



**California Board of Behavioral Science
1625 North Market Boulevard, Suite S200
Sacramento, CA 95834
www.bbs.ca.gov**

Licensed Professional Clinical Counselors LPCC GAP Examination

CANDIDATE HANDBOOK

FOR EXAMINATIONS DECEMBER 2011 OR LATER



PSI licensure: certification
3210 E Tropicana
Las Vegas, NV 89121
www.psiexams.com

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FOR MORE INFORMATION

All questions about examination scheduling should be directed to:

PSI licensure: certification
3210 E Tropicana
Las Vegas, NV 89121
(877) 392-6422 • TTY (800) 735-2929
www.psiexams.com

Questions about examination content or licensing should be directed to:

Board of Behavioral Sciences
1625 North Market Blvd., Ste. S200
Sacramento, CA 95834
(916) 574.7830
www.bbs.ca.gov

SCHEDULING INFORMATION

Date Scheduled: _____

Name of Scheduler: _____

Date of Exam: _____

Time of Exam: _____

Test Site Location: _____



PURPOSE

This handbook serves as your notice of eligibility and is designed to provide you with general information regarding the California Licensed Professional Clinical Counselor (LPCC) GAP examination processes and content.

EXAMINATIONS BY PSI

The State has contracted with PSI to conduct its examination program. PSI provides examinations through a network of computer examination centers in California and ten additional nationwide sites.

All questions regarding the scheduling and administration of examinations should be directed to PSI.

PSI licensure: certification

3210 E Tropicana
Las Vegas, NV 89121

(877) 392-6422 • Fax (702) 932-2666 • TTY (800) 735-2929
www.psiexams.com

All other questions about examinations should be directed to the BBS.

Board of Behavioral Sciences

1625 North Market Blvd., Suite S-200,
Sacramento, CA 95834
(916) 574-7830 FAX (916) 574-8625
www.bbs.ca.gov

EXAMINATION SCHEDULING PROCEDURES

Once you have been approved by Board of Behavioral Sciences (BBS), you are responsible for contacting PSI to schedule an appointment to take the examination. You may do so via the Internet at www.psiexams.com, or schedule over the telephone at (877) 392-6422.

➤ FIRST TIME AND RE-EXAMINATION APPLICANTS:

Examination eligibility expires, and an application is deemed abandoned, if the applicant does not take and pass the examination within one year after being notified of eligibility.

The PSI examination centers are open for testing during normal working hours of 8:00 AM to 5:00 PM Monday through Friday, and operating hours on Saturday, except for the following major holidays:

Thanksgiving	Closed November 24-27, 2011
Christmas	Closed December 24-26, 2011
New Years	Closed December 31-January 2, 2012
Memorial Day	Closed May 26-28, 2012
Independence Day	Closed July 4, 2012
Labor Day	Closed September 1-3, 2012
Thanksgiving	Closed November 22-25, 2012
Christmas	Closed December 25, 2012
New Years	Closed January 1, 2013

INTERNET SCHEDULING

You may schedule your test by completing the online Test Registration Form. The Test Registration Form is available at PSI's website, www.psiexams.com. You may schedule for a test via the Internet 24 hours a day.

1. Complete the registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available dates for scheduling your test.
3. You will need to choose a date to complete your registration.
4. Upon successful registration, you will receive a traceable confirmation number.

TELEPHONE SCHEDULING

PSI has two scheduling methods available if you wish to schedule by telephone. First, call PSI at (877) 392-6422, 24 hours a day and schedule using the Automated Registration System. Second, if you wish to contact a live operator, use this same telephone number to contact PSI registrars Monday through Friday between 4:30 am and 7:00 pm and Saturday, between 8:00 am and 2:00 pm, Pacific Time, to schedule your appointment for the test. Scheduling services are also available via our Telecommunications Device for the Deaf (TDD) by calling 800.735.2929.

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee *if your cancellation notice is received 2 days prior to the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (877) 392-6422. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

Note: A voice mail message is not an acceptable form of cancellation. Please use the internet, automated telephone system, or call PSI and speak to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled, further you will forfeit your examination fee, if:

- You do not cancel your appointment 2 days before the scheduled examination date;
- You do not appear for your examination appointment;
- You arrive after examination start time;
- You do not present proper identification when you arrive for the examination.



RE-EXAMINATION

Candidates who fail are eligible to re-take this examination. A Request for Re-examination form will be provided with the score report at the test center, or online at www.bbs.ca.gov.

To apply for re-examination, candidates must complete the form and submit it to the BBS with the correct fee. A notice confirming your eligibility for re-examination will be sent approximately 90 days from the date of the examination. Candidates are permitted to take the examination up to four times within the one year eligibility period.

CANDIDATES MUST TAKE AND PASS THE EXAMINATION WITHIN ONE YEAR OF BEING NOTIFIED OF ELIGIBILITY.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (877) 392-6422. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. You will be rescheduled at no additional charge.

EXAMINATION SITE LOCATIONS

The California examinations are administered at the PSI examination centers in California as listed below:

ANAHEIM

2301 W. LINCOLN AVE, SUITE 252
ANAHEIM, CA 92801
(714) 254-1453

TAKE I-5 SOUTH TO SANTA ANA. EXIT ON BROOKHURST ST (SOUTH), TURNING LEFT. TURN RIGHT (WEST) ON LINCOLN AVE. RIGHT AFTER MONTEREY LN. GO HALF A BLOCK AND ENTER ON THE FIRST DRIVEWAY ON 2301 LINCOLN. SUITE 252 IS LOCATED ON THE SECOND FLOOR.

ATASCADERO

7305 MORRO RD, SUITE 201A
ATASCADERO, CA 93422
(805) 462-8983

FROM US-101 N, TAKE THE CA-41 EXIT- EXIT 219-TOWARD MORRO RD. TURN LEFT ONTO EL CAMINO REAL. Turn LEFT onto CA-41/MORRO RD.

FROM US-101 S, TAKE THE MORRO RD/CA-41 EXIT- EXIT 219, TURN RIGHT ONTO CA-41/MORRO RD.

BAKERSFIELD

5405 STOCKDALE HIGHWAY, SUITE 206
BAKERSFIELD, CA 93309
(661) 398-9354

FROM I-5 S, TAKE THE STOCKDALE HWY EXIT (253). TURN LEFT ONTO STOCKDALE HWY.

FROM I-5 N TOWARD BAKERSFIELD, KEEP LEFT TO TAKE CA-99 N VIA EXIT (221) TOWARD BAKERSFIELD/FRESNO. TAKE THE CA-58 E EXIT TOWARD TEHACHAPI/MOJAVE. TAKE THE EXIT ON THE LEFT TOWARD CAL STATE UNIV/STOCKDALE HWY/BRUNDAGE LANE. TURN LEFT ONTO WIBLE RD. TURN SLIGHT LEFT ONTO STOCKDALE HWY.

