

PROBATIONARY SCHOOL COUNSELOR CERTIFICATION REQUIREMENTS

**Department of Counseling
Texas A&M University-Commerce**

1. **DEPARTMENT PLANS:** An individual seeking probationary certification as a school counselor must either:
 - a. be admitted to the department's master's degree program and have a degree plan on file OR
 - b. have a departmental deficiency plan on file. (The departmental deficiency plan is an option only for those who already hold a master's degree.)

2. **COURSES:** An individual seeking a probationary school counselor certificate must:
 - a. have earned at least 24 semester credit hours of graduate courses that must include COUN 501, COUN 510, COUN 528, COUN 516, COUN 514, and COUN 522;
 - b. have no grade below a B in the above specified courses; and
 - c. have no grade below B in a course transferred from another university. The Department of Counseling may approve substitutions of equivalent courses from another university, although no more than two of the six courses specified above may be approved as transfers.

3. **EMPLOYMENT AND SUPERVISION:** The individual seeking a probationary school counselor certificate must provide documentation, signed by the appropriate school district representative, to confirm:
 - a. employment as a school counselor in a specified school, and
 - b. assignment of a fully certified professional school counselor who is a full-time employee at the school and who has at least two years of experience as a fully certified school counselor to provide on-site supervision. This documentation must include the name, certificate number, and years of experience of the assigned supervisor.

4. **TEACHING EXPERIENCE:** The individual seeking probationary school counselor certification must have two years of teaching experience. This must be documented on a copy of the individual's service record provided to the department.

5. **RENEWAL:** The probationary school counselor certificate is twice renewable for an additional year (not to exceed a total of 3 years) with the completion of an additional 6 semester credit hours (or fewer, if less than 6 hours remain) of courses from Texas A&M University-Commerce toward fulfillment of the degree or departmental deficiency plan. The Department of Counseling Representative will certify the progress of the candidate annually.

6. **COMPLETION OF REQUIREMENTS:** The probationary school counselor certificate is only renewable through continued employment by a school district in a position requiring such certification (not necessarily in the same school district). By the end of the third year under the probationary certificate, the individual should have completed all academic requirements (39 or 48 semester hours for deficiency plans or degree plans, respectively) for certification, including the Master's Comprehensive Examination). If the academic requirements are not met in 3 years, the student may continue course work to meet the deficiency plan or degree plan requirements, but probationary certification will not be extended beyond the third year.

7. **EXTENDING EXISTING TEMPORARY (EMERGENCY) PERMITS:** If the individual has been previously certified under an expiring temporary assignment permit (emergency certificate), he/she may qualify for a one year probationary certificate. In this case, the probationary certificate will not be renewed after one year. If the certificate requirements are not completed during the probationary year, the student may continue working toward the degree plan or deficiency plan requirements, but he/she will not be given a second year renewal of probationary status.