

**Nova Southeastern
University
College of Psychology**

**CLINICAL COMPETENCY EXAMINATION
GUIDELINES**

Revised 2026

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Clinical Competency Examination

All doctoral candidates are required to sit for and pass a clinical competency examination. The examination evaluates the student's ethical knowledge, understanding of, and skills in psychodiagnostics and intervention. It is a prerequisite to internship eligibility (i.e., it must be completed before a student can submit internship applications). In the event of failure, the examination may be retaken up to three times. A fourth failure results in automatic dismissal from the doctoral program.

General Description

The Clinical Competency Examination (CCE) is designed to ensure that students have achieved the level of clinical knowledge, clinical skills, and ethical knowledge expected of a student ready to begin internship. The CCE requires the student to prepare a written and an oral case presentation through which they demonstrate satisfactory skills in assessing a case, developing an appropriate conceptualization and formulating a treatment plan based on it, conducting pertinent interventions, and evaluating the progress and outcome of the intervention(s) chosen. Faculty evaluate students using the CCE Rating Form (see Appendix A).

All students in the Doctoral Program in the College of Psychology are required to demonstrate mastery of specified clinical skills, including assessment and diagnosis, case conceptualization and treatment formulation, relationship and therapy skills, and written and oral communication, through the CCE as a component of establishing internship eligibility. It is the student's responsibility to identify a case for the CCE. Checklists of procedures for the student, CCE Chairperson, and each committee member participating in the Clinical Competency Evaluation are presented in Appendix B.

Eligibility

The CCE evaluation criteria are designed to assess clinical competence at a level appropriate to students who have completed required course work and practica and are presenting as ready for internship. Academic eligibility for the CCE is checked by the Clinical Training Office.

To be eligible to sit for the CCE, students must have successfully completed the assessment and therapy course sequences, six (6) credits of intervention electives, and as early as the sixth semester of clinical practicum, provided that grades of B- or better were obtained in five prior semesters of Clinical Practicum and Supervision. This training sequence is delineated in the Clinical Psy.D. and Ph.D. programs' Handbooks. In addition, the Clinical Training Office provides eligible students with the CCE eligibility checklists by email.

At the discretion of the Director of Clinical Training, the eligibility requirement of six credits of intervention electives may be waived for students in the Clinical Neuropsychology and Forensic concentrations. Students in these concentrations may petition the Director of Clinical Training for waiver of this requirement. In addition, the student must be in good standing (i.e., not on academic or other probation, leave of absence, etc.). In very exceptional circumstances, however, students who have completed all course requirements excluding dissertation may request permission to sit for the CCE while on a leave of absence.

Timing

For **applicants** (planning to apply for internship that same year), the **LAST DAY to SIT** for the CCE can be **no later** than 10 (**TEN**) working days prior to the **LAST** day of the **FALL** semester. The examination must be conducted while school is in session, not during intersessions or breaks. Students should be aware internship application deadlines may be earlier; thus, they are well advised to schedule the CCE at least within 10 (ten) days from their first internship application deadline to allow for evaluation of a third committee member should the decision of the CCE committee is deemed a split. Examinations may be scheduled in the summer session if the committee members are available (generally 12-month faculty) and agree to the arrangement. It is each candidate's responsibility to adhere to the deadlines noted herein.

ADA Accommodations

Students who need accommodations for the CCE should contact the NSU Office of Disability Services at Phone: (954) 262-7185 or disabilityservices@nova.edu to request a letter, which can be sent to the doctoral program DCT. This letter must detail specific CCE accommodations to share with the student's CCE committee. Accommodations for classes or practica do not apply.

Composition of the Examination Committee

The examination committee is comprised of two College of Psychology faculty members identified as eligible to serve by the Director of Clinical Training. **Case supervisors are excluded from serving as committee members (i.e., if a faculty member has supervised you on the case you present for CCE, they may not serve on your committee).** Other faculty members excluded from serving include student's concentration faculty or mentor and faculty who employ or have employed the student as a program coordinator. Additionally, possible CCE committees will be distributed to faculty before finalization in order that those with relationships too close or conflictual to render objective decisions may recuse themselves from membership.

The Committee members serve ONLY as examiners, NOT as advisors to the project. The student should not consult with committee members about the content or structure of the examination other than about the format and timing of the oral examination.

Committee Selection and Exam Scheduling

1. In the Winter semester of the third year, all students who anticipate taking the CCE during the following academic year will complete a CCE request form online which:
 - a. Indicates the treatment modality of the case intended for presentation and the age range of case (geriatric, adult, child). This information may be used by the Director of Clinical Training to assign the evaluation committee.
 - b. Lists the names of ten (10) faculty members from among whom the Chair of their examination committee will be selected.
2. The Director of Clinical Training will select the student's Chair from the list of ten names submitted and will assign a second member of the eligible faculty to serve on the

examination committee, exclusive of previous supervisors or others who are excluded (see section above regarding eligibility). Both faculty and student will be informed of the assignment sometime during the Summer semester.

3. The student contacts the committee members following the faculty's preference (see Appendix C) to schedule an examination date. Before agreeing to the date so identified, the Director of Clinical Training checks the student's transcript to be certain that all prerequisites have been, or will be, successfully completed by the scheduled date.
4. Students must schedule the CCE oral exam a minimum of four (4) weeks in advance of the exam date. Students are responsible for reserving an examination room at the time the examination is scheduled. Please, contact the Coordinator of the Office of Clinical Training to schedule the room. If a faculty member is ill or exempt, CCEs may be scheduled via Zoom at the discretion of the CCE faculty committee. It is the student's responsibility to inform the Office of Clinical Training (officeofclinicaltraining@nova.edu) of the date of oral examination and schedule the Zoom meeting. The only exception to this would be if the Chair of CCE faculty committee advises otherwise.
5. Three (3) copies of the written presentation (the CCE document) are required: one for the Director of Clinical Training and one for each of the committee members. Students are responsible for submitting their CCE materials NO LATER than 5 pm three (3) weeks before the examination date to their committee members. If the materials are not provided by this deadline, the student will be required to move the date of the CCE. Students must first submit the document to the Coordinator of the Office of Clinical Training for format approval. Hence, students are advised to submit the document to the Office of Clinical Training no later than noon on the date it is due for review so that it will be ready for their faculty committee by 5pm. Also send an email with your Skillsetter recordings link (remember **only one link** to a playlist containing **all** the Skillsetter recordings) to your committee members and to the Office of Clinical Training (officeofclinicaltraining@nova.edu). **If the materials are not received by 5 pm three weeks before the scheduled CCE, the student will be required to move the date of the CCE.**
6. The student presents their case material orally during the examination, typically via a presentation (20 minutes maximum) and then through a question and answer (Q & A) period. The presentation is open to all faculty and registered students who wish to attend, but guests are not required. Students who wish to attend another student's CCE need only be registered for classes during the regular academic year; they do not need to be registered for summer classes, even if the CCE is scheduled during the summer session. Due to the confidential and clinical nature of the material, examinations are open only to faculty and currently enrolled students.
7. The faculty committee chair will be responsible for ensuring the student is recording the audio of the presentation and question and answer portion of the exam.
8. Under the Chair's direction, the Committee conducts an examination regarding the case and relevant issues. Comments or questions from the floor may be entertained at the

Chair's discretion. At the close of the examination, the candidate and any observers are dismissed while the Committee deliberates and evaluates the written and oral case materials. Students are asked to step out of the room while the committee deliberates. If the oral defense is on Zoom, the recording is stopped, and students are placed into a waiting room or asked to log off during faculty deliberations.

Duties of Committee Members

To equitably distribute the workload, the number of examination committees on which faculty members serve will be limited. The limit will be adjusted each year according to the number of students requesting examinations and the number of eligible faculty members available to serve.

It is the responsibility of the Committee members to study the student's written and recorded materials prior to the examination date, to query the student in a manner relevant to the case, to evaluate the student's written and oral presentation using the standard evaluation form to render an independent pass or remediate decision, and to provide recommendations for remediation where warranted. Immediately after the examination, the Chair informs the student and the Director of Clinical Training or the Coordinator in the Office of Clinical Training of the student's pass, remediate, or split decision status.

