

DEPARTMENT OF EDUCATION

SUPERINTENDENT OF PUBLIC INSTRUCTION

CERTIFICATION AND LICENSURE OF SCHOOL COUNSELORS

(By authority conferred on the superintendent of public instruction by section 15 of 1964 PA 287, MCL 388.1015, section 1233 of 1976 PA 451, MCL 380.1233, and Executive Reorganization Order Nos. 1996-6 and 1996-7, MCL 388.993 and MCL 388.994)

R 390.1301 Definitions.

Rule 1. As used in these rules:

(a) "Approved school counseling program" means a state board approved program in a college or university that has regional accreditation and that prepares school counselors in accordance with these rules.

(b) "Continuing education unit" means credit received for successfully completing a state board approved professional development program.

(c) "Counselor" means an individual who has successfully completed an approved counselor education program and performs a counseling role.

(d) "Counselor educator" means an individual who is employed as a faculty member to teach in an approved school counseling program.

(e) "Department" means the Michigan department of education.

(f) "Elementary level" means grades kindergarten to 8.

(g) "School counselor endorsement" means at least 1 of the following:

(i) Completion of a preparation program with a specialization area in school counseling.

(ii) An endorsement shall be issued to the validity of the grade level of an existing teaching certificate.

(h) "Secondary level" means grades 6 to 12.

(i) "Sponsoring institution" means a higher education institution approved for teacher or counselor education by the state board and which is willing to make recommendations as to applicants for the several certificates pursuant to R 390.1101 to R 390.1216.

(j) "State board" means the state board of education.

(k) "Valid Michigan teaching certificate" means a provisional, professional, continuing, permanent or life teaching certificate issued by the state board enabling the holder to teach at the elementary or secondary school level during the school year in which a person wishes to serve as a counselor.

History: 1979 AC; 2006 AACCS.

R 390.1302 School counselor; credential; role.

Rule 2. (1) A person who is employed in the role of a school counselor by a local or intermediate school district or nonpublic school shall meet all requirements in these

rules with regard to obtaining a school counselor endorsement, a preliminary employment authorization to work as a school counselor, a temporary school counselor authorization, or a school counselor license.

(2) The sponsoring institution shall make recommendation concerning counselor endorsement, preliminary employment authorization to work as a school counselor, or school counselor license at the appropriate level or levels, elementary and secondary, for which the person qualifies.

(3) "Role of a school counselor" means the following roles in which school counselors serve and which require a school counseling credential:

(a) Provide individual and group counseling services to assist pupils.

(b) Collaborate with staff in planning educational interventions, curriculum, behavioral management plans, and teaching strategies.

(c) Consult and collaborate with pupils, families, school personnel, and appropriate professionals and agency personnel regarding behavioral and educational concerns.

(d) Provide guidance to pupils utilizing technology, career development theory, educational information, and occupational information.

(e) Assess pupils by using assessment, statistics and research methodology, follow-up evaluations, and measurement methods.

(f) Assess school counseling programs using assessment, statistics and research methodology, follow-up evaluations, and measurement methods.

(g) Design, implement, and evaluate a guidance and counseling program focusing on the career, academic, personal, social, emotional and developmental needs of all pupils using, but not limited to, the following functions:

(i) Advising.

(ii) Placement.

(iii) Planning.

(iv) Assessment.

(v) Counseling.

(vi) Coordinating.

(vii) Instructing.

(viii) Referring.

(ix) Programming.

History: 1979 AC; 2006 AACCS.

R 390.1303 School counselors endorsement; in-state applicant.

Rule 3. An in-state applicant for a school counselor endorsement shall meet all of the following requirements:

(a) Hold a valid Michigan teaching certificate.

(b) Completion of coursework pursuant to section 1233(2)(b) of 1976 PA 451, MCL 380.1233(2)(b).

(c) Successful completion of the department's school counselor examination.

(d) Recommendation by an approved school counselor education program to provide services as a school counselor. Both of the following apply:

(i) The recommendation for the issuance of a school counselor endorsement shall be made in a manner designated by the department.

(ii) The recommendation shall be made when an applicant has completed the requirements pursuant to this rule.

(e) Completion of not less than 30 graduate level semester hours in school counseling which includes an internship.

(f) Completion of not less than a 600 clock hour internship with school-aged pupils under the supervision of a credentialed school counselor or a school counselor educator in an approved school counseling program. At least 300 of the 600 clock hours shall be in a school setting.

History: 1979 AC; 2006 AACCS.

R 390.1303a School counselor endorsement; out-of-state applicant.

Rule 3a. (1) An out-of-state applicant for a school counselor endorsement shall meet all of the following requirements:

(a) Hold a valid out-of-state teaching certificate with a school counselor endorsement.

(b) Successful completion of coursework pursuant to section 1233(2)(b) of 1976 PA 451, MCL 380.1233(2)(b).

(c) Completion of the department's school counselor examination. An out-of-state applicant that meets the conditions pursuant to section 1531(6) of 1976 PA 451, MCL 380.1531(6), may waive the school counselor examination requirement.