CARSON

17420 S. AVALON BLVD, SUITE 205
CARSON, CA 90746
(310) 217-1066

FROM CA-91 E/GARDENA FWY TAKE THE AVALON EXIT. OFF RAMP WILL LEAD YOU ONTO ALBERTONI ST. MAKE A RIGHT ONTO AVALON BLVD AND WE ARE LOCATED ON THE RIGHT HANDSIDE (SAME PARKING LOT AS CARL'S JR).

FROM CA-91 W TAKE THE AVALON EXIT. MAKE A LEFT ONTO AVALON BLVD. MAKE A U-TURN ON AVALON BLVD AND ALBERTONI ST. WE ARE LOCATED ON THE RIGHT HAND SIDE. (SAME PARKING LOT AS CARL'S JR).

EL MONTE

9420 TELSTAR, SUITE 138
EL MONTE, CA 91731
(626) 442-4112

FROM I-10 E TOWARD SAN BERNARDINO, MERGE ONTO ROSEMEAD/CA 19 S TOWARD LONG BEACH. TURN LEFT ONTO E. TELSTAR AVE.

FROM I-10 W TOWARD LOS ANGELES, TAKE THE ROSEMEAD BLVD/CA-19 EXIT TOWARD PASADENA. TAKE THE ROSEMEAD BLVD RAMP TOWARD LONG BEACH. MERGE ONTO ROSEMEAD BLVD/CA-19 S. TAKE A LEFT ONTO E. TELSTAR AVE.

FRESNO

351 E. BARSTOW, SUITE 101
FRESNO, CA 93710
(559) 221-9006

FROM CA-41 S, TAKE THE BULLARD AVE EXIT. TURN LEFT ONTO E BULLARD AVE. TURN RIGHT ONTO N FRESNO ST. PASS THROUGH THE INTERSECTION OF FRESNO AND BARSTOW AVE. TAKE THE FIRST DRIVEWAY ON THE RIGHT HAND SIDE.

FROM CA-41 N, TAKE THE SHAW AVE EXIT TOWARD CLOVIS. TURN RIGHT ONTO E SHAW AVE. TURN LEFT ONTO N FRESNO ST. TURN LEFT INTO THE LAST DRIVEWAY BEFORE BARSTOW AVE.

TESTING CENTER IS IN THE OFFICE COMPLEX ON THE SW CORNER OF BARSTOW AND FRESNO ST.

HAYWARD

24301 SOUTHLAND DRIVE, SUITE B-1
HAYWARD, CA 94545
(510) 784-1114

FROM I-880 N TOWARD OAKLAND, TAKE THE WINTON AVENUE EXIT. MERGE ONTO W WINTON AVE TOWARD HEALD COLLEGE. TURN LEFT ONTO SOUTHLAND DR.

FROM I-880 S TOWARD SAN JOSE/SAN MATEO BR, TAKE THE WINTON AVE WEST EXIT TOWARD HEALD COLLEGE. MERGE ONTO W WINTON AVE. TURN LEFT ONTO SOUTHLAND DR.

REDDING

2861 CHURN CREEK, UNIT C
REDDING, CA 96002
(530) 221-0945

FROM I-5 S, TAKE THE CYPRESS AVENUE EXIT (677). TURN RIGHT ONTO E. CYPRESS AVE. TURN RIGHT ON CHURN CREEK RD.

FROM I-5 N TOWARDS SACRAMENTO, TAKE THE CYPRESS AVE EXIT (677). TURN LEFT ONTO E. CYPRESS AVE. TURN RIGHT ONTO CHURN CREEK RD.

FROM 299 E TOWARDS REDDING, START GOING WEST ON CA-299. MERGE ONTO I-5 S RAMP ON THE LEFT TOWARDS SACRAMENTO. TAKE THE CYPRESS AVE EXIT (677). TURN LEFT ONTO E. CYPRESS AVE. TURN RIGHT ONTO CHURN CREEK RD.

FROM 299 W TOWARDS REDDING. START GOING EAST ON CA-299 TOWARDS WEAVERVILLE/REDDING. FROM 299 EAST TURN RIGHT ONTO CA-273/CA-299 E/MARKET STREET. TURN LEFT ONTO CA-299-E. MERGE ONTO I-5 S VIA EXIT 2A TOWARDS RED BLUFF/SACRAMENTO.



TAKE THE CYPRESS AVE EXIT (677). TURN LEFT ONTO E. CYPRESS AVE.
TURN RIGHT ONTO CHURN CREEK RD.

RIVERSIDE

RIVERSIDE TECHNOLOGY BUSINESS PARK
1660 CHICAGO AVE, SUITE M-15
RIVERSIDE, CA 92507

(951) 680-9720

FROM I-215 N TOWARD RIVERSIDE/SAN BERNARDINO, TAKE THE COLUMBIA AVENUE EXIT. TURN RIGHT ONTO E LA CADENA DR. TURN LEFT ONTO COLUMBIA AVE. TURN RIGHT ONTO CHICAGO AVE.

FROM I-215 S TOWARD SAN BERNARDINO/RIVERSIDE, TAKE THE EXIT TOWARD COLUMBIA AVENUE. TURN SLIGHT RIGHT ONTO INTERCHANGE DR. TURN LEFT ONTO PRIMER ST. TURN LEFT ONTO COLUMBIA AVE. TURN RIGHT ONTO CHICAGO AVE.

SACRAMENTO

9719 LINCOLN VILLAGE DR.
BUILDING 100, SUITE 100
SACRAMENTO, CA 95827

(916) 363-6455

FROM SAN FRANCISCO/VALLEJO ON I-80 E, TAKE US-50 E TOWARD SACRAMENTO/SOUTH LAKE TAHOE. TAKE BRADSHAW ROAD, EXIT 13, TURN RIGHT ONTO BRADSHAW ROAD. TURN IMMEDIATE LEFT ONTO LINCOLN VILLAGE DR.

SAN DIEGO

5440 MOREHOUSE DRIVE, SUITE 3300
SAN DIEGO, CA 92121
(858) 658-0786

FROM I-805 S, TAKE THE SORRENTO VALLEY RD/MIRA MESA BLVD EXIT. TURN LEFT ONTO MIRA MESA BLVD, TURN LEFT ONTO SCRANTON ROAD. TURN RIGHT ONTO MOREHOUSE DRIVE.

FROM I-805 N TOWARD LOS ANGELES, TAKE THE MIRA MESA BLVD/VISTA SORRENTO PKWY EXIT. TURN RIGHT ONTO MIRA MESA BLVD. TURN LEFT ONTO SCRANTON RD. TURN RIGHT ONTO MOREHOUSE DR.

