The Lehman Graduate Bulletin is the official document for all Counselor Education/School Counseling program-related materials. The FAQ's give additional information.
Introduction

The Lehman College Graduate Program in Counselor Education/School Counseling is a three-year part-time program that educates future professional school counselors. We expect professional school counselors to respond to the equity needs of an urban pre-K-12 population through the development, implementation and evaluation of a data-informed, evidence-based, culturally-affirming developmental school counseling program. The program admits students once a year for the fall semester only; the application deadline is March 15.

M.S. Ed. Program in Counselor Education/School Counseling

Lehman offers a 48-credit graduate program in Counselor Education/School Counseling. Graduates are eligible for School Counselor Certification in New York State. The Counselor Education/School Counseling program is part of the School of Education, accredited by CAEP, the Council for the Accreditation of Educator Preparation. The program is also accredited by the Council for the Accreditation of Counseling and Related Education Programs (CACREP) (www.cacrep.org). School Counseling candidates are encouraged to pursue state certification as school counselors in New York state and as Nationally Certified School Counselors through the National Board of Certified Counselors (NBCC) (www.nbcc.org). Counselor Education/School Counseling faculty and candidates collaborate in partnership with urban and suburban pre-K-12 schools in the Bronx, other New York City boroughs, and Westchester, Rockland and Orange counties.

Mission Statement

The Lehman College Counselor Education/School Counseling program develops culturally competent, ethical, caring, data-driven professional school counselors in a PK-12 urban educational framework. School counselor candidates promote social justice and human rights advocacy in their scholarly, clinical, assessment, evaluation, and school counseling program implementation practices. They develop academic, personal, social, and career/college competencies for all students to help close achievement, opportunity, and attainment gaps. The Counselor Education/School Counseling program climate emphasizes collaboration, leadership, self-awareness, and mutual respect among diverse groups.

Overview

The Lehman College of the City University of New York Counselor Education/School Counseling program reflects four main themes of the Lehman Urban Teacher/Counselor Education (LUTE) framework: (1) to develop a community of school counselors, teachers, and learners; (2) to promote equity and success for all
students and families in schools and communities; (3) to develop human capacity in schools and communities; and (4) to recognize and respect diverse socio-cultural contexts in schools and communities. Counselor Education/School Counseling candidates receive a comprehensive body of counseling awareness, knowledge, and skills in professional school counseling.

The 48-credit degree program emphasizes the professional school counselor’s leadership roles in collaboration with teachers, administrators, families, caregivers, health professionals, community resource networks, and others to promote equity, access, and success for all children, adolescents and families. School Counselor candidates learn social justice advocacy and follow the American School Counselor Association (ASCA), American Counseling Association (ACA), and National Association for College Admission Counseling (NACAC) Codes of Ethics. Students demonstrate professional school counseling, consultation, and leadership competencies throughout their course assignments including: pre-K-12 school-based school counseling program experiences of group and individual counseling, developmental school counseling curriculum lessons, planning and advising for all K-12 students; practice in consultation, implementation, and evaluation of school counseling program components in pre-practica, practicum, and internship; through a professional school counseling portfolio of written and digital artifacts focused on successful implementation and outcomes of school counseling program components and in a school counseling program action research project.

History

For over forty-five years, the Counselor Education program has taught professional counselors working in the Bronx, other New York City boroughs, suburban counties, nationally, and internationally. Over a thousand alumni, primarily in school counseling, career counseling, and college access/admission positions, work in the Bronx, metro NYC, nationally, and internationally as professional counselors in K-12 schools, colleges, and agencies.

In 1999, Lehman’s Counselor Education/School Counseling program became the only public institution in metropolitan New York City and one of 25 Counselor Education/School Counseling programs recognized as a Companion Institution with The Education Trust's National Center for Transforming School Counseling (NCTSC). Transformed school counselors ensure that all students receive school counseling program services K-12 building their academic, career, college access/affordability/admission, and social-emotional skills and competencies. Lehman's students and faculty work closely in the NYC-area K-12 school counseling and college access/admission programs ensuring K-12 school counselors play a key role in closing achievement, opportunity, attainment, and funding gaps for all students, particularly students who have not received equitable outcomes in schools with the following often-intersecting identities: poor and working class students, first-generation students, students of color (particularly African American, Latino/a/x, and Native American Indian), students with disabilities, bilingual students, immigrant/undocumented students, and LGBTIQA students.
In 2002, the curriculum and fieldwork experiences were redesigned and a 600-hour internship, 100-hour practicum, and 5 10-hour pre-practica were added as well as courses in professional identity/ethics, multicultural counseling, research and program evaluation, developmental school counseling, and leadership/advocacy/consultation/change in schools.

In 2008, Lehman was accredited as the first public NYC Counselor Education/School Counseling program to receive the national CACREP accreditation (Council for the Accreditation of Counseling and Related Educational Programs) under the 2001 CACREP Accreditation Standards.

In 2009, Lehman partnered with the National Office for School Counselor Advocacy (NOSCA) to infuse the 8 NOSCA college and career access/readiness counseling competencies for all school counselor candidates.

In 2015, Lehman faculty partnered with the White House Reach Higher/School Counseling/College Access convenings and were awarded a grant from CUNY to create a required College Access/Admissions Counseling course.

In 2017, The Counselor Education/School Counseling program is completing an accreditation self-study under the 2016 CACREP accreditation standards preparing for a re-accreditation CACREP visit in the 2017-2018 school year.

**Program Objectives:**

1. Candidates demonstrate knowledge of professional school counseling interventions in the following: identity/ethics, counseling theories and techniques, group work, multicultural counseling, career counseling, human development, assessment, research and program evaluation, leadership/advocacy/consultation, college access, and trauma/violence/chemical dependency skills with course artifacts.

2. Candidates demonstrate ability to assess and implement American School Counselor Association (ASCA) National Model Framework for School Counseling Programs using artifacts including School Counseling Program Assessment, Action Plans, Results Reports, and Lesson Plan Outlines in practicum, internship, and school counseling program action research projects.

3. Candidates know and use evidence-based and data-informed practices in delivering, implementing, and evaluating school counseling programs and interventions to help close achievement, opportunity, and attainment gaps.

