



Instructions for Preliminary Application Play Therapy Education Sequence

The Preliminary Application Form and the associated **Preliminary Acceptance status** allows **students to enroll in one course** in the play therapy education sequence prior to receiving Full Acceptance status. Full Acceptance status must be obtained to enroll more than one course in the play therapy education sequence and/or to enroll in the play therapy practicum courses.

For UCM Counseling students who have completed COUN 5520 Introduction to Play Therapy within the last 2 years, Preliminary Acceptance status allows these applicants to enroll in Advanced Practicum in Play Therapy prior to receiving Full Acceptance status.

For applicants interested in obtaining **Full Acceptance status**, please visit:
www.ucmo.edu/playtherapy

Preliminary Application Packets Include:

- 1) Application & Acceptance to UCM
- 2) Preliminary Application Form for Play Therapy Education Sequence
- 3) Academic Transcripts from all graduate education and institutions

Instructions for each step of the application process are below:

- 1) **Application & Acceptance to UCM (Graduate & International Admissions)**
 - Weblink for UCM's Graduate & International Admissions:
<https://www.ucmo.edu/future-students/apply-to-ucm/graduate-application-steps/>
 - For applicants already **currently enrolled** in UCM's Counseling Programs (Master's and Education Specialist degrees), your existing Graduate School Acceptance can be applied. You do not need to reapply with the Graduate School; this step is complete.
 - For applicants who **intend to enroll in one of UCM's graduate degree programs** (such as a Master's or Education Specialist degree) and who intend to use play therapy course work as part of their degree plan, complete the Master's/Education Specialist/Doctoral Degree Application.
 - For applicants who **intend to ONLY pursue play therapy education outside of a formal degree program at UCM**, complete the Non-Degree Seeking Application.
 - Once accepted to UCM, applicants will be provided with a UCM email and 700 number, which must be included in the application materials.
** Please note that per university policy, electronic communication can ONLY occur through UCM emails. Emails will NOT be sent to non-UCM email accounts. Applicants should check and utilize their UCM emails daily.

2) **Access the Play Therapy Training Institute Blackboard to Submit Application Documents**

- Once accepted to UCM, applicants will be provided with a UCM email and 700-number, which must be emailed to Mandy Lamberson, Play Therapy Training Institute Director, at mlamberson@ucmo.edu.
- Upon receipt of UCM email and 700-number, applicants will be added to the Play Therapy Training Institute Brightspace Site.
- ** Please note that per university policy, electronic communication can ONLY occur through UCM emails. Emails will NOT be sent to non-UCM email accounts. Applicants should check and utilize their UCM emails daily.

3) **Preliminary Application Form for Play Therapy Education Sequence**

- Preliminary Application Forms can be viewed and retrieved at the end of this document (pages 3-7).
- All applicants must complete this form to receive “Preliminary Acceptance” status. “Preliminary Acceptance” status allows a student to enroll in one play therapy course (excluding Advanced Practicum in play therapy courses). Enrollment in more than one play therapy course requires “Full Acceptance” status. The requirements for the Full Application can be found at www.ucmo.edu/playtherapy.

4) **Academic Transcripts**

- All applicants must submit unofficial transcripts from all graduate work from all graduate institutions attended.

5) **Submitting the Application Packet**

- Once all items of the application are complete, applicants should email all items and forms to Mandy Lamberson, Director of the Play Therapy Training Institute, at mlamberson@ucmo.edu. Responses regarding an applicant’s acceptance will be provided within two weeks of submission.
 - Preliminary Application Packets should include:
 - Completed Preliminary Application
 - Unofficial Graduate Transcripts

Additional Information

- **International Students** may enroll in the play therapy course sequence from their home country or submit a H4 or H1B visa to UCM Graduate School.
- Preliminary applications will be **reviewed within 1-2 weeks** once the application packet is complete in its entirety in submission. Applicants will be notified via email of their acceptance status.
- **Applications need to be submitted by July 1 for Fall semester and November 1 for Spring semester. If an extension is needed, this will need to be discussed and approved with director:** Mandy Lamberson (mlamberson@ucmo.edu)
- All questions regarding **financial aid** should contact UCM’s Financial Aid Office and visit: <https://www.ucmo.edu/future-students/financing-your-education/>
- For questions regarding application and submission of materials, please contact: Dr. Schoeneberg, Play Therapy Training Institute Director, at mlamberson@ucmo.edu.



