



MASTER OF CLINICAL MENTAL HEALTH COUNSELING (CMHC)

Frequently Asked Questions

Disclaimer: Requirements for licensure vary state-to-state. Our curriculum is approved by the Oklahoma Board of Behavioral Health Licensure to meet the educational requirements to apply for candidacy for licensure in the State of Oklahoma. If you plan to practice in another state, please check their board requirements.

1. **How do I apply for the Master of Clinical Mental Health Counseling?** You will need to fill out an application directly through the [Graduate College's](#) website and select M201 - MCMHC.
2. **How many credit hours is the CMHC concentration?**
This concentration is a 60-credit hour program.
3. **Where can I find the Program of Study for the CMHC program?**
You can locate the [Program of Study](#) on the Graduate College's website.
4. **Where can I find the 2021 Board of Behavioral Health Licensing (BBHL) approved curriculum?**
[2021 Board Approved Coursework](#) can be found on the HR - Clinical Mental Health Counseling website under program documents. In addition, students can confirm approved courses through the [State Board's website](#).
5. **Where can I find the 2018 Board of Behavioral Health Licensing (BBHL) approved curriculum?**
[2018 Board Approved Coursework](#) can be found on the HR - Clinical Mental Health Counseling website under program documents. In addition, students can confirm approved courses through [State Board's website](#).
6. **Is there a student handbook?**
Yes. The CMHC faculty are working to update these materials. They should be on our website soon.
7. **Will I have an orientation?**
Yes. Each semester a virtual orientation will occur. The orientation will be recorded so those who cannot attend can access the information.
8. **Who is my Academic Advisor for CMHC?**
The academic advisor for the CMHC for Norman main campus and OU Extended Campus (formerly Advanced Programs) is Dr. Chris Hennington. He can be reached via email at chennington@ou.edu or by calling (405) 325-6510. Tulsa students may contact Dr. Linda Barnum via email at las@ou.edu or by calling (918) 660-3496.

Revised 11-14-2022



9. How many credit hours must be completed in the classroom?

You must complete at least 39 credit hours of classroom-based HR counseling classes. This does not include the six (6) hours of required internship hours. The remaining fifteen (15) hours may be completed HR courses in the classroom or online and may include up to nine (9) credit hours of Board of Behavioral Health Licensing (BBHL) approved transfer credits. See #22 below regarding transfer credits.

10. I am currently a standard Master of Human Relations student. How do I change to the CMHC concentration?

You must complete an Addition or Change of Program (ACOP) application through the Graduate College. There is no fee to submit this application and you will not need to submit supplemental materials (statement of goals, resume, letters of recommendation, or transcript).

We have inserted a link to the step-by-step guidelines. [Click Here](#)

11. Who is the Faculty Advisor for Practicum and Internship?

Dr. Gerald Pennie is the Faculty Advisor for all CMHC internships. He may be reached at gpennie@ou.edu.

12. When can I take practicum for the CMHC?

Students beginning their program Fall, 2022 or after will take practicum prior to internship. We anticipate requiring prerequisite courses prior to practicum. These changes should become effective for students who begin their program Fall, 2023 and beyond.

13. What are the requirements for the Practicum for the CMHC?

Students must complete 100 hours (3 credit hours) of practicum. Of those, at least 40 hours must be direct contact. These 40 hours may include individuals, couples, families, co- facilitation, psychoeducation, assessment, or groups

Students who began their programs Fall 2021, Spring 2022, or Summer 2022 may opt to forgo practicum and take Current Problems instead. You will petition through the graduate college if you want this option. The CMHC faculty strongly encourage you to take practicum as it involves improving your counseling skills and experiencing more hours working with clients.

14. What are the requirements for the internship for the CMHC?

You must successfully complete all six (6) credit hours of internship in a counseling agency under a licensed mental health professional. Internship hours cannot be started until the semester following successful completion of at least 45 credit hours to include all Core Requirements (nine hours), all Required Counseling courses less internship hours (18 hours), and a minimum of 18 hours of electives. Prior approval of the desired agency is required. Core and Required courses are outlined on your program of study.

Your internship hours must be completed in a counseling setting under a licensed mental health counselor. At least 100 hours must be DIRECT contact hours. These 100 hours may include individuals, couples, families, co- facilitation, psychoeducation, assessment, or groups.

A licensed mental health counselor such as an LPC, psychiatrist, MSW, psychologist, LMFT or LADC will be sufficient. However, during your 3,000 hours of supervision once you are an LPC-Candidate, you must have a board approved LPC Supervisor.

Revised 11-14-2022



15. Is approval for the desired agency required prior to beginning my Practicum and Internship?

Yes. If the agency is not on the approved agency list, you MUST submit the Internship Site Information form to Dr. Gerald Pennie (gpennie@ou.edu). All agencies must be approved by Dr. Pennie prior to submission of the internship packet. [A list of Approved Sites](#) can be found on the HR - Clinical Mental Health website under program documents.

