entail a 60-semester hour curriculum to meet the 2009 CACREP Standards. Through a relationship with the Colorado Department of Behavioral Health, the department also offers an Addictions Emphasis for CMHC and SC majors.

## **Mission Statement**

The mission of the Department of Counseling and Human Services at UCCS is to provide excellence in professional preparation of undergraduate, masters and advanced degree seeking students. Experienced faculty deliver high quality professional education that leads to transformational change. Using a reflective, ethical, developmental, and systemic lens, students develop counseling knowledge and skills and personal characteristics to become facilitators of change and social justice among diverse clientele.

## **Department of Counseling and Human Services Faculty and Staff**

- David Fenell, Professor
- Lori Notestine, Instructor, Coordinator- Clinical Mental Health program, CACREP Liaison
- Kim Severn, Instructor, Coordinator- Human Services programs
- Jose "Joey" Tapia-Fuselier, Instructor, CSI Co-Advisor
- Cortny Stark, Assistant Professor, Addictions Emphasis Advisor
- Joe Wehrman, Associate Professor, Coordinator- AOC & AMT programs, Department Chair
- Diane Stutey, Assistant Professor, Coordinator- School Counseling program, CSI Co-Advisor
- Rhonda Williams, Professor
- Alfredo Palacios, Assistant Professor
- Cortney Brunner, College of Education Academic Specialist

## **Personal Development of Counselors-in-Training**

Faculty within the Department of Counseling and Human Services (DCHS) recognize the importance of human growth and personal development for all people throughout the life span, but especially for counselors-in-training. Therefore, the curriculum includes significant experiential coursework designed to enhance the self-awareness, adaptability and continuing personal growth of each student. Applicants to our program must be committed to their own personal growth as well as their professional and academic development. Applicants are encouraged to ask questions about the personal growth component of our counselor preparation programs during their on-campus interview.

## **Professional Disclosure Statement for Counselors-in-Training**

The master's degree program in the Department of Counseling and Human Services provides quality training for individuals desiring to become clinical mental health or school counselors. This training includes didactic/classroom activities, small group personal growth activities, skill building laboratory experiences, and supervised field experiences. These training components are designed to provide each student with meaningful professional and personal growth opportunities.

Students entering the counseling program should realize that professional development as a skilled helper is not possible without a commitment to personal growth. Students should expect to participate in a variety of activities in conjunction with coursework. These activities will require openness to self-discovery, self-assessment, setting professional goals, intrapersonal and interpersonal growth. The small group laboratories and fieldwork are especially oriented toward self awareness, personal growth, and experiential learning. Students will be asked to identify specific professional goals to address within each of the lab courses.

The counseling faculty is committed to providing a learning environment that facilitates the student's acquisition of the knowledge and skills necessary to become an effective professional counselor. The faculty believes that the personal growth component of the Department's curriculum is a significant strength of our department and that is a necessary element of the student's preparation in becoming a successful professional counselor. We trust that each accepted applicant will begin their academic journey fully informed of the personal growth component of the curriculum.

## The Core Requirements

The Department of Counseling and Human Services “Core Experience” is a six-course developmental training sequence beginning in the initial summer semester and lasting for one full academic year (summer, fall and spring semesters). Summer classes typically begin in June each year. All students are admitted during the summer and must commit to completing these Core courses *in sequence* during their first year in the program. This includes students who complete the program in two or three years. Students planning to complete their program in two years must complete a 100-clock hour practicum as part of their “Core” year. Student’s planning to complete their program in three years will take practicum in the spring semester of their second year in the program. After the completion of practicum, all students are required to complete a 600-clock hour internship. The 700 total clock hour practicum and internship experience is necessary to complete the requirements for graduation from the program and are completed in addition to required academic coursework and on-campus supervision groups. Applicants who anticipate problems in completing the 700-clock hour clinical experience portion of the counselor training program (practicum and internship) should speak with a faculty member immediately and consider other options for their graduate study if the concern cannot be resolved. For additional information about course sequencing, please see the [2 year/3 year Table of Courses](#) found at the end of this document.

