



Arizona's First University.

**AZ DES-RSA-UNIVERSITY OF ARIZONA
ACADEMIC & TRAINING AGREEMENT
SCHOLARBOOK**

2025-2026

College of Education
Disability and Psychoeducational Studies
PO Box 210069
Tucson, AZ 85721-0069
520-621-7822 (Office)
<https://www.coe.arizona.edu/counseling>

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STEP 1

Welcome to The University of Arizona

Non-degree Seeking (NDS) & Degree Seeking Graduate Studies

Of the various skills for successful graduate study, four (4) are vital:

1. Respect
2. Preparation: Reading and Comprehension
3. Communication
4. Demonstration of all above

Please avoid short cuts. Avoiding short cuts respects the time and opinions of others as well as your own. Someone once said: “I’m too busy to rush.”

Prepare for graduate work. Graduate work differs from undergraduate work. Reading, writing demands, as well as participation, for example, are much greater. Plan for this to express your opinion and avoid missing assignments for a stronger overall grade.

Before asking questions, read and understand provided written materials, *particularly this Scholarbook*. Respond professionally to all CatMail and calls within 48 business hours. Both will minimize frustration and dissatisfaction as well as respect everyone’s time.

As questions arise, use this Scholarbook first to avoid being redirected to it. When you have questions about anything related to the University of Arizona – application, course registration, fees – contact **Eliane Acuna** (elianeacuna@arizona.edu). **Ms. Acuna replaces Ms. Pina. Note the spelling of her first name to avoid undeliverable emails.** Ms. Acuna will alert [Dr. Camelia Shaheed](#) &/or Natalie Guzman (natalieguzman@azdes.gov) as necessary.

Communicate with instructors and others in a timely and professional manner. Do not use first names until invited to do so. Unwell? Communicate immediately with the course instructor. Stressed? Communicate immediately with your advisor, [Dr. Camelia Shaheed](#).

In short, learning begins with this Scholarbook and the demanding application process that all students who attend this university must complete. The path you’ve chosen is exciting and rewarding as well as predictable and frustrating. All experiences, not only book-learning, inform you and others about your professional disposition. That is life. That is learning.

Consequently, the level of reward or frustration in this graduate experience depends largely on you. How do you think of yourself? How do you want others to remember you? How do the two intersect?

Finally, faculty, staff, and I wish you success on your journey.

Camelia Shaheed, Ph.D., LPC, CRC
University of Arizona Disability & Psychoeducational Studies, MA Counseling Program
Assistant Professor of Practice
Clinical Rehabilitation Counseling Emphasis Director
DES-RSA Principal Investigator and Advisor
Education Room 420
camysmarvel@arizona.edu
Zoom Mtg ID: 5515880765 (no password)

SCHOLARBOOK ABBREVIATIONS

5-Course NDS Graduate Program: A graduate opportunity to upgrade an existing degree, increase knowledge base, and/or qualify to sit for the Certified Rehabilitation Counselor Examination (CRCE). Participants complete the five (5) courses in either one or two academic years. Completion of these courses must precede the engagement in the Counseling MA.

Course Extension: A graduate opportunity to acquire one or two courses required to sit for the CRCE or for professional development goals. Not all Counseling Program courses qualify for this.

CRCE: Certified Rehabilitation Counselor Exam.

CLRC: Clinical Rehabilitation Counseling.

CRCC: Commission on Rehabilitation Counselor Certification.

NDS: Non-degree seeking applicants regarding the *5-Course NDS Graduate Program*, *NDS Graduate Course Extension*, and *Supervisory Symposium* academic opportunities.

Supervisory Symposium (1 credit hour): 7.5 weeks for AZ RSA supervisors to increase knowledge base regarding current best practices in the profession of supervision. Maximum of seven (7) supervisors per session. **NOTE: ALL supervisors attend the first January class meeting regardless of session selected.**

Session I: 4th week Jan – 4th week March

Session II: 1st week April – 4th week May

STEP 2

BASIC FACTS

F 1: AZ RSA leadership will issue an announcement to RSA employees that will include

1. The application link for each specific professional development tier
 - a. Supervisors must approve the professional development tier
 - b. AZ RSA leadership must approve the professional development tier
2. Concrete due dates currently labelled as “TBD”

F 2: AZ RSA personnel who delay will incur late fees for which they are financially responsible.

F 3: If you suspect you’ll withdraw from a course(s), do so quickly. Specific percentages of the tuition are reimbursed but based on the passage of time. As time progresses, the reimbursement rate decreases. A made-up example: if 80% percent of paid tuition and fees are returned to you when you withdraw during the second week of the term, 30% would be returned if you withdraw during the fifth week.

On withdrawal, funds are initially credited to the student’s Bursar account, then mailed in a check.