4. Candidates demonstrate excellent individual counseling, group counseling, school counseling core curriculum lesson plan development and implementation, and planning/advising for all students in pre-practicum, practicum, and internship experiences.

5. Candidates complete 50 hours of supervised pre-practicum, 100 hours of
practicum and 600 hours of internship in K-12 schools.

6. Candidates demonstrate 11 appropriate dispositions for school counseling in culturally and linguistically diverse K-12 schools and in the graduate program: Respectful interactions; engaged and enthusiastic learning; effective listening and speaking skills; support peers; give meaningful and constructive feedback; receive feedback nondefensively; trustworthiness; warmth; kindness; affirm differences; professionalism.

**Course Schedule (subject to change):**

**1st year Fall:**
- **Professional Identity in Counseling** (10-hour pre-practicum in K-12 school)
- **Counseling Theories** (10-hour pre-practicum in K-12 school)

**1st year Winter (January):**
- **Group Counseling and Group Work** (10-hour pre-practicum)

**1st year Spring:**
- **Multicultural Counseling**
- **Career Counseling** (10-hour pre-practicum in K-12 school)

**1st year Summer:**
- Elective(s) (i.e., Family Counseling, Sexuality Counseling, Multilingual School Counseling, Special Education) (Summer I/June, Summer 2/July)

**2nd year Fall:**
- **Assessment in Counseling** (10-hour pre-practicum in K-12 school)
- **Human Development in Counseling**

**2nd year Winter:**
- **Abuse, Violence, and Chemical Dependency Counseling**

**2nd year Spring:**
- **College Access Counseling**
- **Practicum in Counseling** (100 hours in a K-12 school)

**2nd year Summer:** (Summer I/June, Summer 2/July)
- Elective(s) (i.e., Family Counseling, Sexuality Counseling, Multilingual School Counseling, Special Education) (Summer I/June, Summer 2/July)

**3rd year Fall:**
- **Research and Program Evaluation in Counseling** (Fall semester)
- **Internship in Counseling I** (300 hours in a K-12 school)

**3rd year Spring:**
- **Leadership, Advocacy, and Consultation in Schools** (Spring semester)
- **Internship in Counseling 2** (300 hours in a K-12 school)
FREQUENTLY ASKED QUESTIONS/FAQs

1. How and when do I apply to the graduate program in Counselor Education/School Counseling, and what are the specific requirements?

2. What are the admissions requirements and process to enter the graduate program in Counselor Education/School Counseling?

3. What are the admissions requirements and process to enter the Advanced Certificate in Bilingual Counselor Education (School Counseling)?

4. What are hints for a successful admission to the Counselor Education/School Counseling program at Lehman College?

5. How is the Counselor Education/School Counseling program accredited?

6. How many credits is the Counselor Education/School Counseling Program, and when can I work as a professional school counselor in New York State (i.e., PROVISIONAL certification)?

7. How do I apply for PERMANENT certification as a New York State School Counselor?

8. Is a teaching certificate required to be a New York State certified school counselor?

9. How many credits do I take each semester?

10. What is the Graduate Studies Office, and where do I go for help with Course Withdrawals, Transfer of Credits, and Removing Stops on Registration?

11. How do I receive advising, course permissions, and register for classes?

12. When do I meet with an advisor?

13. Will I be closed out of classes?

14. What classes do I register for?

15. What are the pre-practica, practicum and internship requirements for the program?

16. How do I find a pre-practicum/practicum/internship site and a qualified, certified professional school counseling site supervisor?
17. Can I take a leave of absence from the Counselor Education/School Counseling program?

18. When can I take summer classes?

19. When do classes start and can I take only evening classes?

20. If I took graduate school counseling courses prior to entering this program, can I transfer credits toward my degree?

21. If I have a Master’s degree in Counselor Education/School Counseling, can I take professional development courses at Lehman?

22. How do I find financial aid and/or scholarship opportunities?

23. Does the program require School Counseling candidates to enter into personal counseling?

24. How much time should I put into graduate studies each week?

25. Are Counselor Education/School Counseling candidates expected to carry liability insurance?

26. What is the cumulative grade point average requirement to maintain matriculation?

27. What is the grade appeals procedure?

28. What are the Counselor Education/School Counseling professional organizations?

29. What are the technology expectations for all Counselor Education/School Counseling candidates?

30. What are the professional Counseling codes of ethics that School Counseling candidates follow in the Counselor Education program?

31. What help is there for research and using the Lehman/CUNY library in person and online?

32. How can I get help with writing, including APA Style, the required writing style in Counselor Education/School Counseling?

33. When am I eligible for membership in Chi Sigma Iota, the international professional counseling honor society?

34. How do I have international transcripts evaluated?
35. What is the employment outlook for school, career, and college access/admissions counselors?

1. How and when do I apply to the graduate program in Counselor Education/School Counseling, and what are the specific requirements?

The program is only open to matriculated degree candidates. New School Counseling candidates are accepted only once a year for the Fall term. The application review (with all documentation submitted on time) begins March 1st for the Fall semester. You can apply to the CE/SC program only online at: https://app.applyyourself.com/?id=lehmangrad. The Graduate Admissions Office is located in Shuster Hall, Room 150 (718) 960-8777 if you have any questions. After an initial screening of materials, applicants meeting the criteria are invited to an on-campus group interview. Admissions decisions are made after the group interview process in late April.

2. What are the admissions requirements and process to enter the graduate program in Counselor Education/School Counseling?

