

NASP-ERT Minority Scholarship Program (MSP) for Graduate Training in School Psychology

2011 Scholarship Application Overview

(rev 8/10/10)

I. Introduction

- The NASP-ERT MSP was established in 1995 to ease financial barriers facing some minority graduate students embarking on a Specialist Degree (or equivalent) in School Psychology.
- One important goal of the Program is for each scholar receiving the award to enter the school community as a practicing school psychologist following graduation.
- The award is announced at the NASP Annual Convention. Funding may begin in the immediate Fall term after the announcement.
- The Program annually awards a minimum of one \$5,000 scholarship to a chosen minority graduate student. In 2010, four \$5,000 awards were funded (http://www.nasponline.org/about_nasp/2009msprecipients.aspx).
- The ability to fund this Program is a direct result of the philanthropy of individual and corporate donors.

II. Eligibility

To be considered for this scholarship, the candidate must:

- Be a full-time or part-time minority student (http://www.nasponline.org/about_nasp/minoritydefinition.pdf)
- Be a United States citizen
- Be enrolled in or accepted for enrollment in a **NASP-approved program** (<http://www.nasponline.org/certification/NASPapproved.aspx>) and/or regionally accredited school psychology program in the United States, with the aim of becoming a practicing School Psychologist
- Be in good academic standing
- Have a minimum cumulative overall GPA of 3.0
- Be a **NASP member** (<http://www.nasponline.org/membership/index.aspx>)

Scholarship funding is available to students enrolled in their program or accepted for enrollment for the Fall 2011 or Spring 2012 terms. Scholarship funding is not retroactive for studies prior to the Fall 2011 term. **NOTE: If your graduation date falls between December 2010 - August 2011, you are ineligible to apply.**

Students enrolled in doctoral programs will not be considered for this scholarship award. Only those students enrolled in specialist level (or equivalent) school psychology training programs will be considered.

III. Selection Criteria

Your application will be reviewed by the MSP Selection Committee. The Committee will consider many factors in reaching their decision, including adherence to instructions, completeness of the application; applicant's experience, interests and growth as reflected on their resume; applicant's professional goals statement; recommendations; financial standing; and degree of scholarship.

IV. Application Deadline

To be considered for the award, the completed application must be received by the NASP office no later than Monday, November 1, 2010. **IMPORTANT: It is the applicant's responsibility to ensure that ALL application materials are received at the NASP office as instructed and by deadline We do not accept applications after deadline.**

V. Notification

Generally, recipients of the award will be notified in early December. Unselected applicants will be notified by early January. Recipients of the award will be formally announced at the **NASP Annual Convention**, this year February 22-25, 2011, in San Francisco (<http://www.nasponline.org/conventions/index.aspx>).

VI. Completing and Submitting Your Application

The application is a three-part process: Part 1 forms the online component to which the applicant may return and edit at any time prior to submission; Part 2 is submitted online by two recommenders; Part 3 is submitted in paper form by the applicant, in one package, and sent to the NASP office. All Parts and accompanying information must be received at NASP on or before November 1, 2010.

► APPLICANT ALERT!!! ◀

It is the applicant's responsibility to ensure that ALL application materials are received at the NASP office as instructed and by deadline. This obligation includes following up with recommenders to ensure that recommendation letters have been received at the NASP office and with schools to ensure that transcripts are received in time for the student to include them in the Part 3 paper package. Documents received outside of deadline or separate from what has been instructed will not be considered.

VII. Reapplying

Current recipients will need to reapply annually and are limited to a maximum of \$15,000 over three consecutive academic years.

VIII. Questions?

Our list of **FAQs** (http://www.nasponline.org/about_nasp/minority_faqs.aspx) is a helpful resource for questions or contact **Katie Britton** (kbritton@naspweb.org; tel: 301-347-1641) at the NASP office for further information.

APPLICATION PROCESS

PART 1. Applicant Submits Online Demographic Information, Statement of Professional Goals, Resume, and Recommender Information

Provide Demographic and Academic Information (online submission by applicant)

The applicant enters online their general demographic data (e.g., name/address/email/ethnicity) and academic information (e.g., cumulative GPA, school psychology program enrollment information, expected graduation date).

Upload Statement of Professional Goals and Resume (online submission by applicant)

The applicant uploads a Statement of Professional Goals (limit: 1,000 words) and a Resume.

List Two Recommenders (online submission by applicant)

The applicant provides the name and email for two recommenders. First-year graduate students should provide referrals who can attest to their professional qualities with—if possible—at least one who is a faculty member from their undergraduate or graduate studies. Second- and third-year students must have at least one recommender who is a faculty member from their school psychology program.

Until you formally submit your application, you can return and edit at will. Once you submit your application, however, you will be unable to make further changes. Please make very sure that all information is correct and that your recommenders are alerted to your request. Once you have submitted your application you will receive two confirmation notices. **Save these notices!!!** as you may need to (1) check your application's status or (2) remind your recommender and/or provide them with the upload link.

[Confirmation Notice #1 – Your Application Has Been Received/Check Status Link Provided](#)

[Confirmation Notice #2 – Your Recommender Has Been Notified and Provided Instructions](#)

PART 2. Recommenders Upload Letters of Recommendation

Once Part 1 has been submitted by the applicant, each of the two recommenders listed in Part 1 will receive an auto-notice from the NASP office prompting him/her to review and follow the Recommendation Instructions (see Attachment, page 4), and to upload a Recommendation Letter on or before November 1, 2010. The applicant will receive a confirmation of this notice and should save this notice in a safe place in case they need to remind their recommender or provide the upload link. (Limit: 1,000 words/letter).

