



---

Arizona's First University.

**AZ DES-RSA ONLINE  
Clinical Rehabilitation Counseling  
CERTIFICATION AGREEMENT &  
GUIDELINES**

2023-2024

College of Education  
Disability and Psychoeducational Studies  
PO Box 210069  
Tucson, AZ 85721-0069  
520-621-7822 (Office)  
[dps@email.arizona.edu](mailto:dps@email.arizona.edu)

<https://www.coe.arizona.edu/counseling>

# STOP & READ

**AZ RSA Applicants, avoid stress – UNDERSTAND this Certification Agreement & Guidelines**

**FACT 1:** AZ RSA candidates who decide to withdraw from UArizona do so quickly so TUITION can be REFUNDED

**FACT 2:** AZ RSA administration reviews and selects applications from interested AZ RSA personnel. Applicants hold BA/BS and/or MA/MS.

**FACT 3:** Selected AZ RSA personnel are graduate students with the benefits and obligations implied.

**FACT 4:** [Liz Piña-Figueroa](#) - Program Coordinator. She *fixes* problems, but works less than quarter time. Question to ask oneself: Do I really need her or can I solve this?

**FACT 5:** Those who wait to do the following, tend to withdraw from the Certificate Program: Upon receipt of the UArizona acceptance notice, immediately “accept”, create a CatMail account, and begin the application process.

The process is additive and time sensitive (late fees).

**FACT 6:** Contact 24/7 IT (520-626-8324) for assistance with mandatory **Duo Mobile**.

**FACT 7:** **Certificate courses are virtual.** Many courses will be listed as in-person. Register for the available section (if an on-line section is available, register for it). One week prior to first day of class, email the instructor regarding your Certificate Program status.

Fall Term	<b>SERP 565:</b> Intro to Rehabilitation & Mental Health Counseling. <b>In person, but AZ RSA scholars are online. Contact instructor for link</b>
	<b>SERP 585:</b> Career & Vocational Planning. <b>Section 002 is online. Instructor will provide a link</b>
Spring Term	<b>SERP 587:</b> Lifespan Development & Disability. <b>In person, but AZ RSA scholars are online. Contact instructor for link</b>
	<b>SERP 554:</b> Motivational Interviewing. <b>Online. Instructor will provide a link</b>
Summer Term	<b>SERP 580:</b> Medical Aspects of Disability <b>Online. Instructor will provide a link</b>

**FACT 8:** The Certificate is not a University of Arizona certificate. Rather, it is an agreement between AZ DES-RSA and the University of Arizona to provide graduate courses and workshops that can facilitate, not guarantee, acceptance to sit for the CRC examination or the MA Counseling Program. Those interested in the MA Counseling Program will apply to the University of Arizona’s Graduate College as any private citizen does.

**Continue reading for greater detail and FACTS...**

## AZ-RSA QUALIFIED PERSONNEL STANDARDS & PAYBACK OBLIGATION

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, AZ RSA and the University of Arizona maintain an Intergovernmental Agreement that offers a Rehabilitation Counseling Certificate comprised of two professional development opportunities. One is **five** (5) specific CACREP-accredited graduate courses completed over the course of one academic year -- Fall, Spring, Summer – exclusively online. The other is composed of quarterly didactic and experiential workshops facilitated by scholars and community leaders: vocational assessment and planning, case management, ethics, and medical and psychosocial aspects of chronic illness and disability.

The Certificate Program is available only to **Arizona RSA** personnel

It is an agreement between AZ DES-RSA and the University of Arizona to provide online graduate courses and workshops that can facilitate, not guarantee, acceptance to sit for the CRC examination or the MA Counseling Program.

The Certificate Program qualifies certain RSA personnel who hold either an MA in Rehabilitation Counseling or a degree in a similar field that needs an “upgrade” in order to qualify for the national rehabilitation Certified Rehabilitation Counselor (CRC) examination. AZ RSA personnel with BA/BS and MA/MS degrees in fields removed from counseling (e.g., human resources, business administration, religious studies) may also participate to increase their knowledge base and competencies. Knowledge and experience, in combination, promote positive client outcomes.

Applicants to the Certificate Program must have completed at least a BA/BS. On the other hand, an MA/MS in counseling, or similar coursework completed for a similar degree, is mandatory for the CRC examination. The CRC is founded on specific graduate degree requirements.

