

*Study Guidelines When Preparing for the
M.A. Comprehensive Examination in Professional Counseling
Residential and LUO Students*

Revised 07/06/2011

GENERAL PREPARATORY INSTRUCTIONS

All counseling students (except for those in the 30-hour program) must satisfactorily complete a comprehensive examination before graduation.

The Comprehensive examination is administered three times per year, on the third Saturday of February, July, and October. Students need to register with the Comprehensive Examination Coordinator at least four weeks prior to the date of the examination. Additionally this exam may be offered at the end of COUN 667 Intensives scheduled throughout the year. Please contact the Comprehensive Exam Coordinator to confirm the date and register.

1. Liberty University Graduate Department of Counseling is utilizing the Counselor Preparation Comprehensive Examination® (CPCE®), published by the Center for Credentialing and Education, Inc., which is an affiliate of the National Board for Certified Counselors, Inc. (NBCC®), for the majority of the examination.
2. **Important:** Due to the limitations put on us by the CPCE®, we are no longer able to mail out this exam to test proctors, and must offer the exam on campus here at Liberty University. Therefore, effectively immediately students will be required to travel to Lynchburg to take this test. We understand this poses a great inconvenience to our students, and we offer an option to take the CPCE® exam at any accredited school in your state that offers this exam to their students. Since this exam is nationally recognized a number of graduate schools offer this exam.
3. The Center for Credentialing & Education (CCE) provides info for possible alternative testing locations to Liberty University students as a special favor, not as a requirement. Please be aware the Universities you contact may not be testing during your needed time frame and/or they may choose not to allow you to test with their students. Should either of these be the case, you will be required to test at Liberty University.

Additionally, the Universities establish their own test dates throughout the year, and are only required to give CCE a 30-day notice. To find out what schools offer CPCE® in your state, please contact CCE representative Deena Perdicho at perdicho@nbcc.org

Once you locate the school that is willing to administer CPCE® to you please contact via email the Comprehensive Exam Coordinator at Liberty University.

4. The CPCE® covers the eight common-core areas of the Council for the Accreditation of Counseling and Related Educational Programs (CACREP®) as defined by their Standards for Preparation:

- **Human Growth and Development** – studies that provide an understanding of the nature and needs of individuals at all developmental levels.
 - **Social and Cultural Foundations** – studies that provide an understanding of issues and trends in a multicultural and diverse society.
 - **Helping Relationships** – studies that provide an understanding of counseling and consultation processes.
 - **Group Work** – studies that provide an understanding of group development, dynamics, counseling theories, group counseling methods and skills, and other group work approaches.
 - **Career and Lifestyle Development** – studies that provide an understanding of career development and related life factors.
 - **Appraisal** – studies that provide an understanding of individual and group approaches to assessment and evaluation.
 - **Research and Program Evaluation** – studies that provide an understanding of types of research methods, basic statistics, and ethical and legal considerations in research.
 - **Professional Orientation and Ethics** – studies that provide an understanding of all aspects of professional functioning including history, roles, organizational structures, ethics, standards, and credentialing.
5. The comprehensive examination given by Liberty University will include the CPCE®, consisting of 160 items with 20 items. In addition each Liberty University Master of Arts in Counseling student will be required to answer an additional ninth area of:
 - **Integration** – studies that provide an understanding of the integration of theology and psychology
 6. You must complete at least 30 hours of graduate coursework before attempting to take the comprehensive examination. All course work in the **required areas of study** must be completed before taking the exam.
 7. Students must be aware that it takes about four hours to complete the CPCE® portion of the comprehensive examination, and an additional one hour to complete the integration content area.
 8. On the day of the examination students must submit a payment for \$100.00. That fee will pay for the CPCE® examination, grading, postage and handling. Students taking this exam at another location, will need to bring a check for \$65 made out to CCE, in addition a testing site may also charge a fee to administer this exam, please contact your testing site for more information.

9. A student must pass both the CPCE® and the integration section in order to meet this requirement for graduation.
10. You may only take the Comprehensives three times. If after three tries a student has not been able to pass the comprehensive examination, they will need to transfer into the 30 hour degree program to attain the Master's degree.
11. You should notify the Comprehensive Examination Coordinator at least four weeks prior to the day you wish to take the exam. You may schedule the exam for the third Saturday of February, July or October. Additionally this exam maybe offered at the end of COUN 667 Intensives scheduled throughout the year. Please contact the Comprehensive Exam Coordinator to confirm the date and register.
12. The best way to prepare for the comprehensive examination is to develop a study schedule (such as three months) that allows you to spend some time preparing in each of the different areas of study. Divide your study time so that you spend roughly equivalent time preparing for each area. Study consistently. Do something relaxing and get a good night's rest the night before the examination.
13. Please allow two weeks for the exam results. Once these exams are processed, a notice will be sent to you immediately notifying you of the results.

Please contact the Comprehensive Examination Coordinator at counselingcompexam@liberty.edu to sign up for the examination. If you are testing at another location, please notify us of the location and the date of your administration.

Integration part **will not** be offered when you sit for the CPCE exam, therefore make sure to have a proctor administer Integration part to you within 2 weeks before or after taking CPCE. Anyone at your church or work administration can become your proctor (ex. your clinical supervisor, testing center at a college), there are no forms to be filled out. Please notify the Comprehensive Examination Coordinator about the mailing address of your proctor via email.

CPCE® Study Tips

There is no official study guide for the CPCE®. Since the CPCE® and the National Counselor Examination for Licensure and Certification (NCE®) are based on the same eight knowledge areas, *any study materials* developed for the NCE® should be useful for the CPCE®.

A good source to prepare for the CPCE part of the exam is a book called *Encyclopedia of Counseling* by Howard Rosenthal.

Study Questions for the Integration Part

As you prepare for the Integration part please refer to the following sources:

McMinn, M. R. (1996). *Psychology, theology, and spirituality in Christian counseling*. Carol Stream, IL: Tyndale House Publishers. ISBN: 0-8423-5252-X.

Entwistle, D. N. (2004). *Integrative approaches to psychology and Christianity*. Eugene, OR: Wipf and Stock Publishers. ISBN: 1-59244-799-6

Those books have been required for your COUN 506 course and most questions will be drawn from it. If you took COUN 506 in 16 week format, please contact the Comprehensive Exam Coordinator at counselingcompexam@liberty.edu for more information.