

Student Handbook
Department of Counseling
University of Nebraska at Omaha

College of Education
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<http://www.unomaha.edu/college-of-education/counseling/index.php>

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Scope of Student Handbook

The UNO Counseling Department (“the department”) student handbook outlines key departmental programs, policies, and procedure. Students should refer to the **UNO Graduate Catalogue** corresponding to the academic year they were admitted to the Department of Counseling as a degree seeking student for questions regarding curriculum requirements.

Goals of Student Handbook

1. Inform students about relevant departmental program, policies, and procedures.
2. Serve as a resource in conjunction with guidelines contained in the UNO Graduate Catalog and with regular consultation with the student's faculty advisor.
 - a. Note: while the department's student handbook is revised intermittently, students are reminded that their degree/graduation requirements remain the requirements published in the UNO Graduate Catalogue for the academic semester in which they were admitted as a degree seeking student. Students wishing to adapt or revise their degree to address revised curriculums must have the approval of their faculty advisor and department chair.

University of Nebraska at Omaha Philosophy

Since its founding in 1908, UNO has sought to provide the city of Omaha, the State of Nebraska, and other states in which graduates may eventually seek residence and employment with individuals of sound intellectual training and preparation for life. Its goal for students has been: *"to earn a living and live a cultured life not as two processes, but as one"*.

UNO Department of Counseling

Faculty

The UNO Counseling Department (COUN) consists of 7 core faculty members, 1 administrative assistant, 2 graduate assistants, and 2 part-time clinical coordinators for the UNO Community Counseling Clinic (CCC). Additionally, experienced instructors with expertise in clinical mental health counseling, school counseling, and student affairs/higher education are utilized as part-time (“adjunct”) instructors.

Core Faculty

David Carter, Ph.D., LIMHP, CPC	Professor
Daniel B. Kissinger, Ph.D., LIMHP, CPC	Associate Professor
Abby Bjornsen-Ramig, Ph.D., LP	Associate Professor
Elizabeth Tolliver, Ph.D., LIMHP, CPC	Assistant Professor
Charmayne Adams, Ph.D., LIMHP, CPC	Assistant Professor
Ashley Blount, Ph.D., LPCC, NCC	Instructor

Faculty & Staff Roles

Department Chair	Dr. Kissinger
Graduate Program Committee-Chair	Dr. Kissinger
Graduate Program Committee-Members	Dr. Adams; Mr. Tran
NBCC Liaison	Dr. Carter
CACREP Liaison	Dr. Kissinger
Program Coordinator, Clinical Mental Health	Dr. Kissinger
Practicum Coordinator (CMHC)	Dr. Bjornsen-Ramig
Internship Coordinator (CMHC)	Dr. Kissinger
Program Coordinator, School Counseling	Dr. Tolliver
Program Coordinator, Student Affairs	Dr. Bjornsen-Ramig
Graduate Review Committee-Chair	Dr. Adams
Graduate Review Committee-Members	Dr. Bjornsen-Ramig
	Dr. Carter
	Dr. Blount
	Dr. Tolliver
	Mr. Tran
	Dr. Adams
Diversity/Retention Committee-Chair	Dr. Bjornsen-Ramig
Diversity/Retention Committee	Dr. Blount
	Dr. Tolliver
	Mr. Tran
Chair's Committee (Department/Student Committee)	Dr. Kissinger
Department Secretary	Ms. Barb Newell
Chi Sigma Iota Faculty Advisors	Dr. Tolliver; Dr. Adams
Director, Community Counseling Clinic (CCC)	Dr. Kissinger
Community Counseling Clinic Coordinators	Renée Pigsley; Randy Hager
Graduate Assistants	Hodan Farah; Galina Bruckner

UNO Community Counseling Clinic (CCC)

The UNO Community Clinic (CCC) is the UNO Counseling Department's in-house training and research clinic. The clinic serves UNO and the citizens of the Omaha metro region by providing low-cost counseling services. Clients are served by advanced clinical mental health counseling students completing their practicum and/or internship under the supervision of fully licensed department faculty. Services include individual, group, couples, and family counseling under the clinical and administrative supervision of counseling faculty and staff licensed as mental health professionals. Additional information can be found on the CCC webpage.

Mission Statement

The mission of the UNO Counseling Department is to provide high quality academic and clinical preparation leading to eligibility for licensure and certification as professional counselors. Through a rigorous, evidence-based curriculum designed to train critical thinkers and reflective practitioners, candidates are prepared to work with diverse clients across multiple professional settings and engage and remain active as advocates and future leaders within and for the counseling profession and those we serve.

Vision Statement

The vision of the UNO Counseling Department is to prepare a diverse student population at the master's degree level for professional service as school counselors, clinical mental health counselors, student affairs professionals, and advanced study. Graduates of the program are eligible for professional licensure and certification in the school and mental health areas and are well prepared to function professionally within their area(s) of concentration. As dedicated practitioners, reflective scholars, and responsible citizens, our graduates are prepared to fill the need for licensed/certified clinical mental health counselors, school counselors, and student affairs professionals across the Omaha metropolitan region, Nebraska, and the nation.

Objectives

- Students in the Clinical Mental Health Counseling (CMHC) concentration will be prepared to work with the behavioral and mental health needs of individuals and families based on the strength-based, preventative, and wellness tenets of the counseling profession.
- Students in the School Counseling (SC) will be prepared to work as school counselors and will demonstrate the professional knowledge, skills, and practices necessary to promote the academic, career, and personal/social development of P-12 students.
- Students in the Student Affairs in Higher Education (SAHE) concentration will be prepared to work within a diverse range of college and university student affairs and administrative units.
- Students will demonstrate ethical and cultural competencies consistent with the documented expectations of the counseling discipline and professional area(s) of specialization.
- Students will demonstrate competence in evaluating and applying evidence-based research in their work with clients and/or students.
- Students will demonstrate mastery of core and specialization counseling curriculums through successful completion of a concentration specific comprehensive exam (CMHC/CPCE; SC/Praxis II; SAHE; Comprehensive Case Study).

Accreditation

The department's Clinical Mental Health Counseling (CMHC) and School Counseling (SC) programs are accredited under the 2009 Council for the Accreditation of Counseling and Other Related Educational Programs (CACREP) standards. A hallmark of the UNO Counseling Department for over two decades, CACREP accreditation illustrates the department's dedication to setting and maintaining the highest

recognized academic and training standards in the counseling discipline. The UNO Counseling Department is the only counseling department in Nebraska with CACREP-accredited CMHC and SC programs. Where appropriate, the CMHC and SC programs also align with the North Central Association (NCA), the Council for the Accreditation of Educator Preparation (**CAEP**) and the Higher Learning Commission (**HLC**).

Benefits of graduating from a CACREP program include:

- CACREP-accreditation illustrates the program/degree meets the highest standards of the Counseling profession.
- Streamlined application process for provisional licensure (PLMHP) for CMHC in Nebraska and other state licensure boards.
- Option to take the National Counselor Examination (NCE/NCMHCE) prior to graduation.
- Option to become a Nationally Certified Counselor (NCC) upon graduation.
- Increased job prospects given many positions seek graduates from CACREP accredited programs.

Department Listserv

The UNO Counseling Department maintains a listserv for distributing important department information. Listserv information may include-but is not limited to- comprehensive and national licensure exam testing dates (i.e., CPCE, NCE, Praxis II), “group experience” sessions, and employment & professional development opportunities. Students fully admitted to the department will be automatically placed on the listserv. Students who are not receiving listserv messages should immediately contact the department’s graduate assistants.

Webpage

The UNO Counseling Department’s **webpage** provides critical information on department programs, policies, activities, the Community Counseling Clinic (CCC), and professional opportunities for students’ documents. Students are expected to utilize the website for, minimally, reviewing UNO, College of Education, and department policies as well as accessing critical documentation related to advising/degree planning and practicum/internship.

Newsletter

The Communicator is the department’s award-winning, student-led newsletter and is published 2-3 times each academic year. *The Communicator* details department activities as well as professional leadership and community engagement opportunities. Students interested in being part of the newsletter staff should contact the department chair.

Graduate Programs (Concentration Areas)

The UNO Counseling Department offers the Masters of Science (M.S.) degree in Counseling in three specialization areas: Clinical Mental Health Counseling (**CMHC**), School Counseling (**SC**), and Student Affairs in Higher Education (**SAHE**). Students may choose to complete a M.S. with a thesis, which adds six (6) additional thesis hours to the M.S. degree. The CMHC and SC programs are both accredited by the Council for the Accreditation of Counseling and Related Educational Programs (**CACREP, 2009**). The SAHE program is not CACREP accredited.

M.S. in Counseling, Clinical Mental Health Counseling

1. 60 credit curriculum (non-thesis option; CACREP-accredited)
2. 66 credit curriculum (thesis option; CACREP-accredited)
3. Electives (see: Licensure/Certification): COUN 8686 & COUN 8696
4. Clinical Mental Health Counseling Curriculum & Plan of Study: Appendix B

M.S. in Counseling, School Counseling (SC)

1. 48 credit non-thesis option curriculum (CACREP-accredited)
2. 54 credit thesis curriculum (CACREP-accredited)
3. 60 credit Alternative Path Endorsement curriculum (for non-education majors)
 - a. 48 credit curriculum
 - b. 12 credit curriculum w/required & elective courses
4. School Counseling Curriculum & Plan of Study: Appendix C
5. School Counseling Alternative Endorsement: Appendix D

*M.S. in Student Affairs in Higher Education (SAHE**)*

1. 36 credit non-thesis option
2. 42 credit thesis option
3. Fall enrollment only.
4. Student Affairs in Higher Education Curriculum & Plan of Study: Appendix E

**The SAHE concentration is expected to transition to a fully-online 38 credit non-thesis M.S. & 44 credit thesis option beginning Fall 2020.