UNIVERSITY OF
**CENTRAL
MISSOURI**

PLAY THERAPY
TRAINING
INSTITUTE



Preliminary Application Form Play Therapy Education Sequence

Contact Information

Applicant Name:

UCM Email Address:

UCM 700 Number:

Mailing Address:

Phone:

Emergency Contact:

Emergency Contact Phone:

Emergency Contact Address:

Note: If special accommodations are required, contact the [Office of Accessibility Services](#) at Union 222, University of Central Missouri Warrensburg, Missouri or call (660) 543-4421.

Professional Background

- 1) List ALL Current or Previously Held Professional Licenses or Certifications

License/Cert Type	Number	Date Issued	State	Status (Active, Inactive, Revoked)
A.				
B.				
C.				
- 2) Please describe any history of restrictions or disciplinary actions related to licenses or certifications you currently hold or have previously held:

Consent

I hereby authorize UCM to make digital and/or machine copies of page one of this document, and I further authorize and request the aforementioned agencies accept and honor a digital/machine copy of this document as if it were an original document.

Applicant Signature

Date

Play Therapy Educational Background and Intent

I. Play Therapy Education Background

I.A. General Education Background

Please Indicate:

_____ If Currently a Student:

Indicate: Masters/Education Specialist/Doctoral Level

University:

Anticipated Graduation Date:

Indicate Program's Mental Health Discipline: Clinical Counseling/School Counseling/Psychology/Social Work/Marriage & Family Therapy

Indicate Semester & Year of Completion for:

Child Development Course (COUN 5310 at UCM):

Theories of Personality (COUN 5510 at UCM):

Principles of Psychotherapy (COUN 5500 at UCM):

Counseling Diverse Populations (COUN 5230 at UCM):

Ethics (COUN 5110 at UCM):

_____ Previous Graduate Education:

_____ No other graduate degrees or coursework in a mental health discipline.

Indicate: Masters/Education Specialist/Doctoral Level

University:

Graduation Date:

Indicate Program's Mental Health Discipline: Clinical Counseling/School Counseling/Psychology/Social Work/Marriage & Family Therapy

Indicate Semester & Year of Completion for:

Child Development Course (COUN 5310 at UCM):

Theories of Personality (COUN 5510 at UCM):

Principles of Psychotherapy (COUN 5500 at UCM):

Counseling Diverse Populations (COUN 5230 at UCM):

Ethics (COUN 5110 at UCM):

I.B. Professional Background

Have you ever been dismissed from any post-secondary program of training or education?

_____ No _____ Yes (If yes, please attach explanation.)

Have you ever been convicted of or pleaded guilty or no contest to any felony or misdemeanor, except minor traffic violations? ☐ No ☐ Yes (If yes, complete below)

Date: _____ Jurisdiction: _____ Charge: _____ Disposition: _____

I.C. UCM's Counseling Program Status

Please Indicate:

☐ I am not a student or alumni of UCM's Counseling Program. Move onto Part I.D.

☐ I am currently enrolled in or alumni of UCM's Counseling Program. Complete information below:

Indicate when you completed COUN 5520 Introduction to Play Therapy at UCM:
Semester/Year: _____

☐ I do not intend to utilize COUN 5520 in my play therapy education sequence, and I would like to enroll in Foundations in Play Therapy.

☐ I intend to apply COUN 5520 for my play therapy education sequence and not enroll in Foundations in Play Therapy.

*COUN 5520 MUST have been **completed within the last two years**.

*If COUN 5520 was completed more than two years ago, applicants who intend to apply this course to their education sequence must **apply for an exception** by completing the Foundations in Play Therapy Assessment on the Play Therapy Training Institute Blackboard Site. Applicants must earn at least 85% on this assessment and receive Director Approval in order to exceptionally apply COUN 5520 to the education sequence.

*If COUN 5520 was **completed more than five years ago**, the course cannot be applied (regardless of application for exception) for the education sequence due to APT credentialing guidelines.

