

AMERICAN BOARD OF COUNSELING PSYCHOLOGY

Candidate Examination Manual for
Board Certification in Counseling Psychology
by the
American Board of Professional Psychology

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600 Market Street

Suite 201

Chapel Hill, NC 27516

Phone: (919) 537-8031

Website: www.abpp.org

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Introduction

The American Board of Counseling Psychology (ABCoP) is a Specialty Board of the American Board of Professional Psychology (ABPP). Board Certification in Counseling Psychology attests to Candidates' successful completion of the educational, training and experience requirements of the specialty. The protocol for attaining Board Certification includes an oral examination designed to assess the knowledge, skills and competencies required of all Counseling Psychologists who are Board Certified, and who demonstrate identification with the specialty of Counseling Psychology.

The primary objective of the ABCoP is to ensure a board certification process that identifies and promotes specialty level standing in the field of Counseling Psychology. Specialty level standing is conceptualized as higher than the basic level of competence certified by jurisdictional licensure, consistent with that of experienced practitioners of professional psychology at the level of two years post-doctoral degree. Psychologists who are licensed and have two or more years of post-doctoral professional experience are able to qualify for board certification in Counseling Psychology. Functioning at the Board Certified level connotes a quality of advanced preparation and professional level focus on the part of psychologists.

Definition of Counseling Psychology

The definition used to determine whether applicants/candidates have been functioning as Counseling Psychologists is the definition adopted by The Society for Counseling Psychology (Division 17) of APA.

Counseling Psychologist facilitates personal and interpersonal functioning across the life span with a focus on individual, group, and community interventions for emotional, behavioral, vocational, and mental health problems using preventative, developmental,

and remedial approaches, and in the assessment, diagnosis, and treatment of psychopathology. Counseling Psychologists participate in a range of activities including psychotherapy, assessment, teaching, research, supervision, career development and consultation. They employ a variety of methods closely tied to theory and research to help individuals, groups and organizations function optimally as well as to remediate dysfunction.

The activities of Counseling Psychologists typically include:

- Conducting clinically relevant research
- Assessment (evaluation, diagnosis, formal psychological testing)
- Intervention (treatment, prevention)
- Consultation with others professionals in diverse settings
- Supervision, training, and management activities (e.g., program development, administration)

Counseling Psychologists are expected to demonstrate sensitivity to and skills in dealing with multicultural/diverse populations. Individual and cultural diversity recognizes the broad scope of such factors as race, ethnicity, language, sexual orientation, gender, age, disability, SES, education, religion/spiritual orientation, and other cultural dimensions¹.

Certification Process: Brief Overview

Following verification by the ABPP Central Office of the generic requirements for board certification (doctoral degree, licensure, and professional standing [(absence of current

¹ American Psychological Association, (2002). Guidelines on multicultural education, training, research, practice, and organizational change for psychologists. *American Psychologist*, 58 (5), 377-402.

<http://www.apa.org/pi/multiculturalguidelines.pdf>

disciplinary actions]), the application is forwarded to the ABCoP Credentials Reviewer for specialty review.

If applicants graduated from an American Psychological Association (APA) or Canadian Psychological Association (CPA) accredited program, then they are immediately advanced to the Practice Sample level of the examination process.

The Board of Trustees of the ABPP sets and verifies minimum generic standards for candidacy. The Board of Directors of ABCoP sets and verifies minimum specialty standards for Counseling Psychology. Once applicants' credentials have been approved, a Practice Sample needs to be submitted.

We strongly recommend that applicants obtain a knowledgeable mentor. Mentors will guide and consult with applicants throughout the process. Mentors may be requested from the Academy of Counseling Psychology (www.aacop.us)

All Candidates for board certification must submit a Practice Sample. The Practice Sample typically includes: (a) A Professional Self Study; (b) a Work Sample; and (c) a Curriculum Vitae.

The Practice Sample Chair selects two Board Certified Counseling Psychologists who review the Practice Sample and determine completeness and adequacy. The Oral Examination emphasizes Candidates' Practice Sample and competencies in the following specific areas:

Foundational Competencies (required of all psychologists): Professionalism, Reflective Practice/Self-Assessment, Self-Care; Scientific Knowledge and Methods; Evidence Based Practice; Relationships; Individual and Cultural Diversity; Ethical/Legal Standards and Policy; Interdisciplinary Systems.

Functional Competencies (required of all counseling psychologists): Assessment;

Intervention; Consultation.

Functional Competencies (selected by some counseling psychologists according to role):

Research/Evaluation; Supervision/Training; Teaching; Management/Administration.

The final step in board certification is the oral examination, which includes both the review of the Practice Sample (Professional Self Study and a Work Sample) and additional sections on ethics and competency in broader areas of counseling psychology beyond the Candidates' Practice Sample. The oral examination is conducted by a committee comprised of Board Certified Counseling Psychologists. Twenty Continuing Education credits from the American Psychological Association (APA) are awarded through the American Board of Professional Psychology at no cost to the Applicant after becoming board certified.

Eligibility for Candidacy and Specialty Specific Requirements

Applicants submit the following education and training activities to the ABPP Central Office in order to establish eligibility.

Academic Program Requirements

A doctoral degree from a program in professional psychology, which at the time the degree was granted, was accredited by the APA or the Canadian Psychological Association (CPA), **OR**

A doctoral degree, which at the time the degree was granted, was from a program listed in the publication Doctoral Psychology Programs Meeting Designated Criteria **OR**, The Degree Requirement can be met if:

- Applicant holds current ABPP Board Certification in another specialty, **OR**
- Applicant holds a current Certificate of Professional Qualification in Psychology (CPQ) from the Association of State and Provincial Psychology Boards (ASPPB),

OR

- Applicant is credentialed as a health service provider in the current Directory of the National Register of Health Service Providers in Psychology (NRHSPP), or the current Canadian Register of Health Service Providers in Psychology (CRHSPP), **OR**
- Applicant holds a doctoral degree in psychology and has subsequently been certified as completing the requirements of a formal, doctoral level, professional program that meets the APA accreditation requirements.

Individual exception reviews are available for degrees granted outside the U.S. or Canada, doctoral degrees granted prior to 1983, or for applicants claiming equivalent doctoral degree and program requirements. Such exceptions are coordinated through the ABPP Executive Office and the appropriate Specialty Board.

Internship Requirements

A one-year full-time or two-year half-time internship program is required. The internship requirement can be met in one of four ways. The internship requirement is met if the internship is:

- Accredited by the APA or CPA, **OR**
- Listed in the Association of Psychology Postdoctoral and Internship Centers (APPIC) Directory for the year in which the internship was completed, **OR**
- Met APPIC equivalency guidelines, **OR**
- Applicants are listed in the NRHSPP or CRHSPP Directories or hold the CPQ.