A. Complete and submit an online application for admission at https://app.applyyourself.com/?id=lehmangrad. The admissions code for the Counselor Education/School Counseling program is TCE 248.
B. Arrange to send (or deliver in person for speediest application review) ALL of your official undergraduate and graduate (if applicable) transcripts (copies are not acceptable) to the Graduate Admissions Office, Shuster Hall, Room 150, Lehman College, 250 Bedford Park Blvd. W., Bronx, NY 10468 to document an undergraduate G.P.A. of 3.0 or better (B average) on a 4.0 scale. Applications cannot be reviewed until all transcripts are uploaded by admissions staff at Lehman!
C. Arrange for a minimum of two letters of reference to be uploaded in your online application specific to your potential for success in graduate school in the Counselor Education/School Counseling program and as a professional school counselor. One reference should be from a faculty member who can address your written and oral communication skills, readiness for graduate study, and potential for success as a professional school counselor. The second recommendation would ideally be from a K-12 building leader, school counselor or current work supervisor outside schools who can address your potential for success in graduate school and as a professional K-12 school counselor. Two faculty are acceptable as recommendations if you are not currently working in schools.
D. A resume.
E. A group interview is required of qualified candidates on campus after faculty screen the applications. The CE/SC Program Coordinator will contact candidates for scheduling on a Saturday mid-day in mid-April via e-mail.
F. Application fee of $125.
G. If admitted, you must (1) have evidence of updated immunizations on file at Lehman College, (2) pay a deposit to hold your place in the cohort, (3) get your EMPL ID number, (4) schedule a time for advising to get course
permissions, and (5) then register on CUNYFIRST, and (6) pay for courses as soon as possible in May prior to the fall semester.

3. What are the admissions requirements and process to enter the Advanced Certificate in Bilingual Counselor Education (School Counseling)?

Current Counselor Education/School Counseling candidates can apply for the Advanced Certificate in Bilingual Counselor Education. Current students enrolled in the program alert their advisor in the first year of their interest. Advisors alert Advanced Certificate in Bilingual Counselor Education (ADV/BCE) Coordinator Professor Faith Deveaux, who will plan the bilingual course sequence with students: EDG 702 (spring 1st year), EDG 734 (summer), EBS 701 (summer), EBS 760 (winter 3rd year). EDG 702 and EDG 734 (elective) count for both the CE/SC master’s and the bilingual advanced certificate. Current students need to submit electronically a passing BEA score to Prof. Deveaux, and they will receive advisement to add the bilingual advanced certificate to their master’s degree with paperwork submitted in their final semester of the program. Alumni from the program need to 1.) contact and submit to Prof. Deveaux evidence of a passing BEA score (required by NYSED), and 2.) submit an online application that includes an essay, two references, and the $125 admissions fee to graduate admissions. For more information, contact Prof. Faith Deveaux, the Advanced Certificate in Bilingual Counselor Education (School Counseling), Coordinator at 718-960-8173 or faith.deveaux@lehman.cuny.edu.

4. What are hints for a successful admission to the Counselor Education/School Counseling program at Lehman College?

A. Submit ALL materials on time, particularly, original copies of transcripts and ensure recommenders have uploaded their letters of recommendation well prior to the March 15th application deadline. International transcripts need to be evaluated earlier in the process, and should be submitted by February 15th to allow sufficient time prior to the application deadline.

B. State your accurate GPA every time on the application and your resume and ensure that it matches your transcripts.

C. Do your homework on school counselors and school counseling as a profession prior to applying and use current terms to describe the profession.

D. TRIPLE CHECK for grammar errors, typos, fragments, and ensure that your 5 essay question responses and your resume are written and edited to showcase your best writing.

E. If you have under a 3.0 GPA, explain why briefly in the large essay and how you will ensure you maintain a B average in the program. The state of New York requires School of Education students to be admitted with a 3.0 GPA; there are exceptions but no guarantees.
F. Your essays and your recommenders’ essays should focus on school counseling and your abilities to be successful in graduate school and as a school counselor. We are especially interested in one of your current or former professor’s evaluation of your writing skills, your speaking skills, your readiness for graduate study, and potential as a K-12 school counselor.

5. How is the Counselor Education/School Counseling program accredited?

The program is accredited by the Middle States Association for higher education programs and by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP), the first public New York City Counselor Education/School Counseling program to have CACREP (www.cacrep.org) accreditation. We are also accredited by CAEP, the Council on Accreditation of Educator Programs.

6. How many credits is the Counselor Education/School Counseling Program, and when can I work as a professional school counselor in New York State (i.e., PROVISIONAL certification)?

The Master’s degree in Counselor Education/School Counseling is 48 credits. After successful completion of 30 credits (including the practicum), you may apply to New York State Education Department on your own to be provisionally certified as a school counselor in New York State (be patient—it is a process that can take many months and it is best to file and wait to hear from them). If you are hired prior to getting word, principals have the right to call the state and move your application to the front of the list for processing. Although New York State requires 60 credits for permanent certification, the Lehman College program is registered by New York State Education Department, www.nysed.gov, and therefore a graduate of CE/SC, who applies through Lehman, is eligible for permanent certification as a New York State Certified school counselor upon completion of this 48 credit program and 2 years experience as a certified school counselor if all requirements for recommendation have been met. Persons seeking employment as school counselors outside New York State are eligible for reciprocity in other states once they have New York State permanent certification, but check the state department of education website in the state you seek employment to ensure you are eligible. Note as of 2016 the NYC DOE pays at a salary differential $8000 higher annually for candidates who take School Counselor jobs with 60 credits versus 48 when they enter employment, so our candidates may take additional electives to graduate with 60 credits.

7. How do I apply for PERMANENT certification as a New York State School Counselor?

After completing 2 years as a school counselor and a Master’s degree in CE/SC at Lehman College, you may apply for PERMANENT certification THROUGH LEHMAN COLLEGE – NOT ON YOUR OWN. To apply for PERMANENT CERTIFICATION, a CE/SC program graduate needs to make an appointment with Ms. Ruth Jordan, The School of Education Certification Officer during her advisement hours in Carman Hall Room B-33, 718 960-7240 or
Recommendations for permanent certification will be given to successful graduates who have earned minimum grades of B in their practicum and internship courses in addition to a B average in all other coursework and affirmative faculty and site supervisor evaluations. The NYSED Code for Lehman College Counselor Education/School Counseling program is 02188.

8. Is a teaching certificate required to be a New York State certified school counselor?

No. Similarly, almost all states, including Connecticut and New Jersey, do not require a teaching certificate to be a certified school counselor.

9. How many credits do I take each semester?

Six in the fall, six in the spring; 3 in the first two winter sessions; 6 or more as summer electives. If two electives are taken in the summer following the first year in the program, students will reach 30 credits during their second year spring semester, and at that time may apply for provisional school counselor certification. Students should only take 1 3-hour class in each summer term (1 in June, 1 in July)

10. What is the Graduate Studies Office, and where do I go for help with Course Withdrawals, Transfer of Credits, and Removing SERVICE INDICATORS on Registration?

