

✓ 12/29 pending curriculum

IRAO OFFICE USE ONLY	
Received	12/21/2015
In Banner	
MTVCOMP/Codeset	
Master Curriculum	
CIP Code	
Program Code	
Program Description	

Reset Form

University of Hawai'i  
Code Request Form for Academic Programs for

## NEW OR MODIFY PROGRAM CODE

**New Program Code**       **Modify Program Code**

Date: 11/16/2015

**REQUESTOR CONTACT INFORMATION**

Name Shelby Wong Campus UH Hilo  
 Title Curriculum & Catalog Coordinator Email shelbyw@hawaii.edu  
 Office/Dept OVCAA Phone (808) 932-7927

**NEW PROGRAM CODE TO CREATE**

Institution HIL - UH Hilo Campus HIL - UH Hilo  
 Level GR - Graduate Effective Term Fall 2016

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) <u>GD</u> ✓	<u>Graduate Division</u>	<input type="checkbox"/> See Banner form STVCOLL
Department	(4) <u>SOCS</u> ✓	<u>Social Science</u>	<input type="checkbox"/> See Banner form STVDEPT
Degree/Certificate	(6) <u>MA</u> ✓	<u>Master of Arts</u>	<input type="checkbox"/> See Banner form STVDEGC
Major	(4) <u>PSYC</u> ✓	<u>Counseling Psychology</u>	<input type="checkbox"/> See Banner form STVMAJR
Concentration	(4) <del>CMLHC</del> <u>MENT</u>	<u>Clin. Mental Health Counseling</u>	<input checked="" type="checkbox"/> See Banner form STVMAJR
Minor	(4) _____	_____	<input type="checkbox"/> See Banner form STVMAJR

If a similar major/concentration code exists in Banner, please list the code: \_\_\_\_\_

Justification to warrant a new major/concentration code similar to an existing major/concentration code:

N/A- No similar CODE

Is this major/concentration code being used the same way at the other UH campuses?  Yes  No

Should this program be available for applicants to select as their planned course of study on the online application? *If yes, student may select the code as their only program of study.*  Yes  No

**RULES PERTAINING TO FINANCIAL AID AND 150% DIRECT SUBSIDIZED LOAN LIMIT LEGISLATION**

Is 50% or greater of the classes in this program offered at a location other than the Home Campus?  Yes  No

Is this program/major/certificate financial aid eligible?  Yes  No

Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)?  Yes  No

See <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>

**Program Length**

*In academic years; decimals are acceptable. The length of the program should match what is published by the campus in any online and/or written publication.*

Special Program Designations  A  B  N  P  T  U

See *Special Program Designations Code Definitions on IRAO Program Code Request webpage*

Required Terms of Enrollment:  Fall  Spring  Summer  Extended

2 years

ADDITIONAL COMMENTS

Requesting new concentration code on existing approved Graduate Program.

ATTACHMENTS

**BOR Approved:** Associate, Bachelor and Graduate Degrees, and sole credential certificates

BOR Meeting Minutes & Supporting Documents  Curriculum

**Chancellor Approved:** Certificates related to authorized BOR program & Associate in Technical Studies (ATS) Degree

Memo from Chancellor to notify VPAA about new program  Curriculum

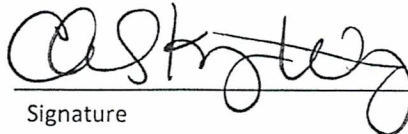
For new certificates approved by the Chancellor, the related BOR authorized academic program is:

VERIFICATIONS

*By signing below, I verify that I have reviewed and confirm the above information that is pertinent to my position.*

**Registrar:**

Chelsea Kay-Wong



11/19/15

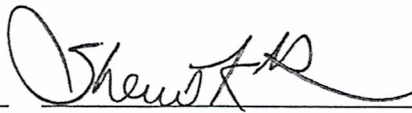
Print Name

Signature

Date

**Financial Aid Officer:**

Sherrie Padilla



11/19/15

Print Name

Signature

Date

*For Community Colleges, verification of consultation with OVPC Academic Affairs:*

Print Name

Signature

Date



UNIVERSITY  
of HAWAII\*  
**HILO**

November 16, 2015

**MEMORANDUM**

**TO:** Donald Straney, Chancellor  
University of Hawai'i at Hilo

**FROM:** Matthew Platz  
Vice Chancellor for Academic Affairs  
University of Hawai'i at Hilo

A handwritten signature in cursive script that reads 'Matthew Platz'.

