



Master's in Educational Counseling: Student Affairs or School Counseling

Admission Requirements and Application

Student Affairs Students desiring to work in student service positions within community college, college, and university settings should select a concentration in the area of Student Affairs. The curriculum has been designed to prepare effective educational counselors to work in a wide range of settings. Examples include Admissions and Records, Financial Aid, Residence Life, Academic Advising, and Career Development.

School Counseling Students desiring to counsel in P-12 public or private educational settings should select a concentration in the area of School Counseling. The curriculum has been designed for preparation toward a Pupil Personnel Services (PPS) credential issued by the state of California. This option reflects the preparation standards established by the California Commission on Teacher Credentialing (CCTC). While CCTC standards do not require a teaching credential, many local districts strongly prefer to hire candidates with previous teaching and credential backgrounds.

University Admission Requirements

1. Hold a bachelor's degree from an accredited institution
2. Been in good standing from your last college or university attended
3. Hold a minimum GPA of at least 2.5 in the last 60 semester or 90 quarter units for the credential program.
Hold a minimum GPA of 3.0 in last 60 semester or 90 quarter units for the master's program.
4. Satisfactorily met the professional, personal, scholastic, and other standards for graduate study, including qualifying examinations, as appropriate campus authorities might prescribe

(Please note: Admission to the university does not imply or guarantee program admission)

Application Steps

1. Complete the California State University, Bakersfield application for Graduate Admission available online at <http://www.calstate.edu/apply>.
2. The \$70.00 application fee must be paid to submit and process your application.
3. To complete your university application, you must send one official transcript(s) from all colleges or universities attended within 30 days of your application submission. If the last school you attended was CSU Bakersfield, no transcripts are required. Failure to provide official transcripts to CSU, Bakersfield Admissions will delay or decline your university admission.
 - Electronic transcripts are preferred. Electronic transcripts may be emailed to incomingtranscripts@csub.edu These transcripts must be sent directly from your university, not you. It is a good idea to include your CSUB ID # if known.

- If you need to have official transcripts mailed, send them to:
California State University, Bakersfield
Office of Admissions, 47SA
9001 Stockdale Highway
Bakersfield, CA 93311-1099

If you are graduating from your bachelor's program and your degree is not posted at the time of sending your transcripts, you will need to send another transcript from the institution granting your bachelor's degree with the degree posted on your transcript.

4. **Application Acknowledgement:** After your application is submitted, you will receive a confirmation e-mail indicating the receipt of your application. In approximately two weeks, you should receive an acknowledgment e-mail that will provide you with a unique applicant ID number and information to log on to the one-stop student portal called [myCSUB](#). This information is sent to the e-mail address you provided on your application, so it is very important that the e-mail address you provided is current. You are expected to track the status of the submitted application and the receipt of all required documents.

Application Evaluation

Evaluation of Eligibility: Upon receipt of all necessary documents, the Graduate Programs Admissions Coordinator will review your eligibility based on the minimum university requirements. If you are deemed eligible, your academic program will be notified. A decision letter will be sent upon completion of the departmental review of your qualifications.

Application Decision: Your status will also be reflected on myCSUB. Be sure to monitor your "To-Do" list regularly even after you have been admitted; there may be additional documents or requirements you will need to submit.

If admitted, students should familiarize themselves with the university registration policies:
<https://www.csub.edu/registrar/registration>

Please note: Admission to the university does not imply or guarantee program admission.

Program Admission Requirements and Application Process

All documents required for program admission are to be assembled in one complete pdf and submitted to program's submittal portal. **Documents submitted to California State University Bakersfield become the property of the university. Documents will not be copied or returned. Please keep a copy of all documents for your records.**

For questions about the application process please contact an Admissions Advisor:

Amani Hernandez, aalshaif@csub.edu

Program Admission Requirements

1. Highly recommended, but not required: Attend an Information Session meeting prior to semester applying. The information meeting will be posted on the EDCS website.
<https://www.csub.edu/edcounseling/index.shtml>
2. Admission to CSUB – Apply to CSUB as a post-baccalaureate student at:
<https://www2.calstate.edu/apply>
 - a. Submit all appropriate official Undergraduate and Graduate transcripts.
 - b. Electronic transcripts may be emailed to incomingtranscripts@csub.edu. These transcripts must be sent directly from the issuing university/college.
3. Hold a bachelor's degree
Complete a Bachelor's degree with a minimum of 3.0 cumulative GPA (on a 4.0 scale) from an accredited university (Under special circumstances, provisional admission may be granted for applicants who do not meet the criteria. If provisionally admitted, a student must maintain a minimum of 3.0 graduate GPA after 12 or more semester units are completed).
4. Submit a program application and supporting documents. Please review the application directions on how to submit your documents before submitting your application to the program.

