



Arizona's First University.

REHABILITATION COUNSELING
AZ RSA CERTIFICATE PROGRAM
GUIDELNES

2022-2023

College of Education
Disability and Psychoeducational Studies
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<https://www.coe.arizona.edu/counseling>



AZ-RSA QUALIFIED STAFF STANDARDS

Arizona's Rehabilitation Services Administration (RSA) considers it a priority to hire and retain personnel who meet the Joint Committee on Rehabilitation Counselor Certification (CRCC) education and experience standards. For additional information, please see [CRC guidelines](#).

To achieve that goal, Arizona RSA and the University of Arizona maintain an Intergovernmental Agreement that offers a certificate in Rehabilitation Counseling. The Certificate Program is comprised of five graduate courses completed over the course of one academic year (i.e., Fall, Spring, Summer).

By agreeing to participate in the Certificate Program, RSA employees agree to the following Payback Obligation to Arizona RSA (established by Arizona RSA, not the University of Arizona):

- *Az RSA employees who apply for the Certificate Program, are selected by Az RSA as candidates, but subsequently must decline the Certificate Program offer are encouraged to alert the Az RSA Certificate Program Coordinator (natalieguzman@azdes.gov) regarding the reason for declining. That reason will remain confidential and will also assist Ms. Guzman and the principal investigator in program development and sealing any problematic gaps across the Certificate Program process. Thank you.*
- The RSA employee will remain employed with Arizona RSA for a specified amount of time based on the number of courses completed. The payback time period begins after coursework is completed and the employee meets CRC examination eligibility criteria.
 - Every 3 academic credits = Payback of 1.5 months of AZ RSA employment
 - Full certificate = Payback of 22.5 months of AZ RSA employment
- If an RSA employee leaves Arizona RSA employment prior to meeting the full employment Payback Obligation, the RSA employee will be responsible for a prorated monetary payback.
- RSA employees are responsible for the cost of a course and all fees associated with it if ...
 - RSA is charged for the course and the RSA employee does not complete it
 - The RSA employee must repeat a course due to an unsatisfactory grade (C, D, E, F)

QUALIFICATION FOR CRC EXAMINATION

All professional fields and, therefore, the degrees that undergird them are subject to evolution or necessary change. Evolution is an element in any profession's educational requirements; standardization; and, in some cases, qualification for certifications and licenses. The CRCC, specifically qualification for the CRC examination, is subject to such natural evolutionary shifts.

Az RSA employees can complete the Certificate Program if they do not have an MA/MS degree or do not qualify for the CRC exam.

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Some AZ RSA employees who participate in the DES-UArizona Certificate Program may experience one or more shifts in CRCC standards as related to the requirements for the CRC examination if:

1. An MA/MS degree held by the Az RSA employee in a human service field (e.g., counseling, social work, psychology, family and child).
2. The degree held by the AZ RSA employee is not in a field related to human services such as counseling or psychology.
3. The MA/MS degree held by the AZ RSA employee qualifies as a human service degree but is not from an accredited program.
4. The MA/MS degree held by the AZ RSA employee qualifies as a human service degree but is sufficiently old that it does not meet current standards considered essential for the qualification for the CRC examination.

The CRCC AZ RSA employees with an MA/MS should contact CRCC *immediately* to discuss: for form and fee

1. Whether the AZ RSA employee's MA/MS degree(s) meets CRC examination criteria.
2. Whether the five (5) Certificate Program courses will fully meet current CRC examination requirements.
3. Whether additional graduate courses will be required to meet current CRC examination requirements.

