

## CORE-CACREP: Affiliation and Conversion (01/29/14)

The rehabilitation counseling program at the University of Kentucky was established over 50 years ago and is the only rehabilitation counseling master's degree program in the Commonwealth of Kentucky. We have six FTEs including five tenure line positions and one clinical position (all currently filled). In addition, we have four doctoral level adjunct faculty.

We have been accredited by the Council on Rehabilitation Education (CORE) continuously since 1979. Our most recent accreditation occurred during the 2012-2013 academic year and resulted in full accreditation for eight years through 2021. The program requires 48-60 credit hours to complete.

Graduates of this program are eligible to sit for a national certification examination and become certified rehabilitation counselors. Since the 1980s, states have introduced counselor licensure laws. The Kentucky counselor licensure law was passed in the mid-1990s. The majority of our faculty are now licensed as Professional Counselors in the Commonwealth of Kentucky.

Licensure allows for third party billing, independent clinical practice, as well as employment with the Veterans Administration and with substance abuse programs. Certification, while indicating a level of competence, does not allow graduates to provide the full array of professional counseling services that licensure does.

Nevertheless, graduates are not required to be licensed as professional counselors. In fact, the majority of practice areas in rehabilitation counseling, such as working in public and private programs of vocational rehabilitation, do not require licensure but rather certification as a rehabilitation counselor.

Since licensure occurs at the state level, as with licensure of most professions laws vary from state to state. Since the introduction of counselor licensure in Kentucky, our rehabilitation counseling program faculty made the decision to have our program offer courses which will enable graduates to meet the eligibility criteria for counselor licensure in Kentucky.

Counselor licensure in Kentucky requires 60 credit hours (including clinical practice) and course content in nine subject matter areas. Our current graduates typically graduate with 54-58 credit hours and students interested in counselor licensure complete 60 hours, including two classes in this program which are electives.

Graduates of our program have met the eligibility criteria for licensure as counselors. In order to meet all of the content area requirements, we developed two additional courses (RC 540, Chemical Dependence in Rehabilitation Counseling and RC 780, Mental Health Diagnosis and Treatment Planning). Thus, all of the courses required for licensure as a counselor are offered by our program.

However, a change is underway nationally including Kentucky with regard to state counselor licensure boards. This change will require program graduates to have graduated from

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a program accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) to be eligible for licensure and will replace the nine content areas. We along with the majority of rehabilitation counseling programs are not presently accredited by CACREP. Even though our graduates will have all the course content required, they will not be eligible for licensure as counselors with this change in the licensure law.

We have the opportunity to retain the ability for our graduates to still be eligible for state counselor licensure. During the summer of 2013, an affiliation agreement was signed allowing CORE accredited programs to be dually accredited by CORE and CACREP. The only change required is that we establish a program titled Clinical Rehabilitation Counseling in Mental Health. Attached to this rationale is a description of the conversion process.

The rehabilitation counseling program faculty having reviewed the criteria for being dually accredited by CORE and CACREP determined that the only change we need to make is to have a program titled, "Clinical Rehabilitation Counseling in Mental Health." We have the requisite courses and course hours, course content, and faculty qualifications.

This proposal only requires a program be established using our existing courses. All students would continue to take the same courses and no additional course sections will be needed. We would have two programs with all students taking the same courses.

No new courses are required to be developed, no change in course description is required, and the content of courses will remain the same. No change is requested to our existing rehabilitation counseling program. We are authorized for 60 credit hours and presently offer the additional two courses required for licensure (RC 540 and 780) as electives.

In the Clinical Rehabilitation Counseling Mental Health program, these would now be required courses and remain as electives for other students. In fact, the majority of our students presently take these two courses even though they are electives and not required for rehabilitation counselor certification. At the current time, about one-half of our students are interested in counselor licensure.

In preparation for this request, the coordinator of the rehabilitation counseling program (Ralph M. Crystal) met with Associate Dean Rosetta Sandidge, Associate Provost for Faculty Advancement Dr. G.T. Lineberry, and Director of Planning and Institutional Effectiveness Dr. Mia Alexander-Snow to discuss this proposal. Based on these meetings we were advised that the university just needs to report this program change once approved within the university to SACS and the CPE. Because of the nature of the change requested external approval is not required.