**SUBJECT:** Request for Approval of Program Concentration Code for:  
MA-Counseling Psychology

**SPECIFIC ACTION REQUESTED:**

We request that the following program concentration code be approved for use for the MA- Counseling Psychology degree program. This concentration code will apply to all students and will provide naming specifics for the program.

MA-PSYC Requested concentration code:  
CMHC: Clin. Mental Health Counseling

**RECOMMENDED EFFECTIVE DATE:**

We request the effective date of Fall 2016.

**ADDITIONAL COST:**

There is no additional cost associated with this request

**PURPOSE:**

The reason for adding this concentration code is to clearly state to the public that our graduates are trained to be mental health counselors. There is a concern that the name "Counseling Psychology" may not be sufficient to inform licensing boards in other states to grant license to our graduates. By adding the naming specifier (concentration code)


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hilo.hawaii.edu/uhh/vcaa

we believe it will prevent any confusion by licensing boards regarding the nature of our graduates' training.

**ACTION RECOMMENDED:**

We recommend that you approve the new program concentration code for use for the MA- Counseling Psychology degree program.

APPROVED/DISAPPROVED:

  
\_\_\_\_\_  
Donald Straney, Chancellor

  
\_\_\_\_\_  
Date

Cc: Risa Dickson, UH System Vice President for Academic Affairs  
Zachary Street, Interim Director of Admissions  
Chelsea Kay-Wong, Interim Registrar



Shelby Wong &lt;shelbyw@hawaii.edu&gt;

---

## MA in Counseling Psychology - Name Specifier

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Bryan Kim, Ph.D. &lt;bryankim@hawaii.edu&gt;

Fri, Nov 13, 2015 at 11:50 AM

To: Matthew Platz &lt;mplatz@hawaii.edu&gt;

Cc: Shelby Wong &lt;shelbyw@hawaii.edu&gt;, ckwong@hawaii.edu, Adam Pack &lt;pack@hawaii.edu&gt;, "Bryan Kim, Ph.D." &lt;bryankim@hawaii.edu&gt;

Dear Matt:

I'm writing to ask for your special permission to add a name specifier for our MA degree to our students' transcripts beginning in Fall 2016. Our current degree name is Counseling Psychology and the psychology department recently voted to add "Clinical Mental Health Counseling" as a specifier to our MA degree. If you grant this request, the degree name will be shown as follows in our students' transcripts.

SAMPLE Transcript Wording:

Degree Awarded: Master of Arts 12-MAY-2017

Major: Counseling Psychology

Maj/Concentration: Clinical Mental Health Counseling

The reason for adding this specifier (and the unanimous vote in favor by the psychology department faculty) is to clearly state to the public (especially licensing boards) that our graduates are trained to be mental health counselors. Recently, there has been an effort by a competing accreditation agency (not the one that accredited our program) to exclude mental health counselor licensure for any graduates of MA programs in Counseling Psychology. Although this threat currently does not exist in Hawaii, we are concerned that the name "Counseling Psychology" may not be sufficient to inform licensing boards in other states to grant license to our graduates. By adding the specifier (major concentration), we believe it will prevent any confusion by licensing boards regarding the nature of our graduates' training.

I hope you'll be able to grant this request. If you have any questions, please feel free to let me know.

thanks,  
Bryan

--

-----  
Bryan S. K. Kim, Ph.D.  
Professor of Psychology  
Director of MA Program in Counseling Psychology  
(Specialization: Mental Health Counseling)  
Department of Psychology  
University of Hawai'i at Hilo  
200 W. Kawili Street  
Hilo, Hawai'i 96720-4091  
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Fax: 808-932-7098  
Email: bryankim@hawaii.edu  
<http://www2.hawaii.edu/~bryankim>