All reimbursed monies from the University of Arizona (UA) to scholars due to withdrawal from one or more course will be returned by the AZ RSA scholar to DES-RSA no later than one month after reimbursement. The UA is legally and ethically obliged to alert AZ RSA of pending and executed academic withdrawals.

F 4: AZ RSA leadership review applications and authorize financial subsidy for the:

1. *5-Course NDS Graduate Program (online courses)*

SERP 554: Motivational Interviewing. Instructor provides online link

SERP 565: Intro to Rehabilitation & Mental Health Counseling.

Contact instructor for AZ RSA scholar online link

SERP 580: Medical Aspects of Disability Instructor provides online link
--

SERP 585: Career & Vocational Planning. Section 002: Instructor provides online link

SERP 587: Lifespan Development & Disability.
--

Contact instructor for AZ RSA scholar online link

- a. This is **not** a UA “certificate” program nor do AZ RSA scholars earn a “certificate”. It is an agreement between AZ DES-RSA and the UA to provide five courses that enhance competence and facilitate, not guarantee, CRCE qualification. Those who complete the five courses will receive a document in recognition of their achievement, not a University of Arizona-endorsed certificate. Thus, it should not be referred to as a “certificate” on any job application, resume, or CV.
- b. Pre-requisite for the In-Person Counseling MA tier with grades no lower than “B”.
- c. For AZ RSA personnel who hold an MA/MS in a related field and need additional courses to qualify for the CRCE (does not guarantee qualification).
- d. For applicants who hold a BA/BS and desire to expand their knowledge base.
- e. Only some 5-Course NDS Graduate Program courses may be listed as “in-person”.
When an on-line section taught by Counseling Program faculty is available, register for

it. When an on-line section is unavailable, register for the in-person section AND, two (2) weeks prior to the first day of class, email the instructor your 5-Course NDS Graduate Program status to request an online link. CAUTION: Register only for courses taught by Counseling Program faculty, unless otherwise stipulated:

Dr. Brian Clarke bclarke14@arizona.edu,
 Dr. Michael Hartley mthartley@arizona.edu,
 Dr. Marcela Kepic mkepic@arizona.edu
 Dr. Camelia Shaheed

2. *NDS Graduate Course Extension* (1-2 **online** courses). In cases where the Commission on Rehabilitation Counselor Certification (CRCC) requires additional courses to qualify for the CRCE or an RSA employee seeks professional development. Email [Dr. Camelia Shaheed](#) for approval after AZ RSA approval. Approval is based on (a) space and (b) pre-requisites. In cases where the applicant can attend but the course is in-person only, the applicant must attend in person.
3. *Supervisory Symposium* (2 credit hours). Eight-week **online** course for RSA “supervisors” only. The symposium occurs twice each Spring term – first half and second half. Seven (7) participants will select the first half and seven (7) will select the second half.

F 5: Accepted AZ RSA personnel, regardless of tier, are graduate students *with all the obligations and benefits implied*. The AZ DES-RSA-UA Academic and Training Agreement confers opportunities, not privileges. Please be ready for graduate work.

F 6: The *In-Person Counseling MA* Clinical Rehabilitation Counseling emphasis: AZ RSA personnel compete with general applicants for the same seats. This Agreement does not confer any privileges. Academic transcripts, personal statements, and references play key roles in candidate selection. ***Please see the Scholarbook unique to this tier.***

The competitive *In-Person Counseling MA* requires a(n)

1. *Counseling MA* application packet submitted by early January
2. Possible invitation for a *Counseling MA* interview based on application strength
3. Successful *Counseling MA* interview
4. Possible invitation to join the *Counseling MA Program* the following Fall (August)
5. To participate in this tier, AZ RSA personnel register for a maximum of two (2) courses each semester. A courseload larger than two (2), combined with full-time employment, risks both the professional and academic spheres

F 7: [Dr. Camelia Shaheed](#) advises all AZ RSA personnel interested in or engaged in any Agreement tier. Before emailing her, **CONSIDER:** Is the answer in this Scholarbook?

F 8. **Eliane Acuna** (pronounced Elayne, elianeacuna@arizona.edu) is a part-time Program Coordinator. Before emailing her, **CONSIDER:** Is the answer you seek in this Scholarbook?

F 9: Data from prior AZ RSA enrollments suggests those who delay in the following steps are 95% more likely to incur additional fees and withdraw from the Agreement than those who complete the steps promptly.

Steps are in order, additive, and time sensitive.

Late fees due to AZ RSA applicant action/inaction are the applicant's responsibility,
not AZ RSA or UA

Vaccination section is "brutal".

