

Educator's Name: _____ Date: _____

Ancillary School Counselor (K-12) Certification

The following four requirements must be completed to be issued the Ancillary School Counselor (K-12) certificate:

<i>Eligibility requirements:</i>	Yes	No						
1. Completion of a standards-based graduate degree program in counseling* from an accredited college or university approved by the Council for Accreditation of Counseling and Related Educational Program (CACREP) ; <i>*If the candidate completed a counseling program in another concentration other than in "school counseling", six credit hours of school counseling courses from a CACREP-accredited program must be completed:</i> <i>Degree Concentration (or N/A if in School Counseling):</i> _____ <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Course Title, Prefix, & Number</th> <th style="text-align: center;">Number of Hours</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Course Title, Prefix, & Number	Number of Hours						
Course Title, Prefix, & Number	Number of Hours							
2. Complete a practicum in counseling from a CACREP-accredited program to include 100 contact hours								
3. Complete an internship in counseling from a CACREP-accredited program to include 600 contact hours in a school setting								
4. Successful completion of the Praxis examination in school counseling								

Note: Individuals who completed all courses and degree requirements for the [previous policy by June 30, 2017](#) will be issued the Ancillary School Counselor certificate under previous guidelines.

Renewal guidelines: Valid for five years initially and may be renewed thereafter for five years at the request of the Louisiana employing school system with at least three effective evaluations within the validity of the certificate, verified in accordance with §103 of [Bulletin 746](#).

To request the Ancillary School Counselor (K-12) certificate, submit the [Ancillary Teaching](#) packet. Submit the request with all applicable items listed in the application packet checklist, as one PDF, through the online certification portal.

Applicants not currently employed with a Louisiana school system may be issued an **eligibility letter** which may be used when applying for positions in Louisiana to verify qualification for certification. The Ancillary School Counselor certificate will be issued at the request of the employing Louisiana school system once hired.

_____ Signature of Applicant acknowledging the information indicated above is true/accurate.	_____ Date
--	---------------

For use by the Certification Office only:	
_____ Evaluating Specialist	_____ Date