Dear Prospective Counseling Student:

Thank you for your interest in obtaining your master’s degree through the Division of Special Education and Counseling. Counseling programs begin Fall quarter of each year. We recommend that you apply to the Counseling Program and also to the university. Some candidates attend the university during the previous year or Summer quarter to complete prerequisites for the program. Please adhere to posted university application deadlines for the quarter you anticipate beginning coursework (including prerequisites). You can find this information on the university website www.calstatela.edu. The deadline for the Counseling Program application for 2007 is January 15th. The deadline for the Rehabilitation Counseling Program for 2007 is April 15th.

Admitted to the program, candidates will begin class Fall Quarter 2007. The Counseling Programs application requires:

1. Three letters of recommendation (written within the last year)
2. Official copies of transcripts of all post-high schools attended (include community college and CSULA)
3. Personal history (no more than 5 double-spaced pages)
4. GPA 2.75 in last 90 quarter units or 60 semester units attempted

We strongly urge you to have three letters of recommendations and transcripts sent to your address. When you receive them, leave them in the sealed envelope in which they arrive and submit them with your application. After January 15th, a committee will review all applications submitted by this deadline. The committee will only review applications that are complete (including letters of recommendation, transcripts, and personal history). Selected candidates will be contacted to schedule a panel interview.

Please note that out-of-state and out-of-country candidates are expected to make arrangements to attend an on-campus interview. After interviews, the final selection will take place and those candidates will be notified by April (the first week in June for Rehabilitation Counseling Program). Please note that all submitted materials become the property of CSULA and will not be returned to the candidate or photocopies for the candidate or other designee under any circumstances.

Additional applications can be obtained on-line at the Division of Special Education and Counseling website, www.calstatela.edu/dept/sped/index. If you have any questions regarding our programs, you may contact the Division office at (323) 343-4400. Our office hours are:

Monday – Thursday 8:00 am – 6:00 pm
Friday 8:00 am – 4:30 pm

You may hand deliver your application to the office or mail it to the address below.

California State University, Los Angeles
Division of Special Education and Counseling
Attention: Counseling Admissions Committee
King Hall C 1064
5151 State University Drive
Los Angeles, CA 90032-8141

APPLICATION DEADLINE: All options of the Master’s Degree in Counseling will maintain the following application deadline: Admission will be once a year in the Fall Quarter. The completed application, all official transcripts (including CSULA), personal history, and three letters of recommendation must be submitted to the Division Office (KH C-1064) by January 15th, (April 15th for the Rehabilitation Counseling Program).
APPLICATION FOR ADMISSION FOR THE FALL 2007
COUNSELOR EDUCATION GRADUATE PROGRAM
DIVISION OF SPECIAL EDUCATION AND COUNSELING

NAME: ____________________________________________

Please identify the area of specialization for which you are applying.

NOTE: 1. Each option requires a separate application and admissions interview that assesses interpersonal skills, knowledge of the field, related experiences, goals and skills compatible with the program and profession, and clarification of academic performance.
2. Applicants must have applied to the University for Admission as a graduate student for the summer or fall quarter, or earlier as needed to complete prerequisites.

I have applied for admission to the University: YES ________ NO ________

PLEASE SELECT ONLY ONE OPTION:

I. School Counseling (the following three options offer a Master of Science in Counseling including the Pupil Personnel Services [PPS] Credential Specialization in School Counseling, and Child Welfare and Attendance Services [CWA]. Since all three school counseling options are accredited by the Council for Accreditation of Counseling and Related Educational Programs [CACREP], these options satisfy academic requirements for the National Certified Counselor Examination).
   a. _____ School Counseling Leadership (prepares counselors to serve school communities through leadership and advocacy)
   b. _____ School-Based Family Counseling (satisfies academic requirements for the California State Marriage, Family Therapist license)
   c. _____ Behavior Intervention Case Management (satisfies academic requirements to take the National Certificate Exam in Behavior Analysis)

II. School Psychology (Master of Science in Counseling, approved by National Association of School Psychology)

III. Rehabilitation Counseling (Master of Science in Counseling, accredited by the Council on Rehabilitation Education)
   _____ Rehabilitation Counseling, concentration in Vocational Rehabilitation
   _____ Rehabilitation Counseling, concentration in Student Development Counseling
   _____ Rehabilitation Counseling, concentration in Transitional Services