## The Cohort Model

The Counseling and Human Services counselor training program is specifically designed to meet the needs of the adult learner. All students must begin the program in June of the summer semester. Students are admitted to one of two cohort groups: a day cohort or an evening cohort and each cohort admits approximately 24 students. Students who apply early may select their respective cohort if space remains in the desired cohort. Students must commit to taking all their classes in the specific cohort group to which they are admitted. Students who participate in the day cohort can expect that their classes will primarily be held from 8:00 – 10:40 am and 10:50 – 1:30 pm. Students who participate in the evening cohort can expect that their classes will primarily be held from 4:45 – 7:20 pm and 7:30 – 10:05 pm. Please note the exception below.

### Exceptions to the Cohort Model

Students need to be aware that the **4:45 – 7:20pm time** slot is commonly used for classes that combine students from the day and evening cohorts (COUN 5800, 5810, 5950, 5440 and others). Group Supervision Classes for Practicum (COUN 5120) and Internship (COUN 5700 & 5720) for both the day and evening cohorts are often scheduled in the evening in the **7:30- 10:05** time slot to permit students to accrue hours for their field work experience during the day. For elective and some foundation courses, a weekend/online format is often used to provide greater flexibility for students doing work at their internship sites. When possible, this is paired with a weekday offering to balance student needs. Weekend courses are first come/first serve for registration. It is recommended that students register as early as possible to secure a slot in the desired section of a course.

## Timeline to Complete the Program

Students admitted to the Department of Counseling and Human Services Master's degree program should plan to complete their degree within a three-year period. Counseling faculty members recommend that students complete the program of study in two years if possible. If this is not feasible every effort should be made to complete the program within three years. Students who will need three years to complete the program will postpone their counseling practicum, internship, and perhaps other courses until the third year. Students must contact their advisor immediately if extenuating circumstances or situations arise. If students need to step out of the program due to personal or life situations, it is important to follow the Leave policy found in the DCHS Student Handbook. The department requests that students with these circumstances submit a formal letter to the Department Chairperson and identify a tentative plan for completing the program in the future. Failure to follow this policy may result in being required to reapply to the program.

## Transfer Credits and Credits as an Unclassified Student

According to Graduate School Rules, a student may transfer no more than twelve semester hours of **recent and approved** graduate credit or credit as an unclassified student to their master's degree program. Recent credit is defined as approved graduate coursework completed within six years of **date of graduation** from the Department of Counseling and Human Services. Requests to transfer courses should be submitted to the Department Chairperson of Counseling and Human Services for approval. Additionally, a request to transfer courses will require an official transcript and may also require a course description and/or syllabus. Outside of students' elective option, transfer credits are typically only accepted when transferred from other CACREP accredited programs.

All requests for transfer credits and credits for courses taken as an unclassified student must be approved by the student's advisor, the DCHS Chair, the Dean of the College of Education, and the Dean of Graduate School. Students must ensure that their transfer/unclassified credit hours meet the Graduate School requirements and are approved at all levels. Students should seek approval for these courses early in their degree program.

The Request for Transfer of Credit Form may be found here:

<https://uccs.edu/eas/sites/eas/files/2020-01/Transfer%20of%20Credit%20Request.pdf>

## **Taking Courses in the Department Prior to Admission**

Prospective students must complete a Graduate School Application to begin taking courses. Only the following courses may be taken as an Unclassified Student. It is important to note that to comply with Graduate School policy; students can take a maximum of 12 total credits before being fully admitted into the program.

### **Fall Courses:**

- LEAD 5700 - Introduction to Research and Statistics
- COUN 5440 - Advanced Psychopathology and Diagnosis
- COUN 5510 - Principles of Addiction Treatment
- COUN 5580 - Sexuality in Counseling
- COUN 5800 - Roles & Functions of the School Counselor
- COUN 5900 - Science of Process and Behavioral Addictions
- COUN 5950 - Roles & Functions of the CMHC Counselor

### **Spring Courses:**

- LEAD 5700 - Introduction to Research and Statistics
- COUN 5070 - Adventure Education & Experiential Learning
- COUN 5430 - Career Development
- COUN 5530 - Motivational Interviewing I & II
- COUN 5810 - Organization & Admin of the School Counseling Program

### **Summer Courses:**

- LEAD 5700 - Introduction to Research and Statistics
- COUN 5040 - Human Growth and Development
- COUN 5090 - Spiritual Dimensions of Counseling

Students who take a course prior to admission to the department must complete a non-degree seeking student application. This application may be found at:

<https://www.uccs.edu/admissionsenrollment/apply-uccs-today>

## **CLINICAL MENTAL HEALTH COUNSELING (CMHC)**

The Clinical Mental Health Counseling (CMHC) emphasis within the Department of Counseling and Human Services is designed to prepare graduate students to assume positions in the provision of professional counseling and consultation services involving the principles of psychotherapy. Students will be prepared in the areas of human development, learning theory, group dynamics, and the etiology and diagnosis of mental illness and dysfunctional behavior. They will be prepared to provide professional services to individuals, couples, families, and groups for the purposes of treating psychopathology and promoting optimal mental health. Promotion and enhancement of healthy, self-actualizing, and satisfying life-styles is the goal of clinical mental health counseling, whether the services are rendered in an educational, military, business or industrial, health or medical, private practice or human services setting.