Electives

Students interested in meeting the *academic* requirements for provisional licensure as a substance abuse counselor in Nebraska (PLADAC) should take **COUN 8686 & COUN 8696**. These courses, in addition to the CMCH curriculum, fulfill the academic (but not clinical practice) requirements for the PLADAC in NE. For CMHC students, these two online courses are best taken after all pre and co-requisite courses for practicum (COUN 8220) are completed.

Is there a “dual concentration” option?

No, but fully admitted students may seek departmental approval to complete coursework toward more than one concentration following the completion of 12 credits with a “B” or higher average. Students must complete ALL coursework in the added concentration and can expect to extend their graduation date by a minimum of 1.5 to 2 years. The process for requesting permission for a second concentration is as follows:

1. Student seeking to add a concentration will not be required to re-apply to UNO Graduate Studies or UNO Counseling Department, but must be a degree-seeking student in good standing with the UNO Graduate School and Counseling Department.
2. Student must meet with their faculty advisor to a) process the requirements for adding a second concentration area, b) discuss their reasoning for adding the concentration, and c) receive approval from the advisor to interview for formal acceptance into the additional concentration.
3. Upon faculty advisor approval, student will interview for admission into the additional concentration area at the next available department admission interview (Fall/Spring admission).
4. Key Points:
 - Student's current standing in one specialization area does not guarantee acceptance into additional concentration.
 - A student completing more than one concentration will receive a (one) master's degree in counseling with a specialization in the completed specialization areas not two master's degrees.

Advising

Students are assigned an advisor from their stated concentration upon provisional/full admission to the department. This advisor will be noted in their formal acceptance letter from the department. The new student orientation meeting will be the students initial contact with their advisor, where they will address their plan of study and specific courses for their first semester of enrollment. Following this initial advising session, students are encouraged to work closely with their advisor* each semester prior to their registration period to ensure they can complete their plan of study in the most efficient and effective manner.

- *Students are responsible for scheduling advising meetings with their advisors following the initial new student orientation advising session.

Distance Learning

The following online courses are currently offered for students in the CMHC and SC concentrations:

Course/Format	Title	CMMH	School
COUN 8010	Introduction to Counseling	X	
COUN 8040	Pro & Ethical Issues	X	X
COUN 8226	Career Dev. & Lifestyle	X	
COUN 8800	Clinical Mental Health Counseling	X	
COUN 8686	Med & Psycho-social Aspects of Alcohol/ Drug use/addiction	X (Elective)	
COUN 8696	Assmt & CM of Substance Abuse	X (Elective)	

VIA (Assessment Platform)

- VIA is used by the department for the purposes of assessment and, by extension, program/departmental improvement and development.
- All degree-seeking students are required to purchase an individual VIA account upon admission; non-degree students should contact department chair about need for a VIA account.
- VIA requires a one-time fee (\$130) that provides students a 7-year license.
- VIA registration link: <https://www.watermarkinsights.com/>

Canvas (Teaching/Learning Platform)

- Canvas is UNO's learning management system (LMS) and is distinct from VIA. While Canvas may be used in all COUN courses, VIA may be used by faculty largely for assessment. Students should seek clarification from course instructors concerning how they use VIA and Canvas during the first class of each semester. There is no cost for Canvas.

Clinical Experiences: Practicum and Internship

The CACREP-accredited Clinical Mental Health Counseling (CMHC) and School Counseling (SC) concentrations require one (1) semester/100-hour practicum and two (2) consecutive semester/300 hour internships. Distinct CMHC Practicum and Internship Manuals The department's SAHE concentration has requirements distinct from the CMHC and SC concentrations: there is no practicum semester, but there is a requirement for a two consecutive semester/300-hour internship. Course/concentration specific practicum and internship manuals detailing course policy and procedures, documentation, and productivity expectations are located here: (Insert link here).

Key Elements:

Mandated Orientations: **Mandatory** practicum and internship orientation meetings are held each semester for students entering COUN 8220 (CMHC Practicum) and COUN 8250 (CMHC Internship). SC and SAHE students should contact the SC and SAHE coordinators, respectively, for information regarding practicum and internship meetings. **Meeting notifications will be sent via the department listserv. Failure to attend may result in student forfeiting a seat in the course for their expected enrollment semester.**

Timeline: Given the numerous graduate-level CMHC and SC programs across the Omaha and Lincoln metro regions, students are strongly encouraged to secure a site well in advance of their practicum or internship semester. **Please check with your advisor if you have any questions.**

- Securing a Site:** While faculty will assist students in locating practicum and internship sites, students shall secure their own practicum and internship sites. This includes, but is not limited to, contacting potential sites, setting up interviews, and completing any/all site and/or departmental mandated background checks/drug screens.
- Site Locations (general):** The department updates their practicum/internship resource guide each summer. Still, programmatic and personnel changes are inevitable, so the contact information may not be current.
- Site Locations (CMHC):** ALL sites must be approved by the CMHC clinical coordinator. If a site is not on the current internship site list, the student shall provide the CMHC clinical coordinator (CC) with the contact information for the potential new site. The CC will contact the site manager/program manager and accept or decline the site. The CMHC internship site list is found on the department website.
- Site Locations (SC/SAHE):** SC should contact the SC concentration coordinator for site information and enrollment procedures.
- Documentation:** All required documentation and documentation timelines are included in the Practicum and Internship manuals for each concentration area. See CMHC Practicum and Internship Manuals on department website.
- Affiliation Agreements:** An “Affiliation Agreement” (AA) between the department and practicum/internship site is required for a student to be on site. CMHC students must contact the CMHC clinical coordinator to ensure a valid AA is on record. SC and SAHE students must contact the SC and SAHE coordinator, respectively, to ensure a valid AA is on record at all SC/SAHE sites.
- Liability Insurance:** Valid professional liability insurance is required for the entirety of the practicum/internship courses. Low cost liability insurance is available through HPSO, or free with student membership to the American Counseling Association (ACA) or American School Counseling Association (ASCA).
- Background check:** A second background check** is required for all CMHC and SC students a minimum of 60 days prior to the first day of practicum.
- **Some practicum or internship site may also require a drug screen or additional background check.

COUN 8220: CMHC Practicum Enrollment

- A. While every effort will be made to place all eligible students, CACREP ratios and site availability may limit enrollment. Thus, enrollment in COUN 8220 during any particular semester cannot be guaranteed. If CACREP-mandated enrollment requirements or clinical sites are unavailable, those students will be prioritized for enrollment the following semesters.
- B. A student with more than a 1 year (3 semester) gap between completion of their pre-requisite coursework and their anticipated enrollment in COUN 8250 shall request written permission from the department chair to be considered for enrollment in COUN 8250. The department chair will consider the request in consultation with department faculty-and will a decision based on a) the student's reasoning for the gap, and b) the timeline involved (i.e., 10-year limit for degree completion). The department chair, in consultation with the department's Graduate Review Committee, may require students in this situation to retake coursework prior to enrollment in COUN 8250.

Enrollment Procedure: COUN 8220: CMHC Practicum

1. Attend mandatory practicum orientation one semester prior to expected enrollment.
 - a. **Failure to attend** the mandatory COUN 8220 orientation may result in student having to postpone practicum to a later semester.
2. Students must bring completed document verifying completion of all COUN 8220 pre-requisite & co-requisite coursework.
 - a. Document must be signed by students assigned faculty advisor.
 - b. Students who have not completed COUN 8610 (Co-Req) will not be allowed to counsel couples or families during practicum.
 - c. Students who have not completed COUN 8360 (Co-Req) will not be able to lead group experiences (shadowing group leader is allowed, although counted as indirect hours).
3. The CMCH Practicum coordinator will review the student's required course completion document and outline the process for site assignments, key practicum policies and procedures, and the final enrollment.
4. Following the mandatory meeting, the department's administrative assistant will verify that each student is eligible for enrollment in COUN 8220 (per cross-checking submitted pre-req/co-req document).
5. Upon verification, the administrative assistant will notify the Practicum coordinator and department chair of the number/name of students eligible for COUN 8220.
6. In coordination with the Practicum coordinator and department chair, the department's administrative assistant will provide a registration permit for the student's assigned COUN 8220 section.

- a. *While every effort will be made to place students in their preferred site location, site/COUN 8220 section placement cannot be guaranteed.*

COUN 8250/COUN 8260: CMHC Internship/Advanced Internship

- A. Student must bring a statement signed by current COUN 8220 instructor stating student is currently enrolled in COUN 8220 and on track to complete the course with a grade of B or higher. A grade of B or higher in COUN 8220 is required for enrollment in COUN 8250.
- B. While every effort will be made to place all eligible students, CACREP ratios and site availability may limit availability. Thus, placement/ enrollment in COUN 8250* cannot be guaranteed. While most students complete COUN 8250/8260 at the same site, placement/enrollment cannot be guaranteed for COUN 8250 students seeking to switch their site placement for COUN 8260. Students seeking to change their placement site for COUN 8260 should notify the clinical/internship coordinator at the earliest possible time.

