



**NORTH DAKOTA DEPARTMENT OF
PUBLIC INSTRUCTION**

School Counselor Credentialing

Education Standards and Practices Board

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Bismarck ND 58503

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Required Graduate Core Counseling Coursework

- Elementary School Counseling
- Secondary School Counseling
- School Counseling Internship
- Counseling Program Management
- Theories of Counseling
- Assessment Techniques
- Group Counseling
- Career Counseling & Assessment
- Social and Multicultural Counseling
- Ethics and Law
- Counseling Techniques

67-11-05-04. Types of credentials.

- SC03
- CD 16
- Plan of Study

Types of Credentials

SC03

- Teacher licensure from ESPB
- Master's in School Counseling
- 450 internship hours
 - 150 internship hours in elementary
 - 150 internship hours in secondary
 - 150 additional hours in elementary and/or secondary
- Apply in ND Teach, DPI responsible
 - Send transcript (a copy of the transcript, does not have to be official)

Or

CD16 Credential

- Counselor designate credential CD16 will not be issued after June 30,2010. Counselor designate credentials must be renewed each time the individual's educator's professional license is renewed. However, an individual who holds a lifetime North Dakota educator's professional license must renew the credential every five years.
- Renew on ND Teach
- Go to "Begin New Application" and click on "DPI Responsible" tab.
- Click on "School Counselor Designate Renewal Application"
- Send transcript with 4 graduate credit hours, 2 of which must be in the field of counseling, the other two in counseling or the field of education.
- **Note: 15 hours of continuing ed credit equals one graduate credit for renewal of credentials.**

Plan of Study

- Master's in another area of education
- Enroll in a university program, non-degree seeking
 - Determine plan of study with the core courses required to be credentialed.
- Apply on ND Teach Website
 - Fill out application for plan of study and enter the plan under the required core graduate courses.

Or

Master's Degree in School Counseling- **Plan of Study**

- Enroll in a School Counseling Program
 - NDSU
 - UND
 - University of Mary
- Determine plan of study with university
- Go to ND Teach website
 - Fill out application for plan of study and enter the plan under the required core graduate courses.

School Counselor Credential (SC03)

- Apply on ND Teach to ESPB for ND Educator's Licensure
 - <https://secure.apps.nd.gov/dpi/ndteach/Login.aspx>
- Apply on ND Teach to DPI for School Counselor Credential
- Click on "School Counselor Credential Application"
- Enter Information
 - Send DPI an unofficial updated final transcript
 - DPI does not require fees for credentialing

School Counselor Credential Renewal

- Go to ND Teach to renew Educator's License through ESPB
- Go to ND Teach to renew School Counselor Credential.
- Click on "new application" for DPI. Then click on "School Counselor Credential Renewal"
 - For two-year renewal you need 2 graduate credits, one of which must be in the field of counseling, the other in education of your choice.
 - For 5-year renewal you need 4 graduate credits, two of which must be in the field of counseling, the other two in education of your choice.
 - You may also use Continuing Ed hours. 15 hours equal one grad credit.

School Counselor Plan of Study Non-Degree Seeking

- Applicants that have a teacher licensure:
 - Apply to a school counselor program
 - With college advisor, plan when core graduate courses will be taken.
 - Go into ND Teach, Click on “Start new Application”, then “Credential for DPI”
 - (Plan of Study) for DPI.
 - Enter in each class you will take or have taken, by clicking on “add course”, put date in. Plan of study then needs to be approved by DPI.
 - Enter information for a person at your college to give verification that you are a student in good standing with the school.
 - Send an updated transcript to DPI.
 - You will then be issued a letter of qualification for the school term.
 - You will renew every July 30, until the Plan of Study is complete.

School Counselor Plan of Study Degree Seeking

- Applicants that have a teacher licensure:
 - Apply to a school counselor program
 - With college advisor, plan when courses will be taken.
 - Go into ND Teach, fill out new application (Plan of Study) for DPI.
 - Enter in each class you will take or have taken, by clicking on “add course”, put date in. Plan of study then needs to be approved by DPI.
 - Enter information for a person at your college to give verification that you are a student in good standing with the school.
 - Send an updated transcript to DPI.
 - You will then be issued a letter of qualification for the school term.
 - You will renew every July 30, until the Plan of Study is complete.

ND Assurances

4. The institution certifies that all counselors employed by the district hold a valid North Dakota Credential appropriate for the position they hold.

School Counselor Credential (NDAC 67.11.05)

5. The institution certifies that appropriate and effective counseling services are provided for all students.

7-12 School Counselor Requirements (NDCC 15.1-06-19)

School Counseling Program Standards Rubric

- **Foundation** - serves as the solid ground upon which the rest of the comprehensive School Counseling Programs are built.
 - Program focus
 - Student Competencies
 - Professional competencies

- **Program Management** - to effectively deliver the School Counseling curriculum and address the developmental needs of every student, the school counseling program must be efficiently managed.

- Professional Qualifications
- School Counseling Program Assessment
- Annual Agreement
- Advisory Council

- **Delivery** - focuses on the method of implementing the School Counseling Program to students both directly and indirectly.
 - **Direct Student Services**
 - **In-direct Student Services**
 - **Program Results**
 - **Evaluation and Improvement**

- **Accountability** - to achieve the best results for students, school counselors regularly evaluate their program to determine its effectiveness.
 - Program Results
 - Evaluation and Improvement

- **Learning Environment** - students have access to resources that support their academic, personal/social, and career needs including adequate certified staff, resource materials, and a welcoming counseling department.

- Staffing
- School Environment
- Resources and Materials
- Facility

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