

## Continuing Education for License Renewal Section 7.2 ARBOEC Rules

Record this information on an ongoing basis as you accrue continuing education credit.

**COMPLETION DATE:** You may request credit for continuing education activities that occur between your license renewal date and your expiration date. Indicate the date(s) on which each activity took place.

**NAME OF CLASS/COURSE/ACTIVITY/EVENT:** Name the class/course/activity/event in which you participated. These include college and university courses, seminars, workshops, conferences and in-service activities. The continuing education activities must be geared toward professionals in the mental health field and must focus on increasing knowledge and/or skill in the practice of counseling or therapy.

**NAME OF PROVIDER/INSTRUCTOR:** Name the provider of the class/course/activity/event.

**METHOD OF INSTRUCTION:** Classroom/Workshop (Live), Conference (Live), Live Online Instruction, Self-Paced Online Instruction, Self-Paced Offline Instruction, College Course.

**CLASSIFICATION/CONTENT AREA/CODE:** Designate the content area of each continuing education activity by using the numbers below. Continuing education activities taken for license renewal credit must focus on increasing knowledge and/or skills in the practice of counseling /therapy in one or more of the areas listed below:

- 1. COUNSELING THEORY** basic theories, principles and techniques of counseling and their application to professional counseling settings.
- 2. HUMAN GROWTH AND DEVELOPMENT** includes studies that provide a broad understanding of the nature and needs of individuals at all developmental levels, normal and abnormal human behavior, personality theory, life span theory, and learning theory within cultural contexts.
- 3. SOCIAL AND CULTURAL FOUNDATION** societal changes and trends: human roles; societal subgroups; social mores and interaction patterns; multicultural and pluralistic trends; differing lifestyles; and major societal concerns including stress, person abuse, substance abuse, discrimination and methods for alleviating these concerns.
- 4. THE HELPING RELATIONSHIP** philosophic bases of helping processes; counseling theories and their application; basic and advanced helping skills; consultation theories and their application; client and helper self-understanding and self-development; and facilitation of client or consultee change.
- 5. GROUP DYNAMICS, PROCESSING AND COUNSELING** group development, dynamics and counseling theories; group leadership styles; basic and advanced group counseling methods and skills; and other group approaches.
- 6. LIFESTYLE AND CAREER DEVELOPMENT** career development theories; occupational and educational information sources and systems; career and leisure counseling, guidance, and education; lifestyle and career decision making; career development program planning, resources, and effectiveness evaluation.

**7. APPRAISAL OF INDIVIDUALS** group and individual educational and psychometric theories and approaches to appraisal; data and information gathering methods; validity and reliability; psychometric statistics; factors influencing appraisal; and use of appraisal results in helping processes. Additionally, the specific ability to administer and interpret tests and inventories to assess abilities, interests, and identify career options is important.

**8. RESEARCH AND EVALUATION** research; basic statistics; research - report development; research implementation; program evaluation; needs assessment; publication of research information; and ethical and legal consideration.

**9. PROFESSIONAL ORIENTATION** professional roles and functions; professional goals and objectives; professional organizations and associations; professional history and trends; ethical and legal standards; and professional credentialing.

**10. MULTIPLE SESSIONS/CONFERENCES** include total contact hours earned through multiple sessions which meet several approved content areas. Examples (under this content area) would include ACA National Conferences, AAMFT conferences, and a series of in-service sessions covering many topics.

### Continuing Education Conversion Chart

|   |             |
|---|-------------|
| One (1) Semester Credit Class                               | 15 CE Hours |
| One (1) Quarter Credit Course                               | 10 CE Hours |
| Presentation (2 CEs per 1 hour of presentation-1 time only) | 2 CE Hours  |
| Teaching (New Course-1 time only)                           | 10 CE Hours |
| Publishing (Journal Article or Book)                        | 10 CE Hours |
| Dissertation  | 22 CE Hours |
| Taking the NCE or NCMHCE                                    | 24 CE Hours |
| Serving in a Leadership Position (Associations/Boards)      | 10 CE Hours |

Renewal requires a minimum of 24 hours of continuing education including 3 hours of Ethics.