

# Recommended Study Plan

90 Day

60 Day

30 Day

The Workshop Video was made prior to the latest revision of the Recommended Study Plan. Therefore there are some wording differences in these downloadable handouts as compared to the handouts referred to in the Video. Following the Recommended Study Plan as directed in the Guaranteed Study Package qualifies you for a full refund if you fail the exam – our Money-Back Guarantee – No Pass, No Pay! (see our webpage for full details).

## Overview

The **Recommended Study Plan** is based on reviewing the material six times at different levels, spending more in-depth study in your “weaker” areas and less in-depth study of your “stronger” areas. The 90 day plan is highlighted in **TURQUOISE** (beginning on the next page). The 60 day plan is highlighted in **GREEN** (beginning on the next page). The 30 day plan is highlighted in **MAGENTA** (beginning on the next page). The Money Back Guarantee is based on reviewing the material at least six times over a 30, 60 or 90 day time-span.

The Recommended Study Plan’s process of repetition:

**Take a full-length exam in Simulated Mode** (i.e. **NOT** viewing correct or incorrect answers) (#1 of 7). The minimum requirement to qualify for the Money Back Guarantee is to take one (1) full-length exam. Certainly you may do more.

**Watch all of the Workshop Videos.**

### Review Number One

- After arranging your chapters in order of weakest to strongest (based on the full-length “pre-test”) skim the chapter outline and content for the “weakest chapter” and then take a chapter test. The minimum requirement to qualify for the Money Back Guarantee is to take one (1) Chapter Test over each Chapter in order of weakest to strongest. Certainly you may do more.
- Repeat this process for each of the 13 chapters moving from “weakest” to “strongest”.
- Take a full-length exam (#2 of 7). The minimum requirement to qualify for the Money Back Guarantee is to take one (1) full-length exam. Certainly you may do more.

### Review Number Two

- After arranging your chapters in order of weakest to strongest (based on the full-length exam just taken) skim the chapter outline and content for the “weakest chapter” and then take a chapter test. The minimum requirement to qualify for the Money Back Guarantee is to take one (1) Chapter Test over each Chapter in order of weakest to strongest. Certainly you may do more.
- Repeat this process for each of the 13 chapters moving from “weakest” to “strongest”.
- Take a full-length exam (#3 of 7). The minimum requirement to qualify for the Money Back Guarantee is to take one (1) full-length exam. Certainly you may do more.

### Review Number Three

- After arranging your chapters in order of weakest to strongest (based on the full-length exam just taken) skim the chapter outline and content for the “weakest chapter” and then take a chapter test. The minimum requirement to qualify for the Money Back Guarantee is to take one (1) Chapter Test over each Chapter in order of weakest to strongest. Certainly you may do more.
- Repeat this process for each of the 13 chapters moving from “weakest” to “strongest”.
- Take a full-length exam (#4 of 7). The minimum requirement to qualify for the Money Back Guarantee is to take one (1) full-length exam. Certainly you may do more.

### Review Number Four

- After arranging your chapters in order of weakest to strongest (based on the full-length exam just taken) skim or read the chapter outline and content for the “weakest chapter” and then take a chapter test. The minimum requirement to qualify for the Money Back Guarantee is to take one (1) Chapter Test over each Chapter in order of weakest to strongest. Certainly you may do more.
- Repeat this process for each of the 13 chapters moving from “weakest” to “strongest”.
- Take a full-length exam (#5 of 7). The minimum requirement to qualify for the Money Back Guarantee is to take one (1) full-length exam. Certainly you may do more.

### Review Number Five

- After arranging your chapters in order of weakest to strongest (based on the full-length exam just taken) skim or read the chapter outline and content for the “weakest chapter” and then take a chapter test. The minimum requirement to qualify for the Money Back Guarantee is to take one (1) Chapter Test over each Chapter in order of weakest to strongest. Certainly you may do more.
- Repeat this process for each of the 13 chapters moving from “weakest” to “strongest”.
- Take a full-length exam (#6 of 7). The minimum requirement to qualify for the Money Back Guarantee is to take one (1) full-length exam. Certainly you may do more.

### Review Number Six

- After arranging your chapters in order of weakest to strongest (based on the full-length exam just taken) skim or read the chapter outline and content for the “weakest chapter” and then take a chapter test. The minimum requirement to qualify for the Money Back Guarantee is to take one (1) Chapter Test over each Chapter in order of weakest to strongest. Certainly you may do more.
- Repeat this process for each of the 13 chapters moving from “weakest” to “strongest”.
- Take a full-length exam (#7 of 7). The minimum requirement to qualify for the Money Back Guarantee is to take one (1) full exam. Certainly you may do more.

