

Candidate Name: _____ Candidate ID: _____

Transition Points for School Counselor Certification

ADMISSION	Key Assessment or Activity	CAEP	TEA	CACREP
an application on file (forms available in Graduate School Office)	Application, Service Record with 2 years of experience, Teaching Certificate	✓	✓	
Bachelor's degree and standard Texas Teacher Certificate or equivalent;		✓	✓	
Grade point average of 2.75 in prior degree or 2.75 in last 60 hours of coursework		✓	✓	
Successful committee screening on selected criteria.	Graduate Essay with a Score of 10 or better	✓	✓	
Approval of CLMH Advisory Council		✓	✓	✓
Criminal Records – Right to Preliminary Background Check	Signed policy acknowledgement submitted with admission acceptance to Tk20	✓	✓	
Code of Ethics and Standard Practices for Texas Educators	Signed acknowledgement and agreement to abide by code submitted w/ admission acceptance to Tk20	✓	✓	
Orientation & Foundational Concepts	Key Assessment or Activity	CAEP	TEA	CACREP
WCOE School Counselor Handbook	Signed Handbook Acknowledgement submitted to Tk20	✓	✓	✓
Dyslexia Training	Certificate of Completion submitted to Tk20	✓	✓	
Mental Health Texas Behavior Support Initiative Training	Certificate of Completion submitted to Tk20	✓	✓	
Substance Abuse Training	Certificate of Completion submitted to Tk20	✓	✓	
Youth Suicide Training	Certificate of Completion submitted to Tk20	✓	✓	
Criminal Records – Right to Preliminary Background Check	Reaffirmation of understanding submitted to D2L	✓	✓	
Privacy and Confidentiality Pledge	Privacy Pledge Quiz (100%)	✓	✓	
Educator Code of Ethics	Ethics Quiz (100%)	✓	✓	

Orientation & Foundational Concepts		Key Assessment or Activity	CAEP	TEA	CACREP
Child Abuse and Neglect Reporting	Child Abuse and Neglect Reporting Quiz (100%)	✓	✓		
Human Trafficking	Human Trafficking Quiz (100%)		✓		
COURSES		Key Assessment or Activity	CAEP	TEA	CACREP
1. COUN 5103 Professional Orientation				✓	
2. COUN 5213 Human Development & Learning				✓	
3. COUN 5223 Career Development Counseling (pre-req: COUN 5203)				✓	
4. COUN 5233 Comprehensive School Counseling Services	<ul style="list-style-type: none"> Mock Comprehensive Counseling Program Website Assessment Career Interest Inventory Assessment (80% Proficiency)	# *	# *	✓	
5. COUN 5243 Group Counseling (pre-reqs: COUN 5203, COUN 5273)					
6. COUN 5253 Assessment (pre-req: COUN 5263)				✓	
7. COUN 5263 Diagnosis and Treatment Planning				✓	
8. COUN 5273 Theories and Techniques of Counseling (pre-reqs: COUN 5203, COUN 6013)				✓	
9. COUN 5283 Advanced Counseling Skills (pre-reqs: must have completed 24 hours, including COUN 5203, COUN 5243, COUN 5263, COUN 5273, COUN 5303, COUN 5363, and COUN 6013)				✓	
10. COUN 5303 Ethics and Issues in Counseling (pre-req: COUN 5203)				✓	
11. COUN 5363 Multicultural Counseling				✓	
12. COUN 5403 Intro to School Counseling	School Counseling Interview and Evaluation (80% Proficiency)	#	#	✓	
13. COUN 5503 Counseling Research and Program Evaluation					

COURSES	Key Assessment or Activity	CAEP	TEA	CACREP
14. COUN5603 Counseling Individuals and Psychopharmacology				
15. COUN5803 Substance Abuse Counseling				
16. COUN 6023 Counseling Children (pre-req: COUN 5203)	Child Counseling Video and Analysis Performance Assessment (80% Proficiency)	*	*	✓
17. COUN 5813 Practicum in School Counseling (Pre-reqs: must have completed 39 semester hours, including COUN 5253, COUN 5273, and COUN 5283)	School Counseling Practicum Evaluation (80% Proficiency + Recommendation)	*	*	✓
18. COUN 6043 Graduate Internship I 19. COUN 6053 Graduate Internship II	School Counseling Internship Evaluation (80% Proficiency) 600 hours total (minimum 120 direct hours)	*	*	✓
20. SPED5013 Exceptional Individuals			✓	