ADDITIONAL PARKING CAN BE FOUND (on top of the AT&T building) BY CONTINUING ON MOREHOUSE PAST OUR BUILDING AND TURNING LEFT AT THE NEXT DRIVEWAY UP THE HILL

SANTA ROSA

160 WIKIUP DRIVE, SUITE 105
SANTA ROSA, CA 95403
(707) 544-6723

FROM US-101 N, TAKE MARK WEST SPRINGS/RIVER ROAD EXIT. TURN RIGHT ON MARK WEST SPRINGS. TURN LEFT AT OLD REDWOOD HIGHWAY. TURN RIGHT ON WIKIUP DRIVE. FIRST DRIVEWAY ON RIGHT.

FROM US-101 S, TAKE MARK WEST SPRINGS/RIVER ROAD EXIT. TURN LEFT ON MARK WEST SPRINGS. TURN LEFT AT OLD REDWOOD HIGHWAY. TURN RIGHT ON WIKIUP DRIVE. FIRST DRIVEWAY ON RIGHT.

SANTA CLARA

2936 SCOTT BLVD
SANTA CLARA, CA 95054
(408) 844-0004

FROM US-101 N, TAKE THE SAN TOMAS EXPWY/MONTAGUE EXPWY EXIT- EXIT 392. TAKE THE SAN TOMAS EXPWY RAMP. MERGE ONTO SAN TOMAS EXPY/CR-G4. TURN LEFT ONTO SCOTT BLVD.

FROM I-880 S TOWARD SAN JOSE, TAKE THE MONTAGUE EXPWY EXIT (7). TAKE THE MONTAGUE EXPWY WEST RAMP. MERGE ONTO MONTAGUE EXPY/CR-G4 E. TURN LEFT ONTO E TRIMBLE RD. E TRIMBLE RD BECOMES DE LA CRUZ BLVD. TURN SLIGHT RIGHT ONTO CENTRAL EXPY/CR-G6 W. TURN SLIGHT RIGHT ONTO SCOTT BLVD.

OUT-OF-STATE EXAMINATION SITE LOCATIONS

The following out-of state sites will also offer this examination.

ALBUQUERQUE

2301 YALE BLVD, SE
BUILDING C, SUITE 4
ALBUQUERQUE, NM 87106

FROM INTERSTATE 25, TAKE THE GIBSON BLVD EXIT AND TRAVEL EAST ON GIBSON BLVD UNTIL YOU REACH YALE BLVD SOUTHEAST. TURN RIGHT ON YALE BLVD S.E. (HEADING SOUTH), JUST PAST RENARD PLACE AND THEN TURN RIGHT INTO THE COMMERCE CENTER. THE SITE IS ACROSS THE STREET FROM THE WAFFLE HOUSE AND COMFORT INN.

ATLANTA

CIRCLE 75 OFFICE PARK
1000 CIRCLE 75 PARKWAY, SUITE 720
ATLANTA, GA 30339

FROM I-285 BYPASS N, TAKE EXIT- EXIT 51B- TOWARD CHATTANOOGA/GREENVILLE. MERGE ONTO I-285 N / GA-407 N. TAKE THE COBB PKWY / US-41 EXIT- EXIT 19- TOWARD DOBBINS ARB. TURN LEFT ONTO COBB PKWY SE / US-41 N / GA-3 N. TURN SLIGHT RIGHT ONTO CIRCLE 75 PKWY SE.

BOSTON

INNER TECH PARK, 56 ROLAND ST., SUITE 211
BOSTON, MA 02129

FROM NORTH: TAKE I-93 SOUTH. EXIT 28 - BOSTON/SULLIVAN SQ./CHARLESTOWN. MERGE INTO MYSTIC AVE. TAKE I-93S RAMP TO BOSTON/SULLIVAN SQ./CHARLESTOWN (TAKE RAMP DO NOT GET ON HIGHWAY). MAKE SLIGHT LEFT TURN ON TO MAFFA WAY. MAKE SLIGHT RIGHT TURN ON TO CAMBRIDGE STREET. AT FIRST TRAFFIC LIGHT, MAKE LEFT ON TO CARTER STREET - THERE IS A SIGN FOR INNER TECH PARK. RIGHT ON TO ROLAND STREET. END AT 56 ROLAND STREET (BUILDING ON LEFT, PARKING LOT ON RIGHT). ENTER THROUGH NORTH LOBBY

CHARLOTTE

TYVOLA EXECUTIVE PARK 1
5701 WESTPARK DR, #202
CHARLOTTE, NC 28217

FROM I-77S TOWARDS COLUMBIA, EXIT TYVOLA ROAD (EXIT #5). TURN LEFT AT TYVOLA ROAD. MAKE A RIGHT AT WESTPARK DR.
FROM I-77N, EXIT TYVOLA ROAD (EXIT #5). BEAR RIGHT AT TYVOLA ROAD. TURN RIGHT AT WESTPARK DR.

CRANBERRY TOWNSHIP

CRANBERRY CORPORATE BUSINESS CENTER
213 EXECUTIVE DR., SUITE 150
CRANBERRY TOWNSHIP, PA 16066

FROM I-79 EXIT CRANBERRY-MARS ROUTE 228, GO WEST. CROSS OVER ROUTE 19 ONTO FREEDOM ROAD. GO THREE TRAFFIC LIGHTS THEN TURN RIGHT ONTO EXECUTIVE DRIVE. BUILDING IS DIRECTLY ACROSS FROM HAMPTON INN.

HOUSTON (NORTHWEST)

9800 NORTHWEST FREEWAY
SUITE 200
HOUSTON, TX 77092

FROM HWY 290 DRIVING SOUTHEAST, MERGE ONTO LOOP 610 NORTH. EXIT AT T.C.JESTER AND THEN U-TURN UNDER LOOP 610. STAY ON THE FEEDER ROAD, SHERATON HOTEL IS ON THE RIGHT AS THE ROAD CURVES RIGHT. TURN INTO THE PARKING LOT IMMEDIATELY AFTER THE SHERATON HOTEL AND BEFORE THE OFFICE BUILDING. CENTER IS ON THE 2ND FLOOR.



LAS VEGAS

3210 E TROPICANA AVENUE
LAS VEGAS, NEVADA 89121
FROM I-15 - EXIT EAST ON TROPICANA, TRAVEL APPROXIMATELY 4 MILES, TURN LEFT ON MOJAVE, TURN RIGHT INTO THE PARKING LOT.
FROM I-95 - EXIT WEST ON TROPICANA, TRAVEL APPROXIMATELY 1 MILE, TURN RIGHT ON MOJAVE, TURN RIGHT INTO THE PARKING LOT.

