

STEPS FOR OBTAINING A MICHIGAN SCHOOL COUNSELOR CREDENTIAL THROUGH EMU

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.

IMPORTANT NOTE: Regardless of when you graduated with your master’s degree in school counseling, you must meet the current coursework requirements in place when you apply for the school counseling credential. This is not an EMU policy. Rather, it is a state policy. As such, it is non-negotiable.

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 515 Crisis 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 654 School Counseling (was COUN 612 & 650)	✓	✓	✓
COUN 651 Counseling with Children	Not Required	✓ *	✓
COUN 670 Postsecondary Planning for School Counselors	Not Required	✓ **	✓
COUN 693 Ethical, Professional, & Legal Issues (was COUN 696)	Not Required	✓	✓
COUN 686 Counseling Practicum I	✓	✓	✓
COUN 786-789 Counseling Internship	Not Required	✓	✓
SPGN 510 Introduction to Inclusive Education & Disability Studies (or equivalent)	✓	✓	✓
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/SCL credentials.

** COUN 670: Postsecondary Planning is required only for 6-12 and K-12 NT/SCL 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 (see p. 3). For questions about this application process and/or EMU’s requirements, contact:

Dr. Diane L. Parfitt, LPC, ACS, School Counseling Program Coordinator, EMU Department of Leadership & Counseling, 304 Porter Building, Ypsilanti, Michigan 48197

dparfitt@emich.edu

734.487.0255

SCHOOL COUNSELOR CREDENTIAL APPLICATION CHECKLIST

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

1. **Email/Mail the following materials to EMU for:** Dr. Diane L. Parfitt;
School Counseling Program Coordinator; Department of Leadership & Counseling; Eastern Michigan University; John W. Porter Building, Suite 304; Ypsilanti, Michigan 48197 -or-
dparfitt@emich.edu
 - Letter requesting EMU recommendation for a school counseling credential and identifying the specific credential being requested
 - Photocopy of your Program of Study (if Dr. Parfitt was not your advisor)
 - Photocopy of Transcript. An unofficial transcript is fine.
 - Photocopy of Valid Michigan Teaching Certificate (if applicable)
2. **Submit an online application to the Michigan Department of Education (MDE)**
See next page for step-by-step instructions.
Note: If you are having any difficulties with the MDE online application process, please contact the MDE Michigan Online Educator Certification System (MOECS) at 517.373.3310. In addition, contact: Ms. Beatrice Harrison at HarrisonB@michigan.gov.
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 Michigan Online Educator Certification System (MOECS), 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 MDE, and you will then be able to print out the credential.

STEPS TO OBTAINING A MICHIGAN SCHOOL COUNSELING CREDENTIAL

Step 1: Create a Michigan Education Information System (MEIS) Account

Visit <https://cepi.state.mi.us/meis/login.aspx/> 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.

Step 2: Register with MOECS (Michigan Online Educator Certification System)

Once you have established a MEIS ID, please visit <https://mdoe.state.mi.us/MOECS/Login.aspx> 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.

Step 3: 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 PEASC, SCL, or NT endorsement. If you do not see the credential you are looking for, contact 517.373.3310.

Step 4: University/College review/approval

After you have applied for the certificate/license, your application will be submitted to the institution that you identified in the application process via MOECS for review and approval. Please email Dr. Parfitt at dparfitt@emich.edu to notify her that you have submitted the application as she handles school counselor application approvals for EMU as an institution.

Step 5: Online Fee payment

Once your application is approved by the institution in MOECS, you will receive an email 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.

Step 6: Issuance of Certificate

Once the fee is paid, your application will be approved by the MDE and the certificate will be printed and mailed to the address that you provided in your demographic information within 5 business days.

If you are having any difficulties with the registration process, please contact MOECS at 517.373.3310.

MAINTAINING A MICHIGAN SCHOOL COUNSELING CREDENTIAL

Once you receive your school counseling credential, you will want to maintain it. The NT certification and SCL credentials are valid up to 5 years and are renewable (3 years for the PEASC & is not renewable) via completion of continuing education credits in accordance with the Michigan Department of Education policy. Continuing education requirements specify a need to complete 180 State Continuing Education Clock Hours (SCECHs) or 6 credits every 5 years, but this varies by certificate type. You will want to check the continuing education requirements for your type of certificate. In addition to completing the continuing education, you will need to apply for renewal.