



Clinical Training Manual

The University of Texas at San Antonio
Department of Counseling
May 2019

Professionalism. Integrity. Wellness.

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To Our Community,

We believe the best way to
develop practical counseling skills
is through challenging
experiences in the context of
sound supervision

The Department of Counseling Faculty

Putting counseling theory and knowledge into practice is an important part of the mission of the Department of Counseling.

We believe the best way to develop practical counseling skills is through challenging experiences in the context of sound supervision.

This manual was developed for students, supervisors, community providers, and faculty members involved in the professional counselor clinical training program at The University of Texas at San Antonio.

This manual provides comprehensive guidelines and procedures for the department's clinical course sequence and the information you need in order to achieve a positive clinical training experience.

The manual is divided into four sections. In these sections, readers will find information on UTSA's Department of Counseling, the department's Sarabia Family Counseling Center, and other information including policies, procedures, forms, syllabi, licensure, and credentialing.

You will find the tangible results of a dedicated team of individuals serving a diverse community.

You will also learn more about our efforts to provide greater clarity and transparency in providing positive clinical training experiences.

The department's faculty and affiliated community providers are dedicated to professional experiences that reflect the needs of our diverse community.

Our work is continuing to evolve, and we remain committed to meeting your expectations. We are eager to embrace innovation, achieve results, and help people



The Department of Counseling

What is the department's mission?

Our mission is to prepare multiculturally competent professional counselors and counselor educators for south Texas and beyond.

Graduates of our counseling program should demonstrate the necessary knowledge, skills, identity, and scholarship required to secure positions within the profession. The department emphasizes creativity and diversity as well as developmental and relational processes.

What are the department's Mission Based Student Learning Objectives (MBO)?

At completion of the counseling program, students will be able to: 1) Articulate a conceptualization of client/student presenting concerns from a strength-based perspective founded on contextual factors (e.g., developmental, relational, and multicultural); 2) Describe how relational and diverse contextual factors may contribute to presenting problems; 3) Discuss how relational competencies (i.e. authenticity, mutuality, honesty, empathy) affect counselor/client/student development; 4) Describe how to creatively and effectively integrate contextual resources and client/student strengths during the counseling process; 5) Demonstrate inclusive communication when describing clients/students (e.g., using people/person

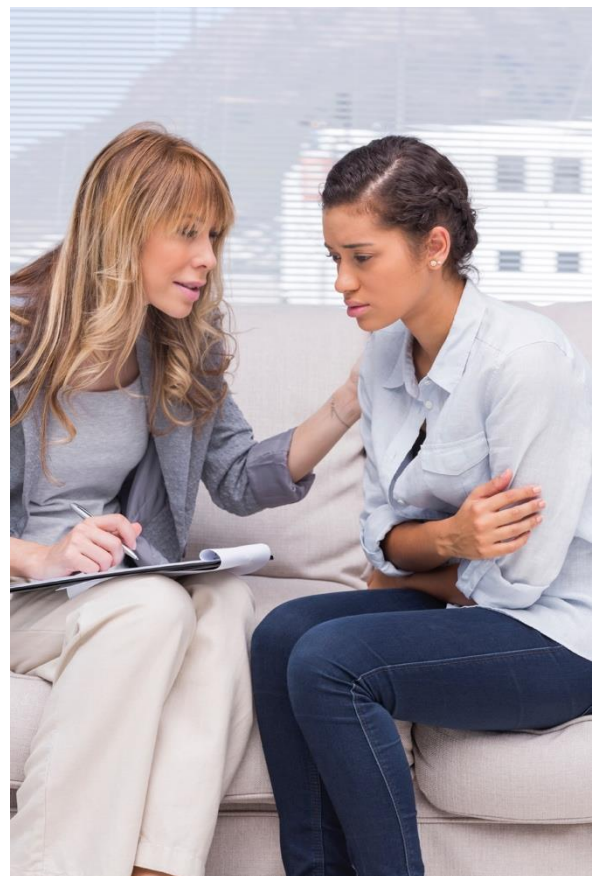
first language, avoiding labeling clients/students); 6) Demonstrate the ability to convey to the client/student their counseling progress; and 7) Demonstrate multicultural competencies (i.e., cross cultural knowledge, skills and attitudes) in the counseling process.



What about diversity?

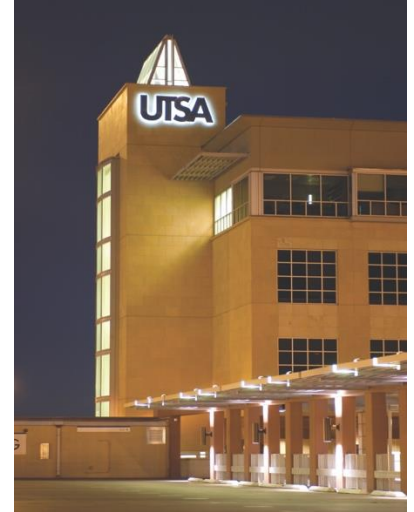
In accordance with the department's mission and goals, graduates will have a clear understanding of diversity and be able to address the needs of an increasingly changing society.

