

Candidacy Exam Checklist

1. _____ Read Candidacy Exam Manual in the Ph. D. CES center
2. _____ Make class folder with course number
3. _____ Save ALL class content, projects, and graded feedback in class folder
4. _____ Regularly back up computer to external hard drive
5. _____ Add personal reflection for each class folder noting professional development
6. _____ Make 5 Folders: 1 for each CACREP doctoral competency
7. _____ Add a 6th Folder for Leadership Counseling Competencies (10 listed)
8. _____ Open class folder and examine syllabus looking at the CACREP matrix
To determine where each assignment moves into one or more of the 5
CACREP doctoral competencies (cheat sheet for placing
artifacts/reproductions
9. _____ In some way be sure every standard is represented for each of the 5
Doctorial competencies
10. _____ Write competency reflections (5 CACREP competencies)
11. _____ Write a reflection for each artifact and attach competency standard number
12. _____ Re-read the manual
13. _____ Add at least one supporting document for the list of (10) Leadership
Counseling competencies
14. _____ Look at examples of other Candidacy Exams
15. _____ Submit Candidacy Exam to Academic Advisor

