

Master of Education (MEd): School Counseling Application Checklist

To complete your application packet, please assemble the following items:

- \$30 application fee (check or money order should be made out to *Salem College*)
- The completed application form
- The Salem College Honor Code form
- The CPL (Candidacy for Professional Licensure) applicant statement
- Practicum/Internship and Residency agreement
- Recommendation Form 1 (may be sent directly from reference)
- Recommendation Form 2 (may be sent directly from reference)
- Authorization for Release of Information and Records (background check) form. NOTE: The cost of the investigation will vary depending on your previous states of residency/former names; Investigative Associates will contact you once Salem faxes them the release form included in this packet.
- Immunization Record
- Copy of Teaching License (if applicable)
- An official, sealed copy of transcript indicating completion of a bachelor's (four-year) degree, as well as transcripts from any institution at which you have completed post-baccalaureate work. Transcripts may be sent directly from the college or university.
- A personal statement and professional writing sample (details on last page of the application packet).

Send hard-copy application materials to:

Department of Teacher Education and Graduate Studies
Salem College
601 S. Church Street
Winston-Salem, NC 27101

336.721.2658 (phone)
336.917.5384 (fax)

Educational Background: List the colleges and universities that you have attended in reverse order along with the degrees and dates earned (if applicable). Please note that you must submit an official transcript from the institution that granted your bachelor’s degree, as well as one from any institution at which you have completed post-baccalaureate work.

Name/Location of Institution	Dates Attended	Degree/ Major	Year Awarded

Starting with your current position, list your work history.

Position Held	Company and Location	Dates Worked

List the teaching licenses/certifications currently held and submit a copy.

Type	Specialty Area(s)	State of Issue	Expiration

By completing this form, I am making application to the Master of Education School Counseling Program in the Department of Teacher Education and Graduate Studies at Salem College. I recognize that this is only an application and that I will not be considered officially admitted to the Master of Education School Counseling Program until I receive written notification. My signature on this document certifies that all information contained is—to the best of my knowledge—complete, correct, and true.

Candidate’s Signature _____
Date

Salem College welcomes qualified students regardless of race, color, national origin, sexual orientation, religion, or disability to all the rights, privileges, programs, and activities of this institution.

Salem College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097) to award bachelor’s and master’s degrees. Teacher and school counselor education programs are accredited by the National Council for the Accreditation of Teacher Education and are approved by the NC Department of Public Instruction.

Salem College
Department of Teacher Education and Graduate Studies
Honor Code and Registration Policy Statement

Please read and sign at the bottom to signify your intention to comply with the Salem College Honor Code and the registration policy. Submit this form with your application.

The Honor Tradition

The Honor tradition is a vital and unifying aspect of the Salem College community that encourages each member to ethical and responsible living. The Honor Code is upheld by the entire student body and stands on the principle of mutual respect. It is only as strong as the community that lives by it.

The Honor Tradition is long standing at Salem College and is highly respected by students, faculty, staff and administration. In keeping with its custom, each student assumes full responsibility for her/his actions in all phases of life at Salem. Such a tradition is only possible in a community that respects the individual and maintains a commitment to communication. Every student is responsible for encouraging other students to uphold the Honor Tradition.

The Honor Code

Salem College is a community of honor. I will show respect for my community by behaving with honesty, integrity and civility. As a responsibility to my honor community:

- I. I will show respect for my classmates and faculty by maintaining honesty in my academic work and refraining from cheating.

- II. I will show respect for my community and peers by maintaining integrity and honesty in my daily life and refraining from stealing and lying.

- III. I will show respect for faculty, staff and members of the administration by maintaining civility and refraining from disruptive and abusive language and behavior.

I will acknowledge responsibility and accept the consequences of my actions. In choosing Salem College, I pledge to uphold the principles of the Honor Code and will cherish and guard its tradition.