The Graduate Studies Office, Shuster Hall Room 275, is where CE/School Counseling candidates access forms and approvals to withdraw from a course, transfer of credit forms, or to have a stop removed from their registration. The Director of Graduate Studies can be contacted at 718-960-8448. Your advisor will work with you and the Director of Graduate Studies to sign the appropriate forms and monitor your coursework and credits toward graduation. If there is a SERVICE INDICATOR on your registration, go to either the Graduate Studies Office in Shuster Hall Room 275 or go to the Registrar in Shuster Hall Room 108. You must have the SERVICE INDICATOR removed prior to registration.

11. How do I receive advising, course permissions, and register for classes?

Registration is a 4-step process. 1) First, you must receive a letter of admission and then pay a $250 deposit to graduate admissions holding your place in the program and have your EMPL (student ID) issued. DO NOT LOSE YOUR EMPL ID! 2.) Next, school counseling candidates who are in the system meet with their faculty advisor about courses and requirements and receive permission to take classes each semester prior. These permissions are entered into the computer system by the advisor so that the student may register. Please wait for your advisor to contact you to set up an advising appointment time; ignore any CUNYFIRST messages regarding advising times that are not from your advisor. 3) Next, school counseling candidates register on-line through the
CUNYFIRST portal (you must sign up for an account and keep your EMPLID and password safe and available to access your account). CUNYFIRST is one-stop student services so that you can monitor your accounts, pay, and ensure loans are credited. You can learn how to do CUNYFIRST in person at Carmen Hall I-T Center on the 1st floor using either set of outside stairs. You can also call them 7 days a week and most evenings at 718-960-1111. In person is suggested for the first time to learn how to do CUNYFIRST at the IT Center. 4.) You need to pay for classes as soon as you have registered! If you are dropped for lack of payment, you still have course permissions in the system. They don’t disappear.

**NOTES:**

A. **School Counseling candidates should register during regular registration.** IGNORE robo-calls and IGNORE CUNYFIRST requests to register. Your advisors will contact you for a registration course permissions and after you receive them, enroll, register and pay immediately. Late registration occurs only at scheduled times during the first few day(s) of classes and there is an additional fee charged.

B. **Check the CLLSE department bulletin boards (outside Carman Hall B-20) for the most up-to-date course information.**

C. **No student may register without current immunizations.** You will be blocked from registering on CUNYFIRST if you do not have current immunizations on file with Health Services at Lehman.

12. **When do I meet with an advisor?**

Specific hours for receiving course permissions and for advising are posted during the registration period along with course information outside Carman Hall B-20 and you will receive an email from your advisor.

13. **Will I be closed out of classes?**

Since all Counselor Education/School Counseling candidates are matriculated, no candidates are closed out of regular semester classes. Summer classes are determined with advisement and all students may register for summer electives after completing the first five courses in the program.

14. **What classes do I register for?**

Counselor Education/School Counseling students follow a prescribed sequence of courses and students go through the program as a cohort. The fall semester courses in the first year of the program are: Professional Identity in Counseling and Counseling Theories and Techniques.

15. **What are the pre-practica, practicum, and internship requirements for the program?**

School Counseling candidates usually need weekday times available to complete pre-practica, practicum, and internship requirements in K-12 schools.* 10 hours
are required on-site at a K-12 school for each of the five school counseling pre-practica (Professional Identity, Counseling Theories, Group Counseling, Career Counseling, and Assessment classes). A minimum of 100 hours is required on-site at a K-12 school for the practicum (40 hours of direct service, 60 hours of indirect service). A minimum of 600 hours is required over two semesters for the internship in a pre-K-12 school (240 hours of direct service, 360 hours of indirect service). Further information is available in the Practicum and Internship Handbook.

*Note: While there are a few night-time schools, they are few and far between and feature only older students who are over-age and under-credited. We strongly encourage students to do pre-practica, practicum, and internships during the day for the best experience.

16. How do I find a pre-practicum/practicum/internship site and a qualified, certified professional school counseling site supervisor?

School Counseling candidates fulfill their pre-practica, practicum, and internship requirements in K-12 schools where we have developed supervisory contacts in the Bronx, Manhattan, Queens, Brooklyn, Staten Island, Westchester, Rockland, Orange, and Putnam Counties. The program and clinical coordinators maintain lists of alumni, current and former site supervisors, and appropriate pre-practica/practicum/internship sites and are happy to assist in finding placements. School counseling site supervisors are preferably certified school counselors with at least two years of experience as school counselors. With approval, school social workers or school psychologists with at least three years of experience in their positions in schools may be approved for on-site supervision of practicum or internship. Site supervisors are expected to provide weekly supervision for school counselor candidates of at least one hour’s duration for practicum and internship and assist in procuring individual and group counseling student clients and classroom experiences for delivering school counseling curriculum lessons. They ensure our candidates have appropriate school counseling program experiences delivering academic, career/college, and social/emotional competencies to K-12 students in a school counseling program framework. Additional information for School Counseling candidates and site supervisors is available in the Practicum and Internship Handbook and from the Clinical Coordinator.

17. Can I take a leave of absence from the Counselor Education/School Counseling program?

Sometimes School Counseling candidates take a leave of absence from the program by informing both your advisor and the program coordinator. When you are ready to return, go to the Graduate Admissions Office (Shuster Hall – Room 150), complete a Readmission Application, and pay a maintenance of matriculation fee. This form needs to be signed by your advisor or the program coordinator and returned to the Graduate Admissions Office prior to re-enrolling in classes. If you have been away from the program for an extended time, your readmission is contingent upon a reevaluation of your coursework and current program requirements by the Program Coordinator.
18. When can I take summer classes?

School Counseling candidates begin the Counselor Education/School Counseling Program in the Fall semester. After successfully completing the first five school counseling courses, students may enroll in summer electives. Summer course permissions and advising are done at the end of the Spring semester in late April or early May.

