

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

Scholarship Application Overview

The following subjects are covered in the NASP-ERT MSP Scholarship Application Overview:

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2012 NASP-ERT MSP Application Introduction and Parameters

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 2011, four \$5,000 awards were funded (http://www.nasponline.org/about_nasp/2011msprecipients.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/Ethnic-Definitions.aspx)
- Be a United States citizen
- Be enrolled in or accepted for enrollment in a school psychology program that is **NASP-approved** (<http://www.nasponline.org/certification/NASPAApproved.aspx>) and/or located in an institution that is accredited by the appropriate institutional regional accrediting agency recognized by the U.S. Department of Education, 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 2012 or Spring 2013 terms. Scholarship funding is not retroactive for studies prior to the Fall 2012 term. **NOTE: If your graduation date falls between December 2011 - August 2012, 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 November 15, 2011. **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 21-24, 2012, in Philadelphia (<http://www.nasponline.org/conventions/index.aspx>).

VI. Completing and Submitting Your Application

The application is a three-part process: **PART 1—Applicant Submission/Online** (Steps 1-6: demographic info, academic info, recommender names, statement of professional goals, resume, review/submit application); **PART 2—Recommender Submission/Online** (recommendation letters uploaded by two recommenders); **PART 3—Applicant Submission/Paper Copies** (Student Aid Report (SAR) and official transcripts). Information and materials for all parts must be received at NASP by November 15, 2011.

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.

2012 NASP-ERT MSP Application Process

PART 1. Applicant Submission/Online – http://www.nasponline.org/about_nasp/minority.aspx

Step 1 – Demographic Info – The applicant enters online their general demographic data (e.g., name/address/email/ethnicity/etc).

Step 2 – Academic Info – The applicant enters online their academic info (e.g., cumulative GPA/school info/graduation date/etc).

Step 3 – Recommender Names – The applicant provides the names and information 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. Each recommender should address the points outlined in the sample letter (see page 5/Sample Recommender Instructions). Limit: 1,000 words; .pdf, .doc, .docx, .rtf, .jpg formats accepted.

Step 4 – Statement of Professional Goals – The applicant uploads their Statement of Professional Goals (limit: 1,000 words). Share your future aspirations, including your goals as a school psychologist. Be specific.

Step 5 – Resume – The applicant uploads their Resume. Include, as may apply: undergraduate/graduate school history; work/volunteer experience; awards/honors; student/professional activities in which you are involved; research/publications/workshops/presentations you have worked on; special skills/training/experience (e.g., bilingualism, teaching and/or mental health experience).

Step 6 – Review/Submit Application – The applicant reviews/submits their application. Until formally submitted, the applicant can return and edit at will. Once submitted, no further changes will be allowed. The applicant will receive an email confirming receipt of their application and a reminder to submit their SAR and all transcripts (see PART 3). Each recommender will be emailed instructions similar to the one on page 5 (see PART 2).

Applicants:

- Prior to beginning PART 1, **alert your recommenders!** to the four bulleted points on the Sample Recommendation Letter (see page 5) so they can begin preparing a recommendation for you in advance of receiving our emailed notice.
- Your PART 3 materials (SAR and official transcripts) may be submitted at any point, together in one package, by November 15, 2011. You are advised to **start early in obtaining your SAR and requesting your transcripts!**
- It is strongly advised that you **save all NASP communications!** relative to your application.

PART 2. Recommender Submission/Online – Link TBA

Once PART 1 has been formally submitted by the applicant, each recommender will receive an emailed notice from NASP prompting him/her to follow the Recommendation Instructions and to upload their Recommendation Letter (limit 1,000 words; .pdf, .doc, .docx, .rtf, .jpg formats accepted) by November 15, 2011. A special link will be provided. (See page 5/Sample Recommender Instructions). The applicant is encouraged to regularly follow-up with each recommender until he/she has submitted their letter.

PART 3. Applicant Submission/Paper Copy (SAR and All Official Transcripts)

The applicant submits their **2011-2012 Student Aid Report** (SAR; www.fafsa.ed.gov/) along with all **all Official Transcripts** through the last grade completed, supporting a minimum cumulative overall GPA of 3.0 for the applicant's college career. All pages of the SAR should be included. A downloaded copy is acceptable, however, if you are selected, the Selection Committee reserves the right to request and receive an original SAR snailmailed to you from the FAFSA center and then forwarded to us.

The MSP defines "Official Transcript" as a (1) 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) transcript from your school, in the school's unopened envelope with, for example, an intact registrar's signature or seal over the envelope flap). 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 by November 15, 2011. 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

► 2012 NASP-ERT MSP Applicant Alerts!!! ◀

1. **Doublecheck Your Information BEFORE Submitting**

Once your materials are submitted, you will be unable to make further changes. Please review and 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.
- Fields left blank where information has been requested may remove your application from consideration.
- 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 All NASP Communications, Including:**

Confirmation Notice – Your Application Has Been Received/Next Steps

Acknowledges receipt of your application, reminds the applicant to submit their SAR and transcripts.

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 15, 2011**

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 they accurately and timely submit their letters.

6. **Follow the Instructions**

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!!!

2012 NASP-ERT MSP Sample Recommender Instructions

Below is a sample of the instructions each Recommender will receive once the applicant submits PART 1/Online Application.

Applicant: As a courtesy to your two recommenders, please alert them that each will receive an email asking them to upload their recommendation-- limit 1,000 words; .pdf, .doc, .docx, .rtf, .jpg files accepted; addressing the four bulleted points below.

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 15, 2011**. Upload the recommendation as prompted. Limit: 1,000 words; .pdf, .doc, .docx, .rtf, .jpg files accepted.

► DEADLINE ALERT – NOVEMBER 15, 2011!!! ◀

If you have committed to providing a recommendation letter for this student,
please submit your letter as soon as possible before November 15, 2011.

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 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.