Within five (5) working days of the examination date, the individual committee members are responsible for submitting electronically the CCE Rating Scale to the Director of Clinical Training. In addition, each member should return all recordings to the student and decide whether to return or keep the written materials, unless other arrangements have been made with the student on an individual basis. If faculty member decides to keep the written materials, they securely store them under double key in the faculty's office.

Role of the Case Supervisor

The case supervisor, or any other professional person included within the case's limits of confidentiality, may provide consultation and supervision regarding any aspect of management of the case. However, the student holds sole responsibility for organizing, conceptualizing, and communicating the case presented. **There should be no input from supervisors or other faculty into the preparation of the written examination documents.** The supervising clinician may not serve as an examination committee member, nor may they attend or participate in the examination process. **Supervisors or faculty members may advise students about the CCE cases but must do so in a manner consistent with the principle that it is the students' work. Supervisors or faculty members may discuss with the student the case the student would like to present for the CCE but may NOT read or comment directly on the document. Supervisors or faculty members may listen to and give feedback on the Skillsetter recordings. Supervisors or faculty members who are not on the students' CCE committee may conduct Mock CCEs with the student who is preparing to defend their case.**

Case Presentation Content Guidelines

A. General Content Description and Case Selection

The student should select a case for presentation that permits an adequate sampling of their knowledge and skill in the treatment modality used. The student must have served as the primary service provider. Co-therapy or group psychotherapy are not appropriate for evaluation of clinical competency.

The case should demonstrate adequate pre-treatment evaluation, conceptualization, treatment planning, intervention, progress assessment, termination management, and outcome assessment. Students are not limited in their choice of client characteristics or presenting problems, type of treatment modality, treatment setting, or duration of treatment. Treatment duration; however, must be consistent with the empirically supported treatment literature. The principal guideline for choosing a case should be that it fits within the framework of applied clinical psychology.

Presenting problems meeting diagnostic criteria for Other Conditions That May Be a Focus of Clinical Attention and the Other Specified (previously NOS) categories are appropriate content for CCE if the case lends itself to standards of care within clinical psychology and allows the CCE committee sufficient material to evaluate student competency across domains using the CCE Rating Form. Any questions regarding the appropriateness of a particular case may be posed to the Director of Clinical Training for clarification in advance of submitting CCE materials.

B. Specific Content of the Written Document and Oral Presentation

The following categories should be addressed in structuring both the written and oral portions of the case presentation; the Committee will utilize them in evaluating the student's performance. Adaptations of the content within the categories may be made depending on the particulars of the case. The document must include an appendix containing a written transcript of the Skillsetter vignette recordings using the Self-Assessment and Transcript Form (Appendix E).

1. **Assessment and Diagnosis.** The case discussed in the document should demonstrate the student's competence in assessment and diagnosis.
 - a. **Intake and Assessment:** The student should present information gathered at intake in the main body of the document. This includes information typically presented in a Biopsychosocial Report (e.g., presenting problems, history, current functioning); a brief summary of information gathered from collateral interviews or chart reviews from previous testing or treatment; and results of a Mental Status Exam or behavioral observations. The main body of the document should include assessment measures selected (whether projective or objective measures), a brief rationale for selecting these measures, a summary of results, and a brief interpretation of results used to support diagnostic

decisions. In addition, the student should briefly summarize data documenting treatment progress in the main body of the document.

- b. **Diagnosis:** The student should present diagnostic information in the main body of the document. This includes listing the relevant diagnoses considered, assigned diagnoses, differential diagnoses, and a brief justification for diagnostic decisions. Your responses for diagnosis should summarize the client's symptoms (linked to examples from the case history) and provide a solid justification for the diagnosis or diagnoses you selected. For each differential diagnosis, it is helpful to first present your reasons for considering the diagnosis, then briefly document your justification for not selecting this alternative diagnosis. The material presented in the body of the document should provide a full and rich justification for your diagnostic decisions and should stand alone without referring the reader to the Appendices.

To summarize, if it is part of a standard BPS report or evaluation, it should go in the document, even concisely. The committee should be able to rate each item on the CCE rating form with information provided in the body of the document (and the Skillsetter video responses) and should not need to refer to Appendices for this information.

The appendices may include:

- De-identified reports from other evaluators or clinicians bearing clinically relevant information
- Full summary of assessment scores and/or documentation of treatment progress using figures and/or tables
- Full diagnostic criteria for disorders (as long as symptoms met and examples are included in main body of document)
- Examples of blank or de-identified completed handouts demonstrating intervention skills
- Other supplemental information

- c. **Alternative Assessment:** Students may develop an alternate assessment plan to demonstrate competency. While this is not required, it can be helpful to students at sites where assessment is discouraged and/or the student felt constrained in the types of assessment they were permitted to use.

2. **Conceptualization and Treatment Formulation.** The student should not only describe the conceptual formulation that guided him/her/them in the initial treatment of the case but should also explain how the assessment data were utilized as a whole in choosing such a formulation. The treatment plan, including goals and appropriate intervention strategies should be described fully. The student should be able to justify the treatment plan based on the conceptualization of the case, the theoretical modality selected, and any pertinent empirical data regarding treatment efficacy.

3. **Integration.** This section outlines the student's thinking in handling the case from the initial intervention(s) to termination. Specifically, emphasis should be placed on describing how assessment data were integrated with conceptual formulation(s) and supportive empirical findings to generate intervention strategies. Focus should also be placed on what progress indicators, including assessment data when relevant, were obtained and how they were used to guide the course of therapy, as well as how any changes in case conceptualization led to changes in treatment.
4. **Termination.** A description of the reasoning and other factors involved in the decision to terminate, the issues relevant to this particular case, and the process of termination should be presented. Termination may be complete, in progress, planned, or premature.
5. **Outcome Evaluation/Critique.** In addition to a goal-oriented summary of the intervention outcome, the student should analyze the case from the standpoint of strengths and weaknesses of the intervention strategies (especially regarding relevant empirical findings), quality of the therapeutic relationship, and effectiveness of treatment.
6. **Ethical and Legal Considerations.** The student should review any ethical and/or legal issues they deem to be relevant to the case. If no ethical or legal issues were raised, a statement to that effect will suffice.
7. **Diversity Issues.** The student should briefly review any diversity issues relevant to the assessment, conceptualization, and treatment of the case. Examples of individual differences and diversity issues include race, ethnicity, culture, sexual orientation, age, gender, gender identity, disability, and religious preference.

C. Written Presentation

The written portion of the CCE may not exceed twenty-five (25) double-spaced typewritten pages (approximately 6250 words). The margins must correspond to those of the current APA editorial style. In general, the document should include information that would be contained in a biopsychosocial (BPS) evaluation, including: the presenting problem and symptoms noted and denied, details about the history of the presenting problem, the client's personal history, explanations to support diagnostic impressions and rule-outs, as well as the rationale and literature support for assessments used, assessment results, etc. Any additional *supporting* material, which will render the document longer than 25 pages, can be included as appendices.

However, use appendices judiciously. In other words, include the most salient supporting documents but do not include superfluous material. Examples of materials often included in the Appendices include figures of assessment results at different time points during treatment, de-identified clinical materials (e.g., completed thought records or anxiety hierarchies), etc. The faculty committee members will read materials in the appendix at their discretion. Therefore, all essential information must be included within the main body of the document. Remember, you may bring additional supporting materials to reference during the CCE oral defense. Please be sure to reference all Appendices in the

text. The lengths of all CCE documents MUST be approved by the Clinical Training Office before distribution to committee members.

The 25-page limit does **NOT** include title page, table of contents, lists of tables or figures, reference lists, transcript, or copies of progress notes, test protocols, copies of pertinent outcome studies, or other supporting documents. Such supporting documentation may not include extended reviews of literature or supplemental case analyses; pertinent literature review and case analysis, if presented, must be included within the 25-page limit. Please note that Appendices may not be used to skirt the 25-page maximum length of the document. Students submitting CCE documents that exceed this page limit will not be permitted to conduct their examinations until their documents have been revised to conform to these guidelines. As a general rule, the written portion of the CCE should present, in relatively concise form, what the student intends to present in more extensive form in the oral presentation.

In printing the document, no typeface smaller than Courier 10cpi or font smaller than Times New Roman 12pt can be used. This is an example of Times New Roman 12-point.