19. When do classes start and can I take only evening classes?

School Counseling candidates must be prepared to take Fall and Spring semester classes starting at least one day a week at 4pm. We attempt to have multiple sections of courses so that at least one starts at 6pm. Some semesters it may be possible to take both courses 1 night a week during the regular semester. The Winter intersession course and summer courses usually meet multiple nights a week and sometimes the summer courses may also meet on a Saturday. Students are required throughout their course of study to spend some time most semesters in a K-12 setting during regular school hours. The course schedule for Summer Sessions varies, depending on courses offered and can range from one-week intensives taught in the mid-afternoon and evening to 4-6 weeks of classes taught from late afternoon into the evening. The full CE/SC program is never offered exclusively in late evening time slots (at 6 or 7pm). Class schedules are posted on the Lehman website and outside Carman Hall B-20.

20. If I took graduate school counseling courses prior to entering this program, can I transfer credits toward my degree?

It depends. Once you have been admitted to the program, meet with your advisor to review your previous transcript, grades, course syllabi, and coursework samples. The decision regarding transfer credit will be determined by your faculty advisor and the director of graduate studies. Coursework that is over five years old will not be granted transfer credit. Coursework that is from CACREP-accredited Counselor Education programs is preferred. If approved, you must obtain and file the appropriate form with the Graduate Studies Office, Shuster Hall Room 275.

21. If I have a Master’s degree in Counselor Education/School Counseling, can I take professional development courses at Lehman?

If you already possess a Master’s degree in Counselor Education/School Counseling and are working as a school counselor, you may qualify for admission as a non-matriculated student to take electives in the program by filling out the nonmatriculant application online and including letters of recommendation and the five essay questions from the matriculant application form essay supplement. Contact the Program Coordinator via email regarding the availability of summer semesters as there are limited openings and priority is given to currently matriculated CE/SC students.

22. How do I find financial aid and/or scholarship opportunities?
The Lehman College Financial Aid office in Shuster Hall is staffed with personnel to help with affordability questions and forms. Please see them after you have registered online for courses and prior to paying. Visit the Lehman College financial aid/scholarship office in person at Shuster Hall Room 205, by phone at 718 960-8156, or on the web at www.lehman.cuny.edu/financialaid/ or www.lehman.cuny.edu/services/scholarships.html.

The main work-study program for some of our students is:

The CUNY CAP (Counseling Assistant Program), open to all CUNY undergraduate alumni/ae with bachelor’s degrees. It provides a tuition remission and a stipend for working 20 hours a week in a counseling-related office on a CUNY campus. Information on this program is available by calling the Lehman Financial Aid office or by calling CUNY CAP directly at 212 290-5709.

Multiple scholarships are offered annually for our students through Lehman, CUNY, and state and national organization sources:

(A) The American School Counselor Association Foundation does an annual scholarship competition awarding 10 $1000 scholarships to school counseling students across the USA who are ASCA student members and write an essay. This program is designed in part to attract more students of nondominant cultural identities and more men into the school counseling profession. More information is available at www.schoolcounselor.org if you have questions, and the application deadline is usually mid-October annually.

(B) NYSSCA Graduate Student Scholarship
To help future school counselors fulfill their educational goals, the New York State School Counselor Association awards scholarships to graduate students each year who are currently enrolled in a New York State accredited master’s-level school counseling program. Scholarships are awarded based on students’ academic achievement, contributions to the field and commitment to the promotion of the ASCA/NYSSCA Model and NYS Learning Standards. The required letter of recommendation should be specific as to the candidate’s suitability for the award. The essay response to the following question is a critical part of the application for the NYSSCA Graduate Student Scholarship. “Given the evolution of the school counseling profession in recent years, and the emphasis in education on accountability, how can counselors demonstrate their commitment to student achievement and development through the application of NYS Learning Standards and the ASCA/NYSSCA Comprehensive Model?” NYSSCA Contact: Dr. Robert Rotunda, Executive Director (631) 582-4047, or at executivedirector@nyssca.org

New York State School Counselor Association

The Application for the 2013 Graduate Student Scholarship is available HERE

New York State School Counselor Association

Application for Graduate Student Award (go to www.nyssca.org)

NYSSCA will award five scholarships in the amount of $500 each.

Qualifications:
• Applicants must be current members of NYSSCA.
Applicants & recipients must be currently matriculated & in good standing in an accredited graduate school program for school counseling, having completed at least one semester.

The recipients must provide NYSSCA with a photograph for publication in the NYSSCA newsletter and/or on the NYSSCA website.

(C) Annual National Board of Certified Counselors (NBCC) Foundation Scholarships The NBCC Foundation annually offers currently enrolled Counselor Education students the chance to apply for 10 graduate Counselor Education students to have a $3000 scholarship. There are five rural/underserved areas (including Bronx County residents) scholarships and five military scholarships available in the amount of $3,000 each. The military scholarship is for service members and veterans currently enrolled in counseling programs who commit to serve military personnel upon graduation (as either mental health or school counselors). The rural/underserved areas scholarship is for students who are currently enrolled in counseling programs who commit to serving rural or underserved areas upon graduation as mental health or school counselors. To determine if your area qualifies, please visit the U.S. Department of Health and Human Services Health Resources and Services Administration Web site at www.hrsa.gov. The application deadline is November 1st. For more information, visit www.nbccf.org or email foundation@nbcc.org.

(D) The BG Scholarship established in memory of Brandon Goodman is available to the students of Lehman College—AWARDED ONCE A MONTH! Brandon embraced new cultures and religions, sought to understand their meanings and took with him the best of each new experience. He was an artist, painter, he loved to sketch and compose poetry. He gave these aesthetic traces of himself to the many fast friends he made around the world. The scholarship established by his mother helps to keep Brandon’s memory alive.

The BG Scholarship strives to reward students who do well academically and also contribute to their school and/or community by getting involved. The Scholarship is available to undergraduate and graduate students with a minimum 2.0 GPA. US Citizens, Permanent Residents and International students are eligible. An essay about your academic goals and contributions to your school and/or community is required.

The essay is judged two ways:

1. Need based – Determined by the financial need of the student. Explain why you need this scholarship.
2. Merit based – Determined by how the student has affected his/her community for the better. Explain how you have contributed to your community and why you deserve this scholarship.