A complete program application must be submitted by the [March 1 deadline](#) and should include the following:

- **Educational Counseling program application**
Please carefully read and complete the program application. If you have questions regarding the application, please contact the appropriate admissions advisor.
(Scroll to Page 7)
- **Two Recommendations**
Applicants must submit two recommendation forms. This form should be completed by an individual in a position to evaluate your professional dispositions such as a supervisor, or previous/current instructor. *A relative may not make a recommendation.* (page 12)
Please submit forms to the [Recommendation Submittal Portal](#)
- **Personal Statement**
A typewritten personal statement (2-4 pages). This statement should provide insight into you as a person and as a prospective professional counselor. Include the reasons you want to become a counselor, what you plan to do professionally after you earn your degree, and the reasons (academic and/or personal) why you should be chosen for admission into this Program.
- **Credential Service Request** (*School Counseling/PPS Only*)
A \$30.00 non-refundable application fee must be submitted with your application to the credential program. Applicants should submit the receipt for this fee with their application. Applications will not be reviewed without the payment of this fee.

▪ **Background/Fingerprint Clearance**

Applicants must apply to the Commission on Teacher Credentialing (CTC) for a Certificate of Clearance. Acceptable alternatives: Substitute Permit, PIP, or STSP.

Certificate of Clearance Directions:

- [Bakersfield Campus](#)
- [Bakersfield Campus \(Kern High School District\)](#)

▪ **Tuberculosis (TB) Clearance**

Applicants must provide a copy of a valid TB clearance within the last four years. Your test must clearly indicate a negative result. You may complete this test at any health facility you wish. Acceptable documents and information on testing:

- [CSUB Tuberculosis Testing](#)

▪ **Mandatory Reporter Training**

Applicants must complete a Mandated Reporter Training for School Personnel. To complete the training go online to: <https://mandatedreporter.ca.com/training/school-personnel>

Please note: If you have never completed the General Training, you will be required to complete this first then the School Personnel Training.

Make sure to print your certificate to include with your application and to provide as proof of completion as some districts may ask for it.

If you currently work for a school district and have completed Mandated Reporter Training (Child Abuse Training) you may submit a copy of a valid district certificate.

Please note: If admitted to a program and your certificate expires before the end of the semester you will be required to complete a new training and receive a certificate before the start of the semester.

- Certificates are valid for one year from date of training.

▪ **Statistics**

Successful completion of an approved undergraduate/graduate course in statistics with a grade of "C" or higher within 7 years of application to program

▪ **Program Interview**

Applicants must successfully pass a program interview. These interviews are conducted as a group and panel interview by program faculty.

Applicants will be contacted after submission of their complete program application to schedule an interview.

For specific questions about the application, contact Dr. Ortiz- Bush, yortiz_bush@csub.edu

For questions regarding admissions, contact Amani Hernandez, aalshaif@csub.edu

If an applicant receives program admission the following items must be fulfilled to finalize the admission process:

- Professional Liability Insurance
Candidates must purchase professional liability insurance if admitted to the credential program. This insurance must be purchased from CSUB. This can be purchased in MyCSUB or at the cashier's office on Bakersfield Campus or 100 Bldg. front desk at Antelope Valley Campus. Liability insurance is valid for one year from date of purchase.
[Directions on how to purchase in MyCSUB](#)
- Program Plan of Studies/Advising
All admitted students are required to attend an EDCS Orientation Session (usually held in April). During this meeting, you will sign your EDCS Program Plan which will list your EDCS coursework. Your EDCS Program Advisor will be listed on your Program Plan. Any subsequent changes to your Program Plan must be approved by your Program Advisor and Program Director.
- Register for your courses
After receiving your signed program plan, you will register for the courses on your program plan at the time of your registration appointment. Your appointment date will be listed in your [MyCSUB](#).

Application Submittal Instructions

Failure to follow application submittal directions may cause for delayed or rejection of an application. Please do not mail, email, or fax documents unless specified in admission requirements or requested by a program admissions advisor.