In accordance with the Ethical Principles of Psychologists promulgated by the American Psychological Association, confidentiality must be maintained for ALL materials used in the preparation and presentation of the Clinical Competency Examination. The student accepts full responsibility for ensuring such confidentiality. Specifically, they must safeguard the confidentiality of clients' identifying information, life circumstances, place and/or name of the treatment facility or agency, clinical problems, as well as all HIPAA identifiers.

D. Skillsetter Recordings

Annually, students eligible for the CCE will be asked to vote on a date during the Summer term for completing the Skillsetter Conversation Simulation (CS) recordings. All students will record their CCE CS using the Skillsetter web-based platform on the same prescheduled date and time. All Skillsetter recordings must be submitted within the Skillsetter platform at the end of the prescheduled time. One make-up date may also be scheduled for students with valid extenuating circumstances. Any student who is unable to complete the recording on the prescheduled day/time, must communicate the reasons why this is the case in writing to the Director of Clinical Training as soon as possible, but no later than 10 working days before the original, pre-scheduled Skillsetter recording date.

During the Skillsetter recordings, students are expected to work independently on their responses to the CS and not share any information about the CS with anyone. Any violations of this expectation will be considered academic dishonesty and will automatically disqualify the student from the examination and result in a referral to the Professional Standings Committee.

After the recordings have been submitted, students must download their Skillsetter recordings, including the original CS and the student's

responses, to their SharkMedia accounts (see Appendix F). Students will then submit their Skillsetter recordings via a SharkMedia link, to the office of Clinical Training and their CCE faculty committee members, along with their written CCE document (at least three weeks prior to the oral examination). A written transcript of the Skillsetter vignette recordings and the Self-Assessment and Transcript Form (Appendix E) must be included in the written document in the form of an Appendix in the student's CCE document.

Students who completed the Skillsetter portion of the CCE the previous year but did not schedule an oral defense, may elect one of two options: (a) submit the Skillsetter recordings from the previous year or (b) re-take and submit new recordings. **If a student chooses to re-take the Skillsetter examination, they must submit the new recordings** (i.e., students will not be able to choose between the previous and new recordings).

However, students re-taking the CCE after a "remediate" decision the previous year must re-take the Skillsetter portion of the examination. These students may not use the Skillsetter recordings previously submitted and resulting in a "remediate" decision.

The CCE candidate is responsible for submitting a recording of adequate quality to enable the examiners to hear and to evaluate the Skillsetter vignettes effectively. There is no minimum length for such recordings, but each must demonstrate appropriate application of the target skills delineated on the Self-Assessment and Transcript Form (Appendix E). The written transcript will not suffice as a substitute for a recording of inadequate quality. Presentation of an inaudible recording may result in postponement of the CCE until such time as an adequate quality recording can be provided.

E. Oral Examination

1. **Oral presentation.** As the examiners will have read the written material before the examination, the oral presentation should build upon, but not repeat, the basic information conveyed in writing. The student should therefore be prepared to present and discuss an overview of the case. **This presentation should not exceed twenty (20) minutes in length**, and should emphasize the following aspects:
 - a. **Conceptual formulation and integration.** The student should be able to explain and support their conceptualization and address how conclusions were drawn and what effect these had upon the management of the case. Changes in the conceptual and diagnostic formulation over time should be noted as well. **Students should be prepared to discuss in the oral examination one alternative, distinct theoretical approach or set of procedures that are relevant to their case. The discussion of an alternative theoretical approach typically takes place during the question and answer (Q & A) portion of the evaluation. Thus, the committee will not necessarily examine the student on**

that model nor will the student be required to present this alternative model in the written document.

- b. Therapeutic interventions.** A discussion of therapeutic interventions is central to the presentation. The student should demonstrate knowledge of the relevant literature(s), and should be able to discuss how assessment data, conceptual models, and empirical findings were integrated to formulate treatment plans. Specifically, the student should discuss treatment goals, choice of modality, specific intervention strategies employed, and the impacts of each.
 - c. Critical evaluation of the case.** This portion of the oral examination should consist of an objective and thoughtful critique of the case. (For example, in retrospect, what "errors" were made? What other interventions might have proven more effective for the client?)
2. **Defense.** The majority of the time is allotted to the critical evaluation of the student's ability to handle the Committee's in-depth exploration and probing of their work. The student is required to "think on their feet," to consider and evaluate other possible interventions consistent with their conceptualization, to contrast modalities, and to support the approach taken. The Committee also evaluates the professional manner in which the student conducts themselves during the oral portion of the examination.

In all cases, the Committee members are free to explore and test the student until they conclude they can render an accurate decision. **However, the student will not be examined or evaluated on any conceptual models or empirically validated procedures other than the two prepared in advance.**

Students have found it helpful to prepare themselves for the defense by (1) attending the CCEs of classmates in order to familiarize themselves with the process, (2) conducting mock CCEs with faculty not on their CCE committee and other students, and (3) reviewing the sample written CCE documents available in the Office of Clinical Training. All CCE candidates are encouraged to take advantage of these opportunities, as past students have found that these practices increase confidence, prepare them for unexpected questions, and decrease some of the anxiety of presenting.

Examination Outcome

The Committee is to evaluate the written and oral presentations and Skillsetter recordings. After deliberation and discussion, each member of the Committee is to render an independent decision (pass or remediate). In addition, each Committee member is to rate the student's strengths and weaknesses in the specific categories of the CCE Rating Scale (Appendix A). **A total score of 70 or above is required to pass the CCE.**

- A. The committee members' decisions will result in one of the following outcomes.
1. If both members render decisions of Pass, which indicates that the student obtained a total score on the CCE Rating Form greater than 70 points, then the student has successfully completed the CCE requirement.
 2. **If one member renders a decision of pass and the other member renders a decision of remediate, the outcome will be considered a split decision. The committee chairperson will inform the student and the DCT, who will appoint within three (3) working days a third committee member who will evaluate the student's written work, the Skillsetter recordings, and the recording of the oral examination. This member will then render an independent pass or remediate decision using the CCE Rating Scale and will make recommendations as warranted. The third member should NOT contact the original committee members or review their ratings on the CCE scale to ensure that the evaluation is not biased and is conducted independently. Within ten (10) working days, the third member will submit their decision to the DCT who will consider the decision in the following manner:**
 - a. **If both a member of the original committee and the third member render a decision of Pass, then the student has successfully completed the CCE requirement;**
 - b. **If both an original member of the committee and the third member render a decision of Remediate, then the CCE is not passed and the majority members will forward their recommendation to remediate to the DCT.**
 3. If both members render a decision of Remediate, the CCE is not passed, and internship eligibility is accordingly incomplete.
- B. While the basis for each committee member's decision of Pass or Remediate depends on judgment of the adequacy of the student's written and oral presentations as well as the Skillsetter recordings, the following guidelines are offered:
1. Pass indicates an appraisal that the student's overall clinical performance and presentation are fundamentally sound and are acceptable as presented. The student is deemed ready for internship. The overall score the student obtained on the CCE is at or greater than 70 points.
 2. **Remediate indicates an appraisal that the student's overall clinical performance is fundamentally unsound, that they require additional training in one or more areas prior to internship, and that they will need to be reexamined after a period of remediation, the components of which will be determined by a committee appointed by the DCT.**

CCE Guidelines

- C. The Chair will submit to the Director of Clinical Training the Committee's decision (pass, remediate, or split) as well as ratings of the student's strengths and weaknesses in the specific categories under evaluation.
- D. The Director of Clinical Training will place copies of the written summary to the student's file, as well as notification of their ultimate pass/remediate status in the academic and clinical training files. These copies may be obtained by the students from the Clinical Training office.
- E. No student will be eligible to accept an internship placement until successfully completing the CCE.
- F. Not passing the CCE on the fourth attempt results in automatic dismissal from the program.

Remediation

Should the committee's decision be that the student remediate, the DCT will appoint a committee of two faculty members who, together with the DCT, will meet with the student, review the findings of the CCE committee, and develop a written plan of additional work that the student must complete in order to address weaknesses identified by the CCE committee and be able to re-take the CCE. The remediation options include but are not limited to taking additional practica and/or supervision and then presenting another case.

All candidates determined to be in need of remediation by their examining committees must re-take the Skillsetter portion of the CCE and sit for the oral examination again, the constitution of which will be different from the prior one and include a third committee member. The three-person committee will be appointed by the DCT.