In summary, we are requesting approval for the addition of a program title for the rehabilitation counseling program. We would have two programs one titled Rehabilitation Counseling and the other Clinical Rehabilitation Counseling in Mental Health. This request is

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being made because of changes in our state counselor licensure law as well as the opportunity to be dually accredited by CORE and CACREP.

## CHANGE MASTERS DEGREE PROGRAM FORM

### 1. GENERAL INFORMATION

College:	Education	Department:	EDSRC	
Current Major Name:	Rehabilitation Counseling	Proposed Major Name:	<i>Rehabilitation Counseling</i>	
Current Degree Title:	Master of Rehabilitation Counseling	Proposed Degree Title:	<i>Master of Rehabilitation Counseling</i>	
Formal Option(s):	None	Proposed Formal Option(s):	<i>1. Clinical Rehabilitation Counseling</i> <i>2. Clinical Rehabilitation Counseling in Mental Health</i>	
Specialty Fields w/in Formal Option:	None	Proposed Specialty Fields w/in Formal Options:		
Date of Contact with Associate Provost for Academic Administration <sup>1</sup> :		December 04, 2013		
Bulletin (yr & pgs):	Graduate School, pp. 336-341	CIP Code <sup>1</sup> :	51.2310	Today's Date: January 24, 2014
Accrediting Agency (if applicable):		Council on Rehabilitation Education		
Requested Effective Date:	<input type="checkbox"/> Semester following approval.	OR	<input checked="" type="checkbox"/> Specific Date <sup>2</sup> :	Fall 2014
Dept. Contact Person:	Ralph M. Crystal	Phone:	7-8275	Email: ralph.crystal@uky.edu

### 2. CHANGE(S) IN PROGRAM REQUIREMENTS

		<u>Current</u>	<u>Proposed</u>
1.	Number of transfer credits allowed (Maximum is Graduate School limit of 9 hours or 25% of course work)	12	<i>12</i>
2.	Residence requirement (if applicable)	NA	<i>NA</i>
3.	Language(s) and/or skill(s) required	NA	<i>NA</i>
4.	Termination criteria	As stated in the Bulletin	<i>No change</i>
5.	Plan A Degree Plan requirements <sup>3</sup> (thesis)	None	<i>None</i>
6.	Plan B Degree Plan requirements <sup>3</sup> (non-thesis)	Yes	<i>Yes</i>
7.	Distribution of course levels required (At least one-half must be at 600+ level & two-thirds must be in organized courses.)	60%	<i>60%</i>
8.	Required courses (if applicable)	As per our Accreditation, please refer to the Bulletin	<i>Two additional classes which are electives will now be required, RC 540 and RC 680</i>

<sup>1</sup> Prior to filling out this form, you MUST contact the Associate Provost for Academic Administration (APAA). If you do not know the CIP code, the APAA can provide you with that during the contact.

<sup>2</sup> Program changes are typically made effective for the semester following approval. No changes will be made effective until all approvals are received.

<sup>3</sup> If there is only one plan for the degree, plans involving a thesis (or the equivalent in studio work, etc.) should be discussed under Plan A and those not involving a thesis should be discussed under Plan B.

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9.	Required distribution of courses within program (if applicable)	RC 540 and 680 are electives	<i>RC 540 and 680 will be required</i>
10.	Final examination requirements	Written Examination	<i>Written Examination</i>
11.	Explain whether the proposed changes to the program (as described in sections 1 to 10) involve courses offered by another department/program. <u>Routing Signature Log must include approval by faculty of additional department(s).</u>		
	No		
12.	List any other requirements not covered above?		
	None		
13.	Please explain the rationale for changes. If the rationale involves accreditation requirements, please include specific references to those requirements.		
	Please refer to the attached pages.		

