



**Board of Behavioral Sciences**  
1625 North Market Blvd., Suite S200, Sacramento, CA 95834  
Telephone: (916) 574-7830  
[www.bbs.ca.gov](http://www.bbs.ca.gov)



## **ASSOCIATE PROFESSIONAL CLINICAL COUNSELOR IN-STATE DEGREE PROGRAM CERTIFICATION FORM A**

**This form is for applicants who began graduate study before August 1, 2012,  
and completed their degree on or before December 31, 2018**

### **➔ INSTRUCTIONS FOR APPLICANT**

The purpose of this form is for your school to verify completion of an in-state degree program that complies with California Business and Professions Code (BPC) [section 4999.32](#).

- Enclose it with your application in an envelope that has been sealed by your school OR have your school send it directly to the Board via email.
- Unless otherwise indicated on this form, your degree must **fully** contain all of the requirements specified herein to qualify for registration. There are no exceptions.
- The Board recommends obtaining a copy of this completed form and reviewing it prior to applying so that you can determine whether your degree qualifies.

### **➔ INSTRUCTIONS FOR SCHOOL**

The applicant is applying for a registration with the Board of Behavioral Sciences. Please complete this form including the certification on the last page and provide the applicant with the original IN A SEALED ENVELOPE, or send directly to the Board via email to [BBStranscripts@dca.ca.gov](mailto:BBStranscripts@dca.ca.gov).

**If any transferred-in units were accepted, attach a letter of explanation identifying those courses and describing how they were applied to the student's program.**

*NOTE: Units for Core Content Areas (CCAs), Practicum and Advanced Coursework **can only be applied once** (cannot be double-counted). For example, if the applicant has 3 semester units being applied to fulfill the "Assessment" CCA, those units cannot be applied to a different CCA, nor can they be applied to Practicum or Advanced Coursework. However, course units can be split.*

The full legal text of the educational requirements is located in Business and Professions Code (BPC) [section 4999.32](#) and also on the Board's website under [Statutes and Regulations](#).

**ASSOCIATE PROFESSIONAL CLINICAL COUNSELOR**  
**IN-STATE DEGREE PROGRAM CERTIFICATION**  
**FORM A**

Applicant Name: Last	First	Middle
SSN or Taxpayer ID Number	Date Began Graduate Study	Degree Award Date

Yes ☐ No ☐ A. Was the student notified by a public document or otherwise in writing that the degree program is designed to meet the requirements of BPC section 4999.32?  
*If NO, attach an explanation.*

Yes ☐ No ☐ B. Did the applicant's degree program contain no less than 48 semester units or 72 quarter units of instruction?

**C. CORE CONTENT AREAS:** Has the applicant has completed coursework that is the equivalent of at least **three (3) semester units or four (4) quarter units in EACH** of the following areas?

**NOTE:** *An applicant may qualify with a degree that is deficient in no more than two (2) of these areas, with the exception of the areas noted in this section. Deficient areas/units must be remediated PRIOR to registration as an Associate.*

Yes ☐ 1. Counseling and psychotherapeutic theories and techniques, including the counseling process in a multicultural society, an orientation to wellness and prevention, counseling theories to assist in selection of appropriate counseling interventions, models of counseling consistent with current professional research and practice, development of a personal model of counseling, and multidisciplinary responses to crises, emergencies, and disasters.

No ☐

*Number of units:* \_\_\_\_\_ *Course Number(s):* \_\_\_\_\_

Applicant Name: Last	First	Middle
----------------------	-------	--------

**C. CORE CONTENT AREAS (continued):** Has the applicant has completed coursework that is the equivalent of at least **three (3) semester units or four (4) quarter units in EACH** of the following areas?

- Yes ☐ 2. Human growth and development across the lifespan, including normal and abnormal behavior and an understanding of developmental crises, disability, psychopathology, and situational and environmental factors that affect both normal and abnormal behavior.
- No ☐

Number of units: \_\_\_\_\_ Course Number(s): \_\_\_\_\_

- Yes ☐ 3. Career development theories and techniques, including career development decision-making models and interrelationships among and between work, family, and other life roles and factors, including the role of multicultural issues in career development.
- No ☐

Number of units: \_\_\_\_\_ Course Number(s): \_\_\_\_\_

- Yes ☐ 4. Group counseling theories and techniques, including principles of group dynamics, group process components, developmental stage theories, therapeutic factors of group work, group leadership styles and approaches, pertinent research and literature, group counseling methods, and evaluation of effectiveness.
- No ☐

Number of units: \_\_\_\_\_ Course Number(s): \_\_\_\_\_

- Yes ☐ 5. Assessment, appraisal, and testing of individuals, including basic concepts of standardized and non-standardized testing and other assessment techniques, norm-referenced and criterion-referenced assessment, statistical concepts, social and cultural factors related to assessment and evaluation of individuals and groups, and ethical strategies for selecting, administering, and interpreting assessment instruments and techniques in counseling. **(NOTE: The units required for this Core Content Area must be fully within the degree program, or the degree will not qualify)**
- No ☐

Number of units: \_\_\_\_\_ Course Number(s): \_\_\_\_\_

- Yes ☐ 6. Multicultural counseling theories and techniques, including counselors' roles in developing cultural self-awareness, identity development, promoting cultural social justice, individual and community strategies for working with and advocating for diverse populations, and counselors' roles in eliminating biases and prejudices, and processes of intentional and unintentional oppression and discrimination.
- No ☐

Number of units: \_\_\_\_\_ Course Number(s): \_\_\_\_\_

Applicant Name: Last	First	Middle
----------------------	-------	--------

**C. CORE CONTENT AREAS (continued):** Has the applicant has completed coursework that is the equivalent of at least **three (3) semester units or four (4) quarter units in EACH** of the following areas?

