

**Columbus State University**  
**College of Education & Health Professions**  
**Post Graduate Certification in School Counseling**

Thank you for your interest in Columbus State Universities Post Graduate Certificate in School Counseling (PGCSC) (non-degree). Applicants must hold a Master's degree in a Counseling area from an accredited institution and desire to enroll in postgraduate courses for school counseling certification. Prior teaching experience is not required but a GPA of at least 3.0 on all graduate coursework at an accredited United States institution in fulfillment of the requirements for a graduate degree is required.

The application process is as follows:

- First, complete the Post-Graduate Certification in School Counseling Application **Form A**. By completing the application form, you are expressing interest in the Post Graduate Certificate in School Counseling and requesting to begin the transcript review process.
- Second, submit your application (**Form A**) and unofficial transcript from all related Graduate level universities, reflecting the completion of a Masters level counseling related program, via email to  
Dr. Hanna Lainas: [lainas\\_hanna@columbusstate.edu](mailto:lainas_hanna@columbusstate.edu)  
*Please make the Subject line read as follows: PGCSC Application Submission Lastname\_Firstname.* Upon receipt of both the application and transcript, a review will be conducted by the program coordinator (**Form B-** is for University use only). The transcript will be reviewed to ensure that applicants who finish the program will have the coursework equivalent to the department's M.Ed.
- Third, after your materials have been reviewed you will be contacted via email by a PGCSC representative to inform you if you are eligible to apply to the university and provided a personalized plan of study (**Form C**). Or if you need to pursue this certification at an alternative institution.
- Fourth, if you are in agreement with the personalized plan of study and choose to pursue certification through CSU's program, sign and return (**Form C**). Upon receipt of the signed plan, a brief interview with the program coordinator will be scheduled.
- Finally, following the successful completion of the applicant interview you will be asked to officially apply for the program through the university's [graduate admissions](#)

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[application page](#). Please submit all documentation required at the university and program level.

Please submit the below documentation to the admissions office:

**By mail:** 4225 University Avenue  
Columbus State University  
Columbus, GA 31907

**Electronic submission:**

<https://admissions.columbusstate.edu/forms/AdmissionDocuments.php>

- I. Professional Statement--Please describe why you want to pursue a Postgraduate Certification in School Counseling. Include a description of your background and your professional goals as it pertains to the Counseling field (Please do not exceed one page, double-spaced, word-processed pages.)
- II. Resume or Vita--Please include previous education, related professional work experience, professional service, awards and honors, and a list of three references.
- III. Official Graduate transcripts—Please submit all official graduate level transcripts that reflect the completion of a Masters degree in a Counseling area.  
Questions: [admissions@columbusstate.edu](mailto:admissions@columbusstate.edu)

Based on the successful completion of your application file you will be authorized to begin classes. Please be mindful of application deadline of **July 1 for Fall entry and note that department deadlines are earlier than CSU deadlines.**

If you have any questions about the Post Graduate Certificate in School Counseling please contact Dr. Hanna Lainas: [lainas\\_hanna@columbusstate.edu](mailto:lainas_hanna@columbusstate.edu). If you have any questions regarding your admission status please contact the admissions office at [admissions@columbusstate.edu](mailto:admissions@columbusstate.edu).

### **Admissions Requirements**

- The applicant must hold a master's degree in a counseling area from an accredited United States institution, or the equivalent from an international institution.
- The applicant must be in academic good standing at the institution last attended.

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- Applicants must contact the departments to which they seek admission for information concerning program specific requirements that may include prerequisite coursework and must submit unofficial transcripts for review.
- The applicant must file an official application and related documents with the Columbus State University (CSU) Admission Office.
- Related admissions documents includes but is not limited to Professional Statement of Purpose, Resume/Vita, Official Transcripts
- The applicant must have a GPA of at least 3.0 on all graduate coursework at an accredited United States institution in fulfillment of the requirements for a graduate degree.

## **Frequently Asked Questions**

### **Can this program be completed solely online?**

While some of the courses needed for this certification are offered in an Online format, most courses may require in person participation and your attendance will be required on campus. Field experience must also be completed in person. Course formats are subject to change.

### **How long does it take to complete this certification?**

Completion will vary and is contingent upon individual needs. However, candidates have been known to complete in as little as one year.

