

Instructions for the Transcript Review Sheet (TRS)

- All applicants must complete this document as part of the licensure packet.
 - The copy of this document is available on the website
 - Please print clearly or type this document
- In most cases the credentialing committee will only review this document once for each applicant so your TRS and course descriptions should be completed as thoroughly as possible.
 - The TRS should include all the counseling courses reflected on your transcript
 - Only master level courses and above will satisfy the educational requirement for licensure
 - A course can only be listed *one* time on the TRS
 - NO undergraduate courses can be used even if your institution gave you credit and it appears on your transcript.
 - NO continuing education offering, conferences, seminars, etc. can be used
- Review each Content Area. The Series 1 definition of each Content Area is listed directly after the name of the Content Area. Therefore, in order to fulfill the category, the course descriptions of your coursework would need to be very similar to the definition listed. (Ex. *Content Area #5 Professional Responsibilities includes goals and objectives of professional counseling organizations, codes of ethics, legal considerations, standards of preparation, certification and licensing, advocacy, confidentiality, and the role identity of counselors.* Therefore, if the course you want to place in Content Area #5 does not include ethics in the course description, then most likely you can not use the course in that category.
 - Having ethics or another topic in several classes throughout your program does not qualify as fulfilling the requirement for that subject. You will need to demonstrate a graduate course in each content area to satisfy the educational requirements for licensure.
- You will need to include all course descriptions for all the course work listed on the transcript review sheet. The course descriptions must be from the catalog during which the actual course work was obtained. Most institutions have previous course descriptions posted on their website.
 - On the course descriptions highlight the course number of each course used on the transcript review sheet and
 - Write the # of the content area where the course was used on TRS next to the course number on the course descriptions. This will help the credentialing committee review the TRS.

Applicants must complete a minimum of sixty (60) semester hours or ninety (90) quarter hours of graduate course work inclusive of a masters or doctoral degree in counseling with a minimum of three (3) semester hours in each of the following areas or their equivalent, as determined by the Board:

PLEASE REFER TO INSTRUCTION SHEET PRIOR TO COMPLETING

Content Area	Course#	Title	Qtr. /Sem.	Sem/Qtr. Hr.	Dept.	Check One
1. Counseling theories: includes a study of basic theories and principles of counseling and philosophic basis of the helping relationship;						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
2. Counseling techniques: includes individual counseling practices, methods, facilitative skills, and the application of these skills;						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
3. Human growth and development: includes the nature and needs of individuals at all developmental levels, following psychological, sociological and physiological approaches. Also includes human behavior (normal and abnormal), personality theory, learning theory, dynamics of stress, and medical/functional implications of disability;						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
4. Social and cultural foundations: includes studies of social change, ethnic groups, subcultures, mores, urban and rural societies, population patterns, use of leisure time, work, and differing life patterns;						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
5. Individual appraisal: includes individual differences, methods of data gathering and interpretation, individual and group testing, and case study						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
6. Professional Responsibilities: includes goals and objectives of professional counseling organizations, codes of ethics, legal considerations, standards of preparation, certification and licensing, advocacy, confidentiality, and the role identity of counselors;						<input type="checkbox"/> Classroom <input type="checkbox"/> Online

Content Area	Course#	Title	Qtr./Sem.	Sem/Qtr. Hr.	Dept.	Check one
7. Principles of etiology , assessment, diagnosis, treatment planning, and prevention of mental and emotional disorders and dysfunctional behavior;						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
8. Addictions Counseling includes the assessment, diagnosis and treatment of addictive disorders;						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
9. Group dynamics , processes, counseling and consulting: includes theories, practices, methods, dynamics, facilitative skills, and supervised practice;						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
10. Life-style & Career Development: includes vocational-choice theory, relationship between career choice and life-style, occupational and educational information, career decision-making processes, career development exploration and placement techniques;						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
11. Marriage & Family counseling: Marriage, couples, and/or family counseling/therapy;						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
12. Research and evaluation: includes statistics, research design, research proposals and evaluation;						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
13. Supervised practicum: includes the provision of counseling to bona fide clients and groups seeking services from counselors under the direction of a graduate faculty member who is a licensed professional counselor or related mental health professional, and shall include critiquing of counseling either observed or recorded on audio or video tape;						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
14. Supervised internship: Supervised internship: includes actual on-the-job counseling experience under the tutelage of an on-site supervisor who is a licensed professional counselor or related mental health professional.						<input type="checkbox"/> Classroom <input type="checkbox"/> Online

6.1.c. The applicant must have sufficient semester credit hour courses in any of the following counseling related elective subjects to equal the semester credit hour course requirements as outlined in 6.1.b.

Content Area	Course#	Title	Qtr./Sem.	Sem/Qtr. Hr.	Dept.	Check one
6.1.c. Related Elective: Human Sexuality						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
6.1.c. Related Elective: Psychopharmacology;						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
6.1.c. Related Elective: Crisis Intervention						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
6.1.c. Related Elective: Biological Basis of Behavior						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
6.1.c. Related Elective: Counseling Special Pop.						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
6.1.c. Relative Elective : Rehabilitation Counseling						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
6.1.c. Relative Elective: Advance Courses						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
6.1.c. Relative Elective: Advance Courses						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
6.1.c. Relative Elective: Advance Courses						<input type="checkbox"/> Classroom <input type="checkbox"/> Online