The CMHC track is based on CACREP training standards and is designed to meet the academic requirements for licensure as a professional counselor (LPC) in Colorado to practice psychotherapy. In addition to completing the master's degree, applicants for the Professional Counselor License must complete appropriate post-master's degree supervised experiences and pass a written examination.

Students must complete a rigorous 60 semester-hour training program that has been developed by the departmental faculty to prepare Clinical Mental Health Counselors for the responsibility of professional practice.

Students graduating from the CMHC degree program will be eligible to take the National Counselor Exam during their last semester in the program. The student may submit the score from this examination as partial fulfillment of the requirements for the Professional Counselor license in Colorado. Other requirements, including appropriate post-master's supervised clinical experience, must be met prior to being eligible to be licensed. Additionally, graduates of the program will be immediately eligible, and are encouraged to apply for National Certified Counselor (NCC) recognition.

To be eligible for a counseling license in Colorado, the Licensed Professional Counselor (LPC) credential, students must:

1. Graduate with a counseling related master's degree
2. Pass the National Counselor Exam
3. Register as a Licensed Professional Counselor Candidate prior to accumulating post-degree clinical experience and supervision for licensure:
4. Complete 2000 supervised clinical hours over a minimum of 24 months
5. Please see the following for an application:  
<https://dpo.colorado.gov/ProfessionalCounselor/Applications>
6. Contact Information:  
Colorado Division of Registrations **Office of Licensing—Licensed Professional Counselor**, 1560 Broadway, Suite 1350, Denver, CO 80202, Phone: (303) 894-7800 / FAX: (303) 894-7693, <https://dpo.colorado.gov/ProfessionalCounselor>

## **CLINICAL MENTAL HEALTH COUNSELING (CMHC) CURRICULUM**

### **I. Core Courses**

COUN 5010	Theories and Techniques of Individual Counseling **	3
COUN 5020	Laboratory in Individual Counseling **	3
COUN 5040	Human Growth and Development	3
COUN 5100	Theories and Techniques of Group Counseling **+	3
COUN 5130	Theories and Techniques of Marriage, Couple and Family Counseling **	3
COUN 5330	Issues, Ethics, and Trends in Professional Counseling**+	3

### **II. Foundation Courses**

COUN 5410	Measurement and Appraisal	3
COUN 5430	Career Development	3
COUN 5550	Practice of Crisis Counseling, Trauma and Disaster Work	3
COUN 5860	Social and Cultural Foundations of Professional Counseling	3
COUN 5510	Principles of Addiction Treatment+	3
LEAD 5700	Introduction to Research and Statistics	3
Elective	See list of elective courses below	9

### **III. Specialty Courses – Clinical Mental Health Counseling**

COUN 5950	Roles and Functions of the Clinical Mental Health Counselor	3
COUN 5440	Advanced Psychopathology and Diagnosis	3

### **III. Fieldwork Courses**

COUN 5120	Practicum in Professional Counseling ***	3
COUN 5720	Internship in Clinical Mental Health Counseling	6
<b>Total Semester Hours</b>		<b>60</b>

### **IV. Required for CMHC Students Seeking School Counselor Licensure\***

COUN 5120	Practicum in Professional Counseling ***	3
COUN 5800	Roles & Functions of the School Counselor	3
COUN 5810	Organization/Administration of School Counseling Programs	3
COUN 5700	Internship in School Counseling	6

