



California State University, Long Beach
College of Education, Graduate Studies
1250 Bellflower Boulevard, EED-7
Long Beach, CA 90840-2201
562-985-8476

INFORMATION AND APPLICATION PACKET

MASTER OF SCIENCE IN COUNSELING OPTION IN SCHOOL COUNSELING AND PUPIL PERSONNEL SERVICES SCHOOL COUNSELING CREDENTIAL

Website: www.csulb.edu/college-of-education/school-counseling

Prospective students may contact the College of Education Graduate Studies Office:

ced-gradstudies@csulb.edu

562/985-8476

APPLICATION DEADLINES

APPLICANT	FALL 2020
DOMESTIC	12/1/2019*
INTERNATIONAL	12/1/2019*

***THE APPLICATION DEADLINE IS ON A SUNDAY. THE UNIVERSITY APPLICATION MUST BE SUBMITTED ONLINE BY THE 12/01/2019 DEADLINE. THE GRADUATE STUDIES OFFICE IS CLOSED ON THE WEEKEND AND PROGRAM APPLICATIONS WILL BE ACCEPTED THROUGH MONDAY, DECEMBER 2, 2019.**

POSTMARKED APPLICATION MATERIALS WILL NOT BE ACCEPTED.

TABLE OF CONTENTS

Program Information	3
Program Requirements	4-5
Application Process – University and Program	5-7
Admission Process	8
Program Application Packet	9-13

FREQUENTLY ASKED QUESTIONS

Q. Is the GRE required?

A. The GRE is not required for this program. For a list of eligibility requirements, please see page 5. For a list of items required to be submitted with the program application, please see checklist on page 9.

Q. Does this program have prerequisite courses?

A. This program does not have prerequisite courses. Any applicant of any undergraduate degree is eligible to apply. For eligibility requirements, please see page 5.

Q. How long does the program take to complete?

A. The program is designed to be completed in 2 years. Upon admission, the program coordinator will provide each newly admitted student their program plan.

Q. Do I earn a credential with this program?

A. Graduates of this program earn both a Master Degree in School Counseling as well as the Pupil Personnel Services (PPS) credential in School Counseling.

Q. Where do I send transcripts?

A. Send all official transcripts to CSULB Enrollment Services, not the College of Education Graduate Students Office. Please see page 6 of this packet for additional information.

Q. How much will the program cost?

A. This program requires a total of 51 to 57 units. Most students enroll in 3-4 courses (9-12 units) each Fall and Spring semester and are considered full-time. CSULB registration fees are prorated at 6 units or less or 7 units or more each semester. Please refer to [Tuition and Fees website](#) for a complete breakdown for “Graduate” fees. Summer enrollment is optional; please note there is limited availability of summer courses. Please refer to the [College of Professional and International Education website](#) for a breakdown of summer fees.

Q. How competitive is the program?

A. The program typically admits less than 20% of applicants. Please see page 8 for additional information about the admission process.

PROGRAM INFORMATION

The Master of Science in Counseling, School Counseling and the Pupil Personnel Services (PPS) School Counseling credential program is designed to prepare counselors to work in elementary, middle, and high school settings. The Pupil Personnel Services School Counseling Credential (PPS/SC) is required by the California Commission on Teacher Credentialing (CTC) for persons employed by the public schools as school counselors. Students entering the Master of Science in Counseling School Counseling Option program concurrently fulfill requirements for the Pupil Personnel Services School Counseling Credential. The School Counseling Program does not currently offer the PPS credential as a stand alone credential. Courses required for the Pupil Personnel Services School Counseling Credential are the same courses that are required for the Master of Science in Counseling, School Counseling. Students are required to enroll in both the master's and credential.

COLLEGE OF EDUCATION MISSION STATEMENT

The College of Education at CSULB is a learning and teaching community that prepares professional educators and practitioners who promote equity and excellence in diverse urban settings through effective pedagogy, evidence-based practices, collaboration, leadership, innovation, scholarship, and advocacy.

PROGRAM GOALS

The Master of Science in Counseling, School Counseling program prepares school counselors to implement an evidence-based comprehensive school counseling program aligned with the American School Counselor Association (ASCA) National Model. Emphasis is placed on meeting the academic, social-emotional, and career readiness needs of all students. In addition, this program prepares school counselors to be leaders, advocates, collaborators, and systems change agents in K-12 school settings.

