



## M. A. Community Counseling Comprehensive Examination Preparation and Procedures

### **COUNSELOR EDUCATION M. A. COMMUNITY COUNSELING COMPREHENSIVE EXAMINATION PREPARATION AND PROCEDURES**

***PLEASE READ THIS DOCUMENT CAREFULLY TO PREPARE FOR  
TAKING THE MA COMPREHENSIVE EXAMINATION***

#### **THE EXAM:**

Counselor Education Master's Degree students take a comprehensive examination after completing the course work which is listed in the Campus Addendum to the Academic Catalog (all course work excluding PC6410 Practicum Seminar and PC6415 Internship Seminar), usually at the conclusion of the second year of study. In order to take the Comprehensive examination, students must be in good standing (GPA of 3.0/4.0) and not on probation; and must petition to take the exam by the specified deadline to the Program Chair. All Master of Arts in Community Counseling students are required to successfully complete the Comprehensive Examination as a graduation requirement.

The Counselor Education program uses the Counselor Preparation Comprehensive Examination (CPCE) as its comprehensive examination. The CPCE is a 160 item, multiple choice, knowledge-based examination that reflects the eight core curriculum areas approved by the Council for the Accreditation of Counseling and Related Education Programs (CACREP). These eight core areas, also adopted as the Program Learning Outcomes by the Counselor Education Program at Argosy University, Chicago Campus are:

- Human Growth and Development
- Social and Cultural Foundations
- Helping Relationships (Counseling Theory/Counseling Skills)
- Group Work
- Career and Lifestyle Development
- Appraisal
- Research and Program Evaluation
- Professional Orientation and Ethics

The CPCE is nationally-normed examination, allowing the campus to compare our students with other counseling students' performance across the nation. It also allows a standardized evaluation of students in the program and, as the content and format is similar to the National Counselor Examination (NCE) - used as the exam for the LPC in Illinois - it prepares students for the Licensed Professional Counselor (LPC) examination.

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# M. A. Community Counseling Comprehensive Examination Preparation and Procedures (cont')

## **PREPARING FOR THE EXAM:**

Students may prepare for the CPCE by purchasing the “*Encyclopedia of Counseling*” by Howard Rosenthal. The Association for Advanced Training in the Behavioral Sciences publishes study material for the National Counselor Examination (NCE) which can also be used to prepare for the CPCE.

## **POLICY ON STUDENTS WITH DISABILITIES:**

It is the policy of the Argosy University, Chicago Campus to make reasonable accommodations for qualified students with disabilities, in accordance with the Americans with Disabilities Act (ADA). If a student with disabilities needs accommodations to complete comprehensive examination requirements, the student must notify the Director of Student Services. Procedure for documenting student disability and the development of reasonable accommodation will be provided to students upon request.

Students will be notified by the Director of Student Services when each request for accommodation is approved or denied in writing via a designated form. It is the student's responsibility to present the form (at his or her discretion) to the Counselor Education Coordinator, Toni Hopkins, PRIOR TO THE EXAM in order to receive the requested accommodations during the Comprehensive Examination.

## **GRADING PROCESS:**

The campus administers the CPCE and sends student answer sheets to the publisher for scoring. The campus typically receives the results back from the publisher in four to six weeks. The campus uses the standard cut-off score of one deviation below the national mean for the given form of the test.

## **DISTRIBUTION OF EXAM RESULTS:**

As soon as results have been received by the publisher and the cut-off score is tabulated, students will be notified by email and letter of their results. A letter indicating student's results on the CPCE will also be placed in the student's academic file.

## **FURTHER INFORMATION:**

Students who are unable to pass the Comprehensive Examination will be allowed to retake the exam a maximum of two additional times. The exam may be retaken during the next scheduled administration of the exam. Students will receive feedback concerning their performance on the examination. Any student who fails the Comprehensive Examination a third time is automatically dismissed from the program.