UAF School of Education
Counseling Program
Comprehensive Exam Procedure

The primary purpose of the comprehensive examination is to determine whether the student has integrated knowledge and understanding of the principles and concepts in the field of study. Students who have signed up to take the comprehensive examination must have completed, or be in their final semester of required coursework for the M.Ed. in Counseling. Students will take a multiple choice format 160 item exam, the Counselor Preparation Comprehensive Examination.

The Counselor Preparation Comprehensive Examination (CPCE) is designed to assess counseling students’ knowledge of information viewed as important by counselor preparation programs. The CPCE also provides collective feedback that can be used by programs in developing and adapting curriculum. The CPCE covers the eight Council for the Accreditation of Counseling & Related Educational Programs (CACREP) common-core areas as defined by their Standards for Preparation: (a) Human Growth & Development, (b) Social & Cultural Diversity, (c) Helping Relationships, (d) Group Work, (e) Career Development, (f) Assessment, Research & Program Evaluation, and (g) Professional Orientation & Ethical Practice.

The CPCE consists of 160 items (20 items for each of the eight CACREP areas). Of these 20 items per section, 17 are scored items and three are non-scored field test items. The purpose of embedding field test items within the examination is to evaluate their performance and potential inclusion on revised examinations. The Center for Credentialing & Education (CCE) provides participating schools with a total score for each student along with their scores for each section. CCE also provides statistics on student examination performance as well as a breakdown of national data.

More information about the CPCE can be found on the website: http://www.cce-global.org/AssessmentsAndExaminations/CPCE

Exam Procedure
1. The CPCE will be offered twice a year (fall and spring semesters) in a proctored 4 hour testing block on the UAF campus.
2. Distance students must arrange a proctor in their home community. An employee of a local university campus or an administrator at community public school may be used. The exam booklet will be mailed directly to the proctor. Provide the name and mailing address of the proctor to the program graduate advisor by the requested deadline.
3. Notice of the testing date each semester will be sent by email to all counseling students.
4. Student must inform the program graduate advisor about their intent to take the exam by the requested deadline.
5. Payment for the exam is due at the test. Specific information about amount and type of payment accepted will be sent to students via email.
6. Passing the exam is required for graduation. Students who do not pass the exam can take it again the following semester or work with their committee chair on alternative options.
7. The Center for Credentialing in Education (CCE) examination results to participating programs within 5 business days of receiving the answer sheets. This information will be provided to the students by the department.