

TEACHER CERTIFICATION STUDY GUIDE

Table of Contents

COMPETENCY 1.0	KNOWLEDGE OF COUNSELING	1
Skill 1.1	Basic concepts of major counseling theories.....	1
Skill 1.2	Counseling Theories in Relation to Personality, Learning and Human Development Theory.....	16
Skill 1.3	Application of Counseling Theories and Techniques to a Specific Situation	40
Skill 1.4	Merits and Limitations of Individual and Group Counseling.....	42
Skill 1.5	Group Dynamics.....	44
Skill 1.6	Listening and Responding Skills.....	46
Skill 1.7	Identify Developmental Concepts in the Use of Major Counseling Approaches	49
Skill 1.8	Planning Guidance Activities	50
Skill 1.9	Communicating Information to Students.....	64
Skill 1.10	Resources and Evaluation Materials for Counseling Activities	67
COMPETENCY 2.0	KNOWLEDGE OF STUDENT APPRAISAL	71
Skill 2.1	Knowledge of Measurement Concepts.....	71
Skill 2.2	Conditions Affecting Test Results.....	72
Skill 2.3	Major Functions of Appraisal Procedures.....	73
Skill 2.4	Procedures Involved in Appraisal Administration	75
Skill 2.5	Reporting Assessment Results to Students and Parents	76
Skill 2.6	Understanding the Statistics Essential for Interpretation	78
Skill 2.7	Interpret Assessment Data to Professionals and Parents in Relation to Student Growth and Development.....	79
Skill 2.8	Interpret Student Data From Written Reports	79

TEACHER CERTIFICATION STUDY GUIDE

COMPETENCY 3.0	KNOWLEDGE OF EDUCATION AND CAREER DEVELOPMENT	81
Skill 3.1	Knowledge of Similarities and Differences of Career Development Theories	81
Skill 3.2	Career Development Activities	85
Skill 3.3	Relating Decision-making Processes to Career Development	87
Skill 3.4	Evaluation of Educational and Career Materials.....	89
Skill 3.5	Identification of Appropriate Materials to be used in Educational and Career Development	91
Skill 3.6	Interpret Student Appraisal Data Relevant to Career Development	93
Skill 3.7	Identify Appropriate Procedures to Assist Students in Developing Employability Skills	95
Skill 3.8	Assist Students in Exploring Career and Educational Options	96
Skill 3.9	Providing Information About Educational and Vocational Training Opportunities	96
COMPETENCY 4.0	KNOWLEDGE OF CONSULTATION	99
Skill 4.1	Components of a Consultation Prototype	99
Skill 4.2	Procedures for Problem Solving	102
Skill 4.3	Communication the Needs of Students	102
Skill 4.4	Communicating with Parents	103
Skill 4.5	Efficient Use of Data and Resources.....	104
Skill 4.6	Identifying Transition and Follow-Up Procedures	104

TEACHER CERTIFICATION STUDY GUIDE

COMPETENCY 5.0	KNOWLEDGE OF COORDINATION.....	106
Skill 5.1	Collect and Synthesize Student Referral Data	106
Skill 5.2	Referral Procedures for In-School and Out-of-School Individuals and Agencies	106
Skill 5.3	Informing the Community of Guidance Services	108
Skill 5.4	Organizing and Administering the Guidance Program.....	108
Skill 5.5	Creating an Orientation Meeting for Students to the School and Guidance Program	110
COMPETENCY 6.0	KNOWLEDGE OF PROFESSIONAL, ETHICAL AND LEGAL CONSIDERATIONS.....	113
Skill 6.1	Legal Mandates and Ethical Standards Regarding Assessment Data	113
Skill 6.2	Professional Standards of the American School Counseling Association and American Counseling Association	113
Skill 6.3	Legal Rights of Students and Parents Concerning Student Records.....	116
Skill 6.4	Legislation and Special Needs Students	117
Skill 6.5	Laws Regarding Child Abuse and Neglect	120
COMPETENCY 7.0	KNOWLEDGE OF PLACEMENT	123
Skill 7.1	Learning Styles and Individual Differences.....	123
Skill 7.2	Post Secondary Educational Opportunities	125
Skill 7.3	Locating and Securing Financial Aid Assistance and Scholarships.....	127

TEACHER CERTIFICATION STUDY GUIDE

COMPETENCY 8.0	KNOWLEDGE OF RESEARCH, EVALUATION AND FOLLOW-UP.....	129
Skill 8.1	Steps in Research, Evaluation, and Follow-Up	129
Skill 8.2	Needs Assessment and Program Evaluation Techniques.....	132
Skill 8.3	Interpretation of the Results of Research, Evaluation, and Follow-Up.....	134
Skill 8.4	Developing Program Objectives and Determining Appropriate Outcomes Based on Assessment Data	135
COMPETENCY 9.0	KNOWLEDGE OF CURRENT TRENDS AND TECHNIQUES.....	137
Skill 9.1	Develop Programs Involving Students as Resources.....	137
Skill 9.2	Enlisting Staff to Assist with Guidance Functions	138
Skill 9.3	Evaluate Innovative Programs, Activities, and Techniques	139
Bibliography		140
Sample Test.....		144
Answer Key		171
Rationales for Sample Questions.....		172