

PROBATIONARY CERTIFICATION

School Counselor

GUIDELINES: Candidates requesting probationary certification must do so at the request of a school district. Candidates must first receive an evaluation from the PVAMU Certification Office. The candidate must have successfully completed a minimum of 12 hours of counseling courses, including the following:

CNSL 5143 Human Growth and Development
CNSL 5023 Theory and Practice of Counseling
CNSL 5013 Counseling Techniques
CNSL 5003 Organization and Administration of Guidance Programs
or
CNSL 5053 Professional Orientation

PRACTICUM: The practicum course is completed the first full semester after the probationary certificate is granted.

CNSL 5063 Counseling Clinical Practice

EMPLOYMENT AND SUPERVISION: Candidates seeking a probationary certificate for School Counselor must provide documentation to the Department of Educational Leadership and Counseling, signed by the appropriate school district representative, to confirm:

- a) Employment as a School Counselor at a specified school.
- b) Assignment of a fully certified professional school counselor who is a full-time employee at the school or within the district and who has at least two years of experience as a fully certified school counselor to provide on-site supervision/mentoring.
- c) This documentation must include all information under item # 4 “*To Be Completed by the Employing School District*” on the Statement of Eligibility for Internship Form.

TEACHING EXPERIENCE: The candidate seeking a probationary certificate for School Counselor must have a minimum of two years of teaching experience documented with the individual's service record on file in the PVAMU Certification Office.

RENEWAL: The probationary certificate for School Counselor may be renewed for two additional years (not to exceed 3 years in combination) as long as the individual is making satisfactorily progress toward the fulfillment of the departmental degree or deficiency plan, and continued employment as a school counselor. Continued employment must be in a school district (not necessarily the same district each year) in a position requiring such certification. ELAC will certify the progress of the candidate annually.

COMPLETION OF REQUIREMENTS: By the end of the third year employed on a probationary certificate, the candidate should have completed all academic requirements for certification. If the academic requirements are not met in 3 years, the student may continue course work to meet degree or certification requirements but the probationary certification will not be extended.

***NO GRADE OF “C” IS ACCEPTED FOR COUNSELOR CERTIFICATION**

***NO CLASSES OVER 10 YEARS OLD WILL BE ACCPETED FOR COUNSELOR CERTIFICATION**

(1) Social Security Number

Statement of Eligibility for Internship

Instructions: After admission to a preparation program, an applicant seeking certification through an approved Educator Preparation Program will use this form to verify eligibility for employment to complete internship requirements for certification.

THIS IS NEITHER A CERTIFICATE NOR A PERMIT. This document verifies that the applicant has been admitted to a preparation program leading to certification through a Texas approved Educator Preparation Program. An employing school district should use item (4) to verify the applicant's employment as an intern in an area(s) of eligibility indicated in item (3) by the approved preparation program. **This form must be returned to the certification officer or program administrator of the approved Educator Preparation Program.** The preparation program will then recommend the applicant for a probationary certificate, which must be issued to provide the employing school district assignment coverage during the internship year.

(2) Applicant's Name					
Last		First		Middle	
TO BE COMPLETED BY THE APPROVED EDUCATOR PREPARATION PROGRAM					
(3) Verification of Eligibility for Internship: Indicate the grade levels and certification areas for which the individual is seeking certification through a Texas approved Educator Preparation Program.					
Grade(s) Taught		Description of Certification Area(s)			
Lowest Grade	Highest Grade	PROBATIONARY SCHOOL COUNSELOR			
EC	12				
Name of Recommending Entity				County-District Number	
Prairie View A&M University				237 - 501	
Typed name and title of Program Administrator or Certification Officer		Date		Telephone / email	FAX #
William Ross		MM	DD	YYYY	936-261-3617
TO BE COMPLETED BY THE EMPLOYING SCHOOL DISTRICT					
(4) Verification of Internship Assignment					
Beginning Date of Duties			Grade(s) Taught		Description of Subject/Assignment
MM	DD	YYYY	Lowest Grade	Highest Grade	
Campus/Building Assignment			Name of Mentor Counselor		Telephone
					()
Name of School District				County-District Number	
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Typed Name and Title of Superintendent or Authorized Representative		Date		Telephone / email	Signature
		MM	DD	YYYY	()

NOTICE TO APPLICANT: This form must be completed and returned to the Educator Preparation Program before the applicant can be recommended for the probationary certificate (SBEC-013R2005)