Enrollment Procedure: COUN 8250: CMHC Internship

1. Attend mandatory internship orientation one semester prior to expected enrollment.
 - a. **Failure to attend** the mandatory COUN 8250 orientation may result in student having to postpone internship to a later semester.
2. Students must bring a statement signed by current COUN 8220 instructor stating student is currently enrolled in COUN 8220 and is on track to complete the course with a grade of B or higher.
 - a. *A student with more than a 1 year (3 semester) gap between completion of COUN 8220 and their anticipated enrollment in COUN 8250 (or between 8250-8260) shall request written permission from the department chair to enroll in COUN 8250/8260. The department chair will consider the request and make a decision based on a) the student's reasoning for the gap, and b) the timeline involved (i.e., 10-year limit for degree completion). The department chair, in consultation with the department's Graduate Review Committee, may require students in this situation to retake coursework prior to enrollment in COUN 8250.*
3. The CMCH internship coordinator will review key policy/procedure/expectations for COUN 8250/8260, including process for identifying and securing a site.
4. Following the meeting, the department chair will confirm student eligibility for COUN 8250/8260 and direct the department's administrative assistant to send a registration permit for the student's requested 8250/8260 section.
 - a. *While every effort will be made to place students in their preferred site location and/or 8250/8260 class section, site location and course section placement cannot be guaranteed.*

Enrollment Procedure: COUN 8330/8430/8460: School Counseling Practicum & Internship

1. Meet with advisor and complete the practicum application form at least two semesters prior to the anticipated summer practicum.
2. During the early spring of the summer practicum year noted on your application students verify intent to complete summer practicum that calendar year.
3. Candidates complete and submit the COE supervised internship document from Student Services with preferred K-12 level and district noted.
4. Candidates are issued a permit to register for summer practicum.
5. Student Services working with school districts completes and notifies candidate of summer school placement for practicum.
6. Candidates are issued permits to register for Internship section for the fall following the successful completion of summer practicum at the K-12 level not completed in practicum.
7. Candidates are issued permits to register for advanced internship sections for spring following the successful completion of Fall internship.

Enrollment Procedure: COUN 8450: Student Affairs in Higher Education Internship

1. Students in the SAHE concentration are required to complete a 2-semester minimum internship in an appropriate site within a higher education setting. This 6-credit experience will be completed in no less than two academic semesters, with no less than 600 clock hours (40% of which must entail direct student service).
2. Students complete the SAHE Internship Application one semester prior to their intention of beginning internship and submit the form to SAHE program coordinator.
3. Once an internship site is secured, the student's site supervisor must complete the Internship Agreement form. The student shall collect this form from the site supervisor and submit directly to the SAHE program coordinator.
4. It should be noted that the following requirements must be met for a site to be deemed appropriate for internship:
 - a. One hour per week of face-to-face supervision with a supervisor holding a masters degree in SAHE or a closely related field
 - b. Permission by site to video/audio record meetings with students for use in individual supervision and group supervision (COUN 8450).
 - c. Formal evaluation by site supervisor at mid-semester and end of each semester of internship.

Student Conduct & Activities

Student Conduct

Students are expected to abide by the UNO Student Code of Conduct, found on the UNO website at <https://www.unomaha.edu/student-life/student-conduct-and-community-standards/docs/STUDENT-CODE-OF-CONDUCT-2016.pdf>. Further, students are expected to exhibit the personal and professional character expected of a professional counselor. This includes, but is not limited to, adherence to the current ethical standards of the counseling discipline broadly and the student's specialization area (e.g., ACA; ASCA; NASPA).

To that end, all degree seeking students, as well as non-degree seeking students completing a second concentration area, shall read and sign the department's "Understanding of Expectations" document (Appendix F) at the outset of each enrolled semester. Students will turn this signed document in to the department's administrative assistant who will keep a copy in their student file. In doing so, students attest to having read, understood, and are consenting to the policies, procedures, and expectations of UNO, the UNO Department of Counseling, and/or the Counseling profession while enrolled in the Department of Counseling.

Attendance/Participation

Individual instructors have discretion to implement policies regarding class attendance and/or participation for their courses. All such policies will be communicated to students in writing through the course syllabus. However, the UNO Counseling faculty expects students to attend, be punctual to, be actively engaged in, and behave professionally/ethically in all classes regardless of format (classroom/hybrid/fully-online). With valid documentation from the UNO Accessibility Services Center, Instructors will work with Accessibility Services to ensure attendance/participation issues are appropriately accommodated.

Academic Integrity

Students are expected to be familiar with-and abide by-the UNO Academic Integrity Policy. The UNO Statement on academic integrity:

The maintenance of academic honesty and integrity is a vital concern of the University community. Any student found responsible for violating the policy on academic integrity may be subject to both academic disciplinary actions. Violations of the policy on Academic Integrity include, but are not limited to, the following:

1. *Cheating*
2. *Plagiarism*
3. *Abuse of Academic Materials and/or Equipment*
4. *Complicity in Academic Dishonesty*
5. *Falsifying Grade Reports*
6. *Misrepresentation to Avoid Academic Work*
7. *Originality*
8. *Other*

Detailed explanations of the 8 areas comprising Academic Integrity located at UNO:

<https://www.unomaha.edu/student-life/student-conduct-and-community-standards/policies/academic-integrity.php>.

Quality of Work

Students in the UNO Department of Counseling must be aware of the “Quality of Work Standards of the UNO Office of Graduate Studies, along with additional satisfactory performance outlined in the UNO Department of Counseling, including all syllabi. Questions regarding these standards should be addressed with the student’s faculty advisor. The UNO Quality of Work elements are listed below, with detailed explanations available at:

<https://www.unomaha.edu/graduate-studies/current-students/quality-standards.php>

Quality of Work Standards:

- Automatic Dismissal
- Probation or Dismissal
- Unclassified and Non-Degree Students
- Additional Requirements
- Monitoring
- Student Responsibilities
- Automatic Dismissal for a Grade of “U” (Unsatisfactory) or “Fail”
- The Plan of Study and Grades Which Result in Automatic Dismissal
- Students Dismissed from a Graduate Program Who then Reapply as Non-Degree Students
- Policy on Petitioning for Reinstatement into a Graduate Program
- Appeal of Grades in Graduate-Level Courses
- Appeal of General Academic Matters Related to Student Programs
- Graduate Student Academic Appeal Policy

Personal Counseling

The department strongly encourages students to seek personal counseling as a means for personal and professional growth and development. Ethical standards preclude department faculty from providing personal counseling to degree seeking students (ACA, 2014; F.10.e), but faculty will readily provide students with a safe and confidential environment for processing personal and professional issues. When appropriate, faculty will assist students in connecting with appropriate counseling** or other services.

Free counseling services are available to students through the **UNO Counseling Center located in the Room 102 of the HPER Building (Phone: 402-554-2409).

**Counseling students are not allowed to receive counseling services in the department’s Community Counseling Clinic.

Group Experience

The group experience is **not a specific COUN course** and is **not found on Mavlink**. Instead, the group experience is required of all students prior to enrollment in their concentration-specific group course. Specifically, CMHC students are required to complete the group experience prior to enrolling in COUN 8360. Students in the SC concentration are required to complete the group experience prior to enrolling in COUN 8740. Key elements of the group experience are as follows:

- Notification of sessions and enrollment instructions for the group experience(s) will be sent via the department's dedicated listserv.
- "Group Experience" consists of five (5) 2-hour group sessions on consecutive weeks during the semester. A minimum of two group experience sessions are offered each semester (including summer).
- Group leaders are community-based, licensed mental health practitioners.
- Each session is limited to a max of 10 students.
- A \$200 course fee in either COUN 8360 or COUN 8740 covers the cost of the group experience.
- Students are required to complete a course evaluation as verification of successful completion* of the group experience.
- *Successful completion requires attendance and participation at all five (5) 2-hour group sessions. Failure to comply with this standard for all five sessions will result in the student having to complete another five session group experience.

Background Checks

Background Check Document: Appendix G

Background checks are required by the department on two distinct occasions. Additional background/drug screens may be mandated by practicum/internship sites. Students bear the financial responsibility for these background checks/drug screens. Instructions for the departmental background checks are found on the department webpage: <https://www.unomaha.edu/college-of-education/counseling/files/docs/coun-background-check-procedures.pdf>

1. Background check required:
 - a. Following provisional/full admission to the department and prior to the beginning of students first semester as a provisional/fully admitted student.
 - b. For CMHC and SC students, at least 1 month prior to expected enrollment in practicum (COUN 8220/CMHC; COUN 8330/SC, COUN 8450/SAHE).
 - c. When required by student's practicum or internship site.

Student Endorsement Policy

Students interested in obtaining a faculty member's recommendation or support letter for future employment or studies should consult directly (i.e., face-to-face) with the faculty member. While faculty members regularly seek to support students in securing employment or matriculating into post-graduate academic programs, faculty members are under no obligation to provide a recommendation or support letter to a student.

Administrative Policies/Procedures

Admission Policy & Procedures

The UNO Counseling Department admits degree-seeking (i.e., “full admission”) students in the clinical mental health counseling (CMHC) and school counseling (SC) programs in the Fall and Spring semesters. Students may also be admitted with “provisional” status. Students admitted as “provisional” will be notified of this status in their initial admission letter from the department. This letter will outline the terms of provisional admittance and outline the process and timeline for fulfilling the provisional requirements. The letter also serves as a contract for full admission and the student’s continued candidacy in the department. Failure to satisfy the provisional requirements may result in dismissal from the program.

Common reasons for “provisional” admission to the department include, but are not limited to:

- Student does not have the required number of behavior science prerequisite courses (9);
- Student’s undergraduate GPA has not met minimum UNO Grad Studies/departmental requirement;
- Low GRE/MAT scores;
- Deficient writing as assessed through GRE and/or Counseling Department admissions writing sample;

Registration

Registration is completed online through **MavLink** prior to or during each semester. For access to *MavLink*, students must obtain their NU ID from the **UNO Office of Records and Registration**. If you have a registration hold due to a transcript or immunization, contact the UNO Office of Records and Registration at 402-554-2314.

Course numbers, instructors, and dates/times of classes will be posted in *MavLink* several weeks prior to registration windows each semester. Students are strongly encouraged to enroll at the earliest opportunity their registration window (see *Mavlink* for times) opens in order to secure a preferred schedule rather than waiting for the general registration period. Please refer to the **UNO Academic Calendar** for more detailed registration timelines. If a course fills prior to your enrollment, contact the department chair. However, instructors and/or the department chair are not obligated to provide permits.

