

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

**Out-of-State Institutions and
In-State Proprietary Institutions Offering Instruction in Indiana
with a Physical Presence in the State**

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution The Chicago School of Professional Psychology, instructional site at Four County Counseling Center in Logansport, IN

Name of Program Clinical Mental Health Counseling

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) MA

Name of Person Preparing this Form Stephanie A. Perez, J.D.

Telephone Number 510-593-2922 Application Type

Date the Form was Prepared June 23, 2015 Initial or Renewal
(Revise date after any revision) *Revised: 8/26/2015*

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Chicago School of Professional Psychology (TCSPP) is a not-for-profit institution regionally accredited by the Western Association of Colleges and Schools Senior College and University Commission (WSCUC). The main campus of The Chicago School is in Los Angeles, California and it operates branch campuses with administrative and academic capabilities in Chicago, Illinois and Washington D.C. as well as some auxiliary classroom facilities.

With this application, The Chicago School proposes to offer its online blended Master of Arts in Clinical Mental Health Counseling (MA CMHC) program in Indiana. As part of an agreement with the Four County Counseling Center (FCCC), TCSPP will have use of the FCCC facilities in Logansport, Indiana to offer the required residential components of the otherwise online program. FCCC facilities include a classroom/training space and conference room spaces. Students in the program will consist of interested FCCC staff who meet TCSPP's admissions criteria as well as other qualified individuals in the area.

Master of Arts in Clinical Mental Health Counseling Program

The Master of Arts in Clinical Mental Health Counseling consists of sixty (60) semester credit hours of course work and supervised clinical training experiences. Students learn to promote mental wellness, prevention, and resilience in individuals and communities.

The MA CMHC program is based upon the standards developed by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) in anticipation of a future application for accreditation. The program also incorporates the eight content areas outlined by the National Board of Certified Counselors (NBCC) to prepare those students seeking professional counselor licensure and desiring to begin professional practice at the master’s level.

Structure of the Program

The MA CMHC program is an online blended program structured as follows:

Type of Course	MA CMHC General Online Program	MA CMHC for Indiana Licensure
100% online	45 semester credits hours	42 semester credits hours
Online blended courses with an on-ground residency in Indiana	6 semester credit hours CM 528 Helping Relationships & Skill Development in Counseling CM 543 Group Therapies and Processes of Counseling	6 semester credit hours CM 528 Helping Relationships & Skill Development in Counseling CM 543 Group Therapies and Processes of Counseling
Online courses taken concurrently with practicum or internship in Indiana	9 semester credit hours CM 605 Counseling Practicum CM 615 Internship in Counseling 1 CM 619 Internship in Counseling 2	12 semester credit hours CM 605 Counseling Practicum CM 615 Internship in Counseling 1 CM 619 Internship in Counseling 2 CM 616 Advanced Internship

At the end of year one and year two of the program, students complete CM 528 Helping Relationships & Skill Development in Counseling and CM 543 Group Therapies and Processes of Counseling, respectively. These courses are online but include an intensive onsite residency component consisting of 4.5 days of onsite instruction. The “residency” will be completed at the Four County Counseling Center.

Students will also complete a portion of the required components of their program on-ground in Indiana in a practicum and internship during their final year in the program. Students can apply to complete their practicum and internship under the supervision of a licensed practitioner at Four County Counseling Center or at a different placement site of their choice provided it meets program criteria for an acceptable clinical training site. During completion of the practicum and internship, students are concurrently enrolled in online courses where they complete assignments related to their field experience and receive guidance from a TCSP faculty member. Additional information about the practicum and internship are provided in a separate section of this application.

Admissions Requirements

Application to the MA Clinical Mental Health Counseling program is open to any person who has earned a bachelor degree from a regionally accredited institution and who meets other entrance requirements. Applicants will be judged on their overall ability to do graduate work. Factors that are considered in admission include GPA from undergraduate schools. Generally, an undergraduate GPA of a 3.0 or higher

on a 4.0 scale is required for admission. Applicants must submit official transcripts from all schools where a degree was earned. It is recommended that transcripts are submitted from all schools where credit was received to enhance their applications. Additional factors that are considering in admission include the following:

- Application, including fee (\$50)
- Essay
- Resume
- Three Letters of Recommendation
- Admissions Interview
- Undergraduate coursework with a grade earned of “C” or better in Psychology and Statistics or Research Methods
- Bachelor’s degree from a regionally accredited university

Each applicant is reviewed holistically, taking factors such as personal and professional experience and accomplishments into consideration.

