

Program of Study Intended for (Check One): Degree and License License Only

Complete this Program of Study with your faculty advisor during your first term of admission/acceptance in the program. Your faculty advisor will then forward it through the proper channels for final approval. Your copy will be returned when all approvals have been obtained. If you have submitted a program change form to the ESSC, JH 170, a Program of Study for the new program will be sent to you and should be completed with your advisor as soon as possible.

Name: _____ CSU ID: _____
 Address: _____ Home Phone: _____ Other Phone: _____
 City/State/Zip: _____ E-Mail: _____

A. DEGREE REQUIREMENTS

I. COLLEGE/PROGRAM CORE (*Courses marked with an asterisk may be taken on a non-degree basis)

Course	Credits	Course Prerequisites	<input checked="" type="checkbox"/> If Required	Enter substitute course # or waived if appr. by petition	Total Hrs. Required
Research/Inquiry					
*EDB 601 Educational Research	3	None			<input type="text"/>
<hr/>					
Education Policy, History & Social Context					
*CNS 504 Cultural & Social Frnds in Counseling	3	None			<input type="text"/>
*CNS 517 Ethical and Legal Issues in Counseling	3	None			<input type="text"/>
<hr/>					
	6				
<hr/>					
Human Development					
*ALD 603 Lifespan Development	3	None			<input type="text"/>
<hr/>					
	3				

II. SPECIALIZATION

*CNS 523 Small Group Laboratory	1	Should be taken in first semester			
CNS 620 Laboratory in Counseling Techniques	3	Admission to Counseling Program			
CNS 578 Foundations of School Counseling	3	Admission to Counseling Program			
CNS 622 Individual Counseling: Theory and Process	3	Admission to Program, B in CNS 620 & S in CNS 523			
CNS 623 Group Process and Practice	3	CNS 620, CNS 622			
*CNS 505 Appraisal Counseling	2	None			
CNS 706 Psychopathology and Diagnosis for Counselors	3	CNS 622 or equivalent			
*CNS 524 Career Development & Information Services	3	None			
CNS 679 Program Development and Management in School Counseling	3	CNS 578			
CNS 670 Trauma-Informed Approaches Counseling Children & Adolescents	3	None			
CNS 681 School Counseling Practicum	3	Grade of B or better in CNS 517, 620, 622			
**CNS 685 School Counseling Internship (2 semesters, 3 cr. hrs. each)	6	CNS 505, 517, 578, 620, 622, 623, 679, 681			<input type="text"/>
<hr/>					
	36				

IV. TRANSFERABLE CREDITS FROM ANOTHER INSTITUTION (See Item 2 on back for additional information)

(A Graduate Credit Transfer Form needs to be completed for the courses listed below and submitted to your advisor for approval and forwarding to the ESSC)

Note: Maximum of 9 sem. hrs. of letter-graded, graduate-level coursework; must have received a "B" or better in any transferred course.

Course #	Institution	Credits	CSU Equivalent	Comments

V. CULMINATING EXPERIENCE/EXIT REQUIREMENT (See item 1 on back for additional information)

Check Option	Credits	
OAE Content exam (see item 1 on back for more info)	0	(Must be submitted to the ESSC during your internship in CNS 685)
Comp Exam (register for EDB 691 if no other course(s) being taken)	0	(Must be registered for at least 1 graduate hour during term taken)
Project (EDA 698)	1-4	(Must be registered for at least 1 graduate hour during term completed)
Thesis (EDA 699)	1-4	(Must be registered for at least 1 graduate hour during term completed)

TOTALS (Min. 48 sem. hrs. for degree)

B. LICENSURE REQUIREMENTS

Eligibility: Candidates for the School Counselor license must hold a master's degree in Counseling.

When to apply: Upon successful completion of all coursework listed under Part A. (or their equivalents) and passage of the Pearson OAE School Counselor Exam (see below).

You **must** cite Cleveland State as your education preparation institution each time you register for the OAE as CSU will need to have a copy on file to award your degree and approve your on-line license application.

Pearson OAE: State/Association Licensure Area	Test Code	Test Name	Qualifying Score
School Counselor	040	School Counselor	220

How to apply: See item 4 on back



ALL STUDENTS MUST READ AND COMPLETE THE BACK OF THIS CHECKLIST BEFORE SIGNING BELOW

Student _____ Date _____ Faculty Advisor _____ Date _____

Dept. Chair _____ Date _____ ESSC _____ Date _____

1. EXIT REQUIREMENTS FOR DEGREE-SEEKING STUDENTS:

Applying for Graduation – Graduate students with more than 15 hours and degree-seeking status will have the "Apply to Graduate" button available to them on the Graduation Tab in CampusNet. Once a student applies online, the graduation fee is charged to the student account and the review process begins. It takes six to eight weeks to complete the initial review. Students are encouraged to track the progress of their graduation application on the "Application Tracking" page on the "Graduation" tab.