Please see the current Az RSA Agreement for University of Arizona Certificate Program. By agreeing to participate in the Certificate Program, AZ RSA personnel agree to the following Payback Obligation established and enforced by AZ RSA, not the University of Arizona:

- *AZ RSA Certificate Program applicants are selected by AZ RSA leadership. Successful candidates who subsequently decline the offer or withdraw are encouraged to alert the AZ RSA Program Manager ([natalieguzman@azdes.gov](mailto:natalieguzman@azdes.gov)) regarding the reason for declining. All reasons are confidential and are intended to assist Ms. Guzman and Dr. Shaheed in not only program development but also its evaluation (sealing gaps). Thank you.*
- *After successfully completing the one year, five course certificate program, the employee agrees to continue employment for a period of not less than 1.5 months for every 3 credit hours of courses taken.*

## *2023-2024 AZ RSA Certificate Program*

- If RSA personnel leave AZ RSA employment prior to meeting the full employment payback obligation, RSA personnel will be responsible for a prorated monetary payback.
  
- AZ RSA personnel are responsible for the cost of a course and all fees associated with it if ...
  - AZ RSA is charged for the course and RSA personnel do not complete it
  - AZ RSA personnel interested in a Rehabilitation MA repeat a course due to an unsatisfactory grade (C, D, E, F)
  - AZ RSA personnel register for a course outside the designated five (5) Certificate online courses and designated semesters.

## Arizona Rehabilitation Services Administration



### Agreement for University of Arizona Certificate Program

This agreement is entered into by the Arizona Department of Economic Security (Department) acting pursuant to ARS § 41-1954 et seq. and 45 §CFR 235.63(b) and \_\_\_\_\_ (name of student/employee).

#### **Recitals:**

1. The department desires to provide training that will enable entry and intermediate level vocational rehabilitation counselors to acquire knowledge and skills in the area of rehabilitation counseling via a one year, five course certificate program in Counseling and Mental Health through the University of Arizona.
2. Employee/student acknowledges that in consideration of the department paying for and providing the opportunity for such training that the employee/student agrees to certain obligations to the department.

#### **1.0 Term:**

The term of this agreement shall begin upon date of signature verifying acceptance of the terms and conditions of this agreement, and shall terminate when the terms and conditions of agreement have been met.

#### **2.0 Services to be performed:**

During the course of training, the student/employee agrees to maintain current fulltime employment, including full caseload responsibilities, within the Arizona Rehabilitation Services Administration (RSA) as an entry/intermediate level vocational rehabilitation counselor or above. After successfully completing the one year, five course certificate program, the employee agrees to continue employment for a period of not less than 1.5 months for every 3 credit hours of courses taken.

Student/employee shall be responsible for notifying RSA of any changes made to class schedule or plan of study.

Student/employee shall be responsible for, and agrees to repay to the department, costs of each course and all associated fees if:

1. The student/employee resigns or is separated from RSA prior to the completion of the employment requirement, except that the commitment to work in RSA for the specified time frame after completion of the certificate program may be exempted if failure to continue in employment is due to reduction in force (RIF), death, disability, or such other exigencies determined by the RSA Administrator to constitute a valid exemption.

Student/employee shall be responsible for the cost of re-taking a course and all associated fees if satisfactory grade is not obtained.

**3.0 Payments:**

Repayment pursuant to this agreement shall be due within 30 days of:

1. Completion of one year, five course certificate program; or
2. Termination of employment with RSA.

**4.0 Reporting Requirements:**

Student/employee will submit a copy of:

1. University of Arizona/RSA Authorization for Release of Information annually;
2. Unofficial transcripts at the completion of each course to demonstrate satisfactory progress;
3. Plan of Study upon initial enrollment
  - a. Student/employee will submit new Plan of Study if any changes are made; and
4. A copy of the certificate awarded at the completion of the program to demonstrate completion of program.

**5.0 Amendment:**

This agreement may be amended by agreement of both the parties.

**6.0 Termination:**

This agreement shall terminate on the date specified in Section 1.0 or upon 90 days written notice by either party or pursuant to ARS §38-511. This agreement may be otherwise terminated by agreement of both parties.