1. **STEP 1:** "ACCEPT" the UA acceptance notice immediately to proceed.
2. **STEP 2:** Create a CatMail account to proceed.
3. **STEP 3:** Complete the University graduate NDS *Main Campus* application.
4. **STEP 4:** Contact 24/7 IT (520-626-8324) for assistance with any technological needs.
5. **If you go on leave before receiving a UA acceptance notice, you may risk admission when something additional is needed and you miss the deadline.**

Continue reading for more important details...

STEP 3

AZ-RSA QUALIFIED PERSONNEL STANDARDS & PAYBACK OBLIGATION

Arizona's Rehabilitation Services Administration (RSA) considers it a priority to hire and retain personnel who meet CRCC education and experience standards. For additional information, please see [CRC guidelines](#).

To achieve that goal, AZ RSA and The University of Arizona (UA) maintain the **AZ DES-RSA-UA Academic and Training Agreement** to offer five professional development opportunities. The first is the *5-Course NDS Graduate Program*: five (5) **online** CACREP-accredited graduate courses that increase knowledge base and facilitate, but do not guarantee, AZ RSA personnel qualification for the Certified Rehabilitation Counselor Exam (CRCE). To date, the five courses are completed during Fall, Spring, and Summer sessions. AZ RSA personnel with BA/BS and MA/MS degrees in fields removed from counseling (e.g., human resources, business administration, religious studies) may participate to increase their knowledge base and competencies. Knowledge and experience, in combination, promote positive client outcomes. Additionally, the *5-Course NDS Graduate Program* can qualify some AZ RSA personnel who hold either an MA in Rehabilitation Counseling or a degree in a similar field that needs an "upgrade" to qualify for the national rehabilitation CCRCE.

5-Course NDS Graduate Program applicants must have completed at least a BA/BS. Note that an MA/MS in counseling, or similar coursework completed for a similar degree, is mandatory for the CRCE. The CRC is founded on specific graduate degree requirements. Contact CRCC for specific information.

The second professional development opportunity is quarterly didactic and experiential workshops facilitated by scholars and community leaders on a variety of topics such as the intersectionality of medical and psychosocial aspects of chronic illness and disability, motivational interviewing, and working with challenging clients.

The current *AZ DES-RSA-UA Academic and Training Agreement*, is only available to authorized **AZ RSA** personnel.

See the current AZ DES-RSA-University of Arizona Clinical Rehabilitation Counseling Academic & Training Agreement Scholarbook. By agreeing to participate in the academic and training agreement, AZ RSA personnel agree to the following Payback Obligation developed and enforced by AZ RSA:

- *Applications for all tiers must be approved by the applicant's direct supervisor and by AZ RSA leadership*
- *All reimbursed monies from the UA to scholars because of withdrawal from one or more courses will be returned by the AZ RSA scholar to DES-RSA no later than one month after reimbursement of said monies. The UA is legally and ethically obliged to alert AZ RSA of all pending and executed academic withdrawals.*
- *5-Course NDS Graduate Program applicants are selected by AZ RSA leadership. Successful candidates who subsequently decline the offer or withdraw are encouraged to alert the AZ RSA's Natalie Guzman (natalieguzman@azdes.gov) regarding the reason for declining. All reasons are confidential and are intended to assist Ms. Guzman and [Dr. Camelia Shaheed](#) in program development and its evaluation (sealing gaps). Thank you.*

- *After successfully completing the one year, 5-Course NDS Graduate Program, the employee agrees to continue employment for a period of not less than 1.5 months for every 2 credit hours of courses taken.*
- 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 cannot register for additional courses or outside the designated semesters. Discuss such needs beforehand with [Dr. Camelia Shaheed](#).

Continue reading for the AZ RSA Standards and Payback Obligation agreement...



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Agreement for University of Arizona Academic and Training Agreement

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 rehabilitation counseling in one or two academic years, the *5-Course NDS Graduate Program* through The University of Arizona.
2. The department desires to provide training that will enable entry and intermediate level vocational rehabilitation counselors to acquire knowledge and skills in rehabilitation counseling via a Counseling MA through The University of Arizona.
3. The department desires to provide supervisory training to all new and existing vocational rehabilitation supervisors to acquire knowledge and skills in rehabilitation counseling supervision in a *Supervisory Symposium* through The University of Arizona.
4. 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 the 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 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 or two year, *5-Course NDS Graduate 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.

After successfully completing the one or two *NDS Graduate Course Extension*, the employee agrees to continue employment for a period of not less than 1.5 months for every 3 credit hours of courses taken.

After successfully completing the *Counseling MA* or a portion of it, 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 the class schedule or plan of study (POS).

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 *5-Course NDS Graduate Program* and *Counseling MA* 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 a satisfactory grade is not obtained.

Late Fees incurred as a direct result of the AZ RSA applicant will be paid by the applicant, not UA or AZ RSA.