Please go to www.bgscholarship.com to apply online. Deadline to apply is on the last day of each month. A new scholarship award is announced on the 15th of every month in the amount of $400. If you have any questions and for assistance in applying, please contact Gloria Figueroa, Lehman College Scholarship
Coordinator, at 718-960-8382 via email at gloria.figueroa@lehman.cuny.edu or stop by the Scholarship Office in Shuster Hall Room 205 during office hours; Monday, Thursday, Friday 9am – 5pm and Tuesday, Wednesday 9am – 6:30pm.

(E) CUNY University Student Senate (USS) graduate student scholarships.

-1- USS Donald and Mary Ellen Passantino Scholarship for Students with Disabilities
   -established in 2003, this scholarship recognizes students with disabilities who have demonstrated outstanding scholarship and enthusiastic leadership and service under extraordinary circumstances.

-2- USS Donald and Mary Ellen Passantino Scholarship for International Students
   -established in 2003, this scholarship recognizes students with disabilities who have demonstrated outstanding scholarship and enthusiastic leadership and service under extraordinary circumstances.

-3- The Graduate Peer Mentoring Scholarship
   -established in 2013, for a graduate student who demonstrates a tremendous effort to help other graduate students through academic support, professional development and leadership development within their college community.

Eligibility Requirements:
- Graduate applicants must be registered for a minimum of three (3) credits during the Spring 2014 semester. Applicant must also register for a minimum of three (3) credits during the fall 2014 semester. Graduate applicants must have already completed a minimum of six (6) credits and no more than twenty-four (24) credits at a CUNY College. The application packet will be available in the Office of Academic Testing, Scholarships & Awards in Shuster Hall Room 205.
- Each application must include:
  - Two letters of recommendation indicating evidence of good character, academic achievement and/or service to the community. At least one of the letters must be from a CUNY faculty member.
  - Two original, typed, personal essays of no more than three hundred words each:
    1) Three hundred words stating why you would benefit from this scholarship and how do you believe you have earned it?
    2) Three hundred words stating your field of interest, current projects, future plans, etc.
  - Resume
  - An official letter verifying enrollment of the current academic year from the Registrar Office, Shuster Hall Room 112
  - An official transcript
  - A signed Declaration Form that will enable the College Chief Student Affairs Administrator to verify the applicant’s GPA and credit/enrollment information.

Deadline to apply is April 8. All documents must be submitted to the Office of Academic Testing, Scholarships & Awards. If you have any questions, please contact Gloria Figueroa, Scholarship Coordinator, at 718-960-8382 or via email at Gloria.figueroa@lehman.cuny.edu.

(F) The Pigott Scholarship for master’s degree students in Education at Lehman College was established in 2010 through a generous donation by philanthropist Mr. Mark Pigott, Chairman and CEO of PACCAR Inc. The scholarships are available to selected applicants in master's degree programs in Education who demonstrate outstanding academic potential and financial need. The amount is
usually between $2,000 and $2,500. All students must demonstrate financial need, strong academic success, and one is usually nominated by each of the three Education departments prior to April 1 and each student needs to write a personal statement.

(G) The BPW/NYS Grace LeGendre Endowment Fund, Inc. annually accepts applications for Graduate Study Fellowships of $1,000. The Grace LeGendre Endowment Fund, Inc. is an affiliate of the Business and Professional Women’s Clubs of New York State, Inc. They offer several Grace LeGendre Fellowships to women who are registered in graduate studies and within two years of completing the degree program requirements at an accredited college or university in the state of New York. Deadline to apply is usually the last day of February. Qualifications: Women who are permanent residents of New York State and citizens of the United States with a completed Bachelor’s degree, currently matriculated in graduate studies, and within two years of completing studies in a graduate degree program, and who show evidence of scholastic ability and need for financial assistance. The application is available in Shuster Hall Room 205. If you have any questions, please contact Gloria Figueroa, Scholarship Coordinator, at 718-960-8382 or via email at gloria.figueroa@lehman.cuny.edu.

(H) Los Padres Foundation is offering the Gilbert Rios Memorial Award for Hispanic/Latino students who are interested in pursuing graduate studies. The $5,000 award is for a full-time accredited graduate or professional degree program that terminates in two to four years.

Eligibility Requirements:
-Completed a minimum 100 hours of non-faith based voluntary community service each year he/she was enrolled in undergraduate school.
-Maintained a minimum 3.0 GPA.
-First generation in the family to attend graduate school.
-Family meets the federal guidelines for low income.
-Must apply to an accredited graduate/professional program. Doctoral programs are excluded.
-Must be a U.S. Citizen or legal resident.

Deadline to apply is June 1. Applications are available in the Academic Testing & Scholarships Office in Shuster Hall Room 205 or online at www.lospadresfoundation.org <http://www.lospadresfoundation.org>

(I) The Hispanic Scholarship Fund (HSF) is the nation's preeminent organization supporting Latinos in higher education. HSF's vision is to strengthen the country by advancing college education among Latinos. In support of its mission to double the rate of Latinos earning college degrees, HSF provides the Latino community more college scholarships and educational outreach support than any other organization in the country. The HSF provides scholarship opportunities for graduate students with scholarship awards ranging from $1,000 to $15,000. The general eligibility requirements for most of the scholarships in the HSF are:
- Have a minimum 3.0 cumulative GPA on a 4.0 scale
- Be a U.S. citizen or legal permanent resident with a valid permanent resident card or passport stamped I-551
- Be pursuing or plan to pursue your first undergraduate or graduate degree
*Must apply for federal financial aid using the Free Applications for Federal Student Aid (FAFSA)*

*Be enrolled or plan to enroll full-time as an undergrad or graduate student in a degree seeking program at a U.S. accredited institution in the U.S., Puerto Rico, U.S. Virgin Islands, or Guam.*

Please visit www.hsf.net <http://www.hsf.net/> to obtain more information, view a list of all their scholarship opportunities and submit an online application.

(J) Select students seeking the **Advanced Certificate in Bilingual Counselor Education/School Counseling** may be eligible for the **NYC DOE scholarship funding** if they have a 3.5 GPA and do not work for the NYC DOE, among other requirements. Details are at www.nycteach.org. This is an extremely competitive program so students should be prepared to finance their graduate study in other ways just in case.