If the CCE is not passed at the first sitting, the minimum remediation period before a second sitting is three (3) months. If the CCE is not passed at the second or third sitting, the minimum remediation period before sitting for the next examination is six (6) months. Not passing the CCE on the fourth sitting results in automatic dismissal from the program.

Appeals of CCE Decisions

Any student wishing to dispute their scores and/or pursue an appeal of the Committee's decision, should consult the Student Grievances and Appeals section of the College of Psychology Student Handbook for their respective program (Ph.D. or Psy.D.).

Student's Name:
 Ph.D. or Psy.D. (circle one)
 Examiner's Name:
 Date of Evaluation:

Appendix A

COMPETENCY DOMAIN 1: Assessment and Diagnosis

- | | | |
|---|--|---|
| <input type="checkbox"/> Reason for Referral & Presenting Problem | <input type="checkbox"/> Vocational and Military Hx | <input type="checkbox"/> Past Suicidal or Self-Inj Bx |
| <input type="checkbox"/> Hx of Presenting Problem | <input type="checkbox"/> Legal Hx (inc. DCF Involvement) | |
| <input type="checkbox"/> Childhood History | <input type="checkbox"/> Medical Hx and Medications | <input type="checkbox"/> Religious/Spiritual Issues |
| <input type="checkbox"/> Educational History | <input type="checkbox"/> Psy Hx and Medications | <input type="checkbox"/> Cultural/Diversity Issues |
| <input type="checkbox"/> Family and Social History | <input type="checkbox"/> Family Psy and Medical Hx | <input type="checkbox"/> Strengths and Protective Factors |

	Competency Demonstrated		Competency Emerging (but below MLA)		Competency Not Demonstrated		Score
	5	4	3	2	1	0	
Intake, History and Current Functioning <i>Student provides information sufficient for diagnosis, case conceptualization and treatment planning.</i>	The BPS report provides a detailed history of presenting problem, background information, description of current functioning and/or risk assessment. Comprehensive coverage of all relevant background/history (see above).		The document provides some useful information but lacks a complete history of presenting problem, background information, description of current functioning and/or risk assessment. The information provided is not sufficiently detailed to inform the development of accurate diagnostic impressions, clinical formulations, and/or treatment recommendations OR the report lacks one or more key areas.		The document is lacking key information about the history of presenting problem, background information, description of current functioning, and/or risk assessment. The information provided is incorrect, inconsistent and/or does not inform the development of diagnostic impressions, clinical formulations, and/or treatment recommendations.		(0 to 5)

	Competency Demonstrated	Competency Emerging (but below MLA)	Not Demonstrated		Score
	3	2	1	0	
Mental Status Examination <i>Student gathers information needed to quickly assess client functioning</i>	MSE findings are generally summarized fully and accurately within the BPS report, including all components of mental status examination (and a suicide assessment). The mental status and behavioral observations inform diagnostic impressions and treatment formulations.	MSE findings are present but incomplete or inaccurate. Some important areas of assessment are incomplete or missing and/or findings in some areas are inaccurately or incompletely summarized in the document. MSE and behavioral observations offer little toward diagnostic impressions and/or treatment formulations.	MSE is omitted or wholly inadequate. Many important areas of assessment are incomplete or missing and/or findings across many areas are inaccurately or incompletely summarized in the document.		(0 to 3)

	Competency Demonstrated	Competency Emerging (but below MLA)	Not Demonstrated		Score
	3	2	1	0	
<p>Psychological Testing Personality Test or Broad/Narrow-Band Mental Health Measure or Behavior Checklist</p> <p>Reminder: Students' alternate assessment plans can be used to score this domain, if provided.</p>	<p>The measures selected <i>within this domain</i> are appropriate given the presenting problem(s). No obvious errors in administration or scoring are evident OR few minor errors in administration or scoring are evident, but do not compromise the validity of findings. Interpretation of results is complete and accurate, and document demonstrates effective integration of testing data to yield a complete and accurate portrait of the client.</p>	<p>The measures selected <i>within this domain</i> are appropriate given the presenting problem(s), but perhaps incomplete. Several errors in administration and scoring are evident. Interpretation of results is accurate, but perhaps incomplete OR interpretation only superficially integrates testing data and so the portrait of the client is incomplete.</p>	<p>The measures selected <i>within this domain</i> were inappropriate given the presenting problem(s). Major errors in administration or scoring were evident that significantly compromise the validity of the findings. Interpretation of results is unsound, painting an inaccurate or misleading portrait of the client.</p>		<p>SCORE ONLY <u>ONE</u> (0 to 3)</p>
<p>Psychological Testing Projective Test</p> <p>Reminder: Students' alternate assessment plans can be used to score this domain, if provided.</p>	<p>The measures selected <i>within this domain</i> are appropriate given the presenting problem(s). No obvious errors in administration or scoring are evident OR Few minor errors in administration or scoring might be evident, but these do not significantly compromise the validity of the findings. Interpretation of results is complete and accurate, and document demonstrates effective integration of testing data to yield a complete and accurate portrait of the client.</p>	<p>The measures selected <i>within this domain</i> are appropriate given the presenting problem(s), but perhaps incomplete. Interpretation of results is accurate, but perhaps incomplete OR interpretation only superficially integrates testing data and so the portrait of the client is incomplete.</p>	<p>The measures selected <i>within this domain</i> were inappropriate given the presenting problem(s). Major errors in administration or scoring were evident that significantly compromise the validity of the findings. Interpretation of results is unsound, painting an inaccurate or misleading portrait of the client.</p>		<p>SCORE ONLY <u>ONE</u> (0 to 3)</p>
<p>Psychological Testing Functional Analysis of Behavior</p>	<p>Clear statement of function, paired with a clear, well-formulated statement of the problem behavior (operational definition of the problem target). The resulting analysis yields some very targeted recommendations that allow the intervention's impact to be maximized or more efficient (i.e., analysis stressed providing a child with alternative, more socially acceptable means of escape/avoidance of aversive activities).</p>	<p>Some reference was made to the function of behavior, but little effort was made to connect the function to any meaningful recommendations for intervention, so the value of the behavioral analysis was minimal.</p>	<p>There is no mention of the functions of behavior (i.e., attention, escape, access to activities/tangibles or sensory) and/or the behaviors of interest [i.e., target behavior(s)] were too poorly defined to yield an effective behavior analysis.</p>		<p>SCORE ONLY <u>ONE</u> (0 to 3)</p>

	Competency Demonstrated	Competency Emerging (but below MLA)	Not Demonstrated		Score
	3	2	1	0	
<p>Monitoring of Treatment Progress</p> <p><i>This item addresses the question “how will you know that your client is getting better?” Student demonstrates the ability to track treatment progress and outcome using measures appropriate to the treatment goals and/or clinical observation.</i></p> <p>Reminder: Students’ alternate assessment plans can be used to score this domain, if provided.</p>	<p>The document contains meaningful and accurate information concerning how the client is or is not benefiting from treatment. Data are obtained for either change in client behavior (i.e., presenting problems or symptoms) or change in attitudes or perceptions (if those are treatment targets). Data should be collected at least twice (pre- and post-treatment) but preferably more frequently during treatment. Improvements in client functioning based on client report and/or clinical observation can also be used. Visual representation of progress (i.e., graphs) is preferred but not essential to meet this competency.</p>	<p>The document contains information concerning how the client is or is not benefiting from treatment (see “competency demonstrated” description), but those data are inadequate for evaluating progress, either because the data are not consistent with treatment goals or because the data were not collected frequently enough or were of poor quality (unreliable/invalid).</p> <p>Note: Idiographic measures can be valid if the client is trained in data collection methods that provide important data on outcome- i.e., sleep logs, etc.)</p>	<p>The document contains little or no information concerning how the client is or is not benefiting from treatment (see “competency demonstrated” description). When asked, the student is unable to identify any possible measures or methods that might provide information about the client’s achievement of the therapeutic goals.</p>		<p>(0 to 3)</p>

