

Ph.D. in Counselor Education and Supervision Admissions Guidelines

Thank you for your interest in the Ph.D. in Counselor Education and Supervision at the Townsend Institute. We look forward to evaluating your application. Please follow the guidelines on the website and below as you submit your application materials to your admissions counselor.

1. Work with your admissions counselor to submit your application, pay all fees, and submit transcripts, GRE scores, Resume/CV, copy of clinical license (or indication of licensure status of eligibility), and two letters of professional reference.

Course Work Leveling

If you did not go to a CACREP-accredited master's program, or if your master's degree is in a related field (i.e., Social Work, Marriage and Family Therapy, Psychology), additional coursework will likely be required. Please note that any coursework leveling can occur concurrently upon starting the doctoral program and does not necessarily have to happen before starting the doctoral program if you are admitted.

Upon submitting your transcripts, please note that the Ph.D. admissions committee will likely contact you with questions and may request syllabi or further information about specific courses listed on your transcripts. The [CACREP Core](#) areas that the admissions team is reviewing are as follows:

- Professional Counseling Orientation & Ethical Practice
- Social and Cultural Identities and Experiences
- Lifespan Development
- Career Development
- Counseling Practice & Relationships
- Group Counseling & Group Work
- Assessment & Diagnostic Processes
- Research & Program Evaluation
- Field Work Courses and Hours (700 total and 280 direct)

2. For your letter of intent and statement of goals commensurate with obtaining a Ph.D. in Counselor Education and Supervision, please complete an 8-10-page submission using the following guidelines.

Letter of Intent & Statement of Goals

Before completing your letter of intent & statement of goals. Please review specifics about the professional degree and profession you are applying for: [What is a counselor and/or CES professional?](#) We also encourage you to review our [university mission and core convictions](#).

- Why do you want a Ph.D. in Counselor Education from the Townsend Institute at Concordia University Irvine?
- Describe your career goals. Address how a Ph.D. in Counselor Education and Supervision (grounded in CACREP) will help you obtain your career goals. **If you are not yet licensed, please explain your goals for obtaining professional counseling experience and licensure.*
- Describe your specific proficiencies that will help you succeed in a digitally delivered doctoral program.
- Describe your counseling theoretical orientation. Include how you believe people change and grow and your understanding of multicultural competence and ethical practice when working with individuals, families, or groups. Include examples of how you have applied multicultural competence and ethical practice with clients.
- Discuss your research interests, including your potential for scholarship during and after the doctoral program.
- Discuss your interest in leadership and advocacy in the field of counseling. Discuss a current topic or issue in the field that you could see yourself advocating for and describe the avenues through which you would partake in advocacy.

3. You are required to submit a scholarly writing sample related to the field of counseling. Your paper must demonstrate appropriate APA format to include research citations. Your submission should be no more than 10 pages. You may submit a previous paper from your earlier master's work, but your research

should be updated to include citations from the past 5 years. If you do not have an existing paper to submit, here is a sample topic you may choose to write on.

Scholarly Writing Sample Topic

Historically, the term “counselor” has been widely used and frequently misunderstood. As such, a helpful definition of what it means to be a counselor is necessary, especially for a field that is considered “young” among the mental health and people-helping professions. Your paper may address the following:

- Your understanding of what it means to be a professional counselor and the various aspects of professional identity.
- Describe the unique identity of counselor educators and your understanding of how CACREP standards guide the work of counselor educators.
- Identify one trend in the counselor education field and describe how you think this trend will evolve in the next 5-10 years.

4. You are required to submit a video demonstration of your clinical skills. Please utilize the following guidelines as you prepare your video.

Clinical Skills Video Demonstration

Please prepare a video demonstration of your clinical skills. The video should be 20-30 minutes in length. **DO NOT USE AN ACTUAL CLIENT.** The video should be a role-play demonstration that highlights your use of counseling skills and demonstrates that you are proficient in the practice of counseling. Please utilize an easily accessible video link (i.e., YouTube, Vimeo) to share with your admissions counselor and the admissions committee.

If you are admitted into the program and your video demonstration shows the need for remediation of clinical skills, the faculty will notify you and work on a remediation plan before your fieldwork experiences.

5. After reviewing application materials, select applicants are invited to an individual and/or group interview with program faculty. You will receive further information on the interview process, but please know that you will be asked to prepare a presentation on a specific topic selected by the admissions committee. The interview will consist of questions from program faculty, your brief presentation on a select topic, and a time for you to ask program faculty questions. The interview

is a professional interview held via Zoom, and you should expect to dress professionally and host your interview in a setting free of distractions.

Ph.D. in Counselor Education & Supervision Checklist

- Completed application with a non-refundable application fee of \$50
 - Student Success Fee: \$50
 - Transcripts submitted for graduate coursework, specifically in a Master's Degree in Counseling or a closely related field of study
 - GRE Scores
 - Resume/CV
 - Copy of clinical license (or indication of licensure status of eligibility)
 - Letter of intent and statement of goals (using the prompts provided in this document)
 - Scholarly Writing Sample
 - 2 Letters of Professional Reference (using the form provided on the website)
 - Clinical Skills Video demonstration
 - Interview with program faculty
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