(K) The **UNCF Program Services Department** offers scholarship opportunities to graduate students who qualify. Please visit www.uncf.org <http://www.uncf.org> for a list of opportunities and to apply online.

(L) **BECAS Scholarship**

- **Apply Online Here**
- **Letter of Recommendation Form** (Información disponible en español)

The Jaime Lucero Mexican Studies Institute’s Becas program offers scholarships that range from $4500 to $6030 to CUNY undergraduate and graduate students who meet three criteria: academic excellence, financial need, and commitment to service in the Mexican community. Currently, the scholarship can only be used for tuition. The scholarship primarily aids students with little or no access to other funding sources. Because its emphasis is on financial need and because it does not discriminate based on immigration status, this program has been particularly successful in aiding undocumented students.

Scholarship recipients join the Becari@s Network of current and past Becas recipients. They participate in monthly professionalization seminars and are expected to complete internships for a total of 200 hours in an affiliated nonprofit institution. Students are matched to an internship that suits their interests, professional goals and schedules. The Institute works closely with “Becari@s,” scholarship winners, and internship sites to ensure a positive experience on both sides.

Eligibility Requirements:

- Academic excellence
- Financial need
- Commitment to service in the Mexican community.

Application Materials:

- Completed application form
- Most recent transcript
- A letter of recommendation and recommendation form
- Two essays: a personal statement and a financial statement

Scholarship Conditions:
For undergraduate students, the scholarship will be disbursed to the recipient’s CUNY campus in two equal installments over the Fall 2015 and Spring 2016 semesters. For graduate students, the scholarship will be disbursed to the recipient’s CUNY campus in one full installment. Failure to comply with the following conditions may result in the suspension or revocation of scholarship awards:

- Full-time enrollment at a CUNY school
- Participation in monthly seminars
- Completion of a 200 hour internship in an affiliated nonprofit institution
- Submission of semester academic progress report
- Continuous involvement with the Institute and Becari@s network in events and activities

Additional Information:
Questions can be directed to mexican.studies@lehman.cuny.edu or at 347-577-4080. Applications must be submitted by Saturday, February 28, 2015 at 11:59PM—Note this is an annual awards program email them for the 2016, etc. due dates. Applications must be submitted by 5:00 pm on February 28 by email only to Mexican.studies@lehman.cuny.edu. The application form is available in the Office of Academic Testing, Scholarships and Awards in Shuster Hall Room 205. For more information, you may contact the CUNY Institute of Mexican Studies at 718-960-5115 or via email at Mexican.studies@lehman.cuny.edu. If you have any questions, please contact Gloria Figueroa, Lehman College Scholarship Coordinator, at 718-960-8382 or via email at gloria.figueroa@lehman.cuny.edu.

(M) The Point Foundation offers full scholarships to LBGT students, especially those who are under-resourced, at the graduate and undergraduate levels. Apply: http://www.pointfoundation.org/page.aspx?pid=381

(N) Scholarships for UNDERGRADUATES IN HUMAN SERVICES/HELPING FIELDS Planning to Pursue a Career in Counseling from The National Board for Certified Counselors Foundation

The NBCC Foundation (NBCCF) recently announced its scholarship program for Human Services-Board Certified Practitioners (HS-BCPs) who intend to pursue a career in counseling. This new scholarship category is made possible by generous corporate support from the Center for Credentialing & Education (CCE).

(I) HS-BCPs working toward a bachelor's degree in a helping field with the intention to enter a master's-degree program in counseling may be eligible to apply for one of two $2,000 scholarships.

(II) Bachelor's-level HS-BCPs who are currently enrolled in a master's-degree program accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) may be eligible to apply for a $5,000 scholarship.

(III) Applicants must be U.S. citizens, permanent residents or hold legal resident status. Complete eligibility criteria can be found in the scholarship application packet available at www.nbccf.org/programs. The deadline for applications is December 20.
23. Does the program require School Counseling candidates to enter into personal counseling?

No. Ethically, however, professional counselors can only help clients/students/families to the extent that the counselor has worked on her or his own counseling issues. The Counselor Education/School Counseling Program is committed to School Counseling candidates constantly reflecting on their strengths and areas to improve upon. The strongest professional counselors have had professional and personal experience as clients and as counselors. Lehman has a personal counseling center for undergraduate and graduate students. For more information contact the Counseling Center, 114 Old Gym building, at 718-960-6739 or email: ccenter@lehman.cuny.edu.

24. How much time should I put into graduate studies each week?

3 hours for every hour of graduate credit, and this includes on-site supervision, pre-practicum hours, readings for class, and additional course requirements. Practicum and internship course requirements for time on site are greater.

25. Are Counselor Education/School Counseling candidates expected to carry liability insurance?

YES. All students are expected to carry professional school counseling student liability insurance while they are taking courses. Liability insurance is available to student members of the American School Counselor Association (ASCA) (www.schoolcounselor.org). ASCA student membership has an annual fee and automatically includes $1 million of liability insurance for students/professional school counselors as part of membership benefits. For more information, visit www.schoolcounselor.org and click on "School Counselors & Members," then "Member Benefits & Info," then "Liability Insurance." A copy of the insurance limits coverage page are needed for all Lehman Counselor Education/School Counseling students each year and for every pre-practica, practicum, and internship course.

26. What is the cumulative grade point average requirement to maintain matriculation?

The Lehman College Graduate Bulletin outlines the requirements for maintaining matriculation (see Lehman Graduate Bulletin, p. 23). A School Counseling candidate with a cumulative Grade Point Average (GPA) below 3.0 will be placed on academic probation. School Counseling candidates on academic probation have one semester to raise their GPA to 3.0. During this probationary period, School Counseling candidates who make satisfactory progress maintain both their academic standing with the College and their eligibility for financial aid. A student with a Grade Point Average that remains below 3.0 at the end of the probationary period will be dropped from the College. Students may appeal to the Director of Graduate Studies.

