

# Guidance Workers Certification Requirements

By

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**U. S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE,**  
**Marion B. Folsom, Secretary**

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## Foreword

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**A**N INCREASING NUMBER of States and Territories have been revising or developing certification requirements for guidance workers as a result of study and recommendation by professional committees. To make these requirements effective, official action has been taken by State boards of education or by legislation.

This bulletin is a revision of *Guide Lines*, January 1956, published by the Office of Education. The data were supplied by State department of education officials. Some States, now engaged in a study of requirements for certification of guidance workers, may have revisions completed and adopted within the near future.

Part I of this bulletin lists guidance workers certification by States—34 mandatory and 7 optional. Part II lists certification of school psychologists, who are in some instances labeled counseling psychologists.

This publication should prove useful to counselors, counselor trainers, teachers, administrators, State departments of education, and others interested in the field of guidance.

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Guidance Workers Certification Requirements by State—June 1957

State	Status of certification requirements		State	Status of certification requirements	
	Mandatory	Optional		Mandatory	Optional
<i>1</i>	<i>2</i>	<i>3</i>	<i>1</i>	<i>2</i>	<i>3</i>
Alabama.....	—	—	New Mexico.....	x	
Arizona.....	x	—	New York.....	x	
Arkansas.....	x	—	North Carolina.....	x	
California.....	x	—	North Dakota.....	—	—
Colorado.....	—	—	Ohio.....	x	
Connecticut.....	x	—	Oklahoma.....	—	x
Delaware.....	x	—	Oregon.....	—	—
Florida.....	x	—	Pennsylvania.....	—	x
Georgia.....	x	—	Rhode Island.....	—	—
Idaho.....	—	—	South Carolina.....	x	—
Illinois.....	x	—	South Dakota.....	—	—
Indiana.....	x	—	Tennessee.....	—	—
Iowa.....	x	—	Texas.....	x	—
Kansas.....	—	x	Utah.....	x	—
Kentucky.....	—	x	Vermont.....	x	—
Louisiana.....	x	—	Virginia.....	—	—
Maine.....	x	—	Washington.....	—	—
Maryland.....	x	—	West Virginia.....	x	—
Massachusetts.....	x	—	Wisconsin.....	x	—
Michigan.....	—	—	Wyoming.....	x	—
Minnesota.....	x	x	Alaska.....	—	—
Mississippi.....	x	—	District of Columbia.....	x	—
Missouri.....	x	—	Guam.....	—	—
Montana.....	—	x	Hawaii.....	x	—
Nebraska.....	—	x	Puerto Rico.....	x	—
Nevada.....	—	—	Virgin Islands.....	x	—
New Hampshire.....	x	—			
New Jersey.....	x	—	Total.....	34	7

# Guidance Workers Certification Requirements

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## Part I. School Counselor

### ARIZONA

#### *School Counselor and Guidance Worker Certificate—Secondary Level*

I *Application:*

Any person permitted to do student counseling and guidance shall meet the qualifications for certification as defined below.

II *Definitions:*

1. Student counseling shall mean the performance of guidance and counseling duties in an organized guidance program beyond the advisory duties and functions of the certified classroom teacher. Any person serving as counselor or in related areas of guidance has the responsibility of rendering guidance services commensurate with his level of training and experience.
2. Persons now engaged as counselors or in other organized guidance activities in the public schools of Arizona shall meet the requirements of step 1 or step 2 not later than July 1, 1962.

III *Two level plan:*

*Step 1. Provisional School Counselor*

A. *General provisions:*

1. Valid Arizona secondary teaching certificate.
2. Three years of teaching experience, or its equivalence.
3. At least 1 year of adult-work experience in areas other than education.
4. Provisional certification valid for 4 years from date of issuance.
5. Provisional school counselor certification is not renewable.

B. *Academic requirements:*

1. A minimum of 9 semester hours from the following areas with at least 1 course in each area:
  - a. Principles of guidance.
  - b. Analysis of the individual.
  - c. Educational and occupational information.
  - d. Counseling techniques.

## CERTIFICATION REQUIREMENTS

2. A minimum of 6 semester hours selected from at least 3 of the following areas:
  - a. Group guidance.
  - b. Organization and administration of guidance programs.
  - c. Mental health and hygiene.
  - d. Sociology.
  - e. Vocational education.
  - f. Scientific methods of research.
  - g. Psychology of human behavior.
  - h. Social case work.
  - i. Supervised experience in guidance.
3. At least 10 hours from the above listed areas shall be on the graduate level.

*Step 2. Professional School Counselor*

- A. General provisions:
  1. Valid Arizona secondary teaching certificate.
  2. Three years of teaching experience, or its equivalence.
  3. One year of counseling experience; or equivalent work in supervised practice or internship in guidance.
  4. Master's degree.
  5. Applicant shall meet all requirements of step 1 above.
  6. Renewal of professional certification is concurrent and on the same basis as the regular teacher's certificate.
- B. Academic requirements:
  1. A minimum of 15 graduate semester hours from the following areas. A course in (d) Counseling techniques, required of all:
    - a. Principles of guidance.
    - b. Analysis of the individual.
    - c. Occupational and educational information.
    - d. Counseling techniques.
    - e. Organization and administration of guidance programs.
    - f. Supervised experience in guidance.
    - g. Statistics.
    - h. Group guidance.
  2. A minimum of 9 additional graduate semester hours elected from at least 2 of the following areas:
    - a. School administration.
    - b. Curriculum.
    - c. Social case work.
    - d. Economics.
    - e. Psychology of human behavior.
    - f. Labor and industrial relations.
    - g. Vocational education.
    - h. Sociology.
    - i. Mental health and hygiene.
    - j. Scientific methods of research.

## ARKANSAS

1. The following are the requirements for a certificate as a counselor:
  - a. Two years of teaching experience in public schools.
  - b. One year of work experience other than teaching.
  - c. A 6-year secondary school certificate, plus 15 semester hours of guidance work, 9 semester hours of which shall be at the graduate level, in residence.
2. A minimum in each of the following areas is required:

	<i>Semester hours</i>
a. Principles and practices of the guidance program .....	2
b. Analysis of the individual .....	2
c. Occupational and educational information .....	2
d. Counseling techniques.	
e. Administrative relationships.	

3. A maximum in each of the following areas is accepted as electives:

	<i>Semester hours</i>
a. Practice and internship .....	2
b. History and principles of vocational education .....	3
c. Psychology .....	3
d. Psychology of personality .....	3
e. Labor problems.	
f. Statistics.	

General courses in psychology, educational psychology, sociology, economics, educational administration, educational supervision are not accepted. Educational tests and measurements and educational statistics are accepted only if taken on the graduate level.

## CALIFORNIA

## Article 34. General Pupil Personnel Services Credential

**380. Definition**

"Pupil counseling," as used in Education Code Section 12146 added by Chapter 1552, Statutes of 1953, means those functions inherent in a guidance program over and above those advisory duties and functions customarily performed by a teacher. A person holding a position in this field has as his major responsibility the rendering of specialized services: (a) in pupil guidance, (b) as consultant to teachers and other members of the school staff on problems of guidance, (c) as consultant to parents in the interpretation of the school in relation to the child, and (d) in a liaison relationship between the school, the community, and community agencies.

**381. Application**

An applicant for the general pupil-personnel services credential shall comply with the procedure prescribed for application (sec. 201) and shall have completed a program including the following requirements:

- A. A bachelor's degree granted by an institution accepted for credentialing purposes by the State Board of Education.
- B. Two years of successful teaching experience, or 1 year of successful teaching experience and 1 year of supervised field experience in pupil personnel activities with school-age pupils, or 2 years of supervised field experience in school social work, school psychometry, or school psychology of which at least 1 year shall have been in a public school.

## CERTIFICATION REQUIREMENTS

C. One year of 30 semester hours of postgraduate work of upper division or graduate level, or a year of postgraduate work which an institution accepted for credentialing purposes by the State Board of Education, certifies as fulfilling institutional requirements for a postgraduate year of work. This program of graduate studies shall be a supervised internship designed to develop proficiency in pupil personnel practices and procedures. This internship program shall consist of course work and field experiences, including participation in organized pupil personnel services activities, and shall cover the following general and specialized areas:

- I. The general area shall include each of the following:
  - a. Counseling procedures and techniques, including interviewing.
  - b. Mental hygiene.
  - c. Case study and case conference techniques.
  - d. Psychology and education of exceptional children.
  - e. The dynamics of family, pupil-teacher, teacher-parent, and pupil-pupil relationships.
  - f. The methods and materials of family counseling including experience in working with parent groups, home visits, parent conferences, and problems of home and school.
  - g. The use of community resources including agencies and organizations which provide services to individuals and/or groups.
  - h. Laws relating to children and child welfare.
  - i. Organization, administration, and evaluation of pupil personnel service programs.
2. The specialized area shall include at least one of the following:
  - a. Pupil counseling, including:
    1. Educational, vocational, and personal guidance.
    2. Advanced training in procedures of counseling including supervised field experience.
  - b. Case study and case conference techniques.
  - c. Case study and case conference techniques.
  - d. Psychology and education of exceptional children.

**382. Authorization**

- A. The general pupil personnel services credential shall authorize the holder to—
  1. Perform any pupil personnel services in the fields of child welfare and supervision of attendance, psychology, psychometry, pupil counseling, and social work in any elementary or secondary school, except giving a child an individual examination for the purpose specified in Education Code Section 9805 or making a recommendation based upon any such examination; and
  2. Supervise other persons performing pupil personnel services.
- B. The general pupil personnel services credential shall authorize the holder, in addition to the services authorized in subsection (A) hereof, to give a child an individual examination for the purpose specified in Education Code Section 9805 if the holder:
  1. Has completed, in addition to all other requirements, the requirements specified in subsection (C) (2) (d) of Section 381;
  2. Is serving under the supervision of a school psychologist or a person who holds a general pupil personnel service credential and meets the requirements of subsection (C) hereof.



