

Professional Licensure Research Worksheet

Find these requirements in the statutes, regulations or rules for the state(s) you plan to work in. Locating all of these requirements will provide the information you need to know in order to choose the right degree program. Use this worksheet and fill in the STATE REQUIREMENT column with information about your state's requirements. Fill in the DEGREE I AM CONSIDERING column with information about the degree program you are interested in. Remember that some of the state requirements will have to be fulfilled outside of the degree program.

REQUIREMENT	STATE REQUIREMENT (information in statutes, regulations and rules)	DEGREE I AM CONSIDERING (information in University Catalog)
TITLE OF LICENSE Example: Licensed Professional Counselor		N/A
NAME OF LICENSING BOARD OR AGENCY Example: Alabama Board of Marriage and Family Therapists		N/A
UNIVERSITY LEVEL ACCREDITATION Example: "Has received a master's degree in psychology acceptable to the board from a regionally accredited educational institution.... "		Note: Capella University is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools (NCA). This means Capella is regionally accredited.

REQUIREMENT	STATE REQUIREMENT (information in statutes, regulations and rules)	DEGREE I AM CONSIDERING (information in University Catalog)
<p>PROGRAM APPROVAL OR ACCREDITATION</p> <p>Note: Various professional groups accredit or approve programs such as CACREP, CORE, APA, COAMFTE, etc. Education related programs can be approved by DOEs or state licensing agencies.</p> <p>Example: “A counseling degree from a program that was accredited by CACREP at the time the degree was awarded (subject to the 48 semester hour minimum)...”</p>		<p>Note: Capella’s Master of Science in Mental Health Counseling; Master of Science in Marriage and Family Therapy; and Master of Science in School Counseling are accredited by Council for Accreditation of Counseling and Related Educational Programs (CACREP)</p> <p>Capella’s Master of Science in School Counseling is approved by the Minnesota Board of Teaching and the Arizona Department of Education.</p> <p>Capella’s Master of Science in Psychology, School Psychology together with the Specialist Certificate in School Psychology is approved by the Arizona Department of Education.</p>
<p>PROGRAM COMPONENTS</p> <p>Note: This category covers a wide range of requirements that the program must meet, including program structure, identification and labeling, program design and intent, admission and student requirements, faculty requirements, etc.</p> <p>Examples: “the university catalog or brochure shall specify intent of program is to train psychologists or counselors...”</p> <p>“the ratio of students to core faculty members does not exceed 15 students to one core faculty member.”</p> <p>“the student is present at the physical location of the institution...”</p>		

REQUIREMENT	STATE REQUIREMENT (information in statutes, regulations and rules)	DEGREE I AM CONSIDERING (information in University Catalog)
<p>DEGREE <u>LEVEL</u></p> <p>Example: "...requires a master's degree or specialist degree in psychology..."</p>		
<p>DEGREE <u>FIELD</u></p> <p>Example: "... a master's degree in professional counseling or closely related field"</p>		
<p>TOTAL CREDIT HOURS or CLOCK HOURS</p> <p>Examples: "Two academic years of graduate study in psychology based on 33 graduate semester hours exclusive of credit for practicum and field experience."</p> <p>"...270 clock hours of approved education..."</p>		
<p>CREDIT HOUR CONVERSION RATIO</p> <p>Note: Most state requirements are listed in semester hours. Each state sets its own conversion ratio.</p> <p>Helpful hint: If conversion ratio is not listed in statute or rule, check the application.</p> <p>Example: "Quarter credit hour means two-thirds of a semester hour. Quarter credit hours shall be rounded as follows....."</p>		<p>Note: Capella courses are in <u>quarter</u> hours.</p>

REQUIREMENT	STATE REQUIREMENT (information in statutes, regulations and rules)	DEGREE I AM CONSIDERING (information in University Catalog)
<p>COURSE OR CONTENT AREAS</p> <p>Note: Many states specify a required number of credits in specified subject areas. The coursework listed in Capella’s catalog will need to be matched to these subject areas.</p> <p>Example: “A minimum of 3 graduate semester credit hours or 5 graduate quarter hours of instruction in each of the following areas...”</p>		
<p>ONLINE COURSEWORK EXCLUSIONS</p> <p>Examples: “The coursework ...shall be completed while the student is in residence.”</p> <p>“...and coursework must be 80% on campus...”</p> <p>“...classes must meet on an identifiable campus...”</p> <p>“...visual and verbal interaction with the instructor...”</p>		<p>Note: Capella University’s coursework is 100% online. Colloquia and practicum/internship experiences do provide face-to-face interaction.</p>
<p>PRACTICUM AND INTERNSHIP EXPERIENCE</p> <p>Note: Generally these hours must be completed as part of the degree program.</p> <p>Example: “The applicant has completed, as part of the applicant’s program of studies, an internship, externship or practica of 450 hours...”</p>		

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<p>POST-GRADUATE SUPERVISED FIELD EXPERIENCE</p> <p>Note: Generally these hours are completed after graduating from the degree program. Pay attention to who must supervise this work.</p> <p>Example: "...has two years of post master's supervised experience approved by the board..."</p>		<p>N/A (completed outside of degree program)</p>
<p>EXAMINATION</p> <p>Note: Most states require applicants to pass one or more examinations</p> <p>Example: "Examination of an applicant for a license as a marriage and family therapist shall be composed of: A. a written, objective part designed and scored by a professional examination service approved by the Association of Marriage and Family Therapy Regulatory Boards; and B. a state part conducted by members of the board."</p>		<p>N/A (completed outside of degree program)</p>
<p>MISCELLANEOUS</p> <p>Note: This includes <u>fitness to practice</u> (i.e. mental health history, criminal history, etc.), professional references, fees, and any other requirements.</p>		<p>N/A (completed outside of degree program)</p>
<p><u>PROPOSED STATUTES AND REGULATION CHANGES</u></p> <p>Note: Statutes, regulations, and rules can and do change. Look for notice of proposed changes on the Board or DOE website.</p>		<p>N/A</p>

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