PROGRAM LEARNING OUTCOMES

Upon completion of the program, graduates will be able to:

1. Demonstrate an awareness of how cultural values and biases impact the counselor-student relationship, and develop culturally responsive interventions that consider school, institutional, community, and environmental factors that enhance and impede student success.
2. Apply knowledge and skills of direct services at multiple tiers of support including individual counseling and group counseling, core curriculum classroom lessons and management, to meet the needs of a diverse student population.
3. Collaborate and consult with stakeholders such as parents and guardians, teachers, administrators and community leaders to create learning environments that promote educational equity and success for every student.
4. Plan, organize, implement, and evaluate a school counseling program aligned with the ASCA National Model.
5. Understand and use research methods, program evaluation, and accountability strategies to demonstrate the effectiveness of the school counseling program, and to advocate for all students in order to close achievement, opportunity and attainment gaps.
6. Identify and demonstrates professional and personal qualities and skills of effective servant leaders through self-assessment related to school counseling skills and performance.

COLLABORATIVE COHORT MODEL

As a student, you become a member of a supportive and active cohort of peers with entry each Fall semester. The program is designed for students to progress through the program with their cohort. The program is designed to be completed in two years.

PROGRAM REQUIREMENTS

Completion of the School Counseling program signifies that graduates have met the California Commission on Teacher Credentialing (CCTC) requirements for obtaining a Pupil Personnel Services School Counseling Credential, and qualifies the graduate to be recommended to the CTC for a credential to work as a school counselor in public and private school settings, K-12.

School Counseling program courses are typically offered weeknights from 4:00-6:45PM or from 7:00-9:45PM, subject to change. Please note that the practicum and fieldwork experiences require that students be available to complete hours during the typical K-12 public school day (8AM-3PM). Admitted students will complete a program plan with program advisors regarding the predetermined appropriate course scope and sequence. It is important that candidates take courses in the advised sequence. Candidates will therefore need to be available to take courses at the day, time, and semester they are offered.

DEGREE REQUIREMENTS

- The program consists of a minimum of 51 units of upper division and graduate courses.
- A program planner will be provided to each student upon admission.
- Each Fall and Spring semester, students typically enroll in 3-4 courses. Summer enrollment is optional; there is limited availability of summer courses.
- Please see the [CSULB Catalog](#) for additional detailed information about course requirements.

PRACTICUM

COUN 607: School Counseling Practicum (3 units) will take place during the Spring semester of the first year in the program. Please note, a total of 100 practicum hours (approximately 10 hours per week for the duration of the semester) will be fulfilled during typical K-12 public school hours. As required by the California Commission on Teacher Credentialing, candidates are required to obtain a [Certificate of Clearance](#) from the Commission in order to participate in public school-based practicum and fieldwork activities.

FIELDWORK

1. An Application for Fieldwork must be submitted to the Graduate Studies Office and approved prior to enrollment in each of the two semesters of Fieldwork. Fieldwork takes place in the Fall and Spring semester of the second year of the program. The Fieldwork Application deadline is March 1 of the first year to start the fieldwork sequence the following Fall term of the second year.
2. Fieldwork Courses:
 - a. 1st semester (second year) Counseling Fieldwork, COUN 643A (300 hours, 20 hours per week)
 - b. 2nd semester (second year) Advanced Counseling Fieldwork, COUN 644A (300 hours, 20 hours per week)

School Counseling Fieldwork must be completed independently of fieldwork that may have been completed in other Master's Degree programs or Credential Programs. Only hours completed during enrollment in COUN 643A or COUN 644A

are acceptable. Fieldwork hours are to be completed during the regular school day; therefore, full-time teachers and other students with full-time day-time employment must modify their schedules accordingly. For further information regarding School Counseling Fieldwork, consult the Student Handbook for School Counseling Fieldwork.

CBEST OR BASIC SKILLS REQUIREMENT

Per the Commission on Teacher Credentialing (CTC) preconditions for California Educator Preparation Programs, after students are admitted to the program they must pass the California Basic Educational Skills Test (CBEST) or have satisfied the [Basic Skills Requirement](#). Students will need to meet this requirement in order to enroll in practicum in the second semester of the program. If a student admitted to the program fails to pass the CBEST, candidates will receive appropriate academic assistance necessary to pass the examination. Reference: Education Code Sections 44252 (f) and 44225 (n). For additional information about the Basic Skills Requirement and ways to satisfy the requirement, please visit <http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf>. Prospective students are encouraged to review the options for meeting the Basic Skills Requirement, and if needed, to attempt the CBEST prior to admission. CBEST results are not considered during the application review or admissions process.

