

CPCE Counseling Fourth Attempt Policy (CFAP) Form

Students who have failed the CPCE on their third attempt are required to complete a CFAP form and prepare for an additional minimum of one semester before registering for their final attempt. Please fill out the CFAP form (pages 1-3) below and upload the completed form with your appeal by completing the following steps on this webpage: <https://www.liberty.edu/online/complaint-assistance-issue-resolution/steps/>.

Student's Name:

LU ID:

GPA:

Please check the reason(s) for three failed attempts.

Content Preparation
Emotion Regulation (stress/anxiety, etc.)
Disability Accommodations not met
Other (Please explain):

Please write your first three CPCE scores in the spaces below.

Attempt 1:
Attempt 2:
Attempt 3:

Attempt 1 Date:
Attempt 2 Date:
Attempt 3 Date:

Please check three of the eight core content area(s) where you scored the lowest.

Professional Counseling Orientation and Ethical Practice
COUC 500&501 | C1:

Social and Cultural Diversity (COUC 504) | C2:

Human Growth and Development (COUC 502) | C3:

Career Development (COUC 522) | C4:

Counseling and Helping Relationships (COUC 505) | C5:

Group Counseling and Group Work (COUC 512) | C6:

Assessment and Testing (COUC 521) | C7:

Research and Program Evaluation (COUC 515) | C8:

CFAP - Plan of Action

The following questions are designed so that you, the student, and the Center for Counseling & Family Studies may gain an understanding of your readiness to approach your final attempt at the CPCE. Once you submit this document along with the CFAP form, feedback will be provided. Please answer the following questions while meeting the word count associated with each:

Please describe with the utmost honesty your study plan, habits, and materials used in preparation for you previous attempts (**in at least 100 words**).

Please describe your study plan for you next attempt at the CPCE. Be as specific and realistic as possible (**200 words**).Note: Do not copy from the previous attempt. The plan below needs to be a new study plan.

Please provide a brief synopsis of what you learned in the courses associated with your lowest scoring sections (i.e. C5 relates to subject matter of COUC 505):

1st lowest scoring section :

2nd lowest scoring section :

3rd lowest scoring section :