This program is designed for individuals who already possess a master’s degree in counseling (e.g., community counseling, college counseling, etc.) and who wish to enter the field of school counseling. The Post-Master’s Certificate Program for School Counselor Licensure is a 14-55 credit hour program that provides competencies and proficiencies for entry-level positions as professional school counselors in elementary, middle/junior high, secondary, and high school settings. Upon completion of the certificate program, students are eligible to apply for K-12 school counselor license issued by the Michigan Department of Education.

Candidates selected for this program are expected to make a major commitment to their graduate training and to enroll in coursework on a regular basis. The program includes a 300-600 clock-hour supervised school counseling internship experience. The program does not meet the academic and internship requirements for limited licensure as a professional counselor (LLPC) in the State of Michigan and cannot be used to supplement a previous master’s degree to become eligible for the LLPC. Information on requirements to become eligible for licensure as a professional counselor is available in the Student Handbook for Counseling Programs.

Admission Requirements

1. Complete the Graduate School Application online at emich.edu/graduate/apply/.
2. **ALL APPLICATION MATERIALS MUST BE SUBMITTED ONLINE.**
3. Have earned a master’s degree from a CACREP accredited program in a regionally accredited institution of higher education. The master’s degree must have been obtained within the past 15 years. The degree must have included practicum (not field placement). Official transcripts must be submitted. Official electronic transcripts can be sent to transcripts_admissions@emich.edu.
4. International students must meet the language requirements of the Graduate School.
5. Evidence of academic potential for continued graduate-level student as evidenced by a graduate grade point average of a 3.3 on the previously completed master’s degree.
6. Personal Statement: A statement focusing on the applicant’s motivation and rationale for seeking admission to the specific program as well as his or her background and goals related to professional studies.
7. Experience: A minimum of two (2) years of documented work experience, the majority of which involves working with school-aged children or adolescents (ages 5-18). This experience may consist of paid, professional roles or structured volunteer experiences in organized work settings and should be focused on improving the mental health, behavior, academic success or social skills of the children. Activities such as parenting, babysitting and day care do not qualify.

8. Résumé: A focused summary of program-relevant educational, career and/or life experiences.

9. Three recommendations: These must be completed on rating forms available from the department office or website. They should be completed by professionals with knowledge of the applicant’s suitability for graduate work (e.g., supervisors, undergraduate professors).

Admission Process

Applications for Graduate Admission are processed in rolling admissions for candidates to begin their program of study in the Fall or Winter. Candidates who choose to begin taking courses in the Summer sessions should be aware that they may not have access to the recommended sequence of courses.

1. The Office of Admissions will receive and gather ALL required documents online.

   Contact the Office of Admissions via:
   - Email: documents_admissions@emich.edu
   - Phone: 734.487.3400

2. Each applicant will receive a rating on the following criteria: academic potential; the quality and extensiveness of career/life/educational experiences relevant to the field of school counseling; professional goals/objectives; and recommendations. Based on these ratings, applicants may move to the second phase of the process.

3. Applicants admitted to the second phase of the admission process will be invited to campus to participate in a personal interview. They will also receive information about programs of study, faculty expectations, and related topics such as professional counselor licensure. Applicants may be asked to submit additional materials at this time. Based on evaluation of all materials and the interviews, admissions decisions will be made. Denied applicants who wish to reapply may do so after a consultation with the coordinator of the certificate program to understand the basis of their denial.

4. The admissions appeal procedure provides each applicant with the opportunity to formally appeal the admissions decision. Appeals must be based on an applicant’s perception that his/her due process rights were violated during the admissions process. The procedure is not intended for applicants who do not meet minimum standards for admission as outlined above. Appeal must begin within five working days of the start of the semester following the admissions decision. Applicants wishing to appeal must contact the coordinator of advising to obtain written information regarding the appeal procedure.

5. Program advisors will be assigned after students have been admitted to the School Counseling certificate program. The advisor will assist the student in developing the program of graduate study that is required for full admission to the post-master’s certificate program for school counselor licensure. Students must meet with their advisor to develop a formal program of study.

   All courses and subsequent changes must be approved by the advisor. Transfer credit can be used toward graduation only if it has been reviewed and accepted by the student’s advisor and is within Graduate School guidelines. The certificate program must be completed within a three-year period.

Proposed Program of Study

The following outline describes the general program requirements leading to the School Counselor Licensure post-master’s certificate.
Required Courses (14-16 hours)
COUN 652 School Counseling (3)
COUN 651 Counseling with Children (3)
COUN 670 Postsecondary Planning for Schl Coun (3)
COUN 696 Ethical, Legal&Prof Iss Schl Counseling (2)
COUN 693 School Counseling Internship (2-4)*
SPGN 510 Intro to Inclusive Ed&Disability Studies (3)

Graduate Prerequisites (0-33 hours)
COUN 508 Theories of Counseling (3)
COUN 571 Cross-cultural Counseling (3)
COUN 622 Diagnosis &Trtmnt Planning in Counsel (3)
All other current core course not already completed

Undergraduate Prerequisites (0-3 hours)
SOFD 550 Philosophy, Ethics, and Teaching (2)
SOFD 572 Hist of American Schooling & Literacy (3)

Elective Courses
Four hours of elective courses to be chosen in consultation with an advisor.

* For candidates who have already completed a 600-hour internship as part of their previous master’s degree, only 300 hours of internship in a school setting will be required.

Exam Requirement
To be eligible for a school counseling credential from the Michigan Department of Education, the candidate must also pass the Michigan Test for Teacher Certification (MTTC) Test 51: School Counselor.

Coordinator of Advising Information
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Additional Department Information
Additional information can be found on the department website.
6/2020