- (C) The general pupil personnel services credential shall authorize the holder, in addition to the services authorized in subsection (A) hereof, to give a child an individual examination for the purpose specified in Education Code Section 9805 and to make a recommendation based upon such an examination and to supervise the giving of an examination for the purpose specified in Education Code Section 9805 if the holder—
1. Has completed, in addition to all other requirements, the requirements specified in subsection (C) (2) (d) of Section 381; and
  2. Has completed an additional year of graduate work which an institution accepted for credentialing purposes by the State Board of Education certifies as fulfilling the institution's requirements for a year of graduate work in school psychology including—
    - a. Individual diagnostic procedures.
    - b. Advanced case study techniques.
    - c. Remedial instruction techniques.
    - d. Individual and group therapy, including supervised laboratory and field experience with school-age pupils.
- D. A general pupil personnel services credential issued pursuant to this article shall indicate on the face thereof the service authorized by the credential.
- 383. Term**  
The general pupil-personnel services credential may be issued for a period of 2 years and may be renewed for periods of 5 years in accordance with the provisions of Section 202.

## CONNECTICUT

*Requirements*

1. Three years of public school teaching experience.
2. One year of occupational experience other than teaching.
3. A master's degree in guidance which must include work in at least the areas of principles, individual inventory, occupational information, counseling, and organizational relationships of the guidance program.
4. A recommendation of competency from the training institution.

## DELAWARE

*Provisional Certificate for Counselors*

Issued for 1-year period, renewable on successful experience and the completion of 6 semester hours in courses required for regular certificate.

*Requirements*

1. Valid teaching certificates for public schools in the State.
2. Minimum of 2 years successful teaching experience.
3. A minimum of 2,000 clock hours of work experience other than that of an educational nature.
4. Completion of the following courses at an approved institution:
  - a. Principles and practices of the guidance program—3 semester hours.
  - b. Introduction to individual analysis techniques in counseling—3 semester hours. (Tests and measurements in guidance, mental hygiene, psychology of individual differences, techniques of the individual inventory.)

**Regular Certificate for Counselors**

(These requirements are above and beyond the provisional certificate requirements.)

1. Counseling techniques—3 semester hours.  
(Introductory or advanced interviewing, vocational counseling, counseling cases, social case work.)
2. Advanced individual analysis techniques in counseling—6 semester hours.  
(A problem in counseling, seminar in special guidance problems, quantitative analysis of guidance data, clinical testing.)
3. Occupational and educational information—6 semester hours.  
(Research in educational and occupational information, methods in orientation or group counseling techniques, labor and personnel problems in business and industry.)
4. Organization and administration of the guidance program—3 semester hours.  
(Organization and administration of the guidance program, principles and practices in vocational education, tools and techniques of guidance in relation to organization.)

**Certification Requirements for Teacher-Counselors**

To meet the needs of those schools unable to employ highly specialized guidance personnel the teacher-counselor certificate requirements are suggested. The teacher-counselor who will not participate in the guidance program to an extent beyond one-half time shall qualify for the provisional certificate. As long as his activities are limited to the teacher-counselor role, the provisional certificate requirements will be satisfactory. Should a school hire 2 half-time individuals on its staff, at least 1 of those individuals should qualify for the regular certificate requirements and it is recommended that both meet these requirements.

**FLORIDA**

Thirty (30) semester hours are required. Of the 30 semester hours, a minimum of 15 semester hours must be on the graduate level. The experience requirement below must also be met. This certification may be given on a graduate or higher certificate only.

## 1. Guidance:

An applicant must complete a minimum of 15 semester hours (either in psychology or education) from the areas listed, with approximately 2-3 semester hours in each area:

- a. Principles of guidance.
- b. Analysis of the individual (tests, records, scales, etc.).
- c. Counseling procedures.
- d. Occupational information.
- e. Administration of guidance services.

## 2. Related fields:

An applicant must complete a minimum of 15 semester hours, well distributed in the areas listed below, with at least 3 semester hours in each area.

- a. **Psychology:** Educational psychology, psychology of individual differences, abnormal psychology, mental hygiene, psychometrics, applied psychology, psychology of adjustment, child psychology, adolescent psychology
- b. **Education:** Pupil personnel organization, diagnostic and corrective instruction, principles of vocational education, extracurricular activities, educational research, curriculum, school supervision

- c. *Economics-sociology*: Labor and industrial problems, personnel management, occupational economics, community resources, family adjustment problems, social case work, sociology, economics

3. Experience:

An applicant for a guidance certificate must have completed 2 years of successful teaching in the public schools.

NOTE.—If the applicant has earned a master's degree with special emphasis on guidance and counseling from an institution with a well planned major in this field, the pattern may vary from that described above. A major is generally interpreted as at least 20 semester hours. A statement to the effect that the major was in guidance must be shown on the transcript or must be verified by a proper school official.

## GEORGIA

### *Elementary and High School Counselor*

A counselor is a member of the high school staff who is primarily responsible for assisting the individual student in recognizing, thinking through and solving his educational, vocational, and personal problems.

1. The teacher's professional four-year certificate. T-5 in counseling.
2. Three years of experience—one in teaching, one in counseling (with a minimum of one period per day devoted to counseling) and one in wage-earning work experience other than teaching or counseling.
3. The master's degree based upon an approved program of training for the counselor service, including—
  - a. Sciences basic to an understanding of the individual and of his environment—1 to 3 courses from psychology, sociology, economics, statistics.
  - b. Problems of the curriculum related to counseling—1 to 3 courses from curriculum planning or evaluation and measurements.
  - c. Problems and procedures in guidance—4 to 6 courses from fundamentals of a guidance program, analysis of the individual, counseling techniques, educational and occupational information, laboratory in applied education.
4. The recommendation of the education department of the institution, in which the training has been done, as to the personal character of the applicant and his probable success as a high school counselor.

The counselor's professional certificate is valid for 6 years and renewable upon the same conditions as other professional 5-year certificates.

### *Teacher-Counselor*

1. The teacher's professional 4-year certificate.
2. One year of teaching experience.
3. Three courses (or 15 quarter hours) in approved professional guidance, one of which must be an over-view course such as fundamentals of a guidance program (see counselor's professional certificate, 3 c. above.)

The counselor's provisional certificate is valid for 3 years and upon renewable evidence of successful experience in counseling and completion of 2 additional courses toward the counselor's professional certificate.

## CERTIFICATION REQUIREMENTS

## IDAHO

Persons who qualify for standard secondary certificates, advance secondary certificates, and administrator certificates, must have 3 semester hours of educational psychology or child growth and development. Administrators, in addition to this, must have 3 semester hours of vocational guidance and 3 of measurement and evaluation.

## ILLINOIS

Those designated as counselors in elementary and high schools must have a bachelor's degree and must have 20 semester hours of credit in the field of guidance, at least 10 of which are at the graduate level. Preparation should be drawn from as many as possible of the following areas, but must include training in the areas numbered 1, 2, 3, and 4:

1. Principles and practices of guidance services.
2. Techniques of guidance, including tests and measurements in guidance services and other aspects of the individual inventory.
3. Growth and development of the individual, including child growth and development, and psychology of adolescence.
4. Counseling techniques and supervised counseling experience.
5. Occupational, educational, and personal and social information.
6. Organizational relationships of guidance services.
7. Mental hygiene.

Other areas which may be considered as valuable background or as adding to counselor competencies in evaluating counselor qualifications include such as—

- |                      |                                     |
|----------------------|-------------------------------------|
| Curriculum.          | Research and statistics.            |
| Economics.           | Social case work.                   |
| Sociology.           | Industrial personnel.               |
| Biology.             | Principles of vocational education. |
| Clinical psychology. | Guidance seminars.                  |

The counselor should have had a minimum of 1 year of successful experience as a teacher. It is desirable that he have at least 1 year of cumulative wage-earning experience (of not less than 3-month periods) as an adult in occupations other than teaching. The junior college counselor, in addition to the above qualifications, must possess a master's degree.

## INDIANA

A candidate for the supervisor of guidance certificate, first grade, will present credits and qualifications approximately as follows:

1. A valid elementary or secondary school teacher certificate or license that carries no deficiencies;
2. A master's degree, with the graduate credit including at least 18 semester hours of professional credit in the field of guidance distributed among at least 6 of the following subjects:

	<i>Semester hours</i>	<i>Quarter hours</i>
Seminar in special guidance problems .....	2-3	4
Seminar in educational occupational information, job analysis, follow-up studies, occupational surveys, and placement procedures with practice in the field .....	2-3	4
Counseling practices (internship) .....	2-3	4
Tests and measurements .....	2-3	4
Organization and administration of guidance program .....	2-3	4
Organizing guidance programs for adults .....	2-3	4
Statistical interpretation .....	2-3	4
Case work methods .....	2-3	4
Social and economic problems .....	2-3	4
Vocational education .....	2-3	4
Advanced applied psychology .....	2-3	4
The work of the deanship .....	2-3	4
Other elective graduate education work .....	2-3	4
Mental hygiene .....	2-3	4

#### *Character of Certificate*

*Coverage:* Valid for serving as a counselor, a director of guidance, a dean, a supervisor of guidance and counseling, and a teacher-adviser.

*Graduation:* The grades of the supervisor of guidance certificate are first grade and permanent.

The first-grade certificate is valid for 5 years. On application it can be renewed for a 5-year period, and this pattern of revalidation can be followed in succeeding years until the certificate holder becomes eligible to convert the first-grade certificate to a permanent certificate.

The first-grade certificate is converted to a permanent certificate on evidence of 5 years of successful experience as a counselor, a director of guidance, a dean, or a supervisor of guidance subsequent to the date of issue of the certificate. The permanent certificate is valid for life or until revoked for cause.

#### *Position for which the Supervisor of Guidance Certificate is Required*

The person designated by the administration to be responsible for the guidance program regardless of title must hold a valid supervisor of guidance certificate. He may be called supervisor, director, dean, counselor, or teacher-adviser. This person serves as the coordinator of all guidance services for those pupils respectively assigned to him. Any staff worker who spends at least one-third of his time in the guidance field must have a supervisor of guidance certificate. The duties may vary in different schools.