## **Department of Counseling and Human Services: Elective Course Possibilities**

### **ELECTIVE COURSES FOR CLINICAL MENTAL HEALTH COUNSELING STUDENTS:**

- COUN 5070 Adventure Education and Experiential Learning
- COUN 5800 Roles and Functions of the School Counselor
- COUN 5810 Organization & Administration of School Counseling Programs
- COUN 5570 Play Therapy and Child Counseling
- COUN 5580 Sexuality in Counseling
- COUN 5530 Motivational Interviewing I & II+
- COUN 5960 Psychopharmacology (1 credit) +
- COUN 5520 Infectious Diseases in Addictions (1 credit) +
- COUN 5970 Advanced Pharmacology (1 credit)+
- COUN 5090 Spiritual Dimensions of Counseling
- COUN 5590 Clinical Supervision I & II +
- COUN 5900 Science of Process and Behavioral Addictions

### **ELECTIVE COURSES FOR SCHOOL COUNSELING STUDENTS:**

- COUN 5070 Adventure Education and Experiential Learning
- COUN 5440 Advanced Psychopathology and Diagnosis
- COUN 5950 Roles and Functions of the CMHC
- COUN 5960 Psychopharmacology (1 credit) +
- COUN 5570 Play Therapy and Child Counseling
- COUN 5580 Sexuality in Counseling
- COUN 5530 Motivational Interviewing I & II +
- COUN 5520 Infectious Diseases in Addictions (1 credit) +
- COUN 5970 Advanced Pharmacology (1 credit) +
- COUN 5090 Spiritual Dimensions of Counseling
- COUN 5590 Clinical Supervision I & II +
- COUN 5900 Science of Process and Behavioral Addictions

Other electives may be offered based on the shared desires of students and faculty members.

\*The DCHS faculty recommends that students complete their school counseling degree program and receive their MA degree, then, if interested complete the additional courses required for the CMHC emphasis.

\*\*Core courses completed in the first year of the program.

\*\*\*Taken during the first year of the program as part of the Core experience for students on the two year plan of study and taken in the spring of the second year for student on the three year plan of study.

+ Course required for CAC Certification

## **Department of Counseling and Human Services: Certified Addictions Counselor (CAC) Plan**

### **I. CAC Courses**

COUN 5100	Theories and Techniques of Group Counseling+	3
COUN 5330	Issues, Ethics, and Trends in Professional Counseling+	3
COUN 5510	Principles of Addictions+	3
COUN 5530	Motivational Interviewing I & II+	3
COUN 5520	Infectious Diseases in Addictions +	1
COUN 5960	Psychopharmacology +	1
COUN 5970	Advanced Pharmacology +	1
COUN 5590	Clinical Supervision I & II+	3
		<b>Total Semester Hours</b>
		<b>18</b>

### ***ADDICTIONS EMPHASIS (Both CMHC and SC eligible)***

The Department of Counseling and Human Services (DCHS) within the College of Education at UCCS has established a 18 credit hour emphasis that offers students who have been accepted into the Master of Arts in Counseling and Human Services program the opportunity to seek certification as a Certified Addictions Counselor II (CAC II) or Licensed Addictions Counselor (LAC). The university curriculum is designed to meet the standards set forth by the Colorado Office of Behavioral Health (OBH) including hours of in-class study, additional homework, and laboratory assignments. Students may complete the Master of Arts in Counseling and Human Services (i.e. Clinical Mental Health or School Counseling) and the addictions emphasis simultaneously. UCCS offers one of the only Master of Arts degree program in the state of Colorado that embeds the competencies to meet CAC II/LAC credentialing.

Once admitted to the Master of Arts in Counseling and Human Services program at UCCS, students declare an emphasis in addictions which requires specific coursework. The addictions emphasis provides students with the opportunity to complete the academic requirements necessary for CAC II/LAC certification. Students who graduate with a Master of Arts degree in Counseling and Human Services and complete their practicum and internship experience under an approved Certified Addictions Counselor or Licensed Addictions Counselor, can be granted up to 1000 hours without having to register with the Psychotherapist data base (sites may vary with additional requirements). Upon graduation and successful completion of the Master Addiction Counselor Exam, these hours can be applied to the 2000 hours required for CAC II certification. Students may schedule an appointment with the Coordinator of the Addictions Emphasis for additional information about addiction certifications.