# CHANGE MASTERS DEGREE PROGRAM FORM

## Signature Routing Log

### General Information:

Proposal Name: \_\_\_\_\_

Proposal Contact Person Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

### Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
EDSRC	01/30/14	Belva Collins / 7-8591 / bcoll01@uky.edu	
EDSCR	2/17/14	Keisha Love / 7--8273/keisha.love@uky.edu	
Courses & Curricula Comm.	2/17/14	Doug Smith /7-1824/ dcsmit1@uky.edu	
		/ /	

### External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision <sup>4</sup>
Undergraduate Council			
Graduate Council	4/11/14	<i>Roshan Nikou</i>	
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

\_\_\_\_\_

<sup>4</sup> Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

## Policy Document

# Converting a CORE-accredited Rehabilitation Counseling program to a dually accredited Clinical Rehabilitation Counseling and Clinical Mental Health Counseling program

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### *Rationale*

CORE currently accredits Rehabilitation Counseling (RC) programs under the 2009 CORE Standards. Some of these programs ( $\approx 20\%$ ) appear to have revised or begun to revise their curriculum to include clinical preparation requirements in line with the requirements of the 2009 CACREP Clinical Mental Health Counseling (CMHC) program area standards; however, because these programs have not completed a CACREP accreditation review process under the 2009 Standards, the students who graduate from these “transitioned” or “transitioning” programs are not considered graduates of a CACREP accredited CMHC program. Graduation from a CACREP accredited CMHC program is one of the requirements for independent practice within TRICARE and employment as a mental health counseling practitioner within a growing number of Federal agencies, such as the VA and U.S. Army Substance Abuse Program.

It is, therefore, in the best interest of both CACREP’s and CORE’s constituents, as well as the public served by graduates of our accredited programs, if RC programs currently accredited by CORE can convert their current accreditation status to that of a CACREP accredited CMHC program prior to their current cycle expiration date both in terms of TRICARE eligibility and in ensuring greater continuity of requirements across programs. (For more information on the TRICARE regulations, which were released in the Federal Register on December 27, 2011, visit <http://www.gpo.gov:80/fdsys/pkg/FR-2011-12-27/pdf/2011-33109.pdf>.)

To assist in this process, CORE and CACREP have entered into a new relationship with CORE becoming a corporate affiliate of CACREP. As part of this agreement, CACREP and CORE have further agreed to develop a joint process that will allow RC programs to become dually accredited as both a Clinical Rehabilitation Counseling (CIRC) program and a CMHC program. As part of the process, CORE will implement CACREP’s Clinical Rehabilitation Counseling Standards and determine which currently accredited RC programs meet these standards as a pre-requisite for seeking dual accreditation as a CACREP-accredited CMHC program. Programs that successfully complete the conversion process will be dually accredited as both Clinical Rehabilitation Counseling and Clinical Mental Health Counseling programs.

### *Procedures for Applying and the Review Process*

#### *Overview*

Programs must document that the eligibility conditions for converting are met, pay a conversion application fee, and submit an abbreviated self-study against the specified criteria. An initial review of the application and self-study materials by CORE will occur, with opportunity for feedback, prior to the materials being sent to the CACREP Board which will then render an accreditation decision on the conversion.

### *Eligibility Conditions*

Programs currently accredited by CORE as Rehabilitation Counseling (RC) programs are eligible to convert their accreditation and become dually accredited as both a Clinical Rehabilitation Counseling and a Clinical Mental Health Counseling (CMHC) program under the following conditions:

1. The current accreditation cycle of the RC program expires 4/30/15 or after.
2. The currently accredited RC program must require a minimum of 60 semester hours and **all** current students must be in the 60 semester hour program or be graduating prior to the Board's rendering of an accreditation decision on the conversion.
3. The program must use a program title that clearly reflects its combined identity as a Clinical Rehabilitation Counseling and Clinical Mental Health Counseling program (reference 2009 CACREP Policy Document, Accreditation Process Policy #4 -*Use of Program and Degree Titles*,).
4. The currently accredited RC program must be in good standing with CORE (i.e., no outstanding reports or fees).
5. The currently accredited RC program has been reviewed by CORE and found to be in substantial compliance with the Clinical Rehabilitation Counseling program area standards.

The currently accredited RC program must submit documentation meeting the outlined requirements by the following deadline dates: February 28 for a decision at CACREP's July board meetings or September 30 for a decision at CACREP's January meetings. (Note: CACREP will only review programs under this policy through its July 2015 board meeting).

### *Application Fee*

The application fee for the conversion review process is \$1,500. The fee is due at the time of application.

