

## Continuing Education for License Renewal Section 7.3 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
Publication or Presentation	20 CE Hours
Dissertation	22 CE Hours
Taking the NCE or NCMHCE	24 CE Hours
Serving in a Leadership Position (Associations/Boards)	22 CE Hours

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