## IOWA

#### *Teacher-Counselor*

*Definition:* Primarily a high school classroom teacher who devotes less than half time to counselor activities

#### A. First-year approval (starting September 1, 1954):

1. Hold an Iowa teaching certificate valid for area in which they are teaching.
2. Have 1 year of teaching experience.
3. Have had paid work experience after high school other than teaching.
4. Completion of not less than 6 semester hours of credit at approved institutions in the following areas:

## CERTIFICATION REQUIREMENTS

- a. Principles and practices in guidance.
  - b. Analysis of the individual (such as tests and measurements, mental hygiene, etc.).
  - c. Organization and administration of guidance services.
- B. Second-year approval (starting September 1, 1955):
1. Conditions of first-year approval met.
  2. Completion of not less than 12 semester hours of credit at approved institutions in at least 2 of the following areas:
    - a. Principles and practices in guidance.
    - b. Analysis of the individual.
    - c. Organization and administration of the guidance program.
    - d. Educational and occupational information.
    - e. Techniques of counseling.
    - f. Educational statistics.
- C. Third-year approval (starting September 1, 1956 or later):
1. Conditions of first- and second-year approval met.
  2. Completion of not less than 18 semester hours of credit in at least 3 of the following areas at an approved institution:
    - a. Principles and practices in guidance.
    - b. Analysis of the individual.
    - c. Organization and administration of guidance services.
    - d. Educational and occupational information.
    - e. Techniques of counseling.
    - f. Educational statistics and/or psychological statistics.
    - g. Education:
      1. Educational tests and measurements.
      2. Philosophy of education.
      3. Educational research (thesis credit will apply).
      4. Curriculum.
    - h. Psychology:
      1. Problems of pupil adjustment.
      2. Individual differences.
      3. Child, adolescent, abnormal, or industrial psychology.
      4. Individual mental testing.

**Counselor**

*Definition:* A teacher who devotes half time or more to counselor activities.

- A. Certificate: A certificate valid for secondary school teaching.
- B. Preparation: 30 semester hours in the following areas:
1. Guidance, counseling and education:
    - a. Principles and practices in guidance.
    - b. Analysis of the individual.
    - c. Organization and administration of guidance services.
    - d. Educational and occupational information.
    - e. Techniques of counseling.
    - f. Educational statistic and/or psychological statistics.
    - g. Education:
      1. Educational tests and measurements.
      2. Philosophy of education and/or vocational education.
      3. Educational research.
      4. Curriculum.

2. Psychology:
    - a. Problems of pupil adjustment.
    - b. Individual differences.
    - c. Child, adolescent, abnormal, or industrial psychology.
    - d. Individual mental testing.
  3. Economics (maximum of 3 semester hours may be applied toward approval).
  4. Sociology (maximum of 6 semester hours may be applied toward approval).
- C. Experience:
1. As a teacher—2 years of successful teaching experience.
  2. Work Experience—12 months of paid work experience after high school other than teaching, military experience to be included.

### KANSAS

No special certificate is issued but these training requirements are mandatory.

#### *Vocations and Guidance*

The following requirements do not apply to holders of a valid counselor certificate.

#### *Class A*

The counselor shall—

1. Hold degree certificate for teaching at the level in which he is to serve as a counselor.
2. Have had at least 3 years successful teaching or counseling experience in an accredited elementary or secondary school.
3. Present evidence of 24 months of cumulative work experience at a wage earning job other than teaching.
4. Hold a master's degree, including 16 semester hours of graduate credit in professional guidance courses with credit in the basic course and in each of the areas as follows: analysis of the individual, occupational information, counseling techniques, supervised practice in guidance services, and administrative relationships of the guidance program.

#### *Class B*

The counselor shall—

1. Hold degree certificate for teaching at the level in which he is to serve as counselor.
2. Have had at least 2 years successful teaching or counseling experience in an accredited elementary or secondary school.
3. Present evidence of 12 months of cumulative work experience at a wage earning job other than teaching.
4. Have had at least 12 semester hours of graduate credit in professional guidance with credit in the basic course and in at least 3 of the areas as follows: Analysis of the individual, occupational information, counseling techniques, supervised practice in guidance services, administrative relationships of the guidance program.

#### *Class C*

The counselor shall—

1. Hold degree certificate for teaching at the level in which he is to serve as counselor.

## CERTIFICATION REQUIREMENTS

2. Have had at least 1 year of successful teaching experience in an accredited elementary or secondary school.
3. Present evidence of 12 months of cumulative work experience at a wage earning job other than teaching.
4. Have had at least 8 semester hours of graduate<sup>1</sup> credit in professional guidance courses with credit in the basic course and in at least 2 of the areas as follows:  
Analysis of the individual, occupational information, counseling techniques.

<sup>1</sup> Up to three semester hours undergraduate credit in the basic course will be accepted here.

## KENTUCKY

*Requirements for Certification as Guidance Counselor*

1. The applicant must meet certification requirements for an elementary or secondary teaching certificate based upon a college degree.
2. Three years teaching experience (employment related to guidance may substitute for 1 year).
3. For the provisional certification—15 semester hours graduate work from the marked basic courses. For standard certification—30 semester hours, at least 21 of which are selected from the basic curriculum; the remaining 9 may be in general education.

*Basic curriculum:*

(Starred subjects indicate required areas.)

Individual intelligence testing (practice and theory).

Human growth and development, child psychology or adolescent psychology.

Statistics.

Counseling and guidance principles and techniques (individual assessment).

Curriculum development.

Practicum (including casework and interviewing techniques).

Abnormal or clinical psychology.

Tests and measurements.

Advanced theory or Educational psychology.

Sociology (social psychology, educational sociology, family adjustments, sociology of the community).

Survey education of exceptional children.

Internship in work of a guidance counselor.

## LOUISIANA

*For Full-time Guidance Counselor*

1. The applicant must hold a valid Louisiana teaching certificate based upon a college degree.
2. He must have had 3 years of successful experience as teacher, counselor, supervisor, and/or administrator.
3. He must hold a master's degree<sup>4</sup> from a regionally-accredited institution. His graduate training must include a total of 15 semester hours of professional courses distributed so that at least 1 course will be taken in each of the 5 basic areas listed below, except that students who have taken a course in principles of guid-



ance at the undergraduate level will not be held for a similar course at the graduate level:

- a. Organization and administration of guidance.
- b. Analysis of the individual.
- c. Educational and occupational information.
- d. Counseling.
- e. Principles of guidance.

Persons meeting the requirements listed under 1. and 2. above may be issued provisional certificates valid for 3 years. Such certificates may become permanent upon completion of the requirements shown under 3. above. Teachers devoting more than half the school day to counseling shall be required to certify as full-time counselors.

## MAINE

### *Authorization*

To serve as a counselor and/or director of guidance programs. (*Required of counselors devoting more than one-half of scheduled employment to guidance work in the school program.*)

### *Requirements*

Eligibility to this certificate will be established by the following method:

1. An accredited bachelor's degree.
2. A minimum of 18 semester credit hours in approved professional guidance education distributed over not less than 4 of the areas listed below and including a basic course covering principles and practices in guidance. Not more than 3 semester credit hours in general professional elementary and/or secondary education may be submitted to meet this requirement.
  - Principles and practices.
  - Educational and occupational information.
  - Administrative relationships in guidance.
  - Internship in guidance.
  - Applied psychology (not more than 12 semester credit hours).
  - Counseling techniques.
  - Case study.
  - Analysis of the individual (including measurements).
3. A minimum of 1 calendar year in wage-earning experience other than teaching or counseling, which may be cumulative.
4. A minimum of 1 year of teaching and/or counseling experience.

### *Term*

1. A *provisional grade (A) certificate* issued to eligible applicants is valid for a 5-year period. Upon 4 years of successful experience within the scope of the *professional certificate* and the completion of not less than 6 semester credit hours in approved professional guidance education within the areas listed above, it may be changed to a *5-year standard certificate*.
2. A *Standard certificate* is renewable on the basis of successful experience, and the completion of not less than 6 semester credit hours related to the field of guidance education during the life of the certificate.

### *Part-time counselor's endorsement*

(*Required of counselors devoting less than one-half of scheduled employment to guidance work in the school program.*)

Applicants presenting not less than 6 semester credit hours in approved professional guidance education, including at least 2 semester credit hours in basic principles and practices in guidance, will be eligible, upon application, to receive an endorsement for their valid general teaching certificates which *authorizes assignment to part-time responsibility for guidance programs.*

### MARYLAND

#### *Certificate of Guidance*

Required of counselors; valid for 3 years, renewable for 4 years upon evidence of successful experience and professional spirit and completion of a 6-week summer term; and renewable subsequently for 6-year periods upon the same conditions. For alternate bases for renewal, see pages 27, 28 of the Maryland School Bulletin, Requirements for Certificates.

#### *Requirements*

1. Must meet the requirement for certification in at least one high school subject.
2. In addition, when less than half-time is spent in guidance services, must present at least 6 semester hours in guidance courses, including principles and practices in guidance, techniques of counseling, and occupational information. Shall have had at least 2 years' teaching experience.
3. When half or more time is spent in guidance services, must present at least 12 semester hours in guidance courses, including those named in (2) and, in addition, analysis of the individual (with utilization of test results), mental hygiene in the classroom, and occupational adjustment to business and industry (personnel management). Shall have had at least 3 years' teaching experience.

### MASSACHUSETTS

#### *Guidance Director or Supervisor*

1. A bachelor's degree or a diploma from a 4-year course in a normal school approved by the Board of Education.
2. A teacher's certificate valid for service in the public elementary or secondary schools, including Junior high schools, of Massachusetts.
3. Eighteen semester hours of guidance program education distributed among the following:
  - Principles and practices of guidance.
  - Organization and administration of guidance.
  - Counseling.
  - Tests and measurements.
  - Occupational information.
  - Placement or personnel administration.

#### *Guidance Counselor*

1. A bachelor's degree or a diploma from a 4-year normal school approved by the board of education.
2. A teacher's certificate valid for service in the school to be served by the counselor.
3. Twelve semester hours of guidance program education distributed among the following:

- Principles and practices of guidance.
- Organization and administration of guidance.
- Counseling.
- Tests and measurements.
- Occupational information.
- Placement or personnel administration.

#### *Vocational Counselor*

The vocational counselor should qualify as a teacher in a State-aided vocational school.

1. He must show evidence of adequate educational preparation and experience as follows:

*General education:* He shall include in his general education courses in psychology, economics, sociology, and vocational education.

*Professional training:* This training shall be based upon the duties he must perform. Professional courses should include: Principles and practices of vocational guidance; occupational and training information; analysis of the individual, including tests and measurements; techniques of counseling; and organization and administration of vocational guidance.

*Experience:* He should have had at least 2 years of approved teaching experience in a State-aided vocational school or secondary school, or in personnel work in business or industry.

*Occupational experience:* He should have had at least 1 year of continuous full-time satisfactory occupational experience other than teaching or counseling.

