



## Basic I

Valid for **Two (2) Years** — Renewable

- Signed and Completed Certification Application Form
- Fingerprint Submission (valid for one (1) year)
- Police Clearance (valid for one (1) year)
- Payment receipt of \$35.00 (processing fee per certification)
- Official College Transcript
- School Counselor Certificate (if any)
- Proof of Bachelor's degree or higher
- Proof of Passing Praxis II in content area
- Recommendation Letter from a Supervisor/Principal **(For Renewal Only)**
- Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses **(For Renewal Only)**

## Basic II

Valid for **Three (3) Years** — 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)
- Payment receipt of \$35.00 (processing fee per certification)
- Recommendation Letter from a Supervisor/Principal
- 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 completion of one hundred eighty (180) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses **(For Renewal Only)**

## Standard

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)
- 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 completion of three hundred (300) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses **(For Renewal Only)**

## 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)
- 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 completion of six hundred (600) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses **(For Renewal Only)**