Master's Comprehensive Examination Application

All Counselor Education students will complete a Comprehensive Examination prior to graduation (i.e. during their last semester of internship) known as the Counselor Preparation Comprehensive Examination (CPCE). School Counseling students are also responsible for passing the Florida Teacher Certification Examination as well as the subject area examination in Guidance and Counseling. For additional information about these School Counseling exams, go to the Florida DOE website.

Purpose
The purpose of the CPCE examination process is to help students synthesize their learning about counseling and to ensure that students have a thorough understanding of professional attitudes, skills, and knowledge related to the eight common-core areas as defined by CACREP's Standards for Preparation. Evaluation of students' examinations will provide the faculty an opportunity to appraise students' academic preparation.

Format and Description
The CPCE is an objective test developed by the Center for Credentialing & Education (CCE), an affiliate of the National Board for Certified Counselor (NBCC). The CPCE is a knowledge-based examination that reflects the eight core curriculum areas approved by CACREP. The exam is a summative evaluation that measures pertinent and professional knowledge acquired by students during their counselor preparation programs.

The CPCE consists of 160 items with 20 items per CACREP area. The exam is administered in whole and not by sections. The 8 core curriculum areas of the CPCE are:

- **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.
- **Counseling and Helping Relationships** – studies that provide an understanding of counseling and consultation processes.
- **Group Counseling and Group Work** – studies that provide an understanding of group development, dynamics, counseling theories, group counseling methods and skills, and other group work approaches.
- **Career Development** - studies that provide an understanding of career development and related life factors.
- **Assessment and Testing** – 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 Counseling Orientation and Ethical Practice** – studies that provide an understanding of all aspects of professional functioning including history, roles, organizational structures, ethics, standards, and credentialing.

Students are highly encouraged to attend the Program's **CPCE Study Seminar**, which is offered the week before each semester begins (see the Student Calendar for dates). The Zoom address for this webinar is: https://zoom.us/j/6091608444

The four (4) hour exam will be administered during the student's last semester of internship, usually at the mid-semester point. Administration dates are found on the Student Calendar and registration details are outlined below. Those who do not pass the exam will need to follow through with the remediation procedures (also discussed below).

Versions, Costs, and Registration Procedures
The CPCE is administered by computer in one of two ways:
    (a) <mark>On Campus</mark> (through the University Testing Center [UTC]), or
    (b) <mark>Off Campus</mark> (through an external testing center or on your own computer).
Depending on the format chosen, the test will be named and coded uniquely. Students with special needs should consult with their Advisors to obtain assistance in arranging individual examination requirements.

<mark>On Campus</mark>

The on-campus version is called the **CPCE-APB exam,** and it is administered on the UCF campus at the University Testing Center on the date and time predetermined by the Counselor Education Program (found on the Student Calendar). <u>Note</u>: should students not pass the CPCE and thus need to retake this version of the CPCE, they can do so no sooner than **30 days** (which would fall within the timeframe to graduate in the same semester). The total cost of this version of the exam is $120 (broken into Proctor and Exam fees as noted below).

<mark>Off Campus</mark>
The off-campus version is called the **CPCE-ABE** exam, which has two versions:
- The **CPCE-CBT** version is taken **in-person at a Pearson Vue Testing Center**.
  - <u>Note</u>: should students not pass the CPCE and thus need to retake this version of the CPCE, they can do so no sooner than **30 days** (which would fall within the timeframe to graduate in the same semester).
- The **CPCE-OnVue** version is taken **at home on the student's computer**.
  - <u>Note</u>: should students not pass the CPCE and thus need to retake this version of the CPCE, they can do so no sooner than **90 days** (which would fall <u>outside</u> the timeframe to graduate in the same semester). If students desire to graduate within the current semester, they would need to take either the **CPCE-APB** or the **CPCE-CBT** versions as the retake exam.

The date window for taking the off-campus versions of the exam must be between <u>one week before</u> and <u>one week after</u> the scheduled on-campus exam date (found on the Student Calendar). For example, if the on-campus exam date is February 10th, the window to take the CPCE-ABE exams would be from February 3rd – 17th. The total cost of this version of the exam is $150.

<u>Registration Procedures</u>
Approximately one month after the completion and submission of this **CPCE Application**, students will begin to receive emails related to the registration process for the exam. In these emails, students will be instructed to complete all of the following steps:

<mark>On Campus</mark>

For those registering to take the test **on campus (CPCE-APB)**, you will need to navigate three registration processes: the UTC, the CCE, and Peason-Vue.