PORTLAND

205 BUSINESS CENTER, SUITE 201
8383 NE SANDY BLVD
PORTLAND, OR 97220
GET ON I-84 HEADING EAST. TAKEEXIT NO. 5-82ND AVE. TURN RIGHT ON NE MULTNOMAH ST. TURN RIGHT ON NE 82ND AVE. TURN RIGHT ON NE SANDY BLVD. THE SITE IS ON THE LEFT ½ BLOCK FROM 82ND AND SANDY.

SOUTHFIELD (DETROIT AREA) EXAMINATION CENTER

CROSSROADS BUILDING
16250 NORTHLAND DRIVE, SUITE 361
SOUTHFIELD, MI 48075
FROM I-75 NORTH AND SOUTH, EXIT WEST 8 MILE RD. CROSS THE LODGE FWY (HWY 10). TURN RIGHT ON NORTHLAND DRIVE. NORTHLAND DRIVE IS NEXT TO THE NORTHLAND SHOPPING CENTER.
FROM SOUTHFIELD FWY NORTH AND SOUTH, EXIT EAST 8 MILE RD. GO EAST ON 8 MILE TO NORTHLAND DRIVE. NORTHLAND DRIVE IS NEXT TO THE NORTHLAND SHOPPING CENTER

WEST DES MOINES:

1001 OFFICE PARK ROAD, SUITE 315
DES MOINES, IA 50265
FROM I-235, EXIT 8TH STREET AND PROCEED SOUTH. TURN RIGHT ON OFFICE PARK ROAD. TURN RIGHT INTO THE DRIVEWAY.

SPECIAL ACCOMMODATIONS AVAILABLE

All examination sites are physically accessible to individuals with disabilities. Scheduling services are also available via our Telecommunications Device for the Deaf (TDD) by calling 800.735.2929.

The Board and PSI recognize their responsibilities under the Federal Americans with Disabilities Act and the California Fair Employment and Housing Act by providing testing accommodations or auxiliary aids or services for candidates who substantiate the need due to a physical or mental disability or qualified medical condition.

Accommodations will not be provided at the examination site unless prior approval by the BBS has been granted. Reasonable, appropriate, and effective accommodations may be requested by submitting a "Request for Accommodation" package. This package is available by contacting the BBS or online at www.bbs.ca.gov/exams/testing/accommodations.

Requests for accommodation must be received a minimum of 90 days prior to the desired test date to allow for processing. Accommodations that fundamentally alter the measurement of the skills or knowledge the examinations are intended to test will not be granted.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you must arrive at least 30 minutes prior to your scheduled appointment time. This allows time for check-in and identification verification and provides time to familiarize yourself with the examination process. If you arrive late, you may not be admitted to the examination site and you may forfeit your examination registration fee. Even though candidates will be thumb printed, you are still required to comply with any identification requirements established by the appropriate regulatory entity.

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide one of the following valid forms of government-issued identification before you may examine:

- A photographic Driver's License (any state)
- State identification card (any state)
- U.S. military identification
- Valid passport - any country (valid foreign passport with valid record of arrival/departure - Form I-94 or processed for I-551 stamped in a valid foreign passport)

All photographs must be recognizable as the person to whom the identification card was issued. The name on the application must match the photographic I.D. card. If you have recently changed your name with the BBS, you may want to contact PSI to verify that they have the correct same name on file.

If you cannot provide the required identification, you must call (877) 392-6422 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.*

CALIFORNIA LAW SECURITY PROCEDURES

Section 123 of the California Business and Professions Code states: It is a misdemeanor for any person to engage in any conduct which subverts or attempts to subvert any licensing examination or the administration of an examination, including, but not limited to:

- Conduct which violates the security of the examination materials;
- Removing from the examination room any examination materials without authorization;
- The unauthorized reproduction by any means of any portion of the actual licensing examination;
- Aiding by any means the unauthorized reproduction of any portion of the licensing examination;
- Paying or using professional or paid examination-takers for the purpose of reconstructing any portion of the licensing examination;
- Obtaining examination questions or other examination material, except by specific authorization either before, during, or after an examination; or
- Selling, distributing, buying, receiving, or having unauthorized possession of any portion of a future,



current, or previously administered licensing examination.

- Communicating with any other examinee during the administration of a licensing examination.
- Copying answers from another examinee or permitting one's answers to be copied by another examinee.
- Having in one's possession during the administration of the licensing examination any books, equipment, notes, written or printed materials, or data of any kind, other than the examination materials distributed, or otherwise authorized to be in one's possession during the examination.
- Impersonating any examinee or having an impersonator take the licensing examination on one's behalf.

Nothing in this section shall preclude prosecution under authority provided for in any other provision of law. In addition to any other penalties, a person found guilty of violating this section, shall be liable for the actual damages sustained by the agency administering the examination not to exceed ten thousand dollars (\$10,000) and the costs of litigation.

IMPORTANT INFORMATION ABOUT TAKING AN EXAMINATION

1. All candidates will have their thumbprint taken during examination check-in and re-entry into the testing room after an approved absence. If a candidate passes the examination, the thumbprint record will be destroyed. If a candidate abandons his or her application for licensure, as determined by the appropriate regulatory authority, the thumbprint will also be destroyed. If a candidate is unsuccessful, the thumbprint record will be retained by PSI to ensure proper identification on any subsequent examination attempts. If the thumbprint doesn't match upon exit and re-entry, the candidate shall be disqualified from the examination, his or her test results invalidated, and the appropriate regulatory entity will be notified of the occurrence. The taking of the thumbprint is an additional measure to enhance examination security. The Department's Office of Professional Examination Services (OPES) shall ensure that the appropriate safeguards for the storage and destruction of the thumbprint records are in place.
2. The temperature in the testing room is maintained at a moderate level. Candidates are advised to layer clothing. Acceptable layered clothing includes lightweight shirts, sweaters, and pullovers without pockets and/or hoods. These items must be worn upon check-in, while you wait to enter the testing room, and during your initial seating for the examination.
3. There are timing mechanisms available at the test site and on the computer console to help candidates keep track of time during the test administration. Watches or other timekeeping devices are not permitted in the examination rooms.

4. Only one candidate will be allowed to take a restroom break at a time. Candidates are required to sign out when you leave the room and when you return. If a candidate's restroom break takes longer than five (5) minutes, a proctor will check on the candidate and will notify the applicable regulatory entity of the occurrence, which will take appropriate action.