### MINNESOTA

1. The initial counselor's certificate valid in the public schools of Minnesota may be issued to teachers otherwise qualified, who fulfill the following requirements as to training and experience:
  - A. A valid certificate to teach in the public schools of Minnesota, based upon a bachelor's degree from an accredited teacher preparing institution.
  - B. A master's degree, or its equivalent (45 quarter credit hours of graduate work taken beyond the bachelor's degree) from institutions approved by the State Department of Education to give graduate courses in the areas listed below. At least one course acceptable for graduate work will be required in each area, not more than 6 credits of which may have been taken as undergraduate.
    1. Principles and practices in guidance.
    2. Personality structure and mental hygiene.
    3. Measurement and research methods.
    4. Appraisal techniques.
    5. Occupational and training information and materials.
    6. Counseling procedures.
    7. Practice in guidance and counseling.<sup>2</sup>
    8. Group procedures in guidance.
  - C. Have demonstrated successful teaching experience (2 or more years preferred).
  - D. Minimum of 1 year cumulated work experience outside of education (2 or more years experience in several occupational areas preferred).

## CERTIFICATION REQUIREMENTS

- E. A recommendation from an administrator of a school in which the applicant for counselor's certificate was last employed and from the counselor training institution.
- II. Renewal requirements: The original certificate will be renewed every 5 years upon completion of satisfactory professional growth as evidenced by—
- A. Six quarter hours<sup>2</sup> additional college credit in professional education and 3 months of appropriate work or counseling experience outside of education. (This requirement will be waived after the second renewal.)
- B. Recommendation from an administrator of the employing school.

<sup>2</sup> One year of half time or more successful counseling experience may be substituted.

<sup>3</sup> Other types of approved activities may be substituted for a portion as for example: Professional participation in a scheduled workshop or institute of 1 or more week's duration.

## MISSISSIPPI

*Requirements for Class AA Secondary School Counselor's Certificate*

**Tenure:** Valid for 10 years; invalid if holder is out of service for 5 consecutive years.

**Renewal:** May be renewed on the completion of 6 semester hours or 8 quarter hours of graduate study or other evidence of professional growth.

**Requirements:** Master's degree from an approved teacher education institution including 18 semester hours or 27 quarter hours in appropriate graduate courses in guidance selected from the following areas:

- Organization and administration of guidance program.
- Individual analysis.
- Educational and occupational information.
- Counseling process.

Possession of a Class A teaching certificate; or a permanent professional teaching certificate prior to May 1, 1954.

**Experience:** 2 years successful teaching experience.

*Requirements for Vocational Counselor's Certificate*

**Tenure:** Initially issued for 1 year "internship", then renewed for 4 years.

**Renewal:** May be renewed for 4 years on the completion of 3 semester hours or 4 quarter hours of graduate study.

**Requirements:** The vocational counselor's certificate has essentially the same requirements as the AA secondary school counselor's certificate. In addition to the areas mentioned above a course covering research practice in guidance is required. (The guidance courses should be taken at institutions approved for vocational guidance training.) The counselor should also have had courses (on either graduate or under-graduate level) in principles and practices of guidance programs (basic guidance course), vocational education, psychology, statistics, sociology, economics, and education.

**Experience:** In addition to the 2 years successful teaching experience the counselor shall also have had at least 1 year of accumulated wage-earning experiences in fields other than teaching or counseling.

## MISSOURI

*Two-year Temporary Certificate Code: 42*

*Requirement for issuance:* Five-year or permanent secondary teaching certificate, plus professional training in at least 4 of the following guidance areas in approved institutions: Principles and practices of the guidance program, counseling techniques, mental hygiene, group and individual testing for guidance purposes, supervised counseling experience, the individual inventory, and occupational and educational information.

*Requirement for renewal:* Eight hours of new credit including training in the 3 remaining guidance areas in which the holder is deficient.

*Teacher-Counselor Certificate Code: 51*

*Requirement for issuance:* Five-year or permanent teaching certificate, plus 12 hours of professional training covering all 7 of the guidance areas indicated under the 2-year certificate plan. Four hours of training must have been acquired during the past 3 years, and applicant must have had 1 year of successful school counseling experience. He must also have had 2 years of successful teaching experience and at least 1 year of cumulated paid employment other than teaching.

*Requirement for renewal:* Certificate valid during continuous counseling service in guidance work in Missouri schools. Any lapse of service for more than 1 year may necessitate refresher training.

*Professional Counselor Certificate Code: 43*

*Requirement for issuance:* In addition to the requirements for the teacher-counselor certificate 10 hours of training in such areas as statistics, child psychology, adolescent psychology, organization and administration of the guidance program, guidance seminar and special investigations in guidance must be completed at approved institutions. In addition, 3 years of regularly scheduled school counseling experience are required.

*Requirement for renewal:* Certificate valid during continuous counseling service in guidance work in Missouri schools. Any lapse of service for more than 1 year may necessitate refresher training.

## NEBRASKA

*Provisional Certificate***A. General provisions and requirements:**

1. A baccalaureate degree with valid certification to teach in the public schools of the State.
2. One year successful classroom teaching and/or school administrative experience.
3. Twelve months cumulative work experience on a wage-earning job other than teaching or counseling. (A variety of jobs which provide a number of opportunities to participate in and observe interpersonal relationships is preferred.)
4. The provisional certificate shall be valid for 3 years and is renewable 1 time only upon the completion of an additional 6 semester hours of graduate work in guidance and related areas. At least 3 of these hours must be specifically in guidance areas; the remaining 3 hours may be in related areas.

## B. Academic requirements:

1. A minimum of 15 semester hours<sup>4</sup> in courses from at least 2 of the following areas:
  - a. Philosophy and principles of guidance.
  - b. Counseling.
  - c. Understanding the individual.
  - d. Occupational and educational information.
  - e. Organization and administration of guidance.
  - f. Group techniques in guidance.

**Professional Certificate**

## A. General provisions and requirements:

1. A baccalaureate degree with valid certification to teach in the public schools of the State.
2. Two years successful classroom teaching and/or school administrative experience.
3. One year of cumulative paid employment other than teaching.

<sup>4</sup> Acceptable at either the graduate or undergraduate levels.

## B. Academic requirements:

1. Thirty semester hours of study in guidance and related fields.
2. A minimum of 15 semester hours<sup>5</sup> in courses from the following areas:
  - a. Philosophy and principles of guidance.
  - b. Counseling.
  - c. Group and individual testing for guidance purposes.
  - d. Occupational and educational information.
  - e. Organization and administration of guidance.
  - f. Group techniques in guidance.

<sup>5</sup> Nine hours acceptable from the undergraduate level.

3. Fifteen additional hours may be earned in the guidance areas designated above or in the following related areas:
  - a. Understanding the individual.
  - b. Statistics and techniques of research.
  - c. School administration.
  - d. Curriculum.
  - e. Social case work.
  - f. Sociology.
  - g. Personnel management.
  - h. Vocational education.
4. Professional certificate renewable each 5 years on evidence of continued professional interest and growth. To qualify for renewal, the counselor shall have been participating actively as a counselor for any 3 of the 5 school years covered by the professional certificate.
5. If the professional certificate has lapsed, it may be renewed by the successful completion of a minimum of 3 semester hours in guidance and an additional 3 semester hours which may be either in guidance or related areas.

## NEW HAMPSHIRE

*Guidance Regulations*

*Local supervisor of guidance*—a person giving full time to the organization and administration of the guidance program in all of its aspects in the various school units within school district, or in 2 or more school districts.

A candidate for certification as supervisor of guidance shall—

1. Meet the academic and professional requirements for a teacher.
2. Have completed the requirements for a master's degree, or its equivalent, including a minimum of 24 semester hours of technical training in such courses as: Organization and administration of a guidance program, assembling and interpreting significant data to solve guidance problems, child and adolescent development, mental hygiene.
3. Have had at least 2 years of successful experience as a teacher and 2 years of successful experience as a counselor.
4. Have had 1 year of work experience for wages (cumulated time) in each of 2 of the following: Business, industry, agriculture, homemaking.

*Counselor*—A counselor assists students in the solution of their problems as the major part of his professional assignment. His counseling duties shall be devoted to work with individuals largely within the school day.

A candidate for certification as a counselor shall—

1. Meet the academic and professional requirements for a teacher.
2. Have had at least 2 years of successful teaching experience.
3. Have completed a minimum of 15 semester hours of technical training in such courses as: Principles and practices of guidance, techniques of counseling, occupational information, analysis of individuals, administrative relationship of the guidance program, child and adolescent development, mental hygiene.
4. Have had 12 months of work experience (cumulated time) for wages in each of 2 of the following: Business, industry, agriculture, homemaking.

## NEW JERSEY

*Director of Student Personnel Services**Authorization*

This certificate is required for any person who is assigned as a director, administrator or supervisor of guidance and student personnel services of a school system, including the supervision of educational activities in areas related to and within the guidance program.

*Requirements*

1. A bachelor's degree based upon a 4-year curriculum in an accredited college.
2. A permanent New Jersey counselor's certificate or its equivalent.
3. Forty semester-hour credits, distributed with a minimum of 18 semester-hour credits chosen from a, 10 chosen from b, and the remaining 12 chosen from c, d, and e, but including at least 1 course in c, d, and e.
  - a. Guidance. This group includes such courses as principles of guidance; counseling; individual analysis; group methods in guidance; organization and administration of guidance programs; student personnel work; occupational

## CERTIFICATION REQUIREMENTS

- and educational information; job analysis; placement, vocational education; research, practicum, and seminar in guidance.
- b. Psychology. This group includes such courses as psychology of physical and mental growth, child and adolescent psychology, mental hygiene, tests and measurements, statistics, abnormal psychology, mental abnormalities and defects, psychology of parent and child relationships (exclusive of introductory courses in general and educational psychology).
  - c. Sociology. This group includes such courses as social problems, race relations, the family, community and intergroup relations, the school and the community, community resources, labor problems, industrial relations.
  - d. Administration and curriculum. This group includes such courses as principles of curriculum construction, the elementary and secondary curriculum, extracurricular activities, school law, organization and administration of elementary and secondary schools.
  - e. Supervision of instruction. This group includes such courses as supervision of the homeroom program, supervision of instruction in occupational courses, supervision of instruction in orientation, supervision of student personnel work, supervision of group techniques.

*Term*

The limited certificate may be made permanent when the applicant completes 3 years of successful experience within the scope of this certificate.

*Provisional Guidance Endorsement**Authorization*

This endorsement is required for any teacher who is assigned less than half-time in carrying out guidance and student personnel services not connected with the teaching, homeroom, or cocurricular activities.

