CORE COMPETENCY EXAMINATION (CCE) APPLICATION FORMS

Return this application form to the Psychology Department BYERLY 111. The application form must be filed in the Psychology Department Office by FRIDAY, MAY 12, 2017. PLEASE RETURN TO THE PSYCHOLOGY OFFICE. THE ATTACHED PERSONAL INFORMATION PAGE AND THE CCE PROCEDURES SHEET WITH YOUR SIGNATURE. KEEP PAGES 3 AND 4 FOR YOUR INFORMATION.

***NOTE: All students taking or retaking any portion of the CCE’s must complete this application and if a special accommodation has been granted, for any reason, EITHER BY THE GRADUATE COMMITTEE OR BY LEARNING SERVICES YOU MUST NOTIFY Dr. Benns-Suter by MONDAY, MAY 15, 2017.

Department of Psychology

Application for Core Competencies Examination

Date: ____________________________

Name (PRINT): ____________________________________________________________

Last First

Student M #: __________________________

Address: _________________________________________________________________

______________________________________________________________

Phone #’s: Home __________________ Work:_____________ Cell:____________________

Email: _________________________________________________________________

______ Check here if your address is different from the one on your application form at admission.

Number of semester hours completed: ____________

Program (check one): Clinical _____ School Psychology ______

Check One:

______ I plan to take the CCE by computer. ________ I plan to hand write my CCE answers.

Do you have a special accommodation? ______YES ______NO

In what subject area(s) is your accommodation? ____________________

****PLEASE CONTACT DR. BENNS-SUTER BY MAY 15, 2017…DIRECTLY!****

(Note: In case all computers are taken or not functioning properly, be prepared to hand write your examination(s), regardless of your preference.)

Please indicate which CCE(s) you are applying to take: Date(s) of failed exams:

CLINICAL

______ Psyc 530 (Child Development in the Family System) ______________________

______ Psyc 635 (Psychopathology) ______________________

______ Psyc 612 (Research Design & Statistics) ______________________

SCHOOL PSYCHOLOGY

______ Psyc 530 (Child Development in the Family System) ______________________

______ Psyc 600 (Seminar in School Psychology) ______________________

______ Psyc 612 (Research Design and Statistics) ______________________
CCE PROCEDURES

After reading, please sign below and hand in with your CCE application.

1. Each student must take the relevant CCE at the end of the semester following the successful completion of each appropriate core course (i.e., January, May, and August).

2. Passing ALL sections of the CCEs is required prior to beginning any assessment or selected therapy courses or for advancing to candidacy for the degree.

3. Students will be assigned code numbers and names WILL NOT be used on your CCE responses. Faculty readers will NOT know the identity of any student’s exam.

4. Two faculty readers will grade each CCE on a pass/fail basis. Both must agree in order to fail a student on any CCE section.

5. If a student fails one or more sections of the CCE, they must retake the failed section(s). Normally, this occurs at the end of the following semester; however, students can petition, in consultation with their advisor and the appropriate Graduate Program Coordinator, to delay retesting if remedial work is deemed necessary or advisable. In preparation for retesting, students should arrange meetings with faculty graders to review their answers, and with other faculty teaching core courses to review concepts and receive other guidance in preparing to retake the CCEs. Failure to follow through with these recommendations may affect any subsequent decisions that the Graduate Committee has to make on the student’s disposition.

6. If all components of the Core Competency Examination are not passed the second time, students should submit a letter to the Graduate Committee (via the appropriate Graduate Program Coordinator and copied to their advisor) explaining the methods used to prepare for the CCEs and any other factors that may have contributed to the failure. The Graduate Committee will decide on the disposition of the student’s case. Students should be aware that one option is dismissal from the program. A third and final attempt may be allowed but only after an appropriate remedial plan has been developed and fully executed. This may involve retaking of the relevant core course.

7. According to the Graduate Catalogue (pg. 72): “Without special permission from the Graduate Program Coordinator, students will be limited to 27 credits prior to passage of all components of the CCE.” This also applies to psychology credits obtained prior to admission to the program.”

8. ****Please note**** Students requiring a special accommodation due to a learning disability must first receive approval for this accommodation from the Millersville University Learning Services Center. That approval must be completed prior to the departmental application deadline. Dr. Benns-Suter must be informed of your need for a special accommodation no later than MONDAY, MAY 15, 2017. If this process is not completed by the deadline date the student will be required to take the CCEs without the desired accommodation.

I have read and understand the above policies and procedures.