Please note that while the Certificate Program provides financial support for the five (5) graduate counseling courses below, it does not provide financial resources beyond the five (5) courses. AZ RSA employees are encouraged to seek guidance from their AZ RSA Human Resource department and direct AZ RSA supervisors.

a. Fall term

SERP 565: Introduction to Rehabilitation and Mental Health CNSL

SERP 585: Career and Vocational Planning

b. Spring term

SERP 587: Lifespan Development and Disability

SERP 554: Motivational Interviewing

c. Summer term

SERP 580: Medical Aspects of Disability

Once AZ RSA employees know which additional courses are needed:

1. The AZ RSA employee will email [Dr. Camelia Shaheed](#) re the need for authorization to enroll for additional graduate counseling courses
2. The AZ RSA employee will specify each course needed
 - A. Course name
 - B. Course number
3. Dr. Shaheed will return to the AZ RSA employee with Non-degree Seeking (NDS) authorization for the requested course(s)
4. The AZ RSA employee must complete each course with a grade no lower than a "B". In cases where the grade is lower than a "B", the AZ RSA employee must register for and successfully complete that course with a grade of "B" or higher.

Az-RSA Employee RSA Application Steps for the UArizona-DES Certificate Program

ADMISSION TO THE AZ RSA CERTIFICATE PROGRAM

*A student re-applies to the Certificate Program **ONLY** if the student skipped a term (e.g., enrolled in Fall, but not Spring).*

*A student **NEED NOT** re-apply if the student has maintained continuous enrollment during the Fall-Spring-Summer academic year.*

APPLYING to the AZ RSA CERTIFICATE PROGRAM

Potential students should thoroughly review this application process to avoid frustration and delays

- To successfully [apply](#), the applicant should complete, pay the admission fee, and submit the online application. Do not use nicknames in creating a profile.
- After you apply online, applicants may check the status of application at their convenience by logging back in to the [application](#). Applicants should wait for an official admission email from the Graduate College.
- Once the applicant receives an official admission email, the student should upload all required documents, immunizations, domicile affidavit, copy AZ driver's license.

APPLICATION for GRADUATE, NON-DEGREE SEEKING (NDS)

1. Go to the Graduate Admissions Application [UA Grad App](#).
2. Create profile - Do not use a "nick name" on the application, use a legal name; follow all registration page directions.
3. Select **"MAIN CAMPUS"** as the UA site
4. Pay application [Fee: \\$45.00](#) (**applicants will be refunded this fee**)

ADMISSION OFFER, ADMISSION OFFER ACCEPTANCE

Accepted students will receive *email* notification of admission.

To view and accept the admission offer and view/print the official Certificate of Admission, login to GradApp <https://apply.grad.arizona.edu/users/login>

UPLOAD MEASLES/RUBELLA IMMUNITY & COVID DOCUMENTATION

[Vist Campus Health](#)

1. Measles/Rubella Immunity Documentation
<https://www.health.arizona.edu/travel-clinic-immunizations>
Born after 12-31-56: proof of immunization for measles/rubella is required
Born before 12-31-56: proof of immunization for measles/rubella **NOT** required

To upload an immunization record click on "[PatientLink](#)" and sign in with NetID and password. Click on Immunization Upload (Menu on the left).

2. COVID Vaccine Documentation
To upload COVID immunization record click on "[PatientLink](#)" and sign in with NetID and password. Click on Immunization Upload (Menu on the left).

UPLOAD RESIDENCY CLASSIFICATION

Domicile Affidavit Form: <http://registrar.arizona.edu/registrarforms>

Complete this form if you are

A FIRST-TIME applicant to UArizona **OR**

A RETURNING student after an absence of one or more semesters

1. Students should complete the "[SORC](#)" - Statement of Residency Classification. For more information visit the [Residency Navigator](#)

Once students complete the SORC, students may receive a message to complete a domicile affidavit. Complete this form online, save it, and send it directly to the [Residency Classification Office](#).

2. Then, log into UAccess Student Center – Personal – Personal Summary (there are several tiles, click on The Verified Lawful Presence (VLP)). The VLP is where the document that speaks to lawful US residency in order to accept state or federal funds.

