



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. A TEAL account and TEA ID number,
4. Official Transcripts from all previously attended institutions (order official transcripts at the time of application or before),
5. 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 CMoffitt@Amberton.edu,
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.
8. Review and sign the Retention & Dismissal Policy form (available on degree web site)
9. Review and sign the School Counseling Ethics form (available on degree web site)

General Information

- The School Counseling program requires the student to complete 24 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.

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;
5. Pass a background check (required before employment in a TEA recognized school or ISD).



**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, 13601 LBJ Fwy, Garland, TX 75041; or FAX to 972/279-9773; or email scanned documents to 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? (optional) Yes No
If so, what name is on the certificate: _____

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. I understand that I must pass a background check before being certified and employed as a Certified School Counselor in the state of Texas.

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 your current career to a school counselor. (Looking for leadership and advocacy opportunities, serving as many underserved children as possible being an agent for change in educational programs, engaging in guidance activities that give children skills in development of social/emotional areas.)
2. What personal qualities do you have that you believe would make you a good candidate for the School Counseling Program, please give an example? (Looking for expressions and examples of empathy, compassion, and service leadership.)
3. What led you to choose School Counseling as your graduate study? (Looking for expressions of working with the whole child through education and life span development, individual and group learning experiences through developmental levels)
4. How do you see yourself as the School Counselor, functioning in a leadership position in your school setting? (Looking for specific examples of individual and team collaboration, being able to have individual leadership qualities as well as being part of a team)
5. Give a brief example of how your relationship with a child/young person enhanced their educational achievement. (Looking for an example of viewing the problem, understanding the child, and being able to solve it within the school culture)
6. What qualities do you bring to an institution that makes you stand out from other candidates? (Looking for motivation, passion for learning, perseverance as a working adult)
7. Tell in detail a time when you have been culturally aware of a child/young person's culture, how it differed from your own, and how it benefited the child. (Looking for cultural sensitivity and assistance to students, understanding of what cultural issues were impeding student progress either academically or personal socially.)
8. Graduate school is a great undertaking for students both in time and personal resources. Describe in detail how you will make your degree happen, what sacrifices will you have to make? (Looking for specifics to individual, time, research, attention to fieldwork, monetary sacrifices, vacations)