

UNIVERSITY OF ALASKA ANCHORAGE

College of Education



Department of Counseling & Special Education

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**Counselor Graduate Certificate Program
REFERENCE FORM**

To be completed by applicant prior to giving to Evaluator

Name: _____ Student ID #: _____

Address: _____
Street

City _____ State _____ Zip _____ Fax: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email address: _____

Notice: Public law 93-380, the Family Education Rights and Privacy Act of 1974 grants all students the right to inspect and review all of their official educational records. This right extends to letters of recommendation written on or after January 1, 1975, except that a student may waive his/her right to inspect and review letters of recommendation by signing a waiver.

WAIVER FORM: I, _____ the undersigned, hereby waive any
applicant

right or privilege provided by Public Law 93-380 to inspect or challenge the content and comments expressed in this letter of recommendation. I expect that the observations made shall remain confidential between the writer and the person, agency, or organization to which any reference may be addressed.

Date: _____ Signature _____

To Whom It May Concern: This candidate has applied for admission to the Graduate Certificate in Counselor Education Program at the University of Alaska Anchorage. We would appreciate your honest opinion regarding the candidate's likelihood of success in continuing counselor education graduate study as well as potential for advancement in the field of counseling. If more space is need for any answer, please use the back of the page or add pages.

Please rate the applicant based on your knowledge and/or observations	Not Observed	Unsatisfactory	Needs Improvement	Satisfactory	Outstanding
expresses understanding of the counseling field					
demonstrates intellectual reasoning and creativity					
analyzes problems and formulates solutions					
demonstrates written and oral articulation					
exhibits effective interpersonal skills					
how well collaborates with others					
takes appropriate initiative					
positively responds to constructive feedback					
demonstrates tolerance for ambiguity					
communicates with diverse groups and individuals					
demonstrates commitment to helping all clients succeed					
is flexible and adaptive in a changing work environment					
exhibits emotional maturity and stability					
demonstrates personal integrity					
potential as an advanced counselor					