16. Do I need to have insurance during my practicum and internship?

Yes. Student insurance is a requirement in working with clients. Students have several options for insurance. Most students go through the American Counseling Association's insurance. The ACA partners with HPSO and can be found at www.hpso.com.

17. If I have completed Introduction to Graduate Studies, will it count toward the CMHC? No. As of July 31, 2018, the BBHL will no longer accept this course as part of the approved 2018 curriculum.

18. Will I be required to take the comprehensive (comps) exam?

Yes, but the content of the exam will vary based on your program start date.

If you began your program prior to Fall, 2022, you will be eligible to take your comprehensive exam the semester following the successful completion of at least 51 credit hours, including all Core Requirements (nine hours), Required Counseling courses (24 hours including the required six (6) hours of Internship), and at least 27 hours of counseling electives. Note: Incomplete grades will not qualify for comps. Your comprehensive exam will be a written paper about your internship experience.

If you began your program Fall, 2022 or after, you will be eligible to take the Counselor Preparation Comprehensive Examination (CPCE) in your final semester along with your final hours of internship (internship 2). The CPCE is an exam like the required National Counseling Examination students will take upon graduating and applying to the board. The CPCE contains eight sections with 20 multiple-choice questions in each section, for a total of 160 questions. Some of your indirect internship hours can be spent preparing for this exam.

19. Can I complete Option 1 (2-question format) or Option 2 (Internship Application) for comps?

All CMHC students who began their program prior to Fall, 2022 are required to complete Option 2, which is the Internship Application paper.

All CMHC students who began their program Fall, 2022 and beyond will be required to take the CPCE (see #18).

20. What if I fail my comprehensive exam?

For students who began the program prior to Fall, 2022: If you fail your first attempt of the comprehensive exam (Option 2) you will be allowed one more attempt.

For students who began the program Fall, 2022 or beyond: you will be given a second attempt at the CPCE.

21. When I have met the requirements to qualify for the comprehensive exam, who do I submit my CMHC Program of Study to?

The submission of the Program of Study to apply for the comprehensive exam for the CMHC concentration must be submitted to your Graduate Coordinator, Christy Burt at cburt@ou.edu.



22. I have transfer credits. Can I use them towards the CMHC?

You may be eligible to bring up to nine (9) credit hours of transfer credits. You should check the Oklahoma Board of Behavioral Health to ensure your program and course(s) are listed as approved on their website. [CLICK HERE](#) or visit ok.gov/behavioralhealth and find your prior university under "Academic Requirements".

For out-of-state transfer credits, the student should contact the university where the courses were taken to determine if the transfer credits have BBHL approval. Transfer credits will be reviewed and approved on a case-by-case basis by Dr. Katie Allen.

23. I am required to take the Graduate Research and Writing course. Will that course count towards my CMHC?

If you were admitted provisionally, you must complete the course. The Graduate Research and Writing is an admissions requirement and will not count towards the CMHC concentration. You will be taking a total of 63 hours for degree completion.

24. Can I complete the thesis option under the CMHC?

No. Students seeking the CMHC concentration are not eligible for the thesis option.

25. Can I complete additional certifications in addition to the CMHC though Human Relations?

The Department of Human Relations only offers classes that will count towards the LPC (Licensed Professional Counseling) certification for the State of Oklahoma. For additional certifications beyond the LPC (e.g., Registered play therapist, Licensed Chemical Dependency Counselor, Registered art therapist, etc.), students can seek out other programs and workshops after graduation.

26. I have completed my 60-hour program. What now?

Your next steps are to graduate and wait for an official transcript confirming your graduation. Then, you will apply to the State Board of Behavioral Health. The application can be found on their website: <https://www.ok.gov/behavioralhealth/>.

Once application is made and approved, students will have two years to successfully pass the National Counseling Examination (NCE) and the Oklahoma Legal and Ethical Responsibilities Examination (OLERE).

NOTE: For students applying outside of Oklahoma, please check with your state board as requirements change based on your state of application.

27. I have completed my degree requirements and am applying the BBHL for licensure. I need an official transcript. Where can I obtain my transcript?

You can seek an official transcript from the Records Office. [Click Here](#) for link to obtain your transcript. Official transcripts with your degree posted will be available 45-60 days after the end of the semester you graduate. The BBHL will not accept unofficial transcripts.

28. I have completed my degree requirements and am applying the BBHL for licensure. I need an official transcript, but my degree is not posted yet. Can you use a Letter of Completion to apply to the BBHL?

No. The BBHL requires an official transcript with the degree posted. Official transcripts with your degree posted will be available 45-60 days after the end of the semester you graduate.

Revised 11-14-2022

