

School Counseling Licensing Questions and Answers

What does certification/licensing as a school counselor involve?

Certification is an endorsement from an Institution of Higher Education (IHE) which states that a student has successfully completed that institution's requirements for school counseling licensure. A regular license as a school counselor may be issued to an applicant who has completed or possesses a master's degree from an approved school counseling program (the list of approved programs is located at: <http://dpi.wi.gov/sites/default/files/imce/sspw/pdf/scgradprograms.pdf>), has received that institution's institutional endorsement *and* meets *one* of the following:

- holds or is eligible to hold a DPI license to teach as well as a minimum of 2 years of successful teaching experience at the early childhood through adolescent level;
- has completed an approved one-year, full-time internship in school counseling at the early childhood through adolescent level

Even if you do not meet either of the above, you can be eligible for an Initial or Professional Educator school counseling license with stipulations. These stipulations will be removed upon successful completion of two years experience as a licensed school counselor.

What license am I eligible for after I complete my counselor education program's course work and requirements?

Students who graduate after August 31, 2004, are eligible for a #54 School Counselor License and licensed at the PK-12th grade levels. Graduates prior to August 31, 2004, may hold licenses coded with the level at which they can work and the subject area; which is specified by either #966 (Professional School Counselor; K-12), #964 (Professional School Counselor; renew only), or #963 (Professional School Counselor-Indian Language & Culture).

How do the PI 34 rules affect my license, renewal, and professional development?

In order to qualify for an Initial Educator license under PI 34, you must (1) complete the requirements of a DPI-approved school counseling program (including a professional portfolio developed to demonstrate your competence in the knowledge, skills and dispositions outlined in the seven Pupil Services Standards and twelve Content Guidelines for School Counseling), and (2) achieve a passing score on the Praxis II School Counseling content exam (#0421 or #5421). Following the IHE endorsement of your program, a non-renewable Initial Educator license is issued for a period of five years.

In order to progress from an initial educator to a professional educator license, it is required that you complete a professional development plan (PDP) that includes your learning goals, identified activities, timelines, evidence of collaboration, and an assessment plan. The PDP is assessed by a three-member team which includes a school administrator, IHE representative and a peer (not the mentor). You are eligible to move from the Initial Educator license a minimum of three years after it has been issued.

How do I obtain my license?

The DPI no longer accepts paper application forms for educator licenses. All applicants for Initial Educator licenses, license advancement, license renewals, and license reissue requests must use the Electronic Licensing Online (ELO) website (<http://tepd.dpi.wi.gov/licensing/elo>) to submit their material. For more information, you can access the ELO Quick reference sheet here:

(<http://dpi.wi.gov/sites/default/files/imce/tepd/epdl/pdf/ELO-Quick-Reference-Sheet.pdf>) or the frequently asked questions document here: (<http://tepd.dpi.wi.gov/licensing/elo-faqs>).

How soon after completion of my program requirements do I need to apply for my license?

Licensing rules always apply to the date of completion, which means that the licensing rules are determined by your school counseling program completion date. You can determine when to apply for your license.

I have heard that there is a teaching requirement for licensed school counselors. What is the requirement, and how does it affect my school counselor license?

A teaching license/background is not required to become licensed as a school counselor. However, if you complete your program with the required teaching experience*, you will receive an Initial Educator license. If you complete your program without the teaching requirement, you will receive an Initial Educator license with stipulations. The Initial Educator license is a non-renewable license issued for a period of 5 years. Within this 5-year period, you are expected to work as a licensed school counselor and complete a Professional Development Plan (PDP).

* The teaching requirement for licensed school counselors is to hold or be eligible to hold a DPI license to teach, and completion of a minimum of 2 years of successful teaching experience at the early childhood through adolescent level.

What do I need to do to renew my license?

To renew a license issued *prior* to August 31, 2004, you can either complete 6 credits of coursework from an IHE within the 5 year renewal time frame or complete a Professional Development Plan (PDP). If you completed your program *after* August 31, 2004, you must complete a Professional Development Plan*. For complete information about the PDP and renewal/advancement process, go to the PDP webpage: <http://tepd.dpi.wi.gov/pdp/professional-development-plan>.

*There may be exceptions. Please contact the DPI Teacher Education, Professional Development and Licensing Division at 1-800-441-4563.

Can I get licensed as a Licensed Professional Counselor (LPC) through DPI?

No, the licensure process for LPCs is separate from the school counselor license, and is handled through the Wisconsin Department of Safety and Professional Services. School counseling licensure comes from the Wisconsin Department of Public Instruction.

Does the graduate credit coursework I take to renew my license count toward both the school counselor license #966 (which was issued prior to August 31, 2004) and the LPC?

No, each of these licenses has separate requirements for re-licensure.