Licensure/Certification Requirements

- Applicants must be licensed or certified as psychologists at the independent practice level by the State, Province, or Territory of the U.S. or Canada in which the psychologist practices.
- Exceptions to the residency requirement are made for active duty federal uniformed service psychologists when practicing in those roles.

Senior Psychologist Option

Psychologists who meet the above degree, internship, and license requirements, **AND** have 15 years or more of post-doctoral experience, are eligible for the Senior Psychologist option. The aim of this program is to bring into ABCoP senior colleagues who have made a contribution to our field. (see Senior Option under Practice Sample).

ABCoP Competency Areas align with language in 2012 ABPP competencies

The ABCoP examination process encompasses the following competencies required by the specialty of Counseling Psychology. Successful Candidates demonstrate knowledge, skills, attitudes/values and experience necessary to provide specialty level services in the practice of Counseling Psychology through discussion of a Professional Self Study and Work Sample.

Foundational Competency: Professionalism. Exhibiting professional values and ethics as evidenced in behavior and comportsment that reflects the values and ethics of psychology, integrity, and responsibility.

Foundational Competency: Reflective Practice/Self-Assessment, Self-Care. Practicing with personal and professional self-awareness and reflection; with awareness of competencies; with appropriate self-care.

Foundational Competency: Scientific Knowledge and Methods. Demonstrating understanding of research, research methodology, techniques of data collection and analysis, biological bases of behavior, cognitive-affective bases of behavior, and development across the lifespan. Respect for scientifically derived knowledge.

Foundational Competency: Evidence Based Practice. Demonstrating the integration of current research literature into clinical practice, research/evaluation, and other functional competency domains where applicable.

Foundational Competency: Relationships. Relating effectively and meaningfully with individuals, groups, and/or communities.

Foundational Competency: Individual and Cultural Diversity. Exhibiting awareness of, sensitivity to, and appropriate skills for working professionally with diverse individuals, groups, and communities who represent various cultural and personal backgrounds and characteristics.

Foundational Competency: Ethical/ Legal Standards and Policy. Applying ethical concepts and awareness of legal issues regarding professional activities with individuals, groups, and organizations.

Foundational Competency: Interdisciplinary Systems. Demonstrating knowledge of key issues and concepts in related disciplines; identifying and interacting with professionals in multiple disciplines

Functional Competencies (Required)

Functional Competency: Assessment. Applying a strength-based approach to diagnosis of problems, capabilities, and issues associated with individuals, groups, and/ or organizations, case formulation, and selecting appropriate assessment and diagnostic strategies.

Functional Competency: Intervention. Intervening with practices and procedures designed to promote health and well-being of individuals, groups, and/or organizations.

Functional Competency: Consultation. Applying psychological principles to the change process in response to the needs and/or goals of individuals, families, groups, organizations, or communities.

Select Functional Competencies

Select Functional Competency: Research/Evaluation. Conducting research/ evaluation of practices (theoretical, experimental, clinical, evaluative) that contribute to psychology's knowledge base. This competency domain will be addressed only for those Candidates with Practice Samples in Research/ Evaluation.

Select Functional Competency: Supervision/ Training. Provides clinical instruction and/ or oversight to trainees or other practicing psychologists. This competency domain will be addressed only for those Candidates with Practice Samples in Supervision.

Select Functional Competency: Teaching. Instructing students, trainees, other professionals or the general public in the science and practice of counseling psychology. This competency domain will be addressed only for those Candidates with Practice Samples in Teaching.

Select Functional Competency: Management/ Administration. Working in an executive or operational capacity for an organization that provides psychological services. This competency domain will be addressed only for those Candidates with Practice Samples in Management/ Administration.

ABCOP Competencies with Examples of Behavioral Outcomes That Meet the Criteria**Required Foundational Competencies****Foundational Competency: Professionalism**

Exhibiting professional values and ethics as evidenced in behavior and comportsment that reflects the values and ethics of psychology, integrity, and responsibility.

Behavioral outcomes (passing level criteria):

- Practices within the scope of one's competence, and seeks consultation and supervision as needed
- Demonstrates respect for and protection of confidentiality in private communications
- Is aware of potential conflicts and maintains appropriate professional boundaries
- Articulates professional values
- Communicates verbally and nonverbally in ways that are appropriate to the professional context, including challenging interactions
- Acts to benefit the welfare of others, as an advocate for social justice
- Demonstrates active participation in and contribution to the development and advancement of the profession, the specialty, and colleagues
- Evidences continuous improvement and enhancement of knowledge, skills, and productivity
- Takes independent action to correct situations that are in conflict with professional values

- Recognizes the host of professional issues that may occur when consulting in various settings

Foundational Competency: Reflective Practice/Self-Assessment, Self-Care

Practicing with personal and professional self-awareness and reflection; with awareness of competencies; with appropriate self-care.

Behavioral outcomes (passing level criteria):

- Demonstrates awareness of personal biases, assumptions, stereotypes, and potential discomfort in working with those with backgrounds that diverge from psychologist
- Monitors internal thoughts, feelings, and behaviors that may influence professional activities, and adjusts accordingly
- Practices self-care in relationship to individuals, groups, and communities with whom one lives and works.
- Demonstrates accurate self-evaluation of knowledge and skill competencies
- Initiates consultation with or referral to appropriate providers when uncertain about one's own competence
- Seeks continuing education, training, supervision, and consultation to enhance competencies related to practice

Foundational Competency: Scientific Knowledge and Methods

Demonstrating understanding of research, research methodology, techniques of data collection and analysis, biological bases of behavior, cognitive-affective bases of behavior, and development across the lifespan. Respect for scientifically derived knowledge.

Behavioral outcomes (passing level criteria):

- Demonstrates awareness of scientific knowledge and skills related to effective interventions
- Applies psychological science to the practice of research, evaluation, assessment, and intervention
- Acknowledges strengths and limitations of knowledge base in application to specific work settings
- Demonstrates ability to cite scientific evidence to support professional activities

Foundational Competency: Evidence Based Practice

Demonstrating the integration of current research literature into clinical practice, research/evaluation, and other functional competency domains where applicable.

Behavioral outcomes (passing level criteria):

- Maintains knowledge of ongoing developments in the research literature as it relates to clinical practice and the specialty of counseling psychology
- Integrates empirically based practices into specific roles within counseling psychology
- Applies evidence in alignment with the values and preferences of those that will be affected

Foundational Competency: Relationships

Relating effectively and meaningfully with individuals, groups, and/or communities.

Behavioral outcomes (passing level criteria):

- Forms effective working alliances with a wide range of clients, colleagues, and other constituents

- Uses rapport and empathy in verbal and nonverbal behaviors to facilitate interactions
- Acknowledges the impact of oneself on others and can evaluate and implement feedback from others
- Works to resolve conflicts effectively

Foundational Competency: Individual and Cultural Diversity

Exhibiting awareness of, sensitivity to, and appropriate skills for working professionally with diverse individuals, groups, and communities who represent various cultural and personal backgrounds and characteristics.