Editor, "Asian American Journal of Psychology"  
Associate Editor, "Measurement & Evaluation in Counseling & Development"

compare to GCERT (clinical Psy) @ MAN  
42.2801



## M.A. in Counseling Psychology

**Program Director:** Bryan Kim (<http://hilo.hawaii.edu/directory/view/857>), Ph.D.

**Email:** [bryankim@hawaii.edu](mailto:bryankim@hawaii.edu) (<mailto:bryankim@hawaii.edu>)

**Website:** [counseling.uhh.hawaii.edu](http://counseling.uhh.hawaii.edu) (<http://counseling.uhh.hawaii.edu/>)

### Faculty:

- Bartley Frueh (<http://hilo.hawaii.edu/directory/view/858>), Ph.D.
- Steven Herman (<http://hilo.hawaii.edu/directory/view/713>), Ph.D.
- Charmaine Higa-McMillan (<http://hilo.hawaii.edu/directory/view/1213>), Ph.D.
- Bryan Kim (<http://hilo.hawaii.edu/directory/view/857>), Ph.D.
- Sunyoung Kim (<http://hilo.hawaii.edu/directory/view/1226>), Ph.D.
- Errol Yudko (<http://hilo.hawaii.edu/directory/view/509>), Ph.D.

## Program Description

Counseling Psychology (<http://hilo.hawaii.edu/directory/affiliation/CPSY>) as a psychological specialty aims at facilitating personal and interpersonal functioning across the life span with a focus on emotional, social, vocational, educational, health-related, developmental, and organizational concerns. Through the integration of theory, research, and practice, and with sensitivity to multicultural issues, this specialty encompasses a broad range of practices that help people improve their well-being, alleviate distress and maladjustment, resolve crises, and increase their ability to live more highly functioning lives. Counseling psychology is unique in its attention both to normal developmental issues and to problems associated with physical, emotional, and mental disorders. (Counseling Psychology Division of the American Psychological Association (<http://www.div17.org/about/what-is-counseling-psychology/>))

## Accreditation

The Master of Arts program in counseling psychology is accredited through 2021 by the Masters in Psychology and Counseling Accreditation Council (MPCAC), 595 New Loudon Road #265 Latham, New York 12110; [mpcacaccreditation.org](http://www.mpcacaccreditation.org) (<http://www.mpcacaccreditation.org/>).

## Mission

The mission of the Master of Arts program in counseling psychology is to provide multicultural, student-

centered, graduate training in counseling psychology. The program is designed to train students to become knowledgeable, skillful, ethical counselors who will be able to help people in need of professional counseling services. For students who may wish to pursue a doctoral degree in psychology later, the program provides training in advanced statistics and research methodology. It also offers opportunities for students to gain research experience by participating in ongoing projects and/or by initiating their own research projects or a Master's Thesis. The program assigns a high priority to meeting the educational and personal needs of its students and is based on a scientist-practitioner model, with an emphasis on empirical research and evidence-based practices.

## **Program Goals**

- To provide students with the knowledge and skills to counsel clients from different ethnic, socio-economic, and educational backgrounds;
- To provide students with a broad understanding of general counseling theory and practice, within a scientist-practitioner framework;
- To provide students with the knowledge of the social, psychological, health, and economic problems that people of Hawai'i face, along with the professional skills to help people cope with and manage these problems in the future;
- To offer research training opportunities to students who are interested in pursuing a doctoral degree in counseling psychology or a related field.

## **Student Learning Outcomes**

Graduates from the program will be able to:

1. Provide mental health counseling to clients/patients from different ethnic, socio-economic, and educational backgrounds;
2. Understand general counseling theory and practice, within a scientist-practitioner framework;
3. Understand the social, psychological, health, and economic problems that residents of Hawaii face, along with the professional skills to help people cope with and manage these problems in the future;
4. Obtain licensure in mental health counseling in the state of Hawaii and many other states in the US.

