



## **School Counselor Certification Program Application**

### **& Documentation Requirements**

For those students admitted to Amberton University and pursuing a Master of Arts in School Counseling, you must also apply for admission to the School Counseling program and provide the required documentation.

The following information and processes must be completed and/or submitted to the University to be considered for formal admission to the Master of Arts School Counseling program. **All documentation must be submitted at the time of application or promptly thereafter.**

1. Application for Admission to Amberton University,
2. School Counselor Program Application (see next page),
3. Official Transcripts from all previously attended institutions (order official transcripts at the time of application or before),
4. 2.5 overall GPA required on most recent Bachelor's degree or higher or on most recent 60 hours. For students with less than a 2.5 GPA, please contact the Program Director at VMillican@Amberton.edu,
5. Valid State of Texas Teacher Certificate, and
6. Completion of School Counseling Program Questionnaire (included as a part of Program Application)
7. Payment of \$35 non-refundable TEA Assessment Fee (payable by credit card or by check).  
Students with a valid Amberton ID (AUID) may make payment through the University Portal. Contact an advisor for assistance.

In addition:

District Service Record verifying two (2) creditable years teaching experience is required before enrolling in CSL6870 School Counseling Practicum I.

### **General Information**

- The School Counseling program requires the student to complete 30 credit hours in Counseling prior to approval to take the TExES, be a student in good standing, and have at least a 3.0 GPA on coursework completed at Amberton.
- Amberton University will not approve a student to take the TExES until the student is admitted formally to the program and met the University's requirements to take the exam.
- The Texas State Board for Educator Certification requires a passing score on the TExES and at least two (2) years of creditable classroom teaching experience in TEA accredited school(s).
- It is recommended that students have completed at least two (2) years teaching experience at TEA accredited school(s) prior to applying to the program.

### **Requirements to be issued School Counselor Certificate**

1. Complete and provide the above required information to the University;
2. Be formally admitted to the Master of Arts School Counseling program at Amberton University;
3. Successfully complete the TExES School Counselor Exam.
4. Graduate with a Master of Arts – School Counseling degree from Amberton University;



**Application for Admission/Re-admission  
School Counseling Certification Program**

Please complete and return this application along with the required documents listed on the first page. All information is required. You may attach separate page(s) for the Program Questionnaire. Mail to: Registrar, Amberton University, 1700 Eastgate Drive, Garland, TX 75041; or FAX to 972/279-9773; or email scanned documents to [SchCslAdm@Amberton.edu](mailto:SchCslAdm@Amberton.edu). Be sure your name is on all documents submitted. In accordance with the American With Disabilities Act (ADA), please attach a description of the nature of your disability and the special accommodation required.

**Student Information:**

Social Security Number: \_\_\_\_\_ (required by TEA/SBEC)  
Amberton ID (AUID): \_\_\_\_\_ TEA ID#: \_\_\_\_\_

Full name: \_\_\_\_\_  
Maiden name (if applicable): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Employer: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Male \_\_\_\_\_ Female  
Ethnicity: Hispanic/Latino \_\_\_\_\_ Yes \_\_\_\_\_ No  
Race: \_\_\_\_\_ White (1) \_\_\_\_\_ Amer Indian/Alaska Native (2) \_\_\_\_\_ Black or African Amer (3)  
\_\_\_\_\_ Asian (4) \_\_\_\_\_ Hawaiian/Pacific Islander(7) \_\_\_\_\_ Other (6)

**List of degrees awarded (Bachelor's degree first):**

Institution	Degree awarded/Hours Completed	State	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do you hold a valid Texas Teaching Certificate? Yes No  
If so, what name is on the certificate: \_\_\_\_\_  
How many years have you taught in a Texas Education Agency (TEA) Accredited School(s)? \_\_\_\_\_

I certify that the information I have provided is correct. If I am formally admitted to the School Counseling Program, I agree to abide by the policies, rules, regulations, and ethical standards of the University. I understand that the willful submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, and/or disciplinary action. I authorize Amberton officials to verify any information relevant to my acceptance and/or continued enrollment with the University, including but not limited to the right to request verification of degrees and/or courses completed at transferring institutions. The submission of this application does not constitute acceptance to the Master of Arts School Counseling program or admission to Amberton University. I understand my application, supporting documents, and other requirements will be reviewed by the University. I understand I will be notified in writing of acceptance or denial to the program. I understand I must notify Amberton University in writing of my acceptance of admission in the Program to be formally admitted.

Student Signature: \_\_\_\_\_ Application Date: \_\_\_\_\_



**School Counselor Certification Program  
Program Questionnaire**

**Instructions:** Each of the following questions must be answered. Responses **must be typed** and can be on separate pages. Please limit your response to each question to two (2) paragraphs. You must respond to all questions to be considered for admission to the School Counseling Program. Incomplete responses to the Application for Admission or Program Questionnaire will result in denial of admission.

1. Describe how you view yourself transitioning from a teacher to a school counselor.
2. What personal qualities do you have that you believe would make you a good candidate for the School Counseling Program? Please provide examples:
3. What led you to choose School Counseling as your graduate study instead of Education Administration or another specialty?
4. How do you see yourself, as the School Counselor, functioning in a leadership position in your particular school setting?
5. Provide at least one example of how your relationship with a student enhanced his/her educational achievement.
6. What qualities do you bring to an institution that makes you stand out from other candidates?
7. Tell in detail a time when you have been culturally aware of a student's culture, different from your own, and how it benefited a student in your school culture.
8. Graduate school is a great undertaking for student both in time and personal resources. Describe in detail how you will make your degree happen, what sacrifices will you have to make?