The program application should be compiled into one PDF and uploaded to the secure submittal portal. *No other file format will be accepted. **Do not zip or password protect your file. Do not upload multiple files, it must be in one file.***

1. To complete the program application, download it to your device. Open it in Adobe Reader, fill in and sign the application. Print or save the application as a PDF to your device.
If you do not have Adobe Reader you can download the app for free from any app store.
2. To compile your program application and supporting documents into one file you will need to merge your documents.
Adobe Reader does not have merge functions unless purchased. To merge your documents there is free Adobe merge software available such as [I love PDF, PDF Merge, or PDF Joiner](#).
3. Name your PDF, Last name_First name_CSUB ID. Save a copy for your records.
4. Upload your PDF file to the secure portal for the campus/program you are applying to:

Student Affairs Application
[Student Affairs Submittal Portal](#)

School Counseling Application
[School Counseling Submittal Portal](#)



Educational Counseling Program
Admissions Application

- MS/School Counseling/PPS Credential
- MS/College Student Affairs

Application for: Fall Semester 20__

Name _____ Phone/home _____

Street _____ Phone/other _____

City _____ State _____ Zip _____

E-mail _____ CSUB e-mail (if applicable) _____

CSUB Identification Number (if known) _____ Date of Birth _____

Date of last attendance at CSUB _____ Ethnicity _____

Baccalaureate Degree from _____

Month/Year _____ Major _____ Minor _____ GPA _____

Master's Degree from _____

Month/Year _____ Major _____ Minor _____ GPA _____

Present Employer _____

Address _____ City _____ State _____ Zip _____

Type of Work _____ Length of Employment _____

I. Below list the names, positions, and contact information for three individuals who know your academic and professional abilities well (examples include: employers/supervisors, former associates, college instructors, persons in the helping professions, etc.). These individuals may be contacted, if necessary, for recommendations for you. In addition, please ask one individual listed below to complete the recommendation form found at the end of this application.

1. _____

2. _____

3. _____

II. In the spaces below, describe your **college, volunteer, and/or employment history**. Begin with the most recent.

Dates	College or Employer	Academic Advisor or Name of Supervisor	Course of Study or Type of Work	Reason For Leaving

- III. Include in this application, a typewritten personal statement (2-4 pages). This statement should provide insight into you as a person and as a prospective professional counselor. Include the reasons you want to become a counselor, what you plan to do professionally after you earn your degree, and the reasons (academic and/or personal) why you should be chosen for admission into this Program.
- IV. The EDCS Program requires that all applicants obtain a Certificate of Clearance prior to beginning any fieldwork. Some local school districts will not honor an existing Certificate of Clearance and request the student obtain an additional Certificate of Clearance through their school district. In some cases, prior arrest record or other misconduct jeopardizes the issuance of a Certificate of Clearance and/or the PPS Credential. Please see the CSUB Credential Analyst (School of Social Sciences and Education Credentials Office) if you believe you may have difficulty in this regard.

I HEREBY SUBMIT MY APPLICATION FOR ADMISSION TO THE EDUCATIONAL COUNSELING PROGRAM at California State University, Bakersfield, with the above information concerning my background, qualifications, and plans for completion of the program. I certify that, to the best of my knowledge, all information contained in this application and on any supplemental material filed with the application is true and accurate, and I authorize the appropriate committee to inquire or seek any additional information it should require.

Signature: _____ Date: _____



CSU Bakersfield

School of Social Sciences and Education

Credentials Office

Mail Stop: 22 EDUC
9001 Stockdale Highway
Bakersfield, California 93311-1022

(661) 654-2110
(661) 654-2277 FAX
www.csub.edu/sse

CREDENTIAL/PROGRAM SERVICES REQUEST

California State University, Bakersfield charges a fee for all Education credential/program services. You are required to pay a non-refundable fee of \$30.00 for all credential/program applications. Please take this form along with your fee to the Cashier's Office.

Go to MyCSUB: make payment through MyCSUB student center and attach proof of payment with your credential application materials.