## **Prospects for Graduates**

Graduates of the program will be able to seek employment as professional counselors. Employment prospects for mental health counselors are currently good in Hawai'i and in many other areas of the United States. Employment opportunities in this field are expected to grow at a faster than average rate over the coming years. Professional counselors may find employment in a wide variety of settings, including the following:

- Community mental health clinics
- Public and private elementary and secondary schools
- Colleges and universities



- Correctional facilities
- Vocational rehabilitation centers
- Job training and career counseling centers
- Residential care facilities
- Drug and alcohol rehabilitation programs and agencies
- Private practice settings
- Mental hospitals and psychiatric wards
- General medical hospitals and other healthcare facilities
- Employee Assistance Programs
- Child welfare and other family assistance agencies
- Military settings

## Licensure

The program curriculum meets the educational requirements for licensure as a Mental Health Counselor in the state of Hawai'i. Additional information can be obtained from the Hawai'i Department of Commerce and Consumer Affairs (<http://hawaii.gov/dcca/areas/pvl/programs/mental/>). Please note that, in addition to completing the M.A. program, the current law has other requirements, including earning a passing score on the National Counselor Examination for Licensure and Certification and accruing at least 3000 hours of post-graduate experience in the practice of mental health counseling.

## Admission Requirements

To be eligible for admission to the Master of Arts in Counseling Psychology program, students must meet the following minimum requirements:

- A baccalaureate degree from a regionally-accredited institution;
- A cumulative GPA of 3.0 on a 4.0 scale;
- A strong background in psychology or a closely-related field, with a minimum of 15 semester hours of course work in psychology; strongly recommended are an introductory or survey of psychology, statistical techniques, research methods, and at least two 300-level or higher psychology courses. For these 15 semester hours, similar courses in closely-related fields of study may also be acceptable;
- At least one 3-semester-credit course in statistics and one 3-semester-credit course in research methods from any discipline;
- A score of 550 on the TOEFL (required of applicants for whom English is not their native language and whose undergraduate degree was earned in a non-English speaking country).

Meeting the minimum requirements does not guarantee admission. Eligible applications are reviewed by the Psychology Graduate Admissions Committee, which uses multiple criteria for the assessment of applicants. Admission is selective. Priority may be given to students applying for full-time enrollment. Depending on program needs, a few outstanding applicants for part-time enrollment may be admitted.

# Application Procedure

The application priority deadline for Fall admission is February 1. Applications received in the UH Hilo Graduate Office of Admissions (<http://hilo.hawaii.edu/directory/affiliation/ADMISS>) after the deadline will be considered only on a space available basis by the program. Students who submit applications after the February 1 deadline may not be eligible for certain types of financial aid.

Complete applications that meet the minimum admission requirements will be forwarded to the Psychology Department's Graduate Admissions Committee which will review each application. Admission decisions will be made by this committee and forwarded to the UH Hilo Graduate Office of Admissions.

The UH Hilo Graduate Office of Admissions receives applications and supporting documents and maintains the applications through final notification. In general, for applications received by the priority deadline, Admissions will notify each applicant of acceptance or rejection by March 15.

Applicants must submit all of the following items:

1. UH Hilo Graduate application form;
2. Application fee;
3. Official transcripts from all colleges or universities attended (must be received directly from the institution or in a sealed envelope if submitted with your application);
4. Personal statement (see the program website);
5. Resume;
6. Three professional recommendation letters, which may use the special recommendation forms (not required, however) included with the application materials. The recommendations should be sent directly to the UH Hilo Graduate Office of Admissions by the referees;
7. GRE general test scores (sent to UH Hilo directly by the testing service).

In addition, international applicants must submit the following items:

1. Supplementary Information Form for Foreign Students  
([http://hilo.hawaii.edu/admissions/forms/documents/intl\\_sup\\_form.pdf](http://hilo.hawaii.edu/admissions/forms/documents/intl_sup_form.pdf));
2. TOEFL scores (if English is not the applicant's native language);
3. Official college transcripts in the original language accompanied by official translations into English.