Behavioral outcomes (passing level criteria):

- Articulates integrative conceptualizations of multiple aspects of diversity influencing clients, psychologists, groups, and organizations
- Adapts behavior in a culturally sensitive manner to the needs of the populations served
- Demonstrates self-awareness and ability to recognize differences between one's own values, attitudes, and assumptions and those of constituents
- Initiates consultation with appropriate sources as needed to address specific diversity issues.

Foundational Competency: Ethical/ Legal Standards and Policy

Applying ethical concepts and awareness of legal issues regarding professional activities with individuals, groups, and organizations.

Behavioral outcomes (passing level criteria):

- Identifies ethical and legal issues that arise in the practice of counseling psychology, analyzes them effectively, and implements appropriate ethical and/or legal interventions.
- Recognizes and addresses dissonance between sometimes competing goals of promoting autonomy and protecting client safety
- Practices within federal and state laws, and organizational policies

Foundational Competency: Interdisciplinary Systems

Demonstrating knowledge of key issues and concepts in related disciplines; identifying and interacting with professionals in multiple disciplines

Behavioral outcomes (passing level criteria):

- Applies the theory and science of interdisciplinary team building
- Collaborates effectively with individuals and groups from relevant disciplines.
- Demonstrates awareness, appreciation, and respect for team experiences, values, and discipline-specific conceptual models
- Understands the importance of consultation and teamwork to address varied biopsychosocial needs

Required Functional Competencies

All candidates for certification in counseling psychology must successfully demonstrate the behavioral criteria in the following three functional competencies.

Functional Competency: Assessment

Applying a strength-based approach to diagnosis of problems, capabilities, and issues associated with individuals, groups, and/ or organizations, case formulation, and selecting appropriate assessment and diagnostic strategies.

Behavioral outcomes (passing level criteria):

- Selects and applies multiple sources of data collection (formal and informal) according to psychometrically sound principles
- Conceptualizes and evaluates the data and make recommendations
- Communicates the findings and recommendations to the appropriate constituents

Functional Competency: Intervention

Intervening with practices and procedures designed to promote health and well-being of individuals, groups, and/or organizations.

Behavioral outcomes (passing level criteria):

- Plans intervention strategies that include evidence based support, if available
- Implements intervention skills, covering a wide range of developmental, preventative, and remedial interventions, including psychotherapy, psychoeducational interventions, organizational interventions, and crisis management
- Evaluates progress at appropriate intervals and at the end of the intervention

Functional Competency: Consultation

Applying psychological principles to the change process in response to the needs and/or goals of individuals, families, groups, organizations, or communities.

Behavioral outcomes (passing level criteria):

- Evaluates the fit between one's scope of competence and the consultation question
- Assesses and selects consultation procedures appropriate to the context and consultation question(s)

- Designs a coherent and organized approach to needs assessment, diagnosis, intervention, and evaluation
- Communicates the findings and recommendations to the appropriate constituents

Select Functional Competencies

Candidates seeking certification in one of the following four selected functional competencies are required to demonstrate the behavioral criteria for the selected functional competency.

Select Functional Competency: Research/Evaluation

Conducting research/ evaluation of practices (theoretical, experimental, clinical, evaluative) that contribute to psychology's knowledge base. This competency domain will be addressed only for those Candidates with Practice Samples in Research/ Evaluation.

Behavioral outcomes (passing level criteria):

- Reviews, evaluates, and implements research related to Counseling Psychology
- Advocates for social justice in the process of conducting or overseeing research/ evaluation activities
- Translates research results into practice
- Publishes in peer-reviewed journals, serves as a reviewer of articles for journal publication, or reviews program proposals for professional organizations

Select Functional Competency: Supervision/Training

Provides clinical instruction and/or oversight to trainees or other practicing psychologists. This competency domain will be addressed only for those Candidates with Practice Samples in Supervision.

Behavioral outcomes (passing level criteria):

- Articulates a philosophy or model of supervision, based on existing theory and research, which integrates contextual, ethical, and legal perspectives
 - Supervises trainees in the provision of psychological services
 - Identifies recommendations regarding knowledge and skill development (e.g., journals, conferences, organizations)
 - Provides feedback that addresses both the strengths and weaknesses of the supervisee
 - Demonstrates a thorough understanding of the reciprocity between supervisor and supervisee, broadly defined, in the process of evaluation of supervision
- Demonstrates an awareness of potential conflicts in supervision and seeks consultation when appropriate

Select Functional Competency: Teaching

Instructing students, trainees, other professionals or the general public in the science and practice of counseling psychology. This competency domain will be addressed only for those Candidates with Practice Samples in Teaching.

Behavioral outcomes (passing level criteria):

- Articulates a philosophy or model of teaching, based on existing theory and research, which integrates contextual, ethical, and legal perspectives
- Develops curricula for coursework in life span development and/or counseling psychology
- Effectively delivers targeted content
- Evaluates the effectiveness of teaching

- Incorporates feedback that informs the continuous modification of teaching strategies and content

Select Functional Competency: Management/Administration

Working in an executive or operational leadership capacity for an organization that provides psychological services. This competency domain will be addressed only for those Candidates with Practice Samples in Management/ Administration.

Behavioral outcomes (passing level criteria):

- Articulates a philosophy or model of leadership and management, based on existing theory and research, which integrates contextual, ethical, and legal perspectives
Manages the organization's vision, mission, values, goals, and objectives for effective service delivery
- Manages the organization's resources and personnel to maximize service delivery
- Monitors and evaluates service delivery to identify inconsistencies between expected and actual outcomes
- Demonstrates openness to change by gathering and integrating constituency feedback
- Provides for the organization's adherence to professional benchmarks, standards, and accrediting bodies
- Advocates for the organization as well as mental healthcare needs, at the local, state, and national levels

Application Process**Application materials needed for Counseling Psychology**

Psychologists whose training and experience meet the basic requirements are encouraged to apply. Applications are accepted throughout the year. A sample of the ABCoP Application is contained in Appendix D. Application is a two-step process – generic review and a specialty specific review. The link to ABCoP application can be found at

<http://www.abpp.org/i4a/pages/index.cfm?pageid=3364>

- Application fees should be included with the application. ABCoP Candidate Examination Manual
- All applicants shall submit a copy of their vita/resume along with ABPP’s basic application form, which is available from Central Office or at the ABPP website (<http://www.abpp.org>).

Graduates of an American Psychological Association approved Counseling Psychology Program shall provide endorsements from two psychologists.

- Graduates of all other programs shall provide documentation of their current functioning as Counseling Psychologists from two psychologists.
- Any scholarships awarded by AACoP or ABCoP will be awarded following successful completion of the application step for which the scholarship is being awarded. Upon successful review of the submitted credentials, applicants will receive a letter stating they are Candidates for the examination process. For further information about the scholarship program, contact the Academy president (www.aacop.us).

