

Counseling Program Requirements and Application Procedures

A. Objective of Study requirements:

- 1) All candidates must pursue the MS degree *unless* you already possess a Master's or Doctorate degree 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 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 CTC's Basic Skills Requirement. Please go to [more info](#) 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.
- 5) The College Counseling Certificate is only available to MS School Counseling students and PPS credential-only students. Students pursuing the MS College Counseling option cannot also pursue the Certificate due to the prominence of the degree in relation to the certificate.

B. Admission Requirements:

There are two parts to applying to the Counseling Program:

- Part 1. University Application
- Part 2. Counseling 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.

Part I. University Application Procedures:

1. Apply for admission to the University by completing the [Graduate Online Application](#) at Cal State Apply. The University application requires a \$55 non-refundable application fee. For [more info](#) click here.
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.*
3. Cal State Apply - **Statement of Purpose** - The Cal State Apply (University) application will ask you for a Statement of Purpose that instead should be submitted in this Program application (Fluid Review). When prompted for your statement on Cal State Apply, please write in the textbox "Statement sent to Program". Then, when you complete this Program application (FluidReview) you will upload your Statement following the instructions below.
4. Cal State Apply - **Supporting Documents** - The Cal State Apply (University) application will ask you add documents such as Basic Skills Requirements, please click on "I Am Not Adding Any Documents" when prompted. **ALL** supporting documents must be submitted with the Program application (FluidReview).

Please note that the University application on Cal State Apply must be completed before completing the online Program application. Once you have completed the University application and fee, you will receive a CSUDH Student ID number (usually within 7 - 10 working days). Your Student ID number is necessary for you to complete the Program application.

Part 2. Counseling Program Application

1. **Counseling Program Application:** Complete the online application at [Apply Now](#) on the college's website page.

The following documents must be uploaded to complete the program application:

2. **COE Admission Processing Fee (via ToroPay):** This \$50 non-refundable fee is paid through [ToroPay](#) link. Scan and upload a copy of your complete receipt. This is a separate fee from the University application fee paid through Cal State Apply.
3. **Official Transcripts:** 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). Copies of the front and back of originals issued by the college or university will be accepted only if the college or university logo or seal appear on the copies. Web printouts of grades or course history

are unacceptable. *Exception: CSUDH students and alumni do not need to submit CSUDH transcripts, but do need to submit transcripts from other colleges/universities.*

4. **Letters of Recommendation:** Select three (3) individuals who can evaluate your potential for graduate study as a counselor, such as employers, supervisors, and professors. They will be sent an email from the program to submit a letter of recommendation on your behalf written specifically for the Counseling program. You will not be able to view the recommendations.
5. **Statement of Purpose (3-5 page minimum):** 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.
6. **Minimum 3.0 Grade Point Average:** A *minimum* of a 3.0 grade point average for ALL undergraduate and graduate coursework is required. If you do NOT meet this requirement, then provide verification of a minimum combined score of 300 on the Verbal and Quantitative Tests of the Graduate Record Examination (GRE - Revised).
7. **Fingerprint Clearance Requirement (For ALL applicants):** Evidence of either a Certificate of Clearance or a Valid California teaching or Current Substitute Teaching Permit. For information on how to obtain a Certificate of Clearance go to: CTC website - [Fingerprint Information](#). Livescan forms are available from the COE Student Services Center or online from [CTC](#).

The California Education Code §44340 & §44341 require that all individuals receive fingerprint clearance from the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) through the Commission.

Upload a copy of **one** of the options below:

- Certificate of Clearance
 - Valid Teaching Credential or Substitute Teaching Permit
 - Application of Certificate of Clearance, if you have not yet applied for the Certificate of Clearance, your application will be considered incomplete.
8. **Basic Skills Verification (For PPS credential applicants only):** A copy of your Basic Skills Verification indicating passage is required. [For more info](#)
 - Pass the CBEST (California Basic Educational Skills Test) *or*
 - Pass the CSET and Writing (California Subject Examination for Teachers) *or*
 - Pass the CSU Early Assessment Program or the CSU Placement Examinations.
 9. **Personal Group Interview:** All completed applications will be reviewed by the admissions committee to select a final round of applicants for small group interviews. Applicants selected will be contacted in the month following the application deadline

and 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.

For more information about our program and application instructions, including an online information session, please go to our website:

<http://www.csudh.edu/coe/programs/grad-ed/school-counseling/>