IV. Applied Behavior Analysis (Master of Science in Counseling, accredited by the Association of Behavior Analysis)
   _____ Applied Behavior Analysis (joint Master’s Degree with the Psychology Department)

V. Marriage, Family, and Child Counseling (Master of Science in Counseling, MFCC Option) Please review School- Based Family Counseling in the School Counseling Option. If interested in Marriage, Family Therapy without the School Counseling credential, it is essential that you contact Dr. Michael Carter (mcarter@calstatela.edu) prior to submitting your application.
   _____ Marriage, Family, and Child Counseling (Master of Science in Counseling, MFCC Option)

VI. Credential Only (must have a Master’s Degree or Doctorate)
   _____ Pupil Personnel Services Credential with Advanced Specialization in School Psychology and Child Welfare and Attendance Services. If interested in this option, please see the School Psychology Coordinator.

VII. Certificate Only
   _____ Certificate in Career Counseling (must have or be enrolled in a Master’s Degree Program in Counseling)
   _____ Certificate in Applied Behavior Analysis in Educational Settings (must have a bachelor’s degree).

APPLICATION DEADLINE: All options of the Master’s Degree in Counseling will maintain the following application deadline: Admission will be once a year in the Fall Quarter. The completed application, all official transcripts (including CSULA), personal history, and three letters of recommendation must be submitted to the Division Office (KH C-1064) by January 15th, (April 15th for the Rehabilitation Counseling Program).
 TYPE OR PRINT

Name: ___________________________________________ CIN # ______________________

(Last) (First) (M.I.)

List other names which may appear on your records: ______________________________________________________________

Address _____________________________________________ _____________________________________________

(Street) (City) (State) (Country) (Zip Code)

Telephone: Home (_______) ____________________ Work (_______) __________________ Cell (_______) __________________

Email Address: __________________________________________

This Application is for admission to a master’s degree program for: Quarter: __________ Year: ________

What is your University Admission Status: _____ Graduate standing at CSULA.

_____ Undeclared major or undecided

_____ Admitted as post baccalaureate to credential program

_____ Transferring from another degree program at CSULA

_____ Graduate application to CSULA pending for __________ Quarter

Please Note: Undergraduate students are only eligible for program admission after their degree has been awarded.

Degree(s) held:

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<tr>
<th>Type</th>
<th>Major</th>
<th>University</th>
<th>Date Awarded</th>
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<td>BA</td>
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<td>MA</td>
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List of Credentials held (type and expiration date)
_________________________________________________________________________________________________________

Other colleges/universities attended and dates of attendance:
_________________________________________________________________________________________________________

_________________________________________________________________________________________________________

Check any of the following tests you have taken (attach copies of score reports if you have them):

CBEST ______ PRAXIS Subject Assessment ______ GRE ______ TOEFL ______ WPE ______ CSET ______

I affirm that I own or have ample access to a computer, have an email account, have general knowledge of operation and care of a computer, computer hardware/software, can implement some basic troubleshooting techniques, and have a basic understanding of how to use the internet.

Signature of Applicant ___________________________ Date ________________

NOTE: This application must be submitted as a complete packet including 3 letters of recommendation from individuals familiar with your potential to succeed in your selected program, personal history, and official transcripts of all university work to the Division of Special Education and Counseling, KH C-1064, by January 15th, (April 15th for the Rehabilitation Counseling Program). A completed admission packet does not guarantee an interview or admission to the program. Formal admission to the program is contingent upon a successful interview, and satisfaction of all admission requirements and filing an approved program plan in COUN 505, during the Fall quarter. Refer to the Charter College of Education Student Advisement Handbook for Master’s Degree Program, and the University General Catalog. Please be aware that all submitted materials become the property of CSULA and will not be returned to the candidate or photocopied for the candidate or other designee under any circumstances.
POST HIGH SCHOOL EDUCATION (List most recent educational experience first. You **must** attach one official copy of all transcripts).