The agreement to repay shall survive termination by any of the methods above set forth.

**7.0 General:**

The parties agree to keep and make available all records relating to this agreement as required by ARS §35-214 and six years for audit of Federal Financial Participation. The parties also agree to use arbitration to the extent required by ARS §12-1518.

**8.0 Notices:**

The Department shall address all notices to the student/employee.

The student shall address all notices to:

RSA Administrator  
Arizona Rehabilitation Services Administration  
1789 W. Jefferson, 2NW, Mail Drop 5371  
Phoenix, Arizona 85007

I understand and accept the conditions listed above pertaining to my participation in the RSA/U of A training program options.

---

Student/Employee Signature

---

Site Code/Mail Drop

---

Print Student/Employee Name

---

Date

---

RSA Administrator  
Arizona Rehabilitation Services Administration

---

Date

## AZ RSA STAFF QUALIFICATION for the CRC EXAMINATION

Applicants to the Certificate Program must have completed at least a BA/BS. On the other hand, an MA/MS in counseling, or similar coursework completed for a similar degree, is mandatory for the CRC examination, The CRC is founded on specific graduate degree requirements.

All professional fields evolve or change out of necessity. Change, influenced by current research and economic-cultural-political shifts, are incorporated into a profession’s educational requirements, standardization, and qualification for certifications/licenses. The CRCC, which specifies CRC examination requirements, is subject to such changes.

Some shifts in CRC examination standards can be ...

1. **MA/MS in a human service field (e.g., counseling, social work, psychology, family and child, substance abuse), but a course currently considered “core” is absent from the transcript.**
2. MA/MS is unrelated to the human service field (MBA, human resources, clerical support).
3. **MA/MS in a human service field degree through a non-accredited program.**
4. **MA/MS in a human service field, but is sufficiently old that it no longer meets standards currently considered essential for CRC examination.**
5. **MA/MS grades are considered problematic.**

Fall Term	<b>SERP 565:</b> Intro to Rehabilitation & Mental Health Counseling. <b>In person, but AZ RSA scholars are online. Contact instructor for link</b>
	<b>SERP 585:</b> Career & Vocational Planning. <b>Section 002 is online. Instructor will provide a link</b>
Spring Term	<b>SERP 587:</b> Lifespan Development & Disability. <b>In person, but AZ RSA scholars are online. Contact instructor for link</b>
	<b>SERP 554:</b> Motivational Interviewing. <b>Online. Instructor will provide a link</b>
Summer Term	<b>SERP 580:</b> Medical Aspects of Disability <b>Online. Instructor will provide a link</b>

Contact CRCC *immediately* for a form + fee regarding cases that may meet **blue 1, 3, 4, 5** above

1. Does my MA/MS degree(s) meet CRC examination criteria?
2. Do the five (5) Certificate Program online courses **fully** meet current CRC examination requirements?
3. Are my grades sufficient or must I re-take some courses?
4. Do I need additional graduate courses to meet current CRC examination requirements?

AZ RSA personnel are encouraged to seek guidance from DES Human Resources and AZ RSA supervisors for benefits that include education compensation.

AZ RSA personnel will email [Dr. Camelia Shaheed](#) regarding the need for courses **in addition to** the 5 online courses

- a. UArizona course(s) name(s)
- b. UArizona course(s) number(s)

Dr. Shaheed will respond within 48 business hours, unless away.

AZ RSA personnel complete each course with a passing grade. When AZ RSA personnel want to pursue a rehabilitation MA, AZ RSA personnel will earn a grade no lower than “B” for each course to avoid retaking and personally paying for that course.



## **STEP 1 INTERNAL AZ RSA CERTIFICATE PROGRAM APPLICATION**

Every April, AZ RSA administration alerts AZ RSA personnel they will accept applications for the Certificate Program. They issue the annual Counseling Program Rehabilitation Counseling Certificate Program Agreement and Guidebook to AZ RSA personnel.

Personnel with BA/BS and/or MA/MS are considered for the Certificate Program.

*AZ RSA reimburses the application fee + pays each semester's tuition + pays each semester's \$200 stipend as long as successful Certificate Program applicants adhere to the five (5) designated online courses during designated semesters.*

Interested AZ RSA personnel will ...