3.0 Payments:

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

1. Completion of one- or two-year *5-Course NDS Graduate Program*, the *NDS Course Extension* and *Counseling MA*; or
2. Termination of employment with RSA.

4.0 Reporting Requirements:

Student/employee will submit a copy of:

1. Annual University of Arizona/RSA Authorization for Release of Information.
2. Unofficial transcript at completion of each course to demonstrate satisfactory progress.
3. POS upon initial enrollment
 - a. Student/employee will submit new POS if any changes are made; and

4. A copy of the recognition document from the Counseling Program or The University of Arizona to demonstrate completion of the designated academic opportunity.

5.0 Amendment:

This agreement may be amended by agreement between 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 otherwise be 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 RSA

Date

AZ RSA-UA Academic & Training Agreement Application**5-Course NDS Graduate Program****UA Application Deadline: 31 July****Leadership Decision: 1 July****LAST DAY to avoid \$50 UA LATE FEE: 1 Aug****Brief Description**

AZ RSA personnel who wish to enhance their knowledge base and/or qualify for the CRC examination (CRCE) can complete five (5) online graduate courses. The courses facilitate, but do not guarantee, CRCE qualification. Applicants can select from one of two formats of the *5-Course NDS Graduate Program* to mitigate personal obligations as well as RSA Team needs.

Candidates will carefully consider and select the **one-year** or **two-year** course sequence selection on this application.

Course sequence selection can change up to and no later than 11:59PM seven (7) business days before the first day of the first semester. **Once the deadline passes, format selection cannot change for any reason.** The only way to “undo” format selection is to withdraw and apply next year. *This is not arbitrary but based on the balance between faculty availability and course census.*

LINK BELOW provides a SAMPLE of the application, not THE APPLICATION.

AZ RSA leadership will issue an internal AZ RSA email, with an internal link for the appropriate application: <https://forms.gle/JFjeya5PC7rsqffV6>

AZ RSA-UA Academic & Training Agreement Application**NDS Graduate Course Extension**

Application Deadline: Contact Dr. Shaheed after leadership approval
LAST DAY to avoid UA LATE FEE: Depends on Semester

Please follow the steps *in the order indicated*.

1. Submit the AZ RSA internal application.
2. If approved by AZ RSA leadership, email [Dr. Camelia Shaheed](#) to request a NDS Graduate Course Extension.
 - a. AZ RSA leadership-approved application
 - b. CRCC letter requesting specific additional course(s)
 - c. If the course(s) was completed but rejected by CRCC, the syllabus for that course(s)
3. Approval to attend UA graduate courses is based on class census and faculty availability.
4. In cases of non-approval, [Dr. Camelia Shaheed](#) will make a recommendation.

LINK BELOW provides a SAMPLE of the application, not THE APPLICATION.

AZ RSA leadership will issue an internal AZ RSA email, with an internal link for the appropriate application: <https://forms.gle/yEfcvz7Mhcwp5o78>

AZ RSA-UA Academic & Training Agreement Application

Supervisory Symposium (Shaheed's SERP 599, 1 credit)

Application Deadline: 1 January

Leadership Decision: Before Thanksgiving

LAST DAY to avoid UA LATE FEE: See academic calendar

Brief Description

1. SERP 599, manually select 1 credit hours.
2. Course materials are cost-free.
3. Requires commitment to 7-8 consecutive weeks depending on class size.
4. Requires two (2) hours per ZOOM meeting.
5. Didactic and experiential supervisory scholarship and best practices.
6. Confidential feedback on two (2) real audio-recorded supervision sessions that exclude supervisee and client identifiers. One at the start of the symposium, the second at the end.
7. Given the brief length of this symposium, *one absence* will result in being excused from the symposium. The scholar will complete the next available symposium, not only the day missed. No two meetings are alike since the culture of each symposium is unique, making “make ups” impossible.

LINK BELOW provides a SAMPLE of the application, not THE APPLICATION.

AZ RSA leadership will issue an internal AZ RSA email, with an internal link for the appropriate application: <https://forms.gle/X2NkVTNfuiLcT4by6>

STEP 4A

5-Course NDS Graduate Program QUALIFICATION

Applicants to the *5-Course NDS Graduate Program* require at least a BA/BS when the goal is to enhance knowledge base. For those seeking to qualify for the CRCE, an MA/MS in counseling or related human service field, is mandatory. The CRC is founded on specific graduate course requirements. The CRC, not UA, determines eligibility for the CRCE.

Professions evolve in response to research, economic fluctuations, and cultural-political shifts. Such shifts all find their way 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 barriers to CRC examination qualification include ...