CERTIFICATE OF CLEARANCE

A current, approved [Certificate of Clearance](#) from the Commission on Teacher Credentialing (CTC) is required for practicum and fieldwork. This is not required at the time of the application to the program, however students admitted to the program will need to obtain the Certificate of Clearance by a deadline established by the faculty upon admission. The issuance of a credential by the State of California may be precluded by a criminal record. In certain cases, special consideration may be obtained by contacting the California Commission on Teacher Credentialing. Direct specific questions regarding your particular situation to: California Commission on Teacher Credentialing, P.O. Box 944270, Sacramento, CA 94244-2700 or 916-445-0243.

PERIODIC EVALUATION

Periodically throughout the program, all students are evaluated based on their knowledge, dispositions, and performance. Consistent with the College of Education Strategic Plan, such review and retention procedures consider students' demonstration of professionally acceptable values, beliefs, attitudes, and behaviors toward their potential students/clients.

APPLICATION PROCESS

APPLICANT ELIGIBILITY

The following are required for admission to the program:

- Baccalaureate degree from an accredited college or university in a behavioral science, education, or related field.
- Minimum 2.85 overall grade point average in last degree (not credential or certificate) earned from an accredited institution of higher education.
- International applicants have additional university application requirements including meeting the English language proficiency requirement. Please visit The Center for International Education (CIE) website at www.cpie.csulb.edu/international/ for more information.

APPLICATION PROCEDURES

Graduate applicants must apply to the university AND to a specific graduate program simultaneously by the deadline listed on the first page of this packet. Admissions decisions are made at the program level by the faculty. It is essential to follow the guidelines for applying to both the university and program. Failure to do so, and to do so in a timely manner, may result in not being considered for program and/or university admission. If you have questions, please contact the College of Education Graduate Studies Office at 562-985-8476 or ced-gradstudies@csulb.edu.

Admission cannot be deferred. Admitted students who do not attend the term they are admitted will need to re-apply to both the university and the program for a future term.

UNIVERSITY APPLICATION PROCEDURES

You must submit a Graduate/Post-Baccalaureate Admissions Application online at [Cal State Apply](#) accompanied by the \$55 nonrefundable application fee by the program application deadline.

The Graduate Studies Office has created a [tutorial](#) with tips for submitting the university application on Cal State Apply. For technical assistance with the university application, please contact the Cal State Apply Help Desk: (857) 304-2087 or CalStateApply@liaisoncas.com

Once the university application has been submitted, applicants can track their university application in the Applicant Self Service portal, found at: www.csulb.edu/admissions/applicant-self-service.

TRANSCRIPTS

You must submit 1 set of official transcripts for ALL colleges and universities attended to Enrollment Services. This includes all community college(s) attended, bachelor's degree(s) coursework, and all post-baccalaureate or extension coursework. Note that if you received your bachelor's degree from CSULB and have not attended any other university or college since, you will most likely not need to provide transcripts. You will be notified by Enrollment Services if a transcript is needed.

Deliver official transcripts to Enrollment Services by any of the following methods: (1) electronically, (2) mail, or (3) drop-off in person.

Official transcripts may be submitted electronically directly from a U.S. college or university to ES-IDPTrans@csulb.edu.

Official transcripts may be delivered in a sealed envelope to the address below:

Enrollment Services/Admissions
California State University, Long Beach
1250 Bellflower Blvd.
Long Beach, CA 90840

You are not required to submit transcripts to the College of Education Graduate Studies Office. It is critical that you submit your university application and the transcripts prior to the program application deadline. This will allow the College of Education faculty and staff access to your transcripts as part of the review of your program application.

PROGRAM APPLICATION PROCEDURES

The program application may be found on pages 9-13 in this packet. All program application materials must be received by the application deadline; please see the first page of this packet for the deadline.

Applications may be submitted in-person or via traditional mail. Electronic submissions are not accepted. Send materials to the College of Education Graduate Studies Office as one complete packet containing all documents listed on the Application Checklist:

California State University, Long Beach
College of Education, Graduate Studies Office
1250 Bellflower Boulevard, EED-7
Long Beach, CA 90840-2201

All program application materials should arrive in one large envelope. Please do not submit program application items separately. The College of Education Graduate Studies Office will send you an email once they have processed your application.

