



## POLICY REGARDING ACADEMIC PREREQUISITES

### Introduction

Beginning September 1, 1994, the ABEC regulations specified the content of academic Areas (I-XI) rather than simple topics or course title. For applicants completing academic prerequisites in programs accredited by **CACREP** or **CORE**, verification of accreditation status during the time when the applicant secured their degree is adequate documentation of academic content. For applicants completing academic prerequisites in non-accredited programs, verification is **typically completed using a syllabus for each academic Area**.

### Alternative

For applicants unable to provide syllabi to document the content of their academic work, due to the passage of time or similar obstacles, the following document is required:

1. A letter from current chair of the program from which the applicant graduated verifying that course syllabi for the period of applicant's study are not currently available, AND
2. At least one (1) from each of the following areas (Institutional Materials and Applicant Materials) **PLUS** one (1) additional document from these listings for a total of at least three (3) types of documentation:

#### Institutional Materials (at least one required)

- a. A syllabus no older than four (4) years prior to the transcript date of courses specified for the academic Areas **and** the newest available syllabus for that academic Area.
- b. Letters from previous course instructors describing the content of the course(s) completed during the period of the applicant's graduate study.
- c. A copy of the Graduate Catalog Bulletin with abbreviated description of content of the course(s) completed during the period of the applicant's graduate study, OR
- d. Syllabi from graduate courses completed subsequent to graduation that would require knowledge from ABEC academic Area(s) for successful performance in the more recently completed course(s).

#### Applicant Materials (at least one required)

- a. Copies of course materials from courses for each academic Area (e.g., exams, term papers, text, assignments, reading lists, etc).
- b. Notarized letters from current LPCs who were contemporary graduates of the applicant (a person who took the same academic course in the same calendar year, at the same university as the applicant) and whose usage of courses completed during that time were found acceptable for meeting the academic prerequisites for licensure in Alabama, OR
- c. Other documentation to assist in verification of the content for each academic area.

### Implementation

All materials must be provided by the applicant using forms and procedures approved by the ABEC. All materials are subject to scrutiny of the ABEC regarding their suitability, completeness, and detail for documenting the content of academic work.

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