PART 3. Applicant Submits Paper Copies of Student Aid Report (SAR) and All Official Transcripts

The applicant submits an original and complete paper copy of their **2010-2011 Student Aid Report (SAR)**; (<http://www.fafsa.ed.gov/>) along with all Official Transcripts through the last grade completed. All pages of the SAR should be included. The transcripts should support a minimum cumulative overall GPA of 3.0 for the applicant's college career.

“Official Transcript” is defined as (1) a transcript from your school, removed from its envelope, embossed with an original stamp or seal of the school, preferably printed on encoded, tamper-proof paper indicating authenticity, and/or (2) a transcript from your school, still in the school's sealed envelope, with proof that the envelope has never been opened (e.g., intact registrar's signature or seal over the flap of the envelope). Transfer transcripts are accepted provided the transcript which displays the transferred credit/s is submitted in “official transcript” form.

The applicant should send all documents for Part 3 together, in ONE package, to the NASP office for receipt on or before November 1, 2010. Our office is closed on Saturdays and Sundays and will not receive deliveries on those days. The NASP office address is:

Attn: Katie Britton - NASP-ERT MSP
4340 East West Highway, Suite 402
Bethesda MD 20814

▶ APPLICANT ALERTS!!! ◀

1. **Doublecheck Your Information BEFORE Submitting**

Once your materials are submitted, you will be unable to make further changes. Please doublecheck ALL of your information before submitting your Part 1 (online) and Part 3 (paper) portions.

2. **Verify That Your Application is Complete and Accurate**

- Ensure that all fields of your Part 1 submission are completed as instructed.
- Ensure that your information is accurate. The NASP-ERT MSP reserves the right to confirm or validate the information you have submitted. This may include contacting your recommenders, university, or other entities/individuals as provided by you in Parts 1-3 of your application.

3. **Save Your NASP Confirmation Notices**

- *Confirmation Notice #1 – Your Application Has Been Received/Check-Status Link Provided*
Acknowledges receipt of your application and provides a link enabling you to check its status; in particular, whether your recommenders have submitted their referrals (Part 2) and whether the NASP office has received your SAR and transcripts in one package (Part 3). We do not note whether your documents are acceptable—only whether they have been received.
- *Confirmation Notice #2 – Your Recommender Has Been Notified and Provided Instructions*
Shares the instructions your recommender will receive in case you need to remind them or resend the instructions to them at a later date. **Following-up with each recommender** and ensuring he/she submits their letter of recommendation by deadline **is your responsibility**.

4. **Send all Part 3 Materials (SAR and Transcripts) Together in One Package**

- We do not accept Part 3 materials in “pieces”. ALL materials for Part 3 must be in one package.
- It is the applicant’s responsibility to request and receive their SAR and transcripts in enough time to submit them, together in one package, to the NASP office by deadline.
- Be sure to send all pages of your documents as missing pages may render your application as “incomplete”.

5. **Adhere to the Deadline: November 1, 2010**

In fairness to all applicants, we have a strict deadline policy. We do not accept materials after deadline. In the past, most requests for exception have involved issues surrounding recommendation letters. You are urged to work with your recommenders to ensure the timely submission of their letters. The deadline is the deadline—there are no exceptions.

6. **Follow the Instructions**

In the past, applications have been disqualified because applicants did not follow the instructions (e.g., Part 1/Demographics fields were left vacant, Part 2/Recommendation Letters were not received by deadline, Part 3/Paper Copies were sent in “pieces” rather than in one package). Our instructions are explicit. Please follow the instructions.

7. **Questions? Please Contact Katie Britton (kbritton@naspweb.org; 301-347-1641)**



Thank You and Good Luck With Your Application!!!

2011 NASP-ERT MSP Scholarship Application Overview

ATTACHMENT

Below is a sample of the instructions your Recommender will receive
once you submit your Online Application.

SAMPLE RECOMMENDER INSTRUCTIONS

Dear Sir or Madam:

You are receiving this e-mail because [Student Name] indicated that you would be willing to provide a letter of recommendation for them for the NASP-ERT Minority Scholarship Program application.

The **NASP-ERT Minority Scholarship Program** (http://www.nasponline.org/about_nasp/minority.aspx) awards scholarships to minority students enrolled in school psychology programs in the United States. The student referenced is applying for this scholarship. The MSP Selection Committee would appreciate your help as they consider his/her application.

Please provide your submission at the **Letter of Recommendation** weblink [[provided to recommenders in the e-mail they receive](#)]. Only online submissions will be considered. All recommendations must be received by **November 1, 2010**. You will have the option to upload your own document or to type your submission in space provided. Limit: 1,000 words.

► DEADLINE ALERT – NOVEMBER 1, 2010!!! ◀

If you have committed to providing a recommendation letter for this student,
please submit your letter by November 1, 2010.

As part of a consistent policy to all applicants, we do not accept information after deadline.

In your recommendation, please fully respond to the following points:

- How long have you known the applicant and in what capacity?
- What are the applicant's strengths and special talents?
- One of the criteria that this applicant must meet is interest in pursuing and/or continuing to pursue a degree and a career in school psychology. Please give your assessment of the applicant's interest in this area.
- Interpersonal skills are important when dealing with schools, outside agencies, parents, and so on. Please give your assessment of the applicant's interpersonal skills.

If you have questions concerning this process, please contact the NASP webmaster or Katie Britton (kbritton@naspweb.org; 301-347-1641). Thank you in advance for your consideration and support of this student as they seek to obtain a scholarship from the NASP-ERT Minority Scholarship Program.