

CNPS 362 EQUIVALENCY REVIEW PROCEDURES

Step One:

Check the list of approved 362 equivalency courses on our web site at <http://ecps.educ.ubc.ca/cnps/equivalency.html>. If the course you previously completed is listed as not being equivalent, you will need to take CNPS 362.

Step Two:

If the course you previously completed has been assessed as equivalent, or is not on our equivalency list¹, you will need to submit:

- a cover letter requesting a formal equivalency review, clearly outlining your case for equivalency, and indicating contact details where you can be reached to inform you of a decision once your case has been adjudicated
- a complete copy of the course outline (a calendar description is not sufficient)
- a copy of your academic transcript indicating a minimum of a second class standing on the course for which you are requesting equivalence
- a 20-minute, unedited mock counselling session (videotape or DVD) demonstrating your ability to:
 - a) respond empathically to the client's concerns, and
 - b) facilitate the client's self exploration and understanding
- a copy of informed consent, signed by your interviewee, indicating that she or he consents to having the tape viewed by members of the Department for the purpose of determining course equivalency

Step Three:

When submitting a package for equivalency review please follow the following procedures:

- If you are mailing the materials to be reviewed, use registered mail
- Direct the package to the attention of:

Dr. Norman Amundson, CNPS 362 Coordinator
Department of Educational and Counselling Psychology
University of British Columbia
2125 Main Mall
Vancouver, B.C., V6T 1Z4
- If you wish to have your tape returned you must include a pre-paid, self-addressed postal courier package. Return of the tape should be explicitly requested in your cover letter. If you prefer to pick the tape up after it has been reviewed, please indicate this clearly in your letter. Otherwise, it will be assumed that you are giving us a permission to erase and dispose of the tape after adjudication.

Note: An equivalency application can be made only *once*, and the committee's adjudication will be kept in a departmental file. All efforts will be made to inform you of the committee's decision within 30 days of receipt of your complete equivalency request package.

¹ If the course for which you are hoping to receive equivalency for CNPS 362 does not appear on our equivalency list, it will be useful for you to first contact Dr. Amundson via e-mail at: amundson@interchange.ubc.ca about the course in question, before preparing and submitting the package of materials for equivalency review.