



SCHOOL COUNSELOR CERTIFICATION

- CE Handbook
- Ethics and Professionalism
- Guidelines and Sample Checklist
- Placement Requirements
- Practicum Criteria
- Internship Placement Requirements
- School Counseling Internship Requirements
- Mental Health Counseling Requirements
- Placement Guidelines and Timelines
- Fingerprinting:

<https://www.identogo.com/services/live-scan-fingerprinting>

- Practicum Placement Form
- Internship 1 Placement Form
- Internship 2 Placement Form
- Site Supervisor Evaluation Form
- Site Supervisor Information Form
- Certificate Declaration Form
- Certificate of Internship
- Mental Health Counseling Internship Log
- School Counseling Internship Log
- PracticumLogs
- Audio/Visual Tape Consent
- Student Evaluation of Site and Supervisor

Students upon official completion of the Counselor Education program, are eligible for a college recommendation for Provisional certification as a School Counselor through the New York state Education Department—Office of Teaching Initiatives (NYSED-OTI). A college recommendation is an online submission to the state from St. Bonaventure University School of Education Office of Educator Preparation Placement and Certification confirming that the student has met certain requirements and officially completed the program. New York State refers to this as the “Approved Teacher Preparation Program” pathway.

Counselor Education/School Counseling students must have a NYSED—TEACH Online Services Account with fingerprint clearance. They must also have completed 3 required state-mandated workshops:

- Child Abuse Identification
- School Violence Prevention
- DASA: Anti-Bullying & Discrimination
- Autism Workshop

Go to www.highered.nysed.gov/tcert

Login to your TEACH Account

Click on “TEACH Online Services”

Click on “Apply for Certificate”

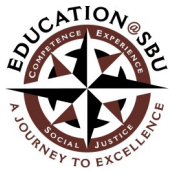
1. Verify/update Profile
2. Select Certificate (see below)
3. Answer Questions and Sign Affidavit
4. Confirm and Sign Application
5. Make payment (\$50 fee)

Program	Masters Provisional	Advanced Certificate-Permanent
School Counseling	09459	09459

Use the following drop box selections for Certificates:

- Area of Interest: Administration and Pupil Personnel Services
- Subject Area: School Counseling
- Grade Level: Pre K—12—All Grades
- Title: School Counselor
- Type of Certificate: Provisional Certificate
- OR...for Advanced Specialist:
- Type of Certificate: Permanent Certificate





ST BONAVENTURE UNIVERSITY

CERTIFICATION OFFICE

SCHOOL COUNSELOR CERTIFICATION

NEW YORK STATE PROVISIONAL CERTIFICATION:

Counselor Education/School Counseling students may choose to obtain a provisional certificate as a school Counselor after they have completed the SBU School Counselor Program and have passed Practicum and both semesters of internship. For Counselor Education/School Counseling students that have completed provisional certification on their own, you can go to the New York State Education Department by applying through their TEACH Online Services account using the “Individual Evaluation” pathway.

The following is what NYSED requires using this pathway in order to issue the provisional certificate as a School Counselor:

- Pathway: Approved Teacher Preparation Program

Completion of a NYS Registered Program - School Counselor
Institutional Recommendation - School Counselor
Workshop - Dignity For All Students Act
Fingerprint Clearance

- Pathway: Individual Evaluation

Education - Bachelors Degree
Graduate Coursework - School Counseling - 30 S.H.
College Supervised Internship - School Counseling
Workshop - Child Abuse Identification
Workshop - School Violence Intervention and Prevention
Workshop - Dignity For All Students Act
Fingerprint Clearance

How to apply for Provisional School Counselor Certificate using the Individual Evaluation Pathway: (www.highered.nysed.gov/tcert/teach)

1. Log into the TEACH Online Services Account
2. Choose: “Apply for a certificate.”
3. Update any education or teaching experience
4. Area of Interest: Administration & Pupil Personnel Services
5. Subject Area: School Counseling
6. Grade Level: Pre K-12, All Grades
7. Title: School Counselor
8. Type of Certificate: Provisional Certificate
9. Press ADD and it will ask you for a program code—Select “NO”
10. (Another State—Interstate Reciprocity) - Select “NO” (for NY only)
11. Scroll down and press “NEXT”
12. Select to have the “state review your application”
13. Answer questions and click “Sign Affidavit”
14. Click “Sign Application”
15. Checklist for all you must send to the state for the issuance
16. Pay the \$100 fee