Applications will be considered only when all of the above documents have been received. For more detailed information and to download application forms, students may use the program website. Application forms also may be obtained from the UH Hilo Graduate Office of Admissions:

## UH Hilo Graduate Office of Admissions

Student Services Building

200 West Kāwili Street

Hilo, HI 96720-4091

**Tel:** (808) 932-7446 or (808) 897-4456;

**Fax:** (808) 932-7459

**Email:** [uhhadm@hawaii.edu](mailto:uhhadm@hawaii.edu) (mailto:uhhadm@hawaii.edu)

**Website:** [hilo.hawaii.edu/admissions/](http://hilo.hawaii.edu/admissions/) (http://hilo.hawaii.edu/admissions/)

## Transfer of Credits

Requests for transfer of credits must be made during the first semester in which the student is enrolled in the program. Students need to obtain departmental approval for all credit transfers. Only credit hours with a grade of B or better from accredited universities are transferable. Credit hours for practicum and internship courses are not transferable. Transfer credit hours must have been completed within five years prior to admission. Students may transfer a maximum of 12 semester hours (or the equivalent). On rare circumstances, requests for an exception to the 12-credit limit could be considered by the program faculty. All requests for transfer of credits must be accompanied by a transcript and course syllabi.

## Program Curriculum (60 credits)

### 1. Required courses (51):

- PSY 601 Applied Multivariate Statistic (4)
- PSY 602 Research Meth & Prgm Evaluatn (3)
- PSY 603 Psychological Assessment (4)
- PSY 604 Profssnl Identity, Ethics (3)
- PSY 611 Lifespan Human Development (3)
- PSY 612 Career Development (3)
- PSY 613 Psychopathology over Lifespan (3)
- PSY 620 Counseling Theories (3)
- PSY 622 Group Work & Counseling (4)
- PSY 623 Social & Cultural Foundations (3)
- PSY 624 Counseling Skills (3)
- PSY 640 Practicum (6)
- PSY 659 Internship (9)

### 2. Electives (9):

- PSY 614 Family System (3)
- PSY 641 Schl Behavr, Adjustmt, Prblms (3)
- PSY 642 Educatnl & Vocatnl Assessment (3)
- PSY 643 Schl & Career Guidance & Consu (3)
- PSY 651 Theories Of Family Counseling (3)
- PSY 656 Child Maltreatment (3)
- PSY 694 Special Topics in Subject Matter (To Be Arranged)
- PSY 699 Directed Studies (To Be Arranged)
- PSY 700 Thesis Research (1–6)

UH Hilo is a campus of the University of Hawai'i System.

Last updated on Wednesday, August 12, 2015, 7:30am HST.



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## UH Hilo- Code Request Forms

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**Shelby Wong** <shelbyw@hawaii.edu>

Fri, Jan 15, 2016 at 1:47 PM

To: Princess Soares <pfrederi@hawaii.edu>

Hi Princess,

Yes confirmed.

CODE: MA-PSYCH-MENT

Description: Clin. Mental Health Counseling

Thank you,  
Shelby

On Fri, Jan 15, 2016 at 1:46 PM, Princess Soares <pfrederi@hawaii.edu> wrote:

Aloha,

Banner confirmed that there are no programs attached to the code MENT. The description can be changed. Please confirm that the code can be used with the description change.

Mahalo!  
Princess

On Mon, Jan 11, 2016 at 9:14 AM, Shelby Wong <shelbyw@hawaii.edu> wrote:

Hi Princess,

According to the Psychology Department, since the concentration code will print on their transcripts, it is important to keep the exact wording of Clin. Mental Health Counseling. Is there any possibility that we could change the wording to what we have requested? The CIP code is correct.

Thanks,  
Shelby

On Mon, Jan 11, 2016 at 9:03 AM, Princess Soares <pfrederi@hawaii.edu> wrote:

Hi Shelby,

In the Banner form STVMAJR, exists a major code MENT, Mental Health with CIP code 51.1508. Is UH Hilo able to use this program code? We can turn the concentration indicator on.

Let me know.

Mahalo,  
Princess

On Tue, Jan 5, 2016 at 2:27 PM, Princess Soares <pfrederi@hawaii.edu> wrote:

Thank you!

On Tue, Jan 5, 2016 at 2:25 PM, Shelby Wong <shelbyw@hawaii.edu> wrote:

Hi Princess,

Please see current curriculum attached.

Thank you,  
Shelby

On Tue, Jan 5, 2016 at 2:23 PM, Princess Soares <pfrederi@hawaii.edu> wrote:  
Although there is no change to the curriculum, please send me a copy. Mahalo!