## **SCHOOL COUNSELING (SC)**

The Department of Counseling and Human Services offers the master's degree in Counseling and Human Services with an emphasis in School Counseling. The School Counselor training program meets the licensure requirements of the Colorado Department of Education (CDE) and is accredited by CACREP based on national standards for the preparation of school counselors. In accordance with these standards, the school counselor program requires the completion of 60 semester hours. School Counseling students will take the same foundational coursework as the Clinical Mental Health Counseling students to be eligible for licensure as a Colorado Licensed Professional Counselor (LPC). Post-master's degree supervised counseling experience and successful completion of the National Counselor Examination is currently required for the license eligibility. It is strongly recommended by the Departmental faculty members that school counselors seeking the LPC credential take additional course work in psychopathology and diagnosis, psychopharmacology, roles and functions of the clinical mental health counselor, and complete a supervised field experiences specific to clinical mental health counseling. Students graduating from the School Counselor program will also be immediately eligible to apply for National Certified Counselor (NCC) recognition and are encouraged to do so.

School counselors in Colorado are licensed Professional Special Services personnel who work in school settings with students, parents, educators, and others within the community. After completing all program requirements, they are eligible to be licensed as K-12 School Counselors in Colorado. The Department of Counseling and Human Services uses the American School Counselor Association (ASCA) National Model as a guide when preparing future school counselors. In their designated role, school counselors design and manage comprehensive developmental guidance programs to help diverse students acquire skills in the social-emotional, academic, and career domains. School counselors accomplish this by employing such interventions as individual and group counseling, classroom core curriculum, school wide interventions, prevention programming and consultation. Additionally, School Counselors are required to provide educational leadership. School counselors contribute to the development of effective learning environments through student advocacy, facilitating systemic change, and through consultation and collaboration with others. Teaching experience is not a requirement for the Colorado school counselor license. School Counselors must take and pass the PRAXIS Exam to be licensed through the Colorado Department of Education.

## **SCHOOL COUNSELING (SC) CURRICULUM**

### **I. Core Courses**

COUN 5010	Theories and Techniques of Individual Counseling **	3
COUN 5020	Laboratory in Individual Counseling **	3
COUN 5040	Human Growth and Development	3
COUN 5100	Theories and Techniques of Group Counseling **+	3
COUN 5130	Theories and Techniques of Marriage, Couple and Family Counseling **	3
COUN 5330	Issues, Ethics, and Trends in Professional Counseling+	3

### **II. Foundation Courses**

COUN 5410	Measurement and Appraisal	3
COUN 5430	Career Development	3
COUN 5550	Practice of Crisis Counseling, Trauma and Disaster Work	3
COUN 5860	Social and Cultural Foundations of Professional Counseling	3
COUN 5510	Principles of Addiction Treatment+	3
LEAD 5700	Introduction to Research and Statistics	3
Elective	See list of elective courses below	9

### **III. Specialty Courses – School Counseling**

COUN 5800	Roles & Functions of the School Counselor	3
COUN 5810	Organization & Admin of the School Counseling Program	3

### **III. Fieldwork Courses**

COUN 5120	Practicum in Professional Counseling ***	3
COUN 5700	Internship in Elementary/Middle/High School Counseling	6
<b>Total Semester Hours</b>		<b>60</b>

### **IV. Recommended for School Counseling Students Seeking CMHC Licensure (LPC)\***

COUN 5440	Advanced Psychopathology and Diagnosis	3
COUN 5950	Roles and Functions of the Clinical Mental Health Counselor	3
COUN 5720	Internship in Clinical Mental Health Counseling	6

## **Department of Counseling and Human Services: Elective Course Possibilities**

### **ELECTIVE COURSES FOR CLINICAL MENTAL HEALTH COUNSELING STUDENTS:**

- COUN 5070 Adventure Education and Experiential Learning
- COUN 5800 Roles and Functions of the School Counselor
- COUN 5810 Organization & Administration of School Counseling Programs
- COUN 5570 Play Therapy and Child Counseling
- COUN 5580 Sexuality in Counseling
- COUN 5530 Motivational Interviewing I & II +
- COUN 5960 Psychopharmacology (1 credit) +
- COUN 5520 Infectious Diseases in Addictions (1 credit) +
- COUN 5970 Advanced Pharmacology (1 credit) +
- COUN 5090 Spiritual Dimensions of Counseling
- COUN 5590 Clinical Supervision I & II +
- COUN 5900 Science of Process and Behavioral Addictions

### **ELECTIVE COURSES FOR SCHOOL COUNSELING STUDENTS:**

- COUN 5070 Adventure Education and Experiential Learning
- COUN 5440 Advanced Psychopathology and Diagnosis
- COUN 5950 Roles and Functions of the CMHC
- COUN 5960 Psychopharmacology (1 credit) +
- COUN 5570 Play Therapy and Child Counseling
- COUN 5580 Sexuality in Counseling
- COUN 5530 Motivational Interviewing I & II +
- COUN 5520 Infectious Diseases in Addictions (1 credit) +
- COUN 5970 Advanced Pharmacology (1 credit) +
- COUN 5090 Spiritual Dimensions of Counseling
- COUN 5590 Clinical Supervision I & II +
- COUN 5900 Science of Process and Behavioral Addictions

Other electives may be offered based on the shared desires of students and faculty members.