Registration

I understand that I may add or drop a course any time from the opening of registration to the end of the Registrar's Office business day on the last day of the drop/add period for a term (which for fall and spring terms is a one-week period as stated in the Term Schedules, and for the January term and summer terms is a shorter period of time as stated in those Term Schedules). I also understand that if I drop a class (or classes) after the last day of the drop/add period, I will owe for the class (or classes). If I have applied for financial aid for the term, I understand that I must inform the financial aid office if I decrease or increase the number of courses I have initially declared that I would be taking during the term.

I understand that I am financially responsible for the payment of my tuition costs due to Salem College. If payment obligation is not fulfilled by the time I have been informed that it is finally due, I agree to pay all cost of collection, including attorney fees. If I do not attend class and I do not drop the class (by completing a drop card, available in the Department of Teacher Education and Graduate Studies office), I understand that I will owe the full tuition for the class. Also, I understand that my name remains on the class roster until I officially drop the class.

Print Name _____

Signature _____

Date _____

CANDIDATE FOR PROFESSIONAL LICENSURE (CPL) APPLICANT STATEMENT

At the conclusion of your program, Salem College will recommend you to the North Carolina Department of Public Instruction for a professional school counseling license. In order to ensure that such licensure will be forthcoming, please answer each question regarding your past conduct.

If you answer "yes" to any question, attach a detailed written explanation. If you answer "yes" to any question relating to a court proceeding, a certified true copy of the court record must accompany this statement.

CRIMINAL

1. Are you on a child abuse registry or a sex offender registry of any kind? YES NO
2. Have you ever been, or are you currently being, investigated for alleged or suspected child abuse or neglect by any governmental agency? If yes, provide explanation and documentation. YES NO
3. Have you ever been convicted, pled guilty, or pled *nolo contendere* (no contest) to any criminal offense other than a minor traffic violation (criminal offense includes, but is not limited to a felony, a misdemeanor, or Driving While Impaired)? Please include any conviction, regardless of pardon. You must explain relevant circumstances in detail. NOTE: In response to this question, include all offenses other than minor traffic offenses. The following are not minor traffic offenses and must be listed: DWI, DUW, Failure to Stop in the Event of an Accident (hit and run), and Driving While License Revoked or Suspended (DWLR). If yes, provide explanation and documentation. YES NO
4. Have you ever received probation, deferred prosecution, or any type of pre-trial adjudication, including a PJC (prayer for judgment) other than for a minor traffic offense? NOTE: This question does not seek information about matters for which the records have been expunged by a court order. If yes, provide explanation and documentation. YES NO
5. Have you ever participated in a diversion program in lieu of prosecution? NOTE: This question does not seek information about matters for which the records have been expunged by a court order. If yes, provide explanation and documentation. YES NO
6. Have you ever been arrested, indicted, or otherwise charged with a crime other than for a minor traffic offense regardless of whether you were convicted or whether the charges were dropped? NOTE: This question does not seek information about matters for which the records have been expunged by a courts order. If yes, provide explanation and documentation. YES NO
7. Are you currently named in a pending criminal charge, indictment or special presentment of any offense other than for a minor traffic violation? (Special Presentment is used in some jurisdictions to charge an individual with a crime.) If yes, provide explanation and documentation. YES NO

PROFESSIONAL LICENSING

8. Have you ever had a professional certificate, credential, or license of any kind revoked or suspended, or surrendered one prior to its expiration? If yes, provide explanation and documentation. YES NO
9. Have you ever been reprimanded, censured, placed on probationary status or suspended by a licensing board, commission or agency for any alleged misconduct or alleged violation of professional standards of conduct? If yes, provide explanation and documentation. YES NO
10. Are there any pending adverse actions or investigations against you relating to a professional certificate, credential, or license in North Carolina, any other state or country? If yes, provide explanation and documentation. YES NO

11. Have you ever been denied a professional license for which you applied? If yes, provide explanation and documentation. YES NO

12. Have you ever been granted a professional license on a conditional or probationary basis for any alleged misconduct or alleged violation of professional standards of conduct? If yes, provide explanation and documentation. YES NO

