Checklist to Complete Before Requesting School Counseling Licensure

Requirements for Full Licensure

___ Completed and signed Application for Tennessee Teaching License (form available from the Teacher Certification Office or from the State Department of Education)
___ Official transcripts from all schools attended (schools must be accredited and your Master’s degree must be listed on the transcript)
___ Proof of passing PRAXIS

<table>
<thead>
<tr>
<th>Endorsement Area</th>
<th>Test Code</th>
<th>Test Title/Passing Score</th>
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<tbody>
<tr>
<td>* 487 School Counselor PreK-12</td>
<td>5421 #</td>
<td>Professional School Counselor/156</td>
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You must score a 156 on the Praxis for Professional School Counselor (#5421)

___ Current, updated Program of Study/Advancement to Candidacy or Licensure Agreement, with evidence of all courses completed and form signed by Dr. Lee

Requirements for Transitional Professional School Counseling Licensure

___ Master’s degree in school counseling will be completed within 1 year
   OR
   Current master’s degree in school counseling or a related field, and remaining licensure coursework will be completed in one year

___ Official transcripts from all schools attended (schools must be accredited)
___ Proof of unconditional acceptance into TSU’s Guidance and Counseling Program and good standing (maintaining a 3.0)
___ Proof of passing the passing the Praxis for School Counselors (see above.)
___ Current Program of Study/Advancement to Candidacy at TSU signed by Program Coordinator
___ Intent to Hire form signed by school and the local education agency certifying that the candidate will receive direct supervision by a licensed school counselor (having a minimum of two years experience as a school counselor) for a minimum of one hour per week
___ Contract signed by:
   TSU Asst. Dean of Teacher Certification
   Student
   Principal of school offering the position, and
   Program Coordinator for Professional School Counseling

Dr. Jeri Lee, Coordinator
TSU Graduate Program in Professional School Counseling
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