



Certificate in Infant and Early Childhood Mental Health Counseling (CIECMHC)

The CIECMHC is now accepting applications for 2023. The program will begin classes in Term 1 (August 15, 2023). Program information can be found in the Troy University Graduate Catalog 2021-2022 (pgs. 132-133), available here: [College of Education - 2022-2023 Graduate Catalog \(troy.edu\)](https://www.troy.edu/graduate-catalog)

All courses for the CIECMHC are completely online, except for the internship which will be completed online along with its two (2) face-to-face intensive days on the Troy University campus in Troy, Alabama.

Throughout the program students will observe an infant (0-12 month(s) starting, and the earliest is best, i.e., 0 to 1 month) and their parent(s)/family system in the home for 30 to 60 minutes several times during each term. Students are advised to identify an appropriate family for this observation prior to the start of the first course in this program.

Review for admission to the CIECMHC program is contingent on:

- 1) Supplying all requested application documentation to Troy University for admission to the Graduate School and the CIECMHC.
- 2) Passing a fingerprint background check.

If you have previously had a fingerprint background check (comparable to that required for teacher's certification by the Alabama State Department of Education [ALSDE]) **within the last year**, you can submit documentation of that background check for this program application.

- 3) Providing proof of liability insurance.

If your professional work requires liability insurance of you to work with clients (such as through HPSO or CNA), you can submit documentation of that current liability insurance for this program application.

This cannot be the liability insurance that your employer provides and must be **in your name (or company name) and specific to your professional work**.

See the end of this Information Letter for potential insurance and background check providers.

The CIECMHC program uses a cohort model where each student will move through their classes with the group of students that they started with. At this time, there is one (1) cohort per year planned. The Cohort begins each Term 1 (fall). There are limited spaces available in the Cohort.

Questions regarding the CIECMHC program, or application to the program, should be directed to the CIECMHC Program Director, Dr. Sam Booker - sbooker@troy.edu

All email inquiries must include "CIECMHC Program" in the subject line.

College of Education
Division of Counseling
Rehabilitation and
Interpreter Training

501 University Dr.
300-B Adams Hall
Dothan, Alabama
36330

334.983.6556



How to Apply to the CIECMHC Program

Applying to the CIECMHC requires two steps:

Step One: Apply for **university** admission to the Troy University Graduate School for the CIECMHC program. Each program you enroll in at Troy University requires a separate application. Information on that process can be found here:

<https://www.troy.edu/applications-admissions/index.html>

Step Two: Apply for **program** admission to the CIECMHC. Information on the program and admission requirements can be found in the Troy University Graduate Catalog 2022-2023 (Counseling Programs Admission Policy; pgs. 117-119), found here: [College of Education - 2022-2023 Graduate Catalog \(troy.edu\)](#)

A CIECMHC Program Application packet will consist of:

- A current resume/CV detailing your clinical experience
- A Letter of Intent (max. two-pages, double-spaced) stating why you should be considered for the CIECMHC program, including your clinical experience,
- Two letters of professional reference
- Fingerprint background check
- Professional Liability Insurance (send a copy of the declaration page)

All documents for CIECMHC **program applications** must be sent to the following address to ensure integrity, continuity, and confidentiality of the application process.

Email only the **program application** documents to:

dothancounseling@troy.edu or temclendon@troy.edu

Send official transcripts to: transcripts@troy.edu

All program packets must be clearly identified as a CIECMHC application

Deadline to be considered by the CIECMHC admissions committee for fall 2023 Cohort (starting August 14, 2023) is **June 2, 2023.**

Review of the CIECMHC program applications will begin June 5, 2023 and be concluded by July 7, 2023. All program applicants will be notified via email when program applications have been reviewed and a decision has been made.



Scholarships for CIECMHC through Troy University

The *Certificate in Infant and Early Childhood Mental Health Counseling* program has a limited number of scholarships each year to award to qualified applicants. These scholarships will cover all tuition (at in-state tuition rates) and associated university fees for the fifteen course hours of the CIECMHC. These scholarships will also provide a flat rate for textbooks and supplies.

To qualify for the scholarship, you will:

- Have applied to the Troy University Graduate School for entry as a graduate student.
- Have applied to the CIECMHC for entry into the program.
- Be currently enrolled in a Master's **clinical** (i.e., psychology, social work, mental health counseling, marriage and family therapists, early childhood education, etc.) program at Troy University, or have graduated from such a Master's program at another institution.

If awarded a scholarship, you will be required to:

- **COMMIT TO COMPLETE THE PROGRAM** of study with your cohort (starting in Term 1 of each year)
 - This means you must take one class each term for five terms in the order they are scheduled, from Term 1 (starting in August) through Term 5 (ending in summer).
- **COMMIT TO A YEAR OF SERVICE** in the Infant and Early Childhood Mental Health field in the state of Alabama following completion of the CIECMHC program.
- **AGREE TO PAY BACK ALL SCHOLARSHIP MONIES** if you do not:
 - Complete the program of study with your cohort,
AND/OR
 - Complete the year of service to the infants, children, and families of Alabama.
- **MAINTAIN ONGOING COMMUNICATION** with designated staff at Troy University as necessary to confirm your commitment to meeting the terms of this agreement.
- Allow Troy faculty/staff to share academic information regarding your progress with representatives of the Alabama Department of Early Childhood Education.
- Update your status as necessary to provide the CIECMHC program with verification of service in the Infant and Early Childhood Mental Health field in the state of Alabama for the required one year of service.



