Requirements for the Standard Guidance Counselor Certificate

The Standard Guidance Counselor certificate is valid for 12 years and is renewable.

Requirements for the Standard Guidance Counselor certificate are:

1. Completed Application for Certification.
2. Appropriate fee (see Application for Certification).
4. 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. A Master’s or more advanced degree from an accredited institution. Official transcript(s) required.
   A-2. Completion of a graduate program in guidance and counseling from an accredited institution.
   A-3. Practicum or Experience. **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 guidance counselor. Please submit a letter on official letterhead from District Superintendent or Personnel Director to verify counseling.
       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

B-1: The applicant holds a valid, comparable Guidance 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 Guidance Counselor certificate and the official transcripts documenting completion of the Guidance 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 Guidance Counselor certificate verifying that you are in good standing in that state and that your certificate is comparable to a Standard Professional Guidance Counselor certificate.