Program Application for the

Master of Science in Counseling
with options in School and College Counseling

and the

Pupil Personnel Services (PPS) Credential, School Counseling

APPLICATION DEADLINE DATES*

Fall Semester- March 1
Spring Semester - October 1

*These deadline dates are subject to change.

Admission Requirements:

- There are two parts to the application:
  1) the University application (online via csumentor), and
  2) this Program application.

- Both the Program and the University applications must be completed in full and submitted by the deadline in order to be considered for admission. Incomplete applications will not be reviewed.

I. University Application procedures:

1. Apply for admission to the University through www.csumentor.edu/AdmissionApp/
The University application requires a $55 non-refundable application fee. For more information, go to the csumentor website.

2. Submit one set of official sealed transcripts directly to the CSUDH Office of Admissions & Records, 1000 E. Victoria St., Carson, CA 90747. All academic transcripts must be submitted from all undergraduate and any post-graduate work. Note: CSUDH students/alums do not need to submit CSUDH transcripts, but DO need to submit them for all other institutions attended.
II. Counseling Program Application procedures and eligibility requirements:

The following documents must be submitted to the CSUDH College of Education Student Services Center, SCC 510, 1000 East Victoria St., Carson, CA 90747

1. This completed and signed program application form, along with a check or money order for $50 payable to CSUDH. This is separate from the csumentor application fee.

2. An official set of transcripts showing Bachelor’s degree (from a regionally accredited college or university) and any graduate work (these transcripts are in addition to those required by Admissions Office). Exception: CSUDH students and alumni do not need to submit CSUDH transcripts, but do need to submit transcripts from other colleges/universities.

3. Three (3) letters of recommendation from individuals who can evaluate your potential for graduate study as a counselor, such as employers, supervisors, and professors. Letters must be written on the official letterhead of the referee’s place of employment and be written specifically for the Counseling program within one year of application date. Letters can either be sent separately to the Student Services Center’s address above or may be enclosed within this program application. All letters must be sealed with the referee’s signature across the back of envelope.

4. Statement of Purpose (3-5 page min.): Your statement should include: a comprehensive profile of yourself as a prospective counselor; a description of relevant educational, occupational, and/or personal experiences that have contributed to your personal development and your decision to become a counselor; both personal strengths and areas you have identified for growth; your perception of the role of a school or college counselor; and why you believe you would be successful in this position based on your interpersonal qualities and interests.

5. A minimum of 3.0 or better grade point average in the last 60 units of upper division undergraduate or graduate coursework (or, a minimum combined score of 300 on the Graduate Record Examination (GRE) (Revised) Verbal and Quantitative Tests, or a minimum score of 500 on the Miller Analogies Test);

6. For ALL applicants: Evidence of either a Certificate of Clearance or a CA teaching or substitute teaching credential. For information on how to obtain a Certificate of Clearance go to: www.ctc.ca.gov/credentials/fee-and-fingerprint.html You can obtain Livescan forms from the Student Services Center (SCC 510) or online from CTC’s website.

7. For PPS credential applicants only: evidence of meeting CCTC’s Basic Skills Requirement (such as CBEST or CSET) must accompany this application. Please go to www.ctc.ca.gov/credentials/leaflets/cl667.pdf for options on how to meet this requirement.

8. Personal Interview: All applications will be reviewed by the Counseling admissions committee to select a final round of applicants for small group interviews. Applicants selected for interviews will be contacted in the month following the application deadline and will be notified of the interview date. Applicants are expected to make arrangements to attend the interview as it is a required component of the application process.
Objective of Study requirements:

1) All candidates must pursue the MS degree unless you already possess a Master's degree or higher in Counseling, Education, Psychology, or Social Work (other fields are not acceptable for substitution).

   Note: If you have a previously related Master's degree and are considering earning the PPS credential only, it may still be in your best interests to obtain a 2nd Master’s degree. It is recommended that you indicate both the MS and the PPS for now, and then consult with an advisor upon program admission to determine your best course of study.

2) The MS degree offers two specialization options: School Counseling and College Counseling. Due to university degree requirements, only one option can be selected for the degree. However, students will have the opportunity to gain experience in both levels during the program.

3) To apply for the PPS credential, you must have met CCTC's Basic Skills Requirement. Please go to www.ctc.ca.gov/credentials/leaflets/cl667.pdf for options on how to meet this requirement.

4) It is acceptable to pursue the MS only; obtaining the PPS is not a program requirement. Likewise, it is acceptable to pursue the PPS credential with either option of study, however, it is recommended that students choose the degree option that is their primary area of interest.

Check the graduate objective you wish to pursue (MS, PPS, or both):

Degree (choose one option):

- M.S. Counseling, School Counseling Option
- M.S. Counseling, College Counseling Option

Credential:

- Pupil Personnel Services, School Counseling (enclose proof of meeting the Basic Skills Req.)

Applicant Information (Please print or type)

Today's Date: ____________________________ Anticipated Starting Term: ____________________________

Student ID: ____________________________ Date of Birth: ____________________________

Name: ____________________________________________ Last Name First Name Middle Initial

Primary Phone: ____________________________ Secondary Phone: ____________________________

Mailing Address:

__________________________________________

Street Address

City State Zip Code

E-Mail Address: ____________________________
**Employment / Professional Background**

Present Occupation/Position: ________________________________

Present Employer (if school setting, please indicate school and district)

Employer's Complete Address

List any experience within the fields of Education or Mental Health:
_________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________

List any Credential(s) you currently hold:
_________________________________________________________________________________________________________________________________________

**Academic Background**

University granting your Bachelor's degree: ________________________________

Undergraduate Major: ________________________________ Degree: ________________________________ Date: ________________________________

List any Graduate degrees obtained and from where:
_________________________________________________________________________________________

**Letters of Recommendation**

Please list the individuals from whom you have requested letters of reference:

1. ____________________________________________________________

2. ____________________________________________________________

3. ____________________________________________________________

**Fingerprint Clearance requirement**: All applicants must submit proof of having cleared fingerprinting through the Dept. of Justice via CCTC. Valid documentation includes a Certificate of Clearance, Teaching Credential, or Emergency Teaching Permit. Indicate which document you are enclosing:

- Certificate of Clearance □
- Teaching credential or permit □
- Clearance is in process (enclose copy) □

*If you have not yet applied for the Certificate of Clearance, your application will be considered incomplete.*

**For PPS Credential Applicants Only**: Submit proof of meeting CCTC’s Basic Skills Requirement. Please go to [www.ctc.ca.gov/credentials/leaflets/cl667.pdf](http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf) for options on how to meet this requirement.

**ALL APPLICANTS MUST SIGN THIS FORM.**

I understand that I am responsible for knowing and adhering to all program, division, and university regulations. Please consult the CSUDH University Catalog for all policies and procedures pertaining to graduate study.

Signature: ________________________________ Date: ________________________________

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