



**C A L I F O R N I A R E G I S T R Y**  
of **PROFESSIONAL COUNSELORS** and **PARAPROFESSIONALS**

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**REGISTRY CONTINUING EDUCATION FILE**

_____	_____
<b>Print Name</b>	<b>Registry Number</b>
_____	_____
<b>Address</b>	
_____	_____
<b>Day Phone</b>	<b>Renewal Date</b>

**CONTINUING EDUCATION REQUIREMENTS FOR REGISTRY RENEWAL**

**Professional Counselors**

Your Registry status must be renewed every five years. Your renewal date is on your certificate.

**Renewal Requirements:**

1. Documentation of 100 contact hours of continuing education,, or re-take and pass the National Counselor Exam (NCE) within 12 months prior to your renewal date.
2. Adherence to the Registry Ethical Standards, which are ACA's Code of Ethics and Standards of Practice.
3. Payment of the renewal fee.

**Documentation of Continuing Education Hours:** Use the **Summary Form** on this folder to record information on an ongoing basis as you accrue continuing education credit. Keep documentation of each activity in this folder. *Do not send documentation to the Registry until requested to do so.* You will receive a letter a month or so before your renewal date.

**Summary Form:**

**Date:** Indicate the date(s) on which each activity took place. All continuing education taken for renewal must occur within your current renewal period.

**Course/Activity:** Name the educational event or conference in which you participated. **Activities taken for renewal must focus on increasing knowledge and/or skills in the practice of counseling.** They might include college courses, seminars, workshops, conferences, in-service activities and on-line courses.

Activities taken exclusively for the purpose of self-help are not eligible. In order to qualify for credit, a portion of the activity must focus on methods for disseminating the learned techniques to clients. Therapeutic workshops and retreats, while commendable, are not considered training unless specific parts of the experience can be shown as strictly training.

**Content Area:** Record the number of one of the following approved areas which best fits the content of your education activity. Continuing education activities must focus on increasing knowledge and/or skills in the practice of counseling in one or more of the following areas:

**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, and learning theory within cultural contexts.

**3. SOCIAL AND CULTURAL FOUNDATIONS:** Societal changes and trends; human roles; societal subgroups; social mores and interaction patterns; multicultural and pluralistic trends; differing life-styles, and major societal concerns including stress, personal abuse, substance abuse, discrimination and methods for alleviating these concerns.

**4. THE HELPING RELATIONSHIP:** Philosophic bases of helping processes; counseling theories and their applications; basic and advanced helping skills; consultation theories and their applications; client and helper self-understanding and self-development; and facilitation of client or consul tee 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. LIFE-STYLE AND CAREER DEVELOPMENT:** Career developmental theories; occupational and educational information sources and systems;

career and leisure counseling, guidance, and education; life-style 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; professional preparation standards; and professional credentialing.

**10. MULTIPLE SESSIONS OR CONFERENCES:** Includes total contact hours earned through multiple sessions which include several approved content areas. Examples (under this content area) would include professional conferences and a series of in-service sessions covering many topics.

**Provider Name:** Enter the name of the educational institution, professional organization or qualified presenter offering the activity.

**Type of Documentation in folder:** Indicate the type of documentation which you have included in your folder to verify your attendance at the educational activity. Appropriate documentation includes a certificate, a grade report, a Registry verification form, or a letter verifying attendance. Copies of brochures, announcements, and agendas are not considered acceptable proof of attendance. Documentation should include date, place, sponsoring organization, contact hours, subject, leader and the signature of the provider.

**Number of Contact Hours:** Record the number of contact hours for each activity. Contact hours are defined as the number of actual clock hours spent in direct participation in a structured educational format as a learner. This is exclusive of breaks, lunches, etc. In a college program, one semester credit is equivalent to 15 contact hours and one quarter credit is equivalent to 10 contact hours; one continuing education unit is equivalent to 10 contact hours.



**Instructions for Listing of Publications, Presentations, Dissertation, and Leadership Activities**

**Publication** activities are limited to articles in refereed journals, a chapter in an edited book, or a published book. List the publication date. Required documentation for publication credit is a copy of the cover page of the article or book. For a chapter in an edited book include a copy of the table of contents.

**Dissertation:** List the dates for which credit was granted by your college or university for work done toward the completion of your dissertation. A copy of your transcript or grade report is the required documentation for dissertation credit.

**Presentations** at professional meetings may be used for continuing education credit if the topic is listed under the approved content areas. Only actual presentation time may be counted. No hours are granted for preparation. A copy of the appropriate program page is the required documentation. Teaching or training which is part of your job is not considered as continuing education.

**Leadership Activities:** List the start and end dates of the period in which the leadership occurred. Required documentation is a letter of confirmation of your leadership position on letterhead from the organization. The following leadership positions are acceptable for renewal credit: Officer of a state or national counseling organization, editor of a professional counseling journal, member of a state/national counseling licensure/certification board, member of a national/state ethics disciplinary review committee, active member of a counseling committee producing a substantial written product, chair of a major counseling conference or convention, or other leadership positions with justifiable professional learning experiences. The leadership positions must take place for a minimum of one year during your renewal period.

*Credit for publication, dissertation, presentation and leadership activities may not exceed the maximum number of hours in a five-year certification period.*

<b>DATE(S)</b>	<b>TITLE OF PUBLICATION</b>	<b>PUBLISHER/JOURNAL</b>	<b>HOURS MAXIMUM: 20</b>
<b>DATE(S)</b>	<b>TITLE OF DISSERTATION</b>	<b>NAME OF COLLEGE/UNIVERSITY</b>	<b>HOURS MAXIMUM: 25</b>
<b>DATE(S)</b>	<b>PRESENTATIONS</b>	<b>CONFERENCE/WORKSHOP</b>	<b>HOURS MAXIMUM: 20</b>
<b>DATE(S)</b>	<b>LEADERSHIP POSITION HELD</b>	<b>ORGANIZATION</b>	<b>HOURS MAXIMUM: 20</b>

**TOTAL HOURS FROM ABOVE LISTING** \_\_\_\_\_

**TOTAL COURSE/ACTIVITY HOURS FROM PREVIOUS PAGE** \_\_\_\_\_

**TOTAL HOURS SUBMITTED**

I certify that the information presented on this form is complete and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date