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<tr>
<th>DATES</th>
<th>DEGREE</th>
<th>MAJOR/MINOR</th>
<th>GPA</th>
<th>INSTITUTION</th>
<th>LOCATION</th>
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WORK AND MILITARY EXPERIENCE (List most recent experience first).

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<th>TYPE OF WORK</th>
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<th>SUPERVISOR</th>
<th>PAID or VOLUNTEER</th>
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REFERENCES: It is your responsibility to distribute three professional reference forms and to check with the individuals writing references to be sure they have been sent to you or this office. You want to select individuals familiar with your potential to succeed in your selected program. Your application will not be reviewed until three references have been received. If you wish to have a copy of the reference letters, please ask the author for a copy. The Division of Special Education and Counseling will not make copies of file information for you.

How did you first hear about our Counselor Education Program?

a) A friend ________  b) CSULA Advisor ________  c) Other College Advisor ________

d) Current Student in the Counseling Program ________  e) Website ________

f) Other _______________________________________________________________________

2007-2008 Master of Science in Counseling Application  4 revision 06/06
PREREQUISITES FOR COUNSELING PROGRAMS

Coursework in the following subject areas are prerequisites to the Counseling Programs. While absence of any single course will not preclude you from being considered for admission, you are strongly encouraged to complete all prior to applying. Your performance in these courses will be taken into consideration in the admission review process. These subject areas may be satisfied by an upper division courses you have taken in your undergraduate programs or at other institutions. You can also take them as a post baccalaureate student at CSULA but they must be completed with a grade of B or above.

NOTE:

You do not have to take these courses at CSULA; however, equivalent courses must cover the same course material to meet the prerequisite requirements. Check the university catalog description for the courses offered at both CSULA and the institution at which you took your courses, and contact a program advisor if you have questions.

IMPORTANT:

If you intend to take these courses in the summer quarter at CSULA, make sure you apply to the University for the Summer instead of Fall Quarter.

The following are prerequisites which are specific for each program:

SCHOOL COUNSELING LEADERSHIP PROGRAM
1) Foundations of Special Education (e.g. EDSP 400)
2) Counseling Theories (e.g. COUN 450)
3) Statistics (e.g. EDFN 452 or PSY 302 or another upper division statistics course)

SCHOOL-BASED FAMILY COUNSELING PROGRAM
1) Abnormal Psychology (e.g. PSY 410A)
2) Foundations of Special Education (e.g. EDSP 400)
3) Counseling Theories (e.g. COUN 450)
4) Statistics (e.g. EDFN 452 or PSY 302 or another upper division statistics course)

BEHAVIOR INTERVENTION CASE MANAGEMENT
1) Foundations of Special Education (e.g. EDSP 400)
2) Counseling Theories (e.g. COUN 450)
3) Statistics (e.g. EDFN 452 or PSY 302 or another upper division statistics course)

SCHOOL PSYCHOLOGY PROGRAM
1) Abnormal Psychology (e.g. PSY 410A)
2) Foundations of Special Education (e.g. EDSP 400)
3) Statistics (e.g. EDFN 452 or PSY 302 or another upper division statistics course)

REHABILITATION COUNSELING
1) Counseling Theories (e.g. COUN 450)
2) Statistics (e.g. EDFN 452 or PSY 302 or another upper division statistics course)

APPLIED BEHAVIOR ANALYSIS
1) Foundations of Special Education (e.g. EDSP 400)
2) Counseling Theories (e.g. COUN 450)
3) Statistics (e.g. EDFN 452 or PSY 302 or another upper division statistics course)

MARRIAGE, FAMILY, AND CHILD COUNSELING
1) Abnormal Psychology (e.g. PSY 410A)
2) Foundations of Special Education (e.g. EDSP 400)
3) Counseling Theories (e.g. COUN 450)
4) Statistics (e.g. EDFN 452 or PSY 302 or another upper division statistics course)
Application Procedures for Master’s Degree and/or Credential Programs:

Step 1  Secure **graduate admission** to the California State University, Los Angeles by filling out a university application. (Notification of admissions to the university does not constitute admission into the Counseling Program.)

Step 2  Complete the Charter College of Education, Division of Special Education and Counseling Application for Admission to a Master’s Degree.