### *Abbreviated Self-Study*

An abbreviated self-study document must be submitted in accordance with CACREP's policy guidelines for "Electronic Submission of Accreditation Documents." The abbreviated self-study will include an application form with signatures of key decision-making administrators at the institution and documentation of compliance with the Eligibility Conditions cited above.

In addition, the program must address with both narrative and supporting documents how it meets the following 2009 CACREP Standards:

- I.M
- I.W.1-6, including the joint CORE-CACREP grandparenting provision (see \* below)
- I.AA1-6, including CACREP Transition Policy #5 on Assessment
- II.G.1.c; 1.d; 3.c; 3.d; 3.e; 3.g; 5.g; 6.e; 7.a; 8.a
- III.B (if applicable) and C
- III.E
- III.F.2, if applicable
- CMHC Program Area Standards

\*CACREP will extend a grandfathering period until January 1, 2018, whereby graduates of rehabilitation counselor education programs prior to this date will be eligible to teach in CACREP accredited programs for life, including programs dually accredited by CORE and CACREP

### *Review Process and Decisions*

Once the application fee and abbreviated self-study documents are received in the CORE office, a committee consisting of two members of the Commission on Graduate Standards and Accreditation will



review the application and supporting documentation to determine if the program is in substantial compliance with the Clinical Rehabilitation Counseling program standards and eligibility conditions.

The following recommendations may be made by CORE:

Recommendation #1 – The program will be informed that it is in substantial compliance with the Clinical Rehabilitation Counseling Standards and the application is being forwarded to CACREP for review.

Recommendation #2 – The program will be notified that the reviewers have remaining questions and that additional information is requested to be submitted in an Addendum within a 30 day period. A secondary review will occur after the Addendum is received.

Recommendations #3 – The program is informed that CORE cannot recommend it for conversion to a dually accredited program.

If CORE determines that the program is in substantial compliance with the CIRC Standards, the CORE staff will then send the documents to CACREP. A subcommittee of two (2) CACREP Board Members will be assigned to the applicant program to complete a paper review against the required Standards. The subcommittee can make the following decisions:

Decision #1 – The program meets the requirements to convert its status to a dually accredited CIRC and CMHC program. The application and subcommittee recommendation for approval of conversion would then be acted upon at the next available Board meeting. The program will be informed that it is being placed on the agenda for final board approval at the next available board meeting.

Decision #2 – While the program may meet the requirements to convert, additional information is required by CACREP before a recommendation for approval of conversion can be made. The program will be notified that the reviewers have remaining questions and that additional information is requested to be submitted in an Addendum within a 30 day period. A secondary review will occur after the Addendum is received. If the addendum response does not satisfactorily clarify the concerns, the program and CORE staff will be notified that it is not recommended for converting to a dually accredited CIRC and CMHC program at this time, but can remain as CORE-accredited RC program. However, if the necessary clarifications are deemed sufficient to meet the requirements to convert, then the program will be notified that its application is being placed on the agenda for final board approval at the next available meeting.

Decision #3 – The program does not meet the requirements for conversion at this time and requires no further review. The program is informed of its deficiencies. The program does not convert, but remains a CORE-accredited RC program. There is no appeal process for this decision. The program may choose to apply again at any point prior to the cut-off date of February 28, 2015.

### *Maintaining Accreditation*

Once a program has converted, the accreditation end date will remain the same as its former accreditation cycle end date. Prior to the end of the accreditation cycle, the program faculty will need to apply for a full review of its program.

**University of Kentucky Clinical Rehabilitation Counseling Program  
 Schedule of Classes and Advising Schedule (February 17, 2014)  
 (Certified Rehabilitation Counseling Track)**

<b><u>Fall Semester (1<sup>st</sup> Year)</u></b>	<b><u>Semester/Year</u></b>	<b><u>Credits</u></b>
3 RC 520 Principles of Rehabilitation Counseling	_____	_____
3 RC 515 Medical and Psychological Aspects of Disabilities I	_____	_____
3 RC 525 Human Growth, Disability, and Development	_____	_____
3 RC 650 Rehabilitation Counseling Theories & Techniques I	_____	_____
3 RC 530 Cultural Diversity in Rehabilitation Counseling	_____	_____

