USU PROFESSIONAL SCHOOL COUNSELOR
EDUCATION PROGRAM
2018 HANDBOOK

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COURSE CALENDAR
Please consult the Course Calendar found in your packet and in the orientation materials located at https://psychology.usu.edu/academics/grad/med-counselor/course-schedule. You will be expected to take the courses as they are outlined on the Course Calendar. This is essential, as this program is only offered every other year. Should you skip a class, you will not be able to take the course again for 2 years, which would delay your graduation and licensure. In addition, the School Counselor education program is sequential, with courses building upon one another. If you skip a course, you may not be able to take succeeding courses. Please contact Camille Odell if you have any reason to want to change your course schedule.

DATES AND TIMES OF CLASSES
Classes will be held each Thursday evening from 4:30 - 10:00 pm. Your first class will be Thursday, August 30, 2018. In subsequent semesters, classes will be held the first Thursday evening of each semester.

TUITION

REGISTRATION
You may register online at http://www.usu.edu/myusu/ where you will need to log into ACCESS (Banner). Please select “Student”, “Registration”, and then “Registration XE”. If you encounter problems with online registration please contact the Registrar’s office at registrar@usu.edu or by phone at 435-797-1116. You may also contact the School Counseling department advisor, Beverly Pickup at beverly.pickup@usu.edu or by phone at 435-797-1466.

TEXTBOOKS
You will want to order your textbooks so you have them a couple of weeks before classes begin. Do not wait for the orientation to order your textbooks for fall 2018. For future semesters, the following information will provide you with directions to purchase your textbooks by mail: Visit USU’s bookstore website to search for and order textbooks online. The bookstore website is http://campusstore.usu.edu/t-textbooks.aspx. You may search for textbooks manually by courses or you may enter your A-Number and password which will automatically populate a list of the textbooks you will need based on the courses you have registered for.

Books may also be purchased from private, online distributors. FYI, USU Bookstore tries to match or beat online distributor prices, and is usually successful in doing so.

SCHOLARSHIP & FINANCIAL AID
The USU Professional School Counselor Education Program has established a new scholarship for low-income students. First and Second Year students are eligible to apply. Five scholarships in the amount of $1000 will be awarded for one academic year to students who are selected. Please visit the following link to learn more about the scholarship: https://psychology.usu.edu/academics/grad/med-counselor/files/SC%20Scholarship%20Information%20for%20Website.pdf. Please visit the following link to view more scholarships offered through the Emma Eccles Jones College of Education and Human Services: https://cehs.usu.edu/academics/scholarships/scholarships. You may also be eligible for student loans, grants, or other financial aid. You should contact the Financial Aid Office at USU to inquire about such options. The phone number is: 435-797-0173. You may also visit their website located at http://www.usu.edu/finaid/.
USU SCHOOL COUNSELOR EDUCATION PROGRAM
COURSE CALENDAR

YEAR 1

Fall Semester
PSY 6530 – Developmental Psychology: Lifespan (3 credits) Camille Odell
PSY 6330 – Principles of Psychological Measurement and Test Theory (3 credits) Justin Barker

Spring Semester
PSY 6240 – Comprehensive and Systemic School Counseling Programs (3 credits) Karen Miller
PSY 6390 – Program Evaluation in the Schools: Models and Guidelines (3 credits) Megan Stone

Summer Semester
PSY 6350 – Intro to Theories of Intervention in Psychology (3 credits) Amy Kleiner (1st 7-week session)
PSY 6420 – Group Counseling in the Schools (3 credits) Chris Chapman (2nd 7-week session)
PSY 6260 – Career Development (3 credits, Online) Kathryn Bitner (14 week session)

YEAR 2

Fall Semester
PSY 6290 – Diversity Issues in Treatment & Assessment (3 credits) Chris Chapman
PSY 6460 – Legal, Ethical and Transition Issues in School Counseling (3 Credits) Michelle Lizotte