1. Fully understand the minimum requirements and pay-back obligation associated with the Certificate Program
2. Express their interest in the opportunity to their direct supervisors
3. Complete the AZ RSA internal application
4. Submit the AZ RSA internal application by the designated due date
5. AZ RSA administration review internal applications to the Certificate Program and select 10 applicants and 5 "back-up" applicants
6. AZ RSA administration share their selection decision with applicants and their direct supervisors
7. AZ RSA administration share their selection decision with "back-up" applicants and their direct supervisors
8. Successful AZ RSA Certificate Program candidates decide whether to proceed with the University of Arizona application process. If they decide not, they will decline the offer so a "back-up" applicant is offered the opportunity
9. Only when all above are addressed, proceed to **STEP 2**

**STEP 2 The University of Arizona Graduate Non-Degree Seeking Application**  
**START IMMEDIATELY to avoid frustration and delays**

Application, registration, and financial support questions: [Liz Piña-Figueroa](#)

Re-apply **ONLY** if you skipped a term. EX: Completed Fall, but not Spring.

**DO NOT re-apply** if you were enrolled continuously. EX: Completed consecutive Fall>Spring> of same academic year.

**SUMMARY**

1. Apply to UArizona as Non-Degree-Seeking (NDS) Graduate Student at UArizona Main Campus
  - a. Start Graduate Admissions Application [UA Grad App](#).
  - b. Create profile with legal name
  - c. Complete application with legal name
  - d. Follow all registration page directions
  - e. “MAIN CAMPUS”, regardless of student location, is the UA site
  - f. Pay application Fee now, **reimbursed later**: \$45.00
2. After completing and submitting application, check status at any time by >> [application](#).
3. Hold for an official email Graduate College “Admission” notification
4. “Accept” or “Decline” UArizona admission
5. To view/print Certificate of Admission > login [UA Grad App](#).  
<https://apply.grad.arizona.edu/users/login> . Applicant is now “Student”
6. Create **MANDATORY** CatMail account to finish application process:  
<https://account.arizona.edu/>
7. Upload required immunizations, domicile affidavit, copy AZ driver’s license, authorization to release information per below

**IMMUNIZATION DOCUMENTATION:** [Vist Campus Health](#)

TIPS for securing immunization records

- a. Contact PCP
- b. Contact high school or prior university
- c. Contact previous employers
- d. Contact the immunization [information system \(IIS\)](#) for the state you lived in as a child
- e. If a-d above unsuccessful
  - i Re-vaccinate – **this takes TIME**
  - ii Request an antibody titer (blood test) for Measles and Mumps from PCP
  - iii Request PCP complete and sign the form or you may fill in your personal information and attach a copy of your blood testing records.

**1. Measles/Rubella Immunity Documentation**

<https://www.health.arizona.edu/travel-clinic-immunizations>

Born after 12-31-1956: proof of immunization for measles/rubella is **REQUIRED**

Born before 12-31-1956: proof of immunization for measles/rubella **NOT** required

To load immunization file, click "[PatientLink](#)"  
Sign in with NetID and password  
Click "Immunization Upload" (Menu on the left)

## 2. COVID Vaccine Documentation

To load vaccine record click "[PatientLink](#)"  
Sign in with NetID and password  
Click "Immunization Upload" (Menu on the left)

## RESIDENCY/DOMICILE CLASSIFICATION

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

If you are ...

FIRST-TIME applicant to UArizona **OR**  
RETURNING after an absence of one or more semesters (see #2 under "Course Sequence" below)

1. Students should complete the "[SORC](#)" - Statement of Residency Classification
2. Additional information: [Residency Navigator](#)
3. Once SORC is completed, students receive a message to complete a domicile affidavit.
4. Complete Domicile Affidavit online, save, send directly to [Residency Classification Office](#).
5. Log into UAccess – Personal – Personal Summary - there are several tiles, click "The Verified Lawful Presence (VLP)"  
The VLP ensures lawful US residency needed to receive state or federal funds.

## AUTHORIZATION TO RELEASE INFORMATION via UACCESS (**AZ RSA requirement**)

There is no longer an ROI to complete. Students will complete the release of information authorization as a part of UAccess. - [You can use this link](#) . To accomplish that task, students must "accept" the Certificate Program offer to enroll then create a CatMail account. Without the CatMail account, students cannot access any UArizona portals.