PRACTICUM	Key Assessment or Activity	CAEP	TEA	CACREP
1. Candidate Info and Site Supervisor Qualification Form (CISSQ) and supervision agreement distributed.	Accreditation Specialist distributes training to site supervisors and monitors completion of training within the three-week timeline.	✓	✓	✓
2. Clinical Coordinator collaborates with district to assign qualified Site Supervisor (min 3 years exp and certified in field)	Accreditation Specialist tracks receipt of CISSQ documentation, verifies site supervisor qualifications, and receipt of signed supervision agreement and uploads to assessment system.	✓	✓	✓
3. 15-week practicum placement	<ul style="list-style-type: none"> • Candidate documents 160 practicum hours tied to Texas School Counselor Standards (min. 60 hours direct) • 1 observation in each 3rd of practicum • First contact, pre-conference, observation, post-conference with substantive feedback • Signatures of candidate, site supervisor, and university supervisor • Completed time logs 	✓	✓	✓

PRACTICUM		Key Assessment or Activity	CAEP	TEA	CACREP
		(80% Proficiency)			
4. Site Supervisor completes summative evaluation of candidate	School Counseling Practicum Evaluation (80% Proficiency + Candidate Recommendation)		*	*	*
5. University Supervisor completes summative evaluation of candidate	School Counseling Practicum Evaluation (80% Proficiency + Candidate Recommendation)		*	*	*
INTERNSHIP		Key Assessment or Activity	CAEP	TEA	CACREP
1. Successful completion of practicum.	Earn grade of at least a 'C'		*	*	*
2. Candidate Info and Site Supervisor Qualification Form (CISSQ) and supervision agreement distributed.	Accreditation Specialist distributes training to site supervisors and monitors completion of training within the three-week timeline.		✓	✓	✓
3. Clinical Coordinator collaborates with district to assign qualified Site Supervisor (min 3 years exp and certified in field)	Accreditation Specialist tracks receipt of CISSQ documentation, verifies site supervisor qualifications, and receipt of signed supervision agreement and uploads to assessment system.		✓	✓	✓
4. Internship Placement (600 clock hours of supervised counseling internship)	<ul style="list-style-type: none"> • Candidate documents 600 internship hours tied to Texas School Counselor Standards (min. 240 hours direct) • 1 observation in each 3rd of internship • First contact, pre-conference, observation, post-conference with substantive feedback • Signatures of candidate, site supervisor, and university supervisor • Completed time logs 		✓	✓	✓
5. Site Supervisor completes summative evaluation of candidate	School Counseling Internship Evaluation (Recommendation)		*	*	*
6. University Supervisor completes summative evaluation of candidate	School Counseling Internship Evaluation (Recommendation)		*	*	*

INTERNSHIP		Key Assessment or Activity	CAEP	TEA	CACREP
7.	Pass Practice Test with at least 80% in each competency and 10 hours of practice	Certify Teacher School Counselor Practice Test (80% Proficiency)	#	#	#
RECOMMENDATION FOR CERTIFICATION		Key Assessment or Activity	CAEP	TEA	CACREP
1.	Passing scores on the School Counseling Licensure Exam (252)^	Assessment of Content and Professional Knowledge (80% Proficiency)	#	#	#
2.	Satisfactory Internship	Earn grade of at least a 'C'	*	*	*
3.	Apply to State Board for Educator Certification	Application for certification is made by applying online at http://www.tea.state.tx.us .	✓	✓	
4.	State review	Upon receipt of the University recommendation, the State Board for Educator Certification screens all applicants for Texas certificates for a record of felony or misdemeanor conviction through the Texas Department of Public Safety.	✓	✓	
POST GRADUATION		Key Assessment or Activity	CAEP	TEA	CACREP
1.	Satisfaction of employer	Survey emailed for first 3 years of employment in field of certification.	✓		
2.	Satisfaction of completer	Survey emailed for first 3 years of employment in field of certification.	✓		

US-University Supervisor

SS-Site Supervisor

*Performance/Skill Assessment

#Content Knowledge Assessment

✓Accreditation Requirement

^For the most up to date information about which tests are required for certification, visit <https://tea.texas.gov/texas-educators/certification/educator-testing>.