	Competency Demonstrated		Competency Emerging (but below MLA)		Competency Not Demonstrated		Score
	5	4	3	2	1	0	
<p>DSM-5 Diagnosis</p> <p><i>Student provides accurate diagnos(es), including appropriate justification for diagnoses selected; relevant specifiers are included.</i></p>	<p>Student accurately summarizes symptoms, assigns reasonable diagnoses and considers and assigns relevant comorbidities and specifiers.</p> <p>Note: This item allows for the fact that even experienced clinicians will sometimes differ in their views of the most appropriate diagnosis. When rating this item, please consider the student’s justification for diagnoses assigned as well as knowledge of diagnostic criteria.</p>	<p>Student inaccurately summarizes some symptoms or provides an inaccurate diagnosis, but one within the same class of diagnoses that does not significantly impact treatment planning. OR student provides one reasonable diagnosis but overlooks a likely co-morbid diagnosis.</p>	<p>Multiple required elements for assigning a reasonable diagnosis may be missing AND/OR several errors were made (i.e., inaccuracies or omissions) in describing findings. Rationale for diagnosis is questionable or the summary and rationale do not lead logically to the assigned diagnosis.</p>	(0 to 5)			

	Competency Demonstrated	Competency Emerging (but below MLA)	Not Demonstrated		Score
	3	2	1	0	
<p>Differential Diagnosis</p> <p><i>Student identified appropriate alternative diagnoses and provided rationale for ultimately ruling them out.</i></p>	<p>Student considered appropriate alternative diagnoses. The rationale for considering these diagnoses and the justification for ruling them out were clear.</p>	<p>Student considered appropriate alternative diagnoses, but rationale for consideration or justification for ruling them out were inaccurate or unclear.</p>	<p>Student did not identify appropriate differential diagnoses for the case or inappropriately ruled out a diagnosis that should have been assigned.</p>	(0 to 3)	
<p>(Written) Justification for Diagnoses</p> <p><i>Student provides appropriate justification for diagnoses selected by linking symptoms to DSM-5 criteria using DSM-5 language.</i></p> <p>NOTE: Raters can score this domain based on whether diagnoses and their justification were clear from the written document alone.</p>	<p>The document provides complete and accurate justification for diagnoses, including a complete description of symptoms, frequency/duration, statement re: distress/impairment, and any other criteria laid out in DSM-5 for making the diagnoses. Any relevant specifiers are included and the justification for each is clear. Any errors or omissions are minor and do not significantly compromise the student’s justification for assigned diagnoses.</p> <p>Student uses DSM-5 language appropriately and consistently in describing symptoms and diagnoses.</p> <p>NOTE: The requirements above must be met for each assigned diagnosis.</p>	<p>The summary of findings in the document is missing required elements for a correct diagnosis (e.g., course, statement of impairment/distress, etc.) and may contain minor errors (i.e., inaccuracies or omissions), such that rationale for assigned diagnoses is unclear. Relevant specifiers and/or their justification are omitted.</p> <p>Student uses DSM-5 language inconsistently; symptom descriptions are not clearly tied to DSM-5 criteria.</p>	<p>Multiple required elements for making an accurate diagnosis may be missing AND/OR several errors were made (i.e., inaccuracies or omissions) in describing findings. Rationale for diagnosis is questionable or the summary and rationale do not lead logically to the assigned diagnosis.</p> <p>Student rarely uses DSM language; links between reported symptoms and DSM criteria are missing or unclear, leading the reader to question the diagnosis.</p>	(0 to 3)	

**ASSESSMENT AND DIAGNOSIS SUBSCORE (POSSIBLE POINTS: 0 TO 25)
[COMPETENCY ATTAINMENT = 17.5 OR HIGHER]**

NOTE: Scores within competency domains will not be used to make pass vs. fail decisions, but we are collecting these data to evaluate competencies for the APA Self Study and to provide students with feedback on their performance in relevant competency domains.

COMPETENCY DOMAIN 2: Intervention (formerly Case Conceptualization and Treatment Formulation)

	Competency Demonstrated		Competency Emerging (but below MLA)		Not Demonstrated		Score
	5	4	3	2	1	0	
Theoretical Model	Student is able to articulate a professionally accepted theoretical approach and/or a set of empirically validated procedures or systematically integrate two or more such approaches with evidence of significant depth of understanding of these approaches.		Student is able to describe a theoretical approach or integration of two or more such approaches with adequate depth of understanding of the theories.		Presents a theoretical approach reflecting little depth of understanding and/or integrates two or more such approaches inappropriately or in a way that violates the assumptions of those theories.		(0 to 5)
Relevance	The approach is based on a careful consideration of client and therapist goals and a thorough assessment of all the most clinically relevant issues that are presented (i.e., suicidal behavior, history of sexual abuse, substance abuse, severe psychopathology).		The approach reflects basic or superficial goals and an assessment that addresses the most obvious issues, while ignoring more subtle issues or those that would have required a more careful evaluation.		The approach ignores the client’s most important goals and needs and fails to address the most clinically relevant issues, while focusing on superficial problems.		(0 to 5)
Integration	The conceptualization incorporates the client’s unique history, current problems and personality style and applies the theoretical model and/or the empirically validated approach to the actual data of the client’s life in a highly individualized manner.		The formulation incorporates some important data of the client’s life but fails to account for much of the relevant history or life situation, appealing to theoretical assumptions from the model without adequate empirical support.		The conceptualization relies mostly on theoretical constructs and offers little in the way of integration of relevant historical, mental status or personality variables that are empirical.		(0 to 5)
Flexibility of Approach	Student is able to articulate one alternative, appropriate and distinct theoretical approach or other empirically validated procedure(s) of their choosing to the case with a sound depth of understanding and appropriateness to the client’s situation.		Student is able to describe an alternative approach with adequate understanding of the basic principles and some degree of applicability to the case.		Student is unable to articulate an alternative model and/or provides no applicability to the actual case.		(0 to 5)
Strengths and Limitations of Intervention Model and Alternate Model <i>Student clearly identifies the strengths and limitations of the <u>treatment</u> they selected and their alternate treatment.</i>	Student is able to clearly describe the indications and limitations of the intervention model chosen for the case as well as the alternate model that the student has chosen.		Student has some understanding of the limitations of the model, but unaware of many contraindications or has no insight into the limitations of the alternate model.		Student is unable to adequately discuss the limitations or indications of both their intervention model and the alternate model.		(0 to 5)

	Competency Demonstrated		Competency Emerging (but below MLA)		Not Demonstrated		Score
	5	4	3	2	1	0	
<p>Fidelity of Intervention</p> <p>This item should be rated across the document, presentation and Skillsetter responses.</p>	<p>The document and presentation describe many interventions that accurately and consistently reflect the student’s conceptualization and adherence to their treatment model(s).</p> <p>The Skillsetter recordings the student identified as representing <i>the treatment model, or alternative treatment, they used for the case they presented</i> were, in fact, consistent with one of these.</p>		<p>The document and presentation reflect some interventions that are consistent with the student’s conceptualization, but the interventions are often unrelated or inconsistent with the student’s conceptualization and treatment model(s).</p> <p>The Skillsetter recordings the student identified as representing <i>the treatment model, or alternative treatment, they used for the case they presented</i> were not entirely consistent with one of these.</p>		<p>The document and presentation reflect little to no correspondence with the student’s treatment model(s) OR it is difficult to tell from the Skillsetter recordings that the student was guided by their conceptualization or treatment model(s). For example, the Skillsetter recordings might reflect warm, positive responses, but therapeutic content is largely absent.</p> <p>The Skillsetter recordings the student identified as representing <i>the treatment model, or alternative treatment, they used for the case they presented</i> were not at all consistent with one of these.</p>		(0 to 5)
<p>Intervention Skills</p> <p>This item is specific to Intervention Skills as demonstrated in the Skillsetter responses.</p>	<p>Intervention skills (as demonstrated in Skillsetter responses) were organized and well-executed. If mistakes are present, they are minor, do not fundamentally misrepresent the intervention, and are not expected to negatively impact the client’s response to treatment.</p>		<p>Intervention skills (as demonstrated in Skillsetter responses) reflected a basic understanding of the intervention skills implemented, but contained one or more major error (s) or multiple smaller errors. Although some core skills are present, it was not enough to capture the spirit of the approach and/or would possibly negatively impact the client’s response to treatment.</p>		<p>Intervention skills (as demonstrated in Skillsetter responses) were poorly implemented and contained significant errors or specific intervention strategies were inadequate or missing. The work demonstrated in the recording would likely negatively impact the client’s response to treatment.</p>		(0 to 5)
<p>Individualization of Treatment</p>	<p>The treatment plan clearly tailors strategies presented to the specific information provided about the case. Consideration of the individual case can be seen in almost all descriptions of the treatment plan and/or intervention strategies to be implemented. Even in directive sessions, student tailors manualized content to situations in the client’s life and looks to additional evidence-based practices or treatments when some element of the client’s presenting problem is not covered within the treatment chosen.</p>		<p>Important aspects of the case are considered and incorporated into treatment planning. However, most descriptions of the treatment plan and/or intervention strategies are generic and not tailored to the case (e.g., rigidly following a treatment manual without considering important aspects of the case or failing to incorporate important elements of the client’s presenting problem simply because it is not covered within the treatment chosen).</p>		<p>The treatment plan does not adequately consider specific case characteristics and does not address important aspects of the case.</p>		(0 to 5)
<p>INTERVENTION (POSSIBLE POINTS: 0 TO 40)</p> <p>[COMPETENCY ATTAINMENT = 28 OR HIGHER]</p> <p><i>NOTE: Scores within competency domains will not be used to make pass vs. fail decisions, but we are collecting these data to evaluate competencies for the APA Self Study and to provide students with feedback on their performance in relevant competency domains.</i></p>							