This mandatory form gives AZ RSA legal access to your Certificate Program academic information

"HOLDS" ON THE STUDENT'S ACCOUNT MUST BE RESOLVED BEFORE PROCEEDING

**Only when all above are complete, proceed to **STEP 3****

### STEP 3 COURSE REGISTRATION After UArizona Application Process DONE

Application, registration, and financial support questions: [Liz Piña-Figueroa](#)

Fall Term	<b>SERP 565:</b> Intro to Rehabilitation & Mental Health Counseling. <b>In person (AZ RSA attend online)</b>
	<b>SERP 585:</b> Career & Vocational Planning. <b>Section 002 online</b>
Spring Term	<b>SERP 587:</b> Lifespan Development & Disability. <b>In person (AZ RSA attend online)</b>
	<b>SERP 554:</b> Motivational Interviewing. <b>Online</b>
Summer Term	<b>SERP 580:</b> Medical Aspects of Disability <b>Online</b>

Log into [UAccess Student](#) with CatMail ID.

**CatMail:** Key to course scheduling, D2L, financial-aid, outstanding fees or other “holds” that block registration, financial reimbursements, etc.

Need support?

1. First, any “holds”?
2. Second, [How to register for classes](#)
3. Third, [Liz Piña-Figueroa](#)

**Only when all above are complete, proceed to STEP 4**

## STEP 4 TUITION, STIPEND, APPLICATION FEE REIMBURSEMENT

Application, registration, and financial support questions: [Liz Piña-Figueroa](#)

**COMPENSATION: Fees, Tuition, Stipend** (\$200 per course stipend + \$45 application fee)

Once students are enrolled in the courses specified for the term, Ms. Pina processes student tuition and stipend, assuming the student has met all application requirements. **Award disbursements occur the week before classes if students complete all requirements AND AZ RSA has approved the new budget.**

### [Bursar's Date and Deadlines](#)

1. [In-State tuition and mandatory fees](#) : Application delays will result in late fees.
2. Stipend and application fee reimbursement doesn't cover repeated courses.

### NOTES:

1. Plan to transfer Certificate Program online courses into MA study? Take the five (5) courses in sequence - some are prerequisites for others, some are offered once a year. PLAN.
2. Didn't complete the Certificate? Completed Certificate courses are valid for only 5 years.
3. For more information or assistance, contact your adviser [Dr. Camelia Shaheed](#).

## **CERTIFICATE PROGRAM WITHDRAWAL**

If you decide to withdraw from the Certificate Program, please ...

1. Discuss your concerns with AZ RSA Program Manager Natalie Guzman ([natalieguzman@azdes.gov](mailto:natalieguzman@azdes.gov)) and/or your UArizona advisor [Dr. Camelia Shaheed](#)
2. If you still wish to withdraw, please do so quickly. **Tuition refund rates decline daily until full tuition is lost without benefit.**

## **STEP 5 COMPLETION CELEBRATION & NEW COHORT ORIENTATION**

Those who complete the Certificate Program are recognized and incoming students are oriented at the annual August meeting. This is conducted via ZOOM. The AZ RSA Program Coordinator Natalie Guzman will email an invitation.

### **All are welcome**

- Students completing the courses
- Students ready to begin the coursework
- Families and Friends
- AZ RSA Supervisors and Peers

### **Itinerary**

**3<sup>rd</sup> Thursday of every August, 9-11 AM: Ms. Guzman sends invitations**

Graduate Recognition: 9AM to 10AM

- Please share one piece of wisdom with the new cohort as you leave

- Farewell and congratulations to those who crossed the finish line

New Cohort Orientation (required): follows the recognition ceremony

## STUDENT RESPONSIBILITIES

### DES EQUIPMENT & MEDIA

Unless authorized, do not connect non-state hardware to the DES network for any purpose other than internet access. This includes, but is not limited to, desktop computers, laptops, and notebook and other portable devices. DES and UArizona use the same email platform. Both cannot be accessed on the same device.