5. The following items are not permitted in the examination rooms:

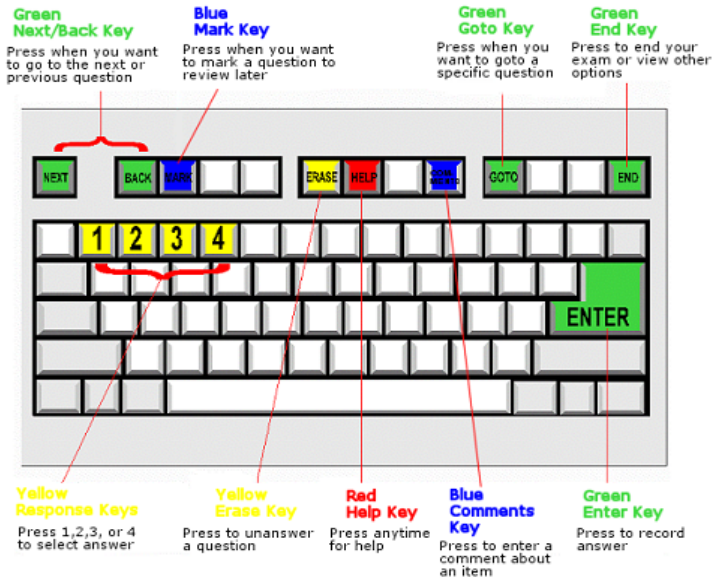
- Cellular telephones, personal digital assistants (PDAs), recording devices, cameras, pagers, purses, notebooks, notebook computers, reference or readings material, music players, radios, electronic games, calculators, or briefcases.
- Personal items including watches, backpacks, wallets, pens, pencils, or other writing devices, food, drinks (unless prior approval is obtained by your regulatory entity) and good-luck items.
- Hats, baseball caps, or visors (with the exception of religious apparel), coats, shawls, hooded clothing, heavy jackets or overcoats.

During the check-in process, all candidates will be asked if they possess any of the prohibited items and all candidates will be asked to empty their pockets. If prohibited items are found during check-in, candidates shall return these items to their vehicle or other place of safekeeping. Neither PSI, nor the Department of Consumer Affairs, shall be responsible for the items. Any candidate possessing the prohibited items in the examination room shall have his or her test results invalidated, and PSI shall notify the appropriate regulatory entity of the occurrence.

6. Copying or communicating examination content is a violation of PSI security policy and existing law. Either one shall result in the disqualification or invalidation of examination results, the denial of your license, and may subject the candidate to criminal prosecution.
7. If you are asked by a proctor to step into the lobby during your examination, the proctor will suspend your examination and you will not lose any remaining test time.

TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here.



IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included as part of the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

EXAMINATION QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer. You should then press "ENTER" to record your answer and move on to the next question. A sample question display follows:



EXAMINATION RESULTS

At the end of your test, a pass or fail result will be shown on the screen and you will receive a printed score report. Your test results are confidential and are released only to you and your state licensing agency. To protect your privacy and to maintain the confidentiality of the test results, score information is not given over the telephone.

FAILING SCORE REPORTS

The score report will indicate the candidate's overall score and grade, including the number of items answered correctly. It also reveals how the candidate performed on each major section of the test as defined by the LPCC Examination Plan. The number correct in each content area is displayed. The primary purpose in providing a subscore for each part of the examination is to guide candidates in areas requiring additional preparation for re-testing

ABANDONMENT OF APPLICATION/INELIGIBILITY

FIRST TIME EXAMINEES: In accordance with Title 16, California Code of Regulations Section 1806 (f) an application shall be deemed abandoned if the applicant fails to sit for examination within one year after being notified of eligibility.

RE-EXAMINATION APPLICANTS: An applicant who fails the examination may within one year from the eligibility notification date retake the examination without further application upon payment of the fee for the examination. Thereafter, the applicant shall not be eligible for further examination.

Persons failing to appear for re-examination, once having been scheduled, shall forfeit any re-examination fees paid.

AFTER PASSING THE EXAMINATION

Candidates may apply for licensure after passing the LPCC GAP examination and meeting all current licensure requirements.

Candidates need to allow three weeks for processing of examination results and to receive the Request for Initial License application.

When your license number is issued it will be available on the Board's Web site. Your license certificate will be mailed within 30 working days of issuance.

STUDY MATERIAL AND COURSES

The LPCC GAP Examination Plan contained in this handbook is the official standard for the material that will be covered in the examination. It is important for candidates to study the *Examination Items* section of this handbook and the

examination plan. Should the examination plan or format change, ample notice will be provided, and updates will be posted on the Board's Web site at www.bbs.ca.gov.

Candidates are encouraged to trust in and use their clinical education, experience and judgment as a basis for responding to the examination items. Examination preparation courses are not necessary for success in the examination, and are not a substitute for education and experience. However, they may be useful for overcoming test anxiety or becoming familiar with the format of an examination.

Should you decide to use examination preparation course materials or workshops, we strongly encourage you to become an informed consumer prior to purchase and to consider the impact that incorrect information could have on your examination performance.

The BBS does not supply examination preparation providers with confidential examination material. Additionally, it is unlawful for candidates to provide information regarding examination content to anyone.

OBJECTIVE OF THE BOARD OF BEHAVIORAL SCIENCES

State licensing boards are mandated to protect the public by developing licensing examinations that determine minimum competency for licensure. Licensure is mandated for those who provide independent professional services to consumers.

In accordance with California Business and Professions Code Section 4999.54(b)(2) each applicant for the LPCC license who has met the educational and experience requirements must successfully complete a Board-administered examination. An applicant is required to take and pass the LPCC GAP examination prior to issuance of the license.

Candidates are tested with regard to their knowledge and professional skills, as well as the ability to make judgments about appropriate techniques and methods as applicable to the LPCC scope of practice. Business and Professions Code section 4999.20(a)(1), defines the LPCC scope of practice as: "...the application of counseling interventions and psychotherapeutic techniques to identify and remediate cognitive, mental, and emotional issues, including personal growth, adjustment to disability, crisis intervention, and psychosocial and environmental problems..."

EXAMINATION DEVELOPMENT

The LPCC GAP examinations were developed and maintained by Donnoe and Associates. Donnoe and Associates are test validation and development specialists trained to develop and analyze occupational licensing examinations.

Licenses who participate in examination development and review workshops are referred to as "Subject Matter Experts" (SMEs). SMEs write and review multiple-choice items for the examination. SMEs are trained by Donnoe and Associates in established examination development processes and measurement methodologies. The cooperative efforts among

these members of the profession, Donnoe and Associates and the Board are necessary to achieve both the measurement and content standards for examination construction.

ESTABLISHING THE PASSING STANDARDS

The LPCC GAP examinations measure knowledge and skills required for LPCC practice, and represents a standard of performance that the licensed SMEs agree is the minimum acceptable level for licensing in the profession.

To establish pass/fail standards for each version of the LPCC GAP examination, a criterion-referenced passing score methodology is used. The intent of this methodology is to differentiate between a qualified and unqualified licensure candidate. The passing score is based on minimum competence criterion that are defined in terms of the actual behaviors that qualified LPCCs would perform if they possessed the knowledge necessary to perform job activities.