	Competency Demonstrated		Competency Emerging (but below MLA)		Not Demonstrated		Score
	5	4	3	2	1	0	
<p>Listening, Understanding and Empathy</p> <p><i>Student demonstrates listening skills that facilitate rapport building and the therapeutic alliance</i></p>	<p>The Skillsetter recordings reflect a solid command of effective listening and communication of understanding and empathy. For example, student uses verbal encouragers, content and feelings reflections, and summaries to communicate an understanding of client’s concerns and feelings. There are few, if any, therapist digressions and/or inaccurate summaries.</p>		<p>The Skillsetter recordings reflect adequate command of effective listening and communication of understanding and empathy. For example, student uses some verbal encouragers, content and feelings reflections, and summaries, but there are several notable missed opportunities to communicate an understanding of client’s concerns and feelings. There are several therapist digressions and/or summaries might inaccurately capture client concerns.</p>		<p>The Skillsetter recordings reflect poor command of effective listening and communication of understanding and empathy. For example, student rarely uses verbal encouragers, content and feelings reflections, and summaries, or there are many notable missed opportunities to communicate an understanding of client’s concerns and feelings. There are several therapist digressions and/or summaries often miss the client’s expressed concerns.</p>		(0 to 5)
<p>Open-Ended Questioning & Other Facilitating Techniques</p>	<p>The Skillsetter recordings reflect a solid command of use of open-ended questions and other facilitating techniques, including clarification, confrontation, feedback, and silences in exploring client concerns.</p> <p>In more directive responses, the therapist engages clients in their own learning, checks their understanding of material covered, and/or paces the session appropriately by meeting the client where they are in their learning.</p>		<p>The Skillsetter recordings reflect an adequate command of use of open-ended questions and other facilitating techniques, including clarification, confrontation, feedback, and silences in exploring client concerns, but the therapist uses these strategies infrequently or in ineffective ways resulting in some missed opportunities to enhance client exploration.</p> <p>In more directive responses, the therapist misses opportunities to engage clients in their own learning, infrequently checks client’s understanding of material covered, and sometimes misses client cues in pacing the session, resulting in a mismatch between material covered and client learning.</p>		<p>The Skillsetter recordings reflect poor command of use of open-ended questions and other facilitating techniques, including clarification, confrontation, feedback, and silences in exploring client concerns. The therapist rarely uses these strategies or uses them ineffectively resulting in many missed opportunities to enhance client exploration.</p> <p>In more directive responses, the therapist only minimally engages client in their own learning, rarely checks client’s understanding of material covered, and inadequately paces the session, resulting in a mismatch between material covered and client learning that is likely to undermine the client’s progress.</p>		(0 to 5)

COMPETENCY DOMAIN 3: Communication and Interpersonal Skills (formerly Relationship Skills and Communication)

	Competency Demonstrated		Competency Emerging (but below MLA)		Not Demonstrated		Score
	5	4	3	2	1	0	
<p>Written Communication</p> <p><i>Student exhibits a command of written communication skills in the CCE document and presentation.</i></p>	<p>Organization: The written report is clearly written, easy to follow, and organized using headings and subheadings. The paper is generally commensurate with doctoral-level training.</p> <p>Grammar: Few (if any) grammatical, syntactical, spelling errors and/or typographical errors.</p> <p>This is a polished final draft which was carefully reviewed and proofread.</p>	<p>Organization: The document is disorganized or confusing and the information follows a specific structure inconsistently (e.g., headings and subheadings used inconsistently, information presented in wrong area).</p> <p>Grammar: Some grammatical, syntactical, spelling errors and/or typographical errors occasionally noted, but generally easy to read.</p>	<p>Organization: The document is very disorganized and/or incoherent and the information is presented haphazardly with little attention to structure and organization, making it hard to follow or read.</p> <p>Grammar: Significant grammatical, syntactical, spelling errors and/or typographical errors noted throughout the document, making it difficult to read.</p>	(0 to 5)			
<p>Oral Communication</p> <p><i>Student exhibits a command of presentation skills during the presentation and of interpersonal communication skills during their oral defense.</i></p>	<p>Student presented in a confident, poised, and well-organized manner. They were well-prepared for questions and evidenced an ability to understand, consider and appropriately respond to questions during their oral defense.</p>	<p>The student’s presentation was somewhat disorganized or unclear (e.g., issues with timing, flow or preparation). They were underprepared for questions and exhibited difficulty understanding, considering and appropriately responding to questions during their oral defense.</p>	<p>The student’s presentation was very disorganized and unclear. Issues with timing, flow or preparation were all present. They were unprepared for even basic questions about their case and exhibited difficulty understanding, considering and appropriately responding to questions during their oral defense, even those that assess for basic knowledge in the field.</p>	(0 to 5)			

COMMUNICATION AND INTERPERSONAL SKILLS (POSSIBLE POINTS: 0 TO 20)

[COMPETENCY ATTAINMENT = 14 OR HIGHER]

NOTE: Scores within competency domains will not be used to make pass vs. fail decisions, but we are collecting these data to evaluate competencies for the APA Self Study and to provide students with feedback on their performance in relevant competency domains.

COMPETENCY DOMAIN 4: Professionalism (This section pulls together items that were formerly in other Competency Areas.)

	Competency Demonstrated		Competency Emerging (but below MLA)		Not Demonstrated		Score
	5	4	3	2	1	0	
Legal/Ethical Issues	Student carefully considers legal implication of case, including reporting requirements, while maintaining respect for client confidentiality and commitment to high professional standards.		Student adequately protects client confidentiality but ignores more subtle issues pertaining to the professional relationship (e.g., boundary issues) or fails to consider legal implications, including reporting requirements.		Student fails to address important legal responsibilities in case, including overlooking important reporting requirements, and/or fails to protect client confidentiality.		(0 to 5)
Diversity <i>Student clearly identifies diversity issues relevant to the case and describes how these were incorporated into treatment.</i>	Discussion of diversity issues relevant to the case was sophisticated and commensurate with doctoral-level training. The cultural expressions of the disorder and its culture-specific risk and protective factors were clear and incorporated into treatment.		Diversity issues relevant to the case were noted, but lacked a sophisticated understanding of the cultural expressions of the disorder or its culture-specific risk and protective factors was lacking and/or diversity issues were not incorporated into treatment.		Very few diversity issues relevant to the disorder were noted, and discussion was superficial or largely absent.		(0 to 5)
Professional values, attitudes, and behaviors: Outcome/Self-Critique: Strengths and Limitations in Students' Clinical Work <i>Student clearly identifies the strengths and limitations of <u>their</u> clinical work and <u>implementation</u> of treatment.</i>	Student clearly describes and documents client outcome and understands and is able to self-critique and explain the basis for success or failure of the intervention as well as their therapeutic errors or oversights.		Student is able to describe client outcome, but is limited in the ability to self-critique and explain the basis for success or failure of the intervention.		Student cannot clearly describe or document client outcome and is unable to self-critique and explain the basis for the success or failure of the intervention.		(0 to 5)

**PROFESSIONALISM (POSSIBLE POINTS: 0 TO 15)
[COMPETENCY ATTAINMENT = 10.5 OR HIGHER]**

NOTE: Scores within competency domains will not be used to make pass vs. fail decisions, but we are collecting these data to evaluate competencies for the APA Self Study and to provide students with feedback on their performance in relevant competency domains.