1. **MA/MS in a human service field (e.g., counseling, social work, psychology, couple/family, 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	SERP 565: Intro to Rehabilitation & Mental Health Counseling. Contact instructor for AZ RSA scholar online link
	SERP 585: Career & Vocational Planning. Instructor will provide online link for Section 002
Spring Term	SERP 587: Lifespan Development & Disability. Contact instructor for AZ RSA scholar online link
	SERP 554: Motivational Interviewing. Instructor provides online link
Summer Term	SERP 580: Medical Aspects of Disability Instructor provides online link

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

1. Does my current MA/MS degree(s) meet CRC examination (CRCE) criteria?
2. If my current MA/MS does not meet CRCE not, which additional graduate courses must I successfully complete to meet current CRCE requirements?
3. Does the *5-Course NDS Graduate Program* **fully** meet current CRCE requirements?
4. Are my grades sufficient?
5. Which courses, if any, must I retake if my grades are insufficient?

STEP 4B

SUPERVISORY SYMPOSIUM QUALIFICATION

Applicants do not go on leave until they are fully registered for this course by 1 January.

1. The University of Arizona, Graduate, Non-Degree Seeking, **Main** Campus (online class is irrelevant)

2. Start your application directly after Thanksgiving AND before 5 January.
3. Register by the end of the first week of January, regardless of university deadlines
4. Register in Shaheed's SERP 599, manually select 2 credits
5. Regardless of what the registration system tells you, we meet
 - a. Mondays
 - i. If Spring term begins on a Tuesday, we do not meet that week.
 - ii. If MLK holiday follows that week, we do not that week either.
 - iii. We will navigate all that to meet eight (8) weeks
 - b. 1-330PM
 - c. Via Zoom
6. **AFTER** applicants register for SERP 599, they will email Eliane Acuna (elianeacuna@arizona.edu) and Dr. Camelia Shaheed the below - **This is unrelated to course registration.**
 - a. First eight (8) weeks **OR** Last eight (8) weeks of the Spring term.
 - b. Regardless of the selection in "a" above, all applicants will attend the first hour of the first class meeting for important information about a mandatory assignment that all applicants must complete at the start of the semester, regardless of section selection. Confirm your attendance in the email.
7. Last opportunity to change the Symposium section selected: at the class meeting in "b" above. Later, if the applicant cannot, for any reason, attend the selected section, the applicant will register another Spring term.

The *Symposium* will provide evidence-based professional development for supervisors. Administrators, team leads, and others will have an opportunity to attend similar symposia during the next ISA cycle. Evidence has increasingly pointed to the lack of support or timely training for supervisors, thereby impacting their ability to fulfill their ethical and legal obligations. Supervisory authority is anchored in the ethical and legal obligation of gatekeeping -- oversight that assures appropriate, competent, and safe service delivery. The health of the service recipient-supervisee and supervisee-supervisor relationship influences the service recipient-supervisee-supervisor triad, the single best predictor of consistent and positive service recipient outcomes.

Research has also demonstrated the protective factors of a healthy supervisee-supervisor dyad: reflexive productivity, initiative, satisfaction, and comfort with ambiguity. In turn, those factors translate into longevity, reliability, and clear and open communication, regardless of role. Inclusion of supervisors in the professional development formula is considered fundamental to organizational health. Exclusion risks service recipient care as well as organization branding, which can impact community perceptions of and relations with the organization.

Education is key to competence is supervision, but education is only "sealed" with observed application. For reasons related to the number of courses that can be reasonably completed in two years, supervision courses are unavailable in American graduate counseling programs to those who

most likely to become supervisors. Regardless of the rationale, the practice has resulted in a training vacuum filled by myth, improper practices passed down through professional generations, and what is believed to work best - continuing education. Continuing education presenters cannot adequately present the history, rationale, and data-based practice of supervision. Instead, they are forced to use a wide brush against a tight time frame for professionals who, typically, wear administrative as well as clinical supervisory caps. Unfortunately, supervisors are often left anxious and isolated, and supervisees without the concrete support necessary for competent practice. Thus, supervisors can lack what is most meaningful to service recipients, direct reports, and themselves – clear, ethical, legal, and evidenced-based supervisory practices.

1. Fourteen (14) RSA Supervisors will complete the Leadership Application for review and selection, a maximum of seven (7) per section
 - a. Current position: Supervisor
 - b. Current number of unfilled VRC positions
 - c. Degree(s) held (AA, BA/BS, MA/MS, Ph.D./EdD)
 - d. Active license(s) and certification(s)
 - e. Candidate agrees to commit to 7.5 consecutive weeks at most for one (1) credit hour.
 - f. Candidate agrees to two (2) anonymous audio recordings of supervision sessions.
2. Selected participants will complete the UA NDS application process.
3. Given the timeline, content, and experiential nature of the course, back-up participants cannot expect to benefit once the *Symposium* begins.
4. Given the brief length of this symposium, *one absence* will result in being excused from the symposium. The scholar will complete the next available symposium, not only the day missed. No two meetings are alike since the culture of each symposium is unique, making “make ups” impossible.
5. All course materials are provided.
6. Experiential and didactic supervisory scholarship, experience, and direct feedback on real, but anonymous, audio-recorded supervision sessions that exclude supervisee and service recipient identifiers.