INTERNATIONAL APPLICANTS

We encourage international applicants to consider our graduate degree. International applicants planning to attend on a J1 or F1 VISA have additional requirements for admission, and can find admission information at the [Center for International Education website](#). Please note that some programs have earlier deadlines for international (F1 or J1 VISA) applicants. Please verify all deadline dates in the application packet on the [Program Deadlines and Application Packets page](#).

APPLICATION PROCESS – TWO STEPS

1. STEP ONE: Apply to the university

- Complete the university application through Cal State Apply www.calstate.edu/apply
- See this checklist from the Center for International Education for all items required <http://www.cpie.csulb.edu/International/about.aspx?PID=6>

2. STEP TWO: Apply to the program (see above)

The program application may be found on pages 9-13 in this packet. All program application materials must be received by the application deadline; please see the first page of this packet for the deadline.

Applications may be submitted in-person or via traditional mail. Electronic submissions are not accepted. Send materials to the College of Education Graduate Studies Office as one complete packet containing all documents listed on the Application Checklist:

California State University, Long Beach
College of Education, Graduate Studies Office
1250 Bellflower Boulevard, EED-7
Long Beach, CA 90840-2201

All program application materials should arrive in one large envelope. Please do not submit program application materials separately. The College of Education Graduate Studies Office will send you an email once they have processed your application.

ADMISSION PROCESS

PHASE 1: PROGRAM APPLICATION PAPER REVIEW

You must submit all of the items listed on the program application. Your completed application and accompanying materials will be reviewed by the School Counseling Admissions Committee. You will be notified by email regarding the status of your applicant. You will either be invited for an interview or receive formal notification that you were not accepted to the program.

PHASE 2: INTERVIEW

Applicants selected for interviews will be notified of their interview date and time by email, so be sure to check email regularly at the email address that you provide on your application. Interviews are conducted in-person over the course of one day and are a required component of the application process. They consist of both small group and individual settings, and may include a writing component. Virtual interviews may be available for out-of-state candidates. Applicants should plan for an interview to be scheduled on Friday, February 14, 2020. Notices will be sent approximately 1 week before the interview. Since this date has been provided in advance, it is expected applicants will save-the-date and plan ahead for a potential interview.

PHASE 3: ADMISSION AND ORIENTATION

Email notification indicating admission decisions will be sent within 2 weeks after all interviews are completed. Candidates who are invited for admission will be invited to a mandatory orientation meeting. During orientation, a Master's program planner will be developed for each student and each student will be advised as to the appropriate sequence of classes. It is important that students attend carefully to the advised sequence of classes as course offerings are limited in the Master's program. Many required courses are offered only one semester each year. Candidates will therefore need to be available to take courses at the day, time, and semester they are offered.

Please use this application as a reference only.
The Fall 2021 application will be available October 1, 2020



APPLICATION FOR ADMISSION

Master of Science in Counseling
Option in School Counseling and Pupil Personnel Services School Counseling Credential
California State University, Long Beach

The information on pages 9-10 of this packet may be typed or hand-written.

SEMESTER:

YEAR:

PROGRAM APPLICATION CHECKLIST:

You must provide all of the items listed below. Please do not submit pages 1-8 of this packet.

- ☐ Application for Admission (pages 9 and 10 of this packet)
- ☐ Résumé
- ☐ Personal Statement (guidelines on page 11)
- ☐ Two letters of recommendation (guidelines on page 12-13)

PERSONAL INFORMATION

First Name:

Last Name:

MI:

Other Names, if applicable (for example, maiden name):

Preferred Phone:

Alternate Phone:

Email Address:

Languages Spoken Other Than English (optional):

ACADEMIC EXPERIENCE

ACADEMIC BACKGROUND

College/University	Program/Major	Dates Attended	GPA	Degree Earned



ACADEMIC EXPERIENCE CONTINUED

CREDENTIALS HELD, IF ANY

Credential	Issuing Agency	Date granted	Expiration date

PROFESSIONAL AND VOLUNTEER EXPERIENCE

EMPLOYMENT EXPERIENCE

Employer	Location	Position	Full/Part Time	Dates

VOLUNTEER EXPERIENCE

Agency / Organization	Location	Nature of Experience	Hours per week	Dates

Applicants will receive an email notification once their application has been processed.