University Testing Center (UTC) Registration
- Step 1: You will receive an email from the University Testing Center (UTC) outlining the steps to register for the exam with the UTC. *If you are not taking the test on campus, disregard the email sent.*
- Step 2: Follow the instructions in that email and register for the CPCE exam on the date that is provided.
- Step 3: After registering with the UTC, follow the next steps (below) to register for the exam with CCE and Pearson Vue.

CCE Registration
- Step 1: Log into/Create a Credentialing Gateway (CCE) account on this link: www.my.cce-global.org
- Step 2: Create an Application for the CPCE Exam

- o It is here that you will initiate the registration process.
- Step 3: Verify the accuracy of the information that will automatically appear under "address information."
- Step 4: Select UCF as your current institution/university you are attending.
- Step 5: Indicate if you will require accommodations.
  - o If you do require accommodations, you will be required to select the specific accommodations needed and upload your request letter.
- Step 6: Verify that the information is accurate and go on to the "Confirmation" tab: upon reaching this tab your CCE registration is now complete.
- Step 7: Approximately 7–10 days after the CCE registrations have been exported to the Pearson VUE database, Pearson VUE will send the students the "Authorization to Test" email containing their Candidate ID number (CPXXXXX).

It is important to acknowledge that approval to sit for the examination is contingent upon manual approval by your university program coordinator.

Your information will be transmitted to Pearson Vue only after receiving approval.

Pearson Vue Registration
- Step 1: Once you have received the "Authorization to Test" email, proceed to their website (https://home.pearsononvue.com/cpce) to set up an account.
- Step 2: Create an account and continue with the registration process.
- Step 3: Read through the policies and verify your exam details.
- Step 4: Continue with the registration process and click on "Register for this Exam".
- Step 5: Confirm your personal information (your name must match the identification that is presented at the test center), agree to policies, and enter payment. Submit your order.

For those with approved accommodations, you must pay the exam fee by contacting Pearson VUE accommodations customer service at **800-466-0450 opt 3**. Do not attempt to proceed with payment if you accommodation hasn't been added to your account. Please contact the CCE CPCE Coordinator at cpce@cce-global.org to confirm your accommodations.

Off Campus

For those registering to take the test **off campus (CPCE-ABE: CBT** or **OnVue)**, you will need to navigate two-ish registration processes: the UTC (which you'll ignore), the CCE, and Peason-Vue.

University Testing Center (UTC) Registration
- Step 0: You will receive an email from the University Testing Center (UTC) outlining the steps to register for the on-campus exam. *Since you are not taking the test on campus, disregard this email.*

CCE Registration
- Step 1: Log into/Create a Credentialing Gateway (CCE) account on this link: www.my.cce-global.org
- Step 2: Create an Application for the CPCE Exam
  - o It is here that you will initiate the registration process.
- Step 3: Verify the accuracy of the information that will automatically appear under "address information."
- Step 4: Select UCF as your current institution/university you are attending.
- Step 5: Indicate if you will require accommodations.
  - o If you do require accommodations, you will be required to select the specific accommodations needed and upload your request letter.

- Step 6: Verify that the information is accurate and go on to the "Confirmation" tab: upon reaching this tab your CCE registration is now complete.
- Step 7: Approximately 7–10 days after the CCE registrations have been exported to the Pearson VUE database, Pearson VUE will send the students the "Authorization to Test" email containing their Candidate ID number (CPXXXXX).

It is important to acknowledge that approval to sit for the examination is contingent upon manual approval by your university program coordinator.

Your information will be transmitted to Pearson Vue only after receiving approval.

Pearson Vue Registration
- Step 1: Once you have received the "Authorization to Test" email, proceed to their website (https://home.pearsononvue.com/cpce) to set up an account.
- Step 2: Create an account and continue with the registration process.
- Step 3: Selecting a location
  - If you are taking the exam <u>at a testing center</u> (CPCE-CBT) find a testing center.
  - If you are taking the exam <u>online from home</u> (CPCE-OnVue), select "online.
  - If you are taking the exam <u>on campus</u> (CPCE-APB), it will <u>not</u> ask you to select where you will be taking the exam. (You shouldn't be reading this anyway if you're taking it on campus)
  - <u>Note</u>: If you are taking the CPCE-ABE exam (CBT or OnVue), you will need to select a time zone, a date, and a time.
- Step 4: Read through the policies and verify your exam details.
- Step 5: Continue with the registration process and click on "Register for this Exam".
- Step 6: Confirm your personal information (your name must match the identification that is presented at the test center), agree to policies, and enter payment. Submit your order.