We are committed to increase educational opportunities for everyone. We strive to create an atmosphere where the values and concerns of diverse populations receive attention, respect, and support. These topics are integrated into the department's curriculum of courses in order to implement specific dedication to multiculturalism.



The Department of Counseling

The University of Texas at San Antonio - Downtown Campus
College of Education and Human Development
Department of Counseling
Durango Building 4.122
501 W. César E. Chávez Boulevard
San Antonio, Texas, 78207
210-458-2600



SARABIA FAMILY COUNSELING CENTER

What is the Sarabia Family Counseling Center?

We envision the College of Education and Human Development's Sarabia Family Counseling Center (SFCC) as a national leader in community service, professional training, and clinical research. We adhere to a rigorous set of standards that demonstrate leadership and excellence in professional counselor preparation.

Our mission is clear - to promote healthy social, emotional, and relational functioning, reflecting the needs of a diverse and dynamic society. We accomplish our goals through active community service, evidence-based training, and clinical research. We encourage inclusion and diversity in its broadest sense.

History and Description

Located on The University of Texas at San Antonio's (UTSA) Downtown Campus, the SFCC was created with the primary purpose of serving San Antonio's urban downtown area as well as the surrounding communities. The primary goal of the center is to help improve the lives and lessen the burdens of low-income families and individuals through high-quality counseling and mental-health educational services. We are also dedicated to helping graduate counseling students acquire clinical training experiences that reflect the diverse needs of society.

The SFCC houses an extensive resource center, complete with counseling assessment instruments, over 1500 counseling and related discipline textbooks, and other instructional media. The center is equipped with computers, printers, a SMART Board, and other tools that promote active community service, clinical training, and clinical research.

Community Services

Applying counseling theory and knowledge into professional practice is an important part of the Department of Counseling's mission. The SFCC is currently providing services to the community through two university sponsored community-based clinics: 1.) the SFCC, and 2) Harlandale ISD.



Sarabia Family Counseling Center

The Sarabia Family Counseling Center (SFCC) provides individual and group counseling services freely available to individuals and families. To make an appointment please contact our office at:

Sarabia Family Counseling Center
Durango Building, 3.304
501 West César E. Chávez Boulevard
San Antonio, Texas 78207

(210) 458-2055 – main

(210) 458-2605 – fax

Serving as an on-campus training clinic, the SFCC allows master's and doctoral students to obtain intensive and personalized supervision, while at the same time providing needed counseling services to members of the community. State-of-the-art clinical supervision tools provide opportunities for

student counselor growth and development. The SFCC has six counseling rooms (i.e., three individual rooms, two group rooms, and one fully equipped play therapy room) for use by students and faculty.

The SFCC accepts clients from a variety of referral sources including local community agencies, area schools, the Mexican Consulate, probation officers, and the United Way help line, among others. Through community partnerships, the SFCC is currently servicing (a) first-time offenders in the juvenile justice system and their families, (b) Spanish-speaking individuals and families referred by the Mexican Consulate, (c) families and individuals in need of mental health services identified by AVANCE early-head start program, and (d) families and individuals in need of mental health services as identified by AVANCE's Pathways to Responsible Fatherhood campaign, designed to positively impact fathers, their partner/significant other, their children, and their families. In addition to individual and family services provided in the SFCC, practicum and doctoral students also provide psychoeducational group counseling services for juvenile offenders and their families at the San Antonio Municipal Courthouse.

The SFCC is open to additional partnerships. We continually work to develop relationships with other community advocates and agencies.



Clinical Training Support

The SFCC also provides support and coordination for the department's clinical training courses (i.e., Skills, Group Theory and Process, Practicum and others). Students and professors may reserve rooms for taping or observation and role-play activities.

Other activities include development and maintenance of clinical training related forms, clinic training policies and procedures, and adherence to CACREP clinical training standards.



Clinical Training Sites

A myriad of human service organizations provide counseling services and are available in the San Antonio and the surrounding communities. These organizations provide assistance, support, information, and advocacy for clients, families, and other service providers. Many of these agencies are appropriate for internship site placements.

Individuals or groups in private practice (i.e., private counselors, psychologists, etc.) are not appropriate as practicum/internship sites.

UTSA counseling students are expected to arrange their own placement from the department's list of approved affiliated clinical sites. For practicum, students complete their hours in the department's Sarabia Family Counseling Center or another approved affiliated practicum site.