Overview of Certification Process After Credentialing

After successful completion of the credentialing process, an applicant can begin the certification process within the counseling psychology specialty. Throughout this process,

candidates are encouraged to work with a mentor who can provide guidance through the practice sample and oral examination to the completion of certification. Mentors are available through the American Academy of Counseling Psychology (AACoP). (Information on mentoring is available in this manual)

While most candidates in counseling psychology seek certification by demonstrating competency in clinical skills, other select functional options for certification are available, including Research/Evaluation, Supervision/Training, Teaching, and Management/Administration. Individuals who seek certification of competency in one of the select functional areas above must indicate this in their practice sample. (Each of these select functional areas is described in greater detail later in the manual.)

The first step in the certification process will be the submission of a Practice Sample which includes a work sample, professional self study and curriculum vitae. The work sample reflects the candidate's professional identity and demonstrates competency in the clinical area or the select functional area. (More detailed descriptions of Practice Sample materials are in this manual)

Throughout the certification process from practice sample through oral examination, candidates will be assessed on foundational and functional competencies. Foundational competencies have been identified by the American Board of Professional Psychology; demonstrated competence in these foundational competencies are required of candidates in all ABPP specialties. The functional competencies of Assessment, Intervention and Consultation are specific to the counseling psychology specialty and have been identified by the American Board of Counseling Psychology to be essential to the identity and practice of counseling psychology. In the practice sample and in the oral examination, board certified reviewers and

examiners will assess the candidate's competencies in both foundational and functional competencies. (These competencies and behavioral examples are included in this manual.)

Throughout the entire process, candidates are to articulate their identity as counseling psychologists and to demonstrate competency in general psychological practice as well as the specialty of counseling psychology. Those who seek certification in a select functional area will also demonstrate competency in the select functional area as well as the required functional competencies. Given this foundation for the process, it is essential that all practice sample materials and oral examination work reflect this.

To clarify the process, below are some descriptions of different routes to certification.

- A candidate seeking certification in general counseling psychology should present within the Practice Sample, a work sample that reflects candidate's work as a clinician. A video of a clinical case and a case write up should reflect the candidate's clinical work. During the oral examination, the practice sample, including the work sample will be the focus of the discussion in the first examination session.
- A candidate seeking certification in management/administration should present within the Practice Sample, a work sample that reflects the candidate's work in management/administration. This may include a video or it may be materials developed by the candidate in a management/administration role. During the oral examination, the practice sample, including the work sample will be the focus of the discussion in the first examination session.
- The same process would apply for the other select functional areas of Research/Evaluation, Supervision/Training, and Teaching.

The Practice Sample and Oral examination parts of the certification process are described with greater detail in the following pages. Throughout the process there is a member of the ABCoP who can address process questions. Once a candidate has reached that part of the certification process the board member will be identified and provide further guidance on the process. For specific support, again, please consider requesting a mentor through AACoP.

Practice Sample

Practice Sample. The Practice Sample includes a work sample, a Professional Self Study (PSS), and a *Curriculum Vitae (CV)/Resume*. The PSS describes the candidate's background, professional orientation, skills, and current personal and professional experience, and lays a framework for the reviewers' evaluation of the candidate's overall application. The work sample demonstrates the candidate's experience. Acceptable work sample contents are described below for each option.

When candidates submit their Practice Samples under the Standard/ Early Entry Options, they are expected to submit a PSS, a work sample, and a *Curriculum Vitae (CV)*. The work sample is comprised of either a written portion plus a digital video recording, or a work product demonstrating a significant contribution to the field of counseling psychology. The written portion should cover the same material as presented in the video recording.

When candidates submit their Practice Samples under the Senior Option, they are expected to submit a Practice Sample made up of either a *Curriculum Vitae (CV)*, a PSS, and a work sample, which can be either a written portion plus a digital video recording; or sample(s) of publications or innovative programs that demonstrate a significant contribution to the field of counseling psychology. Candidates submitting their materials under the senior option must clearly align those materials with their functioning as a counseling psychologist; the PSS must also correlate with the publications presented.

Examples of submissions include, but are not limited to:

- First authored, or co-authored substantive articles (not brief reports) which are directly relevant to the practice of counseling psychology and which were published in peer-reviewed journals.

- First authored, or co-authored book chapters covering topics relevant to the practice of counseling psychology.
- A first authored or co-authored (not edited) book relevant to the practice of counseling psychology.
- Documentation of the innovative approaches to the training/ supervision/ administration/ consultation of Counseling Psychologists or the delivery of counseling psychology services. Such documentation may be in the form of the candidates' creation of training, supervision, service provision, center procedure manuals, and the candidates should include evidence of the successful implementation of the procedures contained therein. The essential components of this category are that the submitted material documents innovative procedures, which were authored/established by the applicant and which produced improved practice.

The ABCoP board implemented electronic submission of candidate materials in 2013. All documents for the Practice Sample are submitted through the online system (ShareFile, a HIPAA compliant system) designated by the Practice Sample Chair. The Candidate should contact the Practice Sample Chair prior to the taping of any videos to get current guidelines on file size, format and submission process. If materials cannot be submitted by using ShareFile, four copies of written materials, (e.g. books) and three copies of other materials (e.g. vita and PSS) are to be mailed to the Practice Sample Chair within 12 months of acceptance into candidacy.

Curriculum Vitae

The Curriculum Vitae must include educational and training background, professional roles and responsibilities, and professional contributions (e.g., service activities, publications, presentations, grants, awards, professional recognitions, etc.) that demonstrate the Candidates' professional identification with the specialty of Counseling Psychology.

Professional Self Study

The Professional Self Study is an 8-10 page, 12 font document (excluding references and written in APA format) that details the candidate's general approaches to psychological assessment and intervention, as well as the training and experience which led to these approaches.

The Professional Self Study may reference specific papers, articles, books and courses produced by others or by the Candidate that support the applicant's competence in the required foundational and functional areas, and the selected functional area.

The Professional Self Study should demonstrate sensitivity to and skills in dealing with multicultural/diverse populations. The terms multicultural and individual and cultural diversity are used interchangeably. Individual and cultural diversity recognizes the broad scope of such factors as race, ethnicity, language, sexual orientation, gender, age, disability, SES, education, religion/spiritual orientation, and other cultural dimensions.

All Candidates are required to provide a Professional Self Study. The purpose of the Professional Self-Study is to convey a sense of the Candidate --- an image of the Candidate --- that transfers to the written page. Candidates should be able to describe how their professional, personal, and academic roles evolved in the work set forth for the Practice Sample.

The person reading the Professional Self Study should have a sense that what is contained in the materials provided is predictable and intelligible given the views expressed in the Professional Self Study. Examiners will consider whether Candidates' statements about their professional practice match what Candidates actually do in their professional practices. Information from the candidate's vita can be referred to but should not be duplicated in the Professional Self Study.