COMPETENCY DOMAIN (POSSIBLE SCORE/COMPETENCY ATTAINMENT SCORE) <i>Scores within competency domains will not be used to make pass vs. fail decisions, but we are collecting these data to evaluate competencies for the APA Self Study and to provide students with feedback on their performance in relevant competency domains.</i>	SCORE
ASSESSMENT AND DIAGNOSIS <i>(0 TO 25; COMPETENCY ATTAINMENT = 17.5+)</i>	
INTERVENTION <i>(0 TO 40; COMPETENCY ATTAINMENT = 28+)</i>	
COMMUNICATION AND INTERPERSONAL SKILLS <i>(0 TO 20; COMPETENCY ATTAINMENT = 14+)</i>	
PROFESSIONALISM <i>(0 TO 15; COMPETENCY ATTAINMENT = 10.5+)</i>	
TOTAL SCORE (0 TO 100: TOTAL SCORE MUST BE GREATER THAN OR EQUAL TO 70 IN ORDER TO PASS THE CCE.)	

_____ PASS (TOTAL SCORE IS GREATER THAN OR EQUAL TO 70)

_____ REMEDIATE (TOTAL SCORE IS LESS THAN 70)

Faculty Signature

Date

Please enter your ratings within **five days**. Thank you!

Appendix B

Procedure Checklist for Students

1. ____ Review CCE Guidelines
2. ____ Complete CCE Request Form online, which includes course eligibility clearance from Clinical Training Office.
3. ____ Once committee has been assigned, contact faculty members to arrange for an oral exam date. See Appendix D for a list of faculty names and preferred method of contact and timing.
4. ____ Complete Skillsetter Registration and sample Conversation Simulations by deadline.
5. ____ Participate in the program-wide Skillsetter assessment on pre-set date(s) to complete the vignette recordings and submit them within the allowed time frame.
6. ____ Ensure Skillsetter recordings have been submitted and are of sufficiently good audio quality. If there is a problem, contact the Office of Clinical Training immediately.
7. ____ Upload Skillsetter recordings to your SharkMedia account and create **one** playlist containing **all** your Skillsetter videos (see Appendix F).
9. ____ At least four (4) weeks in advance of the CCE oral exam date, contact the Coordinator in the Office of Clinical Training at officeofclinicaltraining@nova.edu to arrange for room reservation space and public posting. If the CCE oral defense is scheduled via Zoom, email the Office of Clinical Training at officeofclinicaltraining@nova.edu with the date and time of your CCE.
10. ____ Three (3) weeks before the scheduled CCE oral exam date, turn in three (3) copies of your document to the Office of Clinical Training to be distributed to the committee members. Students must first submit the document to the Coordinator of the Office of Clinical Training for format approval. Hence, students are advised to submit the document to the Office of Clinical Training no later than noon on the date it is due for review so that it will be ready for their faculty committee by 5pm. Also send an email with your Skillsetter recordings link (remember **only one link** to a playlist containing **all** the Skillsetter recordings) to your committee members and to the Office of Clinical Training officeofclinicaltraining@nova.edu). **If the materials are not received by 5 pm three weeks before the scheduled CCE, the student will be required to move the date of the CCE.**
11. ____ Plan to record your oral exam via your NSU Zoom account. If the CCE oral defense takes place via Zoom, it is the student's

responsibility to ensure the defense is recorded using the Zoom platform. It is the student's responsibility to send a link of their CCE recording to the Office of Clinical Training at officeofclinicaltraining@nova.edu.

12. ____ On the date of your CCE, obtain a sign-off form from the Clinical Training Office to present to the CCE Committee at the time of the oral examination.

Procedure Checklist for the Chairperson

1. ____ Respond to the student's request to schedule CCE within seven days (unless out of office with vacation autoreply on email or voicemail).
2. ____ Review written and recorded materials before the exam. Given that final scores must be tallied before the end of the CCE meeting (to determine whether a score of 70 or above was earned), it can be helpful to begin completing the CCE Rating Form during review of written and recorded materials, with the understanding that scores can be adjusted during the oral defense.
3. ____ Conduct the oral examination and direct the evaluation of the candidate.
4. ____ Complete the CCE Rating Scale and render an independent pass or remediate decision immediately after the examination (while the student waits outside the examination room).
5. ____ Make sure that each individual members' score on the CCE Rating Scale adds up to 70 or above if it is "Pass" or below 70 if it is a "Remediate" decision. Ask committee members for feedback on strengths and weaknesses noted during the CCE.
6. ____ Inform the student immediately of Committee's decision (Pass, Remediate, or Split Decision). Summarize committee feedback on strengths and weaknesses noted during the CCE and share this information with the student during the feedback portion of the meeting. **If the committee elects to remediate, the committee chairperson will refer the candidate to the Director of Clinical Training who will appoint a remediation committee.**
7. ____ The faculty member may choose to return the written presentation materials to the student after the evaluation or may choose to retain them.
8. ____ Submit the completed sign-off form to the Director of Clinical Training immediately after the evaluation.
9. ____ Ensure that the student submits the recording(s) of the oral examination to the Clinical Training Office on the day of the examination.
10. ____ Submit the completed CCE Rating Scale to the Director of Clinical Training electronically or hard copy within 5 working days of the evaluation. The inclusion of comments on the CCE Rating Scale can be particularly helpful, especially in cases of remediation as they can guide the recommendation of the remediation committee.

Procedure Checklist for Committee Member(s)

1. ___ Respond to the student's request to schedule CCE within seven days (unless out of office with vacation autoreply on email or voicemail)
2. ___ Review written and recorded material before exam. Given that final scores must be tallied before the end of the CCE meeting (to determine whether a score of 70 or above was earned), it can be helpful to begin completing the CCE Rating Form during review of written and recorded materials, with the understanding that scores can be adjusted during the oral defense.
3. ___ Complete the CCE Rating Scale and render an independent pass or remediate decision immediately after the examination (while the student waits outside the examination room).
4. ___ The faculty member may choose to return the written presentation materials to the student after the evaluation or may choose to retain them.
5. ___ Submit the completed CCE Rating Scale to the Director of Clinical Training electronically or hard copy within five (5) working days of the evaluation. The inclusion of comments on the CCE Rating Scale can be particularly helpful, especially in cases of remediation as they can guide the recommendation of the remediation committee.

Appendix C**College of Psychology CCE
Faculty Directory**

The following is a list of faculty members (12-, 10-, or 9- month) you may choose from when listing your committee member choices (9- and 10-month Faculty may not be available during the summer semester):

1. Soledad Arguelles-Borge (12)
2. John Auerbach (12)
3. Ryan Black (12)
4. Christopher Burnett (12)
5. Gene Cash (12)
6. Jennifer Davidtz (12)
7. Christian DeLucia (12)
8. Amy Ellis (12)
9. David Feldman (12)
10. Maria Fimiani (12)
11. Ana Fins (12)
12. Diana Formoso (12)
13. Barbara Garcia-Lavin (12)
14. Emily Georgia (12)
15. Charles Golden (12)
16. Iryna Kasi (12)
17. Tom Kennedy (12)
18. Jeffery Kibler (12)
19. Christopher Layne (12)
20. Timothy Moragne (9)
21. Barry Nierenberg (9)
22. Scott Poland (12)
23. Bady Quintar (12)
24. David Reitman (12)
25. Jessica Ruiz (12)
26. Robert Seifer (12)
27. LaToya Shakes Malone (12)
28. Gesenia Sloan-Pena (12)
29. Ashley Stripling (12)
30. Lourdes Suarez-Morales (9)
31. Kayla Thayer (12)
32. Jessica Valenzuela (12)
33. Sarah Valley-Gray (12)
34. Vincent Van Hasselt (12)
35. Angela Waguespack (10)