How does an organization become affiliated with the UTSA Department of Counseling?

New, potential practicum and/or internship sites may apply for affiliation with the Department of Counseling, provided that they meet the necessary program requirements. Please click the following link for more information on clinical training:
http://education.utsa.edu/counseling/Clinical_Training_Forms/

All students must have an approved site to complete their practicum/internship. In the event that a site is not approved and not on the affiliated site list, students must either 1) drop the course, 2) have the site coordinator fill out an application for affiliation and wait for approval, or 3) secure another affiliated site. Students may not see clients at a site until it is approved.

Clinical Training Support

The following information can be found on the UTSA Department of Counseling's website contains the following information:

- UTSA Affiliated Site List
- Application to Become an Affiliated Clinical Training Site
- Affiliated Clinical Training Site Agreement
- Site Supervisor Evaluation of Student
- Other Clinical Training Forms



Fitness to Practice Policy

In order to complete counselor preparation programs and to be eligible to take certification and/or other credentialing examinations, students must satisfy Fitness to Practice Requirements. The details of these requirements can be found in the Department of Counseling website and the UTSA Handbook of Operating Procedures. It is strongly recommended that students review these requirements to gain factual information regarding what these requirements entail (See below for access information).

Professors and faculty members of the counseling profession are responsible for maintaining the integrity and objectives of the clinical courses. These courses will demand students' time and energy. Please accommodate the time for courses into your lifestyle. As clinical courses are experiential in nature, they will require students to be introspective and reflective. Classroom behavior, discussion, professionalism, and coursework are used to evaluate students' Fitness to Practice.

As outlined in the Department of Counseling procedures, students' progress will be specifically summarized in all clinical courses. Toward the end of each semester, students will be evaluated on a uniform checklist of standards.

These standards, procedures, and evaluation forms may be found in UTSA's: 1) Handbook of Operating Procedures (HOP), and 2) the department's website:

- <http://education.utsa.edu/counseling>
- http://education.utsa.edu/counseling/fitness_to_practice/
- <http://utsa.edu/hop/chapter5/5-17.html>

Please note that students may be evaluated using the same standards and procedures during other points in their academic program. Students are expected to review thoroughly and comprehend the department's Fitness to Practice policies and procedures.

Cause for Removal from Practicum/Internship Sites

Students who are removed from practicum and/or internship will automatically undergo a fitness to practice review. Students may be removed from a practicum and/or internship site placement for the following reasons:

- Failure to obtain and/or document proof of professional liability insurance;
- Failure to function in a mature, responsible, and professional manner;
- Failure to follow the ethical guidelines of the counseling profession;

POLICIES AND PROCEDURES

- Dishonesty regarding field placement log or contract, tape recording, and/or obtaining client consent;
- Failure to maintain confidentiality of client records and/or client situations; and
- By request of the site administrator/site supervisor.

Ethical and Legal Standards

The practicum/internship clinical experience provides students with the opportunity to work with clients in real-world settings. Students are expected to abide by the American Counseling Association (ACA) ethical and legal standards.

Professional Liability Coverage

Students will obtain professional liability coverage/insurance before the practicum/internship class begins. Please note: The COU Department does not endorse any particular insurance plan.

However, students may find that the professional liability insurance from the Texas Counseling Association (TCA) or the American Counseling Association (ACA) are the easiest to obtain. These professional organizations require membership (i.e., student rate), in addition to a nominal (or free) coverage fee:

- The American Counseling Association. Call 800.347.6647 or visit their website (<http://www.counseling.org>);
- The Texas Counseling Association. Call 800.580.8144 or visit their website (<http://www.txca.org>; click on join/renew w/ insurance).

Students must provide proof of liability coverage (i.e., certificate of insurance) at the first class meeting. Minimum coverage includes \$1 million coverage for each claim, and \$3 million annual aggregate for all claims. Students will not see clients, or collect any direct service hours, without proof of liability coverage.



POLICIES AND PROCEDURES

Site Supervisor Qualifications

According to the 2009 CACREP standards, minimum site supervisor qualifications include: 1) A minimum of a master's degree in counseling or a related profession; 2) appropriate mental health professional certifications and/or licenses; 3) A minimum of two years of pertinent professional experience in the program area in which the student is enrolled; and 4) knowledge of the program's expectations, requirements, and evaluation procedures; and (5) relevant training in counselor supervision.

For students who are enrolled in the School Counseling program, site supervision is required from a Texas Education Agency certified school counselor.

Site Supervisor Responsibilities

Site supervisors will be responsible for providing each student with:

- Clinical job description/duties;
- Client assignments for counseling experiences;
- Individual and group counseling activities;
- Weekly supervision schedule (i.e., minimum of one hour, face-to-face, individual or tradic)
- Opportunities for student/trainee professional development;
- Interim report and final evaluation process; and
- Consultation process with UTSA clinical supervisor(s).

