

Educator's Name: _____ Date: _____

School Counselor (K-12) Add-on Endorsement

The following five requirements must be completed to add "School Counselor" to an existing, valid Louisiana teaching certificate:

<i>Eligibility requirements:</i>	Yes	No						
1. A valid* Louisiana teaching certificate								
2. 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						
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3. Complete a practicum in counseling from a CACREP-accredited program to include 100 contact hours								
4. Complete an internship in counseling from a CACREP-accredited program to include 600 contact hours in a school setting								
5. Successful completion of the Praxis examination in school counseling								

Note: Candidates who were already in the process of working toward certification under the [previous guidelines](#) will be given until June 30, 2017 to complete all coursework. Individuals who have completed all courses and degree requirements for the [previous policy by June 30, 2017](#) will be allowed to have this endorsement added to their certificates.

**Verify certificate is valid (not expired) before requesting add-on endorsement. Consult with the Louisiana employing school system to make certificate valid BEFORE submitting application for add-on endorsement if the certificate has expired.*

To add an area/endorsement to a teaching certificate use the [Evaluation, Add-On, Course Approval, & Name Change Application \(EV\)](#) packet. Submit the request with all applicable items listed in the application packet checklist, as one PDF, through the online certification portal.

_____ Signature of Applicant acknowledging the information indicated above is true/accurate.	_____ Date
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<i>For use by the Certification Office only:</i>	
_____ Evaluating Specialist	_____ Date