Program Outcomes

Upon completion of this program students will be able to:

- *Counseling, Prevention, and Intervention:* demonstrate the knowledge, skills, and practices of culturally appropriate diagnosis, treatment, referral, and prevention of mental and emotional disorders.
- *Assessment:* demonstrate the knowledge, skills, and practices of culturally appropriate and holistic clinical evaluation and assessment of normalcy and psychopathology.
- *Diagnosis:* demonstrate the knowledge, skills, and practices of culturally appropriate diagnosis of both psychopathology and normal developmental challenges, including appropriate use of diagnosis during trauma-causing events.
- *Foundations:* Graduates will show a commitment to their identity as counselors through membership and activities in professional organizations, and through ethical behavior in their work with clients and other professionals.
- *Research and Evaluation:* Graduates will competently and critically evaluate clinical mental health counseling research, demonstrate understanding of evidence-based treatments and outcome evaluation, and apply appropriate models of program evaluation.
- *Diversity and Advocacy:* Graduates will demonstrate the knowledge, skills, and practices to deliver culturally appropriate counseling services, advocate for clients, and understand how to influence policy to enhance the practice of clinical mental health counseling.

Students in the MA CMHC program gain experience and training in general counseling competencies including ethics, research, program evaluation, diagnosis, theories, career development, assessment, and counseling interventions. Students receive specialized training that focuses on community, prevention, and early intervention in community settings. Students are prepared in the requisite knowledge, skills, multicultural competence, and self-awareness required of professional counselors.

Field Training: Practicum and Internship

Practicum and internship, sometimes referred to as field training or applied professional practice experiences, provide for the application of theory and the development of counseling skills under the supervision of a qualified practitioner in the field. These experiences offer opportunities for students to counsel and provide other professional services to diverse clientele in their communities.

A practicum or internship site supervisor must have:

- A minimum of a master's degree in counseling or a related profession (e.g., marriage and family therapist, social work, psychologist, psychiatrist) with equivalent qualifications, including appropriate certifications and/or licenses;
- A minimum of two (2) years of pertinent, post-master's professional experience in the program area in which the student is completing clinical instruction;
- Knowledge of the CMHC program's expectations, requirements, and evaluation procedures for students;
- Relevant training in counseling supervision. [Relevant training in counseling supervision can be defined as having a minimum of three clock hours (e.g. workshop, class) in counseling supervision, that includes an understanding of (a) models and theories of counseling supervision, (b) ethical issues relevant to counseling supervision, and (c) multicultural issues relevant to counseling supervision.]; and,
- Malpractice/liability insurance.

The practicum is typically completed during the last three semesters of the nine-semester full-time program. Prior to enrolling in the three credit CM 605 Counseling Practicum, students must complete 24 credits required in the first year of the program with a grade B- or better, be in good academic standing, and meet other specific course prerequisites.

The CMHC program at TCSPP is aligned with the standards of the Council for Accreditation of Counseling and Related Education Programs (CACREP) in anticipation of a future application for accreditation. CACREP defines practicum as a distinctly defined, supervised clinical experience in which the student develops basic counseling skills and integrates professional knowledge. While engaged in practicum and internship students are covered by individual professional counseling liability insurance policies provided by TCSPP. The 100 practicum hours are accrued in one academic term (14 weeks) and include:

1. A minimum of 40 hours of direct service with clients, including experience in individual and group work. CACREP defines direct service as "interaction with clients that includes the application of counseling, consultation, or human development skills." The remaining 60 hours should involve opportunities for the practicum student to become familiar with a variety of professional activities in addition to direct services (e.g., record keeping, referral services, in-services, meetings, conferences, professional development, etc.);

2. Weekly interaction with an average of one (1) hour per week of individual and/or triadic supervision which occurs regularly during the practicum by a qualified on-site practicum supervisor who will be in bi-weekly contact with a supervisor at the institution.
3. An average of one and one half (1 ½) hours per week of group supervision provided on a regular schedule over the course of the student's practicum by a TCSPP CMHC program faculty member.
4. Practicum students are required to record (audio and visual) counseling sessions with clients for the purposes of weekly supervision and/or to participate in live supervision of students' interactions with clients.
5. Formative and summative evaluations of the student's counseling performance and ability to integrate and apply knowledge are conducted as part of the student's practicum.

