

Date: March 28, 2016  
To: LEA Administrator  
From: Lillian Tsosie-Jensen  
School Counseling, Equity, Prevention Coordinator  
Student Advocacy Services  
Utah State Office of Education  
Subject: College and Career Readiness Certificate Program (Summer and Fall 2016 Cohort)

We are ready to accept another batch of College and Career Readiness Certificate Program applications from your school counselors. The deadline for submitting them is Monday, May 2, 2016. They should be postmarked or hand delivered before 5:00 p.m. The summer and fall 2016 cohort of students will receive instruction through Utah State University or the University of Utah. Only applications that meet the deadline and are complete will be considered for this coursework. Only applications that arrive directly from you the district LEA administrators will be considered for this cohort. Please submit your candidates together in one batch.

Below please find a summary of information that may be helpful to you in this process. However, we also encourage you, your school administrators, and school counselors to read the detailed overview and instructions provided with the application form. We have adjusted the form to better assist everyone during the application process. It is important for you to notice the new policy and procedures for submitting transcripts (see page 3, "Instructions," Requirement 1, Options 1 and 2). There will be no exceptions to this new policy allowed. Please discard any files or hardcopies of previous versions of the application form and use only the attached form, dated March 2016.

Suggestions:

1. Forward this notice, along with the attached application form, to your school administrators and school counselors.
2. Establish and communicate your district deadline for counselors and principals to submit all forms and transcripts to you.
  - You will need enough time to receive the hardcopy forms and any original hardcopy transcripts that may be delivered to you, and to check to ensure they are properly matched and bound together. (Remove all envelopes from transcripts delivered directly to you from the institution. See page 3, "Instructions," Requirement 1, Option 1 for details.)
  - You will need enough time to review both pages of the application form for accuracy and completion, and to ensure there is enough time for you to gather any needed corrections.
  - You will need enough time to thoughtfully consider the disposition, knowledge, and fiscal responsibility of each counselor you are submitting. All three checkboxes found in Part A of Requirement 4 must be marked, or applications will be returned to you and candidates will not qualify for the immediate cohort.
3. Sign Part B of Requirement 4.
4. You, as the LEA, must deliver all applications and any supporting documentation via mail or in person to Patrice Godfrey, using the physical address provided at the bottom of page 2, on or before May 2, 2016. Please do not deliver more than one group of applications from your LEA.

Approximately 25 candidates have already been identified as eligible to enroll in the summer 2016 cohort. We are in direct communication with those individuals. They do not need to submit another application.

If you have any questions regarding the process for application, any new procedures we have implemented, or any previous candidates you have submitted, please contact Patrice Godfrey at 801-538-7865 or [Patrice.godfrey@schools.utah.gov](mailto:Patrice.godfrey@schools.utah.gov).

Date: March 28, 2016  
To: Utah School Counselor  
From: Lillian Tsosie-Jensen  
School Counseling, Equity, Prevention Coordinator  
Student Advocacy Services  
Utah State Office of Education  
Subject: College and Career Readiness Certificate Program (Summer and Fall 2016 Cohort)

We are accepting applications for the College and Career Readiness Program summer and fall 2016 cohort. Your applications should be sent to your LEA administrator for submission. Please do not send them to the Utah State Office of Education directly. Your LEA will establish a deadline for you, so please communicate directly with your LEA regarding their requirements. Only applications that meet the deadline and are complete will be considered for this first upcoming cohort.

The summer and fall 2016 cohort of counselors will receive coursework through Utah State University or the University of Utah. These higher education institutions will contact you directly with registration information.

We have adjusted the form to better assist everyone during the application process. It is important for you to notice the new policy and procedures for submitting transcripts (see page 3, "Instructions," Requirement 1, Options 1 and 2). There will be no exceptions to this new policy allowed. Please discard any files or hardcopies of previous versions of the application form and use only the attached form, dated March 2016.

Approximately 25 candidates have already been identified as eligible to enroll in the summer 2016 cohort. We are in direct communication with those individuals. They do not need to submit another application.

This is an opportunity for you to submit your name and transcripts **even if you have already completed the Component One coursework**, so you can qualify to participate in all three components of the program.

If you have any questions regarding the process for application, any new procedures we have implemented, or any applications you have submitted previously, please contact Patrice Godfrey at 801-538-7865 or [Patrice.godfrey@schools.utah.gov](mailto:Patrice.godfrey@schools.utah.gov).



**Utah State Office of Education  
Application for College and Career  
Readiness Certificate Program**

For Official Use Only

**APPLICANT INFORMATION**

Name \_\_\_\_\_ Years as a school counselor \_\_\_\_\_  
 CACTUS ID \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 District \_\_\_\_\_ School \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_  
 Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Applicant **Signature** \_\_\_\_\_ Date \_\_\_\_\_

**Background for Component One** – Through the University of Utah and Utah State University a customized curriculum, based on the Southern Regional Educational Board (SREB) College and Career Initiative modules, has been developed.

**Background for Component Two** – As of fall 2015 the USOE has updated professional development called Basic Training Essentials to focus on program changes and updates around college and career readiness.

**Background for Component Three** – This component will be ready in the fall of 2016. It was developed by the USOE with an advisory group of individuals from business and industry. Upon completion, Component Three will be housed with UEN for all to access.

**Component One – Proof of Coursework/Preference Request (Select one)**

**I have completed Component One coursework.**

For candidates with prior College and Career Readiness coursework from USU or the U of U, submit transcript.  
 Highlight your coursework and credits on the **original transcript** attached. (Please see the instructions provided on page 3 for acceptable methods of submitting an original transcript.)  
 If you have elected to provide an **electronic transcript**, no highlighting is required. (Please see the instructions provided on page 3 for acceptable methods of submitting an electronic transcript.)

