



# EASTERN MICHIGAN UNIVERSITY

## SCHOOL COUNSELOR CREDENTIAL

### APPLICATION INFORMATION

Attached is the application for the school counselor credentials. Based upon the coursework, degrees and examinations you completed, you may be eligible for one or more of the following school counselor credentials:

- Preliminary Employment Authorization as a School Counselor (PEASC) – Valid for 3 years and non-renewable
- School Counselor Endorsement on a Teaching Certificate (NT)
- School Counselor License (SCL) – No teaching certificate required

The table below identifies the specific requirements for each of these credentials.

CREDENTIAL REQUIREMENTS			
	PEASC	NT	SCL
Coursework within Master's Degree Program:			
COUN 503 Dynamics of Life Development	✓	✓	✓
COUN 505 Counselor Development: Basic Skills	✓	✓	✓
COUN 504 Counseling Research	✓	✓	✓
COUN 508 Theories of Counseling	✓	✓	✓
COUN 520 Assessment in Counseling	✓	✓	✓
COUN 530 Career Development & Info. Services	✓	✓	✓
COUN 540 Group Process I	✓	✓	✓
COUN 571 Cross Cultural Counseling	✓	✓	✓
COUN 580 Counselor Development: Counseling Process	✓	✓	✓
COUN 622 Diagnosis and Treatment Planning	✓	✓	✓
COUN 612 The School Counselor	✓	✓	✓
COUN 650 Organization & Admin. Of School Counseling	✓	✓	✓
COUN 651 Counseling with Children	✓ *	✓ *	✓
COUN 696 Ethical, Professional, & Legal Issues	Not Required	✓	✓
COUN 686 Counseling Practicum I	✓	✓	✓
COUN 786-789 Counseling Internship	Not Required	✓	✓
SPGN 510 Introduction to Inclusive Education & Disability Studies	✓	✓	✓
Completion of 48+ Semester Hour Master's Degree Program	Not Required	✓	✓
Passage of MTTC Test # 51 Guidance Counselor Exam	✓	✓	✓
Photocopy of your valid Michigan Teaching Certificate	Not Required	✓	Not Required
Photocopy of your official or unofficial transcripts	✓	✓	✓

\* COUN 651: Counseling with Children is required only for K-8 and K-12 PEASC/NT credentials.

As shown on the following page, there are three steps necessary for obtaining a recommendation from EMU for a school counseling credential. You will need to submit some materials directly to EMU and you will also need to complete an online application process through the Michigan Department of Education.

For questions about this application process and/or EMU's requirements, contact:

**Dr. Suzanne M. Dugger** at [sdugger@emich.edu](mailto:sdugger@emich.edu)  
 School Counseling Program Coordinator  
 Department of Leadership & Counseling  
 Eastern Michigan University  
 John W. Porter Building, Suite 304  
 Ypsilanti, Michigan 48197

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## SCHOOL COUNSELOR CREDENTIAL APPLICATION CHECKLIST

To apply for a school counseling credential through EMU, complete the following steps:

- 1. Mail the following materials to EMU at:** Dr. Suzanne M. Dugger; School Counseling Program Coordinator; Department of Leadership & Counseling; Eastern Michigan University; John W. Porter Building, Suite 304; Ypsilanti, Michigan 48197

- Letter requesting EMU recommendation for a school counseling credential and identifying the specific credential being requested
- Photocopy of Transcript
- Photocopy of Valid Michigan Teaching Certificate (if applicable)

- 2. Submit an online application to the Michigan Department of Education (MDE)**

- Create a Michigan Education Information System (MEIS) Account

Visit <https://cepi.state.mi.us/MEISPublic/> and follow the links on the screen to create a Michigan Education Information System (MEIS) account. When you complete the MEIS registration process, you will see a screen with your account ID, login, and temporary password. Follow the link listed on the bottom of the screen to set your MEIS password. Be sure to print out or keep documentation of your MEIS account information for future reference.

- Register with MOECS

Once you have established a MEIS ID, please visit <http://www.michigan.gov/moeecs> and, on the login screen, sign in with your MEIS user ID and password. Follow the steps to self register with MOECS. On the registration page, you will be asked to provide your MEIS account number, which is included in the email that you received from MEIS.

- Apply for Certificate in MOECS

Once you have signed in with MOECS successfully, you will be asked to complete the demographic information and once it is saved, you will see the links on the left navigation panel. Choose the link that is appropriate for you and follow the steps to apply for the SCL or NT endorsement.

**Note:** If you are having any difficulties with the MDE online application process, please contact the MDE Office of Professional Preparation Services at (517) 373-3310.

- 3. Await processing of your application by EMU and make payment to the MDE.** The processing will involve:

- University/College review/approval

After you have completed the online application process through the MDE, your application will be submitted by the MDE to EMU. EMU will then review your online application and the written materials you submitted to EMU. Based on this review, EMU will issue a recommendation, put a hold on your application, or deny your request.

- Online Fee payment

Once EMU provides its recommendation via the MDE online system, you will receive an email from the MDE with a link for you to pay the fee online using credit/debit card or you can do so by logging into MOECS using your user ID and password, and clicking on the "pending payment" hyperlink on the home page.

- Issuance of Certificate

Once the fee is paid, your application will be approved by the Michigan Department of Education's Office of Professional Preparation Services (OPPS), and the certificate will be printed and mailed to the address that you provided in your demographic information within 5 business days.