### RESPONSIBILITIES TO RSA WORK HOURS

1. AZ RSA personnel will meet with AZ RSA supervisors to discuss completion of a 40-hour work week and maintenance of caseload and other duties while in the Certificate Program.
2. **Supervisors must pre-authorize flex work schedules to allow for class attendance.**

### TRAVEL GUIDELINES

When Certificate students elect to attend class in person, travel will occur the day of class unless otherwise approved by supervisors (a hardship or travel time is more than 3 hours).

### UNIVERSITY CALENDAR

Review term start/end dates, and holidays: <https://www.coe.arizona.edu/counseling/students>

### CATMAIL (**CHECK DAILY**)

UArizona Email is the ONLY means of communication.

CatMail is mandatory for access to all university portals: <https://account.arizona.edu/>

eMail policy: [www.registrar.arizona.edu/emailpolicy.htm](http://www.registrar.arizona.edu/emailpolicy.htm)

### UACCESS

UAccess contains student personal information, course schedule, grades, and the Student Academic Progress Report. CatMail account is mandatory. Additional information: <http://uaccess.arizona.edu/>  
Review class schedules, locations, meeting dates and times here.

### D2L: DESIRE TO LEARN

The learning platform used by faculty for syllabi, reading material, assignments, tests, and discussions. Instructors alert students when D2L will be used. It is the students' responsibility to review class schedules, due dates, grades earned, and other course-related information in D2L. Additional information: <http://help.d2l.arizona.edu/>

### DISABILITY RESOURCE CENTER (DRC) <http://drc.arizona.edu/>

Contact the DRC immediately for course accommodations. DRC will contact faculty.  
Deaf/Hard of Hearing: Barb Borich -Video Phone: (520) 621-5176

### CLASS HOURS

1. One week prior to first class meeting, alert assigned course instructor of AZ RSA status and need for distance learning, if needed.
2. Attend class as scheduled. If you reside outside Tucson, attend remotely, as scheduled. If absence is unavoidable, students alert instructors and supervisors immediately. More than 2 absences will result in a discussion focused on academic continuity and success.



3. Return to work when class is cancelled or excused early.
4. Complete class assignments on personal, not work, time.

## COURSE SYLLABUS

Syllabi outline courses and the responsibilities of the instructor and the student. Instructors typically review it the first day of class. Syllabi typically include:

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

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

1. Students purchase *paper or digital texts* by the end of the first week through the UArizona bookstore if the instructor has submitted an order or other vendors. Instructors typically discuss texts during the first week meeting.
2. Paper or digital texts can be purchased via
  - a. UArizona Book Store, if instructor placed an order:
    - o 520-621-2811
    - o Fax 520-621-9899 order to the Correspondence Order Dept
    - o On-line, if you have a PIN number
  - b. eBay, Amazon, etc.

## PROGRESS

1. Students are expected to meet their DES contractual obligations.
2. Students will devote sufficient time and energy to complete the Certificate Program.
  - a) Please ID factors that can interfere with success: financial hardship, physical or mental illness or disability, civil obligations, family obligations, religious obligations, other extenuating circumstances.
  - b) To successfully complete the Certificate Program, students will earn a passing grade of at least a “C”. While “C” may be accepted by the CRCC for the CRC examination, it is not accepted for future graduate study. Students are encouraged to repeat courses to earn a minimum of “B” and bear the financial responsibility for repeating them. Grades represent the minimum standard for graduate learning.
3. **For each of the 5 online courses, students will complete the UArizona student evaluation of instructor by its due respective due date per term.**

Advisor, Administrators, Supervisors, and AZ RSA Peers

[Dr. Camelia Shaheed](#) Certificate Program advisor and mentor.

- a) Be sensitive to time and other demands imposed on faculty, staff, supervisors and peers supporting you with your caseload.
  - b) Timeliness; especially as related to appointments and academic progress.
2. KNOW academic requirements and Certificate Program financial obligations.

## Some Valuable FAQs

**Q:** *What financial supports are available if I independently continue my education beyond the Certificate Program (i.e., MA, Ph.D.)?*

**A:**

- DES personnel 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:** Personnel 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/scholrsp.html>.

**NOTE:** Personnel are responsible for independently researching and applying for opportunities.

**Q:** *For those of us who live outside Tucson or on its outskirts, is distance learning an option?*

**A:** Yes, those who reside outside Tucson may attend classes remotely. Please also see the course descriptions for online courses offered.

