



## IECA INTRODUCES THE “GRADUATE PROGRAM” SPECIALTY DESIGNATION

IECA consultants who choose to include the new Graduate School (G) in their IECA Directory listing are required to complete the attached application form.

Please note that the required expertise to work with graduate school students may be acquired **after** admission into IECA and the “G” listing will be added when appropriate.

Application Requirements Please check to be sure that you have completed all parts of your application, and have attached, or have arranged for the following items to accompany your application. Incomplete applications may delay approval beyond publication date of the 2009 Directory.

- **Transcripts/Advanced Degree(s)**  
Applicant must have on file in the IECA office (or provide with this application) a copy of official transcripts of advanced degree(s), Master’s level or above.
- **Professional Development**  
Provide a list of participation in at least three workshops or seminars dealing with graduate school admissions. *[Include sponsor or institution, workshop title, and dates attended.]*
- **Evaluative Campus Visits**  
Provide a list of 25 graduate programs visited and assessed within the last three years. If applying for multiple sub-specialties one must have a minimum of 10 visits within each sub-specialty area, i.e., 10 Veterinary, 10 Business, 10 Law, etc. *[Including month/year of visit]*
- **Clients Advised**  
Provide the number of graduate level clients advised. Must have advised a minimum of 30 clients within the last three years. Must have advised a minimum of 10 clients in each sub-specialty area. *[If applying for more than one sub-specialty area organize and list by sub-specialty, noting number advised in each.]*

### Graduate Programs

You may apply for the “G” designation under any or all of the following areas:

Medicine, Health, Veterinary

Business

Humanities, Social Sciences

Education

Fine Arts (visual and/or performing arts)

Law

Sciences

Psychology, Social Work

Engineering, Architecture, Computers

Other (specify)



INDEPENDENT  
EDUCATIONAL  
CONSULTANTS  
ASSOCIATION

## IECA "GRADUATE PROGRAM" SPECIALTY DESIGNATION APPLICATION

*(Please attach separate page(s) as needed)*

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

E-Mail \_\_\_\_\_

### **Part I: Sub-specialties**

Place a check next to the line(s) to indicate the sub-specialty area(s) to which you are applying:

- Medicine/Health/Veterinary
- Law
- Business
- Sciences
- Humanities/Social Sciences
- Psychology/Social Work
- Education
- Engineering/Architecture/Computers
- Fine Arts: Visual or Performing
- Other (specify) \_\_\_\_\_



## IECA "GRADUATE PROGRAM" SPECIALTY DESIGNATION APPLICATION

page 2

### Part II: Professional Development

On an attached sheet, please list at least three workshops or seminars dealing with graduate or professional school admission that you attended. For each please note the workshop title, the name of the sponsoring organization and the dates.

### Part III: Transcripts

Candidate must hold advanced degree, Masters level or above. Copies of official transcript(s) **are acceptable**. Check the appropriate line:

- My graduate school transcripts are on file with the IECA office.
- My graduate school transcripts are attached.
- My graduate school transcripts have been requested and will be sent under separate cover.

### Part IV: Evaluative Campus Visits

Attach a list of at least 25 graduate programs visited and assessed within three years, organized by sub-specialties. Minimum of 10 visits per chosen sub-specialty. Include name of graduate school, state, and month and year of visit.

### Part V: Number of Graduate Clients Advised

Organize and list by sub-specialty indicating number advised (do not list names):

Specialty\_\_\_\_\_ Number of clients\_\_\_\_\_

Specialty\_\_\_\_\_ Number of clients\_\_\_\_\_

Specialty\_\_\_\_\_ Number of clients\_\_\_\_\_

Specialty\_\_\_\_\_ Number of clients\_\_\_\_\_

Questions should be directed to Janice Berger, IECA membership manager at Janice@IECAonline.com. Submit this form, additional sheets, and any supporting materials to:

Janice Berger  
IECA Membership Manager  
3251 Old Lee Highway, Suite 510  
Fairfax, VA 22030