University Supervisor Responsibilities

UTSA's clinical supervisor(s) shall be responsible for providing each student/trainee with information relating to the:

- Consultation process with students' site supervisors;
- Desirable practicum and internship experiences;
- Site visits with student's clinical site;
- Communication with site supervisors;
- Consultation with students;
- Weekly, University-based group supervision sessions (i.e., 1 ½ hours per week);
- Final grade assignment

What about attendance?

- Students are expected to attend all class and supervision meetings, including group, individual, on-site, and off-site meetings;
- Students are expected to develop a schedule with their practicum/internship clinical site supervisor;
- Students should immediately notify supervisors and clinical sites in the event of being delayed or absent;
- Students should make up any missed supervision or practicum/internship hours;
- Students consistently failing to attend class, supervision meetings, or practicum/internship hours may be dropped from the class or receive a failing grade; and

POLICIES AND PROCEDURES

- Students consistently failing to prepare client cases (i.e., with tape recordings) for review may be dropped from the class or receive a failing grade.

Home Visits

While completing practicum and internship experiences, it is expected that student safety comes first. Therefore, students are not permitted to make any home visits during their practicum/internship experiences unless specifically pre-approved by the Clinical Mental Health Committee.

Access to Supervisor

Students must, at all times, have immediate access to their clinical site supervisor, the site supervisor's representative, or a professional colleague for consultation and support when at their field sites; therefore, students may not work alone at their field sites.

Professionalism

Students should consult with their clinical site supervisor, follow the clinical site dress code, and conduct themselves in a professional manner at all times. Also, students' professional demeanor should be consistent with the current ethical guidelines of ACA. This is consistent with the requirement of development of a professional identity.

Documentation

Students will complete and submit all required academic and clinical site documentation in a timely and efficient manner. Students' practicum and internship documentation will be used to verify information for the department's records and reviews, as well as state licensure and/or certification.

Confidentiality

Students will be responsible for maintaining the confidentiality of all information related to their clinical site clients:

- Students should understand and follow the legal and ethical confidentiality practices of their clinical site.
- Students should maintain their practicum/internship documentation and tape recordings in a secure and professional manner, consistent with the current ethical guidelines of ACA.
- Students should not use any client identifying information (e.g., full name, social security number, etc.) in any practicum or internship documentation (e.g., tapes, notes, tape critiques, fax, e-mail, etc.). The exception to this policy/procedure is the client's consent form(s); and

POLICIES AND PROCEDURES

- Students should utilize appropriate coding procedures when documenting any practicum or internship documentation (e.g., tapes, notes, tape critiques, fax, e-mail, etc.).
- See Recording Policy on the department website.

Respect for Clients

The practice of counseling is both client focused and client driven. Students will treat all clients with respect, in accordance with the current ethical guidelines of ACA.

Crisis Procedures

Students will know, understand, and be able to implement the appropriate crisis procedures (e.g. suicide, violent behavior, aggression, etc.) at their clinical site.

- Students will notify their clinical site supervisors immediately of any client (i.e., actual or potential) crisis situation, and will follow the site supervisor's explicit directives.

- Students will notify their practicum/internship faculty instructor in the event of a client crisis (actual or potential). Students will notify their practicum/internship faculty instructor, the Clinical Coordinator and the COU Department Chair in the event of a client's death (e.g., suicide, homicide, etc.).