The Professional Self-Study should include:

- Description of current professional work (employment and professional activities at the local, state, and national level), general continuing professional education activities, long-term plans in psychology, and reasons for seeking board certification
- Description of a meaningful and challenging ethical dilemma personally encountered, the aspects of the APA Ethical Principles of Psychologists and Code of Conduct pertinent to the dilemma, and how the dilemma was managed citing specific Ethical Guidelines.
- Verification that no ethical/legal action has been taken against the Candidate since having been admitted to candidacy.
- Candidates are expected to accomplish the task in no fewer than eight (8) and no more than ten (10) double-spaced (typed, font 12pt) pages, excluding references.

Please include ALL these in your Professional Self Study to maximize the probability that it will be accepted without revisions.

Candidates with Fewer than Fifteen (15) Years of Post-Doctoral Experience

Candidates with fewer than fifteen (15) years of post-doctoral experience are required to submit a Work Sample in addition to the Professional Self Study. This Work Sample, which is a video and a case study write-up FOCUSING ON THE TREATMENT REFLECTED IN THE VIDEO, describes how the required foundational and functional competencies, and the selected functional competency are being applied and evaluated.

The Work Sample includes a video of your work along with a write-up of the assessment and treatment process for the case. This case write-up should not only detail the specific assessments and interventions associated with the particular case, but also detail how your work exemplifies your approach as elucidated in your Professional Self-Study. Also, Candidates must carefully verify that their video is high quality throughout; poor quality can be the basis for rejection.

Candidates should demonstrate their mindfulness of diversity in the Work Sample including, race, ethnicity, gender, age, sexual orientation, socio-economic-status, religion, physical and psychological challenges, geographic regions of birth, rearing and current residence as well as linguistic history and facility.

Although the video and case write-up submitted should clearly and specifically detail the course of work presented, it should also specifically state how these activities exemplify Candidates' broader views as a Counseling Psychologist as presented in your Professional Self Study.

Candidates are to complete the case write-up in no fewer than ten (10) and no more than twenty (20) double spaced typewritten pages (font 12 pt.) excluding references, copies of tests, profiles, and other supporting documents that you are free to include.

Your case write-up may or may not include psychological testing. Formal testing is not required for an Assessment focus of the Practice Sample, but if formal testing is part of the assessment, candidates should demonstrate a thorough knowledge of the construction, administration, validity and reliability and interpretation of such instruments as well as any cultural limitations.

The video recording must have been made within six months of the date the Practice Sample was submitted. The video should be an unrehearsed session depicting a typical intervention in one's practice. The video recording that is submitted for review with the Practice Sample will also be reviewed as part of the Oral Examination.

Note on Video Recording Submissions

Prior to submitting the video recordings, candidates must obtain the Voluntary Informed Consent Agreement signed by the client, as well as any relevant Health Information Portability and Privacy Act (HIPAA) information. If candidates are using groups or families, they must obtain an individual consent agreement from each participant. A sample Voluntary Consent Agreement is in Appendix B. This agreement (or any other version employed) should include a full explanation of the nature and purpose of the examination, the fact that those involved in the examination process will review the Practice Sample and that the video will be deleted upon successful completion of the examination. Candidates are encouraged to submit video samples that reflect their competence and expertise in their day to day practice (as opposed to unusual situations) and that depict their interactive style within their professional context(s).

The video shall provide continuous audible interactions between the Candidate and the other participant(s) and depict visible and audible interactions, preferably between the Candidate and other participant(s), but in all cases at least the Candidate. Good audio and video quality is

essential. If the audio is not completely clear and distinct, the Candidate must provide a typed transcript of the session.

Senior Option: Candidates with Fifteen or More Years of Post-Doctoral Experience

Candidates with fifteen (15) or more years of post-doctoral experience may choose from two alternatives. When candidates submit their Practice Samples under the Senior Option, they are expected to submit a Practice Sample made up of either a *Curriculum Vitae (CV)*, a PSS, and a work sample, which can be either a written portion plus a digital video recording; **or** sample(s) of publications or innovative programs that demonstrate a significant contribution to the field of counseling psychology. Candidates submitting their materials under the senior option must clearly align those materials with their functioning as a counseling psychologist; the PSS must also correlate with the publications presented.

Examples of submissions include, but are not limited to:

- First authored, or co-authored substantive articles (not brief reports) which are directly relevant to the practice of counseling psychology and which were published in peer-reviewed journals.
- First authored, or co-authored book chapters covering topics relevant to the practice of counseling psychology.
- A first authored or co-authored (not edited) book relevant to the practice of counseling psychology.
- Documentation of the innovative approaches to the training/ supervision/ administration/ consultation of Counseling Psychologists or the delivery of counseling psychology services. Such documentation may be in the form of the candidates' creation of training, supervision, service provision, center procedure

manuals, and the candidates should include evidence of the successful implementation of the procedures contained therein. The essential components of this category are that the submitted material documents innovative procedures, which were authored/established by the applicant and which produced improved practice.

Please note that many Senior Option candidates find it preferable to submit a video and case write up if they do not have the type of publications or documentation required, or if their publications no longer line up with their career path as a Counseling Psychologist.

Submitting the Practice Sample

Candidates will submit their materials through the online system (ShareFile, a HIPAA compliant system) designated by the Practice Sample Chair. The Candidate should contact the Practice Sample Chair prior to the taping of any videos to get current guidelines on file size, format and submission process.

Materials should be submitted online using ShareFile unless impossible. In this case, four copies of written materials (e.g. books) and three copies of other materials (e.g. vita and Professional Self Study) should be mailed to the Practice Sample Chair. The Practice Sample Chair's name, address, and email address can be found in the letter admitting applicants to candidacy.

Practice Sample Extension

Candidates who need an extension to complete their Practice Samples should address the request to the Practice Sample Chair. The request must detail those events that constitute the basis of the need for the extension. The Practice Sample Chair will make the final decision on the six month extension and communicate in writing to the Candidates within two weeks after

receiving the request. If the request is granted, the extension period begins on the date of this written communication.

Practice Sample Reviewers (All Practice Sample Submissions)

The Practice Sample Chair will appoint a team of two board certified Counseling Psychologists to review each Practice Sample. The reviewers collaborate in evaluating the material submitted; reviewers make their decisions by consensus and are requested to do so within thirty days of receiving the Practice Sample materials. Reviewers will have two responses from which to choose: (1) acceptable with revisions and (2) acceptable without further revision. Reviewers communicate their decision to the Practice Sample Chair who, in turn, communicates with the candidate.