### **How much will it cost to complete this program?**

The cost of your program will vary depending on how many credits are needed for completion. The credit total can be found on Form C. [Follow this link](#) to view the Tuition and fees chart for an estimation of your program total. Costs will vary based on financial aid. For more information about your financial responsibility, please contact CSU's Bursar's Office. Email: [Bursar@ColumbusState.edu](mailto:Bursar@ColumbusState.edu)  
Phone: (706) 507-8897

### **Where can I do my field experience?**

Certification in the state of Georgia requires field experience at all three academic levels (Elementary, Middle, & High). Your transcript review will determine the levels needed. You may choose your preferred location in most cases but it will depend on availability and contractual status. You will not be able to do field work in settings that may be a conflict of interest.

### **Do I have to find my own placement?**

You do not have to find your own placement as we have a specialist that will do that for you. However, if you have a preferred setting in mind, you will be asked to disclose that information as soon as possible for contractual purposes. Please note that preferred placements are not guaranteed.

### **Am I certified once I complete these courses?**

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## **Post Graduate Certification In School Counseling Application & Transcript Evaluation Request Form A**

This program is designed for post graduate students who hold a Master's degree from an accredited university or college in Counseling or a related field, and are seeking School Counseling certification in Georgia. The credits that constitute this individualized program are determined by the school counseling program coordinator. Each applicant's program will be individualized based on the evaluation of graduate transcripts.

### **General Information:**

Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Graduate Degree: \_\_\_\_\_

Accredited Graduate College or University: \_\_\_\_\_

Graduate GPA: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Intended Term of Entry:                      Spring                      Summer                      Fall  
of Year: \_\_\_\_\_

This application is accompanied by my unofficial transcripts:                      Yes \_\_\_\_\_ or No \_\_\_\_\_

Please submit the application and unofficial Graduate transcript via email to:

**Dr. Hanna Lainas**

Department of Teacher Education, Leadership, and Counseling

[lainas\\_hanna@columbusstate.edu](mailto:lainas_hanna@columbusstate.edu)

### **Please Initial Statements:**

\_\_\_\_\_ If accepted into this program, I understand that all field/lab experience and internship program experience must take place within an approved CSU service area.

\_\_\_\_\_ School Counseling certification candidates must have field experience in the different P-12 grade levels in which they are seeking certification (Elementary, Middle & High Schools). Because of this, various field experiences will take place in alternative classrooms and/or schools. For internship coursework candidates will be allowed to remain at their site in order to meet course requirements, if the different level requirements have been met.

### **School Counseling Course Evaluation Form B (to be completed at the program level)**

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Course	Course Equivalent	University of Record	Term/Yr	Grade
COUN 7786 Seminar in School Counseling				
COUN 6187 School Counseling Services				
EDUF 6795 Collaboration for School/ Student Improvement				
COUN 6190* Counseling Exceptional Children				
COUN 6415 Applied Practice in School Counseling				
COUN 6697** Internship in School Counseling A				
COUN 6697** Internship in School Counseling B				

**\*Candidates must take a graduate level course related to special education. A related undergraduate course in special education will NOT meet this requirement. Candidates must make a B or better in this course to qualify for certification. \*\* Internship is offered twice, over one term, totaling 6 credits hours.**

Evaluation Completed by: \_\_\_\_\_ Date Received: \_\_\_\_\_  
 School Counseling Program Coordinator Signature: \_\_\_\_\_

**Comments:**

### Personalized Plan of Study Form C

**Candidate agrees to complete the following courses toward certification eligibility:**

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Course	Term	Year
<b>COUN 7786 Seminar in School Counseling (3)</b>		
<b>COUN 6187 School Counseling Services(3)</b>		
<b>EDUF 6795 Collaboration for School/ Student Improvement (1)</b>		
<b>COUN 6190* Counseling Exceptional Children (3)</b>		
<b>COUN 6415 Applied Practice in School Counseling (3)</b>		
<b>COUN 6697** Internship in School Counseling A (3)</b>		
<b>COUN 6697** Internship in School Counseling B (3)</b>		
<b>Additional Course</b>		
<b>Credit Total</b>		

Date Completed: \_\_\_\_\_

School Counseling Program Coordinator Signature: \_\_\_\_\_

Comments:

**My signature below indicates I fully understand and agree to the above information**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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