Spring Semester
PSY 6370 – Practicum in School Counseling (Weekly class plus 150 clock hours in a school setting) (3 credits) Sandra Ameel
NEW COURSE: PSY 6580 Collaborative Classroom Instruction, Leadership and Professional Topics (3 credits)
Instructor: Kathryn Bitner

Summer Semester
PSY 6130 – Evidence-Based Practice: School Intervention (3 credits) Marietta Veeder (1st 7-week session)
PSY 6340 – Consultation in the Schools (3 credits) Thomas Wiltbank (2nd 7-week session)
PSY 6610 – College and Career Readiness for School Counselors (3 credits, ONLINE) Sandra Ameel (14 week session)
[ELECTIVE]
PSY 6700 Grant Writing for School Counselors (2 credits, ONLINE, 14 week session) Marilyn Hammond, Vonda Jump

YEAR 3

Fall Semester
PSY 6250 – Internship (6 credits - 600 clock hours) Students may choose to complete the internship in one or two semesters. Instructor: Beverly Pickup
Program of Study Instructions

1. Log into Banner: https://ssb.banner.usu.edu/zprod/twbkwbis.P_WWWLogin

2. Select the “Student” tab at the top of the page then click on “Student Records”

3. Select “DegreeWorks”

4. Enter your Student ID number. Then select the “Plans” tab
5. Select “New Plan” then “Blank Plan.” Type “MEd Plan C School Counseling” in the Description Box. Click on “Add Term” icon in the top right corner and add the appropriate semesters for your plan beginning with fall 2017.

6. Scroll down using the course menu on the right-hand side and click on “Psychology.” This will populate all of the psychology courses at USU. Click and drag the courses for the program to the semester you took the course or when you will take the course(s).

   Remember you will need 6 credits of PSY 6250. Please follow the example Program of Study exactly unless you received approval from Camille Odell to take a course not listed.

7. Once you have completed the plan section, click “Save” at the bottom of the screen and email Beverly Pickup at beverly.pickup@usu.edu to let him know that your plan is completed and entered in DegreeWorks. She will let you know if there are any changes that need to be made before the Program of Study can be approved.
## Program of Study Example

### 2017-2018

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<tr>
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### 2019-2020

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On-Line Educator Background Checks
For New Teachers and Other Educators

Background checks are valid for a period of three years. If you have had a background check done through the Educator License office within the past three years, you do not need to complete another form. If you don’t complete your program within the three years, you will have to complete another background check. Cleared background checks are required for licensure. **The State Office will not accept copies of background checks done elsewhere, including school districts.** You will not be notified when your background application is complete. It is your responsibility to verify this with the Teacher Education office. Only on-line background check application will be accepted by the Utah State Office of Education. (Cards are no longer an option.) Questions? Please email or call Lisa Christensen at 435-797-1443 or email at lisa.christensen@usu.edu

**YOU MUST INCLUDE A COPY OF STEP 10 WITH YOUR TEACHER EDUCATION APPLICATION**

**Step 1: Accessing the Utah State Office of Education Background Check Webpage**

www.utah.gov/teachers

**Step 2: Select Background Check Application.** From the welcome screen, the educator clicks the “Background Check” button:

This online license renewal system is currently available only to active Level 2 and Level 3 Utah Professional Educator License holders. For information on other license applications or renewals, please go to www.schools.utah.gov/req, or call Educator Quality Services, Utah State Office of Education at 801-538-7740.

Start Your Renewal   Background Check   Student Licenses

**Step 3: Enter Login Information.** The Educator Background Check (EBC) application is designed to work for both new and existing educators that may or may not have a record in the CACTUS database. Both new and existing educators will need to attempt to find their CACTUS record by entering their Social Security Number and date of birth. The application searches the CACTUS database for a matching record.
**Step 4a: Matching Record.** If a matching record is found the educator will need to verify that the information is correct. The educator will have the ability to update any outdated information.