How to Apply for a CIECMHC Scholarship through Troy University

Applying for a CIECMHC scholarship requires three steps:

Step One: Apply for admission to the Troy University Graduate School for the CIECMHC program. Each program you enroll in at Troy University requires a separate application.

Information on that process can be found here: <https://www.troy.edu/applications-admissions/admissions-process-requirements/graduate/index.html>

Step Two: Apply for admission to the CIECMHC. Information on the program and admission requirements can be found in the Troy University Graduate Catalog 2022-2023 (Counseling Programs Admission Policy; pgs. 117-119), found here:

https://www.troy.edu/_assets/catalogs/_documents/2022-23/graduate/22-23-grad-catalog.pdf

Step Three: Apply for a CIECMHC scholarship. Send the following required scholarship documents:

- A current resume/CV detailing your clinical experience
- An essay (max. two-pages, double-spaced) stating why you should be considered for the scholarship, including your intention, capacity, and resources to complete the program and the required year of professional service
- A signed CIECMHC Scholarship Application and Student Agreement

All documents for CIECMHC **scholarship applications** must be sent to the following address to ensure integrity, continuity, and confidentiality of the application process.

Email scholarship application documents to: dothancounseling@troy.edu

All scholarship packets must be clearly identified as a CIECMHC scholarship application

Deadline to be considered by the CIECMHC admissions committee for fall 2023 Cohort (starting August 14, 2023) is June 5, 2023.

Review of the CIECMHC scholarship applications will begin June 5, 2023 and be concluded by July 7, 2023. All program applicants will be notified via email when scholarships have been reviewed and a decision has been made.

All scholarship applicants will be notified whenever each year's scholarships have been awarded. Circumstances may require some scholarships to be awarded after the beginning of Term 1, 2023.



Resources

While the CIECMHC does not endorse or require insurance from a particular provider, liability insurance may potentially be obtained from the following sources.

If your professional work requires liability insurance of you to work with clients (such as through HPSO or CNA), you can submit documentation of that current liability insurance for this program application.

This cannot be the liability insurance that your employer provides and must be in *your* name (or company name) and specific to *your* professional work.

<https://national-employment-screening.com/quest-diagnostics/>

<https://www.americanprofessional.com/covered-professions/student/>

<http://www.hpsso.com/>

Background checks may be obtained from the following sources:

If you have previously had a fingerprint background check (comparable to that required for teacher's certification by the Alabama State Department of Education [ALSDE]) **within the last year**, you can submit documentation of that background check for this program application.

https://www.aps.gemalto.com/al/index_adeNew.htm

It can take up to 2 weeks or longer to get results so get them done early!

1. Click the above link to the fingerprinting site.
2. Review the "Fingerprinting Overview" and "Registration Procedures" for instructions.
3. Click "Register Online" (or call if you prefer).
4. In the "Affidavit" screen, check the box, type your name in the Electronic Signature box, and click "continue".
5. In the next screen select "Admission to a Teacher Education Program/Internship".
6. Follow the remaining prompts.
7. Click "Print Locations and Hours" to find a site convenient to you for the fingerprinting.



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CIECMHC Scholarship Application

1. Name: _____

2. Phone #: _____

3. Email: _____

4. Mailing address: _____

5. What Master's clinical program are you currently enrolled in, or have already completed, that meets the requirements to apply for this scholarship (include name of school and date of completion/graduation if applicable)?

6. Any other programs in which you are currently enrolled or certifications which you are pursuing.

7. Experience working with infants, children and/or families in a mental health context (if applicable).

8. Current work setting, place of employment, or other environments in which you work with infants, children and/or families in a mental health context (if applicable).



Student Agreement for CIECMHC Program Scholarship

If I am awarded this scholarship, I agree to:

1. **COMMIT TO COMPLETE THE PROGRAM** of study with my cohort (starting in Term 1 of each year)
 - a. This means I must take one class each term for five terms in the order they are scheduled, from Term 1 (starting in August) through Term 5 (ending in summer).
2. **COMMIT TO A YEAR OF SERVICE** in the Infant and Early Childhood Mental Health field in the state of Alabama following completion of the CIECMHC program.
3. **AGREE TO PAY BACK ALL SCHOLARSHIP MONIES** if I do not:
 - a. Complete the program of study with your cohort,
AND/OR
 - b. Complete the year of service to the infants, children, and families of Alabama.
4. Maintain ongoing communication with designated staff at Troy University as necessary to confirm my commitment to meeting the terms of this agreement.
5. Allow Troy faculty/staff to share academic information regarding my progress with representatives of the Alabama Department of Early Childhood Education.
6. Update my status as necessary to provide the CIECMHC program with verification of service in the Infant and Early Childhood Mental Health field in the state of Alabama for the required one year of service.

I have read all the information regarding the CIECMHC scholarships at Troy University and understand that should I be unable to meet any of the terms of this agreement, I must repay all scholarship funds I have received, with interest, as deemed appropriate by Troy University and/or the Alabama Department of Early Childhood Education.

Name (please print clearly): _____

Signature: _____

Date: _____