

Department of Counselor Education—Northeastern Illinois University
Departmental Proficiency Examination (DPE)—Application

The DPE application, completed and signed by the student and the advisor, must be received by the Department no later than two weeks prior to the exam date.

Date: _____ Student ID: _____ **must be included**

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Telephone: _____ NEIU email: _____ **@neiu.edu**

Program (check one):

_____ Community Counseling _____ Clinical Mental Health Counseling
_____ Family Counseling _____ School Counseling _____ Rehabilitation Counseling

Month in which DPE is requested (check one and provide the year):

February _____ year June _____ year October _____ year

For Community and School Counseling students: You must have completed the following courses prior to applying for the DPE: COUN 401, 402, 403, 404, 405, 406, 408, 409, and 430.

For Clinical Mental Health Counseling students: You must have completed the following courses prior to applying for the DPE: COUN 401, 402, 403, 404, 405, 406, 408, 409, and 430.

For Family Counseling students: You must have completed the following courses prior to applying for the DPE: COUN 401, 402, 403, 404, 405, 406, 408, 409, 415, 420, 421, 430, and 431.

For Rehabilitation Counseling students: You must have completed the following courses prior to applying for the DPE: COUN 402, 403, 404, 405, 406, 408, 409, 430, 433, 434, 435, and 436.

ALL INCOMPLETES MUST BE REMOVED ONE MONTH PRIOR TO THE EXAM DATE.

Course	Course Title	Semester/Year	Grade
401	Prof Orientation & Legal/Ethical Practice		
402	Developmental Counseling		
403	Theories of Counseling		
404	Assessment & Evaluation in Counseling		
405	Individual Counseling Skills		
406	Group Counseling		
408	Research Seminar		
409	Career Development		
415	Child/Youth in School/Family Systems (CMHC, Family, School students only)		
420	Introduction to Family Counseling (CMHC, Family students only)		
421	Advanced Marriage & Family Counseling (Family students only)		
430	Social and Cultural Diversity in Counseling		
431	Couple and Family Systems Study (family students only)		
433	Foundations of Rehab Counseling (rehab students only)		
434	Med/Psychological Aspects of Rehab Counseling (rehab students only)		
435	Work and Disability (rehab students only)		
436	Case Management in Rehab Counseling (rehab students only)		
438	Crisis & Trauma Counseling (CMHC students only)		
439	Case Conceptualization and Treatment Planning (CMHC students only)		

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

DPE Administration Policy
Department of Counselor Education
Northeastern Illinois University

A. Entering the Testing Site

1. Students must show their NEIU ID cards to be admitted for the test.
2. Students must turn off cell phones, I-pads, notebooks, smart phones, and/or any other electronic devices.
3. No displaying, answering, texting, and/or using any electronic or other device other than pen or pencil and test materials distributed by the proctor.
4. Any problems cited above may necessitate surrendering cell phones, smart phones or other electronic equipment to the proctor for safe keeping until the test is completed.
5. Students who arrive at the test location more than 15 minutes late will not be seated and must apply for another testing date.

B. Restricted Behaviors during Testing

1. Students may not eat or drink during the test.
2. Students may not talk to or communicate with other students during the test.
3. Students may not use any notes, print or electronic, during the test.
4. Students may not write notes on any part of their bodies or any method in order to take out information about the DPE. Students may write in their test booklets, but those will be collected before leaving the room.
5. Students are expected to remain quiet at all times during the test.
6. Only one student at a time will be permitted to leave the test location to use the restroom.

C. Consequences of Policy Violation

1. Students who violate these rules will be asked to leave the testing site.
2. Students who violate rule B.3. or B.4. could face the consequence of being expelled from the degree program.