AUTHORIZATION TO RELEASE INFORMATION (AZ RSA requirement)

Complete the [ROI](#) form, email the completed form to [Liz Piña-Figueroa](#)

1. Submit all documents, including immunizations, domicile affidavit, copy AZ driver's license.
2. Pay application Fee: **\$45.00** <http://grad.arizona.edu/admissions/procedures/application-fees> (**applicants are refunded this fee**)
3. After the online application is complete, applicants may check application status any time by logging into the application system at <https://apply.grad.arizona.edu/>.
4. WAIT for an official admission from the UArizona Graduate College.

MANDATORY UNIVERSITY of ARIZONA CatMail

This is the official means of communication between students and university-wide staff and faculty for the dispersion of important information. CatMail protects student confidentiality. Students must be sure to check CatMail at least daily. No other email address will be used by faculty.

CERTIFICATE PROGRAM COURSE SEQUENCE

Each cohort begins the Certificate Program in the Fall term and graduates during Summer term.

Fall

SERP 565: Intro to Rehab & MHC

SERP 585: Career & Vocational Planning

Spring

SERP 587: Lifespan Development & Disability

SERP 554: Motivational Interviewing

Summer

SERP 580: Medical Aspects of Disability

Note:

1. Students planning to transfer the courses completed for the Certificate Program into full- or part-time UArizona graduate study should do their best to take courses in the above course

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sequence since some graduate courses are prerequisites for others. PLAN CAREFULLY.
Courses are offered once a semester.

2. For more information or assistance, contact [Dr. Camelia Shaheed](#), Assistant Professor of Practice.

CERTIFICATE PROGRAM COURSE REGISTRATION

Log into [UAccess Student](#)

IMPORTANT: Students should log into [UAccess Student](#) regularly for information on course schedules, D2L, financial-aid, outstanding fees (can interfere with registration), hold flags, etc.

More information on [How to register for classes](#) or email [Liz Piña-Figueroa](#)

COMPENSATION for TUITION & STIPEND (\$200 per course stipend + \$45 application fee)

Once enrolled in the course specified for the term, the UArizona office of Rehabilitation Counseling will process student tuition and stipend. **Awards disbursements will occur the week before classes.**
[Bursar's Date and Deadlines](#)

1. [In-State tuition and mandatory fees](#)
2. Stipend \$200 per course (for books, plus the application fee reimbursement of \$45 – per the Office of Rehabilitation Services Administration. Does not cover repeated courses)

NEW COHORT ORIENTATION/GRADUATING COHORT CELEBRATION

Plan to attend orientation 1-2 weeks prior to the start of the academic year in August during which incoming and outgoing students are recognized.

STUDENT RESPONSIBILITIES

WORK HOURS

1. Students will complete a 40-hour work week and adequately maintain caseload and other duties while participating in coursework.
2. **Supervisors must pre-authorize flex work schedules to allow for class attendance.**

CLASS HOURS

1. Students attend class as scheduled, in-person or remotely as specified by the instructor. If absence is necessary, students alert instructors and supervisors immediately. Excessive absences will result in a discussion intended to facilitate academic continuity.
2. Students will return to work if class is cancelled for any reason or excused early.
3. Students will complete class assignments on own, not work, time.

EQUIPMENT & MEDIA

Hardware not owned by the State must not be connected to the DES network via a physical connection at any non-DES onsite location. This includes, but is not limited to, desktop computers, portable devices, and laptops. This policy does not affect telecommuters using a Citrix or other similar connection. (Refer to DES 1-38-0029 – *Information Technology (IT) and Office Equipment and Resources Acceptable Use Policy* for additional information.)

TRAVEL GUIDELINES

Travel to class will occur the day of the class. Supervisors must approve exceptions (a hardship or travel time is more than three hours).