For those with approved accommodations, you must pay the exam fee by contacting Pearson VUE accommodations customer service at **800-466-0450 opt 3**. Do not attempt to proceed with payment if you accommodation hasn't been added to your account. Please contact the CCE CPCE Coordinator at cpce@cce-global.org to confirm your accommodations.

Criterion for Passing
The minimum passing score for the CPCE is <u>at or above the national mean</u>. This score is adjusted from time to time in response to national trends.

Make-Up Procedures
If due to extenuating circumstance (i.e., a documented medical issue, a family emergency, and/or a documented religious observance) you are unable to take the CPCE exam when it is offered, you must obtain preauthorization through your academic Advisor. You Advisor will need documented evidence from you as to the circumstance that is interfering with your taking the exam. Please note that social plans (e.g., tickets for a vacation) will not be approved for a **CPCE Make-Up Exam** and instead you will need to follow the procedures for taking the exam off campus (as explained above).

Once you have acquired your Advisor's approval in writing, you must obtain an ACCESS CODE from the Counselor Education office in order to take the exam on the make-up date that has been scheduled with the University Testing Center (usually one week after the scheduled exam). Please note that the Testing Center will not approve an alternate date without the Counselor Education Program's approval and Access Code.

Re-Take Procedures

Students who do not pass the CPCE exam the first time will be able to re-take the exam during the current semester (following the time parameters noted above). The **CPCE Retake Exam** will involve the entire exam and the student is responsible for reapplying, and paying, for the exam. In the event a student does not pass the CPCE Retake Exam the second time, the student will be required to complete an essay exam for any of the 8 content areas they did not pass (per the national mean for each area) on both administrations of the exam. Should students not pass the essay exam (i.e., the third administration of the comprehensive exam), students will not be able to complete their Internship (i.e. will receive an "Incomplete") and therefore will not be able to graduate that semester. They will then begin the process again the subsequent semester with taking the full CPCE Exam.

Further Questions
Please address any questions you may have to your Advisor.

<u>**Application Form for CPCE Exam**</u>
Semester of Exam: _____

Applicant's Name: _____

Student ID # (7-digit NID): _____

Phone: (C) _____   **E-mail address**: _____

Faculty Advisor: _____

Version of Exam: ☐ **On Campus (CPCE-APB)** Cost: $120 ($75 to Pearson VUE and $45 to the UTC)
☐ **Off Campus (CPCE- ABE [CBT])** Cost: $150 (to Pearson VUE)
☐ **Off Campus (CPCE-ABE [OnVue])** Cost: $150 (to Pearson VUE)

Indicate what kind (if any) accommodations you need to complete the examination. *Please note that accommodations must be approved by the UCF Office of Student Accessibility Services:*
_____

Attach a copy of your Graduate Plan of Study (i.e., the Graduate Plan of Study [GPS] from your MyUCF page that *verifies the grades you have earned* throughout your course of study).

Below, write the Semester/Year (e.g., F/2023, SP/2024, SU/2024) that you took the required courses. Write "Current" if you are currently taking the course or "Same Sem" if you are taking the course the same semester that you'll be taking the exam.

UCF Course Number	Course Name	Sem/Year Completed
EDF 6155	Lifespan Human Development	_____
EDF 6481	Fund of Grad Research	_____
MHS 5005	Intro to Counseling Profession	_____
MHS 6220	Individual Psychoed Testing I	_____
MHS 6400	Theories of Individ Counseling	_____
MHS 6401	Techniques of Counseling	_____
MHS 6420	Multicultural Counseling	_____
MHS 6500	Group Procedures in Counseling	_____
MHS 6702	Legal & Ethical Issues (CMHC/MCFT only)	_____
SDS 6347	Career Development	_____
SPS 6815	Legal & Ethical Issues (SCH only)	_____

Your signature below signifies that you have read and understand the information and guidelines of this Comprehensive Examination Application and that you agree to abide by the UCF Academic Integrity policy in taking the exam. Your Advisor's signature signifies that s/he has reviewed your Graduate Plan of Study to ensure that the above courses have been completed and/or are in progress.

_____   _____
Student Signature   Date

_____   _____
Advisor Signature   Date

Students must **submit this application and their GPS to the Counselor Ed office (ED 322) by the following dates**:

For those taking the exam in the Fall Semester, your Application Deadline is **July 15th**
For those taking the exam in the Spring Semester, your Application Deadline is **December 1st**
For those taking the exam in the Summer Semester, your Application Deadline is **April 15th**