

CORE COMPETENCY EXAMINATION (CCE) APPLICATION

Please return this application to the Psychology Department Office (Luek Hall Room 111) by **Friday, December 13, 2019**. Submit the application form (p. 1) and the CCE procedures sheet (p. 2) with your signature. Keep pp. 3-4 for your information.

All students taking or retaking any portion of the CCEs must complete this application.

If a special accommodation has been granted (either by the Graduate Committee or by Learning Services), please notify Dr. Bland by **Friday, December 6, 2019**.

Department of Psychology
Application for Core Competencies Examination

Date: _____

Name (Print): _____

Last First

Student M #: _____

Address: _____

Phone #s: Home _____ Work: _____ Cell: _____

MU E-mail: _____

_____ 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? _____ TIME ALLOTTED FOR TESTING? _____

(NOTE: In case all computers are taken or not functioning properly, please be prepared to handwrite your exams, irrespective of your stated 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)

(2)
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, 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. 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 students fail 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 Catalog* (p. 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. Students requiring a special accommodation due to a learning disability must first receive approval for this accommodation from the Millersville University Learning Services Center. Please inform Dr. Bland of your need for a special accommodation no later than *Friday, Dec. 6, 2019*. 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 Signature: _____ **Date:** _____

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Millersville University
Psychology Department
Saturday, January 4, 2020

CCE SCHEDULE

TIME AND LOCATION:

All students should *present to Osburn Hall, 3rd floor by 8:30AM* to register and receive testing instructions.

9:00 to 11:00AM (OSBURN 302-303): EXAM 1

11:30AM to 1:30PM (OSBURN 302-303): EXAM 2

2:00 to 4:00PM (OSBURN 302-303): EXAM 3

For students taking all three exams, they will be administered in this order: **1. Developmental; 2. Research/Statistics; 3. Psychopathology (Clinical) or Seminar (School).**

Students sitting for only one or two exams will complete the needed exams in the order above minus the exam(s) already taken. For example, if you are taking only *Research/Stats* or *Psychopathology*, you will complete it at 9AM and are free to leave thereafter. If you are taking *Research/Stats* and *Psychopathology* but not *Developmental*, you will complete *Research/Stats* at 9AM and *Psychopathology* at 11:30AM and then leave. If you are taking *Developmental* and *Psychopathology* but not *Research/Stats*, you will complete *Developmental* at 9AM and *Psychopathology* at 11:30AM and then leave.

Additional instructions will be provided the morning of the exam.

Consider bringing a snack and/or lunch to refresh yourself between exams.

FORMAT FOR HANDWRITTEN ANSWERS

The student will handwrite the essay, and a copy will be made thereafter. The Psychology Department will keep the original, and the student will take the copy with him/her/them to prepare a typed copy. The typed copy must be an exact replica of the original. (Failure to submit the exact replica will result in disqualification.) Any inaccurate word should be typed exactly the way it was on the original exam. However, if a word is crossed out and a correction is made in the original, only the corrected word is needed in the typed copy. Students will e-mail the typed essay(s) to **Dr. Bland, CCE Coordinator** (Andrew.Bland@millersville.edu) **by noon on Monday, January 6, 2020.**

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.

FORMAT FOR TAKING THE EXAM BY COMPUTER

Knowledge of and skills in the use of Microsoft Word are essential.

(4)

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:

3 - Good	1 - Unsatisfactory
2 - Acceptable	0 - No Answer

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 sub-committee 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: Please submit your application form to the Psychology Department office on or before ***Friday, December 13, 2019***. If you have any questions regarding your eligibility to sit for the CCEs, please contact the Coordinator for your program (*Clinical Psychology*: Dr. Claudia Haferkamp, 717-871-7273; *School Psychology*: Dr. Helena Tuleya-Payne, 717-871-4420). If you have any questions regarding any procedural aspects of the CCEs, please contact Dr. Andrew Bland at 717-871-4749.

Please Read:

Academic honesty is the cornerstone of academic evaluations such as the departmental CCEs. 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:

Practice CCE questions are available via electronic course reserve at the McNairy Library:

1. Go to www.library.millersville.edu
2. Choose "Course Reserves" (under the "Tools and Services" column) and then sign in. (Note that you may need to create an account when you sign in for the first time.)
3. Search for the course titled "Core Competency Exam Prep" (Instructor: Andrew Bland).