**I wish to participate in Component One coursework.**

For candidates who have not completed the College and Career Readiness coursework from USU or the U of U, Component One coursework is taken during the regular semester timeframe. Although availability is not guaranteed, please list priority preference of semester for taking and completing this component.

Summer 2016 Semester \_\_\_\_\_  
 Fall 2016 Semester \_\_\_\_\_  
 Spring 2017 Semester \_\_\_\_\_

# Requirements

**Requirement 1:** Master's degree or higher from an accredited institution

Indicate the method selected for delivering transcript(s)

Original transcript(s) enclosed OR  Electronic transcript(s) via clearinghouse

[Please provide degree information here](#)

\_\_\_\_\_  
Name of university that granted degree

\_\_\_\_\_  
Date of award or confer date on transcript

\_\_\_\_\_  
Degree (e.g., Master of Science)

\_\_\_\_\_  
Major posted on transcript (e.g., Psychology)

\_\_\_\_\_  
Concentration posted on transcript (e.g., School Counseling)

**Requirement 2:** Currently employed as a licensed school counselor in a public or accredited private school  
This requirement will be verified by the USOE based on the CACTUS ID provided on page 1 of the application form.

**Requirement 3:** Evaluated as effective or higher by the LEA's evaluation system

Overall evaluation rating \_\_\_\_\_ Date of last evaluation \_\_\_\_\_

Name of evaluator \_\_\_\_\_ CACTUS ID of evaluator \_\_\_\_\_

**Requirement 4:** Recommendation for certificate program coursework by the individual's current direct administrative supervisor and LEA supervisor

## PART A – Checklist

- School counselor's disposition for school counseling
- School counselor's knowledge of Comprehensive Counseling Program
- School counselor's or LEA's willingness to pay back funding allocation should he/she withdraw from the coursework and incur cost with the higher education provider

## PART B – Recommendation Signatures

By checking each of the items listed above, I am verifying that this applicant qualifies in each of these areas and is being recommended to participate in the College and Career Readiness Certificate Program.

Direct administrative supervisor **signature** \_\_\_\_\_ Date \_\_\_\_\_

School district/LEA CTE director or counselor specialist **signature** \_\_\_\_\_ Date \_\_\_\_\_

**Requirement 5:** Application submitted by LEA CTE director or counselor specialist  
Individual applicants cannot submit this form. LEA leader will submit all applications in one batch before appropriate deadline. All applications shall have original transcript(s) attached and highlighted, or electronic transcript(s) via transcript clearinghouse to follow.

### Mail to:

Patrice Godfrey  
School Counseling CCA Certificate Support  
Utah State Office of Education  
250 East 500 South  
P.O. Box 144200  
Salt Lake City, Utah 84114-4200

### For Additional Information Contact:

Lillian Tsosie-Jensen  
USOE Counseling Education Coordinator  
801-538-7962  
[lillian.tsosie-jensen@schools.utah.gov](mailto:lillian.tsosie-jensen@schools.utah.gov)  
Patrice Godfrey  
Phone: 801-538-7865 / 801-455-4391  
[Patrice.godfrey@schools.utah.gov](mailto:Patrice.godfrey@schools.utah.gov)



## Utah State Office of Education Application for College and Career Readiness Certificate Program

### Overview

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1. This is an application for participation in all three components of the College and Career Readiness Certificate Program.
2. This form is one of two application forms candidates will be required to complete. The second application form for adding the certificate to your license will be available at a later date. This form serves only to apply to participate in the program and all associated coursework.
3. This program is only for those who **currently hold a Utah School Counselor License**, have a master's degree or higher from an accredited institution, and are currently employed as a school counselor by a Local Education Agency (LEA).
4. **This process is NOT** under the Alternative Routes to Licensure (ARL) Program.
5. For additional information, review the College and Career Readiness Certificate Information found on the USOE school counseling website at <http://www.schools.utah.gov/CTE/ccgp/Readiness.aspx>.

### Instructions for Completing the Application

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- Select one of the boxes in the area labeled **Component One**. Provide the requested information or documentation.
- For degree information (**Requirement 1**), attach/provide original transcript(s) or electronic transcript(s) and enter the degree information exactly as it appears on the transcript.
  - ❖ Option 1 – Attach **original transcript(s)** with the relevant course highlighted (see Component One). Transcript(s) do not need to be sealed in an envelope, but they need to be originals, on college/university transcript paper. Photocopies, scanned copies, or transcripts you have received electronically will not be accepted. Please indicate on the application (page 2) that you are submitting original transcript(s). Originals may or may not be returned to you.
  - ❖ Option 2 – We will accept **electronic transcript(s)** only if they are sent directly from the college/university through a transcript clearinghouse to [transcripts@schools.utah.gov](mailto:transcripts@schools.utah.gov). Please indicate on the application (page 2) that your transcript(s) have been sent electronically to the USOE via the institution clearinghouse.
- For employment information (**Requirement 2**), no further action is required by applicant.
- For evaluation verification (**Requirement 3**), supervisor/evaluator must provide the most current evaluation information and his/her name and CACTUS ID.
- Candidates cannot apply to be included in the program without proper endorsement from their local and LEA administrator (**Requirement 4**). Administrators must check off each of the items listed in the Part A checklist. Part B – Signatures from direct supervisor and LEA supervisor must be provided.
- (**Requirement 5**) All application forms must be mailed in batches from each LEA to the address provided at the bottom of page 2. Individuals are not allowed to submit their own applications, or recommend themselves for this program.