13. Have you ever been disciplined by any board, commission, or agency responsible for licensure of any kind including, but not limited to, educational licensure? If yes, provide explanation and documentation. YES NO

EMPLOYMENT

For purposes of this statement, "misconduct" means the following:

- Conviction of a crime other than a minor traffic offense
- Use of excessive or inappropriate force against a minor that causes an observable physical injury
- Inappropriate interaction with a student of a sexual or romantic nature
- Theft, embezzlement or fraud related to school funds or property
- Illegal use of weapons or firearms on school property or at school-sponsored events
- Use of drugs or alcohol involving students
- Violation of the State Testing code
- Violation of the Code of Ethics
- Excessive use of alcohol or nonmedical use of a controlled substance as defined in Article 5 of Chapter 90 of the General Statutes, provided that there is a reasonable and adverse relationship between the underlying conduct and the continuing ability of the person to perform any of his/her professional functions in an effective manner

14. Have you ever been dismissed from employment by a school or school system for any reason, or been dismissed or had a contract non-renewed or non-extended by any employer for reasons of misconduct as defined above? (Non-extended means a contract or term of employment was not renewed.) If yes, provide explanation and documentation. YES NO

15. To your knowledge, have you ever had a disciplinary suspension, resigned, or been non-renewed or dismissed following allegations of behavior for misconduct related to your employment or arising out of your employment? NOTE: This question does not seek information about any suspension with pay or administrative leave for which the records have been removed from your Central Office personnel file. If yes, provide explanation and documentation. YES NO

16. Have you ever been, or are you currently being, investigated or charged by a licensing board, commission or agency with a violation of a Professional Code of Ethics or any similar code of conduct? If yes, provide explanation and documentation. YES NO

MILITARY SERVICE

17. Have you ever served in the armed services? YES NO
If yes, indicate dates of service: from _____ to _____ (DD/MM/YYYY)

18. Was your discharge honorable? YES NO
If yes, provide documentation. If not, state what your service characterization was and why.

19. Were you ever the subject of court martial charges, non-judicial punishment or otherwise disciplined while in the armed forces? If yes, provide explanation and documentation. YES NO

OATH

I hereby certify that the information submitted on or relating to this statement is true and correct. I grant the Department permission to check civil or criminal records to verify a statement made on this statement. I give the Department

permission to request and obtain previous employment records to verify the above statements. I understand that any misstatement or omission of information may subject me to disqualification, revocation, and/or any other disciplinary action.

ETHICS STATEMENT

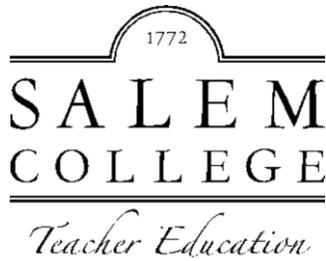
I hereby acknowledge that I have read, understand and agree to abide by the Code of Ethics for North Carolina Professional Educators and North Carolina Standards of Professional Conduct. 16 NCAC 6C.0601 and 16 NCAC 6C.0602 (available online or in the Office of Teacher Education and Graduate Studies). Also, I hereby acknowledge that I have read, understand and agree to abide by the American School Counselor Association Ethical Standards for School Counselors (available online or in the Office of Teacher Education and Graduate Studies).

Print Name _____

Signature _____

Date _____

**NC Department of Public Instruction
Licensure Section
301 North Wilmington Street
Raleigh, NC**



Master of Education (MEd): School Counseling

Practicum/Internship and Residency Requirement

The MEd School Counseling program may be completed primarily online. However, there are mandatory “real time” scheduling commitments during the program:

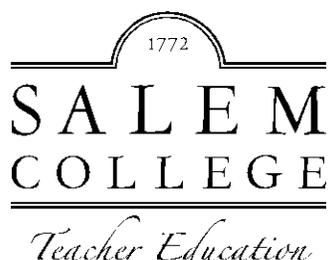
Residencies - students are required to attend two residential weekends on Salem College's campus in Winston-Salem, NC, during the second academic year. One residency will take place in fall (October), and one will take place in spring (April). Both residencies will be scheduled from 8:00am to 4:00pm Saturday and Sunday. All students are expected to drive/fly in and secure their own lodging for the residencies.