Background Checks & Criminal Records

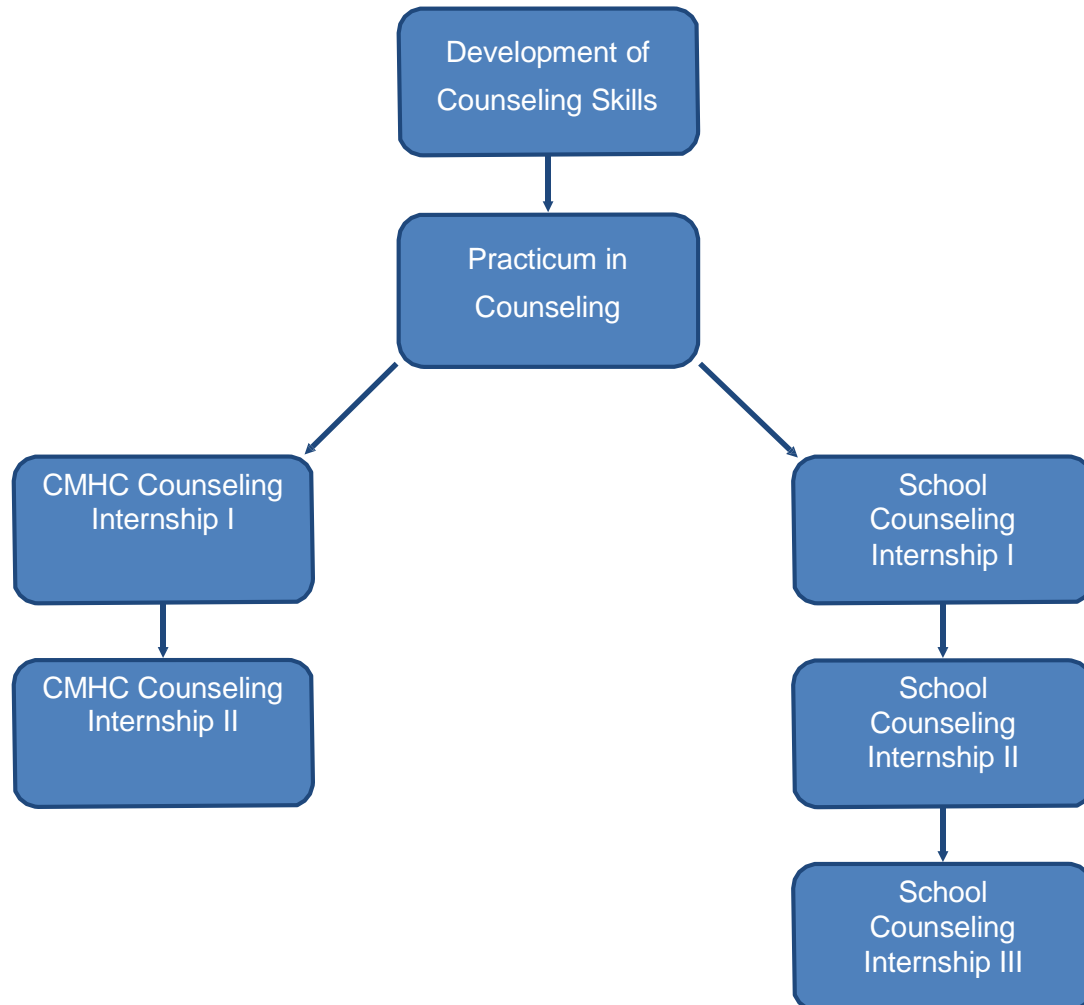
Students are advised that some clinical sites may administer criminal background checks. Consequently, clinical sites may deny clinical placement if the student fails to submit this background check or does not meet the clinical site's background criteria.

Please review the Texas Licensed Professional Counselors rules and regulations (Chapter 681) regarding this matter:

(http://www.dshs.state.tx.us/counselor/lpc_rules.shtm)



Clinical Training Sequence



What is the clinical training sequence for the master's degree?

The above figure illustrates the clinical training sequences for the master's degree in school and clinical mental health counseling. The department's clinical training sequence is intended to be a developmental process with each clinical course building on the previous course.

Practicum

What is the procedure for enrolling into practicum or internship?

Students must submit an application for practicum/internship to the department's Student Development Specialist the semester before they wish to enroll in practicum or internship. Likewise, students must complete a Clinical Orientation/Training prior to the first class meeting of the semester. Student who are unable to attend this mandatory orientation must drop the class. Students may contact the Department of Counseling for additional information regarding the clinical orientations.

Please Note: The department cannot and will not guarantee any student specific clinical site placement acceptance or completion of required practicum/internship hours.

May I complete my practicum or internship at my work?

Students may use their regular employment as a clinical placement site under the following conditions: Students must perform clinical duties that are different from duties performed on the basis of a bachelor's degree; Students' clinical site supervisor must be different from their current work supervisor; Students must obtain a letter (i.e., from their clinical site supervisor)

documenting how these conditions will be met; The documentation letter must be delivered to the students faculty course instructor at the beginning of any practicum/internship course.

Please note: private practice placements (i.e., private counselor, psychologists, etc.) are not appropriate practicum/internship sites.



Practicum/Internship

Can I accrue any practicum or internship hours between semesters?

Students are not allowed to see clients or accrue practicum/internship hours between semesters.

Hours during Spring Break

Students may continue to see clients during spring break. Students should still be supervised one hour per week on-site during this time.

Where can I complete my practicum and CMHC internship?

For practicum, if space allows, students will complete their hours in the department's Sarabia Family Counseling Center. If space is not available, students may complete their practicum at an approved affiliated practicum site.

Students are expected to arrange their own practicum or internship site from the departments' list of affiliated clinical sites. Please be sure you refer to the most recent list available, as changes are made frequently. The current list is available on the department's website (i.e., http://education.utsa.edu/counseling/helpful_links/).