On Tue, Jan 5, 2016 at 2:13 PM, Shelby Wong <shelbyw@hawaii.edu> wrote:  
Hi Princess,

Sorry for the delay in responding to you, for #2 in your email, we are requesting the concentration to provide clarification of the current program for later licensing after graduation for the MA- Counseling Psychology Program. It is intended that all students will be enrolled in MA-PSYCH-CMHC so that the concentration description of Clin Mental Health Counseling will also appear on the graduates transcripts. There is no change to the existing curriculum.

Below is the initial email from the Program Chair. Please let me know if you have any questions.

Thank you,  
Shelby

**Bryan S. K. Kim, Ph.D.** <bryankim@hawaii.edu>Wed, Nov 11, 2015 at 2:56 PM

Dear Students and Alumni:

I want to share with you that the psychology department faculty voted unanimously last week to add a clarifying phrase to our degree name. The revised name is: MA in Counseling Psychology (Specialization: Clinical Mental Health Counseling).

Many of you may know that CACREP has been attempting to steal the term "counseling" (including mental health counseling and professional counseling) from psychology (including Counseling Psychology and Clinical Psychology). One of our aims with the name clarification is to firmly communicate to the public, alumni, and current and future students that our program is firmly rooted in counseling and psychology. The clarification also will ensure that the licensure eligibility for our graduates will be strongly maintained in Hawaii and elsewhere.

Just FYI, I will also be sending a letter soon to key Hawaii state legislators and DCCA to educate them about our program and what CACREP has been trying to do in terms of interfering with licensure eligibility in other states. The goal of this preventive measure is to ensure that CACREP is not successful in giving our legislators false information to limit license eligibility (as they have done in other states). I strongly encourage all of you to similarly communicate with the legislators that represent your district.

thanks,  
Bryan

--

~~~~~  
Bryan S. K. Kim, Ph.D.  
Professor of Psychology  
Director of MA Program in Counseling Psychology  
(Specialization: Clinical Mental Health Counseling)  
Department of Psychology  
University of Hawai'i at Hilo  
200 W. Kawili Street  
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Email: bryankim@hawaii.edu  
http://www2.hawaii.edu/~bryankim

Editor, "Asian American Journal of Psychology"  
Associate Editor, "Measurement & Evaluation in Counseling & Development"  
Fellow, American Psychological Association (Divisions 17, 29, & 45)  
Fellow, Asian American Psychological Association  
Fellow, International Academy of Intercultural Research

~~~~~  
~~~~~

On Tue, Dec 29, 2015 at 3:16 PM, Princess Soares <pfrederi@hawaii.edu> wrote:

1. Do not need to send to Jennifer Soma, since request is strictly a coding issue in Banner and does not effect the actual program.
2. Please provide the curriculum for the new psychology concentration.

Thank you!

On Mon, Dec 21, 2015 at 11:25 AM, Shelby Wong <shelbyw@hawaii.edu> wrote:

Hi Princess,

Please see attached for:

1. BA-MATH, TCH to BA-MATH-TCH replace program code per your earlier email with Registrar's memo attached. Since there is no Chancellors memo on this one- do I still need to email a copy to Jennifer Soma also?
2. MA-PSYCH-CMHC request to add new concentration code of CMHC- Clin Mental Health Counseling

Please let me know if you have any questions.

Thanks,  
Shelby

--

**Shelby Wong**

Curriculum & Catalog Coordinator  
University of Hawaii at Hilo  
Office of the Vice Chancellor for Academic Affairs  
Student Services Building E-115  
200 W. Kawili St. Hilo, HI 96720  
Ph: (808) 932-7927  
shelbyw@hawaii.edu

--

**Princess Soares**

Institutional Research Analyst  
Institutional Research and Analysis  
University of Hawai'i System  
Sinclair Annex 1, Room 1

1633 Bachman Place  
Honolulu, HI 96822  
Phone: 808-956-5464  
Fax: 808-956-9870

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**Shelby Wong**

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--

**Princess Soares**

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--

**Princess Soares**

Institutional Research Analyst



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**Princess Soares**

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**Shelby Wong**

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**Princess Soares**

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**Shelby Wong**

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