

## **Admission Requirements for School Counselor Education Master's Degree Programs**

### **I. Admission Requirements for M.Ed. Programs**

- ☐ Apply online for admission at [aum.edu](http://aum.edu)
- ☐ Submit official transcripts from each college or university attended
- ☐ Minimum 2.50 GPA
- ☐ Admission interview
- ☐ Recommendation of Counselor Education Admission Committee
- ☐ A criminal history background check. Alabama Certification of Teachers Fingerprint Inquiry Clearance. You must first go here [aim.alsde.edu](http://aim.alsde.edu) to create an AIM account. Then follow these steps: Be sure you follow the required sequence below.
  - Step 1: Create an AIM Account
  - Step 2: Complete Background Check Registration in AIM
  - Step 3: Create Fieldprint Account
  - Step 4: Complete authorization forms, schedule appointment, and fee payment
  - Step 5: Report for fingerprint appointment

### **II. Specific to School Counselor Applicants**

- ☐ Traditional Option (see attached)
- ☐ CACREP Option (see attached)

### **III. Portfolio Documents (The student must submit all documents that are included in a folder or binder at the same time.)**

The following items must be received by your Academic Advisor in the College of Education in the Graduate Studies Office by 5:00 p.m. on the posted due date. Deadlines are: December 1 for Spring admission; May 1 for Summer admission; and August 1 for Fall admission.)

- ☐ Three letters of recommendation on company/school letterhead.  
*(One must be from a current or recent supervisor. For school counselor applicants, one must be from a current supervisor or principal. For students transferring from another graduate program, one letter must be from a professor from that program.)*
- ☐ Resume that includes:
  - Current contact information
  - Career goals and objectives
  - Education
  - Employment history
  - Community and professional service

The above items can be mailed/dropped off to your Academic Advisor in the College of Education:

Keri McGee/Academic Advisor  
College of Education | 300A  
PO Box 244023  
Montgomery, AL 36124-4023

Or via e-mail: [kmcgee4@aum.edu](mailto:kmcgee4@aum.edu)

The above items must arrive to the academic advisor by 5:00p.m. on the posted due date (December 1 for Spring, May 1 for Summer, August 1 for Fall).

Applicants will be contacted to schedule the admission interview after the completed portfolio and all other documents have been submitted. If you have questions concerning the scheduling of the interview, please call (334) 244-3869.

**AUM Faculty Signature** \_\_\_\_\_

**Keri McGee, Academic Advisor Signature** \_\_\_\_\_

If you have any questions, please e-mail Dr. Hard (phard@aum.edu) or Keri McGee (kmcgee4@aum.edu)

**Traditional and CACREP Options for the  
Master's Degree Program in School Counseling at Auburn Montgomery**

	<b>Traditional Option</b>	<b>CACREP Option</b>
<b>Admission Requirements</b>		
Bachelor's degree from an accredited U.S. institution, or the equivalent from an international institution	Required	Required
Professional educator certificate	Required <sup>1</sup>	Not required
Clear background check	Required <sup>2</sup>	Required
Two full years of full-time satisfactory educational experience	Required for AL certification	Not required for AL certification
Passing score on all three sections of the Core Academic Skills for Educators: Combined Test – Praxis #5751	May be required	Not required
<b>Program Completion Requirements</b>		
Completion of all course work with a minimum 3.25 overall GPA with no grade below C	Required	Required
Passing score on Praxis II test #5421	Required	Required
<b>Additional Certification Requirements<sup>3</sup></b>		
Alabama Class B certification in a teaching field or Alabama Class A certification in another area of instructional support	Required for AL certification	Not required for AL certification
Passing score on National Counseling Examination (NCE)	Not required	Required

<sup>1</sup> Individuals pursuing the traditional approach to school counseling certification must have a bachelor's- or master's-level professional educator certificate in a teaching field or master's level professional educator certificate in another area of instructional support.

<sup>2</sup> Individuals who hold a valid Alabama professional educator certificate have already been fingerprinted and cleared through the ABI/FBI. Individuals who do not hold a valid Alabama professional educator certificate must be fingerprinted and cleared before being admitted into the Counseling program.

<sup>3</sup> Certification requirements may be completed within 5 years after graduation, but must be completed and documented before the college's Certification Officer can verify to Alabama or another state that a State-approved and CACREP-accredited program has been completed at an NCATE-accredited institution. Individuals seeking certification in states other than Alabama are responsible for contacting those state certification offices regarding school counseling certification requirements.