

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

Endorsement Area		Test Code	Test Title/Passing Score
*	487	School Counselor PreK-12	5421 # Professional School Counselor/156

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

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