*Requirements*

1. A bachelor's degree based upon a 4-year curriculum in an accredited college.
2. A teacher's certificate.
3. One year of teaching experience.
4. Six semester-hour credits in guidance.

*Term*

The provisional guidance endorsement is valid for 1 year. It may be renewed annually when the holder presents 1 course leading to a limited teacher-counselor's certificate. It may be converted to a limited teacher-counselor's certificate when the holder presents a total of 15 semester-hour credits in guidance and psychology, at least 9 of which must be in guidance. The remaining 6 credits must be in the field of psychology, including at least 1 course in tests and measurements (exclusive of introductory courses in general and educational psychology).

*Teacher-Counselor**Authorization*

This certificate is required for any teacher who is assigned at least half-time but not full-time in carrying out guidance and student personnel services.

*Requirements*

1. A bachelor's degree based upon a 4-year curriculum in an accredited college.
2. A teacher's certificate.
3. Three years of teaching experience.



4. Fifteen semester-hour credits in courses in guidance and psychology, at least 9 of which must be in guidance. The remaining 6 credits must be in the field of psychology, including at least 1 course in tests and measurements (exclusive of introductory courses in general and educational psychology).

*Term*

The limited certificate may be made permanent when the applicant completes 3 years of successful experience within the scope of this certificate, and presents 3 additional semester-hour credits in guidance and psychology (exclusive of introductory courses in general and educational psychology).

*Counselor**Authorization*

This certificate is required for any person who is assigned full-time in carrying out guidance and student personnel services; including the coordination of said functions in a school system.

*Requirements*

1. A bachelor's degree based upon a 4-year curriculum in an accredited college.
2. A permanent New Jersey teacher-counselor's certificate or its equivalent.
3. Twenty-four semester-hour credits in guidance and psychology, at least 15 of which must be in guidance. The remaining 9 credits must be in the field of psychology, including at least 1 course in tests and measurements (exclusive of introductory courses in general and educational psychology).

*Term*

The limited certificate may be made permanent when the applicant completes 3 years of successful experience within the scope of this certificate, and presents 3 additional semester-hour credits in guidance and 3 additional in psychology (exclusive of introductory courses in general and educational psychology).

*Guidance and Placement Counselor in a Vocational School**Authorization*

This certificate is required of every person engaged in guidance and placement work in a State-sided vocational school.

*Requirements*

1. A bachelor's degree based upon an accredited curriculum in a 4-year college.
2. Three years of successful teaching experience in a State-sided vocational school, or 1 year in counseling in industry or education, or in a personnel experience, and 3 years of approved occupational experience.
3. A minimum of 30 semester-hour credits in general background courses distributed in at least 3 of the following fields: English, social studies, science, fine arts, and mathematics. These courses may be completed in the bachelor's degree or in work beyond the bachelor's degree on the graduate or undergraduate level.
4. Eighteen semester-hour credits including the following courses:<sup>6</sup> Principles of vocational education tests and measurements and at least 12 semester-hour credits in guidance.

*Term*

The limited certificate may be made permanent when the applicant completes 3 years of successful experience within the scope of the certificate.

<sup>6</sup> In any case when it is impossible for a board of education to obtain a satisfactory candidate who can satisfy these requirements, permission may be given by the State Board of Examiners to the local board of education to employ the candidate who will agree to satisfy the requirements after he has begun service as a teacher. In such case, the candidate shall receive a conditional certificate which expires at the end

## CERTIFICATION REQUIREMENTS

of the school year. The renewal of this certificate shall depend upon the recommendation of the principal of the school in which the candidate has served and the recommendation of the State Supervisor of Occupational Information and Guidance as to the quality of the instruction rendered and the acceptability of the credits earned toward the requirement of 18 semester-hours of study.

## NEW MEXICO

The following are the requirements for a professional certificate (10) years for public school counselors in the State of New Mexico:

1. Hold a master's degree or its equivalent and a valid teaching certificate for the State of New Mexico.
2. Two years of teaching experience and 2 years of guidance experience or 4 years of school experience including approximately equal time devoted to classroom teaching and guidance.
3. The applicant must present 2 recommendations, 1 from the institution of higher learning certifying preparation and 1 from an employer certifying experience.
4. A minimum of 30 semester hours to be distributed as follows:

*Guidance and counseling* (15 to 18 semester hours distributed in the following areas, not more than 6 hours in any area):

- a. Philosophy and principles:
  - (1) Introduction to guidance.
  - (2) Guidance in the schools.
  - (3) Guidance principles and practices.
- b. Appraisal of the individual:
  - (1) The case study in guidance.
  - (2) Analysis and diagnosis.
  - (3) Individual psychological testing.
  - (4) Educational and psychological testing.
- c. Occupational and educational information:
  - (1) Socioeconomic information in guidance.
  - (2) Occupational information.
  - (3) Vocational information.
- d. Techniques of counseling:
  - (1) Techniques of counseling.
  - (2) Client-centered counseling.
  - (3) Play therapy.
- e. Practicum:
  - (1) Group work
  - (2) Testing.
  - (3) Counseling.
  - (4) Casework
- f. Group procedures:
  - (1) Group techniques in guidance:
  - (2) Group dynamics
  - (3) Multiple counseling.
  - (4) Group therapy.
- g. Research methods and study:
  - (1) Statistics.

- (2) Research methods in education.
- (3) Problems in education.

*Related fields* (12 to 15 semester hours with some work in each area):

- a. Psychology:
  - (1) Psychometrics—individual and group.
  - (2) Abnormal psychology.
  - (3) Mental hygiene.
  - (4) Personality developments.
  - (5) Clinical psychology.
- b. Education:
  - (1) Pupil personnel problems.
  - (2) Curriculum development.
  - (3) The junior high school.
  - (4) Supervision
  - (5) Administration.
- c. Sociology:
  - (1) Family adjustment problems.
  - (2) Culture patterns.
  - (3) Juvenile delinquency.

*Renewal requirements*

The original certificate may be renewed every 10 years in accordance with the regulations of the State Board of Education.

This certificate may be renewed for 10 years at a time upon (1) certification by the employing authority of 5 years guidance and counseling experience during the life of the certificate and (2) professional growth through advanced work or participation in professional activities approved by the State board of education.

The following are the requirements for a provisional certificate (5 years) for public school counselors in the State of New Mexico.

1. Hold a bachelor's degree and a valid teaching certificate for the State of New Mexico.
2. Teaching experience, other than practice teaching.
3. The applicant must present 2 recommendations, 1 from the institution of higher learning certifying preparation and 1 from an employer certifying experience.
4. A minimum of 14 semester hours distributed among the following areas of guidance (8 hours must be at the graduate level and not more than 3 hours in any area):

*Guidance and counseling:*

- a. Philosophy and principles:
  - (1) Introduction to guidance.
  - (2) Guidance in the schools.
  - (3) Guidance principles and practices.
- b. Appraisal of the individual:
  - (1) The case study in guidance.
  - (2) Analysis and diagnosis.
  - (3) Individual psychological testing.
  - (4) Educational and psychological testing.
- c. Occupational and educational information:
  - (1) Socioeconomic information in guidance.

## CERTIFICATION REQUIREMENTS

- (2) Occupational information.
- (3) Vocational information.
- d. Techniques of counseling:
  - (1) Techniques of counseling.
  - (2) Client-centered counseling.
  - (3) Play therapy.
- e. Practicum:
  - (1) Group work.
  - (2) Testing.
  - (3) Counseling.
  - (4) Casework.
- f. Group procedures:
  - (1) Group techniques in guidance.
  - (2) Group dynamics.
  - (3) Multiple counseling.
  - (4) Group therapy.
- g. Research methods and study:
  - (1) Statistics.
  - (2) Research methods in education.
  - (3) Problems in education.

*Renewal requirements*

The original certificate may be renewed for one 5-year period.

The applicant must present further evidence of professional growth as evidenced by—

- a. Eight semester hours of graduate credit in professional guidance and counseling work.
- b. Certification by the employing superintendent of 3 years in guidance and counseling work (full or part-time) during the life of the provisional certificate.
- c. A recommendation from an administrator of the employing school.

**NOTE**—For those persons already employed in that capacity and who do not meet all requirements for this certificate, time should be allowed for acquiring the necessary courses to be fully approved.

## NEW YORK

*Definition*

"Guidance service" means the duties hereinafter described which are performed by a member of the professional staff of a public school system. The staff member may carry such a title as "guidance director," "guidance coordinator," "counselor," "dean," "adviser," "teacher-adviser," "teacher-counselor."

*Certificate required*

A teacher or other staff member who devotes more than 5 classroom periods a week to duties hereinafter described shall hold a certificate valid for guidance service. A teacher or other staff member may be assigned to guidance service under the direct supervision of a duly qualified counselor in the respective school, provided the guidance duties of such assigned teacher or staff member do not exceed 10 classroom periods a week.

*Duties*

Subject to the direction of the superintendent of schools, to confer with pupils on

extracurricular, curricular and personal problems, school policies and related problems; to confer with parents, teachers, specialists and community agencies on the educational, health, social and vocational problems of pupils; to give instruction in school orientation, curriculums and courses of study, further education, occupational information and related topics; to maintain current and reliable information on higher education, special training and occupational opportunities; to assist pupils with employment problems; to prepare, maintain or supervise the maintenance of pupils' cumulative records; to advise the superintendent, principals and other staff members in regard to all matters relating to educational and vocational guidance services and to do related work as required.

1. *Provisional certificate:*

- a. *Preparation.* The candidate shall have completed an approved four-year curriculum leading to the baccalaureate degree (or approved equivalent preparation) and in addition 30 semester hours in approved graduate courses. The total program of undergraduate and graduate preparation shall include 16 semester hours in courses approved as preparation for guidance.

The following schedule will be used to appraise the 16 semester-hour program:

<i>Fields</i>	<i>Semester-hour range</i>
Understanding of the individual (dynamics of behavior; needs and characteristics of the individual) _____	2-4
Principles and practices of guidance _____	2-4
Techniques of counseling _____	2-4
Measurement and appraisal for the use of counselors (including statistics) _____	2-6
Survey, organization and use of educational and occupational information _____	2-4

**NOTE.—Substitution.** Five years of approved and appropriate journeyman experience, the 1-year industrial teacher-training program and 30 semester hours of approved and appropriate study completed subsequent to the 1-year industrial teacher-training program may be offered in lieu of the preparation specified in the above paragraph but not in diminution of the courses approved as preparation for guidance.