If the reviewing team asks for revisions of the Practice Sample, the reviewers communicate, through the Practice Sample Chair, the specific revisions they request. The reviewers will continue to provide feedback to the candidate for up to six months and through a maximum of two revisions until the Practice Sample is found to be acceptable. Using written and/or oral forms of communication, they aim to assist the candidates in producing a Practice Sample that the reviewing team can rate as acceptable without further revision. If candidates are successful, they will be advanced to the Oral Examination. If, by the end of the six-month period, candidates have not produced a Practice Sample evaluated by the team as acceptable without further revision, candidates may request a six-month extension. If candidates do not ask for an extension, they will be advised to develop a new Practice Sample and will be assigned a new set of reviewers when the new Practice Sample is submitted. In this event candidates must pay a second Practice Sample fee when a new Practice Sample is submitted.

Mentorship

Applicants are strongly encouraged to request a mentor through the President of the American Academy of Counseling Psychology (AACoP) at any point during the process. Applicants may access the AACoP through the ABPP webpage at www.aacop.us. The mentorship process can begin prior to being accepted to candidacy, while the applicant is preparing credential materials for submission (e.g., before an applicant initiates an application through the Early Entry Option). The mentorship process ends at the request of the candidate and no later than after the successful completion of the Oral Examination. Board certified mentors will answer questions about the certification process and review materials prior to material submission.

Oral Examination

When a Candidate is notified that the Practice Sample is accepted without further revision, information is provided on how to schedule the Oral Examination. Registration for the Oral Examination must take place within one (1) year of Practice Sample acceptance. Brief extensions, though not encouraged, may be obtained by requesting them from the Chair of the Oral Examination.

The Board uses an assessment center model to conduct oral examinations: Several Candidates are examined on the same day by a team of examiners. The examination is conducted over a half day and consists of three sessions listed below.

Session One: Assessment/Intervention and Professional Involvement. The candidate's practice sample serves as the basis for discussion. This may include a review of any practice sample videos.

Session Two: Ethics. Through a selected vignette, the candidate will demonstrate competence in the application of ethical principles and standards.

Session Three: Alternative Intervention. Through a vignette, the candidate will demonstrate skills and knowledge in the practice of counseling psychology outside the practice sample. For example, candidates with a Practice Sample in clinical skills will through the vignette demonstrate knowledge and skills in broader areas of counseling psychology such as consultation or program development. For candidates with a Practice Sample in a select functional area, the vignette will be an opportunity to demonstrate clinical skills.

Throughout each of these examination sessions, candidates will be assessed on the foundational and functional competencies identified in this manual.

The ABCoP Oral Examination schedule is as follows:

- Candidate orientation: 30 minutes
- Session One: Assessment/Intervention and Professional Involvement. 55 minutes
- Break and Ethics Vignette Preparation. 30 minutes
- Session Two: Ethics. 30 minutes
- Break and Alternative Intervention Vignette Preparation. 30 minutes
- Session Three: Alternative Intervention. 40 minutes
- Debriefing for Candidates: 20 minutes

Reserving a Space for the Oral Examination

Dates and locations of the examination are typically determined by the numbers of Candidates waiting to take the oral examination. Oral Examinations typically occur twice a year.

Because the assessment center model brings several Candidates and examiners together at the same site, timely coordination is essential. The Board establishes Oral Examination dates several months in advance; Candidates may contact the Oral Examination Chair for current dates. Candidates must pay the Oral Examination fee to the Central Office and inform the Oral Examination Chair of payment no later than sixty (60) days prior to the date on which they wish to take the examination. At the discretion of the Oral Examination Chair and on the basis of available space, exceptions can be made for a Candidate completing the Practice Sample after the deadline who wish to be examined as soon as possible. Except for extreme circumstances, a Candidate who does not attend the scheduled examination date, will forfeit the examination fee and must pay a second fee to sit for a later examination.

ABCoP Examination Team Composition

The Examination Committee is a team of Board Certified examiners. No committee member may have had any significant prior or current personal, professional, or administrative relationship with the Candidate or the clients/patients in the Practice Sample. If Candidates anticipate a conflict of interest with one or more of the members of the examination team, they should immediately inform the Oral Examination Chair.

Examiners' Responsibilities

ABCoP's philosophy regarding the examination process is that the examination be conducted in a courteous, professional, and collegial manner consistent with the policies and procedures stated in this manual. An examiner serves as a representative of ABCoP and accepts responsibility to protect the welfare of the Candidates, the confidentiality of the Practice Samples and the integrity of the examination. The relationship between the Candidates and the

examiners should be considered a collegial one in which the Candidates are treated as mature professional psychologists.

Candidate Notification

Candidates are notified of their examination results through e-mail and letter from the ABPP following the oral examination. Notification occurs within three weeks of the oral examination.

Public Honoring of New Board Certified Counseling Psychologists

ABPP sponsors a Convocation held at APA's annual convention at which newly Board Certified Psychologists are honored. ABCoP strongly encourages attendance at the Convocation to receive this honor. New Board Certified Counseling Psychologists are announced at the annual meeting of the Society for Counseling Psychology – Division 17 of APA. The names of these individuals are also published in *The Specialist*.

Annual Fees

Individuals who become Board Certified are required to pay an annual attestation fee until they have retired from all practice of psychology. Upon retirement and a request to ABPP the fee will be reduced.

American Academy of Counseling Psychology (AACoP)

Each new Board Certified Counseling Psychologist is automatically granted Fellow status as a member of the American Academy of Counseling Psychology. The first year, the AACoP fellow status is dues free. Subsequent years require payment of Academy dues. The Academy is the component of the American Board of Professional Psychology, which is responsible for advocacy, education, and public and legislative action in behalf of Counseling Psychology.

ABCoP Maintenance of Certification (MOC) — Standards Section

Beginning in 2015 following the standard of other health care professionals, the ABPP is implementing a process by which all Specialists will demonstrate their continuing competence in their specialties. Following the lead of the ABPP, the American Board of Counseling Psychology (ABCoP) is also implementing Maintenance of Certification.

Maintenance of Certification (MOC) through ABCoP involves a process of self-examination and documentation of Counseling Psychology Specialists' professional development since their last examination or review. In the course of this self-examination, Specialists in Counseling Psychology will examine their professional activities, documenting their professional development using a Specialty Continuing Professional Development Grid combined with a written Narrative.

The MOC reviews will be regularly conducted. One year before the Specialists in Counseling Psychology are due for MOC, the ABPP Central Office will notify the Specialists and the ABCoP that the Specialist should begin to address this requirement.

ABCoP has designated a member of its board to coordinate the process of MOC and will utilize a team of reviewers (all Board Certified in Counseling Psychology) who have been trained for evaluating their peers through the MOC.

Counseling Specialists boarded before January 1, 2015 may waive their participation in maintenance of certification. Counseling Specialists awarded certificates January 1, 2015, and after, must complete maintenance of their certificates within ten years and every ten years thereafter, unless they seek and obtain a "retired" status from the ABPP Central Office.