Practicum and Internship - students are required to complete a Practicum and Internship during the third academic year. Practicum and Internships take place in public elementary, middle and/or high school settings under the supervision of practicing professional school counselors and Salem College faculty. Practicum takes place in the fall and includes a minimum of 100 total hours on site (an average of 7 hours per week for 15 weeks). Internship will be completed during the remainder of fall and the following spring and includes a minimum of 600 total hours on site (an average of 40 hours per week for 15 weeks). Practicum and Internship will be completed in your area of residency.

I understand that I must complete two residential weekends, in addition to 100 hours of Practicum and 600 hours of Internship, as requirements for the MEd School Counseling program.

Print Name _____

Signature _____ Date _____



Professional Recommendation Form

Applicants, please complete the top portion of this form, including your signature. Request a recommendation from an individual who knows your academic and professional abilities well (e.g., employer/supervisor, college professor, person in the helping professions, etc.). Please provide a stamped addressed envelope for your letter to be returned to Salem College at the address below.

_____ has applied to Salem College to pursue graduate studies in _____ and has requested you as a professional reference. Please answer the questions in as specific and candid a manner as possible. Your comments will be available only to those involved in the admission decision process. Your signature across the seal of the envelope ensures confidentiality.

Please return to:

***Department of Teacher Education and Graduate Studies
Salem College
601 S. Church Street
Winston-Salem, NC 27101***

Applicant's signature: I waive my right to see this letter of recommendation:

_____ Date _____

Name of individual completing this form: _____

Position and/or relationship to applicant: _____

1. How long have you known the applicant?
2. Under what circumstances have you known the applicant?
3. What do you consider to be the applicant's most outstanding talents or characteristics?
4. Are there any notable weaknesses that might hinder the candidate's success in graduate studies? If so, please explain.

5. In what ways have you observed the applicant demonstrate originality and independence in thinking?

6. Please add any additional information that would be helpful for us in evaluating the candidate's application.

Please rate the applicant with respect to the following qualities:

	Outstanding	Very good	Average	Below average	Poor	Not observed
Intellectual ability						
Leadership potential						
Ability to work with others						
Organization and time management						
Ability to work independently						
Ability to communicate orally						
Ability to communicate in writing						

Would you recommend this candidate for graduate studies?

_____ Strongly recommend

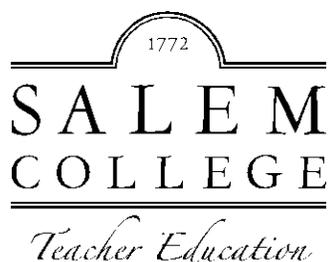
_____ Recommend

_____ Recommend with reservations

_____ Do not recommend

_____ Date _____
Signature

Recommender's Contact Phone Number: _____



Professional Recommendation Form

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Intellectual ability						
Leadership potential						
Ability to work with others						
Organization and time management						
Ability to work independently						
Ability to communicate orally						
Ability to communicate in writing						

Would you recommend this candidate for graduate studies?

_____ Strongly recommend

_____ Recommend

_____ Recommend with reservations

_____ Do not recommend

_____ Date _____
Signature

Recommender's Contact Phone Number: _____



3775 Vest Mill Road
Suite D
Winston-Salem, NC 27103

Telephone: (336) 768-7040
Fax: (336) 768-2728

info@iacinvestigations.com
www.iacinvestigations.com

Edward H. Musselwhite
Investigative Consultant
NCPPSB License # 1004

Joanna S. Morton
Research Consultant

Kim C. Minor, CPP
Investigative Consultant
NCPPSB License # 3360

Lisa M. Shelton
Research Consultant

Dear Candidate:

A complete background check is an important part of the application process for admission to the Department of Teacher Education and Graduate Studies at Salem College. The College has partnered with our firm to complete that investigation for you. The first step of this process involves your prompt completion of the attached *Authorization for Release of Information*. You may either fax or mail the form to our firm. Because the cost of your investigation will vary depending on the number of states of residence and the number of names you have had, we will contact you regarding a specific payment amount for your investigation once we have processed this initial *Authorization for Release of Information*; however, we will not begin your investigation until we have received your payment.