Exit Requirement Options - In consultation with your faculty advisor, you must select one of the following four options as your culminating experience/exit requirement:

PEARSON OAE Exam – If selecting this option as your exit requirement, you must take and pass the Pearson OAE exam for School Counselors (code 040) to meet degree requirements. When registering for the Pearson OAE exam, you will need to cite Cleveland State as your education preparation institution for CSU to receive an electronic copy of your results. You should also print a PDF version of your results within the window allotted by Pearson and submit a copy to the ESSC, JH 170. The OAE must be taken and passed during your internship in CNS 685. If you delay taking the OAE or do not pass the exam during your internship, you must change your graduation term to the term you plan to take and pass the OAE and submit the results to the ESSC no later than the last day of instruction of your graduation term. Upon completion of all coursework and receipt of your passing score report from Pearson, a notice of degree completion will be forwarded to the Graduation Office for processing. If unsuccessful on the OAE exam, you may complete one of the other three options below.

Comprehensive Exam Option – If selecting this option, the comprehensive exam should be taken during or after your last term of coursework. Placement on the comprehensive exam list requires that you apply for graduation, have a program of study on file in the Education Student Services Center (ESSC), and be registered for at least one (1) graduate hour during the term taken. Exam notices are sent approximately one month before the exam. If you wish to take the exam earlier than the term you plan to graduate, you must fill out a special request form in the ESSC.

Thesis/Project Option – If selecting the thesis or project option, you must be registered for at least one (1) graduate hour until completion of this requirement and submit a Proposal Approval form prior to submission of the final thesis or project. Thesis/Project forms and instructions are available in the ESSC, JH 170.

2. GRADUATE CREDIT TRANSFER/EXTENSION OF 6-YEAR LIMIT:

Graduate Credit Transfer – A Graduate Credit Transfer form must be completed when requesting credit toward your degree program for graduate-level courses taken at another institution. Transfer eligibility requires that courses be less than 6 years old (unless a petition is filed and approved to extend the 6-year limit—see below), were not used to meet previous degree requirements, and where a letter grade of “B” or better was earned. No more than nine (9) semester hours are transferable and you need to complete 12 semester hours at CSU before you can apply. Transcripts and course descriptions must accompany the Graduate Credit Transfer form, which is available in the ESSC, JH 170.

Extension of 6-Year Limit – A College Petition and corresponding Course Relevancy Statements must be completed when requesting credit for graduate-level coursework that will be more than 6 years old at the time you graduate. Petitions and Relevancy Statements are available in the ESSC, JH 170.

3. APPLYING FOR INTERNSHIP:

Students must apply for internship approximately 6 months prior to the fall semester they wish to begin the internship. Faculty will make an announcement about application usually in February, you then fill out the application and return it to your advisor. You will then get a letter about a mandatory internship orientation meeting to attend, usually during the spring semester before you begin your internship.

4. LICENSURE:

IS THIS YOUR FIRST CERTIFICATE/LICENSE (Does not include Temporary, Substitute, Non-Tax, or Non-Ohio Credentials)? Yes No

Please list other teaching credentials you currently hold: _____

ALL APPLICANTS FOR A LICENSE MUST READ AND SIGN THE MORAL VERIFICATION BELOW:

In accordance with the Teacher Education Standards of the State of Ohio, the issuance of a teaching certificate or license is in part dependent on verification that the candidate is “of good moral character.” In making a determination of the moral character of a candidate, the State requires each candidate to submit to a criminal record fingerprint check. In addition, you will be asked five questions on the license application regarding criminal convictions that must be answered truthfully. I certify that I have read this statement and understand what will be asked of me when applying for my license.

Student’s Signature: _____ Date: _____

Beginning January 2014, all requests for a new credential must be completed on-line through the Ohio Department of Education's (ODE) website. Information regarding the on-line license application process can be found at <http://education.ohio.gov/Topics/Teaching/Educator-Licensure>. After visiting this website if you still have questions regarding the on-line application process, please contact the Education Advising Office at 216-687-4625. Once you have submitted your on-line license application to the ODE and payment is made, it will be forwarded to Cleveland State for review. CLEVELAND STATE MUST HAVE ON FILE AN APPROVED PROGRAM OF STUDY, AND A RECORD OF YOUR PRAXIS/OAE SCORES, TO APPROVE YOUR LICENSE APPLICATION. If your application is declined by Cleveland State, you will need to contact the Education Advising Office at 216-687-4625 for further information. You will be notified by the ODE if you do not have a current background check on file with them.

5. PEARSON OAE (Effective 1/1/14):

To receive a license as a School Counselor, a passing score on the following Pearson OAE exam must be achieved. You must cite Cleveland State as your education preparation institution each time you register for the OAE as CSU will need to have a copy on file to award your degree and approve your on-line license application.

State/Assoc. Licensure Area	Test Code	Test Name	Qualifying Score
School Counselor (eff. 1/1/14)	040	School Counselor	220

The Ohio Assessments for Educators (OAE) exams offered by Pearson are computer-delivered and offered continuously on demand. Registration information and directions for the OAE can be found at <http://www.oh.nesinc.com/>