\*The DCHS faculty recommends that students complete their school counseling degree program and receive their MA degree, then, if interested complete the additional courses required for the CMHC emphasis.

\*\*Core courses completed in the first year of the program.

\*\*\*Taken during the first year of the program as part of the Core experience for students on the two year plan of study and taken in the spring of the second year for student on the three year plan of study.

+ Course required for CAC Certification

## **Department of Counseling and Human Services: Certified Addictions Counselor (CAC) Plan**

### **I. CAC Courses**

COUN 5100	Theories and Techniques of Group Counseling+	3
COUN 5330	Issues, Ethics, and Trends in Professional Counseling+	3
COUN 5510	Principles of Addictions+	3
COUN 5520	Infectious Diseases in Addictions +	1
COUN 5960	Psychopharmacology +	1
COUN 5970	Advanced Pharmacology +	1
COUN 5530	Motivational Interviewing I & II+	3
COUN 5590	Clinical Supervision I & II +	3
		<b>Total Semester Hours</b>
		<b>18</b>

### **APPLICATION PROCEDURES**

Selection of a university and graduate program of study is an important decision. Therefore, prospective students are invited to consult with the Student Resource Office (SRO). This can be done face to face or over the phone, or through email. After completing the admissions process, students will be invited to an on-campus Department Interview Day. One interview day is typically offered in December as part of the Early Admissions process and a second typically in March. The on-campus event features group and individual interview opportunities. It is very important that serious applicants make every effort to attend the on-campus Interview Day. Students may request an exception to the on-campus interview for extreme circumstances (e.g. military member who is out of the country, international student). Please call 719-255-4996 or [education@uccs.edu](mailto:education@uccs.edu) to RSVP for the next department Interview Day.

The Department of Counseling and Human Services faculty select a day and evening cohort of students that begin the program each year in **June**. Admission to the program is a selective process with enrollment limited to approximately 48 qualified students. Students are chosen during the end of the fall semester (Early Admission) and spring semester (March) for admission the following summer. Up to twelve hours of approved coursework may be completed as an Unclassified Student or transfer student prior to admission. Successful completion of Unclassified Student or Transfer Student coursework does not ensure admission to the program. Consult with a faculty member about courses you wish to take as an unclassified student or to transfer, as certain rules apply to these courses.

To be considered for admission to the Counseling and Human Services program, prospective students must complete the following procedures:

## **APPLICATION DEADLINE IS JANUARY 28**

### **Steps to complete the Application Process include:**

- 1) Carefully read the Counseling Program Information Bulletin and identify questions you have about the program: <http://www.uccs.edu/coe/departments/counseling-human-services/chsdownloads.html>
- 2) Contact the Student Resource Office (SRO) early in the process to get questions answered, clarify the procedures for admission to the program, and to determine your level of interest in and preparation for the program. Call 719-255-4996 or [education@uccs.edu](mailto:education@uccs.edu).
- 3) Complete the online Graduate application found at: [www.uccs.edu/~apply/](http://www.uccs.edu/~apply/)  
Within the online application, you will need to:
  - a. Pay the \$60.00 application fee \*International student application fee is \$75.00.
  - b. Upload your “goals statement” to include a self-evaluation. Department Faculty are particularly interested in your level of self-awareness, academic potential, personal growth experiences and your human relation skills as well as why you have decided to become a counselor and what you hope to do with your counseling degree. It may be helpful to address any volunteer work in the human services field.
  - c. Upload your curriculum vitae or professional résumé.
  - d. Complete the Tuition Classification Form.
  - e. List the name, title/organization, and email of three people who will serve as references for you. The people you identify will be emailed the Counseling recommendation form/instructions. Suggestions for references include a former instructor, a current supervisor, and a professional colleague. Choose your references carefully. Persons who have been in positions to supervise and/or evaluate your human relations skills are often effective references. Do NOT ask friends or family members to complete a recommendation letter for you. Your reference should be able to attest to your ability to successfully complete a graduate program in Counseling and Human Services and your ability to establish effective interpersonal relationships with others.
- 4) In addition to the above materials that will be submitted with your online application, please email/mail proof of your background check or proof of licensure to the Student Resource Office ([education@uccs.edu](mailto:education@uccs.edu)). Please note that International applicants only complete this step if they have lived in the United States for more than one year. Students who have completed a background check for employment and can provide proof do not have to repeat this process for admission to the department. Instructions for completing your background check are below:
  - a. Go to: <https://www.cbirecordscheck.com/Index.aspx>
  - b. Click on Individuals
  - c. Pay the cost to receive the results (\$6.85)
  - d. Print a copy of the background check and turn it in with admissions materials. Current CO school or agency employees who completed a background check for employment may provide a copy of their CO license or a copy of the results of their background check.

