This is a program designed for those students interested in applying for Post-Masters Degree credits; options include school certification, additional credit hours toward counselor licensure or an additional major in counseling. The following are instructions for admissions and candidacy.

All information must be submitted to:

Program Director  
Counselor Education Program  
Duquesne University  
600 Forbes Avenue  
Pittsburgh, PA 15282

Submit the following:

1. Letter of request, outlining the Post-Masters Program Option you are interested in. Include a rationale for obtaining these additional credits.

2. Copies of ALL graduate transcripts.

3. Any other pertinent information.

4. A faculty advisor will be assigned who will review your transcripts and determine a program outline based on your Post-Masters Program Option. Courses will be determined based on the requirements needed to complete the equivalent of the curriculum for the M.S. Ed. in your particular area of interest.

If you choose to proceed, the following screening procedures must be followed:

1. Complete either the “Application for Admission to Graduate School” or if you are a Duquesne graduate, the “Application for Readmission to Graduate Education.” These applications may be found either in the Graduate Admissions and Advisement Office, 214 Canevin Hall or in the Department Office, 109 Canevin Hall. No readmission application is needed if you graduated the previous semester from Duquesne University.

2. Complete course 550 - Orientation to Counselor Education.

3. Submit a typewritten personal statement outlining reasons for pursuing your chosen option, including any experience in the field, and details of two or more significant incidents that have influenced your career goals. This will serve as a writing sample as well.

4. Read the Counselor Education Program Handbook thoroughly and submit the receipt in the back of the book.
5. Have a letter of recommendation sent from at least one professor from your master’s program. If you graduated from the Duquesne University Counselor Education Program, no letter of recommendation is required.

6. Complete and submit the CCSA (Counselor Competency and Skills Assessment) form.

7. Successfully complete either GCNED 555, 558, or 559 – Field Interviews (for certification or additional major only).

8. If applicable, after 6 credits are obtained, with faculty approval, you will be accepted into program candidacy. The attached application must be included to facilitate this process.

Once the above screening requirements have been met, a letter will be sent with information regarding acceptance. You may then begin completion of the rest of your coursework.

Be advised that the Post-Master Program options of school certification and additional major completion includes submission of the written CCSA (Counselor Competency and Skills Assessment form) and the successful passing of the Oral Comprehensives at the end of your coursework. If you are applying for school certification, you will need to pass the Praxis tests (three basic and one specialty) prior to receiving your certification. The practicum requirement is waived if a practicum in counseling was completed in a prior master’s degree program. Completion of the internship is required.

Be advised that completion of post-masters credit for licensure does not guarantee licensure eligibility. You must contact the state licensing board for all eligibility requirements. The contact information follows:

Board Telephone: (717) 783-1389
E-mail: socialwo@pados.dos.state.pa.us
Web page: www.dos.state.pa.us

A certificate of advanced graduate study (C.A.G.S.) is awarded to any post-master’s program candidate who completes the equivalent of the curriculum for any of the three master’s degree academic tracks (60 credits), and an additional 18 credits. The specific required courses to be taken are determined by the Program Director or a faculty member designated by the Director.