27. What is the grade appeals procedure?
Please see the Graduate Bulletin for the Grade Appeals procedure (p. 23). A School Counseling candidate should first discuss the situation with the instructor who assigned the grade. If the School Counseling candidate is still not satisfied with the grade, he/she should then consult the Graduate Program Coordinator. If the School Counseling candidate is still not satisfied, the student should appeal in writing to the Counseling, Leadership, Literacy, and Special Education (CLLSE) Department Chair at Carman Hall B-20. The CLLSE Department Chair will appoint a Graduate Grade Appeal Committee to evaluate the appeal. Grade appeals must be initiated in the semester following the entry of a permanent grade, and no grades can be changed after the date of graduation. The decision of the Graduate Grade Appeal Committee is binding on all parties.

28. What are the Counselor Education/School Counseling professional organizations?

The professional organization that serves as the umbrella for all the counseling professions is the American Counseling Association (http://www.counseling.org). The two publications which come with membership include the scholarly journal, The Journal of Counseling and Development, and the monthly newspaper Counseling Today. The American Counseling Association has divisions and branches addressing the needs and interests of specialized groups. Information about these affiliated associations is available on the ACA website. The American School Counselor Association (http://www.schoolcounselor.org) is the premier group for the professional school counselor and has a wealth of resources and membership benefits including the scholarly journal Professional School Counseling and the magazine ASCA School Counselor. In addition to these national organizations, New York State has an ASCA state branch, the New York State School Counselor Association (http://www.nyssca.org/). Other professional membership organizations include the Association for Counselor Education and Supervision (ACES) (www.acesonline.net), the North Atlantic Region Association for Counselor Education and Supervision (NARACES) (www.naraces.org), the National Association of College Admission Counselors (NACAC) www.nacac.org, and the New York State Association of College Admission Counselors (NYSACAC).

29. What are the technology expectations for all Counselor Education/School Counseling candidates?

All School Counseling candidates MUST have (1) a LEHMAN student email account (xxxxx@lc.cuny.edu) (2) a CUNY portal account to gain access to Blackboard and program, department, division, and campus announcements, and a (3) CUNYFIRST account to access student accounts, records, and course permissions/registration. Lehman email accounts, CUNY portal accounts, and CUNYFIRST Accounts are available free of charge for Lehman students from the Instructional Technology Center, online at the Help Desk FAQs: http://www.lehman.edu/itr/helpdesk-faqs.php, or by phone at 718.960.1111. CUNYFIRST student information is at: http://www.lehman.edu/cunyfirst/cuny-first-students.php. Technological competence is developed and expected for all students throughout the program,
including word processing, e-mail, powerpoint, use of spreadsheets for data, use of the internet, Blackboard, and how to make on-line brochures and websites, and the ability to learn in traditional and hybrid learning formats. The Information Technology Center is open to all students and personnel are available there to provide technical assistance. Many Counselor Education/School Counseling courses are hybrid: part-time online and part-time in traditional classroom settings.

30. What are the professional Counseling codes of ethics that School Counseling candidates follow in the Counselor Education program?

All School Counseling candidates are expected to follow the most recent American Counseling Association (ACA) (http://www.counseling.org/resources/ethics.html), American School Counselor Association (ASCA) (http://www.schoolcounselor.org/content.asp?contentid=173) codes of ethics, the National Association for College Admission Counseling (NACAC) Statement of Principles of Good Practice (SPGP) (http://www.nacacnet.org/AboutNACAC/Policies/Documents/SPGP10_10.pdf), and the New York State Educator Code of Ethics (http://www.highered.nysed.gov/tcert/resteachers/codeofethics.html) in all endeavors.

31. What help is there for research and using the Lehman/CUNY library in person and online?

The Lehman library’s hours and services may be accessed from the Lehman website (www.lehman.cuny.edu) or by calling library information at 718.960.7766. There is a full-time Education librarian who assists students and faculty with all research-related needs in-person, over the phone, or via email.

32. How can I get help with writing, including APA Style, the required writing style in Counselor Education/School Counseling?

All School Counseling candidates and faculty follow the writing style of the most recent edition of Publication Manual of the American Psychological Association, as done in all counseling journals and major counseling publications. There are a variety of resources available to students who need help in mastering this style. In addition to publishing the Manual, the American Psychological Association has on-line references (http://www.apastyle.org and http://www.apastyletips.html) and a software program called APA-Style Helper 6.0. Another web-based resource can be found at http://www.docstyles.com/apacrib.htm. Purdue’s OWL (Online Writing Lab) is also a helpful resource online: http://owl.english.purdue.edu/owl/resource/560/01/. Help is available from the staff in the Lehman library and through the Lehman Instructional Services Support/Tutoring Program, Old Gym Building Rm. 205. (718-960-8175). This program offers help in all writing issues in addition to APA style assistance. School Counseling candidates are encouraged to make early and regular appointments AND identify yourself as a graduate student in a program using APA style. School Counseling candidates need to ensure that all writing done in the program avoids plagiarism, i.e., the use of others’ words or work without giving them credit (see
Using APA style, students must cite all references both in the text in their papers and in reference lists at the end of each paper. Failure to cite references properly in text or in reference lists is a serious violation of academic standards at Lehman College, as indicated in the Lehman College bulletin, and may result in failure and/or expulsion.

33. When am I eligible for membership in Chi Sigma Iota, the international professional counseling honor society?

The Lehman College Graduate Program in Counselor Education is the Tau chapter of Chi Sigma Iota (CSI) http://www.csi-net.org/. Eligible School Counseling candidates who have completed 24 credits and have a GPA of at least 3.5 will be invited to apply for membership by the CSI Advisor. CSI induction ceremony is conducted annually at the end of the Spring Semester at the School of Education LUTE honors reception in May.

34. How do I have international transcripts evaluated?

You must contact an international transcript evaluation agency such as AACRAO (American Association of Collegiate Registrars and Admissions Officers), ECE (Educational Credential Evaluators), and WES (World Education Services) to have them evaluated and then submit that transcript evaluation to Lehman as your uploaded transcript(s). These agencies can be found at www.naces.org/members.htm.

35. What is the employment outlook for school and career counselors?

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<th>Median pay (2015)</th>
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<td>Job outlook (2014-2024)</td>
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Additional CE/SC program information may be found at:

http://www.lehman.edu/academics/education/counselor-education/index.php

FAQs revised 1/17 sfch