Be aware that some states require additional forms and/or fingerprint cards to be submitted in order to obtain the necessary background information. If you have lived in any of these states, we will advise you on the additional steps to complete the requirements for each.

Please ensure that you have completed the attached *Authorization for Release of Information* in its entirety (including a daytime telephone number and email address) prior to submitting it to us. The estimated time to complete your background investigation is approximately two weeks, so timely completion of this process is essential! You will not be fully admitted to the Department of Teacher Education and Graduate Studies until your background check has been completed.

To ensure the credibility of the report for the receiving institution we will submit your report to Dr. Sheryl Long, Director of Teacher Education and Graduate Studies at Salem College. She will forward your report as you direct her. If you have any questions, please do not hesitate to contact Dr. Long or our offices.

Sincerely,
Investigative Associates and Consultants



AUTHORIZATION FOR RELEASE OF INFORMATION & RECORDS

I, _____, understand that in consideration of my application, an investigation will be conducted. I authorize Salem College, through its agent, Investigative Associates & Consultants, Inc., to conduct such an investigation which may include, but not be limited to, the gathering of information regarding verification of prior employment, references, consumer credit history, driving history, and any criminal history which may be in files of any state, federal, or local criminal justice agencies. I understand that I have the right to request, in writing, a complete and accurate disclosure of the nature and scope of this investigation. **I understand that the information requested below regarding sex, race, date of birth, and maiden name is for the sole purpose of gathering information accurately.**

Last (Please print Full Name – Do not use initials)	First (Please print Full Name – Do not use initials)	(Birth) Middle	Social Security #	Mo.	Day	Yr
Date of Birth						
Maiden, and other names used (If married less than <u>7</u> years)			Driver's license #	State	Sex	Race
(Applicant's Telephone Number)			Email			
Present Address		City/State	Zip/County	Yr	Mo How long?	
List all other addresses used for the past 7 years - use additional page(s) if needed.						
Previous Address		City/State	Zip/County	Yr	Mo How long?	
Previous Address		City/State	Zip/County	Yr	Mo How long?	

If you have lived in the following states within the last seven years; Alabama, Arkansas, District of Columbia, Idaho, Iowa, Massachusetts, Minnesota, New Hampshire, New Jersey, South Dakota, or Virginia, you will be asked to complete an additional form at the time of your interview.

If you have lived in Delaware, Nevada, Ohio, South Dakota, West Virginia or Wyoming, you will need to obtain the appropriate fingerprint card(s) at the time of your interview.

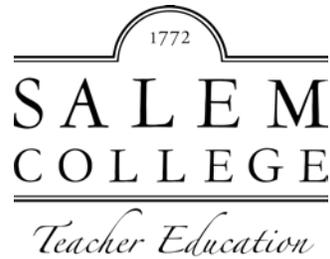
A telephone facsimile or photographic copy of this authorization shall be as valid as the original.

Applicant's Signature	Date
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SALEM COLLEGE USE ONLY

___ CRIMINAL ___ DMV ___ SS# VERIFICATION ___ CREDIT REPORT ___ EDUCATION CREDENTIALS

Recruiter: _____ **Date Faxed:** _____



As part of the application process, all graduate students will be required to submit documentation showing appropriate immunizations. The *Guidelines for Completing the Immunization Record* (attached) can also be obtained online, in the office of Teacher Education and Graduate Studies, or in the Health Center. Documentation of immunization may be delivered in person, by mail, or faxed to the Health Center.