# I. GETTING STARTED

Day 1 of 90

Day 1 of 60

Day 1 of 30-Continued Below

1. Take your **1<sup>st</sup> Full Exam** in the **Simulated Mode** as a Diagnostic Pretest.
- 2A. When you are finished with this 1<sup>st</sup> Full Exam, the “Review Scores” page appears. Using the chart below, transfer the lowest “% correct” and corresponding chapter name in the first row, then the next lowest % correct and corresponding chapter name in the 2<sup>nd</sup> row. Continue this process until you transfer the highest % correct and the corresponding chapter name in the 13<sup>th</sup> row.

Write in YOUR SCORES here:

	Scores	Study Manual's Chapter Number and/or Name
1	_____ %	
2	_____ %	
3	_____ %	
4	_____ %	
5	_____ %	
6	_____ %	
7	_____ %	
8	_____ %	
9	_____ %	
10	_____ %	
11	_____ %	
12	_____ %	
13	_____ %	

**Example Only:**

	Scores	Study Manual's Chapter Number and/or Name
1	31 %	4 - Abnormal Human Behavior
2	34 %	3 - Appraisal or Assessment Techniques
3	37 %	5 - Counseling Theories, Methods & Techniques
4	41 %	9 - Lifestyle and Career Development
5	47 %	12 - Consultation
6	48 %	10 - Social and Cultural Foundations
7	50 %	6 - Family Therapy
8	51 %	7 - Group Dynamics, Theories, Techniques
9	53 %	1 - Normal Human Growth and Development
10	57 %	13 - Supervision
11	57 %	8 - Professional Orientation
12	59 %	2 - Research Methods and Statistical Studies
13	63 %	11 - Referral/Triage/Advocacy

- 2B. You now have a rank-order list of your strengths and weaknesses.

Days 2-6 of 90

Days 2-4 of 60

Day 1 of 30-Continued from Above

3. **Watch the Workshop Video Components**  
**It is STRONGLY RECOMMENDED that you review the Critical Test Data (PDF downloadable when click on “Workshop Video” link), the last page of the Recommended Study Plan, and the Essential Information (PDF downloadable when click on “Workshop Video” link) materials THREE OR FOUR TIMES! Yes!! They are that important!!!**

# There are questions contained in the online testing system THAT REFER TO INFORMATION NOT COVERED IN THE MANUAL.

## That is by design! It's to do two things:

First, to prepare you for the actual Exam when you see information that you've not seen before (such as the 40 Pilot Questions on every exam). When you come to these questions, ANSWER THEM THE BEST YOU CAN using the test-taking tips and strategies and go on. There is no need to search out other sources for the answers to these item analysis questions. **THEY ARE NOT INCLUDED IN YOUR GRADE!!**

Second, to keep you from going on "auto-pilot" as you take the Chapter Tests and Simulated Exams.

## REVIEW NUMBER ONE

**Days 7-19 of 90**

**Days 5-13 of 60**

**Days 2-5 of 30**

4. Skim each chapter's outline and content in the Study Manual.
5. Take a Chapter Test immediately after your review of each Chapter (13 Chapter Tests – one for each chapter).

**Day 20 of 90**

**Day 14 of 60**

**Day 6 of 30**

6. After reviewing all thirteen (13) chapters, take your **2<sup>nd</sup> Full Exam** and arrange your scores from weakest to strongest. You may take the exam in **Study Mode** (*as opposed to the previously mentioned Simulated Mode*) which allows you to see **correct/incorrect answers** as you go. In either mode (Simulated or Study) you are allowed to "Bookmark" a question which enables you to return to the question and answer it (or change your answer) before "Finish & Grade" is selected.

	Scores	Study Manual's Chapter Number and/or Name
1	_____ %	
2	_____ %	
3	_____ %	
4	_____ %	
5	_____ %	
6	_____ %	
7	_____ %	
8	_____ %	
9	_____ %	
10	_____ %	
11	_____ %	
12	_____ %	
13	_____ %	

# REVIEW NUMBER TWO

Days 21-33 of 90

Days 15-23 of 60

Days 7-10 of 30

7. Repeat steps 4 and 5.

Day 34 of 90

Day 24 of 60

Day 11 of 30

8. After reviewing all thirteen (13) chapters, take your **3<sup>rd</sup> Full Exam** and arrange your scores from weakest to strongest.