Program Enrollment & Degree Completion

1. UNO Graduate Studies requires students to complete their graduate program within **10 years** of enrollment in the department (includes full and non-degree seeking status). The first day of class of the earliest course which appears in student's plan of study is considered by UNO as the beginning of the student's graduate education.
2. Full-time enrollment is 9 credits, while part-time enrollment is 3-6 credits. However, the department *expects fully admitted students to maintain **minimum progress** toward their degree in the form of **6 credits (two courses) per semester***. Students are allowed to enroll in up to 12 graduate-level credits without special permission from the department.

3. In accordance with UNO policy, no course older than 10 years- or declined per department faculty- (see Course Substitution Policy) may be applied to a current degree plan.
4. The average timeline for degree completion in the CMHC and SC concentrations is between 3-4 years.

Course Substitutions

The department will consider substituting up to 9 credits of completed graduate level coursework only from outside institutions. Students are expected to complete the remainder of their coursework within the UNO Counseling Department. The parameters and process for having a course considered for substitution is outlined below:

Parameters

1. No substitution(s) for Practicum and/or Internship course(s) in any concentration.
2. Undergraduate courses are not accepted.
3. The UNO Counseling Department reserves the right to grant or deny any substitution request.

Substitution Request Procedure

- a. Syllabus/i of course(s) sent to Department Chair for initial review.
- b. Department Chair will review and, if appropriate, send the syllabus for full review to instructor with primary teaching responsibility for the course.
- c. Primary course instructor will review syllabus based on following metrics:
 1. Requested course must be equivalent of 45 hours/15 weeks of graduate level course instruction.
 2. Requested course must have equivalent credit hours (3).
 3. CMHC/SC course requests must align with UNO's CACREP-accredited course design.
- d. Primary course instructor will notify department chair with email message to "accept/deny (Course XXXX) as substitution for [COUN XXXX]". Department chair will provide final review and forward acceptance/denial to student.
 1. If approved, student should complete the **Change in Program of Study** form and provide to their faculty advisor's signature. Advisor will provide to department chair for final approval and submission to Graduate Studies.
- e. If there is a question by instructor and/or department chair concerning a course's suitability for substitution, the substitution request will be placed on the agenda for the next available department meeting. Full faculty approval is required for course to be accepted for substitution. Upon full faculty decision, department chair will notify student of acceptance or rejection of substitution request.

Student Records

The UNO Department of Counseling maintains student records for a period of 10 years as required by law and cannot guarantee student records will be held after this period. Therefore, students are strongly encouraged to maintain a copy of all documentation related to future employment/licensure/certification. Failure to maintain personal/duplicate records of completed practicum/internship hours could pose a barrier for future employment/licensure/certification.

Additionally, students are required to notify the Counseling Department and UNO Office of Records and Registration of any change of name, address, phone number, or other important information.

Department/Accreditation Surveys

The department's CACREP-accreditation mandates that a series of annual reports and surveys. Two surveys, the employer survey and graduate survey, provide valuable/required data about the program that is used for program improvement and development. Students and their future employers will therefore be asked to complete these surveys. As such, the department will ask students to provide a post-graduate contact email.

Graduate Review Committee (GRC)

The Graduate Review Committee (GRC) is a UNO Department of Counseling committee consisting of a minimum of three core Counseling Department faculty members and the department chair. The GRC may address and render decisions related to departmental policy and procedure as well as student grievances (i.e., departmental/course policy, student conduct, grade appeal). Students seeking to have an issue heard by the GRC must follow the appropriate procedure outlined in this handbook.

Student Remediation & Dismissal

The department follows the UNO Graduate Studies policy regarding placing a student on probation or dismissal from the department. Students who are attending classes also remain subject to remediation or dismissal if the department's Graduate Review Committee (GRC) recommends such action based on review of the student's documented previous performance and conduct. A student wishing to submit a grievance shall follow the department's grievance policy outlined below:

Grievance Policy

1. Students who wish to submit a grievance specific to an issue within the UNO Department of Counseling shall first discuss and document the matter with the specific instructor or individual(s)/clinical site with whom the problem is occurring.
2. If a resolution is not reached between the student and the individual(s), the student shall meet in-person with their assigned departmental faculty advisor to discuss other options for resolution. Prior to this meeting, the student must submit written documentation to the advisor, via UNO email, with the following information:
 - a. Name, address, phone number(s), and student identification number of the student with the grievance;

- b. Name of individual(s)/site with whom the student is having a problem;
 - c. Concise description of the specific grievance(s);
 - d. Description & timeline of previous attempts to seek a resolution to the problem;
 - e. Statement verifying the student has followed step (a) of this process without a resolution.
3. If a resolution is not reached**, the student shall submit a written request via UNO email to meet with the Department Chair to discuss other options for resolving the grievance. The request must include a statement verifying that steps 1 and 2 have been followed without a resolution.

**Assumes student has attempted to resolve the grievance(s) using a strategy or strategies identified and agree to with their faculty advisor.
4. If a resolution is not reached between the student and the Department Chair, the student may submit a written appeal to have their grade appeal heard by the department's Graduate Review Committee (GRC). To do so, a written request must be submitted to the chair of the GRC via UNO email no later than six (6) weeks after the final grade posting and shall contain the following information
 - a. Name, address, phone number(s), and student identification number of student submitting the appeal;
 - b. Name of course and instructor associated with the grade appeal;
 - c. Concise reasoning for the grade appeal;
 - d. The nature of the relief being sought (i.e., grade change)
 - e. A statement indicating that steps 1 & 2 were followed, resulting in no resolution.
 - f. Written documentation of action(s) taken in steps 1 and 2 to resolve the grade disagreement, including but not limited to all written correspondence between student, instructor, and/or department chair.
 - g. Documentation supporting the grade appeal (specific assignments, course syllabus, instructor/student communications, ASC documentation).
5. Upon receipt of the student's written grade appeal request to the chair of the GRC, the GRC chair will notify the department chair and full GRC committee of the student's request. The GRC chair will also provide GRC committee members with the student's written documentation per step 3.
6. The GRC will meet to discuss the student's appeal within fifteen (15) working days of their formal notification from the GRC chair. The GRC committee will review all documents related to the grade appeal. The committee may also seek additional written documentation or verbal, in-person testimony from the student, instructor, or department chair.
7. Following review of all documentation and/or verbal testimony, the GRC chair will render a written decision on the grade appeal to the Department Chair. The Department Chair will meet with the GRC committee within 5 working days after receiving the committee's decision.
8. Within seven (7) days after the meeting between the GRC and Department Chair, the GRC chair will provide the committee's final decision and possible additional steps in the grievance process to the following individuals:

- a. Student
 - b. Instructor
 - c. Department Chair
 - d. Dean of Graduate Studies and Research
9. Within seven (7) days after receiving the GRC's written decision, the student will notify the GRC chair via UNO email with their decision to accept or decline the GRC's decision/recommendations.

Grade Appeal Policy

1. Students who wish to appeal a grade they believe was capriciously or arbitrarily given shall first discuss the matter with the instructor within 30 days of the final course grade posting.
2. If a resolution is not reached between the student and instructor, the student may submit a written request to meet with the Counseling Department Chair in order to identify other options for resolving the appeal. The appeal must be submitted via UNO email to the Department Chair no later than 7 days following the instructor meeting and shall include the following information:
 - a. Name, address, phone number(s), and student identification number of student submitting the appeal;
 - b. Name of course and instructor associated with the grade appeal;
 - c. Concise reasoning for the grade appeal;
 - d. The nature of the relief being sought (i.e., grade change)
 - e. A statement indicating that steps a & b were followed, resulting in no resolution.
 - f. Documentation supporting the grade appeal (specific assignments, course syllabus, instructor/student communications, ASC documentation).
3. If a resolution is not reached between the student and the Department Chair, the student may submit a written appeal to have their grade appeal heard by the department's Graduate Review Committee (GRC). To do so, a written request must be submitted to the chair of the GRC via UNO email no later than six (6) weeks after the final grade posting and shall contain the following information
 - a. Name, address, phone number(s), and student identification number of student submitting the appeal;
 - b. Name of course and instructor associated with the grade appeal;
 - c. Concise reasoning for the grade appeal;
 - d. The nature of the relief being sought (i.e., grade change)
 - e. A statement indicating that steps 1 & 2 were followed, resulting in no resolution.
 - f. Written documentation of action(s) taken in steps 1 and 2 to resolve the grade disagreement, including but not limited to all written correspondence between student, instructor, and/or department chair.
 - g. Documentation supporting the grade appeal (specific assignments, course syllabus, instructor/student communications, ASC documentation).

4. Upon receipt of the student's written grade appeal request to the chair of the GRC, the GRC chair will notify the department chair and full GRC committee of the student's request. The GRC chair will also provide GRC committee members with the student's written documentation per step 3.
5. The GRC will meet to discuss the student's appeal within fifteen (15) working days of their formal notification from the GRC chair. The GRC committee will review all documents related to the grade appeal. The committee may also seek additional written documentation or verbal, in-person testimony from the student, instructor, or department chair.
6. Following review of all documentation and/or verbal testimony, the GRC chair will render a written decision on the grade appeal to the Department Chair. The Department Chair will meet with the GRC committee within 5 working days after receiving the committee's decision.
7. Within seven (7) days after the meeting between the GRC and Department Chair, the GRC chair will provide the committee's final decision and possible additional steps in the grievance process to the following individuals:
 - a. Student
 - b. Instructor
 - c. Department Chair
 - d. Dean of Graduate Studies and Research
8. Within seven (7) days after receiving the GRC's written decision, the student will notify the GRC chair via UNO email with their decision to accept or decline the GRC's decision/recommendations.

Discrimination and Sexual Harassment

“UNO and the Department of Counseling do not discriminate based on race, color, ethnicity, nation of origin, sex, pregnancy, sexual orientation, gender identity, religion, disability age, genetic information, veteran status, marital status, and/or political affiliation in its program, activities, or employment”.

Inquiries surrounding accessibility, discrimination/harassment, and or Title IX should be directed to:

Accessibility Services Center

Jen Papproth, M.S.