During a criterion-referenced passing score procedure, a panel of SMEs also consider other factors that would contribute to minimum acceptable competence such as prerequisite qualifications (e.g., education, training and experience); the difficulty of the issues addressed in each multiple-choice item; and public health and safety issues. By adopting a criterion-referenced passing score, the Board applies the same minimum competence standards to all licensure candidates.

Because each version of the examination varies in difficulty, an important advantage of this methodology is that the passing score can be modified to reflect subtle differences in difficulty from one examination to another, providing safeguards to both the candidate and the consumer. A new examination version is implemented every 90 days a minimum of four times per year to maintain examination security and the integrity of the licensing process.

EXAMINATION ITEMS

The LPCC GAP examination contains no fewer than 75 multiple-choice items.

All of the items in the LPCC GAP examination have been written and reviewed by licensees, are based on the job-related task and knowledge statements contained in the examination plan, are written at a level that requires candidates to apply integrated education and experience and are supported by reference textbooks.

There is only one correct answer for each item. The 'incorrect' answers are typically common errors and misconceptions, true but not relevant statements or incorrect statements. There are no 'trick' questions in the examination.

You will have 1.5 hours to take this examination.

EXAMPLE LPCC GAP EXAMINATION ITEMS

The following are examples of the format and structure of items you may encounter during the examination. Each multiple-choice item requires the candidate to select the correct answer from among the four options provided.

1. When documenting an individual's progress note for a group psychotherapy session, which of the following would you never include?
 - A. the names of other group participants
 - B. the purpose of the group
 - C. the level of individual participation
 - D. a summary of the client's physical appearance
2. Which of the following associations offer a certification as a distance counselor?
 - A. www.readyminds.com
 - B. American Counseling Association
 - C. National Career Development Association
 - D. National Board of Certified Counselors
3. A client presents with a cluster of symptoms, making it difficult to diagnose. For what type of testing should the client be referred?
 - A. depression inventory
 - B. anxiety inventory
 - C. global functioning inventory
 - D. personality inventory
4. When interpreting results of occupational inventories, counselors will need to:
 - A. receive advice from professional colleagues for each client.
 - B. interpret results using the occupational inventory procedures manual.
 - C. interpret results using DSM-IV Manual.
 - D. receive specialized training in issues of reliability and validity.
5. The conduct of a licensed professional clinical counselor would be unprofessional if the counselor advertised his/her practice:
 - A. in a 'word of mouth' manner.
 - B. through the use of a website.
 - C. by inclusion in a registry of practitioners.
 - D. in a false, misleading or deceptive manner.
6. A licensed clinical counselor will be able to conduct business using a "fictitious business name" only if the name: _____. Additionally, the counselor shall inform the client prior to commencement of treatment the name of the owners of the practice and the license of practice.
 - A. does not contain descriptions of the superior quality to all others of the owners of the practice
 - B. is not the name of a fictional character from literature, movies or television
 - C. does not contain descriptions of geographic area of the practice
 - D. is not false, misleading or deceptive
7. A supervisee requests supervision to gain cognitive-behavioral experience. Of this following, what is most important for the supervisor to consider before agreeing to provide this supervision?
 - A. their own experience and training with cognitive-behavioral methods
 - B. the personality and motivations of the supervisee
 - C. the supervisee's ability to follow directions
 - D. the cultural background of the supervisee
8. You receive a notice of deposition from your client's attorney with a subpoena. Under what circumstances is it required that the clinical record be produced?
 - A. by a court order
 - B. as required by HIPPA in any litigation
 - C. in criminal cases involving domestic violence
 - D. when a subpoena is signed by the client's attorney
9. In addition to meeting the requirements for being a supervisor for one's relevant organization, at a minimum a supervisor should:
 - A. have good interpersonal skills that have been developed, through training, over time.
 - B. consider their biases as they relate to supervision of diverse groups of people.
 - C. maintain their beliefs and personal rules in order to be an effective supervisor.
 - D. reflect and refresh their own supervisory skills and experience in order to prepare for the supervisory role.
10. Under which of the following circumstances should a supervisor dismiss (fire) a supervisee?
 - A. supervisee is not making progress with the client
 - B. countertransference is not being recognized by the supervisee
 - C. supervisee is unable to provide competent professional services
 - D. supervisee does not have the funds to pay the supervisor

Correct Answers: 1-A; 2-D; 3-D; 4-D; 5-D; 6-D; 7-A; 8-A; 9-D AND 10-C.

LICENSED PROFESSIONAL CLINICAL COUNSELOR GAP EXAM PLAN

The following pages contain detailed information regarding examination content. A description of each content area, subarea and the associated task and knowledge statements are provided. It is important for candidates to use this section as a study guide because each item in the LPCC GAP examination is linked to this content. To help ensure success on the examination, candidates are also encouraged to use this section as a checklist by considering their own strengths and weaknesses in each area.

Exam Content Outline Summary

Content Domain Topics	LCSW GAP Weight	MFT GAP Weight	LCSW / Common LPCC GAP Number of Items by Topic	MFT Unique GAP Number of Items by Topic
A. FUNDAMENTAL COUNSELING ISSUES (Common GAP, applicable to LCSW + MFT) Using computer-based career information systems Using dynamics Writing clinical reports	20%	16%	15	12
A. FUNDAMENTAL COUNSELING ISSUES (LPCC GAP Topics Unique to MFT) Directing / conducting distance counseling / Conducting distance counseling (e.g., on-line, phone)		4%		3
B. DIAGNOSTIC AND ASSESSMENT SERVICES (Common GAP, applicable to LCSW + MFT) Conducting custody evaluations. Administering achievement tests Administering Occupational inventories Administering Personality inventories Interpreting Aptitude tests. Interpreting Occupational inventories	23%	18%	17	14
B. DIAGNOSTIC AND ASSESSMENT SERVICES (LPCC GAP Topics Unique to MFT) Assessing client's education preparation Conducting a functional behavioral analysis Interpreting Achievement tests Interpreting Personality inventories		8%		6



Content Domain Topics	LCSW GAP Weight	MFT GAP Weight	LCSW / Common LPCC GAP Number of Items by Topic	MFT Unique GAP Number of Items by Topic
C. PROFESSIONAL PRACTICE (Common GAP, applicable to LCSW + MFT)	36%	27%	27	20
Applying career counseling inventories				
Conducting training on the use of computer based information systems				
Developing community relationships with potential employers				
Developing counseling service promotional materials				
Directing community initiatives / programs				
Engaging in counseling research / Engaging in data analysis				
Providing safeguards for computer use in counseling				
Researching counseling issues and techniques on the internet				
Teaching in a counselor education program				
Interview skills training / Job-search skills training				
Providing outplacement counseling				
C. PROFESSIONAL PRACTICE (LPCC GAP Topics Unique to MFT)		11%		8
Applying current counseling research				
Providing expert testimony / Testifying in court proceedings				
Providing mediation services				
Supervising contact / visitation between family members				
D. PROFESSIONAL DEVELOPMENT, SUPERVISION AND CONSULTATION (Common GAP, applicable to LCSW + MFT)	21%	16%	16	12
Providing and receiving clinical supervision				
Providing services for impaired counselors				
Supervising counselors-in-training, para-professionals, and volunteers				
Totals for Columns	100%	100%	75	75



