Prospective Students: A Step By Step Guide When Applying to The University of Scranton for the Certificate of Advanced Graduate Study in Professional Counseling (CAGS).

This certificate allows students to obtain a minimum of 12 additional graduate credits in professional counseling that can fulfill educational requirements for counselor licensure.

- Access our online application either through the School Counseling Program webpage: http://www.scranton.edu/academics/cgcc/grad-programs/coun.shtml
Click on “Apply” to open the application.

OR through the Graduate Admissions webpage:

www.scranton.edu/gradapply
Admissions Criteria:

- All applicants for the certificate program must apply for formal admission to the CGCE of The University of Scranton.

Applicants must possess:

- A master's degree in counseling from a counseling program accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP); or
- A master’s degree in Rehabilitation Counseling from a program accredited by the Council on Rehabilitation Education (CORE); or
- A master’s degree in counseling or a closely related field that includes graduate-level course work of at least two semester hours or three quarter hours in specific areas listed on the CAGS webpage [http://www.scranton.edu/academics/pcps/counseling/programs/school/CAGS.shtml](http://www.scranton.edu/academics/pcps/counseling/programs/school/CAGS.shtml)

Application Process:

Click on “submit your application online” to open the application.
• When submitting an application online, you will need to create an account to begin your application process. You can do this through either of the links above.
  ○ To create an account click on the blue words “Create an account” (*Please note: If you have already created an account and are returning to complete it - click the blue words “Log in”).
  ○ You will then need to enter in your e-mail address, name and date of birth.
  ○ A pin number will be sent to your e-mail address for you to enter to complete the process of creating an account. Once you have received the pin number, enter it and create your password.
• Once an account is created, you will need to select the year and the term in which you would like to apply for.
• Instructions will be the first page to appear. Tabs along the left side of the online application allows for easy access to any of the 11 sections of the application.
• Sections to be completed include: Personal, Application, Educational History, Test Scores, Work History, Statement of Intention, Recommendation Letter, Signature, Review. (*Please Note: Some tabs listed will not appear on the left side until the Degree Program is chosen in the Application Tab.)
  ○ Personal: Name, Address, Email, Telephone, Biographical Information and Citizenship (*Please note: Be sure to fill out all of the Personal tab before moving on to application tab. Information regarding citizenship directly relates to degree program options.)
  ○ Application: Degree Program - Counseling: (Chosen major- School, Mental Health or Rehabilitation) - CAGS - Certificate of Advanced Graduate Study, Part-time/Full-time, Graduate Assistantship
  ○ Educational History: List all Colleges/Universities you have attended (*Please note: official transcripts must be forwarded directly to the Office of Graduate Admissions)
  ○ Test Scores: List standardized test scores you feel are relevant to your graduate program. (*Please note: official score reports must be submitted for all standardized test scores listed.)
  ○ Work History: List organization’s name and dates of employment or upload a resume.
  ○ Statement of Intention: A brief description of your reasons for pursuing graduate study, what you expect to gain from the program, and any special background factors which you think will help your studies. (*Please note: you may upload a document or type directly in the textbox on the page)
  ○ Recommendation Letter: Name of recommender, Organization, Position/Title, Relationship, Telephone, and Email (*Please note: make sure to click button stating “Send to Recommender”).
  ○ Signature: Verify all information completed is true and type (sign) your full name.
  ○ Review: Review all information entered and if complete click Submit.