	Scores	Study Manual's Chapter Number and/or Name
1	_____ %	
2	_____ %	
3	_____ %	
4	_____ %	
5	_____ %	
6	_____ %	
7	_____ %	
8	_____ %	
9	_____ %	
10	_____ %	
11	_____ %	
12	_____ %	
13	_____ %	

# REVIEW NUMBER THREE

Days 35-47 of 90

Days 25-32 of 60

Days 12-15 of 30

9. Repeat steps 4 and 5.

Day 48 of 90

Day 33 of 60

Day 16 of 30

10. After reviewing all thirteen (13) chapters, take your **4<sup>th</sup> Full Exam** and arrange your scores from weakest to strongest.

	Scores	Study Manual's Chapter Number and/or Name
1	_____ %	
2	_____ %	
3	_____ %	
4	_____ %	
5	_____ %	
6	_____ %	
7	_____ %	
8	_____ %	
9	_____ %	
10	_____ %	
11	_____ %	
12	_____ %	
13	_____ %	

# REVIEW NUMBER FOUR

**Days 49-61 of 90**

**Days 34-41 of 60**

**Days 17-20 of 30**

- 11-A. For every score below your Median (Middle) score, read in-depth that chapter in the Study Manual and immediately take a chapter test.
- 11-B. For every score ABOVE your Median (Middle) score, scan the chapter outline and chapter contents and immediately take a chapter test.

**Day 62 of 90**

**Day 42 of 60**

**Day 21 of 30**

- 12. After reviewing all thirteen (13) chapters, take your **5<sup>th</sup> Full Exam** and arrange your scores from weakest to strongest.

	Scores	Study Manual's Chapter Number and/or Name
1	_____ %	
2	_____ %	
3	_____ %	
4	_____ %	
5	_____ %	
6	_____ %	
7	_____ %	
8	_____ %	
9	_____ %	
10	_____ %	
11	_____ %	
12	_____ %	
13	_____ %	

# REVIEW NUMBER FIVE

**Days 63-75 of 90**

**Days 43-50 of 60**

**Days 22-25 of 30**

- 13. Repeat steps 11-A and 11-B.

**Day 76 of 90**

**Day 51 of 60**

**Day 26 of 30**

- 14. After reviewing all thirteen (13) chapters, take your **6<sup>th</sup> Full Exam** and arrange your scores from weakest to strongest.

	Scores	Study Manual's Chapter Number and/or Name
1	_____ %	
2	_____ %	
3	_____ %	
4	_____ %	
5	_____ %	
6	_____ %	
7	_____ %	
8	_____ %	
9	_____ %	
10	_____ %	
11	_____ %	
12	_____ %	
13	_____ %	

# REVIEW NUMBER SIX

**Days 77-89 of 90**

**Days 52-59 of 60**

**Days 27-29 of 30-(only 3 days allotted)**

15. Repeat step 11-A and 11-B.

**Day 90 of 90**

**Day 60 of 60**

**Day 30 of 30**

16. Take your **7<sup>th</sup> and final Full Exam** as a Post-Test.

	Scores	Study Manual's Chapter Number and/or Name
1	_____ %	
2	_____ %	
3	_____ %	
4	_____ %	
5	_____ %	
6	_____ %	
7	_____ %	
8	_____ %	
9	_____ %	
10	_____ %	
11	_____ %	
12	_____ %	
13	_____ %	

## II. Engage yourself in the material via action-oriented study.

- Highlight chapters in different colors
- Outline the materials
- Handwrite the materials
- Make flash cards
- Store each chapter in a different room/location of house
- Smell same smell while studying and when starting the actual exam
- Read the material out-loud.

**III. As part of your study plan, use positive imaging and self-talk to assist you in passing. See yourself passing the examination...holding your official PASSING Score Sheet. See yourself as you hold your first set of business cards with NCC/LPC/LPCC/LCC behind your name.**

**DO SOMETHING to celebrate passing the exam before you pass it!!!!**

**IV. Two days prior to the exam, STOP studying and *relax!***

Put your study material in a place where you can't get to it (like UPS it to yourself using "UPS Ground")!!

Allow your energized brain to rest and your subconscious to perform. Continue to visualize and verbalize your desire/intention to pass.

