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
- CNLS 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
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 | Maiden Name

(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.

<table>
<thead>
<tr>
<th>Grade(s) Taught</th>
<th>Description of Certification Area(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lowest Grade</td>
<td>Highest Grade</td>
</tr>
</tbody>
</table>

PROBATIONARY SCHOOL COUNSELOR

EC 12

Name of Recommending Entity: Prairie View A&M University

County-District Number: 237 - 501

Typed name and title of Program Administrator or Certification Officer: Abul Pitre

Date: MM DD YYYY

Telephone / email: abpitre@pvamu.edu

FAX #: 936-261-3530

936-261-3617

(4) Verification of Internship Assignment

<table>
<thead>
<tr>
<th>Beginning Date of Duties</th>
<th>Grade(s) Taught</th>
<th>Description of Subject/Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM DD YYYY</td>
<td>Lowest Grade</td>
<td>Highest Grade</td>
</tr>
</tbody>
</table>

Name of Mentor Counselor: ( )

Telephone: ( )

e-mail address: ( )

Name of School District: --

County-District Number: --

Typed Name and Title of Superintendent or Authorized Representative: ( )

Date: MM DD YYYY

Telephone / email: ( )

Signature: ( )

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)