Table 2. Complete LPCC GAP Exam Content Outline

LPCC GAP Content Areas and Topics	Tasks Associated with LPCC GAP Topics Within Content Areas	Knowledge Associated with Tasks and LPCC GAP Topics Within Content Areas
A. FUNDAMENTAL COUNSELING ISSUES (Common GAP, applicable to LCSW + MFT)		
Using computer-based career information systems	<ul style="list-style-type: none"> • Select appropriate computer-based career information system for a client. • Interpret computer-based career information systems results. • Counsel client on computer-based career information system results. 	<ul style="list-style-type: none"> • Knowledge of computer-based career information systems. • Knowledge of career counseling for individuals.
Using dynamics	<ul style="list-style-type: none"> • Develop a model of individual counseling model that can be adapted to meet the needs of clients. 	<ul style="list-style-type: none"> • Knowledge of intra-psychoic dynamics. • Knowledge of individual defense mechanisms / coping strategies. • Knowledge of counseling models and psychotherapeutic techniques. • Knowledge of scope of practice for LPCC.
Writing clinical reports	<ul style="list-style-type: none"> • Write clinical reports to meet the specific requirements of the requesting entity. • Write an individualized clinical report. 	<ul style="list-style-type: none"> • Knowledge of report writing. • Knowledge of clinical terminology used in written reports. • Knowledge of confidentiality requirements. • Knowledge of legal and ethical standards related to report writing.
A. FUNDAMENTAL COUNSELING ISSUES (LPCC GAP Topics Unique to MFT)		
Directing / conducting distance counseling and Conducting distance counseling (e.g., on-line, phone)	<ul style="list-style-type: none"> • Provide counseling by methods that are not directly face-to-face (e.g., telephone, computer, etc.). • Direct others to provide distance counseling. • Develop distance counseling procedures / policies. 	<ul style="list-style-type: none"> • Knowledge of legal and ethical issues related to distance counseling. • Knowledge of HIPAA. • Knowledge of confidentiality issues related to distance counseling.
B. DIAGNOSTIC AND ASSESSMENT SERVICES (Common GAP, applicable to LCSW + MFT)		
Conducting custody evaluations.	<ul style="list-style-type: none"> • Make appropriate referrals for custody evaluations. • Determine necessity for custody evaluations. 	<ul style="list-style-type: none"> • Knowledge of legal and ethical issues related to custody evaluations. • Knowledge of resources and tools available for custody evaluations. • Knowledge of scope of practice of LPCC.

Administering achievement tests	<ul style="list-style-type: none"> Determine necessity for achievement testing. 	<ul style="list-style-type: none"> Knowledge of ethical issues related to testing procedures. Knowledge of resources and tools available for achievement tests. Knowledge of testing procedures and instruments. Knowledge of scope of practice of LPCC.
Administering Occupational inventories	<ul style="list-style-type: none"> Make appropriate referrals for occupational inventories. Determine necessity for occupational inventories. Administer occupational inventories. 	<ul style="list-style-type: none"> Knowledge of career counseling principles and practices. Knowledge of resources and tools available for occupational inventories. Knowledge of testing procedures and instruments.
Administering Personality inventories	<ul style="list-style-type: none"> Make appropriate referrals for personality inventories. Determine necessity for personality testing. Administer personality inventories. 	<ul style="list-style-type: none"> Knowledge of ethical issues related to testing procedures. Knowledge of resources and tools available for personality inventories. Knowledge of testing procedures and instruments. Knowledge of personality theory.
Interpreting Aptitude tests.	<ul style="list-style-type: none"> Read and interpret aptitude test data for use in an individual counseling setting. 	<ul style="list-style-type: none"> Knowledge of ethical and legal issues related to testing procedures. Knowledge of testing procedures and instruments.
Interpreting Occupational inventories	<ul style="list-style-type: none"> Read and interpret occupational inventory data for use in an individual counseling setting. Counsel individuals regarding career options as they relate to the occupational inventory. 	<ul style="list-style-type: none"> Knowledge of ethical and legal issues related to testing procedures. Knowledge of testing procedures and instruments. Knowledge of career counseling principles and practices.
B. DIAGNOSTIC AND ASSESSMENT SERVICES (LPCC GAP Topics Unique to MFT)		
Assessing client's education preparation	<ul style="list-style-type: none"> Read and assess the educational history of an individual as it relates to educational and career advancement. Determine necessity for educational preparation. 	<ul style="list-style-type: none"> Knowledge of educational advancement requirements. Knowledge of career advancement requirements. Knowledge of resources and tools available for educational and career advancement.
Conducting a functional behavioral analysis	<ul style="list-style-type: none"> Determine necessity for functional behavioral analysis as it relates to career or educational advancement. Conduct a functional behavioral analysis as it relates to career or educational advancement. 	<ul style="list-style-type: none"> Knowledge of testing procedures and instruments. Knowledge of educational advancement requirements. Knowledge of career advancement requirements. Knowledge of resources and tools available for educational and career advancement.
Interpreting Achievement tests	<ul style="list-style-type: none"> Read and interpret achievement testing data for use in an individual career counseling setting. 	<ul style="list-style-type: none"> Knowledge of ethical and legal issues related to testing procedures. Knowledge of testing procedures and instruments.