(d) Completion of not less than 30 graduate level semester hours in school counseling which includes an internship.

(e) Completion of not less than a 600 clock hour internship with school-aged pupils under the supervision of a credentialed school counselor or a school counselor educator in an approved school counseling program. At least 300 of the 600 clock hours shall be in a school setting.

(2) An out-of-state applicant shall apply directly to the department of education.

History: 2006 AACCS.

Editor's Note: An obvious error in R 390.1303a(c) was corrected at the request of the promulgating agency, pursuant to Section 56 of 1969 PA 306, as amended by 2000 PA 262, MCL 24.256. The rule containing the error was published in Michigan Register, 2006 MR 13. The memorandum requesting the correction was published in Michigan Register, 2007 MR 3.

R 390.1304 Preliminary employment authorization to work as a school counselor.

Rule 4. (1) An applicant for a school counselor endorsement or school counselor license may be recommended for the preliminary employment authorization to work as a school counselor upon completion of requirements pursuant to R 390.1303.

(2) A person shall complete both of the following:

(a) Outstanding coursework required for the completion of a school counselor program.

(b) A minimum of 30 semester hours in school counseling.

(3) A preliminary employment authorization to work as a school counselor shall be valid for 3 years from the date of issuance and is nonrenewable.

(4) A sponsoring institution shall make recommendation for preliminary employment authorization in a manner designated by the department. The recommendation shall identify appropriate grade level or levels, elementary, secondary or kindergarten to grade 12, for which the applicant qualifies.

History: 1979 AC; 2006 AACCS.

R 390.1305 School counselor license; in-state applicants.

Rule 5. (1) An in-state applicant for a school counselor license shall meet all of the following requirements:

(a) Completion of coursework pursuant to section 1233(2)(b) of 1976 PA 451, MCL 380.1233(2)(b).

(b) Successful completion of the department's school counselor examination.

(c) Recommendation by an approved school counselor education program to provide services as a school counselor. The recommendation for the issuance of a school counselor license shall be made in a manner designated by the department.

(d) Completion of not less than 30 graduate level semester hours in school counseling which shall include an internship.

(e) Completion of not less than a 600 clock hour internship with school-aged pupils under the supervision of a person who is a counselor educator in an approved school counseling program. At least 300 of the 600 clock hours shall be in a school setting.

(2) A school counselor license shall be valid for up to 5 years.

(3) The renewal of a school counselor license requires the completion of 6 semester hours of credit in an approved program or the 18 approved state board continuing education units, or a combination of both. Credit shall be toward an individual's professional development as a school counselor. The following apply:

(a) Renewal credit shall be completed after the date of issuance of a school counselor license and within the 5-calendar-year period before applying for renewal.

(b) Correspondence credit shall not meet the requirements of a school counselor credential or its renewal. Online and distance learning coursework shall meet the requirements of a school counselor license or its renewal if attending a sponsoring institution with an approved school counseling program.

History: 1979 AC; 2006 AACCS.

R 390.1306 School counselor license; out-of-state applicant.

Rule 6. (1) An out-of-state applicant for a school counselor license shall meet the following requirements:

- (a) Has applied directly to the department.
- (b) Has successfully completed the department's school counselor examination.
- (2) The individual meets at least 1 of the following:
 - (a) Holds a master's degree or higher in a school counselor education program at an approved out-of-state institution that includes skills and content areas pursuant to section 380.1233(2)(b) of 1976 PA 451, MCL 380.1233(2)(b).
 - (b) Has completed at least 5 years of successful experience serving in a school counseling role in another state within the immediate preceding 7-year period and holds a bachelor of science or a bachelor of arts degree from an approved counselor education program.
- (3) The individual shall provide written documentation of the credential and approval document required by another state to serve in the school counseling role.
- (4) The state board may accept a comparable school counselor license from another state as a basis for the issuance of the Michigan school counselor license.
- (5) The state board may accept credits presented for licensing from out-of-state accredited institutions. Official transcripts shall be submitted directly to the department with a school counselor license application and other supporting documentation.

History: 2006 AACCS.

R 390.1307 Temporary school counselor authorization; out-of-state applicant.

Rule 7. An out-of-state applicant for a school counselor license who satisfies all other requirements, but has yet to take and pass the required examination, may be issued a 1-year nonrenewable temporary school counselor authorization, which expires 1 year from the date of issuance. The authorization allows the individual to be employed as a school counselor.

History: 2006 AACCS.

R 390.1308 Certificate, license and authorization restrictions and expiration.

Rule 8. (1) A certificate, license, permit, and an authorization have certain restrictions as to the nature of teaching or serving as a school counselor for which the holder may be employed. The applicant and employer shall be thoroughly familiar with the specific provisions regarding the validity of the several certificates.

(2) All certificates or licenses expire on June 30 of the expiration year indicated on the certificate or license with the exception of, the temporary teacher employment authorization, the two-year extended provisional renewal, permits, the preliminary employment authorization to work as a school counselor, and the temporary school counselor authorization, or unless otherwise noted on the certificate, license, permit or authorization.

History: 2006 AACCS.