STEP 5

RESPONSIBILITIES

Email Etiquette

1. Check CatMail at least daily until classes begin. Several times daily thereafter, and respond within 48 business hours.
2. When responding, graduate students use professional language.
3. When responding, graduate students use last name until invited to use first name.
4. When responding, graduate students address recipients with a greeting and by name: “Good morning, Ms. Acuna.” OR “Good morning, Dr. Shaheed.”
5. **Dr. Camelia Shaheed:** Mentor for all AZ RSA personnel, faculty advisor for AZ RSA applicants to the *5-Course NDS Graduate Program*, Counseling MA, and *Supervisory Symposium*
 - a. Be sensitive to time and other demands imposed on faculty, supervisors and peers supporting you with your caseload.
 - b. Practice respectful timeliness as related to appointments and academic progress items.
 - c. KNOW academic requirements and financial obligations. “I didn’t know” is not a valid response among professionals.

University Calendar

Avoid late fees: Start/end dates, holidays: <https://catalog.arizona.edu/calendar#2024-20251>

CatMail (**Check Daily**)

UA Email is the ONLY means of communication.

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

CatMail policy: <https://it.arizona.edu/i-want/get-email>

UAccess

UAccess has student personal information, course schedules, grades, and Student Academic Progress Report. Additional information: <http://uaccess.arizona.edu/>

Find and review class schedules, locations, meeting dates and times.

D2L (Desire to Learn)

This is the learning platform used for syllabi, reading materials, assignments, tests, discussions, and announcements. It is the student’s responsibility to review class schedules, due dates, grades earned, and other course-related information in D2L. Additional info:

<http://help.d2l.arizona.edu/>

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

Contact the DRC immediately for course accommodation. DRC personnel will contact faculty.

Hard of Hearing: Barb Borich -Video Phone: (520) 621-5176

Class Attendance

1. One week prior to first class meeting, introduce yourself to assigned course instructors as NDS AZ RSA student and need for distance learning.

2. NDS AZ RSA students attend class remotely as scheduled. Two (2) absences in one semester will trigger a student-instructor-adviser meeting to ensure academic continuity and success.
3. If absence is unavoidable, students will alert UA instructors and AZ RSA supervisors immediately. Two absences in one semester trigger a student-instructor-adviser meeting to ensure academic continuity and success.
4. NDS AZ RSA students will return to work when class is cancelled or excused early.
5. NDS AZ RSA students will complete class assignments on personal, not work, time.

Course Syllabi

Syllabi outline courses as well as instructor and student responsibilities. It is a “contract” between both parties. Syllabi are reviewed the first day of class and typically include course schedule, course description, learning objectives, required texts and other resources, grading policies / specific academic tasks*, UA policies (DRC, cheating/plagiarism, harassment, etc.). Please alert the instructor of errors or inconsistencies.

Texts: <https://shop.arizona.edu/>

1. Students purchase *paper or digital texts* in advance of the first class meeting, if the text is known, through the UA bookstore if the instructor has submitted an order or other vendors. Some instructors email students regarding texts in advance, others during the first week meeting.
2. Paper or digital texts can be purchased via
 - a. Arizona Book Store, if instructor placed an order:
 - o 520-621-2811
 - o On-line, if you’ve received a PIN number
 - b. eBay, Amazon, etc.

Academic Progress

1. Students are expected to meet their DES contractual obligations and pay accrued late fees.
2. Students will devote sufficient time and energy to complete the *5-Course NDS Graduate Program* and *Counseling MA*.
 - a) ID factors that can facilitate success: financial support, ability enhancement resources, family and friends, spiritual and behavioral assets, etc.
 - b) ID factors that can interfere with success: financial hardship, physical or mental illness or disability, civil obligations, family obligations, religious obligations, other extenuating circumstances, etc.
 - c) To successfully complete the *5-Course NDS Graduate 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 unacceptable for current or future graduate study (in-person Counseling MA). 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 5-Course NDS Graduate Program online course, students complete the UA student evaluation of instructor by its respective due date per term.**

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, notebooks, and other portable devices. DES and UA use the same email platform. Both cannot be accessed on the same device.

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 *5-Course NDS Graduate Program*.
2. **Supervisors must pre-authorize flex work schedules to accommodate class attendance.**

Travel

Travel is unnecessary for the *5-Course NDS Graduate Program*. Students enrolled in the *5-Course NDS Graduate Program* have specific permission to attend the five (5) courses online. Ask course instructors for the AZ RSA scholar online link.

