



Master's in Educational Counseling:
Student Affairs or School Counseling

Admission Requirements and Application

Student Affairs Students desiring to work in student service positions within community college, college, and university settings should select a concentration in the area of Student Affairs. The curriculum has been designed to prepare effective educational counselors to work in a wide range of settings. Examples include Admissions and Records, Financial Aid, Residence Life, Academic Advising, and Career Development.

School Counseling Students desiring to counsel in P-12 public or private educational settings should select a concentration in the area of School Counseling. The curriculum has been designed for preparation toward a Pupil Personnel Services (PPS) credential issued by the state of California. This option reflects the preparation standards established by the California Commission on Teacher Credentialing (CCTC). While CCTC standards do not require a teaching credential, many local districts strongly prefer to hire candidates with previous teaching and credential backgrounds.

CSUB offers an optional **Child Welfare and Attendance (CWA) Authorization** only for candidates who graduated with a CSUB Master of Science in Counseling with a concentration in School Counseling degree from CSUB beginning in fall 2025.

The CWA is an added specialization issued by the California Commission on Teacher Credentialing (CCTC) to an existing Pupil Personnel Services (PPS) credential in School Counseling, School Psychology, or School Social Work. The CWA authorizes specialized supportive counseling work in the areas of student and family welfare, student attendance improvement, and truancy prevention and intervention. Required CWA coursework is embedded in the EDCS School Counseling program.

University Admission Requirements

1. Hold a bachelor's degree from an accredited institution
2. Been in good standing from your last college or university attended
3. Hold a minimum GPA of at least 2.5 in the last 60 semester or 90 quarter units for the credential program.
Hold a minimum GPA of 3.0 in last 60 semester or 90 quarter units for the master's program.
4. Satisfactorily met the professional, personal, scholastic, and other standards for graduate study, including qualifying examinations, as appropriate campus authorities might prescribe

(Please note: Admission to the university does not imply or guarantee program admission)

Application Steps

1. Complete the California State University, Bakersfield application for Graduate Admission available online at <http://www.calstate.edu/apply>.
2. The \$70.00 application fee must be paid to submit and process your application.

3. To complete your university application, you must send one official transcript(s) from all colleges or universities attended within 30 days of your application submission. If the last school you attended was CSU Bakersfield, no transcripts are required. Failure to provide official transcripts to CSU, Bakersfield Admissions will delay or decline your university admission.
 - Electronic transcripts are preferred. Electronic transcripts may be emailed to incomingtranscripts@csub.edu. These transcripts must be sent directly from your university, not you. It is a good idea to include your CSUB ID # if known.

If you need to have official transcripts mailed, send them to:
California State University, Bakersfield
Office of Admissions, 47SA 9001
Stockdale Highway
Bakersfield, CA 93311-1099

If you are graduating from your bachelor's program and your degree is not posted at the time of sending your transcripts, you will need to send another transcript from the institution granting your bachelor's degree with the degree posted on your transcript.

4. **Application Acknowledgement:** After your application is submitted, you will receive a confirmation e-mail indicating the receipt of your application. In approximately two weeks, you should receive an acknowledgment e-mail that will provide you with a unique applicant ID number and information to log on to the one-stop student portal called [myCSUB](#). This information is sent to the e-mail address you provided on your application, so it is very important that the e-mail address you provided is current. You are expected to track the status of the submitted application and the receipt of all required documents.

Application Evaluation

Evaluation of Eligibility: Upon receipt of all necessary documents, the Graduate Programs Admissions Coordinator will review your eligibility based on the minimum university requirements. If you are deemed eligible, your academic program will be notified. A decision letter will be sent upon completion of the departmental review of your qualifications.

Application Decision: Your status will also be reflected on myCSUB. Be sure to monitor your "To-Do" list regularly even after you have been admitted; there may be additional documents or requirements you will need to submit.

If admitted, students should familiarize themselves with the university registration policies:
<https://www.csub.edu/registrar/registration>

Please note: Admission to the university does not imply or guarantee program admission.

Program Admission Requirements and Application Process

All documents required for program admission are to be assembled in one complete pdf and submitted to program's submittal portal. **Documents submitted to California State University Bakersfield become the property of the university. Documents will not be copied or returned.** **Please keep a copy of all documents for your records.**

For questions about the application process please contact an Admissions Advisor:

Amani Hernandez, aalshaif@csub.edu

Program Admission Requirements

1. Highly recommended, but not required: Attend an Information Session meeting prior to semester applying. The information meeting will be posted on the EDCS website.
<https://www.csub.edu/edcounseling/index.shtml>
2. Admission to CSUB – Apply to CSUB as a post-baccalaureate student at:
<https://www2.calstate.edu/apply>
 - a. Submit all appropriate official Undergraduate and Graduate transcripts.
 - b. Electronic transcripts may be emailed to incomingtranscripts@csub.edu. These transcripts must be sent directly from the issuing university/college.
3. Hold a bachelor's degree
Complete a Bachelor's degree with a minimum of 3.0 cumulative GPA (on a 4.0 scale) from an accredited university (Under special circumstances, provisional admission may be granted for applicants who do not meet the criteria. If provisionally admitted, a student must maintain a minimum of 3.0 graduate GPA after 12 or more semester units are completed).
4. Submit a program application and supporting documents. Please review the application directions on how to submit your documents before submitting your application to the program.