When Counseling Psychologists complete the MOC successfully, they will be granted the MOC; no provisional certifications will result from the MOC review.

ABCoP will use standard criteria for reviewing candidates by using the Specialists' Grid and Narrative, developed by the Specialty Board and approved by the Standards Committee. In some cases, for instance, if Reviewers have been unable to determine whether Counseling Specialists meet the standards for MOC, the Specialists may be asked to engage in a dialogue with the Reviewer about the activities documented in the Grid and Narrative.

Specialists completing the MOC process will be provided summary feedback on their MOC effort. The feedback will be brief for pass decisions and more extensive for non-pass decisions; feedback, in this event, will be specific, concise, and relative to Counseling Psychology's MOC criteria.

The Executive Officer of ABPP will execute the Pass notification letters and, if the ABCoP desires, it will also initiate a No-Pass notification. The ABCoP will prepare the notifications for Counseling Specialists who do not pass and then send the notifications to the Executive Officer of ABPP, who will review, edit, and, if necessary, seek legal counsel for these notifications. (In no instance will substantive changes be made in the Specialty Board decision by the Executive Officer.) Although the Central Office of ABPP will send notifications to Specialists who do not pass, the ABCoP Reviewer will have provided a balanced summary of the no-pass decision regarding MOC that will be attached to the notification.

The ABCoP will conduct MOC procedures with fair and reasonable pass/no pass criteria, with opportunity for remediation before determining failure, and with a fair appeal process.

Specialists will have one year in which to remediate their MOC submission; if Specialists do not comply, they will not be recertified.

- Specialists are to be treated in a constructive, respectful, and collegial manner. Feedback to the Specialist concerning MOC is part of the MOC process.
- Accommodations will be made consistent with the Americans with Disabilities Act.
- ABCoP reviewers having significant personal or professional relationships with Counseling Specialists undergoing MOC review must recuse themselves from serving as reviewers involving these Counseling Specialists.
- In the event of a Counseling Specialist's appeal of the ABCoP decision regarding MOC, appeal team members having a significant personal or professional relationship with the Specialist must recuse themselves from serving as appeal team members.

Appeals

ABCoP expects that the conditions for reviewing qualifications, Practice Samples, and Oral Examinations will be consistent with the principles and standards stated in this manual. Recognizing that exceptions may occur, policies and procedures for appeal have been established. Candidates may challenge an appealable decision within 30 days after the receipt of a decision by means of a written appeal, which is addressed to the President of ABCoP. If a Candidate demonstrates by clear and convincing evidence that there was a procedural error that harmed the Candidate in a material way, a remedy shall be provided. Please see Appendix C for a more detailed description.

Appendix A: Summary Table of Materials for the Practice Sample and the Assessment/Intervention Sections of the Oral Examination

Fewer Than 15 Years Post-Doctoral Experience	15 Years or more Post-Doctoral Experience
Practice Sample	Practice Sample
Professional Self Study + Work Sample	Professional Self Study + either: <ol style="list-style-type: none"> 1) Work Sample or 2) Two examples from any of the following groups: <ol style="list-style-type: none"> a) First authored, or co-authored substantive articles (not brief reports) which are directly relevant to the practice of Counseling Psychology and which were published in peer review journals. b) First authored, or co-authored book chapters covering topics relevant to the practice of Counseling Psychology. c) A first authored or co-authored (not edited) book relevant to the practice of Counseling Psychology. d) The documentation of innovative approaches to the training/supervision of Counseling Psychologists or the delivery of Counseling Psychology services.

Appendix B: Voluntary Consent Agreement
American Board of Professional Psychology

I, _____, agree to participate in a

Name Client

psychological service, which includes VIDEO recording of an assessment, intervention, consultation, or supervision/teaching/management activity.

Further, I am aware that the assessment, intervention, consultation, supervision, teaching management activity will be video recorded for the purpose of being observed by psychologists who will be evaluating Dr. _____, a licensed psychologist applying for Board Certification by the American Board of Counseling Psychology (ABCOP), a Specialty Board of the American Board of Professional Psychology (ABPP).

No one other than those involved in the examination process will be allowed to observe the video recording and related documents.

The video recording and related documents will be destroyed or returned to Dr. _____ immediately upon successful completion of the examination.

I recognize that my participation in this process is entirely voluntary and not a requirement to receive psychological services. I have been told that I will receive a copy of this consent form.

Date: _____ Client: _____

Date: _____ Psychologist: _____

Examination Candidates will keep the original of this consent agreement for her/his records and must submit copies of the consent with the Practice Samples. If this form has not been submitted with the Practice Sample, it must be presented to the Examination Team prior to the exam.

Appendix C: Appeals

Protocol for Appeals: American Board of Counseling Psychology (ABCoP) April 12, 2013

In the event of an unfavorable decision — a candidate's having presented a Practice Sample that is rated by the Review Committee as unacceptable or having failed to meet the standards of the Oral Examination as determined by the Examination Team — a Candidate for Board Certification can (and is encouraged to) appeal the unfavorable decision if the Candidate has reason to believe that ABCoP has violated its established procedures. The appeal must result from procedural issues, in which the review or exam committee has not followed the published procedures of the ABCoP. An unfavorable decision based on a candidate's level of performance, that is to say, the candidate's competence in the practice sample or the oral examination, is not appealable.

The Candidates' Manual of the American Board of Counseling Psychology publishes the following information about the appeals process:

Appeals

Appeals Committee

The Board shall establish an Appeals Committee consisting of three (3) Board Certified Counseling Psychologists, who have not been involved as a reviewer in the review of the appealed Practice Sample or served as an examiner for the appealed Oral Examination. If one or more members of the Appeals Committee are unable or not eligible to serve, the Board shall appoint the necessary alternates or members of the Appeals Committee.

ABCOP: CANDIDATE EXAMINATION MANUAL**Appealable Decisions**

The following decisions of the Board may be appealed:

1. Denial of meeting specialty specific qualifications.
2. Non-approval of practice sample.
3. Failure of the oral examination.

An appealable decision shall not be final until the appeal process has been completed.

Filing an Appeal

The Candidate may challenge an appealable decision within thirty (30) days of the receipt of written notice of that decision. The Candidate must specify the grounds on which the appeal is made. The alleged ground(s) must be numbered in the written appeal and must represent a violation of the Board's established procedures.

Appeals should be addressed to the President of ABCoP who in turn shall refer it to ABCoP's Appeals Committee. The Appeals Committee must complete its review within sixty (60) days after receipt of the letter of appeal. Appeals related to the denial of meeting general requirements for candidacy shall be forwarded to the ABPP Executive Officer for resolution by the ABPP Standards Committee whose decision on these requirements is final.