Director, Accessibility Services Center (ASC)

H & K 104 (same building as Counseling & Psychological Services)

unoaccessibility@unomaha.edu

402.554.2872 (Phone)

402.554.6015 (Fax)

Discrimination issues/Title IX

Charlotte Russell

Assistant to the Chancellor for Equity, Access & Diversity and Title IX Coordinator

207 Eppley Administration Building

402.554.3490

crussell@unomaha.edu

Comprehensive/Exit Exams

Clinical Mental Health Counseling (CMHC)

Note: The department allows CMHC students to take the NCE or NCMHCE during their 8260 semester. For clarity, while a passing score on the CPCE is required for graduation, taking the NCE or NCMHCE during the COUN 8260 semester is optional as students may take either exam post-graduation. See “Licensure/Certification” below.

The Comprehensive Professional Competency Examination (**CPCE**) serves as the CMHC concentration’s required comprehensive/exit exam and is taken during the student’s COUN 8260 semester (summer graduates take the CPCE in the spring semester during 8250). Instructions for registering for the CPCE will be provided by the department’s NBCC Liaison via an email on the department’s dedicated listserv. Additionally, CPCE information will be posted in the department.

The CPCE is a valid and reliable exam that is widely used among graduate counseling programs as a comprehensive/exit exam. The CPCE covers the eight common core curriculum areas as defined by CACREP (see below). The “pass” score for the CPCE is a score of 1 SD below the “cut-off” score of students from CACREP-accredited CMHC programs who use the CPCE as exit exam. Students who do not pass the CPCE will be instructed to contact the department’s NBCC Liaison immediately to discuss options. **Questions concerning the CPCE should be directed to the Dr. Carter (department’s NBCC liaison).**

1. **Human Growth & Development (COUN 8110)**-studies that provide an understanding of the nature and needs of individuals at all levels.
2. **Social & Cultural Foundations (COUN 8520)**-studies that provide an understanding of issues and trends in a multicultural and diverse society.
3. **Helping Relationships (COUN 8010; COUN 8030)**-studies that provide an understanding of counseling and consulting processes.
4. **Group Work (COUN 8360)**-studies that provide an understanding of group development, dynamics, counseling theories, group counseling methods and skills, and other group work approaches.
5. **Career and Lifestyle Development (COUN 8226)**-studies that provide an understanding of career development and related life factors.
6. **Assessment (COUN 8230)**-studies that provide an understanding of individual and group approaches to assessment and evaluation.
7. **Research and Program Evaluation (TED 8010/HPER 8030)**-studies that provide an understanding of types of research methods, basic statistics, and ethical and legal considerations in research.
8. **Professional Orientation & Ethics (COUN 8010/8040)**-studies that provide an understanding of all aspects of professional functioning including history, roles, organizational structures, ethics, standards, and credentialing.

School Counseling (SC)

School Counseling students will complete a written comprehensive exam during the COUN 8330 Fall semester. The exam will require two essay questions covering the ASCA Model components and strategies for implementing a school counseling program, along with personal and professional philosophy of SC. The essay exam requires candidates to demonstrate mastery of CACREP standards throughout the ASCA National Model components. Questions will be scored by a team of core faculty and part-time instructors with specialties in school counseling. When graded, the department chair will notify the student via electronic mail stating the student's pass/failure/rewrite status.

- Students who fail one question on their written comps will be required to re-write this question during the same semester.
- Students who fail more than one question on their written comps will be required to do a complete re-write in order to graduate.
- Students who fail a portion of the exam are required to rewrite failed question(s) during the same semester.

School Counseling students will also complete an electronic portfolio capstone project during the COUN 8460: Advanced Internship Spring semester. This is an ongoing project with final submission for approval by March 15 during the semester you are enrolled in COUN 8460.

NOTE: The **Praxis II Professional School Counselor Content Area** is a state of Nebraska requirement for adding the school counseling endorsement to teaching certificate. The Praxis II is not a requirement for completion of the UNO Counseling Degree. You should check with the Department of Education in states outside of Nebraska if you are considering relocating out-of-state for employment.

Student Affairs in Higher Education (SAHE)

Students will respond to a case study related to a specific situation that may occur on a college campus. This take-home exam will be completed early during the student's final semester in the program. Please contact your advisor prior to the semester you intend to graduate to set-up this exam. Students will be provided an exam packet with a case study (each examinee will receive a different case), directions for the exam, and questions to be addressed. Students will be given **4 weeks** to complete this exam before it must be returned to your advisor, along with all original exam materials. The exam will be evaluated by UNO counseling department faculty. Once evaluated, the student will meet with their advisor to review results. Students will receive one of the following initial scores: *Pass, Fail, or Pass with Revisions*.

Students who receive a "pass with revisions" or "fail" score will be provided with feedback regarding expectations and have **1 week** to revise and turn in the exam to the designated evaluator. Failure to turn in the revisions at the time given by the designated evaluator will result in a "fail" score and the student will be required to complete the full comprehensive exam the next time the comprehensive exams are offered by the department.

Licensure/Certification & Endorsement

Clinical Mental Health Counseling (CMHC)

- The CMHC concentration's CACREP-status allows CMHC students to sit for the National Counselor Exam (NCE) and/or the National Mental Health Counselor Exam (NCMHCE) prior to graduation. **This is not a graduation requirement.**
- Graduates of the CMHC concentration are eligible to apply for licensure as a Provisional Mental Health Professional (PLMHP) in Nebraska upon certification of their degree (shortly after graduation-check with UNO registrar for specific date) without passing the NCE** or NCMHCE**.
 - **A passing score on the NCE or NCMHCE must be attained within two years of graduation
- Students who also complete COUN 8686 and COUN 8696 are eligible for provisional licensure as a drug and alcohol counselor (PLADC) in Nebraska.
- Students in CMHC should consistently review the State of Nebraska's Department of Health and Human Services website for information on the licensing parameters in NE and across each state.
- The Nationally Certified Counselor (NCC) is another common credential for licensed mental health professionals. Given the CMHC concentration's CACREP-accreditation, the NCC is available to program graduates soon after graduation. Detailed information on the NCC, state licensure requirements, as well as contemporary professional issues can also be found on the NBCC website.

National Counselor Exam (NCE)/National Clinical Mental Health Counselor Exam (NCMHCE)

The policy of the UNO Counseling Department is to grant permission for students to sit for the NCE or NCMHCE under the following conditions:

1. The NCE or NCMHCE is permitted to be taken during the same semester as the CPCE and COUN 8260 with department permission.
2. Summer graduates should plan to take the NCE or NCMHCE in the Spring semester prior to their graduation. **Note: Registration for the spring exam will be in the Fall semester!**
3. Student has been granted permission by the department's NBCC Liaison to register for the NCE or NCMHCE through NBCC**.

***Once granted permission from the department's NBCC Liaison, NBCC takes over the process from the department and will notify student of all test dates and timelines via the student's UNO email.*
4. The department's NBCC liaison will notify students about registration procedures and timelines via the department listserv. Registration for the NCE or NCMHCE is done 1 semester prior to the semester you sit for the exam**.

Note: The state of Nebraska will grant provisional licenses (PLMHP) with a two-year grace period for successful completion of the NCE or NCMCCE. Students should continually monitor the NE licensure procedures through the Nebraska Department of Health and Human Services for potential licensure policy/procedural changes.

School Counseling

School Counseling (SC) concentration graduates with undergrad teaching degrees who complete the 48 credit degree plan--and SC students without teaching degrees who complete the 60 credit "alternative endorsement" degree plan-- are eligible to become Licensed School Counselors in Nebraska. Information regarding licensure in NE is available at the **NE Department of Education** generally and at the links below:

- <http://www.education.ne.gov/cared/>
- <http://www.education.ne.gov/tcert/Gtchcert.html>
- http://www.education.ne.gov/legal/webrulespdf/Rule24_Guidelines_2014.pdf

Professional & Academic Organizations

Students are encouraged to join counseling-related organizations as a means of enhancing their professional growth. The following organizations are suggestions:

Chi Sigma Iota (CSI: <https://www.csi-net.org/>)

CSI is an international honor society that values academic and professional excellence in counseling, including promotion of a strong professional identity as professional counselors, counselor educators, and counseling students who contribute to the realization of a healthy society by fostering wellness and human dignity. UNO's chapter is Upsilon Nu Omicron and Dr. Elizabeth Tolliver serves as the primary faculty advisor and Dr. Kissinger serves as the secondary faculty advisor.

CSI's mission is to promote scholarship, research, professionalism, leadership, advocacy, and excellence in counseling, and to recognize high attainment in the pursuit of academic and clinical excellence in the profession of counseling. Students are eligible to apply for membership in CSI/UNO upon the satisfactory completion (3.5 or higher GPA) of nine or more credit hours in their coursework in the Department of Counseling.

American Counseling Association (ACA: <https://www.counseling.org/>)

The mission of the American Counseling Association (ACA) is to enhance the quality of life in society by promoting the development of professional counselors, advancing the counseling profession, and using the profession and practice of counseling to promote respect for human dignity and diversity.

ACA is the world's largest association exclusively representing the community of counselors in various practice settings. ACA provides you with professional development, continuing education opportunities, advocacy services, credibility, and networking opportunities. ACA helps counseling professionals like you develop your skills and expand your knowledge base.

As the world's largest association representing professional counselors in various practice settings, the American Counseling Association stands ready to serve nearly 55,000 members with the resources they need to make a difference. From webinars, publications, and journals to Conference education sessions and legislative action alerts, ACA is where counseling professionals turn for powerful, credible content and support. Whether you are a seasoned professional or starting your career, the resources and services provided through your membership will:

- 1) Expand your knowledge and enhance your skills
- 2) Grow your network
- 3) Demonstrate your commitment to the counseling profession and those you serve
- 4) Help you save on products and services with exclusive discounts
- 5) Students, retirees, and recent graduates can receive discounted memberships

Nebraska Counseling Association (NCA: <https://www.necounseling.org/>)

The Nebraska Counseling Association is an organization of counseling and human development professionals who work in educational, health care, residential, private practice, community agency, government, and business and industry settings. The mission of the Nebraska Counseling Association is to enhance human development throughout the life span and to promote the counseling and human development profession.

