

SCHOOL COUNSELING K-12 LICENSURE PROCEDURES:

1. Complete Oakland University's *School Counseling Specialization Program*.

§ TD 500, *Introduction to Teaching and the Schools*
§ TD 511, *Learning Theories*
§ TD 554, *Advanced Interaction Laboratory for Teacher Development*
§ SE 500, *Introduction to the Student with Special Needs*
§ CNS 561, *Introduction to School Counseling*
§ CNS 571, *Consultation Theory and Practice*.
§ CNS 688, *Issues in School Counseling*
§ CNS 666, *a 600-hour internship in a school setting which services children and adolescents and their families and is approved by your internship instructor.*

This internship must include experiences at each school level: elementary, middle and high school. For example, if your internship is at a middle school, then you must work shadow an elementary counselor and a high school counselor. Work shadowing must be a minimum of 2 days at each level.

2. Complete a summary paper.

To obtain licensure, you must write a paper describing in detail the differences between the counseling responsibilities at your *primary* internship site and the responsibilities at each school level. Be specific about the differences, adjustments and learnings you must apply to perform effectively at a particular school site. A separate paper must be written for each job shadowing experience.

3. Complete attached *Application for School Counseling K-12 Licensure Form*.
4. Complete attached *Checklist of Internship Experiences Form*.
5. Attach copy of passing test scores from State exam (Test #51, Guidance Counselor.)

Information regarding this exam can be obtained by writing to the following address or stopping by the SEHS student Advising Office, 363 ED.

Michigan Test for Teacher Certification
National Evaluation Systems, Inc.
PO Box 660
Amherst, MA 01004-9001
(413)256-2876 OR (800)823-9225

6. Submit application and required attachments to you internship instructor for their signature and approval or send to:

Bobbi Wells
440H Pawley Hall
Rochester MI 48309

OAKLAND UNIVERSITY
APPLICATION FOR SCHOOL COUNSELING LICENSURE

NAME: _____ **STUDENT G #** _____ **DATE:** _____

ADDRESS: _____ **EMAIL:** _____

CITY: _____ **STATE:** MI **ZIP CODE:** _____

HOME PHONE: _____ **CELL:** _____ **YEAR OF BIRTH:** _____

COURSE SUMMARY:

COURSE	SEMESTER/YEAR COMPLETED
TD 500	_____
TD 511	_____
TD 554	_____
SE 500	_____
CNS 561	_____
CNS 571	_____
CNS 688	_____
CNS 666	_____

INTERNSHIP SITE INFORMATION:

Primary Site Name: _____
Address: _____

SITE SUPERVISOR INFORMATION:

Name: _____
Signature: _____

FACULTY INSTRUCTOR INFORMATION:

Name: _____
Signature: _____

COMPLETE AND ATTACH THE FOLLOWING DOCUMENTS:

- Checklist (Attached)
- Copy of Test Results
- Summary Papers
- Felony Disclosure Form

Please submit completed application to the Counseling Office, 440H Pawley Hall

OFFICE USE ONLY

Test 51 Score _____ Felony Form _____ Transcripts _____ Application _____

CHECKLIST
School Counseling Internship Experiences

Check one in each category:

1. Elementary Experience Component, Grades K - 5:

_____ Primary internship placement at the _____
Elementary School.

_____ Work shadowed (minimum 2 days) at the _____
Elementary School and submitted required paper.

Signature of Site Counselor (if checked)

2. Middle School Experience Component, Grades 6 -8:

_____ Primary internship placement at the _____
Middle School.

_____ Work shadowed (minimum 2 days) at the _____
Middle School and submitted required paper.

Signature of Site Counselor (if checked)

3. High School Experience Component, Grades 9 - 12:

_____ Primary internship placement at the _____
High School.

_____ Work shadowed (minimum 2 days) at the _____
High School and submitted required paper.

Signature of Site Counselor (if checked)