CSUB ID#: _____ Date: _____

Name: _____

Address: _____

City _____ State _____ Zip _____

E-mail: _____

Phone: _____
Home Cell

Credential/Program: _____

[How to Purchase the Credential Services Fee](#)

(School Counseling ONLY)



Education Counseling Candidate Acknowledgement, Release of Liability and Promise Not to Sue

Name: _____ CSUB Student ID# _____

As a student in the California State University, Bakersfield School of Social Sciences and Education, and as a participant in a field review for educational counseling candidates, I acknowledge and agree to abide by the following:

- I am familiar with Education Code section 51512, which states that *“The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary school, and such use is prohibited. Any person, other than a pupil, who willfully violates this section shall be guilty of a misdemeanor.”*
- I understand, as a condition of my acceptance into the Educational Counseling Program, California State University, Bakersfield, its employees and agents, will be taking visual/audio images of me during my time in the program. Visual/audio images are any type of recording, including photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips or accompanying written descriptions. CSUB will not materially alter the original images. I agree that CSUB owns the images and all rights related to them. The images will be used for evaluation of my instruction and demonstration of my fieldwork and course components.
- Additionally, the images may be used in any manner or media without notifying me, such as university-sponsored web sites, publications, promotions, broadcasts, advertisements, posters and theater slides, as well as for non-university uses. I waive any right to inspect or approve the finished images or any printed or electronic matter that may be used with them.
- I release CSUB and its employees and agents, including any firm authorized to publish and/or distribute a finished product containing the images, from any claims, damages or liability which I may ever have in connection with the taking of use of the images or printed material used with the images.
- The Department will maintain all submitted materials collected in connection with my coursework or field review for a period of 7 years after my field review is completed.
- I am responsible for preparing a Student Release Form for every student in the classroom(s) involved in my field review, including obtaining and collecting permissions from the parents/legal guardians of each child in the classroom, and (as necessary) the Administrator/Counselor Release Form.
- I may not videotape or record, or cause to be videotaped or recorded, any student whose fully-executed release I have not obtained prior to the videotape being made.
- I must delete or destroy any videotapes or other recordings made by or stored on my personal device as soon as the purpose for which they were created and collected (*i.e.*, the field review) is complete.
- I must delete or destroy any videotapes or other recordings stored in common storage (e.g., cloud-based storage, flash drives, memory sticks, etc.) as soon as the purpose for which they were created and collected (*i.e.*, the field review) is complete.

- I will not upload or store any videotape or recording to non-secure and/or publicly accessible locations (e.g, YouTube, Facebook, Instagram, Snapchat). I understand violation of this requirement could have a negative effect on my ability to keep or earn a credential in California.
- I may not use any videotape or recording of my clinical practice made during my field review, whether created by me or another person, for any purpose other than for the field review.
- I hereby affirm that I will follow the privacy conventions and permission requirements of my program and school district/agency. I certify that I will secure and will hold on file signed copies of all necessary permission forms from all responsible individuals until my field review is complete.
- I hereby grant California State University, Bakersfield the full, unrestricted rights to the use of any and all materials written and submitted by me, in any form, including edited versions, in presentations, over the Internet, broadcast cable, satellite transmissions, and media that are unknown at this time, for instructional purposes worldwide.
- In consideration for participating in the field review, on behalf of myself and my next of kin, heirs and representatives, I release from all liability and promise not to sue the State of California, the Trustees of the California State University, California State University Bakersfield, and their employees, officers, directors, volunteers and agents (collectively, "University") from any and all claims, including claims of the University's negligence, resulting in any economic or noneconomic injury I may suffer because of my participation in the field review, including but not limited to any third party claims arising out of the use of videotaping or other recording.

Rights and Responsibilities of Students (CSUB Academic Integrity Policy)

The principles of truth and integrity are recognized as fundamental to a community of teachers and scholars. The University expects that both faculty and students will honor these principles and in so doing will protect the integrity of all academic work and student grades. Students are expected to do all work assigned to them without unauthorized assistance and without unauthorized assistance and without giving unauthorized assistance. Faculty have the responsibility of exercising care in the planning and supervision of academic work so that honest effort will be encouraged and positively reinforced.

Full text: <https://www.csub.edu/osrr/Academic%20Integrity%20/index.html>

I am 18 years or older and competent to sign this release. I understand the legal consequences of signing this document, including (i) releasing the University from all liability; and (ii) promising not to sue the University. I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held to be invalid or unenforceable, then I will continue to be bound by the remaining terms. I have read this release and reviewed the full Academic Integrity Policy before signing, I understand its contents, and I freely accept the terms.