# Workshop Videos

## Times of Individual Video Clips and Cumulative/Total/Overall Viewing Time

Length of Individual Video Clip	Cumulative/ Total Time	Video Clip	Video Title
0:03:15	0:03:15	01	Workshop Introduction
0:04:03	0:07:18	02	Critical Test Data - I. General Test Information
0:07:56	0:15:14	03	Critical Test Data - II. Test-site Environment
0:03:05	0:18:19	04	Critical Test Data - III. Test-Taking Strategies - Sample Questions
0:05:04	0:23:23	05	Critical Test Data - III. Test-Taking Strategies - Paper/Pencil Testing
0:06:33	0:29:56	06	Critical Test Data - III. Test-Taking Strategies - Computer-Based Testing
0:08:12	0:38:08	07	Critical Test Data - IV. Answering Methodologies
0:00:40	0:38:48	08	Critical Test Data - V. Upon Completion of the Exam - Paper/Pencil Testing
0:00:40	0:39:28	09	Critical Test Data - V. Upon Completion of the Exam - Computer-Based Testing
0:09:36	0:49:04	10	Recommended Study Plan - I. Getting Started
0:07:35	0:56:39	11	Recommended Study Plan - II. Engage yourself in the material via action-oriented study.
0:01:16	0:57:55	12	Recommended Study Plan - III. As part of your study plan use positive imaging and self-talk.
0:02:51	1:00:46	13	Recommended Study Plan - IV. Two days prior to the exam, STOP studying and relax!
0:04:31	1:05:17	14	Essential Information - I. Scheduling Your Exam Date/Time
0:05:52	1:11:09	15	Essential Information - II. RESCHEDULING Your Exam Date
0:03:30	1:14:39	16	Essential Information - IX. Reasons for Failing the Exam as Reported by Participants
0:01:56	1:16:35	17	Essential Information - X. Knowledge and Use of Stress Reducing Techniques
0:00:49	1:17:24	18	Essential Information - XI. Use Your Time Wisely During Final Week
0:04:00	1:21:24	19	Essential Information - XII. Global Suggestions for Exam Day
0:06:27	1:27:51	20	Computer-Based Testing
0:00:44	1:28:35	21	Texas Specific Essential Information - The Jurisprudence Exam
0:02:49	1:31:24	22	Texas Specific Essential Information - I. Scheduling Your Exam Date/Time
0:04:12	1:35:36	23	Texas Specific Essential Information - II. RESCHEDULING Your Exam Date
0:25:27	2:01:03	24	Study Manual Overview - Part I - Chapters 1 and 2
0:02:07	2:03:10	25	Study Manual Overview - Part II - Chapter 3 - Research & Stats - Introductory Comments
0:05:04	2:08:14	26	Research & Stats - I. Introduction (Letter A)
0:02:13	2:10:27	27	Research & Stats - I. Introduction (Letter B)
0:07:54	2:18:21	28	Research & Stats - II. Methodology - A. Four Types of Sampling Techniques
0:03:10	2:21:31	29	Research & Stats - II. Methodology - B. Important Distinctions Between Pairs of Similar Terms
0:07:03	2:28:34	30	Research & Stats - II. Methodology - C. Procedures
0:04:37	2:33:11	31	Research & Stats - III. Research Methods and Designs
0:04:57	2:38:08	32	Research & Stats - IV. Types of Measurement Scales
0:01:32	2:39:40	33	Research & Stats - Descriptive Statistics - Introductory Comments
0:03:25	2:43:05	34	Research & Stats - Descriptive Statistics - I. Types of Derived Scores
0:07:03	2:50:08	35	Research & Stats - Descriptive Statistics - II. The Bell Curve
0:01:15	2:51:23	36	Research & Stats - Descriptive Statistics - III. Tables and Graphs
0:06:06	2:57:29	37	Research & Stats - Descriptive Statistics - IV. Measures of Central Tendency
0:10:38	3:08:07	38	Research & Stats - Descriptive Statistics - V. Measures of Variability
0:04:39	3:12:46	39	Research & Stats - Descriptive Statistics - VI. Measures of Relationship
0:04:26	3:17:12	40	Research & Stats - Descriptive Statistics - VII. Skewed Distributions
0:04:49	3:22:01	41	Research & Stats - Inferential Statistics - I. Level of Significance
0:01:42	3:23:43	42	Research & Stats - Inferential Statistics - II. Types of Error
0:03:01	3:26:44	43	Research & Stats - Inferential Statistics - III. and IV.
0:15:06	3:41:50	44	Study Manual Overview - Part III - Chapters 4 and 5
0:19:28	4:01:18	45	Study Manual Overview - Part IV - Chapters 6 - 13
0:01:30	4:02:48	46	Study Manual Overview - Part V - Wrap-Up