

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 School Counselor Credential (PSCC)** – Valid for 3 years and is non-renewable. This credential is for students who have completed the courses (see table), passed the MTTC #51 & test requirements marked with an asterisk below and are currently in internship.
- **School Counselor Endorsement on a Teaching Certificate (NT)** – This credential is for those who have fully completed the Master’s in School Counseling or the School Counselor Licensure Post-Master’s Certificate program, successfully passed the MTTC #51, **AND** hold a valid teaching certification in the state of Michigan.
- **School Counselor License (SCL)** – This credential is for those who have fully completed the Master’s in School Counseling or the School Counselor Licensure Post-Master’s Certificate program, passed the MTTC #51, and **DO NOT** hold a valid teaching certification in the state of Michigan.

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

CREDENTIAL REQUIREMENTS			
	PSCC	NT	SCL
Coursework within Master’s Degree Program:			
COUN 503 Dynamics of Life Development	✓	✓	✓
COUN 504 Counseling Research	✓	✓	✓
COUN 505 Counselor Development: Basic Skills	✓	✓	✓
COUN 508 Theories of Counseling	✓	✓	✓
COUN 515 Crisis Counseling	✓	✓	✓
COUN 520 Assessment in Counseling	✓	✓	✓
COUN 530 Career Development & Info. Services	✓	✓	✓
COUN 540 Group Processes 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 691 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 School Counselor Exam	✓	✓	✓
Photocopy of your valid Michigan Teaching Certificate	Not Required	✓	Not Required
Photocopy of your official or unofficial transcripts	✓	✓	✓

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 but rather a state policy. As such, it is non-negotiable.

As shown on the **Application Checklist** below, 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 steps below).

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

Dr. Patrice S. Bounds, Associate Professor, School Counseling Program Coordinator, EMU
Department of Leadership & Counseling, 304 Porter Building, Ypsilanti, Michigan 48197
Email: pbounds@emich.edu **Phone:** 734-487-2804

APPLICATION CHECKLIST

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

1. Send the Following Materials to EMU:

Via Mail: Dr. Patrice S. Bounds, School Counseling Program Coordinator, Department of Leadership & Counseling, Eastern Michigan University; John W. Porter Building, Suite 304, Ypsilanti, Michigan 48197

OR

Via Email: pbounds@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. Bounds was not your advisor)

Photocopy of your Transcript. An unofficial transcript is acceptable.

Photocopy of your Valid Michigan Teaching Certificate (if applicable)

Photocopy of your MTTC Test #51 School Counselor Scores

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 517-241-5000 or by email at MDE-EducatorHelp@michigan.gov. In addition, you may also contact the Higher Education Consult for School Counseling: 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 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.

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The **Michigan Online Educator Certification System (MOECS)** is available to educators who hold a valid or expired Michigan certificate or who wish to apply for a Michigan certificate.

Step 1: Determine if you Already have a MOECS Account

- Go to the following website: <https://mdoe.state.mi.us/MOECS/login.aspx>
- Click on “Login Assistance.”
- Enter your first and last name and the last 4 digits of your social security number.
 - **If a MOECS account is located**, an email will be sent to you with your login name and instructions for resetting your password.
 - **If a MOECS account is NOT located**, you will be instructed to click on “Create Initial Account” which will redirect you to the Michigan Education Information System (MEIS).
 - You will create a MEIS account to obtain a login name and password for MOECS.
 - **Important**, you want to print the confirmation page at the end of setting up your MEIS account to retain vital log-in information.

Step 2: Register with MOECS

- Once you have created your MEIS account and have your login name and password, return to MOECS to log in (<https://mdoe.state.mi.us/MOECS/login.aspx>).
- If you are having trouble logging into MOECS account, please keep in mind that your password must meet 3 out of the following 4 criteria:
 - At least 1 upper case character
 - At least 1 lower case character
 - At least 1 numerical character
 - At least 1 special character 4
- Once logged in for the first time, you must register. Answer the first question: “Would you like to register as:” by choosing “Educator”.
- Complete the first part of the registration process by filling in part of your personal profile information and save.
- Log out and log back in.
- Complete the second part of the registration process by filling in the rest of your personal profile information and save.
- You will now be on your Home Page and blue navigation buttons will appear in the left menu providing you with many convenient features.

***If you have any issues creating an account or locating the specific credential that you are looking to apply to, please contact the Michigan Department of Education directly:

- Phone: 517-241-5000
- Email: MDE-EducatorHelp@michigan.gov

Step 3: Apply for Certificate/License in MOECS

- Once you have completed the registration process as described in Step 2, you must officially apply for the School Counseling Credential. *Detailed Instructions for Applying for the School Counseling Credentials is provided in the Appendix Below.*

Step 4: University 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. Bounds at pbounds@emich.edu to notify her that you have submitted the application as she handles school counselor application approvals for EMU as an institution.
- **Please Note:** *Dr. Bounds will not review or approve your application submitted to MDE until you submit all of the supplemental materials as described above on the Application Checklist.*

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 (typically within 5-7 business days).

APPENDIX

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.

Changes to Maintaining Credentials Beginning in 2020

Below are upcoming changes to school counselor professional development and license renewals that will take place February 6, 2020 per state law:

The amended [MCL 380.1233](#) (6-8) mandates 50 of the required 150 education-related professional learning hours needed to renew a school counselor credential to have a specific focus:

- 25 clock hours focused on college preparation and selection.

AND

- 25 clock hours focused on career consultation, including 5 hours in the exploration of military career options.