By the end of the practicum experience, students will have gained significant practice and skill in the role of a professional mental health counselor.

After completion of the Practicum, students complete CM 615 Internship in Counseling 1 and CM 619 Internship in Counseling 2. Prerequisites for CM 615 and CM 619 are the same as for the CM 605 Practicum. Typically, students complete their practicum and internship at the same site. During the 600-plus hour internship divided over two terms (300+ hours each term), students integrate the skills and knowledge they have learned and developed throughout their academic preparation and practicum. The internship is intended to reflect the comprehensive work experience of a clinical mental health counselor, and students will participate in the full range of roles and responsibilities available at their sites.

Note the practicum and internship experiences are conducted under the direction of a qualified on-site supervisor, and the minimum total number of hours accrued is 700 (i.e. 100 practicum hours + 600 internship hours = 700 total hours). An advanced internship course, CM 616 Advanced Internship, is available as an elective to students who seek licensure as a Clinical Mental Health Counselor in Indiana and need a full year of field work or 900 total hours of internship to be eligible.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, course number, and number of credit hours or clock hours for each course.

Name of Program:	<u>Master of Arts Clinical Mental Health Counseling</u>		
Total Course Hours:	<u>60</u>	Check one:	Quarter Hours _____
	_____		Semester Hours <u>X</u>
			Clock Hours _____
Tuition :	<u>\$64,395</u>	Length of Program:	<u>9 semesters</u>

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>REQUIRED CORE COURSES (51 semester credit hours)</u>		
CM 500	Introduction to Counseling Profession and Ethics (online)	3
CM 507	Theories of Counseling and Psychotherapy (online)	3
CM 514	Diagnosis of Mental Health Issues (online)	3
CM 521	Lifespan Development (online)	3
CM 528	Helping Relationships & Skill Development in Counseling (on-ground residency course)	3
CM 530	Advanced Treatment Planning and Psychopharmacology (online)	3
CM 536	Couples and Family Counseling (online)	3
CM 543	Group Therapies and Processes of Counseling (on-ground residency course)	3
CM 550	Diversity & Multiculturalism (online)	3
CM 564	Career Development & Counseling (online)	3
CM 571	Assessment of Individuals (online)	3
CM 578	Methods of Research & Program Evaluation (online)	3
CM 592	Clinical Mental Health Counseling (online)	3
CM 598	Psychopathology (online)	3
CM 605	Counseling Practicum (online course taken concurrently while student completes practicum)	3
CM 615	Internship in Counseling 1 (online course taken concurrently while student completes internship)	3
CM 619	Internship in Counseling 2 (online course taken concurrently while student completes internship)	3
<u>ELECTIVES (choose courses to total 9 semester credit hours)</u>		
CM 585	Addictions and Substance Abuse (online)	3
CM 595	Human Sexuality (online)	3
CM 599	Traumatic Stress: Causes, Effects, & Contexts (online)	3
CM 616	Advanced Internship (online course taken concurrently while student completes internship)	3