American Mental Health Counselors Association (AMHCA: <http://www.amhca.org/home>)

The American Mental Health Counselors Association (AMHCA) is a growing community of more than 7,000 clinical mental health counselors. Together, we make a critical impact on the lives of Americans. AMHCA succeeds in giving a voice to our profession nationwide and in helping to serve you and your colleagues in your state.

American School Counselor Association (ASCA: <https://www.schoolcounselor.org/>)

The American School Counselor Association (ASCA) supports school counselors' efforts to help students focus on academic, personal/social/career development so that they may achieve success in school, and so that they are prepared to lead fulfilling lives as responsible members of society. ASCA provides professional development, publications, and other resources, research, and advocacy efforts to more than 33,000 professional school counselors around the globe.

Nebraska School Counselor Association (NSCA: <https://www.schoolcounselor.org/>)

The Nebraska School Counselors Association is affiliated with the American School Counselors Association (ASCA), the national division. ASCA is a division of the ACA. The mission of the NSCA shall be to provide professional development and educational opportunities for professional school counselors. The organization shall be to represent professional school counselors, and to promote professional and ethical practices. The NSCA is the foundation to foster and influence a professional relationship and image among school counselors. The NSCA empowers professional school counselors to maximize the knowledge, skills, and resources to promote and advocate for student success in the school, home, community, and world.

National Association of Student Personnel Administrators (NASPA: <https://www.naspa.org/>)

NASPA is the leading association for the advancement, health, and sustainability of the student affairs profession. NASPA serves a full range of professionals who provide programs, experiences, and services that cultivate student learning and success in concert with the mission of colleges and universities. Established in 1918 and founded in 1919, NASPA is comprised of 13,000 members in all 50 states, 25 countries, and 8 U.S. Territories. Through high-quality professional development, strong policy advocacy, and substantive research to inform practice, NASPA meets the diverse needs and invests in realizing the potential of all its members under the guiding principles of integrity, innovation, inclusion, and inquiry. NASPA members serve a variety of functions and roles, including the vice president and dean for student life, as well as professionals working within housing and residence life, student unions, student activities, counseling, career development, orientation, enrollment management, racial and ethnic minority support services, and retention and assessment.

Appendix A

**UNO Department of Counseling
Plan of Study**

1. Clinical Mental Health Counseling (CMHC) ____ School Counseling ____ Student Affairs in Higher Ed. ____ 2. Semester Admitted as Degree Seeking Student: ____ 3. Degree: M.S. ____ M.S. w/Thesis ____ 4. Faculty Advisor: _____							
YEA R 1	Fall: _____	C R	Spring: _____	C R	Summer: _____	C R	Total
	Total Credits		Total Credits		Total Credits		
YEA R 2	Fall: _____	C R	Spring: _____	C R	Summer: _____	C R	
	Total Credits		Total Credits		Total Credits		
YEA R 3	Fall: _____	C R	Spring: _____	C R	Summer: _____	CR	
	Total Credits		Total Credits		Total Credits		
	Fall: _____	CR	Spring: _____	C R	Summer: _____	C R	
YEA R 4							
	Total Credits		Total Credits		Total Credits		
Total Credits							

Appendix B

UNO Department of Counseling Clinical Mental Health Counseling Curriculum

COURSE No.	Course Title	Credit	Departmental Registration Hold	Practicum Pre-Requisite
TED 8010 (Or HPER 8030)	Introduction to Research	3		No
COUN 8010	Introduction to Counseling	3		Yes
COUN 8030	Counseling Practices	3		Yes
COUN 8040	Professional & Ethical Practices	3		Yes
COUN 8110	Human Dev & Psychosocial Intervention	3		No
COUN 8200	Counseling Theories	3		Yes
COUN 8226	Career Development & Lifestyle	3		No
COUN 8230	Appraisal Techniques	3		No
COUN 8280	Crisis Counseling	3	8030; 8200; 8040	Yes
COUN 8360	Group Theory & Techniques	3	8030, 8040 & documented completion of "Group Experience"	Yes/Co-req w/COUN 8220
COUN 8400	Advanced Counseling Theory & Techniques	3	8030, 8200	Yes
COUN 8516	Treatment Issues in Sub. Abuse	3		Yes
COUN 8520	Counseling w/Multicultural Populations	3		Yes
COUN 8610	Marriage & Family Counseling	3	8030, 8200, 8040	Yes/Co-Req w/8220
COUN 8700	Child & Adolescent Counseling	3	8030	No
COUN 8800	Clinical Mental Health Coun	3		Yes/Co-Req w/8220
COUN 8920	DSM & Treatment Planning	3	Yes Department Consent; Priority registration. for students entering COUN 8220 (Practicum) semester after practicum have priority registration	Yes
Clinical Experiences				
COUN 8220	Counseling Practicum	3	YES—must attend mandatory Practicum Orientation	NA
COUN 8250	Counseling Internship	3	Yes –must complete COUN 8220 w/ B or Higher; Department Consent)	NA
COUN 8260	Advanced Internship	3		NA
Total Credits MS (no thesis)		60		
Total Credits MS w/Thesis		66		

Additional Options

1. *M.S. w/Thesis Option requires 6 thesis credits (COUN 8990) & Faculty Approval (66 credits)
2. Electives to complete PLMHP academic requirements (online courses)**:
 - a. COUN 8686: Medical & Psychosocial Aspects (of Substance Abuse)
 - b. COUN 8696: Assessment & Case Management in Substance Abuse
 - c. **Students should complete these courses after Practicum (COUN 8220) pre-reqs.

**Clinical Mental Health Counseling
COUN 8220 (Practicum) Pre-Requisites & Co-Requisites***

Pre-Requisites for Practicum (COUN 8220)

Semester Completed

1.	COUN 8010:	Introduction to Counseling	_____
2.	COUN 8030	Counseling Practices	_____
3.	COUN 8040	Professional & Ethical Issues	_____
4.	COUN 8200	Counseling Theories	_____
5.	COUN 8400	Advanced Theory and Techniques	_____
6.	COUN 8520	Multicultural Counseling	_____
7.	COUN 8920	DSM-5 & Treatment Planning	_____
8.	COUN 8280	Crisis Intervention	_____
9.	COUN 8516	Treatment Issues in Substance Abuse	_____

Co-Requisites for Practicum

Semester Completed

1.	COUN 8360	Group Techniques & Practice	_____
2.	COUN 8610	Marriage & Family Counseling	_____
3.	COUN 8800	Clinical Mental Health Counseling	_____

Appendix C
UNO Department of Counseling
School Counseling Curriculum

COURSE No.	Course Title	Course Credit	Departmental Registration Hold	Practicum Pre-requisite
TED 8010 (Or HPER 8030)	Introduction to Research	3		NO
COUN 8030	Counseling Practices	3		YES
COUN 8040	Professional & Ethical Practices	3		YES
COUN 8110	Human Dev & Psychosocial Intervention	3		NO
COUN 8200	Counseling Theories	3		YES
COUN 8210	Organization & Admin of SC Programs	3		YES
COUN 8280	Crisis Counseling	3	8030; 8200; 8040	YES
COUN 8520	Counseling w/Multicultural Populations	3		YES
COUN 8630	Foundations & Issues in Secondary SC	3		YES
COUN 8650	Issues in Elem/Middle School Counseling	3		YES
COUN 8670	Careers & College Planning	3		YES
COUN 8700	Child & Adolescent Counseling	3	8030	YES
COUN 8740	School Counseling Groups	3	YES, with Instructor consent & documentation of "Group Experience"	YES
COUN 8330	Practicum for SC	3	YES, with department (advisor) consent	
COUN 8430	Internship for SC	3		
COUN 8460	Adv. Internship for SC	3		
Total Credits M.S. w/teaching certification		48		
Total Credits: M.S. w/Alternative Endorsement (60		
Total Credits: M.S. w/Thesis		66**		

M.S. w/ Thesis Option & Alternative Endorsement Options

1. **M.S. w/Thesis Option:**
 - Requires faculty approval and 6 “thesis” credits (COUN 8099) for 66 credits total.
2. **Alternative Endorsement (12 Credits required for students without education degree and/or teaching certification)**
 1. **Required Courses**
 - a. TED 8390: Classroom Management in Practice (Summer)
 - b. TED 8540: Intro to Technology Tools for Learning (Summer)
 2. **Electives (Select two of the following)**
 - a. TED 8180: Culturally Responsive Teaching (Fall & Spring)
 - b. TED 8060: Current Issues and Trends in Education (Spring & Summer)
 - c. TED 8130: Language, Culture, & Power (Summer)
 - d. TED 9200: Critical Pedagogy: Teaching for Social Justice (Summer)

COUN 8330 (Practicum) Pre-Requisites & Co-Requisites

Pre-Requisites for Practicum (COUN 8330)

Semester Completed

1. COUN 8030:	Counseling Practices	_____
2. COUN 8040:	Professional & Legal Issues	_____
3. COUN 8200:	Counseling Theories	_____
4. COUN 8210:	Org & Admin of SC Programs	_____
5. COUN 8280:	Crisis Counseling	_____
6. COUN 8520:	Multicultural Counseling	_____
7. COUN 8630:	Found & Issues/Sec SC	_____
8. COUN 8650:	Issues in Elem/Middle SC	_____
9. COUN 8670:	Career Readiness/College Planning	_____
10. COUN 8700:	Child & Adolescent Counseling	_____
11. COUN 8740:	School Counseling Groups	_____

Appendix D

School Counseling Requirements for Nebraska Department of Education Endorsement / Certification

