

LINDENWOOD

UNIVERSITY

PROFESSIONAL AND CONTINUING EDUCATION

It is never too late to 'reskill' or 'upskill'! Work at your own PACE!

2020-2021

The Lindenwood University Professional and Continuing Education, in cooperation with select educational agencies and recognized experts in their field, will provide graduate credit opportunities to students registered in approved workshop activities. Up to six hours of credit can be applied toward requirements of the Master of Arts in Education degree at Lindenwood University. Workshop Credit is not counted toward degree certification.

Any graduate credit hours earned through these classes will not be suitable for transfer into any graduate degree program in counselor education, nor is it intended to satisfy the academic requirements for state licensure or certification. However, they may be applied, in most cases, to satisfy continuing education or professional development to meet licensure requirements or renewal. Graduate credits are nonrefundable, so **participants are strongly encouraged to verify with their own state education boards, human resource/professional development coordinator, or academic institution to determine if this graduate credit is applicable.**

Please contact Dr. Edler with any questions at (636) 949-4612 or jedler@lindenwood.edu

JENNIFER EDLER, EdD
Program Coordinator



INVEST IN
YOURSELF
TAKE CONTROL OF YOUR
FUTURE
WORK AT YOUR OWN
PACE
LINDENWOOD.EDU/PACE
PACE is a professional and continuing education program at Lindenwood University.

REAL EXPERIENCE.
REAL SUCCESS.

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Procedures

Students who desire to receive Lindenwood University graduate credit for approved workshops will utilize the following procedures:

1. **Register for and complete the course through ASCA first.** Registration for ASCA's Specialist Trainings is \$99 for members and \$249 for non-members. To complete the training, you will read/view the required training materials and take a short quiz online about each to indicate mastery of the subject matter. ASCA U Specialist Training is worth **3 graduate credits. ASCA will submit grades to Lindenwood University's Coordinator at the end of each semester.**

Current courses available through ASCA U include:

- Anxiety & Stress Management Specialist
- Bullying Prevention Specialist
- Career Development Specialist
- Closing the Achievement Gap Specialist
- Culturally Sustaining School Counseling Specialist
- Diversity, Equity & Inclusion Specialist
- Grief & Loss Specialist
- Legal & Ethical Specialist
- Mental Health Specialist
- School Counseling Leadership Specialist
- Students with Special Needs Specialist
- Trauma & Crisis Specialist

2. Complete the assignments listed on syllabus (Must complete the course and assignments **BEFORE** registering for graduate credit).
3. You'll then need to register for the graduate credit through Lindenwood University. To do so, visit <https://applylu.lindenwood.edu/applicationws.asp>, complete the Enrollment Form and pay the special tuition fee of \$75 per credit hour (\$225) with your credit card. (**Tuition fees are non-refundable**)
4. You can access an official grade report through the Lindenwood University student portal. Go to <https://sportal.lindenwood.edu/estudent/login.asp> . Enter your username and password. The password will be provided from the university. Please allow 3-5 business days for the registration process to be completed. Go to My Grades on the left column under Administrative Services. Grade Type – select Final Grades.
5. If you wish to request an official transcript, you can visit Lindenwood University's website, <http://www.lindenwood.edu/academics/transcript.html>.
6. Professional and Continuing Education hours are not eligible toward the total hours required in one term for student financial assistance. Students must take regular graduate level coursework for student financial assistance.
7. Because of the substantially reduced tuition rate, the cost of the Professional and Continuing Education courses must be paid online with a credit card.

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Dear Participant,

You can earn **three** hours of graduate credit from Lindenwood University through your participation in these courses. In order to earn credit, you will complete the following steps:

Instructions on how to receive graduate credit:

1. Register and pay for the ASCA U Specialist course
2. Complete the course (**Must complete the course before registering for graduate credit**)
3. Register for the Graduate credit through Lindenwood University's application portal <https://applylu.lindenwood.edu/applicationws.asp>
4. Grades will be sent to Lindenwood at the end of each term: Spring 2021 – May 7th, Summer 2021 – August 6th, Fall 2021 - December 6th
5. Once you receive your ASCA transcripts, please send them to me and I will get your grade recorded ASAP. Otherwise, ASCA will submit all at the end of each semester.
6. If you have any questions about the process, please feel free to contact Jennifer Edler at jedler@lindenwood.edu or 636-949-4612.

You can access an official grade report through the Lindenwood University student portal. Go to the <https://sportal.lindenwood.edu/estudent/login.asp>. Enter your username and password. The password will be provided from the university. Please allow 3-5 business days for the registration process to be completed. Go to My Grades on the left column under Administrative Services. Grade Type – select Final Grades. The document populated is printable. If it is not sufficient for your school district, a transcript will need to be requested through this link https://secure.studentclearinghouse.org/tsorder/faces/TranscriptOrder?_afLoop=124695261878666&_afWindowMode=0&_adf.ctrl-state=f3bmh37kn_4#normalload.

If you have questions regarding the process, your username/password, how to request an official transcript, or any other information, please feel free to contact me at jedler@lindenwood.edu or by phone at 636-949-4612.

Sincerely,

JENNIFER S. EDLER EdD, MBA
Specialist, Professional and Continuing Education
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