ACCOMMODATIONS

<http://drc.arizona.edu/>

1. Course accommodations: students are responsible for contacting The Disability Resource Center (DRC).
2. Deaf/Hard of Hearing contact is Barb Borich -Video Phone: (520) 621-5176

TEXTS/BOOKS

<http://uabookstore.arizona.edu/>

1. Students are responsible for purchasing required texts prior to class starting
2. Courses are taken through the “outreach college” and SERP course number is necessary for ordering books.
3. Books can be purchased in various ways:
 - a. Tucson UArizona Book Store
 - b. Call– 520-621-2811
 - c. Fax (520-621-9899) order to the Correspondence Order Department
 - d. On-line if you have a PIN number

CATMAIL (**CHECK DAILY**)

UArizona Email is the ONLY means of communication. An official University email address is available for all enrolled students: <https://account.arizona.edu/>

UArizona email policy: www.registrar.arizona.edu/emailpolicy.htm

UACCESS

UAccess is the personal information portal, course schedule, associated links to course readings in the digital library and to D2L, grades, and SAPR (Student Academic Progress Report).

<http://uaccess.arizona.edu/>

DESIRE TO LEARN (D2L)

This is the learning platform application used by University of Arizona faculty for syllabi, reading material, assignments, sometimes tests, threaded discussions. Instructors will alert students when D2L will be used. More information on D2L: <http://help.d2l.arizona.edu/>

CODE OF ACADEMIC INTEGRITY

Integrity is expected of every student in all academic work. Academic integrity includes plagiarism of others and self (prior papers or opinions). Plagiarism can include material shared during discussions. Always give credit where it is due. The guiding principle of academic integrity is that a student's submitted work must be the student's own. Students engaging in academic dishonesty diminish their education and bring discredit to the academic community. Students shall not violate the Code of Academic Integrity and shall avoid situations likely to compromise academic integrity. Students shall observe the provisions of the Code whether or not faculty members establish special rules of academic integrity for particular classes. Failure of faculty to prevent cheating does not excuse students from compliance with the Code. Any attempt to commit an act prohibited by these rules will be subject to the same sanctions as completed acts. The procedures for reviewing a suspected violation are found in the complete Code of Academic Integrity available in the Dean of Students Office, Old Main, Room 203, or visit <http://deanofstudents.arizona.edu/codeofacademicintegrity>.

RESPONSIBILITIES TO DEPARTMENTS & PROGRAMS

Progress Toward the Certificate

1. Student employees are expected to meet their contractual obligations.
2. All students have the responsibility to devote a sufficient amount of time and energy to making progress towards achieving their certificate.
 - a) Special consideration in the application of the satisfactory academic progress standard should be applied where dictated by the nature of research undertaken, financial hardship, physical or mental illness or disability, civil obligations, family obligations, religious obligations, or other extenuating circumstances.
 - b) To successfully complete the Certificate Program, students will earn a grade of "A" or "B". The grades are mandatory for the CRC examination because they are the standard for successful graduate learning. Students will repeat courses in which they did not meet the grade requirement. This typically involves the student's responsibility for course fees.
- 3. Complete one Qualtrics evaluation at the conclusion of each of the five (5) courses. Liz Pina will provide link at end of each term.**

Responsibility to Mentors and Administrators

1. Students will understand their role in the development of their relationships with mentors.
 - a) demonstrate an awareness of the time constraints and other demands imposed on faculty members and program staff.
 - b) communicate regularly with faculty mentors and advisors, especially in matters related to research, progress, concerns, and problems within the graduate program.

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2. Students will ask questions that promote their understanding of the academic requirements and financial obligations under the Certificate Program.
3. Students will communicate in a timely manner with faculty, departments, and University administration.

CALENDAR

It is the students' responsibility to review class schedules, meeting dates and times, locations and holidays at: <https://www.coe.arizona.edu/counseling/students>

COURSE SYLLABUS

The course syllabus outlines a course and responsibilities of the instructor and the student. Instructors typically review it the first day of class.

Syllabi typically include:

- Course description
- Learning objectives
- Grading policies and specific academic tasks*
- Required texts
- Other course resources
- Course schedule
- UArizona policies (DRC, cheating/plagiarism, harassment, etc.)