- 5) Send all official transcripts, directly from the institution(s) you attended, electronically or by postal services, to:  
UCCS – Office of Admissions and Records  
1420 Austin Bluffs Parkway  
Colorado Springs, CO 80918-3733
- 6) Complete the on-campus Interview Day process. This day is designed to determine your interpersonal and professional fit for the counseling profession as well as to allow prospective students to analyze whether the Department of Counseling and Human Services is the best fit for their training and professional goals.
- 7) **OPTIONAL REQUIREMENT:** Submit official scores from the Graduate Record Exam (GRE) or the Miller Analogies Test (MAT) taken within the past five years. There are no cutoff scores for the GRE or MAT, a composite score is calculated and added to the overall index score, which will be considered as part of the admission decisions. Please have official scores for the GRE or MAT sent directly to UCCS. The UCCS school code for the GRE is 4874. The GRE department code is 3999. The UCCS School Code for the MAT is 1995.
- 8) All graduate materials must be received by the deadline of January 28; prior to the summer you would like to begin the Counseling program. Please remember, this is a cohort program, so all counseling students begin together each summer session only.

**Additional Items of note for International applicants:** All transcripts must be evaluated and translated into English through an authorized Credential Service (for example: <http://wes.org/studnets/index.asp>). English Proficiency must be demonstrated through providing evidence of an IELTS score of 6.0 or above, a TOEFL score of 550-(paper-based) or 80-(internet based) or an ACT/COMPASS English score of 270 or above (the ACT/COMPASS may be taken through the UCCS Office of International Affairs (OIA). Please contact the OIA at: [international@uccs.edu](mailto:international@uccs.edu) or call 1-719/255-7218 to make arrangements to take the ACT/COMPASS at UCCS.

## **Factors for Admission**

**Admission to the Department of Counseling and Human Services is based on a combination of the following factors:**

- (1) past academic record, including GPA;
- (2) grades from any graduate courses taken; results of the MAT or GRE (**OPTIONAL REQUIREMENT**);
- (3) written communications skills and ability to identify important personal characteristics as measured by the goal statement, and on-campus interview.
- (4) oral communication and personal qualities that are important for professional counselors as determined in the on-campus interviews and other application activities;
- (5) experience in counseling and human services and related positions, paid or volunteer;
- (6) commitment to your own personal growth in the program and the growth of your future clients evidenced through your goal statement and the formal interview;
- (7) congruence of fit between your career goals and the objectives of the program, as determined by goal statement and on-campus interviews;
- (8) letters of recommendation (evaluated for relevance and strength);
- (9) recent successful graduate course work in counseling as an unclassified student or from another institution; maximum of 12 hours of relevant and recent (completed within six years of your projected graduation from the Counseling and Human Services program) transfer credit **may** be allowed.

COE Student Resource Office  
University of Colorado **Colorado Springs**  
College of Education  
Department of Counseling and Human Services  
1420 Austin Bluffs Parkway, Colorado Springs, Colorado 80918  
Phone: (719) 255-4996

## **Comprehensive Examination and Other Required Academic Assessments**

The Comprehensive Exam in the Department of Counseling and Human Services occurs during the spring prior to graduation. The exam process involves two sections:

1. Section I: All students will be required to successfully complete a nationally standardized comprehensive examination, *the Counselor Preparation Comprehensive Examination* (CPCE) during their final semester in the program.
2. Section II: All students will be required to successfully complete a Departmental examination in their area of specialization: CMHC or SC.