**Step 4b: New Record.** New educators will not have a record in CACTUS and will be prompted to create a new record by filling out the necessary information the Utah State Office of Education (USOE) needs to process the background check.

**Step 5: Select Background Check Method.** Educators will have the option of choosing between two background check processes: Live Scan process for all Utah residents or traditional manual card process for out of state residents.
**Step 6: Live Scan Release.** If the Educator selects to use the LiveScan method (this is recommended) they will be required to acknowledge that they have reviewed the fingerprint release information and agree to the terms by entering the word “yes” in the appropriate box.

**Step 8: Additional Questions.** In order to complete the background check, USOE requires the Educator to answer a few additional questions. Educators will need to answer these questions, and then verify the accuracy of the answers by checking the box next to the verification statement.
**Step 9: Payment.** Educators can now pay the processing fee online using Visa, MasterCard, American Express or Discover credit card.

![Image of Educator Background Check payment information form]

**Step 10: Generate Forms.** Once the credit card payment has processed, the educator will receive a confirmation of payment. Click on the “Generate Form” button to generate the LiveScan form the educator will need to complete the background check at the liveScan location of their choice. An email with this receipt information and liveScan document will also be emailed to the educators email address.

![Image of Educator Background Check transaction completion]

**Transaction Successfully Completed**

Congratulations, your transaction has been successfully completed. Please print out this page for your records:

- **Receipt Number:** 113617
- **Name on Card:** John Smith
- **Card Type:** Visa
- **Card Number:** 3000000000000111
- **Expiration Date:** 01/2008
- **Card Holder Address:** 123 Main Street, Salt Lake City, UT 84111
- **Amount being Charged:** $59.00

To download our live scan form, click on the "Generate Form" button below.
Step 11: Live Scan Authorization Form. The educator will need to generate their LiveScan authorization form to be taken with them to the liveScan location of their choice. The fingerprint process will not be completed until the educator has had their fingerprints scanned at a Live Scan fingerprinting site.
Licensure Information

Praxis Test: You must take the Praxis test to be eligible for licensure and graduation. If you have taken the Praxis, be sure to email your Score Report to Beverly Pickup. NOTE: When you go in to take the Praxis exam, indicate that you want a copy of the test report sent to USU College of Education and Human Services AND to yourself. WHEN YOU GET THE REPORT, EMAIL A COPY TO BEVERLY. We will need a copy of the report to approve you for licensure.

Licensure: You may apply for licensure with the Utah State Office of Education anytime during your last semester using the procedures below. You will want to get this taken care of, as school districts will want to know that you have applied and that your license is pending graduation. Lisa Christensen, Educator Licensure Officer for the EEJ College of Education and Human Services, will hold your licensure papers until the transcript showing your degree and the Praxis score arrive at her office. If you plan to move out of state, you will still want to obtain licensure here in Utah. Other states accept Utah’s license and offer reciprocity. Here are directions for applying for licensure:

TO APPLY FOR LICENSURE WITH USOE:

1. Use your internet browser and go to https://cehs.usu.edu/teached/application

2. Print the application and fill it out

3. Scan and email the completed “Utah State University Application for Educator License” page (the advisor signature page) at the bottom to Beverly Pickup

4. If everything is in order, Camille will sign the form and send it to Lisa Christensen in Educator Licensing

5. Email or fax the other papers that you print to Lisa Christensen, Educator Licensure Officer for our college at lisa.christensen@usu.edu. Fax number: 435-797-3939.

6. Lisa will hold the application until the transcript with your degree arrives in her office -Be sure to order an official transcript to be sent to Lisa, according to the directions on the licensure papers—she has to send an official copy to USOE!

   PLEASE NOTE: Transcripts must be ordered from the National Clearinghouse website or be sent to Lisa in a sealed envelope directly from the USU registrar’s office.

7. If you have never had an educator license: Lisa will email you with instructions for payment when she receives your forms.

8. If you already have an educator license (i.e., you are a teacher): Lisa will contact you via snail mail regarding payment.