- b. *Experience.* The candidate shall have completed 3 years of approved and appropriate experience.  
Approved and appropriate experience may be in teaching in approved schools, appropriate industrial or commercial pursuits, guidance service under a qualified counselor, professional work in industry or public employment service, or a satisfactory combination of the above. Experience other than teaching shall be of a type that will give the candidate an understanding and appreciation of the problems that pupils face upon leaving school.
- c. *Teacher's certificate.* The candidate shall hold either a certificate or a statement of eligibility for a certificate valid for teaching in the public schools of New York State.
- d. *Time validity.* The provisional certificate shall be valid for 5 years from date of issuance.
- e. *Eligibility for permanent certificate.* The holder of a provisional certificate shall be eligible for the permanent certificate hereinafter described provided he has completed, prior to the termination date of said provisional certificate, 14 semester hours in courses approved as preparation for guidance in addition to the requirements in paragraph a of this subdivision.<sup>5</sup>

2. *Permanent certificate:*

a. *Preparation.* The candidate shall have completed an approved 4-year curriculum leading to the baccalaureate degree (or approved equivalent preparation) and in addition 30 semester hours in approved graduate courses. The total program of undergraduate and graduate preparation shall include 30 semester hours in courses approved as preparation for guidance.

The following schedule will be used to appraise the 14 semester-hour program:<sup>1</sup>

<i>Fields</i>	<i>Semester-hour range</i>
1. Either one or both of the following:	
a. Supervised fieldwork and practice in guidance in public schools, or .....	4-6
b. Courses as follows:	
Advanced course in the practice of counseling .....	2-4
Advanced course in measurement and appraisal for counselors .....	2-4
2. Organization and conduct of the guidance program .....	2-4
3. Advanced course in educational and occupational information .....	2-4

<sup>1</sup> See subdivision 2 of these regulations.

<sup>2</sup> See subdivision 1c.

Candidates who have completed the minimum requirements in each of the fields for the permanent certificate may offer one or more courses from the list of optional courses as enumerated below to satisfy the 14 semester-hour requirement:

<i>Optional Courses</i>	<i>Semester-hour range</i>
Group dynamics .....	2-4
The family .....	2-4
Social case work problems .....	2-4
Labor problems .....	2-4
Placement .....	2-4
Personality development and measurement .....	2-4

**NOTE.—Substitution.** Five years of approved and appropriate journeyman experience, the 1 year industrial teacher-training program and 30 semester hours in approved courses completed subsequent to the 1-year industrial teacher training program may be offered in lieu of the preparation requirements in subdivision a of this section but not in diminution of the specific courses approved as preparation for guidance.

b. *Experience.* The candidate shall have completed 5 years of approved and appropriate experience, 1 of which shall have been in teaching in an approved school and 1 in appropriate occupations other than teaching, and 2 in guidance service in public schools of New York State.

As used in this section, year of teaching means a minimum of 160 days of full-time teaching or supervision and the whole must have been completed within a period of not more than 5 consecutive years. Year of experience other than teaching means a minimum of 1,200 clock hours of appropriate experience and the whole must have been completed within a period of not more than 5 consecutive years, subsequent to high school graduation and not more than 10 years prior to the date of the issuance of a provisional certificate. Two years of guidance service means a minimum of 320 days of assigned duties in guidance service as described heretofore in these regulations.

c. *Teacher certificate.* The candidate shall hold either a certificate or a statement of eligibility for a certificate valid for teaching in the public schools of New York State.

- d. *Inservice study and training requirement.* The holder of a permanent certificate shall during each successive 10-year period from date of issuance complete 6 semester hours in approved courses or the equivalent in approved and appropriate professional activity such as membership in study groups for professional and cultural improvement, travel authorship, teaching approved courses offered by a recognized institution of higher or professional education, occupational experience other than teaching, leadership, in extraschool activities, leadership in professional associations and leadership in appropriate community activities.

Courses, studies and activities offered by a counselor toward the satisfaction of the inservice study and training requirement shall be submitted to the State education department for prior approval.

- e. *Time validity.* The permanent certificate shall be valid continuously except when the holder thereof has not been regularly employed in a teaching, supervisory or administrative position in the public schools of New York State within a 5-year period and has not satisfied the inservice study and training requirement prescribed in paragraph d of this subdivision in which case the validity of the certificate held by such person shall lapse.

### NORTH CAROLINA

#### I. *Requirements for issuance of counselor's certificate:*

- A. Hold or be qualified to hold a class A teacher's certificate.
- B. Have at least 3 years of successful teaching experience.
- C. Have the time equivalent of at least 1 year of occupational experience in 1 or more wage earning jobs other than teaching or counseling.
- D. A master's degree in the professional field of guidance to include:
  1. A minimum of 18 semester hours of professional courses distributed among the following areas:
    - Principles of guidance. (May be taken at the undergraduate level.)
    - Analysis of the individual.
    - Counseling techniques.
    - Occupational and educational information.
    - Administrative relationship of the guidance program.
    - Supervised practicum.
  2. Twelve hours of work distributed among related courses in the areas of education, economics, psychology and sociology.

#### II. *Validity:*

Certificate is optional for part-time school counselors, but required as of July 1, 1953 of all new full-time counselors.

#### III. *Renewal:*

Initially the certificate is valid for a period of 5 years from date of qualification. The first renewal requires graduate credit for 6 semester hours, with at least one-half of the credit in professional courses. Subsequent renewals require 6 semester hours of graduate credit, as in the first renewals, or 3 years' experience as a counselor during the 5-year renewal period.

## OHIO

*School Counselor*I. *Scope of service:*

Duties performed by school employees in this area of student personnel service include:

- A. Assisting students with curricular, extracurricular personal-social adjustment; occupational adjustment, placement, and related problems.
- B. Working with teachers, in studying the students, planning and conducting group guidance activities, utilizing community resources, and participating in inservice teacher education activities.
- C. Working with the administrative staff in problems involving planning, developing and conducting orientation programs, instructional grouping; public relations, research and curriculum study.
- D. Working with lay groups and individuals in coordinating school and community resources and activities which contribute to improved pupil personnel services.

II. *Provisional certificates:*

A provisional certificate valid for performing the duties outlined above will be issued upon the recommendation of an institution approved for the preparation of school counselors, certifying that the applicant has satisfied the following requirements:

- A. Possession of a provisional or higher grade certificate valid for teaching in Ohio.
- B. Evidence of—
  1. One year of successful experience in teaching.
  2. One year of cumulative gainful employment in a nonteaching position.
  3. One additional year of experience in either (1) or (2) or a combination of the two.
- C. A master's degree including course work in each of the following areas:
  1. *Guidance:* Principles and practices, administration, group procedures.
  2. *Human growth and development:* Educational psychology, psychology of individual differences, child psychology, adolescent psychology, psychology of exceptional children, abnormal psychology, mental hygiene.
  3. *Individual analysis:* Diagnostic procedures, testing, statistics.
  4. *Counseling:* Principles, techniques.
  5. *Social sciences:* Educational-occupational information, school and community resources, sociology, economics.

Within the university program designed to cover the above areas, provision shall be made for supervised practical experience.

(An applicant whose undergraduate preparation included work in the above areas may apply not to exceed 12 semester hours of credit toward the same.

III. *Professional certificates:*

The professional certificate for school counselors will be issued upon evidence of 3 years of successful experience under the provisional certificate for school counselors, at least one-half of which has been in the performance of those duties described under (I) above.

IV. *Permanent certificates:*

The permanent certificate will be issued upon evidence of 40 months of successful experience under the professional certificate for school counselors.



## OKLAHOMA

*Certification of Specialized Pupil Services Personnel**Visiting counselor*

*Authorization*—To serve as a visiting counselor in any Oklahoma school district.

## 1. Requirements for the standard certificate:

- a. Meet all general requirements.
- b. A minimum of 2 years satisfactory experience as visiting counselor.
- c. Hold not less than a bachelor's degree.
- d. Not less than 2 years experience as a classroom teacher, or graduation from an accredited school of social work, or one year's work in an accredited school of social work plus 1 year's experience as a professional worker in an agency offering social casework services, or one year's experience as a classroom teacher beyond this 1 year's training. This 1 year's work in an accredited school of social work shall be a minimum of 28 graduate hours of social work courses which shall include social casework and supervised fieldwork experience.
- e. 18 semester hours of professional education to include work in each of the following areas:
  - (1) Human growth and development—advanced courses in child psychology, child development, adolescent psychology, or equivalent courses in an accredited school of social work.
  - (2) Foundations of education (philosophy, history, introductory courses in elementary and/or secondary education) maximum of 4 hours.
  - (3) Advanced courses in educational and/or psychological test and measurements.
  - (4) Introduction to exceptional children.

Plus work in a minimum of 2 or more of the following areas:

- Mental hygiene.
- Abnormal psychology
- Special education.
- Elements of school administration.
- Individual psychological testing.
- Student teaching or supervised fieldwork.
- Psychology of learning.
- Statistical methods.
- Guidance and counseling

f. Not less than 8 hours of graduate work in an accredited school of social work.

## 2. Requirements for the provisional certificate:

- a. Meet all general requirements.
- b. Hold not less than a bachelor's degree.
- c. Not less than 2 years experience as a classroom teacher, or graduation from an accredited school of social work, or 1 year's work in an accredited school of social work plus 1 year's experience as a professional worker in an agency offering social casework services, or 1 year's experience as a classroom teacher beyond this 1 year's training. The 1 year's work in an accredited school of social work shall include social casework and supervised fieldwork experience.
- d. A minimum of 16 semester hours which shall count toward meeting the requirements of a standard visiting counselor certificate which shall include a minimum of 1 course in the field of social work in an accredited school of social work.

3. A temporary visiting counselor certificate may be issued to a classroom teacher who has not less than 2 years experience as a classroom teacher and whose employment for the coming year has been certified to the State board of education by the employing agency.
4. Provided that any person employed as a visiting counselor for the contract year 1954-55 or who has had a minimum of 3 years experience prior to July 1, 1955, as a visiting counselor and who has a bachelor's degree, or the equivalent, shall be issued a standard visiting counselor certificate upon application.
5. Since the completion of an approved institutional program is not part of the requirements for the standard certificate, application for the visiting counselor certificate shall be made directly to the division of teacher education and certification of the State department of education.