Please also be aware of the following:

- School counseling students must successfully complete the Colorado mandated *PRAXIS* or *PLACE Examination* to be licensed as a school counselor.
- All counseling students seeking recognition as Licensed Professional Counselors (LPC) in Colorado must successfully complete the *National Counselor Examination* (NCE). This examination will be offered during the student's final semester in the program.
- Students who plan to enter private practice and want to strengthen their credentials with managed care health insurance companies or work with military populations may elect to take the *National Clinical Mental Health Counselor Examination* (NCMHCE). If this is of interest, please visit nbcc.org for more information.

## 2yr/3yr Table of Courses for Clinical Mental Health Counseling and School Counseling

<i><b>Summer Semester</b></i>	<i><b>Fall Semester</b></i>	<i><b>Spring Semester</b></i>
<b>First Year (9 credits)</b>	<b>First Year (9 credits) *</b>	<b>First Year (9 or 12 credits) *</b>
COUN 5010 COUN 5020 COUN 5040	COUN 5100 COUN 5330 <b>COUN 5950 (CMHC)</b> <b>COUN 5800 (School)</b> Possible Elective	COUN 5130 COUN 5120 <b>COUN 5810 (School)</b> <b>COUN 5440 (CMHC)</b> Possible Elective
<b>Second Year (6 or 12 credits)</b>	<b>Second Year (9 or 12 credits) *</b>	<b>Second Year (6 or 9 credits) *</b>
COUN 5550 COUN 5860 <b>LEAD 5700** (may be taken any other semester)</b> Possible Elective	COUN 5410 COUN 5510 <b>COUN 5720 (CMHC)</b> <b>COUN 5700 (School)</b> Possible Elective	COUN 5430 COUN 5720 (CMHC) <b>COUN 5700 (School)</b> Possible Elective
<b>2-Year Track*** DEGREE TOTAL OF 60 CREDITS</b>		

<i><b>Summer Semester</b></i>	<i><b>Fall Semester</b></i>	<i><b>Spring Semester</b></i>
<b>First Year (6 credits)</b>	<b>First Year (9 credits) *</b>	<b>First Year (6 credits) *</b>
COUN 5010 COUN 5020	COUN 5100 COUN 5330	COUN 5130 Possible Elective
<b>Second Year (6 or 9 credits)</b>	<b>Second Year (9 or 12 credits)*</b>	<b>Second Year (6 credits)*</b>
COUN 5040 COUN 5860 Possible Elective	COUN 5410 COUN 5510 COUN 5520 <b>COUN 5950 (CMHC)</b> <b>COUN 5800 (School)</b>	COUN 5120 COUN 5810 (School) <b>COUN 5440 (CMHC)</b> Possible Elective
<b>Third Year (6 credits)</b>	<b>Third Year (3 credits)*</b>	<b>Third Year (6 credits)*</b>
COUN 5550 <b>LEAD 5700** (may be taken any other semester)</b> Possible Elective	COUN 5720 (CMHC) COUN 5700 (School) Possible Elective	COUN 5430 COUN 5720 (CMHC) <b>COUN 5700 (School)</b> Possible Elective
<b>3-Year Track*** DEGREE TOTAL OF 60 CREDITS</b>		

\*Student is required to take two electives during the three-year program.

\*\*All students must take LEAD 5700 and an elective and may choose the semester in which they take the courses.

**\*\*\*Although this program description brochure was prepared based on the best information available at the time, all information is subject to change without notice or obligation. The University reserves the right to alter this schedule when necessary to meet program demands. Every effort will be made to assist students to complete their degree plans as scheduled.**

## Table of Courses for the Addictions Emphasis

<i>Summer Semester</i>	<i>Fall Semester</i>	<i>Spring Semester</i>
<b>First Year</b>	<b>First Year</b>	<b>First Year</b>
	COUN 5100 COUN 5330	COUN 5530 (or spring of second yr.)
<b>Second Year</b>	<b>Second Year</b>	<b>Second Year</b>
	COUN 5510 COUN 5520 (1 credit) COUN 5960 (1 credit) COUN 5970 (1 credit)	COUN 5530 (or spring of first yr.) COUN 5590

**\*\*\*Although this program description brochure was prepared based on the best information available at the time, all information is subject to change without notice or obligation. The University reserves the right to alter this schedule when necessary to meet program demands. Every effort will be made to assist students to complete their degree plans as scheduled.**