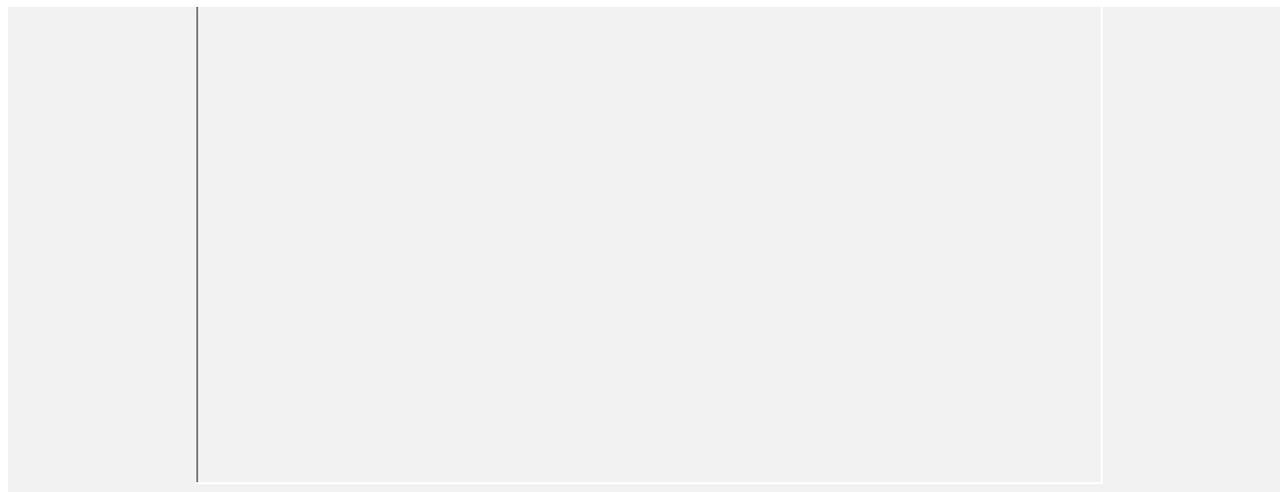
CM 650	Counseling Children & Adolescents (online)	3
CM 655	Counseling: A Global Perspective (online)	3
CM 700	Counseling Mature Adults (online)	3
CM 710	Cognitive-Behavioral Approaches to Counseling (online)	3
MC 610	Professional Military Ethics and Culture (online)	2
MC 650	Military Psychological Assessment (online)	2
MC 660	Military Psychological Interventions (online)	2
CM720	Current Topics in Counseling (online)	3

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	NONE	

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	NONE	



Number of Credit/Clock Hrs. in Specialty Courses: 60 / 60 Percentage: 100%

Number of Credit/Clock Hrs. in General Courses: / Percentage: N/A

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage: N/A

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Library access is available 24 hours a day, 7 days a week for all electronic materials through the school's library website: www.chi.librarypass.org.

Three full time and three part time librarians are available to students of The Chicago School of Professional Psychology to help answer questions and inquiries via phone, email and in person Physical campus hours vary.

Chicago Campus:

Monday-Thursday	8:00am-9:00pm
Friday-Saturday	8:00am-5:00pm
Sunday	11:00am-5:00pm

LA Campus:

Monday – Friday	9:00am – 5:00pm
Saturday – Sunday	10:00am-5:00pm

DC Campus

Monday-Thursday	9:00am-9:00pm
Friday-Saturday	10:00am-6:00pm
Saturday	9:00am – 4:00pm
Sunday	Closed

2. Number of volumes of professional material:

Chicago Print Books: 14,000

LA Print Books: 2,400

DC Print Books: 708

Electronic Books: 162,778

3. Number of professional periodicals subscribed to:

Electronic Professional Journals: 74,783

Print Journals: 139 (housed solely on the Chicago Campus)

4. Other library facilities in close geographical proximity for student access:

The closest campus to Indiana is our Chicago campus, however due to our large electronic presence for our online students with our materials students are encouraged to access the library via the internet. The Chicago School of Professional Psychology offers over 150 databases which include journals, books and a variety of streaming videos. The Chicago School offers the full collection of APA products including psychTHERAPY.

**Supplementary Information on
Licensure, Certification, and Accreditation**

Institution: **The Chicago School of Professional Psychology**
Degree Program: **Master of Arts Clinical Mental Health Counseling**
Locations: **Los Angeles, CA**

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?

Yes

The M.A. in Clinical Mental Health Counseling online degree program aligns with the degree and coursework requirements for licensure as a Licensed Mental Health Counselor (LMHC) or Licensed Mental Health Counselor Associate (LMHCA) in Indiana. Depending on the license, candidates for licensure may be required to meet additional state requirements including a minimum number of hours of post-master's clinical experience, application, examination, and criminal background check.