- Yes ☐ 7. Principles of the diagnostic process, including differential diagnosis, and the use of current diagnostic tools, such as the current edition of the Diagnostic and Statistical Manual, the impact of co-occurring substance use disorders or medical psychological disorders, established diagnostic criteria for mental or emotional disorders, and the treatment modalities and placement criteria within the continuum of care. **(NOTE: The units required for this Core Content Area must be fully within the degree program, or the degree will not qualify)**
- No ☐

Number of units: \_\_\_\_\_ Course Number(s): \_\_\_\_\_

- Yes ☐ 8. Research and evaluation, including studies that provide an understanding of research methods, statistical analysis, the use of research to inform evidence-based practice, the importance of research in advancing the profession of counseling, and statistical methods used in conducting research, needs assessment, and program evaluation.
- No ☐

Number of units: \_\_\_\_\_ Course Number(s): \_\_\_\_\_

- Yes ☐ 9. Professional orientation, ethics, and law in counseling, including professional ethical standards and legal considerations, licensing law and process, regulatory laws that delineate scope of practice, counselor-client privilege, confidentiality, the client dangerous to self or others, treatment of minors with or without parental consent, relationship between practitioner's sense of self and human values, functions and relationships with other human service providers, strategies for collaboration, and advocacy processes needed to address institutional and social barriers that impeded access, equity, and success for clients.
- No ☐

Number of units: \_\_\_\_\_ Course Number(s): \_\_\_\_\_

- Yes ☐ **D. SUPERVISED PRACTICUM OR FIELD STUDY UNITS:** The applicant's program contained at least 6 semester or 9 quarter units of supervised practicum or field study experience as defined in BPC section 4999.32(c)(3). **(NOTE: Must be fully within the degree program, or the degree will not qualify)**
- No ☐

Number of units: \_\_\_\_\_ Course Number(s): \_\_\_\_\_

Applicant Name: Last	First	Middle
----------------------	-------	--------

Yes ☐ No ☐ **E. PRACTICUM HOURS:** The applicant's practicum or field study experience included a minimum of 150 hours of face-to-face supervised clinical experience counseling individuals, families or groups in a clinical setting. **(NOTE: Must be fully within the degree program, or the degree will not qualify)**

Yes ☐ No ☐ **F. ADVANCED COURSEWORK:** In addition to all course requirements listed above, the degree contains 12 semester or 18 quarter units of Advanced Coursework to develop knowledge of specific treatment issues, special populations, application of counseling constructs, assessment and treatment planning, clinical interventions, therapeutic relationships, psychopathology, or other clinical topics. **(NOTE: Must be fully within the degree program, or the degree will not qualify)**

Number of units: \_\_\_\_\_ Course Number(s): \_\_\_\_\_

**G. ADDITIONAL COURSEWORK:** The following courses are NOT required to be part of the applicant's degree program but are required for Associate registration (per BPC section 4999.32(e)). Completion of this section will assist the applicant in the registration process.

Yes ☐ No ☐ Child abuse assessment and reporting (7 hours)

Number of Hours: \_\_\_\_\_ Course Number(s): \_\_\_\_\_

Yes ☐ No ☐ Human sexuality (10 hours)

Number of Hours: \_\_\_\_\_ Course Number(s): \_\_\_\_\_

Yes ☐ No ☐ Alcohol and substance abuse/dependency (15 hours)

Number of Hours: \_\_\_\_\_ Course Number(s): \_\_\_\_\_

Yes ☐ No ☐ Aging, long-term care and elder/dependent adult abuse (10 hours)

Number of Hours: \_\_\_\_\_ Course Number(s): \_\_\_\_\_

Yes ☐ No ☐ Spousal/partner abuse assessment, detection and intervention (15 hours)

Number of Hours: \_\_\_\_\_ Course Number(s): \_\_\_\_\_

Applicant Name: Last	First	Middle
----------------------	-------	--------

**G. ADDITIONAL COURSEWORK (continued)**

Yes ☐ No ☐ Psychopharmacology (2 semester units or 3 quarter units)

Number of Hours: \_\_\_\_\_ Course Number(s): \_\_\_\_\_

Yes ☐ No ☐ Crisis or trauma counseling (15 hours)

Number of Hours: \_\_\_\_\_ Course Number(s): \_\_\_\_\_

Yes ☐ No ☐ California law and professional ethics (18 hours required ONLY if Core Content Area #9 was not based on California law)

Number of Hours: \_\_\_\_\_ Course Number(s): \_\_\_\_\_

**H. ADDITIONAL COURSEWORK REQUIRED PRIOR TO LICENSURE:** The following are NOT required to be part of the applicant's degree program but are required for licensure. Completion of this section will assist the applicant in the licensure process.

Yes ☐ No ☐ Provision of mental health services via telehealth, including law and ethics related to telehealth (3 hours of coursework required). Number of Hours: \_\_\_\_\_

Yes ☐ No ☐ Suicide risk assessment and intervention (6 hours of training or coursework required). Number of Hours: \_\_\_\_\_

**CERTIFICATION**

***I hereby certify that all of the foregoing is true and correct***

Signature of Chief Academic Officer or  
Authorized Designee

Name of Institution

Print Name

Campus City and State

Date Signed

Institution Accredited or Approved by

Email Address