Salem College
Health and Counseling Center
601 S. Church Street
Winston-Salem, NC 27101
336.721.2713 (phone) 336.917.5763 (fax)

The Health and Counseling Center is located in the basement of Clewell Residence Hall. Staff is available to accept immunization records and to answer questions Monday through Friday from 8:30 a.m. to 12:00 noon and from 1:00 pm to 4:00 pm

The completed immunization record must be on file in the Office of Health Services PRIOR TO the start of classes. If immunization records are not on file within 30 days of the first day of class, you will be removed from class. If you do not have a copy of your immunization record, contact your previous high school or college, your personal physician, a hospital emergency room where you may have received a tetanus booster, military records, local health department, or your parents. *Please be mindful that medical records (including those from high school transcripts) are only valid if they contain the student's name, a parent's name, student's date of birth, and a physician's or health clinic's / department's name.*

If, after checking all possible resources, you determine that you will need to get immunizations, go to your County Health Department and tell them you need the immunizations necessary to satisfy a COLLEGE IMMUNIZATION REQUIREMENT. It is very helpful if you take the *Guidelines for Completing Immunization Record* form along with any records that you have located. Forsyth County Health Department has Immunization clinics with no appointment necessary. You can call 703-3100 regarding clinic days and times. Immunizations can also be obtained through Passport Health Triad at 2805 Lyndhurst Ave., Winston-Salem: 768-0717.

Guidelines for Completing Immunization Record GRAD

Student Name: _____ DOB: _____
 Phone Number: _____ Date Of Enrollment: _____ Student ID# _____

Student Age- Vaccine & Dose(s) Requirements

Students born in 1957 or later- July 1, 1994

DTP or Td	Polio	Measles	Mumps	Rubella	Hep B
3	0	2	2	1	0

Students born before 1957

DTP or Td	Polio	Measles	Mumps	Rubella	Hep B
3	0	0	0	0	0

	mo./day/year (#1)	mo./day/year (#2)	mo./day/year (#3)	mo./day/year (#4)	mo./day/year (#5)
DTP or Td					
Td Booster					
Tdap					
Polio					
MMR (After 1st Birthday)					
Measles (After 1st Birthday)			Disease Date	Titer Date & Result	Titer Date & Result
<i>Mumps</i>			Disease Date Not Accepted	Titer Date & Result	Titer Date & Result
Rubella			Disease Date Not Accepted	Titer Date & Result	Titer Date & Result
Hep B				Titer Date & Result	Titer Date & Result

DTP (Diphtheria, Tetanus, Pertussis) Td (Tetanus, Diphtheria) Tdap (Tetanus, Diphtheria, Pertussis): One Td booster dose within the last 10 years. Those individuals enrolling in college on or after July 1, 2008 **MUST** have had three doses of Tetanus/Diphtheria toxoid and a booster dose of Tetanus/Diphtheria/Pertussis vaccine if a Tetanus/Diphtheria toxoid or Tetanus/Diphtheria/Pertussis vaccine has not been administered within the past **5 years**.

Measles: One dose on or after 12 months of age, second at least 30 days later.

MUMPS: Two Mumps doses if entering college for the first time after 7/1/1994.

Rubella: One dose on or after 12 months of age

Hep B: Not required if you were born before July 1, 1994

Please attach Record of Immunization or provide a physician's signature

Physicians Signature

Date



MEd in School Counseling Personal Statement and Writing Sample

Personal Statement: Write a separate personal statement responding to both of the following 2 prompts. Please type the question at the top of the document and format with double-spacing, 12-point font and at least one-inch margins. The response to each prompt should be 250-500 words. Keep in mind that we consider these statements representative of the quality of your potential work in the program.

Prompt #1: There are many career paths in counseling and education. Why have you chosen to pursue a career in school counseling, and why have you chosen to apply to Salem College's program?

Prompt #2: Discuss the personal challenges you imagine facing and the rewards you imagine receiving while working within culturally diverse schools in your training as a school counselor.