Requirements for the
Standard Professional School Counselor,
PreK-12 Certificate

Certificate Information:

This Certificate authorizes the holder as a School Counselor, PreK-12. The certificate is a 12-year certificate and is renewable with 15 hours of professional development per year and may include continuing education in the area of college and career readiness.

Administrative Requirement Checklist:

In order for our office to complete a Substantive review the following Administrative requirements must be submitted as described, if not, the processing of your application could be delayed. Application fees are non-refundable.

- **Application & Fee:** Complete the Application for Certification and submit the appropriate fee.
- **IVP Fingerprint Card:** Submit a photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (IVP) fingerprint card, (not the paper copy of your prints), with your application.
- **Official Transcripts:** Request that your university/college submit official transcripts documenting a Master’s degree or more advanced degree directly to certification@azed.gov, or by mail to Arizona Department of Education – Certification Unit, P.O. Box 6490, Phoenix, AZ 85005.
- **Foreign Transcripts:** Request a course-by-course evaluation completed by an approved Foreign Credential Evaluation Agency to identify the equivalent degree in the United States, and submit them directly to certification@azed.gov.
  
  - **Note:** Transcripts submitted by the applicant via the online portal or by email are not considered official.

--One of the following--

- **If you are submitting teaching experience, please have your HR complete the Verification of PreK-12 Teaching Experience form and submitted by the HR Department to certification@azed.gov.**

--OR--

- **Out-of-State Certificate/License:** Submit a photocopy of your out-of-state certificate/license with your application.

Substantive Requirement – Coursework

**Options A, B, C, D, or E**

**Option A: Guidance and Counseling Program**

- **A-1:** Official Transcripts documenting the completion of a graduate program in guidance and counseling from an accredited institution.
  
  - **Required Documentation:** Official transcripts or an Arizona Institutional Recommendation (IR) documenting completion of the counseling preparation program.

**Option B: Counseling, Social Work, or Psychology Program**

- **B-1:** Official transcripts documenting completion of a graduate program in counseling, social work, or psychology.
- **B-2** Completion of six semester hours of courses in any of the following areas: school counseling, college and career guidance, or academic advising.
  
  - **Requirement B-2** is an allowable deficiency which must be completed within three years of issuance.
  
  Please read the note below for further information.

**Option C: Behavioral Health License**
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- C-1: A photocopy of a valid license as an associate counselor, professional counselor, master or clinical social worker, or marriage and family therapist issued by the Arizona Board of Behavioral Health Examiners.
- C-2: Completion of six semester hours of courses in any of the following areas: school counseling, college, and career guidance, or academic advising.
  - Requirement C-2 is an allowable deficiency which must be completed within three years of issuance.

Option D: Academic Advising Program

- Completion of a graduate program in academic advising.
- Completion of six semester hours of courses in any of the following areas: social and emotional development, mental health counseling, trauma and disaster counseling, multiculturalism in counseling, theories of counseling, the foundation of school counseling, or child and adolescent counseling.
  - Requirement D-2 is an allowable deficiency which must be completed within three years of issuance.

Option E: Valid and Comparable Out-of-State Certificate

- The applicant holds a valid, comparable School Counselor certificate from another state and is in good standing with that other state.
  - Note: Applicants who qualify with a valid, comparable School Counselor Certificate from another state are not required to meet the practicum or experience requirement.

Practicum or Experience – One of the following:

This is an allowable deficiency which must be completed within three years of issuance. If the deficiency is not corrected within three years, the certificate will be placed on a non-disciplinary suspension until the deficiency is corrected.

- Completion of a supervised counseling practicum in school counseling from an accredited institution.
- Verification of two years of full-time experience as a school counselor.
  - Required documentation: Submit a letter on official letterhead, signed by the school superintendent or personnel/HR Director, verifying the required experience.
- Verification of three years of full-time teaching experience.
  - Required Documentation: Submit the Verification of PreK-12 Teaching Experience form completed and signed by the school superintendent or personnel/HR Director. The completed form must be emailed from the superintendent or personnel/HR director to the Certification office.

*Note: If you otherwise qualify but are deficient for appropriate coursework and/or practicum/experience, you have three years under a valid Standard School Counselor certificate to fulfill this requirement. If you do not meet the requirement(s) within the allowable time frame, your Standard School Counselor Certificate will be temporarily suspended and will not be valid for employment until the deficiency is corrected. A temporary suspension for failure to meet the deficiencies is not considered a disciplinary action and a person shall be allowed to correct the deficiency within the remaining timeframe of the certificate.

Pursuant to section 41-1093.01, Arizona Revised Statutes, an agency shall limit all occupational regulations to regulations that are demonstrated to be necessary to specifically fulfill a public health, safety, or welfare concern. Pursuant to sections 41-1093.02 and 41-1093.03, Arizona Revised Statutes, you have the right to petition this agency to repeal or modify the occupational regulation or bring an action in a court of general jurisdiction to challenge the occupational regulation and to ensure compliance with section 41-1093.01, Arizona Revised Statutes.

5/17/2021 Requirements may be subject to change and are fully referenced in the Arizona Revised Statutes and Administrative Code. Page 2 of 2 R7-2-606; R7-2-607; R-2-601.01; R7-2-617 (A)(B); R7-2-621