Students pursuing a degree in CMHC must complete their internship experiences in a community agency setting (e.g., outpatient

mental health program, residential substance abuse program, bereavement services program, etc.) under the direct supervision of a licensed mental health professional (preferably a State of Texas Licensed Professional Counselor). The setting should be able to offer students a broad range of clinical opportunities. If the primary site does not allow audio taping, student must secure a second site in order to complete class requirements. If a potential site is not on the department's approved list of affiliated sites, students may have the site director or supervisor complete an application for affiliation. The application is available on the department's website under clinical forms.

A myriad of human service organizations provide counseling services and are available in the San Antonio and the surrounding communities. These organizations provide assistance, support, information, and advocacy for clients.

Hours Accrued at Two Sites

Sometimes students accrue their hours at two sites (e.g., one for group and one for individual hours). If this is the case, please document the hours earned for each site on a separate log. The class instructor must be notified of both sites, and students must complete all required paperwork for both sites.

Practicum

Time Requirements - Practicum

Students must complete supervised practicum experiences that total a minimum of 100 clock hours over a minimum 10-week academic term. Each student's practicum includes the following:

- At least 40% (40 hours) of direct service with actual clients that contributes to the development of counseling skills; at least 10 of these hours must be devoted to group counseling. A minimum of 20 hours must be devoted to individual, couple, or family counseling.
- Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the practicum by a program faculty member, a student supervisor, or a site supervisor;
- An average of 1 1/2 hours per week of group supervision that is provided on a regular schedule throughout the practicum by a program faculty member or a student supervisor;
- The development of program-appropriate audio/video recordings for use in supervision or live supervision of the student's interactions with clients; and
- Evaluation of the student's counseling performance throughout the practicum, including documentation of a formal evaluation after the student completes the practicum.

The remaining 60% (60 hours) are to include weekly on-site supervision and a variety of professional activities (i.e., record keeping, supervision, information and referral, in-service and staff meetings, etc.). These hours must be evenly accrued over the course of the semester (CACREP 2009, Standard Section III, F1, 2, & 3).

Supervision Requirements - Practicum

During the practicum course, students receive weekly clinical supervision by both university instructors/supervisors and clinical site supervisors.

Location	Clinical Supervisor	Time	Type
University - class	University faculty	One and one half (1½) hours per week	Group
University – individual	Program faculty, doctoral student, university supervisor	One (1) hour per week	Individual or triadic
Clinical site	Site supervisor	One (1) hour per week	Individual, triadic

Internship

Time Requirements - Internship

Students must complete 600 hours of supervised internship experiences in two semesters. * Each internship must total a minimum of 300 hours over a minimum 10-week academic term.

Each 300-hour internship includes the following:

- At least 40% (120 hours) of direct service with actual clients that contributes to the development of counseling skills; at least 10 of these hours must be devoted to group counseling. A minimum of 60 hours must be devoted to individual, couple, or family counseling.
- Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the internship by a site supervisor;
- An average of 1 1/2 hours per week of group supervision that is provided on a regular schedule by a program faculty member or a student supervisor;
- The development of program-appropriate audio/video recordings for use in supervision or live supervision of the student's interactions with clients; and
- Evaluation of the student's counseling performance throughout the internship,

including documentation of a formal evaluation after the student completes the internship by a program faculty member in consultation with the site supervisor.

The remaining 60% (180 hours of indirect service) are to include weekly on-site supervision and a variety of professional activities (i.e., record keeping, supervision, information and referral, in-service and staff meetings, etc.). These hours must be evenly accrued over the course of the semester (CACREP 2009, Standard Section III, F1, 2, & 3).

- Students must pass Internship I to proceed to Internship II.
- Incompletes are generally not allowed in internship. Students cannot move on to Internship II in the event of an incomplete.
- Students are not permitted to roll hours over from one course to the next.

*School counselors may complete the 600 hours of internship over three semesters of 200 hours each. Time requirements for the 200-hour option includes the following: At least 40% (80 hours) of direct service, and 60% (120 hours) of indirect service.

Internship

Supervision Requirements- Internship

During the internship courses, students receive weekly instruction and clinical supervision by both university instructors and clinical site supervisors. Students will receive the following levels of supervision:

Location	Clinical Supervisor	Time	Type
University - class	University faculty	One and one half (1½) hours per week	Group
Clinical site	Site supervisor	One (1) hour per week	Individual, triadic

Desirable Experiences in Clinical Mental Health Counseling (CMHC) Internship

Desirable experiences in CMHC internship include, but are not limited to:

- 1) Site orientation, including the agency/organization's:
 - a) Organizational chart;
 - b) Administrative structure;
 - c) Physical facilities/offices;
 - d) Client population characteristics;
 - e) Mission, purpose, and service philosophy;
 - f) Staff qualifications and background;
 - g) Services offered; and
 - h) Policies and procedures.
- 2) Documentation and record keeping procedures, including:
 - a) Intake evaluations;
 - b) Case notes; and
 - c) Other professional correspondence/communications.
- 3) Counseling and therapy activities, including:
 - a) Clinical staff meetings;
 - b) Case conferences;
 - c) Individual counseling;
 - d) Group counseling;
 - e) Referral processes;
 - f) Consultation processes; and
 - g) Establishing and maintaining a counseling relationship from initial intake to termination, referral, or follow-up.
- 4) Assessment and testing activities, including:
 - a) Instrument selection;
 - b) Administration;

Internship

- c) Scoring;
- d) Interpretation; and
- e) Report preparation
- 5) Consultation activities, including:
 - a) Awareness of specialties, skills, and services offered by other helping professionals in the community, agency/institution;
 - b) Community resource list management;
 - c) Referral processes; and
 - d) Professional contact procedures;
- 6) Counseling-related research activities, including:
 - a) Research ethics;
 - b) Protection of human subjects;
 - c) Institution review board (IRB) purpose
 - d) Investigator responsibilities;
- 7) Professional activities, including:
 - a) In-service/training opportunities;
 - b) Human relation skills;
 - c) Appreciation of and ability to work with clients of different races, religious convictions, color, gender, sexual preference, and national origin;
 - d) Adherence to ACA ethical standards and/or other appropriate accreditation standards; and
 - e) Professional responsibility with regard to established laws, rules, and regulations.

Desirable Experiences in School Counseling Internship

The internship runs the full span of the semester. At least 14 of the 16 weeks must be in a school that is open/active with a general population of students. During this time students must receive weekly supervision from a state certified school counselor.

A second school site may be used to supplement training experiences in the primary school setting for as much as 30% of

the internship hours. This would need to be arranged with your instructor on a one-on-one basis. The supervising, state certified school counselor must provide written assurance that the student will be actively involved in 8 of the 11 activities below for a minimum of 14 consecutive weeks in the same school.

Internship

Comprehensive Guidance Program

As part of the School Counseling internship requirements, students will continue work on a developmental guidance and counseling program that includes the following four components:

1. Guidance Curriculum

- Self-confidence development
- Motivation to achieve
- Decision-making, goal-setting, planning, and problem solving skills
- Interpersonal effectiveness
- Communication skills
- Cross cultural effectiveness
- Responsible behavior

2. Responsive Services

- Academic concerns
- School related concerns
- Relationship concerns
- Physical, sexual and emotional abuse as described by the Texas family code
- Grief and loss
- Substance abuse
- Family issues
- Harassment issues
- Coping with stress
- Suicide prevention

3. Individual Planning

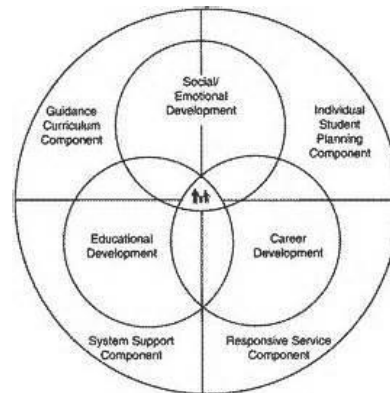
- Educational
- Career
- Personal-social

4. System Support

- Guidance program development
- Parent education
- Teacher and administrator consultation
- Staff development for educators
- School improvement planning
- Counselor's professional development
- Research and publishing
- Community outreach
- Public relations

The relative emphasis of each component will vary from district to district, perhaps from campus to campus, as well as education level (elementary, middle and high school) depending on the developmental and special needs of the students served.

Students pursuing a degree emphasis in School Counseling must complete their internship experiences in a school setting under the direct supervision of a Texas Education Agency certified school counselor.



LICENSURE, ENDORSEMENT, AND CREDENTIALING

American Counseling
Association
www.counseling.org



Texas Counseling Association
www.txca.org/tca



South Texas Counseling
Association
www.stxca.org/



Association for Creativity in
Counseling
www.creativecounselor.org



American Mental Health
Counselors Association
www.amhca.org



Association for Specialists in
Group Work
www.asgw.org



International Association of
Marriage and Family
Counselors
www.iamfconline.org

The practicum and internship experience provides UTSA counseling students with the opportunity to work with clients in real-world settings. Students are expected to abide by all ACA ethical and legal standards. American Counseling Association ethical standards and other divisions are available online. Standards and qualifications for professional licensure/certification vary by state and are subject to change. Students should review and be familiar with the legal/administrative code of the state(s) in which they plan to practice.