My signature below certifies that I have read the program information and I am familiar with the program's goals, mission, requirements, and procedures as posted.

Applicant's Signature: _____

Date: _____



PERSONAL STATEMENT

Master of Science in Counseling
Option in School Counseling and Pupil Personnel Services School Counseling Credential
California State University, Long Beach

PLEASE READ CAREFULLY! A 3 to 4 page (typed, double-spaced, 12-point font, 1" margins) personal statement is required. This statement should reflect a clear, focused, and comprehensive profile of you as a person and a prospective professional school counselor. Pages should be numbered and your name included as a header or footer on each page. Organize your statement into 4 sections using the following headings:

BACKGROUND/INFLUENCES/CONTRIBUTORY RELATIONSHIPS

Describe your educational, work, volunteer, and pertinent life experiences. Discuss interpersonal relations, interests, and special skills you possess that you believe will enhance your work as a professional school counselor. Describe the experiences, people, and information that have influenced your decision to select the school counseling profession as your career goal. Also describe how your family, friends, education, work, and leisure have contributed to your being a desirable candidate for entrance into the school counseling profession.

SCHOOL COUNSELOR ROLE

Describe your perception of a school counselor's role and responsibilities. Discuss relationships with other disciplines as well as activities you expect to be doing as a school counselor.

STRENGTHS AND AREAS FOR DEVELOPMENT

Describe yourself candidly in terms of your emotional, social, and intellectual growth. Discuss both strengths and limitations, including plans for addressing areas identified for development.

CAREER ASPIRATIONS

Describe where you see yourself five years from now, after you have graduated from the CSULB School Counseling Program. Where will you be working? What will your role(s) be? How will you have helped improve the profession? Discuss the leadership qualities you possess that will have contributed to these improvements.



LETTERS OF RECOMMENDATION

Master of Science in Counseling
Option in School Counseling and Pupil Personnel Services School Counseling Credential
California State University, Long Beach

Applicant Instructions: Two letters of recommendation are required, preferably from former university instructors, supervisors, or colleagues in education-related fields. Make two copies of this recommendation form, one for each of your recommenders. Ask your Recommenders to provide this recommendation form, along with a letter, to you in a sealed envelope with the Recommender's signature across the seal. It is suggested that you allow a minimum of six weeks for the Recommender to get the recommendation back to you. You must submit both sealed and signed envelopes containing your letters of recommendation along with your complete set of application materials by the deadline.

APPLICANT

Please indicate the following and sign below: I do ☐ (OR) I do not ☐ waive my right to access this confidential letter of recommendation and similar evaluative statements received in connection with my application.

Printed Name: _____

Applicant's Signature: _____

Date: _____

RECOMMENDER

Thank you for agreeing to provide a letter of recommendation for the applicant. Please complete the following information and return this form as well as a letter of recommendation to the applicant in a sealed envelope with your signature across the sealed flap.

Recommender Name: _____

Institution: _____

Position: _____

Email Address: _____

Phone: _____

My knowledge of the applicant is based on (indicate source of acquaintance and time period):

EVALUATION

For each factor listed below, please select the one that corresponds to the behavior that you have seen the applicant most consistently exhibit. We acknowledge that all applicants have both areas of strength and areas of needed development. Your candid and honest appraisal will assist in evaluation of the applicant.

Factor	Above Average	Average	Below Average	Unable to Rate
Academic Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Expression of Ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Expression of Ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Work with Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Openness to Different Cultures, Values, Beliefs, and Ways of Being	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity & Judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Motivation or Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability/Resilience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receptivity to criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please select one:

- ☐ Recommended for admission to the CSULB School Counseling Program
- ☐ Recommended with conditions (see attached letter of recommendation)
- ☐ Not recommended for admission to the CSULB School Counseling Program

LETTER

ATTACH A LETTER MAKING SPECIFIC COMMENTS ABOUT THIS APPLICANT. Please provide an accurate assessment of the applicant's skills, strengths, and areas in need of improvement relevant to being successful in graduate school and in a career in school counseling. Your candid comments will enhance our ability to more effectively evaluate the applicant's file and are greatly appreciated. Please return this form as well as a letter of recommendation to the applicant in a sealed envelope with your signature across the sealed flap. Electronic submissions are not accepted.

Recommender's Signature: _____ Date: _____

We thank you for taking the time to complete this Letter of Recommendation.

CSULB School Counseling + PPS credential
Information and Application Packet for Fall 2020