Interpreting Personality inventories	<ul style="list-style-type: none"> Read and interpret personality inventory data for use in an individual career counseling setting. 	<ul style="list-style-type: none"> Knowledge of ethical and legal issues related to testing procedures. Knowledge of testing procedures and instruments.
C. PROFESSIONAL PRACTICE (Common GAP, applicable to LCSW + MFT)		
Applying career counseling inventories	<ul style="list-style-type: none"> Apply appropriate career counseling assessment tools. 	<ul style="list-style-type: none"> Knowledge of career counseling inventories. Knowledge of clients' strengths and weaknesses regarding vocational goals. Knowledge of assessment inventories as appropriate for specific client needs. Knowledge of interpretations of assessment outcomes.
Conducting training on the use of computer based information systems	<ul style="list-style-type: none"> Conduct training on the use of computer based information systems. 	<ul style="list-style-type: none"> Knowledge of computer systems, programs and computer-based resources used in professional counseling. Knowledge of principles of training.
Developing community relationships with potential employers	<ul style="list-style-type: none"> Network and build personal relationships with potential employers. 	<ul style="list-style-type: none"> Knowledge of the local job base and jobs available for clients. Knowledge of how to match client's skills with employer's needs. Knowledge of employment referral resources for clients.
Developing counseling service promotional materials	<ul style="list-style-type: none"> Create promotional materials for professional counseling practice. 	<ul style="list-style-type: none"> Knowledge of licensing laws and regulations associated with promoting a service or service provider. Knowledge of basic marketing principles.
Directing community initiatives / programs	<ul style="list-style-type: none"> Direct community agencies to determine fundamental counseling needs of individuals. Identify specific subculture / sub-community needs within larger community setting. 	<ul style="list-style-type: none"> Knowledge of appropriate community agencies. Knowledge of individual counseling methods, techniques, and resources. Knowledge of cultural issues / needs within community that relate to individuals. Knowledge of methods to evaluate clients' ability to access support and treatment services. Knowledge of methods to create and administer programs within the identified sub-communities.
Engaging in counseling research and Engaging in data analysis	<ul style="list-style-type: none"> Participate in research related to professional counseling. 	<ul style="list-style-type: none"> Knowledge of research methodology. Knowledge of ethical requirements for research with human subjects. Knowledge of statistical methodology and data analysis.

Providing safeguards for computer use in counseling	<ul style="list-style-type: none"> Maintain a secure office / work environment, protective of client confidentiality. Maintain secure electronic / computer information. 	<ul style="list-style-type: none"> Knowledge of confidentiality requirements under licensing law. Knowledge of computer safeguards for client information. Knowledge of HIPAA.
Researching counseling issues and techniques on the internet	<ul style="list-style-type: none"> Use the internet to research counseling issues and techniques. 	<ul style="list-style-type: none"> Knowledge of how to use the internet for research. Knowledge of the limitations of internet based information.
Teaching in a counselor education program	<ul style="list-style-type: none"> Teach or assist in teaching in a counselor education program. 	<ul style="list-style-type: none"> Knowledge of principles of training. Knowledge of counselor education.
Interview skills training and Job-search skills training	<ul style="list-style-type: none"> Provide employment interview skills training. Provide job search skills training. 	<ul style="list-style-type: none"> Knowledge of employment interview techniques. Knowledge of job search skills and resources. Knowledge of target audience. Knowledge of employment opportunities in relation to client skills.
Providing outplacement counseling	<ul style="list-style-type: none"> Provide outplacement counseling to clients. Maintain a working relationship with employers in the community. 	<ul style="list-style-type: none"> Knowledge of outplacement issues related to employment rights of individuals. Knowledge of employers needs and issues.
C. PROFESSIONAL PRACTICE (LPCC GAP Topics Unique to MFT)		
Applying current counseling research	<ul style="list-style-type: none"> Select and interpret research appropriate for an individual undergoing counseling. Develop and apply treatment plans based on principles, theories, and case studies in journal articles and research publications. 	<ul style="list-style-type: none"> Knowledge of current relevant counseling research and case studies. Knowledge of relevant journals, periodicals and publications related to individual counseling. Knowledge of relevant journals, periodicals and publications related to career counseling. Knowledge of statistical and research methodology.
Providing expert testimony and Testifying in court proceedings	<ul style="list-style-type: none"> Provide depositions when appropriate. 	<ul style="list-style-type: none"> Knowledge of record keeping and documentation practices. Knowledge of current relevant counseling research and case studies as it relates to the testimony provided. Knowledge of current relevant counseling research and case studies. Knowledge of legal resources for LPCCs.
Providing mediation services	<ul style="list-style-type: none"> Evaluate the need for mediation services. Refer individuals to mediation services as appropriate. 	<ul style="list-style-type: none"> Knowledge of mediation service providers. Knowledge of mediation principles and practices.

Supervising contact / visitation between family members	<ul style="list-style-type: none"> Refer individuals to contact / visitation supervision services as appropriate. 	<ul style="list-style-type: none"> Knowledge of supervision service providers. Knowledge of safety planning. Knowledge of visitation supervision principles and practices. Knowledge of tools and resources available to victims of a potentially dangerous environment. Knowledge of local laws and regulations that address supervision visitation and mandated reporting.
D. PROFESSIONAL DEVELOPMENT, SUPERVISION AND CONSULTATION (Common GAP, applicable to LCSW + MFT)		
Providing and receiving clinical supervision	<ul style="list-style-type: none"> Meet with a clinical supervisor, to receive clinical supervision. Meet with counselors-in-training, to provide clinical supervision. 	<ul style="list-style-type: none"> Knowledge of principles of supervision. Knowledge of legal and ethical issues related to the supervision of individuals. Knowledge of documentation requirements for clinical supervisors.
Providing services for impaired counselors	<ul style="list-style-type: none"> Assist counselors in receiving services and accommodations necessary to do their job. Determine what a reasonable accommodation for a qualified individual with a disability is, under the ADA. 	<ul style="list-style-type: none"> Knowledge of the Americans with Disabilities Act. Knowledge of the physical, mental, verbal, and visual requirements of the job of counselor, in order to provide reasonable accommodations under the ADA. Knowledge of substance abuse interventions, treatment and referral. Knowledge of legal and ethical responsibilities.
Supervising counselors-in-training, para-professionals, and volunteers	<ul style="list-style-type: none"> Meet with counselors-in-training, para-professionals, and volunteers, as needed, to meet supervision requirements. Observe, evaluate and document the work of counselors-in-training, para-professionals, and volunteers. Train counselors-in-training, para-professionals, and volunteers. 	<ul style="list-style-type: none"> Knowledge of principles of supervision. Knowledge of legal and ethical issues related to the supervision of individuals. Knowledge of reporting requirements for supervisors and counselors-in-training, para-professionals, and volunteers. Knowledge of confidentiality laws that relate to sharing information and data about individuals undergoing counseling. Knowledge of the principles of training counselors-in-training, para-professionals, and volunteers. Knowledge of documentation requirements for supervisors and counselors-in-training, para-professionals, and volunteers.

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STATE OF CALIFORNIA NOTICE OF ELIGIBILITY

You are eligible to participate in the LPCC GAP examination for licensure as a Licensed Professional Clinical Counselor. This is the **ONLY** notice of eligibility you will receive from the BBS for this examination. Your address label above contains important date information. In the upper left corner of the address label (above your name) is the date your application for examination was approved; following that is the date by which you must take your examination. You must take and pass the LPCC GAP examination by the date specified on the label (see Abandonment of Application/Ineligibility in this handbook).

This handbook provides important information regarding LPCC GAP examination procedures and content. To schedule your examination, please refer to the instructions in this handbook.