Endorsement Policy

Permission should be sought and secured by students prior to formally identifying a faculty member as a reference. UTSA counseling students and graduates seeking endorsements, letters of recommendation or reference, credentialing, and/or employment letters should provide the respective faculty member(s) two weeks written notice. Students should also provide faculty members with relevant information and documents about the endorsement including but not limited to the following: job description, addressee, curriculum vitae, and relevant enrolled courses.

The counseling faculty believes that it is their professional duty to only endorse or recommend a student or graduate for employment opportunities, licenses, certifications and/or other credentials to which the individual is adequately prepared through knowledge, training, and experience.

Faculty members are required to follow the procedures and agreements of the various licensing and certifying bodies (e.g., DESE, NBCC, Licensing boards). It is expected that students and graduates become familiar with these procedures prior to requesting endorsement.

LICENSURE, ENDORSEMENT, AND CREDENTIALING

School Counselor Certification

UTSA counseling students who wish to become State of Texas Certified School Counselors should refer to the Texas Education Agency in regard to which, if any, of their internship experiences may apply to their certification. The Texas Education Agency shall be the ultimate authority on state credentialing issues.

The State Board for Educator Certification adopts rules to ensure that each candidate for the school counselor certificate is of the highest caliber and possesses the knowledge and skills necessary to improve the performance of the diverse student population of Texas. Rules and standards for the School Counselor Certificate are listed in the: Texas Administrative Code Title 19 - Education; Chapter 239 - Student Services Certificates Subchapter A - School Counselor Certificate.

Professional Counselor Licensure

UTSA counseling students who wish to become State of Texas Licensed Professional Counselors (LPC) should refer to the LPC Board Rules (i.e., Title 22, Texas Administrative Code, Chapter 681, effective December 12, 2013) in regard to which, if any, of their internship experiences may apply to LPC requirements. The State of Texas LPC Board shall be the ultimate authority on state licensing issues.

The Texas Department of Licensing and Regulation is the primary state agency responsible for the oversight of occupations that are regulated by the state and assigned to the department by the legislature. Licensure rules and standards for Professional Counselors are listed in the Texas Statutes Occupations Code (i.e., Chapter 503) and are governed by the Texas State Board of Examiners of Professional Counselors.

American School Counselor
Association

www.schoolcounselor.org



Texas School Counselor
Association

[www.txca.org/tca/tsca_home
.asp](http://www.txca.org/tca/tsca_home.asp)



Texas Education Agency

[http://www.tea.state.tx.us/ind
ex.aspx](http://www.tea.state.tx.us/index.aspx)



Texas Education Agency
School Guidance and
Counseling

[http://www.tea.state.tx.us/ind
ex2.aspx?id=2828](http://www.tea.state.tx.us/index2.aspx?id=2828)



Texas Department of State
Health Services

[http://www.dshs.state.tx.us/d
efault.shtm](http://www.dshs.state.tx.us/default.shtm)



Texas State Board of
Examiners of Professional
Counselors

[http://www.dshs.state.tx.us/c
ounselor/default.shtm](http://www.dshs.state.tx.us/counselor/default.shtm)

LICENSURE, ENDORSEMENT, AND CREDENTIALING

National Board for Certified Counselors

UTSA counseling students who wish to become a National Certified Counselor should refer to the National Board for Certified Counselors, Inc. and Affiliates (NBCC). This independent not-for-profit credentialing body for counselors established and monitors a national certification system, to identify those counselors who have voluntarily sought and obtained certification, and to maintain a register of those counselors.

The NBCC's certification program recognizes counselors who have met predetermined standards in their training, experience, and performance on the National Counselor Examination (NCE), the most portable credentialing examination in counseling.

As a CACREP-accredited program, the Department of Counseling is eligible to offer the National Counselor Examination (NCE) to students. In order to be eligible to take the NCE, students must be well advanced and have completed the core coursework. The NCE is offered once each Fall and Spring semester through UTSA. The semester prior to each examination, an email will be sent to all students with instructions explaining the application process and the necessary deadlines.

In addition to taking the NCE while a UTSA student, through this program students automatically apply for the National Certified

Counselor (NCC) credential. Please refer to the UTSA Student Handbook for more information.

Additional Information

The Texas Department of Family and Protective Services (DFPS) is charged with protecting children, adults who are elderly or have disabilities living at home or in state facilities, licensing group day-care homes, day-care centers, and registered family homes.

The agency also manages community-based programs that prevent delinquency, abuse, neglect and exploitation of Texas children, elderly, and disabled adults. The agency's services are provided through its Adult Protective Services, Child Protective Services, Child Care Licensing, and Prevention and Early Intervention divisions.

National Board for Certified
Counselors <http://www.nbcc.org/>



The Department of Family and
Protective Services
<http://www.dfps.state.tx.us/>



Texas Department of Aging and
Disability Services
<http://www.dads.state.tx.us/>