**Oakland University
Felony/Misdemeanor Disclosure Form
Post-Master's School Counseling Specialization Program**

Applicant's Statement

1. Have you ever been convicted of any felony? ___ YES ___ NO

2. Have you ever been convicted of any misdemeanor including any alcohol related traffic violations? ___ YES ___ NO

3. Have you ever been convicted in Michigan or any other state or jurisdiction, whether upon a verdict or plea of guilty or upon a plea of nolo contendere (no contest), or received a suspended sentence for a crime, that is considered criminal sexual conduct? ___ YES ___ NO

4. Did you ever receive a discharge from the Armed Forces of the United States, which was other than "Honorable"? ___ YES ___ NO

5. Have you ever been denied admission to, or removed from a counselor education program at another college or university? ___ YES ___ NO

6. Have disciplinary proceedings ever been initiated against your limited license, professional license or professional certification? ___ YES ___ NO

(If you have answered "yes" to any of the above questions, please explain the circumstances on the other side of this form)

If you have answered "yes" to any of the above, you need to know that passing our program, school internship and the state certification test does not guarantee a counselor license or employment.

This form must be signed and dated before admittance to the Post-Master's School Counselor Specialization Program and again prior to recommendation for the preliminary or full school counselor license.

Signature of Applicant _____ Date _____

Print Name of Applicant _____

CERTIFICATION INSTRUCTIONS FOR TEACHER CANDIDATES GRADUATING FROM MICHIGAN INSTITUTIONS IN DECEMBER 2010

The Michigan Department of Education is in the process of transitioning to the new Michigan Online Educator Certification System (MOECS) database. The old system will be retired effective **December 1, 2010**. This means that teacher certification candidates who will currently complete their programs from Michigan institutions in December will not be recommended for certification until the MOECS goes live on **February 8, 2011**. **You will receive a 90-day letter from the institution which is valid for obtaining employment in Michigan until your certificate is processed.**

If you are a teacher candidate who is affected by this transition to MOECS you will need to initiate the certification recommendation process by self-registering in MOECS beginning **February 8, 2011**. After you have self-registered your institution will receive a notification to verify your certification information and submit the recommendation for your certificate. You will then receive an email notification to pay your certification fee online and your certificate will be processed and mailed to you within 7 to 14 business days.

Please visit <http://www.michigan.gov/moecs> for continued updates and more information on MOECS.

TO REGISTER WITH MOECS ON OR AFTER FEBRUARY 08, 2011, PLEASE FOLLOW THESE STEPS:

Step 1: Create a Michigan Education Information System (MEIS) Account

Visit <https://cepi.state.mi.us/MEISPublic/> and follow the links on the screen to create a Michigan Education Information System (MEIS) account. MEIS will email you a user ID and password along with the MEIS account number to the email address provided by you during MEIS registration.

Step 2: Register with MOECS

Once you have established a MEIS ID, please visit <http://www.michigan.gov/moecs> and on the login screen sign in with your MEIS user ID and password and follow the steps to self register with MOECS. On the registration page, you will be asked to provide your MEIS account number, which is included in the email that you received from MEIS.

Step 3: Apply for Certificate in MOECS

Once you have signed in with MOECS successfully, you will be asked to complete the demographic information and once it is saved, you will see the links on the left navigation panel. Choose the link that is appropriate for you and follow the steps to apply for your certificate.

Step 4: University/College review/approval

After you have applied for the certificate, your application will be submitted to the institution that you identified in the application process via MOECS for review and approval.

Step 5: Online Fee payment

Once your application is approved by the institution in MOECS, you will receive an email with a link for you to pay the fee online using credit/debit card or you can do so by logging into MOECS using your user ID and password.

Step 6: Issuance of Certificate

Once the fee is paid, your application will be approved by the Michigan Department of Education, Office of Professional Preparation Services (OPPS) and the certificate will be printed and mailed to your address as stated in your demographic page within 7-14 business days.

If you are having any difficulties with the registration process, please contact the Office of Professional Preparation Services at 517/373-3310.