**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 personnel are encouraged to discuss and work with their supervisors regarding alternative work schedules that facilitate the completion of education goals.

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

**A:** AZ RSA will reimburse personnel for the initial CRC exam and renewals exam with proof of successful exam completion. Please speak with your supervisor and human resource representative since policies change.

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

**A:** It depends on the question.

DES-AZ RSA Program Manager: Natalie Guzman, [natalieguzman@azdes.gov](mailto:natalieguzman@azdes.gov)

UArizona Certificate Program Principal Investigator: [Dr. Camelia Shaheed](#)

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

UArizona Federal RSA Grant Coordinator (ends 2022/20223) for MA students: Dr. Michael

Hartley, [mthartley@arizona.edu](mailto:mthartley@arizona.edu)

## HIGHER EDUCATION

Annual Application Deadline: January 15

After completion of the Certificate Program, AZ RSA personnel are encouraged to pursue a stand-alone Counseling MA with a rehabilitation emphasis, a degree that automatically qualifies the bearer to sit for the Certified CRC examination. As importantly, by passing the CRC examination, the graduate automatically qualifies as a Licensed Association Counselor (LAC). In other words, passing the CRC examination means the graduate need not sit for the state LAC licensing exam. Only an application and application fee for the LAC are needed. Although RSA personnel who pursue the Counseling MA do so independently of AZ RSA, AZ RSA offers some financial supports (see RSA supervisor and/or DES-RSA human resources). NOTE: The UArizona Counseling MA is an in-person degree.

Counseling MA applicants must meet the requirements established by the UArizona Graduate College and the Department of Disability & Psychoeducational Studies (DPS). Minimum grade point average for the most recent 60 undergraduate units or 12 graduate units – RSA Certificate Program applies - is 3.0.

### COUNSELING MA, REHABILITATION COUNSELING EMPHASIS

#### Application Packet

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

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

[Graduate College Admissions & Procedures](#)

### COUNSELOR EDUCATION & SUPERVISION DOCTORATE

Handbook: [https://coe.arizona.edu/sites/default/files/CES\\_PhD\\_Handbook\\_2021-2022.pdf](https://coe.arizona.edu/sites/default/files/CES_PhD_Handbook_2021-2022.pdf)

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

**CONTACT INFORMATION**  
**(Education Building, 4<sup>th</sup> Floor)**

<p><a href="#">Dr. Camelia Shaheed</a> , Ph.D., LPC, CRC <b>AZ RSA Principal Investigator</b> <b>AZ RSA Student Advisor</b> Assistant Professor of Practice Room 420</p>	<p>Elizabeth Pina AZ RSA &amp; Federal RSA Program Coordinator <a href="mailto:Lpinal@arizona.edu">Lpinal@arizona.edu</a></p>
<p>Michael T. Hartley, Ph.D., CRC <b>Federal RSA Grant Advisor</b> Associate Professor of Practice <a href="mailto:mthartley@arizona.edu">mthartley@arizona.edu</a> Room 422</p>	
<p>Amanda Tashjian, Ph.D., LPC, CRC <b>Counseling Program Director</b> Associate Professor of Practice <a href="mailto:amandaeaston@arizona.edu">amandaeaston@arizona.edu</a> Room 412</p>	<p>Vanessa Perry, Ph.D., LAC <b>Graduate Student Coordinator</b> Associate Professor of Practice <a href="mailto:vmperry@arizona.edu">vmperry@arizona.edu</a> Room 412</p>
<p>Marcella Kepic <b>CAREP Coordinator</b> Associate Professor of Practice <a href="mailto:mkepic@arizona.edu">mkepic@arizona.edu</a> Room 424</p>	<p>Brian Clarke Assistant Professor <a href="mailto:bclarke14@arizona.edu">bclarke14@arizona.edu</a> Room 430</p>

**CERTIFICATE PROGRAM GRADUATES  
had this to say...**

“Start the application process immediately. One step leads to another. You can’t skip around. If you wait, you’ll get in trouble and you’ll pull out”

“It goes fast. Be prepared.”

“This changed me and my work.”

“Work with other Certificate students. It makes it less overwhelming.”

“Organize yourself. Otherwise, it’s easy to get lost.”

“This was a lot of work and a lot of fun.”