NATIONAL COUNSELOR CERTIFICATION

You must document successful completion of a qualifying master’s degree and experience and pass the National Counselor Exam for Licensure and Certification or the National Clinical Mental Health Counseling Exam (www.nbcc.com)



ST BONAVENTURE UNIVERSITY

CERTIFICATION OFFICE

SCHOOL COUNSELOR CERTIFICATION

NEW YORK STATE PERMANENT CERTIFICATION:

Counselor Education/Advanced Certificate of Specialization in School Counseling is a program for School Counselor students who want to obtain their Permanent Certification. The advanced certificate is 12 credits.

The following are Pathways for Permanent Certification:

Pathway: Approved Teacher Preparation Program 05/01/2014

- Never Held a Provisional Certificate - School Counselor
- Completion of a NYS Registered Program - School Counselor
- Institutional Recommendation - School Counselor
- Paid, full-time Pupil Personnel experience - School Counselor - 2 Yrs
- Workshop - Dignity For All Students Act
- Fingerprint Clearance
- Citizenship Status - INS Permanent Residence or US Citizen

Pathway: Approved Teacher Prep Program - Certificate Progression

- Held/Holds a Provisional Certificate - School Counselor
- All Requirements Met While Holding Valid Provisional or Provisional Renewal - School Counselor
- Completion of a NYS Registered Program - School Counselor
- Institutional Recommendation - School Counselor
- Paid, full-time Pupil Personnel experience - School Counselor - 2 Yrs
- Workshop - Dignity For All Students Act
- Fingerprint Clearance
- Citizenship Status - INS Permanent Residence or U.S. Citizenship

Pathway: Individual Evaluation

- Never Held a Provisional Certificate - School Counselor
- Education - Bachelors Degree
- Graduate Coursework - School Counseling - 30 S.H.
- Graduate Coursework - Additional - School Counseling - 30 S.H.
- College Supervised Internship - School Counseling
- Additional Education - Masters Degree
- Paid, full-time Pupil Personnel experience - School Counselor - 2 Yrs
- Workshop - Child Abuse Identification
- Workshop - School Violence Intervention and Prevention
- Workshop - Dignity For All Students Act
- Fingerprint Clearance
- Citizenship Status - INS Permanent Residence or U.S. Citizenship

Pathway: Certificate Progression

- Held/Holds a Provisional Certificate - School Counselor
- All Requirements Met While Holding Valid Provisional or Provisional Renewal - School Counselor
- Graduate Coursework - Additional - School Counseling - 30 S.H.
- Additional Education - Masters Degree



ST BONAVENTURE UNIVERSITY

OFFICE OF PROFESSIONS

MENTAL HEALTH COUNSELING LICENSURE

NEW YORK STATE LICENSE REQUIREMENTS:

Counselor Education/Clinical Mental Health Counseling students may choose to obtain a license as a Mental Health Counselor after they have completed the SBU Clinical Mental Health Counselor Program and have passed Practicum and both semesters of internship. For Mental Health Counselors that have completed educational and experience requirements on their own, you can go to the New York State Office of Professions and apply for your license if you have completed all necessary requirements of the State of New York.

To be licensed as a Mental health Counselor in NYS you must:

- Be of good moral character;
- Be at least 21 years of age;
- Meet education requirements;
- Meet experience requirements;
- Meet examination requirements; and
- Complete coursework or training in the identification and reporting of child abuse offered by a NYS approved provider.

WEBSITE: <http://www.op.nysed.gov/prof/mhp/mhcforms.htm>

FORMS: <http://www.op.nysed.gov/prof/mhp/mhcforms.htm>

Submit an Application for Licensure (Form 1) and other forms indicated on the website and pay a fee (\$371).

If you are a Counselor Education/Clinical Mental Health Counseling student and you live in another State and want to obtain licensure in that state, please refer to the following page for the website of your State.