



SCHOOL COUNSELORS

CNMI State Board of Education
Certification Flowchart

**CNMI State Board of Education
Certification and Licensure Office**

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BASIC I

Valid for Two (2) Years — Non-Renewable

- Signed and Completed Certification Application Form
- Fingerprint Submission (valid for one (1) year)
- Medical Clearance (valid for one (1) year)
- Payment receipt of \$35.00 (processing fee per certification)
- School Counselor Certificate (if any)
- Proof of Bachelor's degree or higher
- Proof of Passing Praxis II in content area

BASIC II

Valid for Three (3) Years — Non-Renewable

- Met Basic I Requirements
- Signed and Completed Certification Application Form
- Background Check:
 - o Fingerprint Submission (if re-entering the system after two (2) years)
 - o Police Clearance (valid for one (1) year)
- Medical Clearance (valid for one (1) year)
- Payment receipt of \$35.00 (processing fee per certification)
- Recommendation Letter from a Supervisor/Principal
- Bachelor's degree or higher
- Official Transcript or Certification of Completion of specific Basic II courses:
 - Computer Technology
 - Tests and Measurements
 - Introduction to Counseling
 - Issues and Philosophies of Culturally Diverse Schools
 - Multicultural Counseling
 - Counseling Process: Theory
 - Counseling Process: Practice
- Proof of Passing Praxis II in content area

Standard With Endorsement

Valid for Five (5) Years — Renewable

- Met Basic II Requirements
- Signed and Completed Certification Application Form
- Background Check:
 - o Fingerprint Submission (if re-entering the system after two (2) years)
 - o Police Clearance (valid for one (1) year)
- Medical Clearance (valid for one (1) year)
- Payment receipt of \$35.00 (processing fee per certification)
- Recommendation Letter from a Supervisor/Principal, a Colleague, and a Parent or Former student
- Official Transcript or Certification of Completion of specific Standard courses:
 - Instructional Technology
 - NMI History/ Pacific Institute
 - Dynamics of Individual Behavior
 - Individual and Group Assessment
 - Group Counseling
 - Prevention & Outreach
 - Career Counseling and Placement
- Proof of Passing Praxis II in content area
- Proof of completion of sixty (60) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses (for Renewal Only)

Standard Without Endorsement (Renewal Only)

Valid for Five (5) Years — Renewable

- Met Basic II Requirements
- Signed and Completed Certification Application Form
- Background Check:
 - o Fingerprint Submission (if re-entering the system after two (2) years)
 - o Police Clearance (valid for one (1) year)
- Medical Clearance (valid for one (1) year)
- Payment receipt of \$35.00 (processing fee per certification)
- Recommendation Letter from a Supervisor/Principal, a Colleague, and a Parent or Former Student
- Proof of Passing Praxis II in content area
- Proof of completion of sixty (60) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses

Professional

Valid for Ten (10) Years — Renewable

- Met Standard Requirements
- Signed and Completed Certification Application Form
- Background Check:
 - o Fingerprint Submission (if re-entering the system after two (2) years)
 - o Police Clearance (valid for one (1) year)
- Medical Clearance (valid for one (1) year)
- Payment receipt of \$35.00 (processing fee per certification)
- Recommendation Letter from a Supervisor/Principal, a Colleague, and a Parent or Former Student
- Master's degree or higher in the following fields:
 - Secondary Education Masters in Specialized content area
 - Special Education
 - Early Childhood Education
 - Counseling
 - Education: Administration and Supervision
 - Other specialized area in Education
- Current membership of Professional Education Association
- Proof of Passing Praxis II in content area
- Proof of completion of sixty (60) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses (for Renewal Only)