Composition of the Appeals Committee

The Appeals Committee shall consist of three members of the American Board of Counseling Psychology, with the President serving as the standing Chair. The Chair shall appoint two members of the Appeals Committee to serve for a designated appeal. An Appeals Committee

will be formed for each appeal as the need arises. In selecting members of the Appeals Committee, the Chair will ensure that none of the members of the Appeals Committee have conflicting interests or served in a decision making capacity upon which the appeal is based. If it is determined that the standing Chair of the Appeals Committee (ABCoP President) cannot meet the above criteria for chairing the Committee, the standing Chair shall appoint an alternate Chair who meets the criteria, and the alternate Chair shall appoint the members of the Appeals Committee.

Scope and Conduct of Appeal

The procedural issues addressed by the Appeals Committee shall be limited to those stated in the appeal request letter and that meet the requirement of an appealable procedural issue. If legal issues appear to be involved, the Appeals Committee will consult with the ABPP legal counsel.

The Appeals Committee shall implement a process of review primarily based upon information before the Board at the time of the decision. The Appeals Committee may review information from the Chair and members of the Oral Examination, the Credentials Review Committee, the Practice Sample reviewers, the Candidates, or others as appropriate to the issues raised. The process is not a *de novo* review, but a review of the challenge to the Board decision. The Appeals Committee shall confer as soon as possible upon the Board's receipt of the Candidate's letter requesting an appeal and shall complete its review and decision, addressing each issue raised by the appellant, within sixty (60) days. Failure to complete the review in the sixty (60) day period shall move the appeal to the ABPP Board of Trustees for resolution.

Decision and Report of Appeals Committee

The decision of the Board should be affirmed unless there was a failure by the Board to adhere to its procedures. In any case, the procedural error would have to be such that it may have substantially affected the decision.

If the Candidate demonstrates by clear and convincing evidence that there was a procedural error that harmed the Candidate in a material way, the Committee shall provide a remedy. The remedy will ordinarily be to void an oral examination (or Practice Sample review) and offer a new examination (or Practice Sample review) with no additional fees assessed to the Candidate, or to refer the matter to the examination committee. In this circumstance, another committee will be provided. The Appeals Committee however, may not “pass” Candidates or disregard an examination.

The Report of the Appeals Committee shall address each issue raised by the Candidate and its decision related hereto and the basis for that decision. The report shall be forwarded to the Executive Officer through the Board President. The report shall then be forwarded to the Candidate under the Executive Officer's signature.

Time Limitation on Candidate's Response to a Positive Action

In the event that the Appeals Committee rules that a Candidate's complaint is grounded in a procedural error, the Candidate has one year in which to submit a new practice sample or to sit for another oral examination.

With this Candidate's option in mind, the American Board of Counseling Psychology is its procedures for managing appeals in this document.

As stated in the Candidates' Manual, the President of ABCoP and recipient of the Appeal will establish an Appeals Committee comprised of board certified Counseling Psychologists who have not reviewed the Candidate's Practice Sample and who have not been involved in the Candidate's Oral Examination. The Appeals Committee shall be made up of at least three board certified Counseling Psychologists, one of whom shall be designated as the chairperson of the committee.

The tasks for the chairperson of the Appeals Committee and for the committee itself include:

1. To review the Candidate's complaint to confirm that the appeal is based on procedural issues.
2. To collect all available data related to the Candidate's complaint.
 - a. If the appeal is related to a Candidate's performance on the Practice

Sample, the chair of the Appeals Committee will gather the Candidate’s Manual, the Practice Sample, the Practice Sample Coordinator’s notes about the Practice Sample, and the comments of the Practice Sample Review Team.

- b. If the appeal is related to a Candidate’s performance on the Oral Examination, the chair of the Appeals Committee will gather the Candidate’s Manual, the Practice Sample, the completed forms used to evaluate the Candidate’s performance on the Oral Examination, and the vignettes used in the course of the Oral Examination.
3. To disseminate the complaint as well as all of the information related to the complaint (iterated above) to other members of the Appeals Committee.
 4. To establish a time frame for the review of the complaint and for a meeting of the members of the Appeals Committee. Each member of the committee is expected to review the documents individually. Each member of the review committee completes the following grid for evaluation of the complaint:

Date of Document¹	Issue Raised by Appellant/ Corroborating Data²	Source³	ABCOP Response⁴

¹ The “Date of the Document” has reference to the date of any entry into columns 2 or 3.

² The “Issue Raised by the Appellant/Corroborating Data” includes the specifics of the issues raise in the appeal, the Practice Sample or Oral Examination questions and

vignettes, the rating scales for either the Practice Sample or Oral Examination, the correspondence (electronic and paper) related to the complaint, those references specific to the issue from the Candidates' Manual, etc.

³ *The "Source" refers to the kind of communication and to the person who sent the communication.*

⁴ *The "ABCoP Response" refers to the action taken by ABCoP with regard to the appeal as well as to actions undertaken by ABCoP to correct its issues that gave rise to the questions in the appeal.*

5. To call a meeting of the committee, after each member of the committee reviews the appeal, during which the committee will come to a conclusion about how to resolve the complaint.
6. To compile the conclusions into a document and forward this document and the supportive information (the grid) to the president of ABCoP.

The president of ABCoP writes the letter to the Appellant and forwards that letter to the Central Office of ABPP. The Executive Director of ABPP then sends the letter to the Appellant over the signatures of the Executive Director and the president of ABCoP.

The resolution of any appeal is that the appeal is either denied or upheld. If the appeal is upheld, the Appellant is invited either to submit another Practice Sample or to sit the Oral Examination at no cost to the Appellant.

Appendix D:
Application for Counseling Psychology Board Certification

**AMERICAN BOARD OF PROFESSIONAL PSYCHOLOGY, INC. APPLICATION FOR SPECIALTY
CERTIFICATION IN COUNSELING PSYCHOLOGY**

<http://www.abpp.org/i4a/pages/index.cfm?pageid=3364>

Instructions: ****DO NOT PRINT**** This document is a fillable word doc. Where applicable the spaces will expand as the text is entered. If a number is requested and a character is entered, the response will revert to 0. If a date field is asked you must enter in m/d/yyyy or you will receive an error message. Please save this doc as you work on it and when completed download to the generic application.

Name of Applicant:

Email:

I wish to qualify for the "Senior" procedural option (15 years of practice following licensure) Describe your internship program and indicate your primary supervisor.

Post-Licensure Experience

Please include your title at the time, the program or agency and the nature of your practice

REMINDERS:

Check list of required items:

Official Doctoral Transcripts sent directly from the Institution - Date sent (m/d/yyyy): Two (2) [Endorsement Forms](#) sent by: (name) (name)

CV

Save this form on your computer so that you will be able to upload when completing the application. Complete the Online Application:

<http://www.abpp.org/i4a/pages/index.cfm?pageid=3661>

All application materials should be submitted to:

ABPP Central Office
600 Market Street, Ste. 201
Chapel Hill, NC 27516
Phone: 919-537-8031 Fax: 919-537-8034
office@abpp.org