Step 3  Attach official copies of transcripts from all post high school attended schools, **including CSULA transcripts**. CSULA transcripts may be unofficial copies downloaded by the candidate from GET.

Step 4  Attach **three** current letters of recommendation (forms attached) from University faculty or professionals. Letters must have been written within the last year.

Step 5  Submit the application with attachments to the Division Office by January 15th by 5:00 pm. Please note that all submitted materials become the property of CSULA and will not be returned to the candidate or photocopied for the candidate or other designee under any circumstances.

Step 6  Completed files submitted by the deadline are reviewed by an Admissions Committee. Candidates with the highest qualifications are selected for an admissions interview. Turning in a completed admission packet does not guarantee an interview or admission to the program. Candidates whose interviews are successful are recommended for conditional acceptance to the program and are assigned to a section of COUN 505 and 400A or 500A in their first Fall Quarter. Final acceptance to the program requires receiving a grade of “B” or better in COUN 400A or 500A and a grade of “CR” in COUN 505 during the Fall Quarter.

Step 7  A faculty adviser will assist the graduate student in completing his/her program plan and will provide the graduate student with a copy of his/her program plan then submit the original to the division chairperson for signature by the end of the Fall Quarter.

Step 8  The Division chair reviews and approves the program plan and forwards it to the Associate Dean, Office for Curriculum and Assessment (King Hall D2070).

Step 9  The Office for Curriculum and Assessment (KH C2070) will process the graduate student’s program plan then officially change his/her status to **classified graduate status** (G2) which permits registration for restricted courses once all documentation is received.
PERSONAL HISTORY

We are interested in learning more about you as an individual. We would like you to tell us something about your outlook on life, your attitudes toward early years – your family, friends, education, ambitions, and how your attitudes and values have changed or become stabilized over the years.

You may choose to include some or all of the following areas:

1. The position you would ultimately like to attain.

2. Past experiences working with people, describing the personal characteristics that have made you effective in helping or working with people. Also, consider describing the personal characteristics and experiences that you feel you need to develop or improve in order to become more effective in helping or working with people.

3. What about this occupational goal interests you most?

4. When did you first seriously consider entering this field of work as a permanent occupation?

5. Describe your vocational, avocational, or volunteer experiences in the field of human relationships or other related experiences or training you have had which enhances your qualifications as someone working in the helping professions.

We would like you to tell us what kind of person you feel you are, how you got that way and what kind of person you are becoming.

Please limit to no more than five double-spaced typed pages.
Guidelines for Writing Letter of Recommendation

________________________ has applied for admission to this University as a candidate for the program leading to the Master of Science Degree in Counseling, option in ________________________________ and has designated you as a person qualified to comment upon his/her qualifications. We appreciate your assistance in evaluating the applicant’s ability to meet the standards of professional counselor training.

As you may know education for the profession of counseling includes both a program of academic study and a required number of hours of supervised practice in a school or service agency. The course of study is one that demands the fullest engagement of a student’s intellectual and emotional capacities.

Please indicate how long you have known the candidate and the nature of the relationship. We would appreciate your assessment of the applicant’s intellectual abilities, aptitudes and motivation for pursuing the profession of counseling. We are equally interested in evidence of emotional maturity, the quality of the candidate’s interpersonal relationship skills, interest in community activities, ability to act creatively and your impression of this applicant as a candidate for the field of counseling.

If you have known the applicant in the capacity of an employer, we would appreciate having the following additional information: position and length of employment, your evaluation of performance in the tasks assigned the degree to which responsibility can be assumed and receptivity to new ideas.

Since all students have strengths and weaknesses, and the counseling profession deals intimately with the lives of individuals, we need to have information not only to reach a decision with respect to the application for admission but also to help plan the student’s total educational experience. Your candor in sharing with us your knowledge of the applicant is highly important to us as well as to her/him.

Cordially,

Division of Special Education and Counseling
Counseling Program Admission Committee

NOTE TO CANDIDATE AND AUTHOR: This recommendation is not confidential and is open to access by the student concerned, upon request. This is in accordance with the Family Educational Rights and Privacy Act of 1974.

Candidate: Please fill in the blanks before sending to your reference person including your name and the option to which you are applying.
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