Student’s name: ____________________________ Date: __________________
TIME AND LOCATION:

****IMPORTANT NOTE****
ALL STUDENTS TAKING THE CCE FOR THE FIRST TIME AND ALL STUDENTS RETAKING ONE OR MORE PARTS OF THE CCE'S, MUST COME TO OSBURN'S 3RD FLOOR BY 8:30 AM. MAY 20, 2017

9:00-10:00 a.m., OSBURN 302-303 - RESEARCH DESIGN
10:30-11:30 a.m., OSBURN 302-303 - DEVELOPMENTAL
12:00- 1:00 p.m., OSBURN 302-303 - PSYCHOPATHOLOGY & SEMINAR

THE TIMES, FOR THE ADMINISTRATION OF EACH SUBJECT AREA, ARE FIXED. IF YOU ARE TAKING ONLY ONE TEST YOU WILL NEED TO WAIT UNTIL THE DESIGNATED TIME OF YOUR SUBJECT AREA. A ROOM IN OSBURN WILL BE PROVIDED FOR YOUR CONVENIENCE WHILE YOU WAIT.

APPLICATION DEADLINE: FRIDAY, MAY 12, 2017

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FORMAT FOR HANDWRITTEN ANSWERS

There will be ONE ESSAY FOR EACH CORE COURSE. The student will write an original and a carbon copy of the essay. The Psychology Department will keep the original, and the student will take the copy with him/her to prepare a typed copy. The typed copy should be an exact replica of the original. Failure to submit the exact replica will result in disqualification. Any changes made by you before you turn in the original should NOT be reflected in your typed copy. For example, any inaccurate word should be TYPED EXACTLY THE WAY IT WAS on the original exam. However, if you crossed the word out and made a correction in the original, your typed copy should show only the corrected word. Students must submit, by Noon, Monday MAY 22, 2017 THREE copies of the essay to Dr. Ruth Benns-Suter, CCE Coordinator via e-mail to Ruth.Benns-Suter@millersville.edu.

The exam is taken closed book, and all writing materials (paper and/or carbon paper), with the exception of pens, will be provided by the Psychology Department.

****Special Accommodations: Students who require special accommodations in testing procedures need to contact Dr. Benns-Suter by MONDAY, MAY 15, 2017. Please also see statement #8 on the CCE procedures page #2 for additional details. If you do not comply with this deadline your accommodation can not be honored.
FORMAT FOR TAKING THE EXAM BY COMPUTER
Knowledge of and skills in the use of Microsoft Word are essential.

GRADING
Each essay will be graded by two readers on the following criteria: understanding of the basic issues, coherence and clarity of presentation (including the style of writing), and evidence of critical thinking.

GRADING SCALE:

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Good</td>
</tr>
<tr>
<td>2</td>
<td>Acceptable</td>
</tr>
<tr>
<td>1</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>0</td>
<td>No Answer</td>
</tr>
</tbody>
</table>

If a student receives an average grade of 1.0 or less, the exam is failed.

AN IMPORTANT REMINDER:
There is a limitation on the number of times a student is allowed to take the CCE.

1. Each student is allowed to take any part of the Exam up to two times.
   **NOTE:** Even if student may decide not to turn in the answer, it will still count as one trial, as long as the student receives the question. If all components of the CCE are not passed the second time, a special subcommittee of the Graduate faculty will decide on the disposition of the student's case. Students should be aware that one option is dismissal from the program. Students will be limited to 27 credits prior to passage of all components of the CCE.

2. Upon successful completion of the CCE, the Graduate Committee will meet and determine if you are qualified for Advancement to Degree Candidacy.

Application Form: This application form should reach the Psychology Department office on or before **FRIDAY, MAY 12, 2017**. If you have any questions regarding your eligibility to sit for the CCE's please contact the clinical coordinator Dr. Claudia Haferkamp at 871-7273. If you have any questions regarding any procedural aspects of the CCE examination, please contact Dr. Ruth Benns-Suter at 871-7269.

Please Read:
Academic honesty is the cornerstone of academic evaluations such as the departmental CCE's. The Psychology Department adheres to and enforces the Academic Honesty Policy of Millersville University. This includes the avoidance of any form of academic misconduct and cheating. In addition, the Psychology Department sees adherence to ethical behavior as the foundation of professional conduct in the training of future clinicians and professionals. Therefore, any evidence of unethical behavior during the CCE's will result in disciplinary action and/or dismissal from the program. In agreement with the above policy, no notes, index cards, study materials or any personal items are permitted in the testing labs during these examinations.

Helpful Hint: Copies of CCE questions from previous years are available for your review at the Reserve Desk in the McNairy Library. Questions are also available online through library reserve listed under Dr. Ruth Benns-Suter, CCE coordinator.