STEP 6

UA APPLICATION: START IMMEDIATELY

Recall that *In-Person Counseling MA Program* candidates must submit UA applications early January for the following Fall semester (if invited, graduate studies begin the following August).

AZ RSA reimburses the application fee + pays each semester's tuition + pays each semester's \$200 stipend as long as successful *5-Course NDS Graduate Program* applicants adhere to the five (5) designated online courses during designated semesters. Late fees are not covered by AZ RSA excluding cases where the student did not play a material role in being "late".

Interested AZ RSA personnel will ...

1. Fully understand the minimum requirements and pay-back obligation associated with the *5-Course NDS Graduate 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 *5-Course NDS Graduate Program* and select 10 applicants and 5 "back-up" applicants.
6. AZ RSA leadership share their selection decision with applicants and their direct supervisors.
7. AZ RSA leadership share their selection decision with "back-up" applicants and their direct supervisors.
8. Successful *5-Course NDS Graduate 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

Application, registration, and financial support questions: Eliane Acuna (elianeacuna@arizona.edu)

*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 UA as NDS Graduate Student at UA 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 Graduate College "Admission" email notification
4. "Accept" or "Decline" UA admission
5. To view/print Certification of Admission > login [UA Grad App](#).
<https://apply.grad.arizona.edu/users/login> . Applicant is now "Student"

6. Create 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 (see below) to register for courses.

IMMUNIZATION DOCUMENTATION: [Visit 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 – **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 UA **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 – of the 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**

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 *5-Course NDS Graduate Program* offer to enroll then create a CatMail account. Without the CatMail account, students cannot access any UA portals.

This mandatory form gives AZ RSA legal access to your *5-Course NDS Graduate Program* academic information.

“HOLDS” ON THE STUDENT’S ACCOUNT MUST BE RESOLVED to PROCEED

When all of the above are completed, proceed

Course Registration

Application, registration, and financial support questions: Eliane Acuna (elianeacuna@arizona.edu)

	Coursework ONE YEAR Course Sequence Contact instructors for AZ RSA scholar online links
Fall	SERP 565: Intro to Rehabilitation & Mental Health Counseling.
	SERP 585: Career & Vocational Planning
Spring	SERP 587: Lifespan Development & Disability
	SERP 554: Motivational Interviewing
Summer	SERP 580: Medical Aspects of Disability

	Coursework TWO YEARS Course Sequence Contact instructors for AZ RSA scholar online links
Fall 1	565: Intro to Rehabilitation & Mental Health Counseling
Spring 1	587: Lifespan Development & Disability
Summer 1	580: Medical Aspects of Disability
Fall 2	585: Career & Vocational Planning
Spring 2	554: Motivational Interviewing (+ Counseling Skills)

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, Eliane Acuna (elianeacuna@arizona.edu)

When all of the above are completed, proceed

Tuition, Stipend, Application Fee Reimbursement

Application, registration, and financial support questions: Eliane Acuna (elianeacuna@arizona.edu)

Students who delay and incur late fees are responsible for late fees**COMPENSATION**

Tuition, Stipend, Application Fee (\$200 per course stipend + \$45 application fee)

Late fees are not covered.

Once enrolled in the courses specified for the term, Eliane Acuna (elianeacuna@arizona.edu) processes student tuition and stipend, assuming the student has met all application requirements, minus late fees.

Award disbursements occur the week before classes if students complete all requirements AND AZ RSA has approved the new budget.

Bursar's Late Fees & Reimbursement

1. **In-State tuition and mandatory fees** : Application delays can result in late fees – applicant's responsibility.

2. Stipend and application fee reimbursement doesn't cover repeated courses.

NOTES:

1. Plan to transfer *5-Course NDS Graduate 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 *5-Course NDS Graduate Program*? Completed *5-Course NDS Graduate Program* courses are valid for only 5 years.
3. For more information or assistance, contact your prospective advisor [Dr. Camelia Shaheed](#).

STEP 7

WITHDRAWAL

Before you decide to withdraw from one or more courses, please ...

1. Discuss your concerns with your UA advisor [Dr. Camelia Shaheed](#) or AZ RSA's Natalie Guzman - natalieguzman@azdes.gov
2. If you still wish to withdraw, please do so quickly. **Tuition refund rates decline daily until full tuition is lost without benefit. Please remember tax dollars help fund these academic opportunities.**
3. Re-apply **ONLY** if you skipped a term in your attendance cycle. EX: Completed Fall, but not Spring.
4. **DO NOT re-apply** if you enroll continuously. EX: Completed consecutive Fall>Spring>etc. of the same academic year.