Candidates with Teaching Degree Endorsement	Candidates with Alternate Degree Endorsement
<ul style="list-style-type: none"> • Complete the 48 hour UNO School Counseling / Core Courses Curriculum • Complete / pass program exit requirements / exams during internships. • Complete the Praxis II for Professional School Counselors (information on the NDE website) and meet / exceed the state cut score. • Provisional Certification – enables candidates to apply for school counseling positions prior to program completion <p>24 of 48 hour UNO program completed including multiple school counseling courses. The Provisional Certification is good for 3 years and is nonrenewable.</p>	<ul style="list-style-type: none"> • Complete the 48 hour UNO School Counseling /Core Courses Curriculum • Complete / pass program exit requirements / exams during internships. • Complete the Praxis II for Professional School Counselors (information on the NDE website) and meet / exceed the state cut score. • Complete the Praxis Basic Skills required for a teaching certificate. • Complete 12 graduate hours from UNO TED courses listed on the back of document. (Education courses from another institution need to be approved by the UNO Graduate Faculty on a case by case basis) • Alternative Teaching Permit –enables candidate to apply for school counseling positions prior to program completion <p>36 of 48 hour UNO program completed including multiple school counseling courses. 6 of 12 professional education hours completed from list below. The Alternative Teaching Permit is good for 2 years and is nonrenewable.</p>

Alternative Endorsement Education Courses**Nebraska Department of Education****Rule 10 Compliance****Required Courses**

- TED 8390 Classroom Management in Practice (summer)
TED 8540 Intro to Technology Tools for Learning (summer)

Elective Courses (Select two of the following)

- TED 8180 Culturally Responsive Teaching (fall and spring)
TED 8060 Current Issues and Trends in Education (spring and summer)
TED 8130 Language, Culture & Power (summer)
TED 9200 Critical Pedagogy: Teaching for Social Justice (summer)

Counseling Courses to meet 005.02L Special Education Requirements

NDE School Counseling Alternative Certificate**

Document ensuring SC students comply with SPED class requirement.

005.02L Requirements	UNO Counseling Course	CACREP Standards to Address 005.02L Standards
<p>005.02L.1 Knowledge of the exceptional educational needs of each disability define by Section 79-1118.01 R.R.S.</p>	<p>COUN 8650 Issues in Elementary and Middle School Counseling</p> <p>COUN 8330 Practicum in School Counseling</p> <p>COUN 8430 Internship in School Counseling</p>	<p>C.3 Knows strategies for helping students identify strengths and cope with environmental and developmental problems.</p> <p>A.6 Understands the effects of (a) atypical growth and development, (b) health and wellness, (c) language, (d) ability level, (e) multicultural issues, and (f) factors of resiliency on student learning and development.</p> <p>3.b Theories of learning and personality development, including current understandings about neurobiological behavior.</p> <p>G.1 Understands the influence of multiple factors (e.g. abuse, violence, eating, disorders, attention deficit hyperactivity disorder, childhood depression) that may affect the personal, social, and academic functioning of students.</p> <p>H.1 Assesses and interprets students' strengths and needs, recognizing uniqueness in cultures, languages, values, backgrounds, and abilities.</p> <p>L.3 Implements differential instructional strategies that draw on subject matter and pedagogical content knowledge and skills to promote student achievement.</p> <p>N.1 Works with parents, guardians and families to act on behalf of their children to address problems that affect student success in school.</p>

<p>005.02L2 Knowledge of the major characteristics of each disability defined in Section 79-1118.01 R.R.S.</p>	<p>COUN 8330 Practicum in School Counseling</p> <p>COUN 8430 Internship in School Counseling</p>	<p>A.6 Understands the effects of (a) atypical growth and development, (b) health and wellness, (c) language, (d) ability level, (e) multicultural issues, and (f) factors of resiliency on student learning and development.</p> <p>D.1 Demonstrates self-awareness, sensitivity to others, and the skills needed to relate to diverse individuals, groups, and classrooms.</p> <p>D.3 Designs and implements prevention and intervention plans related to the effects of atypical growth and development, (b) health and wellness, (c) language, (d) ability level, (e) multicultural issues, and (f) factors of resiliency on student learning and development.</p>
<p>005.02L3 Knowledge of various alternatives for providing the least restrictive environment for children with disabilities.</p>	<p>COUN 8430 Internship in School Counseling.</p> <p>COUN 8630 Foundations and Issues in Secondary School Counseling.</p> <p>COUN 8650 Issues in Elementary and Middle School Counseling</p>	<p>D.1 Demonstrates self-awareness, sensitivity to others, and the skills needed to relate to diverse individuals, groups, and classrooms.</p> <p>D.3 Designs and implements prevention and intervention plans related to the effects of atypical growth and development, (b) health and wellness, (c) language, (d) ability level, (e) multicultural issues, and (f) factors of resiliency on student learning and development.</p> <p>H.1 Assesses and interprets students' strengths and needs, recognizing uniqueness in cultures, languages, values, backgrounds, and abilities.</p> <p>L.3 Implements differential instructional strategies that draw on subject matter and pedagogical content knowledge</p>

		and skills to promote student achievement.
005.02L4 Knowledge of methods of teaching children with disabilities in the regular classroom.	COUN 8630 Foundations and Issues in Secondary School Counseling.	<p>G.1 Understands the influence of multiple factors (e.g. abuse, violence, eating, disorders, attention deficit hyperactivity disorder, childhood depression) that may affect the personal, social, and academic functioning of students.</p> <p>L.3 Implements differential instructional strategies that draw on subject matter and pedagogical content knowledge and skills to promote student achievement.</p> <p>D.3 Designs and implements prevention and intervention plans related to the effects of atypical growth and development, (b) health and wellness, (c) language, (d) ability level, (e) multicultural issues, and (f) factors of resiliency on student learning and development.</p> <p>H.1 Assesses and interprets students’ strengths and needs, recognizing uniqueness in cultures, languages, values, backgrounds, and abilities.</p>
005.02L5 Knowledge of prereferral alternatives, referral systems, multidisciplinary team responsibilities, the individualized education plan process, and the placement process.	<p>COUN 8210 Organization and Administration of School Counseling Programs</p> <p>COUN 8650 Issues in Elementary and Middle School Counseling</p>	<p>M.3 Knows how to build effective working teams of school staff, parents and community members to promote the academic, career, and personal/social development of students.</p> <p>O.5 Understands the school counselor’s role in student assistance programs, school leadership, curriculum, and advisory meetings.</p> <p>H.1 Assesses and interprets students’ strengths and needs, recognizing uniqueness in cultures, languages, values, backgrounds, and abilities.</p>

	COUN 8630 Foundations and Issues in Secondary School Counseling.	L.3 Implements differential instructional strategies that draw on subject matter and pedagogical content knowledge and skills to promote student achievement.
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Appendix E
UNO Department of Counseling
Student Affairs in Higher Education (SAHE)

COURSE No.	Course Title	Credits	Departmental Registration Hold	Pre-Req for Internship?
TED 8010/ HPER 8030	Introduction to Research	3		NO
COUN 8010	Introduction to Counseling	3		NO
COUN 8030	Counseling Practices	3		YES
COUN 8040	Professional & Ethical Practices	3		YES
COUN 8110	Human Dev & Psychosocial Intervention	3		NO
COUN 8006	Student Development Theories	3		Co-Req
COUN 8150	The Student & Personnel Work in HE	3		Co-Req
COUN 8226	Career Development & Lifestyle	3		NO
COUN 8360	Group Theory & Techniques	3	Yes--Instructor consent & documented completion of "group experience"	YES
COUN 8520	Counseling w/Multicultural Populations	3		YES
Clinical Experience				
COUN 8450	College Student Personnel Internship	6		NO
Total Credits (MS)		36		
Total Credits (MS w/Thesis)		42*		
<u>Thesis Option</u>				
1. M.S. w/Thesis requires faculty approval & 6 additional "thesis" credits of COUN 8099.				

Pre-Requisites for COUN 8460 (SAHE Internship)	
Course	Semester Completed (e.g., Fall, 2018)
COUN 8030: Counseling Practices	
COUN 8040: Professional & Legal Issues	
COUN 8520: Multicultural Counseling	
COUN 8360: Group Counseling	
Required Co-requisites for COUN 8460 (SAHE Internship)	
COUN 8006: Student Development Theories	
COUN 8150: The Student & Personnel Work in HE	

Appendix F

UNO Department of Counseling

Understanding of Expectations

The UNO Department of Counseling is charged with the task of preparing individuals to become professional counselors and student affairs professionals who work in a variety of settings and assume leadership and advocates in their profession. In order to fulfill these responsibilities, counseling department faculty continuously evaluate students based on their academic abilities, clinical skills, interpersonal behavior, and professional conduct. Successful completion of one of the department's graduate programs, as well as faculty endorsement for licensure and other professional pursuits, depend on these factors.

In order to ensure proper training and client care, a counselor-in-training must be able to demonstrate professional character, the ability to communicate well and convey warmth, genuineness, and respect, and empathy in interactions with others, including clients, classmates, staff, and faculty. Counseling students are expected to be able to demonstrate the ability to accept and integrate feedback, be aware of their impact on others, accept personal responsibility for their actions, express emotions appropriately, resolve conflicts, and demonstrate professional judgement in decision-making.

It is the aim of the UNO Department of Counseling to foster ethical and professional behavior in our students in preparation for a career as clinical mental health counselors, professional school counselors, and student affairs/higher education professionals through an environment conducive to positive learning and teaching. Students are expected to be familiar and comply environment conducive to positive learning and teaching. Students are expected to be familiar and comply with the **UNO Student Code of Conduct, expectations surrounding Academic Integrity, and the policies and standards published in the most recent edition of the UNO Graduate Catalogue, the American Counseling Association, American School Counseling Association, and NASPA(?), and the UNO Department of Counseling's Student Handbook.** Student progress in the program may be interrupted for failure to comply with professional ethical standards, or when intrapersonal, interpersonal or professional behavior interferes with education and training requirements for self or others. Therefore, it is critical to become familiar with the policies and procedures of UNO, UNO Graduate Studies, the UNO Department of Counseling, the counseling profession, and your chosen concentration area in order to create and maintain an environment that facilitates student learning and growth.