If so, please identify

The specific license(s) needed: Licensed Mental Health Counselor Associate (LMHCA); Licensed Mental Health Counselor (LMHC)

The State agency issuing the license(s): Indiana Professional Licensing Agency/ Indiana Behavioral Health and Human Services Licensing Board

+++++

Professional Certification

What are the professional certifications that exist for graduates of similar program(s)? **National Certified Counselor (NCC)**

Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **Yes**

If so, please identify

Each specific professional certification: National Certified Counselor (NCC)

The national organization issuing each certification: National Board for Certified Counselors (NBCC)

Please explain the rationale for choosing each professional certification:

The NCC is the national certification for mental health counselors. National certification from NBCC demonstrates that a counselor has voluntarily met high national standards of practice in counseling. Certification as an NCC requires that licensure applicants successfully pass the National Counselor Exam (NCE). Licensure guidelines in Indiana require a passing score on the NCE for licensing as a LMHCA and a passing score on the National Clinical Mental Health Counseling Examination (NCMHCE) for licensing as a LMHC.

Please identify the single course or a sequence of courses that lead to each professional certification?

- CM 500 - Introduction to the Counseling Profession and Ethics (3 credits)
- CM 507 - Theories of Counseling and Psychotherapy (3 credits)
- CM 514 - Diagnosis of Mental Health Issues (3 credits)
- CM 521 - Lifespan Development (3 credits)
- CM 528 - Helping Relationships & Skill Development in Counseling (3 credits)
- CM 530 - Advanced Treatment Planning and Psychopharmacology (3 credits)
- CM 536 - Couples and Family Counseling (3 credits)
- CM 543 - Group Theories and Processes of Counseling (3 credits)
- CM 550 - Diversity & Multiculturalism (3 credits)
- CM 564 - Career Development & Counseling (3 credits)
- CM 571 - Assessment of Individuals (3 credits)
- CM 578 - Methods of Research & Program Evaluation (3 credits)
- CM 585 - Addictions and Substance Abuse (3 credits)
- CM 592 - Clinical Mental Health Counseling (3 credits)
- CM 605 - Counseling Practicum (3 credits)
- CM 615 - Internship in Counseling (3 credits)

+++++

Professional Industry Standards/Best Practices

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?

Yes

If so, please identify

The specific professional industry standard(s) and/or best practice(s):

American Counseling Association Code of Ethics; Council for Accreditation of Counseling and Related Educational Programs (CACREP) Standards (2009; 2016); National Board of Certified Counselors (NBCC) content areas

The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:

American Counseling Association
Council for Accreditation of Counseling and Related Educational Programs (CACREP)
National Board of Certified Counselors (NBCC)

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?

No

If so, please identify the specialized accrediting agency:

The MA CMHC program is based upon the 2009/2016 Standards developed by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). TCSPS intends to pursue accreditation with the Council for Accreditation of Counseling and Related Educational Programs (CACREP) at the earliest possible date, which will be in 2017 when the first online cohort of students enter field work.

+++++

Transferability of Associate of Science Degrees

Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution?

If so, please list the baccalaureate degree(s):

Not applicable.

+++++

Job Titles

List specific job titles and broad job categories that would be appropriate for a graduate of this program:

Behavior Support Specialist (BSS), Behavioral Health Therapist, Bereavement Counselor, Case Manager, Certified Alcohol and Drug Counselor (CADC), Chemical Dependency Coordinator, Chemical Dependency Therapist, Child Care Counselor, Children's Therapist, Clinical Mental Health Counselor, Clinical Supervisor, College Mental Health Counselor, Correctional Care and Treatment Worker, Correctional Caseworker, Correctional Counselor, Corrections Caseworker, Counselor, Crisis Clinician, Crisis Intervention Therapist, Direct Care Counselor, Domestic Violence Advocate, Elder Counselor, Employee Assistance Program Counselor (EAP Counselor), Family Counselor, Grief Counselor, Group Counselor, Group Home Counselor, Human Service Coordinator, Human Service Counselor, Licensed Chemical Dependency Counselor, Licensed Professional Counselor (LPC), Mental Health Case Manager, Mental Health Clinician, Mental Health Counselor, Mental Health Program Specialist, Mental Health Specialist, Mental Health Therapist, Mental Health/Mental Retardation Supports Coordinator (MH/MR Supports Coordinator), Residential Child Care Counselor, Therapist, Treatment Coordinator