REQUIREMENTS FOR

GUIDANCE COUNSELOR CERTIFICATE PREKINDERGARTEN-12

ARIZONA DEPARTMENT OF EDUCATION-CERTIFICATION UNIT

- **All requirements for the Guidance Counselor Certificate must be met.** The certificate is valid for six years and is renewable. **Fees are not refundable.**

1. A Master's or more advanced degree from an accredited institution. Official transcript(s) required.

2. One of the following:

A. Completion of a graduate program in guidance and counseling from an accredited institution.

B. A valid guidance counselor certificate from another state.

3. One of the following:

A. A photocopy of your valid Arizona **IVP** fingerprint card (plastic) issued on or after January 1, 2008.

- OR -

B. A photocopy of your valid Arizona fingerprint clearance card (plastic) issued prior to January 1, 2008.

NOTE: *Effective January 1, 2008, per Arizona State Statute A.R.S. § 15-106, an applicant who applies for a teaching certificate shall submit an* ***Identity Verified Prints (IVP)*** *Fingerprint card. "Non-IVP" Arizona fingerprint clearance cards issued on or after January 1, 2008 will* ***NOT*** *be accepted.*

4. One of the following:

A. Completion of a supervised counseling practicum in school counseling. Official transcript(s) required.

B. **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.

C. **Three years** of verified full-time teaching experience. Submit a *Verification of Teaching Experience* form signed by the District Superintendent or Personnel Director to verify teaching experience.

*PURSUANT TO A.R.S. 15-534.03, EACH EDUCATOR MUST NOTIFY THE DEPARTMENT OF EDUCATION OF ANY CHANGE OF ADDRESS WITHIN THIRTY DAYS. CHANGE OF ADDRESS FORMS ARE AVAILABLE ON OUR WEBSITE.

ALL DOCUMENTATION, INCLUDING TRANSCRIPTS, BECOMES THE PROPERTY OF THE ARIZONA DEPARTMENT OF EDUCATION AND WILL NOT BE RETURNED. REQUIREMENTS MAY BE SUBJECT TO CHANGE AND ARE FULLY REFERENCED IN THE ARIZONA REVISED STATUTES AND ADMINISTRATIVE CODE.