STEP 8

COMPLETION CELEBRATION & NEW COHORT ORIENTATIONS

CAUTION: This is not a “Certificate Program”. The UA has a Certificate Program College. This ISA is not one. Outside of the *Counseling MA*, the courses offered are non-degree-seeking (NDS) courses. If, on a resume/CV, you write you’ve earned a UA “Certificate”, a potential employer will suspect unethical conduct when UA verification denies your possession of a “Certificate”. Only the Counseling MA will yield a certificate.

Please see further below for orientation and completion schedules. This is conducted via ZOOM. AZ RSA’s Natalie Guzman emails invitations to all. Incoming AZ RSA personnel are oriented to their program before they begin. Those who achieve their academic goals are recognized.

All are welcome:

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

Standing Recognition Itinerary: Ms. Guzman sends invitations

Supervisory Symposium Mandatory Orientation: **1st Thursday of January, 9-10AM**

- Prior Supervisory Symposium graduates are welcome to share their wisdom and challenges
- Supervisors of supervisors are welcome

Supervisory Symposium Orientation:

1st Spring Class Mtg, regardless of Session I or II Selection

- Symposium Completion Recognition:* last class meeting
 - Please share one piece of wisdom as you leave
 - Farewell and congratulations to those who crossed the finish line
- Approximate timelines:
 - Session I: 4th week Jan – 4th week March
 - Session II: 1st week April – 4th week May

5-Course NDS Graduate Program: **3rd Thursday of August, 9-11 AM**

- 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
- Mandatory New Cohort Orientation: 10AM to 11AM

VALUABLE FAQs

Q: *What financial supports are available if I independently continue my education beyond the 5-Course NDS Graduate Program (i.e., MA, Ph.D.)?*

A: Please speak with your site supervisor and human resource representative since policies can change at any time.

- RSA 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=1718304119046>. Application: <https://ourdes.az.gov/system/files/document-center/HRA-1049A.pdf?time=1718304200715>

NOTE: Personnel must complete coursework outside of work hours.

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 site supervisors regarding alternative work schedules that facilitate completion of academic and professional development goals.

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

A: Please speak with your site supervisor since policies can change at any time. AZ RSA may reimburse personnel for the initial CRC exam and renewals exam with proof of successful exam completion.

Q: *If I live outside Tucson or the outskirts, do I still drive in?*

A: Whether you live inside or outside Tucson, introduce yourself as a 5-Course NDS Graduate Program scholar to the course instructor to receive the online link.

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

A: It depends on the question.

AZ RSA Contract Manager: Natalie Guzman, natalieguzman@azdes.gov

Principal Investigator and advisor: [Dr. Camelia Shaheed](#)

Program Coordinator: Eliane Acuna (elianeacuna@arizona.edu)

HIGHER EDUCATION: MA and Ph.D.**Annual Application Deadline: 1 January**

After completion of the *5-Course NDS Graduate Program*, AZ RSA personnel are encouraged to pursue a stand-alone Counseling MA with a clinical rehabilitation emphasis, a degree that automatically qualifies the bearer to sit for the Certified CRCE. Passing the CRCE automatically qualifies the individual for the AZ Licensed Association Counselor (LAC). In other words, passing the CRCE means the graduate need not sit for the state LAC licensing exam. Only an application and application fee for the LAC are needed. NOTE: The UA Counseling MA is an in-person degree.

Counseling MA applicants must meet the requirements established by the UA 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 5-Course NDS Graduate Program* applies - is 3.0.

COUNSELING MA, CLINICAL REHABILITATION COUNSELING EMPHASIS**See the Student Handbook for the MA in Counseling**[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

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

CONTACT INFORMATION
(Education Building, 4th Floor)

Dr. Camelia Shaheed , Ph.D., LPC, CRC AZ RSA Principal Investigator AZ RSA Student Advisor Assistant Professor of Practice Room 420	Eliane Acuna (elianeacuna@arizona.edu) Note spelling of name AZ RSA Coordinator
Michael T. Hartley, Ph.D., CRC Federal RSA Grant Advisor Associate Professor of Practice mthartley@arizona.edu Room 422	Brian Clarke Assistant Professor bclarke14@arizona.edu Room 430
Marcella Kopic Counseling MA Director CAREP Coordinator Full Professor mkepic@arizona.edu Room 424	

5-Course NDS Graduate Program GRADUATES
had this to say...

“Communicate. There’s so much we don’t know to even ask about.”

“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. The vaccination piece is a killer.”

“It goes fast. Be prepared. Read the material they give you. If you don’t, they’ll tell you to read it.”

“Get all assignments on your schedule right away.”

“This changed me and my work.”

“Don’t wait to reach out to Dr. Shaheed for help. She’s a great resource.”

“Try to work with other AZ RSA 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.”