A complete program application must be submitted by the [March 1 deadline](#) and should include the following:

- **Educational Counseling program application**

Please carefully read and complete the program application. If you have questions regarding the application, please contact the appropriate admissions advisor.
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- **Two Recommendations**

Applicants must submit two recommendation forms. This form should be completed by an individual in a position to evaluate your professional dispositions such as a supervisor, or previous/current instructor. *A relative may not make a recommendation.* (page 12)
Please submit forms to the [Recommendation Submittal Portal](#)

- **Personal Statement**

A typewritten personal statement (2-4 pages). This statement should provide insight into you as a person and as a prospective professional counselor. Include the reasons you want to become a counselor, what you plan to do professionally after you earn your degree, and the reasons (academic and/or personal) why you should be chosen for admission into this Program.

- **Credential Service Request** (*School Counseling/PPS Only*)

A \$30.00 non-refundable application fee must be submitted with your application to the credential program. Applicants should submit the receipt for this fee with their application. Applications will not be reviewed without the payment of this fee.

- **Background/Fingerprint Clearance**

Applicants must apply to the Commission on Teacher Credentialing (CTC) for a Certificate of Clearance. Acceptable alternatives: Substitute Permit, PIP, or STSP.

Certificate of Clearance Directions:

- [Bakersfield Campus](#)
- [Bakersfield Campus \(Kern High School District\)](#)

- **Tuberculosis (TB) Clearance**

Applicants must provide a copy of a valid TB clearance within the last four years. Your test must clearly indicate a negative result. You may complete this test at any health facility you wish. Acceptable documents and information on testing:

- [CSUB Tuberculosis Testing](#)

- **Statistics**

Successful completion of an approved undergraduate/graduate course in statistics with a grade of "C" or higher.

- **Program Interview**

Applicants must successfully pass a program interview. These interviews are conducted as a group and panel interview by program faculty.

Applicants will be contacted after submission of their complete program application to schedule an interview.

For specific questions about the application, contact Dr. Ortiz- Bush, yortiz_bush@csub.edu

For questions regarding admissions, contact Amani Hernandez, aalshaif@csub.edu

If an applicant receives program admission the following items must be fulfilled to finalize the admission process:

- **Mandatory Reporter Training**

Applicants must complete a Mandated Reporter Training for School Personnel. To complete the training go online to: <https://mandatedreporterca.com/training/school-personnel>

Please note: If you have never completed the General Training, you will be required to complete this first then the School Personnel Training.

Make sure to print your certificate to include with your application and to provide as proof of completion as some districts may ask for it.

If you currently work for a school district and have completed Mandated Reporter Training (Child Abuse Training) you may submit a copy of a valid district certificate.

Please note: If admitted to a program and your certificate expires before the end of the semester you will be required to complete a new training and receive a certificate before the start of the semester.

- Certificates are valid for one year from date of training.

- Professional Liability Insurance

Candidates must purchase professional liability insurance if admitted to the credential program. This insurance must be purchased from CSUB. This can be purchased in MyCSUB or at the cashier's office on Bakersfield Campus or 100 Bldg. front desk at Antelope Valley Campus. Liability insurance is valid for one year from date of purchase.

[Directions on how to purchase in MyCSUB](#)

- Program Plan of Studies/Advising

Upon receipt of program admission letter, your Program Advisor will be listed in your program admission letter.

Candidates are required to follow their program plan. If candidates wish to adjust or make a change to their program plan, they should schedule an appointment with their Program Advisor to discuss changes and possible impacts to their plan of studies.

- Register for your courses

After receiving your signed program plan, you will register for the courses on your program plan at the time of your registration appointment. Your appointment date will be listed in your [MyCSUB](#).

Application Submittal Instructions

Failure to follow application submittal directions may cause for delayed or rejection of an application. Please do not mail, email, or fax documents unless specified in admission requirements or requested by a program admissions advisor.

The program application should be compiled into one PDF and uploaded to the secure submittal portal. *No other file format will be accepted. **Do not zip or password protect your file. Do not upload multiple files, it must be in one file.***

1. To complete the program application, download it to your device. Open it in Adobe Reader, fill in and sign the application. Print or save the application as a PDF to your device.
If you do not have Adobe Reader you can download the app for free from any app store.
2. To compile your program application and supporting documents into one file you will need to merge your documents.
Adobe Reader does not have merge functions unless purchased. To merge your documents there is free Adobe merge software available such as [I love PDF, PDF Merge, or PDF Joiner.](#)
3. Name your PDF, Last name_First name_CSUB ID. Save a copy for your records.
4. Upload your PDF file to the secure portal for the campus/program you are applying to:

Student Affairs Application

[Student Affairs Submittal Portal](#)

School Counseling Application

[School Counseling Submittal Portal](#)

*****Due to budgetary constraints within the California State University (CSU) system, certain program tracks may not be offered if the University is unable to meet required standards or resource requirements. Applicants are advised that all application and program-related fees, as well as any fees associated with university requirements, are non-refundable, regardless of program track availability.***