Standard School Counselor, PreK-12 Certificate

*The Standard certificate is valid for 12 years and may be renewed with 15 clock hours of professional development activities per year of the certificate term. Professional development activities may include continuing education in the area of college and career readiness.*

Requirements for the Standard School Counselor, PreK-12 Certificate are:

1. **Application:** Submission of a completed Application for Certification and the appropriate fee (see Application for Certification).

2. **AZDPS IVP fingerprint clearance card:** A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (IVP) fingerprint clearance card.

3. **One of the following (Option A or B):**

   **Option A.** Guidance and Counseling Program and Practicum or Experience (Requirements A-1 through A-3 must be met.):
   
   A-1. Official transcripts documenting a Master's or more advanced degree from an accredited institution. Official transcript(s) required.
   
   A-2. Official transcripts documenting completion of a graduate program in guidance and counseling from an accredited institution.
   
   A-3. **One of the following:**
   
   • Completion of a supervised counseling practicum in school counseling. Official transcript(s) required.
   
   OR
   
   • Two years of verified full-time experience as a school counselor. Please submit a letter on official letterhead from District Superintendent or Personnel Director to verify school counseling experience.
   
   OR
   
   • Three years of verified full-time teaching experience. Please submit a Verification of Teaching Experience form signed by the District Superintendent or Personnel Director to verify teaching experience.

   **Option B. Out-of-State Certification:** The applicant holds a valid, comparable School Counselor certificate in another state and is in good standing with that other state. Submit one of the following:

   • A photocopy of your valid, comparable out-of-state School Counselor certificate and the official transcripts documenting completion of the school counselor preparation program that qualified you for the out-of-state certificate;
   
   OR
   
   • An official letter from the educator certification office that issued the comparable out-of-state School Counselor certificate verifying that you are in good standing in that state and that your certificate is comparable to a Standard Professional School Counselor certificate.