

What to Do When the Board Requests Course Syllabi

The legislation that established licensure for Professional Clinical Counselors in California is very specific about the course content required to be provided within a qualifying degree program. This requires the Board to undertake an extensive review of an applicant's specific coursework when that applicant's school program has not yet been evaluated by the Board.

The Board is unable to pre-evaluate all school programs for a variety of reasons. Sometimes we do not have information about older programs, or out-of-state programs or schools which have not responded to the board's request for information.

In the instances described above, the Board will require course syllabi or other documentation in order to conduct its review of the applicant's coursework. It is the Board's responsibility to ensure that all applicants meet all standards required by law, including course content requirements.

If you graduated from a school outside of California, please send syllabi with your application. The Board may request course syllabi from applicants with California degrees as well.

*NOTE: If your program was **CACREP accredited and you graduated in 1983 or later**, the Board will only require syllabi for the course(s) that your school lists as fulfilling the "Diagnosis" [core content area](#).*

If you have difficulty obtaining course syllabi, course descriptions from a school's catalog may be acceptable. If course descriptions are very brief, the Board may require additional documentation of course content, which can sometimes be provided by the school or a professor. Finally, if you retained any of your course assignments, etc. that information can also be considered.

If the Board requests information about course content, and you are unable to obtain ANY such documentation, the Board will be unable to evaluate your education for compliance with California law and your application cannot be approved.

WHAT IF MY SCHOOL HAS CLOSED?

The following accreditation/approval agencies may be of assistance when trying to obtain syllabi or other course content information from a school that has closed:

1. Western Association of Schools and Colleges (WASC)

From this agency's list of Frequently Asked Questions (FAQ): "What happens to student records (transcripts) if a school closes?"

Public school records would be transferred to the district or county office of education. In case of a consolidation of public schools, the records may be housed at the remaining school. In the case of certain religious schools that are part of a system (such as Catholic or Seventh-day Adventist schools) the records would be sent to the church headquarters. For more information:

<http://www.wascsenior.org/formerlyaccredited>

2. Northwest Association of Secondary and Higher Schools

Call (855) 493-5077 or email info@northwestaccreditation.org for more information.

<http://www.northwestaccreditation.org/>

3. Middle States Association of Colleges and Secondary Schools

From this agency's FAQ: "What Happens to Student Records When a College Closes?"

The closing institution arranges with the state department of higher education or other appropriate agency to file all academic records as well as financial aid information. If the college merges with another institution, arrangements are made with that institution to receive the records. Students should receive a notice from the college about any arrangements made for filing student records.

Sometimes students wish to know about where their records are filed, long after an institution has closed. In that case, students should begin their inquiries by contacting the higher education agency in the state where the institution was authorized. To contact this agency: <http://www.msche.org/>

4. New England Association of Schools and Colleges

From this agency's FAQ: "What happens to my records if my college closes?"

The closing institution arranges with the state department of higher education or other appropriate agency to file all academic records as well as financial aid information. You should receive a notice from the college about arrangements made for filing student records. Begin further inquiries by contacting the higher education agency in the state where the institution was authorized to operate. If the college merges with another institution, that institution will receive the records. If you need further assistance, contact a member of the Commission staff. To contact this agency: <http://cihe.neasc.org/>

5. North Central Association of Colleges and Secondary Schools (Higher Learning Commission)

To contact this agency: <http://www.ncahlc.org/>

6. Southern Association of Colleges and Schools

From this agency's FAQ: Academic Records and Financial Aid Transcripts

Arrangements should be made with the state board for higher education or another appropriate agency for filing of student records. If there is no state agency which can

receive records, arrangements should be made with a state university, with the state archives, or with a private organization to preserve the records. Notification should be sent to every current and past student indicating where the records are being stored and what the accessibility to those records will be. Where possible, a copy of a student's record should also be forwarded to the individual student. The institution must notify the Commission regarding the final filing of student records. To contact this agency: <http://sacscoc.org/>

7. California Bureau for Private Postsecondary Education (BPPE)

- **Student Transcripts or Student Records** - For information on obtaining student transcripts, student records or to speak with the Student Transcripts/Student Records staff member, please call (888) 370-7589, press 2 when prompted.
- **Student Tuition Recovery Fund and Closed Schools Unit** - To obtain information on the Student Tuition Recovery Fund or Closed Schools, please call (888) 370-7589, press 5 when prompted.
Website: <http://www.bppe.ca.gov/>