



Requirements for the Standard School Counselor, PreK-12 Certificate

Arizona Department of Education – Certification Unit

Standard School Counselor, PreK-12 Certificate

The Standard certificate is valid for 12 years and may be renewed with 15 clock hours of professional development activities per year of the certificate term. Professional development activities may include continuing education in the area of college and career readiness.

Requirements for the Standard School Counselor, PreK-12 Certificate are:

- 1. Application:** Submission of a completed [Application for Certification](#) and the appropriate fee (see Application for Certification).
- 2. AZDPS IVP fingerprint clearance card:** A photocopy of your valid [Arizona Department of Public Safety Identity Verified Prints \(IVP\)](#) fingerprint clearance card.
- 3. Master's Degree:** Official transcripts documenting a master's or more advanced degree from an accredited institution.
- 4. One of the following** (Option A, B, C, D, or E):

Option A. Guidance and Counseling Program

- A-1. Official transcripts documenting completion of a graduate program in guidance and counseling from an accredited institution.

Option B. Counseling, Social Work, or Psychology Program

- B-1. Official transcripts documenting completion of a graduate program in counseling, social work, or psychology.

Requirement B-2 is an allowable deficiency which must be completed within three years. Please read the NOTE below for further information.

- B-2. Completion of six semester hours of courses in any of the following areas: school counseling, college and career guidance, or academic advising.

Option C. Behavioral Health License

- 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.

Requirement C-2 is an allowable deficiency which must be completed within three years. Please read the NOTE below for further information.

- C-2. Completion of six semester hours of courses in any of the following areas: school counseling, college and career guidance, or academic advising.

Option D. Academic Advising Program

- D-1. Completion of a graduate program in academic advising.

Requirement D-2 is an allowable deficiency which must be completed within three years. Please read the NOTE below for further information.

- D-2. 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, foundations of school counseling, or child and adolescent counseling.



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

E-1. 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 (Requirement # 5)

Requirement # 5 is an allowable deficiency which must be completed within three years. Please read the NOTE below for further information.

5. Practicum or Experience. One of the following:

- A. Completion of a supervised counseling practicum in school counseling from an accredited institution; **-OR-**
- B. Verification of two years of full-time experience as a school counselor. Please submit a letter on official letterhead, signed by the school superintendent or personnel/HR Director, verifying the required experience; **-OR-**
- C. Verification of three years of full-time teaching experience. Please have 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.

Allowable Deficiencies Information

**** NOTE:** If you otherwise qualify but are deficient in the required semester hours of coursework and/or practicum or experience requirements you have three years on a valid Standard School Counselor, PreK-12 Certificate to fulfill these requirements. If you do not complete the requirements within the allowable timeframe your Standard School Counselor, PreK-12 Certificate will be **temporarily suspended** and will not be valid until the deficiency is corrected. A temporary suspension for failure to meet these requirements is not considered a disciplinary action and a person shall be allowed to correct the deficiency within the remaining timeframe of the certificate. ******