Failure to perform in a reliable, competent, and ethical manner, or exhibiting conduct that results in being terminated by a field site for practicums or internship will necessitate a review by the faculty and possible remediation, suspension or dismissal of the student from the UNO Department of Counseling.

Code of Community Standards

UNO is an educational environment dedicated to fostering intellectual achievement, personal development, and social responsibility. For students to learn to live and work successfully with others, they must respect for and be responsible to others members of the community, including other students, members of the faculty and staff, and residents of the Omaha community. By establishing a code of standards, the counseling department seeks to ensure a fair and just community by promoting student responsibility, accountability, and ethical decision making to facilitate individual awareness and assist students in actively engaging as responsible members of their various communities.

Academic Integrity

Academic integrity is central to our mission to educate students for responsible citizenship and ethical leadership. UNO and the UNO Department of Counseling expect all students to adhere to the UNO Academic Integrity code as an essential component for building an academic community committed to excellence and scholarship. To that end, students, faculty, staff, and administration share the responsibility for building and sustaining this community. Thus, each student must become familiar with UNO's rules for academic integrity-and the Counseling Department requires that students be able and willing to accept and follow UNO's parameters on academic integrity, both as a matter of personal integrity and as a commitment to the values to which the UNO and professional counseling and higher education communities commit. It is the responsibility of instructors to set clear guidelines for authorized and unauthorized aid in their courses. It is the responsibility of students to honor those guidelines and to obtain additional clarification if and when questions arise about possible violations of UNO's academic integrity standards. ***Any student found to be engaging in any type of academically dishonest behavior will be sanctioned by the UNO Counseling Department and by any other appropriate academic and/or administrative units as defined in the UNO and NE Regents bylaws regarding academic dishonesty, to include dismissal from the UNO Counseling Department and UNO.***

The Honor Pledge

I understand and accept that membership in the student body UNO and the UNO Department of Counseling requires a commitment to act with honor and civility in all classroom, learning, community, and professional settings. This philosophy is consistent with the *Code of Ethics of the American Counseling Association* as well as other widely accepted expectations of the profession. Thus, I will uphold the values of honor-honesty, trust, respect, fairness, and responsibility throughout their tenure in the UNO Counseling Department and as a member of the UNO community. My signature on this pledge is a binding commitment that I will abide by this pledge for the entirety of my tenure at UNO and within the Department of Counseling. In doing so, I will abstain from any lying, cheating, or plagiarism in my academic endeavors and behave responsibly, respectfully and honorably in my social life and in relationships with others. As evidence, I will add the following statement to all assignments or exams I complete in my program of study.

“On my honor, I have not given, nor received, nor witnessed any unauthorized assistance on this work”.

Additionally, I will engage in a manner that facilitates a positive learning environment for other students as well as myself and instructor. I recognize that disruptive behavior such as arriving late, learning early, arriving under the influences of substances, side-discussions in class, talking over or interrupting other students, and actions that inhibit or disparage the contributions of others are not acceptable. I further accept that the inappropriate use of technology in the classroom will not be tolerated, nor will aggressive/volatile behaviors that lead to a negative learning or working environment. If such behaviors occur, I accept that faculty are permitted to and will be supported in asking students to leave the class and/or withdraw from the course. As a result, I accept that my *final course grade may be negatively impacted by if I am deemed by my professor or department to have negatively influenced the learning environment of others*. I understand and accept that the faculty has the right to address inappropriate, unprofessional, and uncivil behaviors directly with me or other students in a timely manner.

Civility in the Classroom and All Learning Settings

Civility is expected in all interactions and learning settings connected to the Graduate Studies in Counseling program. Civility in the classroom, during off-campus assignments, small group work, and in field sites settings reflects a student's ability to maintain the professional behavior expected of practicing counseling professional. Student incivility interferes with student learning and the teaching environment.

Acknowledgement of Graduate Studies in Counseling and Course Policies and Procedures

Students are asked to affirm the following statement with their signature:

- **I have received a copy of and/or received a link where I can access the following documents:**
 - UNO Department of Counseling Student Handbook
 - UNO Graduate Studies Catalog
 - American Counseling Association Code of Ethics and/or American School Counseling Association Code of Ethics
 - UNO Student Code of Conduct
- **I verify that I have read each of the documents named above, including the referenced documents, and understand and agree to abide by the expectations, policies, and procedures of UNO Graduate Studies, the UNO Department of Counseling, St, and the ethical standards of the counseling and/or Student Affairs professions, including those in my concentration area.**
- **I agree to participate in the ongoing self-evaluation process as described therein.**
- **I understand that I am responsible for following my planned program of study and if I do not, there may be a delay in completing the program.**
- **I confirm that I have taken responsibility for asking the faculty and questions I may have in order to fully clarify my understanding of these expectations.**

I further understand that my failure to fulfill the expectations of any course or other obligation (i.e., comprehensive exam) of the UNO Graduate Studies, the UNO Department of Counseling Department, and/or my concentration area may necessitate a review by the Counseling Department and may result in the implementation of a remediation plan, suspension, or dismissal from the UNO Department of Counseling.

Student Name (Print)

Student Signature

Date

Please print this document, sign this statement, and submit to the your professor nor later than the second class meeting of your course. Students in fully online courses should submit their completed document to the department's administrative secretary at bjnewell@unomaha.edu.

Appendix G

Background Check Procedures*

***To be completed prior to first semester as degree seeking student and 30-60 days prior to start of practicum semesters (COUN 8220/8330)**

Background checks are now required for all students prior to entering the department and/or prior to enrollment in either the school or clinical mental health specialization practicum. Background checks are completed through OneSource. Please follow the appropriate procedures below. **Note: Payment to OneSource is required when prompted during the application process.**

1. **To be completed by all students regardless of intended specialization upon acceptance into the UNO Counseling Department:**
 - i. Go to the OneSource link at <http://www.onesourcebackground.com> and following this procedure:
 - ii. Go to ***Tools>>> student>>>University of Nebraska at Omaha***
 - iii. Go to the ***Counseling Department-Clinical Mental Health Counseling*** link>>>complete ***Release Form*** (in red box). When completed, print/sign/date and turn in to Barb Newell in the Counseling Department. The document will then be signed by the UNO Counseling Department Chair (i.e., “Agency Check”) and submitted to Onesource. Onesource will then submit the document to the NE DHHS along with the background check document (“IV”).

Be sure to note the items below when completing the document.

 1. Be sure to have the document completed in its entirety as the State of NE will not process it unless it is complete per their requirements.
 2. Check both the *Adult Protective Services Central Registry* and *Child Protective Services Central Register* boxes.
 3. Click “no” on the adoption question.
 4. On the section that asks you for “names and birth dates of your children and children who have lived with you,” you need to list **all children**. **This includes siblings, foster children, etc.**
 5. Notary is not required.
 - iv. Click on ***Counseling Department-Clinical Mental Health Counseling***>>>complete and submit ***Background Check-Clinical Mental Health Counseling*** (in red box)

2. To be completed by students prior to enrolling in the clinical mental health counseling practicum course (COUN 8220).

- I. Go to the OneSource link at <http://www.onesourcebackground.com> and following this procedure:
- II. Go to **Tools>>> student>>>University of Nebraska at Omaha**
- III. Go to the **Counseling Department-Clinical Mental Health Counseling** link>>>complete **Release Form** (in red box). When completed, print/sign/date and turn in to Barb Newell in the Counseling Department. The document will then be signed by the UNO Counseling Department Chair (i.e., “Agency Check”) and submitted to Onesource. Onesource will then submit the document to the NE DHHS along with the background check document (“IV”).
 - Be sure to note the items below when completing the document.
 - Be sure to have the document completed in its entirety as the State of NE will not process it unless it is complete per their requirements.
 - Check both the *Adult Protective Services Central Registry* and *Child Protective Services Central Register* boxes.
 - Click “no” on the adoption question.
 - On the section that asks you for “names and birth dates of your children and children who have lived with you,” you need to list **all children**. **This includes siblings, foster children, etc.**
 - Notary is not required.
- IV. Click on **Counseling Department-Clinical Mental Health Counseling**>>>complete and submit **Background Check-Clinical Mental Health Counseling** (in red box)

3. To be completed by all students prior to entering the School Counseling Practicum course (COUN 8330).

- o **Note:** a background check may not be required for school counseling students who remain in their current school district. Students are responsible for verifying this information.
 - i. Go to the OneSource link at <http://www.onesourcebackground.com> and following this procedure:
 - ii. Go to **Tools >>> student>>>University of Nebraska at Omaha**
 - iii. Go to the “Counseling Department-School Counseling” link>>>complete **Release Form** (in red box). When completed, print/sign/date, and turn in to Lorraine Street in Roskens Hall 204. The document will then be signed by Lorraine (i.e., “Agency Check”) and submitted to Onesource. Onesource will then submit the document to the NE DHHS along with their background check document (“IV”).

Note: NE DHHs background check information must be completed no sooner than 60 days prior to the beginning of the semester. School concentration students should be mindful of this timeframe.

- Be sure to note the items below when completing the document.
 - Be sure to have the document completed in its entirety as the State of NE will not process it unless it is complete per their requirements. Enter NA in a field that is not applicable to you.
 - Check both the *Adult Protective Services Central Registry* and *Child Protective Services Central Register* boxes.
 - Click “no” on the adoption question.
 - On the section that asks you for “names and birth dates of your children and children who have lived with you,” you need to list **all children**. **This includes siblings, foster children, etc.**
 - Notary is not required.
- iv. Click on *Counseling Department-School Counseling*>>>complete and submit *Background Check-School Counseling* (in red box)