I.D. Course Request for Enrollment

Indicate which one course for which you are requesting enrollment with this Preliminary Application:

- ☐ Foundations in Play Therapy
- ☐ Advanced Practicum in Play Therapy*
- ☐ Mental Health Issues in Children
- ☐ Advanced Practicum in Play Therapy Techniques**
- ☐ Play Therapy and Childhood Trauma
- ☐ Supervision in Play Therapy

*ONLY students who completed COUN 5520 at UCM within the last 2 years are able to enroll in Advanced Practicum in Play Therapy with Preliminary Acceptance status (due to existing

background checks- see below); all other applicants are required to have Full Acceptance status to enroll.

****Requires Full Acceptance status for all applicants.**

For UCM Counseling students applying for enrollment in Advanced Practicum in Play Therapy using Preliminary Acceptance status, please complete the following attestation:

I have an existing background check from the Family Care Safety Registry (used in COUN 5520), which was completed in the last two years, and I intend to use this background check to ethically enroll in Advanced Practicum in Play Therapy. I attest that since my last background check was completed, I have not been convicted of any criminal charges, felonies, or child abuse allegations. To the best of my knowledge, my background check status has not changed. _____ (Initial)

For all applicants, please provide a brief explanation of your interest in the course for which you are requesting enrollment.

II. Preliminary Status Intent

II.A. Preliminary Status Intent

Please Indicate:

_____ I am completing this preliminary form because I intend to only take one course in the play therapy education sequence and I do not need to complete the Full Application.

OR

_____ I am completing this preliminary form because I have not yet completed my Full Application Packet and I am requesting a course enrollment prior receiving Full Acceptance status.

Section III. Agreement to Comply with Ethical Standards, University Policies, and Personal Attestation

The Play Therapy Training Institute is housed within the Counseling Program at UCM, which operates within the framework of the American Counseling Association (ACA) Code of Ethics and Standards of Practice as well as the American School Counselor Association (ASCA) Code of Ethics and the Association for Play Therapy's recommendations outlined in the Best Practice Guidelines and Paper on Touch. Students are expected to comply with these standards and Codes of Ethics (and the Code of Ethics of any other mental health discipline associated with a student's license/certification/or graduate degree) as well as the laws, policies, and regulations of their state and play therapy/counseling site. Students must also agree to comply with the

Counseling Program and the University of Central Missouri's department rules and policies, which sometimes change and adjust over the course of time.

Lastly, students must agree to ethical conduct regarding online learning, which includes:

- ***Ethical management and review of clinical sessions for practicum courses:*** Students must subscribe to Supervision Assist (\$100 per semester or \$200 for entire education sequence) in order to upload/record sessions. If uploading a previously recorded video, students must immediately delete videos from recording devices after the upload is complete. Students must review session videos in confidential spaces in which the content of videos cannot be seen or heard by others. Ethical violations regarding the use of recorded sessions may result in academic remediation or removal from the course or education sequence. _____ (Initial)
- ***Ethical use of educational videos:*** Videos cannot be shared with others outside of the course, recorded with any device, or used for any other purposes outside of course requirements. _____ (Initial)
- ***Ethical management of educational resources:*** Resources, including electronic book chapters, articles, and other materials, should be carefully reviewed for copyright considerations and not distributed to others outside of the course. _____ (Initial)
- ***Ethical participation in synchronous online classes:*** Students must offer their full-attention during synchronous classes, which means that students avoid multi-tasking, distractions, and other activities that interrupt the learning process. Students should attend synchronous classes prepared to have their video camera on for the entirety of the class time and be engaged to the same degree as though the course were a face-to-face class experience. _____ (Initial)

By signing this document, I agree to comply with the various codes of ethics, university policies and procedures, and state mandates and regulations. I also attest that I have carefully considered each question of this application, and my statements in this application are true and complete to the best of my knowledge. I understand that misrepresentation in any statement or ethical violations may be considered as sufficient reason to refuse an applicant admission to the play therapy education sequence or, if admitted, may result in disciplinary action up to and including dismissal from the educational program.

Applicant Signature

Date

*Submit completed application to Mandy Lamberson: mlamberson@ucmo.edu