These 50 hours may only be obtained using State Continuing Education Clock Hours (SCECH) programs approved for this purpose. Entities that typically offer this content as college credit, or District Provided Professional Development (DPPD), including externships, will need to submit an application to become an approved SCECH provider. SCECH programs may focus on as many or as few standards as desired. School Counselors may utilize any combination of DPPD, college credit, or SCECHs to fulfill the remaining 100 hours of the 150-hour education-related professional learning requirement. SCECHs approved for the purpose of meeting the 50 specific hours will be included under the category of School Counseling in the subsection of Professional Learning Programs within the MDE SCECH catalog. **Please check the catalog regularly for offerings.**

School Counselor License

The role of a Michigan school counselor can be fulfilled by individuals who hold any of the following four credentials:

- School Counselor License (SCL)
- Michigan Teaching Certificate with the School Counselor (NT) endorsement
- Preliminary School Counselor Credential (PSCC)
- Temporary School Counselor License (TSCL)

Two of the four credentials noted above are renewable:

- ✓ School Counselor License
- ✓ Michigan Teaching Certificate with the School Counselor (NT) endorsement

Both credentials are valid for five-years with unlimited renewals. Review the detailed [School Counselor Assignments](#) information to determine which credential is appropriate for a specific assignment or role.

The Michigan Department of Education (MDE) issues the School Counselor License (SCL) in accordance the Michigan Compiled Law (MCL) [380.1233](#), MCL [380.1531](#), and the [Certification and Licensure of School Counselors \(Administrative Rules R390.1305-1306\)](#).

In-State Applicants

Applicants who are enrolled in a school counselor program at an [approved Educator Preparation Institution](#) will be evaluated for eligibility of a School Counselor License (SCL) by the in-state university certification officer based upon the program they are completing. While completing a program an applicant may initially be recommended for a [Preliminary School Counselor Credential](#) (PSCC) to support employment and school placement/assignment during internship.

The SCL can be issued to candidates who have fulfilled all Michigan college/university and academic requirements, including the following:

- Completion of at least 30 graduate level semester hours in an approved school counselor education program; and
- An internship of not less than 600 clock hours based on an approved school counselor program in a school district under the supervision of a credentialed school counselor or a school counselor educator. At least 300 of the 600 clock hours shall be in a school setting: and
- Passage of the Michigan Test for Teacher Certification (MTTC) School Counselor examination.

Out-of-State Applicants

Applicants who complete all requirements of an approved, out-of-state school counselor education program, and/or fulfill requirements as noted above, are eligible to be evaluated for the SCL by the Michigan Department of Education's (MDE) Office of Educator Excellence.

Out-of-state candidates who apply for the SCL may initially receive a [Temporary School Counselor License](#) (TSCL).

An application for the SCL is submitted via the [Michigan Online Educator Certification System](#) (MOECS). Prior to applying all candidates must fulfill the following:

- Applicant completed a master's degree or higher in a school counselor educator program including internship in a school setting at an out-of-state university or its equivalency.

OR

- Applicant has earned a bachelor's degree AND has successfully worked out-of-state as a school counselor 5 out of the immediately preceding 7 years, plus hold a valid school counselor certificate/license issued by another state.

Upon evaluation as an out-of-state candidate, qualifying applicants will be required to take and pass the Michigan Test for Teacher Certification (MTTC) School Counselor examination.

Note: Information pertaining to renewing a school counselor credential can be accessed via the [School Counselor Credentials Renewals](#) document.

Educators who hold the School Counselor (NT) endorsement on a teaching certificate, *regardless of current assignment*, must meet the requirements of law per [MCL 380.1233\(6\)](#) to renew that teaching certificate. Endorsements are not renewed; rather, certificates are renewed, and a renewal of that certificate will maintain the existing endorsements. An endorsement can *only* be removed from a Michigan teaching certificate if the [nullification process](#) is utilized.

Preliminary School Counselor Credential

This credential is an interim certification for applicants exclusively enrolled in an *in-state* approved [Educator Preparation Institution](#) (EPI) completing a school counselor endorsement program, a [School Counselor License](#) (SCL) **or** both. In-state university applicants are to seek the consultation of their university advisor for questions regarding eligibility of the Preliminary School Counselor Credential.

Upon issuance of this credential, individuals are eligible to be hired by a Michigan school district to serve as a school counselor.

The Preliminary School Counselor Credential (PSCC) is valid for 3 years and is non-renewable. This credential is promulgated in accordance with the [Certification and Licensure of School Counselors \(Administrative Rules R390.1304\)](#).

Criteria:

Applicants who complete a minimum of 30 semester credit hours in an [in-state counselor education program](#) and who pass the School Counselor examination on the Michigan Test for Teacher Certification (MTTC) may be recommended for a Preliminary School Counselor Credential by a Michigan EPI that has approval to prepare individuals to work in the field of school counseling.

Individuals are expected to complete the remainder of any coursework, including practicum or internship to be recommended for a school counselor endorsement on a Michigan teaching certificate, a SCL or both, during the validity of this credential.

Application Process:

All applicants submit an application on the [Michigan Online Educator Certification System](#) (MOECS). In-state university enrollee applications will electronically be sent to the EPI to assess eligibility for approval of the Preliminary School Counselor Credential.

Note:

To apply, applicants will need to select they are applying for an endorsement or the School Counselor License in MOECS. If seeking both credential types in-state applicants will need to submit two different application fees and apply for each credential *separately*.