#### *School Counselor*

*Authorization*—To serve as a counselor in a position in which all or a major portion of the time is spent in counseling activities.

1. Requirements for the standard certificate:
  - a. An Oklahoma standard or life teaching certificate.
  - b. A minimum of 2 years satisfactory teaching experience.
  - c. Not less than 12 months work experience with such experience to be cumulative. Work experience in the armed services, or as a teacher, or as an employee of his parents shall not be accepted in fulfilling this requirement either in whole or in part. (Provided that this requirement shall be waived for any person who has a minimum of 3 years experience as a school counselor or who served as a school counselor during the year 1954-55.)
  - d. A master's degree from an approved college or university and completion of a program approved by the State board of education for the preparation of school counselors, such program to include a minimum of 18 semester hours of graduate work distributed as follows:

	Minimum hours
(1) Basic guidance courses .....	8
(2) Educational measurements .....	3
(The major emphasis in this area must be on the administration and nature of group tests and the use of the results of such tests in helping children.)	
(3) Growth, development and learning .....	5
(4) Curriculum construction .....	2

2. Requirements for the provisional certificate:
  - a. An Oklahoma standard or life teaching certificate.
  - b. A minimum of 2 years satisfactory teaching experience.
  - c. A minimum of 16 semester hours of graduate credit which will count toward satisfying the requirements for the standard certificate including the following:

	Hours
(1) Basic guidance courses .....	5
(2) Educational measurements .....	3

#### *Teacher counselor*

*Authorization*—To serve in a teaching-counseling situation which requires not more than half-time spent in counseling activities.

1. Requirement for the standard certificate:
  - a. Hold not less than a bachelor's degree.

- b. An Oklahoma standard or life teaching certificate.
- c. A minimum of 1 year satisfactory teaching experience.
- d. A minimum of 12 semester hours of graduate work distributed as follows:

	<i>Hours</i>
(1) Educational measurements and/or evaluation .....	2
(2) Philosophy and principles of guidance .....	2
(3) Curriculum construction .....	2
(4) Methods and techniques of counseling .....	2
(5) Psychology of childhood, adolescent, or developmental psychology with emphasis on educational problems, or psychological problems of teaching .....	2
(6) Special methods or remedial courses such as: Teaching reading in the secondary schools, or clinical procedures in reading instruction .....	2

NOTE—Application for the teacher-counselor certificate shall be made directly to the division of teacher education and certification since no approved institutional program is involved.

### PENNSYLVANIA

- I. Regulations governing certificates previously issued:
  - A. All temporary special, normal, and provisional college certificates now valid will be renewed and made permanent in accordance with the conditions upon which they were issued.
  - B. Permanent certificates to teach guidance are not affected by the following regulations. These regulations govern the issue of new certificates.
- II. High school requirement:
  - A. The completion of an approved 4 year high school curriculum is a minimum requirement for the certificates listed herein.
  - B. Certification for school guidance counseling: Counseling certificates (not mandatory at the present time):

Teachers who hold standard certificates to teach, and in addition have attained the following qualifications, will be granted a guidance counseling certificate in accordance with action of the state council of education.

Applicants for certificates in this field must hold a certificate of standard grade and present evidence of not less than 18 semester hours of approved preparation in this field.

The total of 18 semester hours should be selected from the following courses or their equivalent<sup>2</sup>:

	<i>Minimum semester hours</i>
1. General introduction to guidance .....	3
a. Introductory course in guidance.	
b. Educational guidance.	
c. Principles and problems of vocational guidance.	
d. Vocational guidance and counseling.	
2. Specialized techniques in guidance .....	6
a. Laboratory psychology.	
b. Clinical techniques in guidance.	
c. Psychology of the abnormal.	
d. Educational tests and measurements.	

- e. Social hygiene.
- f. Counseling techniques.
- 3. Field studies and applications ..... 6
  - a. Social casework.
  - b. Occupations—analysis, field studies, school applications.<sup>10</sup>
  - c. Labor and personnel problems in business and industry.
  - d. Vocational education.
- 4. Organization and administration of guidance ..... 4
  - a. Organization and development of school guidance programs (including homeroom, placement service and other articulations).
  - b. Extracurricular activities.
  - c. The organization and administration of vocational guidance.

NOTE:—Tentative revision not yet adopted.

## SOUTH CAROLINA

### *Certification*

#### *Guidance counselor (full-time)*

1. Five years of successful teaching experience, or a combination of 3 years' teaching experience and 2 years of full-time counseling in some other recognized field.
2. Class I (master's degree), Grade A or B teacher's certificate.
3. Health report.

<sup>9</sup> Listed as a, b, c, etc., under each list of courses given by various institutions each of which may be accepted as meeting, or partially meeting, present requirements.

<sup>10</sup> The 18 semester hours required for a counseling certificate will be accepted as fulfilling the requirements in this special preparation provided a minimum of 3 semester hours in occupations is included.

4. Employment experience since high school graduation in one or more wage-earning civilian jobs other than teaching or counseling for a minimum aggregate of 500 clock hours.
5. A minimum of 18 semester hours of graduate credit in guidance courses with not less than 2 hours' credit in each of the following 6 categories:
  - a. Basic guidance course.
  - b. Analysis of the individual.
  - c. Educational measurement.
  - d. Educational and occupational information.
  - e. Counseling techniques.
  - f. Other courses: sociology, psychology, group techniques, supervised counseling practice, economics, mental hygiene, community resources, family relationships, curriculum development, organization and administration of guidance services.

#### *Teacher-counselor (part-time)*

1. Three years of successful teaching experience or a combination of 2 years of teaching experience and 1 year of full-time counseling in some other recognized field.
2. Class III (bachelor's degree), Grade A or B teacher's certificate.
3. A minimum of 12 semester hours' graduate credit in courses selected from at

least 4 of the following categories, 1 of which must be the basic guidance course:

- a. Basic guidance course.
- b. Analysis of the individual.
- c. Educational measurement.
- d. Educational and occupational information.
- e. Counseling Techniques.
- f. Other courses: Sociology, psychology, group techniques, supervised counseling practice, economics, mental hygiene, community resources, family relationships, curriculum development, organization and administration of guidance services.

#### *Recertification*

For teachers certified before July 1, 1945

#### *Guidance counselor*

Full-time counselors who come under recertification program will meet all requirements stated for those who come under the certification program except that item 5 is reduced to 12 semester hours selected from at least 4 of the 6 categories, 1 of which must be the basic guidance course.

#### *Teacher-counselor*

Part-time or teacher-counselors who come under the recertification program will meet all the requirements stated for those who come under the certification program.

## TEXAS

#### *School Counselors*

- A. Possess at least a bachelor's degree from an approved institution of higher learning.
- B. Possess a permanent high school certificate, permanent elementary certificate, 6-year elementary, 4-year high school, or 6-year high school certificate.
- C. Devote at least two-thirds time to counseling and guidance activities.
- D. Satisfy the qualifications of 1 of the following sections:

*Section 1. Qualifications based upon preparation.* All persons employed as counselors, who cannot claim experience as outlined in Section 2 below, shall meet the following qualifications in addition to those specified in A, B, and C above:

1. They shall have completed a master's degree program specifically approved by the State commissioner of education for the preparation of counselors, or
2. They shall have earned a bachelor's degree which includes at least 18 hours of advanced course credits (junior level or above) in approved courses relating specifically to the field of counseling and guidance in elementary and secondary schools. It is desirable that these 18 hours of advanced study be distributed among the fields of principles and philosophy of guidance services; understanding the individual; collecting, evaluating, and using occupational and educational information; techniques of counseling; and a course of supervised practice in counseling.
3. Persons approved on the basis of these preparation qualifications shall be eligible for temporary certificate of approval as counselors. Upon certification of employment as counselor by employing superintendent, the temporary certificate of approval may be exchanged for a permanent certificate of approval.

*Section 2. Qualifications based upon prior service:*

1. Persons in continuous employment as a full-time counselor 1948-55 inclusive are eligible for a permanent certificate of approval based on prior service.

*Section 3. Qualifications for school counselor (new applicants):*

Transcript of college credits should be presented to a senior college in Texas that is approved for preparation of teachers in the field of counseling. At least 3 years of teaching experience is required before a professional certificate can be issued.

Elements of the approved program for a school counselor include:

1. The guidance program (at least 3 semester hours):  
This area provides an understanding of the principles, philosophy, organization, and services of the guidance program.
2. The pupil served (at least 6 semester hours):  
This area is devoted to intensive study that develops an understanding of the physical, intellectual, social, and emotional development of children and youth; and the influences of the school program on development.
3. Resource areas (at least 21 semester hours):  
The college or university should assist the prospective counselor to achieve a balanced program of teacher education by giving attention to related resource areas. The amount of emphasis given to an area should depend on the previous preparation and total experience of the student.  
These advanced level studies are not necessarily represented by a sequence of semester hour courses. They are planned programs to meet the needs of the individual student. They are intended to assure professional competence.  
Upon completion of the professional program, the prospective counselor should have developed skills in guidance techniques that assure an ability to use the instruments of measurement and evaluation necessary for understanding, appraising, and counseling individuals and groups. He should be skilled in the use of occupational and educational information and materials appropriate for the guidance of children and youth. Also, there should have been developed, through study and supervised practice, an ability to work with groups of children, youth, and adults and in counseling with individuals.

## UTAH

*Professional Counselors Certificate*

For the professional counselors certificate, an applicant must present satisfactory evidence of—

1. A minimum of a master's degree, or in lieu, 55 quarter hours of graduate credit, from an accredited college or university.
2. Minimum of 36 quarter credit hours of course work earned within the core or related areas described below. Not less than 24 quarter credit hours must be distributed through the core areas according to weightings as indicated: All of the required minimum of 36 quarter credit hours shall be in addition to courses regularly required for a teacher's certificate, and must be of upper division or graduate standing.
3. A duly issued, currently valid teacher's certificate.
4. A minimum of 2 years' successful teaching or counseling experience approved by the State department of public instruction.

***Provisional Counselor's Certificate***

For the provisional counselor's certificate, an applicant must present satisfactory evidence of—

1. A minimum of a bachelor's degree from an accredited college.
2. A minimum of 12 quarter credit hours of course work in the core or related areas described below. At least half of the minimum must be distributed between the two core areas of (a) counseling and (b) understanding and studying the individual. All of the required minimum of 12 quarter credit hours must be in addition to courses regularly required for a teacher's certificate.
3. A duly issued and currently valid teacher's certificate.