Appendix D

FACULTY	Phone	Email	Preferred Method of Contact
Arguelles-Borge, Soledad	25820	soledada	Email
John Auerbach	22725	jauerba1	Email
Black, Ryan	25794	blackrya	Email
Burnett, Christopher	25652	burnett	Email
Cash, Gene	25703	cralph	Email
Davidtz, Jennifer	25817	jdavidtz	Email
DeLucia, Christian	25810	cdelucia	Email
Ellis, Amy	25902	Amy.Ellis	Email
Feldman, David	25902	dfeldman	Email
Fimiani, Maria	25689	Mf245	Email
Fins, Ana	25897	anaifins	Email
Formoso, Diana	25772	formoso	Email
Garcia-Lavin, Barbara	27917	garciala	Email
Georgia, Emily	25895	e.georgia	Email
Golden, Charles	25715	goldench	Email
Kasi, Iryna	25716	ikasi	Email
Kennedy, Tom	25807	ktom	Email
Kibler, Jeffrey	25879	kibler	Email
Layne, Christopher	27518	clayne	Email
Moragne, Timothy	25735	moragne	Office Telephone
Nierenberg, Barry	25732	nierenbe	Email
Poland, Scott	25881	spoland	Email
Quintar, Bady	25751	badyq	Visit office (2066) to schedule
Reitman, David	25717	reitmand	Email
Ruiz, Jessica	25618	jessruiz	Email
Seifer, Rob	25681	Seiferro	Email
Shakes Malone, LaToya	24166	shakesma	Email
Sloan-Pena, Gesenia	25841	gsloanpe	Email
Stripling, Ashley	25762	astripling	Email
Suarez-Morales, Lourdes	25813	lsuarezmorales	Email
Thayer, Kayla	25880	kthayer	Email
Valenzuela, Jessica	25737	jv637	Email
Valley-Gray, Sarah	25783	valleygr	Email
Van Hasselt, Vincent	25752	vanhasse	Email
Waguespack, Angela	25719	waguespa	Email

Appendix E
CCE Self-Assessment and Transcript Form

Step 1: Record Skillsetter Conversation Simulation videos and re-record as often as you deem necessary within the three-hour time frame.

Step 2: Select four videos that demonstrate the required competency domains listed below (not all six competency domains need to be demonstrated in each individual video; however, across the four selected videos, all six domains must be demonstrated at least once.) and best represent your skills within that domain (Please see CCE rubric for full description of each of the competencies listed below.)

1. *Fidelity of Intervention

Interventions that accurately and consistently reflect the student's conceptualization (*treatment model or alternative treatment*) and adherence to their treatment model(s).

2. *Intervention Skills

Intervention skills (as demonstrated in conversation simulation) were organized and well-executed. If mistakes are present, they are minor, do not fundamentally misrepresent the intervention, and are not expected to negatively impact the client's response to treatment.

3. Listening, Understanding, Empathy

Reflects a solid command of effective listening and communication of understanding and empathy. For example, student uses verbal encouragers, content and feelings reflections, and summaries to communicate an understanding of client's concerns and feelings. There are few, if any, therapist interruptions or digressions.

4. Open-Ended Questioning & Other Facilitating Techniques

Reflects a solid command of use of open-ended questions and other facilitating techniques, including clarification, confrontation, feedback, and silences in exploring client concerns.

5. Legal/Ethical Issues

Carefully considers legal implication of case, including reporting requirements, while maintaining respect for client confidentiality and commitment to high professional standards.

6. Diversity

Diversity issues relevant to the case were sophisticated and commensurate with doctoral-level training.

Step 3: Use the form below to transcribe each video, check off areas on transcript where competency domain skills are demonstrated, and complete the self-analysis that follows (One transcript form per video should be submitted within one appendix of your CCE document).

Students may copy/paste the transcript from Skillsetter but it is the student's responsibility to ensure the accuracy of the transcript.

*For *Fidelity of Intervention* and *Intervention Skills*, consistent with the rubric, select responses that accurately reflect the treatment model, or alternative treatment, you used for the case you are presenting for the CCE.

Conversation Simulation name: _____

Recording link: _____

Indicate (x) Competency Domain

Verbatim Transcript:

I: Interviewer
behavior/response

C: Client
behavior/response

	1. Fidelity of Intervention	2. Intervention	3. Listening, Understanding, Empathy	4. Open-Ended Questioning & Other	5. Legal/Ethical	6. Diversity
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Continue adding rows as needed...

Provide a brief (no more than 250 words) self-analysis. Describe why you selected this recording and how you believe it demonstrates each of the competency areas identified within the table above. If there is anything you would have done differently, please note what that would have been here):

Appendix F

Instructions for Recording and Submitting Responses in Skillsetter

The Skillsetter portion of the CCE includes several AI Conversation Simulations with which you must interact, record, and submit responses. Prior to beginning the assessment, allow yourself time to become comfortable with the Skillsetter Conversation Simulation platform.

Be sure to use either Firefox, Edge, or Google Chrome. DO NOT use Internet Explorer or Safari, or you will encounter technical errors that may invalidate the examination.

If you encounter any technical difficulties while completing the Skillsetter portion of the exam, please contact Ali Cuthbert at Skillsetter (ali@skillsetter.com) and copy Drs. Garcia-Lavin (garciala@nova.edu) and Fimiani at (mf245@nova.edu).

Please work independently.

Following the 3-hour exam: you must choose 4 videos that you feel most strongly represent your skills in each of the following 6 domains. All 6 domains below must be represented in your responses across the four videos (they do not have to all be present in each video). Refer to Appendix E (CCE Self-Assessment and Transcript Form) in the CCE guidelines for a detailed rubric, which includes a description of each of these domains.

- **Fidelity of Intervention**
- **Intervention Skills**
- **Listening, Understanding, Empathy**
- **Open-Ended Questioning & Other Facilitating Techniques**
- **Legal/Ethical Issues**
- **Diversity**

You have 3 hours to complete the Skillsetter portion of the exam.

Following the submission of your responses you will be allowed ample time to review, transcribe, and select videos for each competency domain. As such, please use the 3 hours allotted **ONLY** to record and submit responses and **NOT** to select competency domains. You may choose to re-record your responses as many times as you see fit prior to submitting them. However, you will only be allowed **three (3) hours total** to record all the conversions.

Note: There is no way to erase and re-record a video response you have already submitted. However, you may choose to go back to the original stimulus video and record and submit a new response. Please note that all responses you submit will be displayed on Skillsetter. You will need to save ALL your responses to SharkMedia and add ALL your response videos to the playlist you will send to your CCE committee. Therefore, if you do choose to go back and resubmit a response for one or more videos, be sure to indicate the correct video (and link) on the CCE Self-Assessment and Transcript Form.

Instructions for saving Skillsetter Recordings:

Once you have recorded the conversation videos, please follow these steps to download and save the videos to your computer or OneDrive.

1. Go to the page with your response video.
2. Above the video is a link with the label "Download response video". Click this link.
3. The video will open in a new tab BUT it will not download automatically.
4. To save the video to your computer, click "File > Save Page As" in the browser menu.
5. Save the video to your computer. Please rename the file with your initials, followed by the exact way the video is named in the exam module on Skillsetter; e.g., "Ramona (a)".

Instructions for uploading to SharkMedia:

Once you have downloaded and saved the videos from Skillsetter, please follow the instructions below to upload them to your SharkMedia account.

Step 1: Drag & Drop Video or click to add file to the following link:

<https://sharkmedia.nova.edu/upload/media>

Step 2: As the Video is loading, rename video with your name and video name (i.e. Sam – Risk Assessment, Lucy – Treatment Planning) and change publishing status from "**Private** - Media page will be visible to the content owner only. " to " **Unlisted** - Media page will be visible to anyone with a link to the page."

Step 3: When you receive a green message on top that says "**Upload Completed!** Complete the required information for the uploaded media below." click the "Save" button below.

Step 4: Repeat steps 1-4

For a visual representation please see: <https://www.nova.edu/it-help/documents/sharkmedia/how-to-upload-to-sharkmedia.pdf>

For troubleshooting or further instructions:

If you encounter any difficulties with downloading and saving the videos from Skillsetter, contact Nicole Clark at nicole@Skillsetter.com and copy Drs. Garcia-Lavin (garciala@nova.edu) and Fimiani at mf245@nova.edu

Instructional videos:

https://sharkmedia.nova.edu/media/SharkMediaA+Creating+and+Uploading+videos/1_6g7fjs9b

<https://www.nova.edu/it-help/documents/sharkmedia/how-to-upload-to-sharkmedia.pdf>

If you need help with SharkMedia: <https://www.nova.edu/help/sharkmedia/index.html>