- I consent for CSUB to post my image to a Social Media website.
- DO NOT** post my image to a Social Media website.

CandidateSignature

CandidatePrintedName

Date Signed

I hereby submit my application for admission to the Credential Program at California State University, Bakersfield. I certify that, to the best of my knowledge all information contained in this application and on any supplemental material filed with this application is true and accurate. I authorize the appropriate committee to inquire or seek any additional information it should require.

Directions

- 1. Applicant complete top portion and email to recommender
- 2. Recommender complete bottom portion and upload to portal



Educational Counseling Program

Recommendation Form

Name of Applicant: _____ CSUB ID: _____
(if known)

To be filled out by the applicant before this form is given to the recommender:

I hereby waive any right to examine this recommendation form. I realize that the CSUB Educational Counseling Program will utilize this recommendation only in conjunction with consideration of my admission to the program and in evaluating my continued progress in regard to the characteristics listed below. I realize that waiving my right to access this form is not a condition of my admission.

Please initial your choice: _____ **I agree to the above waiver** _____ **I do not agree to the above waiver**

Signature of Applicant

Date

To the Recommender:

This applicant has applied for admission to the California State University, Bakersfield Educational Counseling Program (with concentrations in School Counseling and College Student Affairs). Please give your opinion of the suitability of this applicant for the program according to the following characteristics: *(Mark appropriate description)*.

- | | | | | | | |
|----|--|----------------|------|---------|------|----------|
| 1. | Ability to perform graduate level study | Very Promising | Good | Average | Fair | Doubtful |
| 2. | Potential for leadership in educational counseling | Very Promising | Good | Average | Fair | Doubtful |
| 3. | Potential to apply problem solving and critical thinking strategies | Very Promising | Good | Average | Fair | Doubtful |
| 4. | Potential for maintaining effective relationships with colleagues, students, and community members | Very Promising | Good | Average | Fair | Doubtful |
| 5. | Possession of personality and character traits in keeping with the standards of the profession | Very Promising | Good | Average | Fair | Doubtful |
| 6. | Your overall rating of potential as a candidate for placement in a school counseling or college student affairs capacity | Very Promising | Good | Average | Fair | Doubtful |

How long have you known the applicant and in what capacity: _____

Comments: _____

Name and Position: _____

Address/Phone: _____

Signature: _____ Date: _____

To submit to the portal click the link to the right, thank you. [Recommendation Submittal Portal](#)

Directions

- 1. Applicant complete top portion and email to recommender
- 2. Recommender complete bottom portion and upload to portal



Educational Counseling Program

Recommendation Form

Name of Applicant: _____ CSUB ID: _____
(if known)

To be filled out by the applicant before this form is given to the recommender:

I hereby waive any right to examine this recommendation form. I realize that the CSUB Educational Counseling Program will utilize this recommendation only in conjunction with consideration of my admission to the program and in evaluating my continued progress in regard to the characteristics listed below. I realize that waiving my right to access this form is not a condition of my admission.

Please initial your choice: _____ **I agree to the above waiver** _____ **I do not agree to the above waiver**

Signature of Applicant

Date

To the Recommender:

This applicant has applied for admission to the California State University, Bakersfield Educational Counseling Program (with concentrations in School Counseling and College Student Affairs). Please give your opinion of the suitability of this applicant for the program according to the following characteristics: *(Mark appropriate description).*

- | | | | | | | |
|----|--|----------------|------|---------|------|----------|
| 1. | Ability to perform graduate level study | Very Promising | Good | Average | Fair | Doubtful |
| 2. | Potential for leadership in educational counseling | Very Promising | Good | Average | Fair | Doubtful |
| 3. | Potential to apply problem solving and critical thinking strategies | Very Promising | Good | Average | Fair | Doubtful |
| 4. | Potential for maintaining effective relationships with colleagues, students, and community members | Very Promising | Good | Average | Fair | Doubtful |
| 5. | Possession of personality and character traits in keeping with the standards of the profession | Very Promising | Good | Average | Fair | Doubtful |
| 6. | Your overall rating of potential as a candidate for placement in a school counseling or college student affairs capacity | Very Promising | Good | Average | Fair | Doubtful |

How long have you known the applicant and in what capacity: _____

Comments: _____

Name and Position: _____

Address/Phone: _____

Signature: _____ Date: _____

To submit to the portal click the link to the right, thank you. [Recommendation Submittal Portal](#)