<b><u>Spring Semester (1<sup>st</sup> Year)</u></b>		
3 RC 516 Medical and Psychological Aspects of Disabilities II	_____	_____
3 RC 660 Rehabilitation Counseling Theories & Techniques II	_____	_____
3 RC 750 Rehabilitation Counseling Research/Program Evaluation	_____	_____
3 RC 610 Case Management in Rehabilitation Counseling	_____	_____
3 RC 620 Vocational Evaluation and Work Adjustment	_____	_____

<b><u>Summer Intersession – 1st Summer Session</u></b>		
3 RC 640 Rehabilitation in Business and Industry	_____	_____
1 RC 558 Special Topics (elective)	_____	_____

<b><u>Summer Session – 2<sup>nd</sup> Summer Session</u></b>		
3 RC 630 Placement Services and Techniques	_____	_____
3 RC 710 Practicum in Rehabilitation Counseling	_____	_____
3 RC 560 Transition/Supported Employment/Independent Living	_____	_____

<b><u>Fall Semester (2<sup>nd</sup> Year)</u></b>		
3 RC 670 Group and Family Rehabilitation Counseling	_____	_____
9 RC 730 Internship in Rehabilitation Counseling	_____	_____

<b><u>Electives</u></b>		
3 RC 680 Mental Health Diagnosis and Treatment Planning for Counselors*	_____	_____
3 RC 540 Chemical Dependency Rehabilitation*	_____	_____

Total Credit Hours: \_\_\_\_\_

Advancement to Field Work Exam Semester \_\_\_\_\_  
 Final Program Exam Semester \_\_\_\_\_

\*Course not required for certification as a rehabilitation counselor and not required for this track but required for licensure as a professional counselor. Course can be taken as an elective.

**University of Kentucky Clinical Rehabilitation Counseling Mental Health Program  
 Schedule of Classes and Advising Schedule (February 17, 2014)  
 (Rehabilitation Counseling Professional Licensure Counselor Track)**

<u>Fall Semester (1<sup>st</sup> Year)</u>	<u>Semester/Year</u>	<u>Credits</u>
3 RC 520 Principles of Rehabilitation Counseling	_____	_____
3 RC 515 Medical and Psychological Aspects of Disabilities I	_____	_____
3 RC 525 Human Growth, Disability, and Development	_____	_____
3 RC 650 Rehabilitation Counseling Theories & Techniques I	_____	_____
3 RC 530 Cultural Diversity in Rehabilitation Counseling	_____	_____

<u>Spring Semester (1<sup>st</sup> Year)</u>	<u>Semester/Year</u>	<u>Credits</u>
3 RC 516 Medical and Psychological Aspects of Disabilities II	_____	_____
3 RC 660 Rehabilitation Counseling Theories & Techniques II	_____	_____
3 RC 750 Rehabilitation Counseling Research/Program Evaluation	_____	_____
3 RC 610 Case Management in Rehabilitation Counseling	_____	_____
3 RC 620 Vocational Evaluation and Work Adjustment	_____	_____

<u>Summer Intersession – 1st Summer Session</u>	<u>Semester/Year</u>	<u>Credits</u>
3 RC 640 Rehabilitation in Business and Industry	_____	_____
<b>3 RC 680 Mental Health Diagnosis and Treatment Planning for Counselors*</b>	_____	_____
1 RC 558 Special Topics (elective)	_____	_____

<u>Summer Session – 2<sup>nd</sup> Summer Session</u>	<u>Semester/Year</u>	<u>Credits</u>
3 RC 630 Placement Services and Techniques	_____	_____
3 RC 710 Practicum in Rehabilitation Counseling	_____	_____
3 RC 560 Transition/Supported Employment/Independent Living	_____	_____

<u>Fall Semester (2<sup>nd</sup> Year)</u>	<u>Semester/Year</u>	<u>Credits</u>
<b>3 RC 540 Chemical Dependency Rehabilitation*</b>	_____	_____
3 RC 670 Group and Family Rehabilitation Counseling	_____	_____
9 RC 730 Internship in Rehabilitation Counseling	_____	_____

Total: \_\_\_\_\_

Advancement to Field Work Exam Semester \_\_\_\_\_  
 Final Program Exam Semester \_\_\_\_\_

\*Course required for licensure as a professional counselor.