***RESEARCH PAPERS & AMERICAN PSYCHOLOGICAL ASSOCIATION WRITING**

Students will be asked to complete research papers using the American Psychological Association (APA) writing style.

Reference: "Publication Manual of the American Psychological Association, 7th edition. Washington D.C: <http://www.apa.org/>

Some Valuable FAQs

Q: *What financial supports are available if I independently continue my education for an MA or Ph.D. beyond the Certificate Program?*

A:

- DES staff who choose to independently pursue coursework related to their employment can apply for tuition reimbursement through the DES Tuition Assistance Program.

Policy: <https://ourdes.az.gov/system/files/document-center/DES-1-26-40.pdf?time=1645818324808>. Application: <https://ourdes.az.gov/system/files/document-center/CHR-1049A.pdf?time=1645818223380>

NOTE: Staff must complete coursework outside of work hours.

- Federal RSA currently awards grants to colleges and universities which in turn provide scholarship assistance to all MA students, RSA-employed or not. *Last year of this grant - 2022/2023 academic year.*

Information about grant opportunities are on the U.S. Department of Education website: <https://www2.ed.gov/students/college/aid/rehab/scholarship.html>.

NOTE: Staff are responsible for independently researching and applying for opportunities.

Q: *If I pursue education/training through other independent sources such as the DES Tuition Assistance Program or the Federal RSA Grant, will AZ RSA accommodate my schedule?*

A: AZ RSA staff are encouraged to discuss and work with their supervisors regarding alternative work schedules that facilitate the completion of education goals on personal time.

Q: *If I pay for my own degree, will Arizona RSA pay for the CRC exam fee?*

A: AZ RSA will continue to reimburse employees for the initial and renewal CRC exam fees with proof of successful exam completion.

Q: *Who may I turn to with other questions?*

A: It depends on the question.

AZ RSA Program Manager: Natalie Guzman, natalieguzman@azdes.gov

UArizona Certificate Program Principal Investigator: Dr. Camelia Shaheed, camysmarvel@arizona.edu

UArizona Certificate Program Coordinator: [Liz Piña-Figueroa](#)

UArizona Federal RSA Grant Coordinator (ends 2022/20223): Dr. Michael Hartley, mthartley@arizona.edu

MA: COUNSELING, REHABILITATION EMPAHSIS
Ph.D.: COUNSELOR EDUCATION & SUPERVISION

Annual Application Deadline: January 15

After completion of the Certificate Program, AZ RSA personnel are encouraged to pursue a stand-alone MA degree with a rehabilitation emphasis, a degree that meets eligibility criteria for the Certified Rehabilitation Counselor (CRC) examination. Although RSA personnel who pursue that degree do so independently of AZ RSA, AZ RSA offers some supports (see page 9 of this pamphlet).

Such applicants must fulfill the requirements established by the UArizona Graduate College and the Department of Disability & Psychoeducational Studies (DPS). Grade point average must be at least 3.00 on the most recent 60 undergraduate units or 12 graduate units (i.e. from the RSA Certificate program).

DPS MA APPLICATION REQUIREMENTS

1. Two (2) **official** transcripts of all colleges or universities attended
2. Three (3) letters of recommendation from persons with direct knowledge of the applicant's academic and/or professional performance
3. Resume
4. Autobiographical essay

[Counseling – Rehabilitation MA Program Information and Student Handbook](#)

[Graduate College Admissions & Procedures](#)

COUNSELOR EDUCATION AND SUPERVISION DOCTORATE

Handbook:

https://coe.arizona.edu/sites/default/files/CES_PhD_Handbook_2021-2022.pdf

Admission Requirements:

<https://coe.arizona.edu/content/counselor-ed-phd-admission-requirements>

Apply:

https://apply.grad.arizona.edu/users/login?_gl=1*6qugov*_ga*NTQyNTM0Nzg2LjE2NDEyMjMwNTM.*_ga_7PV3540XS3*MTY1NzE0NTM2My4zMCA4xLjE2NTcxNDUzNzMuNTA

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