***Length of Term and Requirements for Renewal***

The professional counselor's certificate shall be valid for 5 years following date of issue.

The provisional counselor's certificate shall be valid for 2 years following date of issue.

For renewal of either the professional or the provisional counselor's certificate, a minimum of 6 quarter hours of graduate credit, earned within the core or related areas described below, must be presented to the State department of public instruction. The renewal credit must have been earned within the 5-year period immediately preceding date of application for the professional counselor's certificate, and within the corresponding 2-year period for the provisional counselor's certificate.

***The Required Core Areas***

The required core areas, in which the applicant for the professional counselor's certificate must present a minimum of 24 quarter hours of acceptable credit distributed as indicated, are as follows: Counseling, 6 quarter hours; understanding and studying the individual, 12 quarter hours; information services, 2 quarter hours; auxiliary services, 2 quarter hours; administrative and community relationships, 2 quarter hours.

1. Counseling (minimum 6 quarter hours)—Preparation in this area shall include—
  - a. Principles, concepts, and techniques for initiating, establishing and carrying on effective counseling relationships, including psychotherapeutic methods.
  - b. Internship, or supervised practice in counseling in a program of counseling services approved by the State department of public instruction. Two years of successful experience as a designated counselor in a program of counseling services approved by the State department of public instruction may be accepted in lieu of the internship. This must not decrease the requirement of 6 quarter credit hours in the core area of counseling.
2. Understanding and studying the individual (minimum, 12 quarter hours) — Preparation in this area shall include—
  - a. Principles and concepts of growth, development, and maturation; motivation; nature of the learning process; individual differences; emotional development; personality adjustment; social adjustment.
  - b. Techniques for studying the individual and synthesizing and interpreting data, including: Tests and inventories; observation and anecdotal records; interviews; autobiographies and personal data blanks; rating scales; projective techniques; sociometric techniques; home visits; referrals and reports; record forms and systems.
3. Information services (minimum, 2 quarter hours)—Preparation in this area shall include—

- a. Knowledge of the world's work, including systems of classifying jobs and industries; job descriptions and sources of occupational information; socio-economic and technological changes and trend factors, and sources of data; techniques for conducting community occupational surveys.
  - b. Knowledge of educational and training opportunities for all types of interests and aptitudes; and diagnostic, treatment, and training resources for the handicapped.
  - c. Knowledge of methods of maintaining occupational and training information for convenient reference and ready use; and of making such information available to students, both to individuals and groups.
4. Auxiliary services (minimum, 2 quarter hours)—Preparation in this area shall include—
    - a. An understanding of the purposes to be served and a knowledge of activities involved in establishing and carrying on occupational and educational placement, and utilizing organized placement facilities in the community.
    - b. An understanding of the purposes to be served and a knowledge of activities involved in organizing and conducting regular and special followup surveys and studies.
    - c. Familiarity with remedial agencies and resources and factors involved in their utilization.
  5. Administrative and community relationships (minimum, 2 quarter hours)—Preparation in this area shall include—
    - a. Organizing and administering the guidance services; integral relationships of the counselor and of the guidance services in the school and community.
    - b. The roles of the administrator, the teacher, the counselor, and other specialists in the various guidance activities.
    - c. Communitywide responsibilities for establishing and carrying on the guidance services; formulation of effective working relationships with community agencies; utilization of community resources.

#### *The Related Areas*

The related areas, from which an applicant for the professional counselors certificate may satisfy 12 of the total minimum requirement of 36 quarter credit hours, are outlined below. A suitable distribution through several of the areas is desirable.

1. Psychology, including the special areas of clinical psychology, developmental psychology, dynamic psychology, educational psychology, mental hygiene.
2. Sociology and social work, including the special areas of social psychology, social casework, family life education, community organization.
3. Economics and business management, including labor problems and personal administration.
4. Vocational education, including philosophy and principles and practices in vocational education.
5. Remedial education, diagnosis of deficiencies and methods of remedial education.

It is recognized that there is an apparent overlap between the related and core areas, especially between the related area, "psychology," and the core area, "understanding and studying the individual." This duplication arises from the fact that the related area is actually broader than the core area as it is outlined above. It arises from the further fact that the minimum credit hour requirement can be satisfied even within the core area long before the course offerings in the area are exhausted.



## VERMONT

A teacher who devotes 2 or more periods per day, but less than half time, to guidance services should hold a guidance counselor's certificate. A guidance counselor who devotes half time or more to guidance services should hold a director of guidance certificate.

*Guidance Counselor's Professional Standard Certificate**Valid for 5 Years**Requirements:*

1. All general requirements.
2. Evidence of high level ability to serve as a guidance counselor and a recommendation for this type of certificate from the last superintendent.
3. Eligibility for an elementary, junior high school or secondary professional standard certificate.
4. One year of paid work experience other than teaching or counseling. The work experience may be cumulative and preferably in a variety of jobs. One summer of work in a mental hospital or mental hygiene clinic is recommended.
5. The satisfactory completion of 15 semester hours of graduate work selected from the following courses in guidance and related fields: (1) Adolescent psychology, (2) child psychology, (3) counselling techniques,\* (4) mental hygiene, (5) occupational information,\* (6) philosophy and principles of guidance,\* (7) tests and measurements, (8) vocational aptitude testing. (Starred items are required.)

*Requirements for renewal:*

1. Evidence of high level ability to serve as a guidance counselor as indicated by a recommendation for this type of certificate from the last superintendent.
2. Evidence of continued personal growth as indicated by having earned within 5 years of the date of renewal a minimum of 4 semester hours of approved credit in courses or projects appropriate to the needs or interests of the applicant.
3. Application for renewal within 5 years after the certificate has expired.

*Director of Guidance Professional Standard Certificate**Valid for 5 Years**Requirements:*

1. All general requirements.
2. Evidence of high level ability to serve as a director of guidance as indicated by a minimum of 2 years of satisfactory experience in guidance services and a recommendation for this type of certificate from the last superintendent.
3. Eligibility for an elementary, junior high school or secondary professional standard certificate.
4. One year of paid work experience other than teaching or counseling. The work experience may be cumulative and preferably in a variety of jobs. One summer of work in a mental hospital or mental hygiene clinic is recommended.
5. The satisfactory completion of 30 semester hours of graduate work selected from the following courses in guidance or related fields and well distributed in these groups (starred items are required):
  - a. abnormal psychology, adolescent psychology, child development, mental hygiene.
  - b. labor problems, occupational information.\*
  - c. case studies, counselling techniques.\*
  - d. organization, administration and evaluation of guidance services, philosophy and principles of guidance.\*

## CERTIFICATION REQUIREMENTS

- c. Individual testing\* (Binet or Wechsler, Wechsler preferred), tests and measurements,\* statistics and research methods in education, vocational aptitude testing.

Other suggested courses: alcohol education, curriculum development, group guidance, pre-college guidance, remedial reading, social psychology, workshop or seminar in evaluation methods.

*Requirements for renewal:*

1. Evidence of high level ability to serve as a director of guidance as indicated by a recommendation for this type of certificate from the last superintendent.
2. Evidence of continued personal growth as indicated by having earned within 5 years of the date of renewal a minimum of 4 semester hours of approved credit in courses or projects appropriate to the needs or interests of the applicant.
3. Application for renewal within 5 years after the certificate has expired.

## WEST VIRGINIA

*Requirements for Teacher-Counselor Certification*

1. Meet State requirement for first class teaching certificate at the level at which guidance is to be done.
2. Two years successful teaching experience at the level at which guidance is to be done.
3. Completion of 12 semester hours in an approved institution at the graduate level in the following courses—starred courses required:

<i>Courses</i>	<i>Semester hours</i>
* Basic course in principles and practices of guidance (unless it has been taken at the undergraduate level) .....	2-3
* Counseling techniques .....	2-3
* Individual inventory techniques (including interpretation and use of tests and other data) .....	2-3
* Occupational information techniques .....	2-3
* Seminar in special counseling problems .....	3-6
Industrial and labor relations .....	2-3
Organization, administration and development of guidance programs .....	2-3
Organization of guidance programs for out-of-school youth and adults .....	2-3
Personnel management .....	2-3
Problems of child welfare .....	2-3
Social casework methods .....	2-3
Statistical interpretation .....	2-3
Unemployment and occupational rehabilitation .....	2-3
Vocational education .....	2-3

*Requirements for Counselor Certificate*

1. Meet State requirement for first-class teaching certificate at the level at which the guidance is to be done.
2. Two years successful teaching experience at the level at which the guidance is to be done.
3. Master's degree.
4. Cumulative wage earning experience to a total of not less than 1,400 clock hours of regular paid employment, as certified by the employer or employers, in agri-

culture, commerce and industry or 16 weeks in a cooperative work-experience counselor training program.

NOTE — Cooperative work-experience counselor training programs are carried on in Michigan, Missouri, Pennsylvania, and other States by colleges and such industries as the Chrysler Corp., General Motors Corp., Henry Ford Trade School and the retail stores. The participants work at regular wages and receive 4 hours credit each summer from the colleges and universities cooperating in the program.

5. Completion of 30 semester hours in an approved institution at the graduate level. The required and elective credits shall be earned in the courses below and in such additional courses related to counseling work as may be determined by the individual's interests and needs. The starred courses are required, regardless of credit.

Course	Semester Hours
* Basic course in principles and practices of guidance (unless it has been taken at the undergraduate level) .....	2-3
* Counseling techniques .....	2-3
* Individual inventory techniques (including interpretation and use of tests and other data) .....	2-3
* Occupational information techniques (at the level at which guidance is to be done) .....	2-3
* Advanced studies of human adjustment .....	2-3
* Techniques of evaluation .....	2-3
* Seminar in counseling, individual inventory, occupational information, training opportunities, followup studies, and placement procedures with practice in the field (at the level at which guidance is to be done.) .....	3-6
Industrial and labor relations .....	2-3
Organization, administration and development of guidance programs .....	2-3
Organization of guidance programs for out-of-school youths and adults .....	2-3
Personnel management .....	2-3
Problems of child welfare .....	2-3
Social casework methods .....	2-3
Statistical interpretation .....	2-3
Unemployment and occupational rehabilitation .....	2-3
Vocational education .....	2-3

*Electives in teaching field—0 to 5 hours.*

## WISCONSIN

### *Provisional State Certificate*

The provisional State certificate is granted to and held by all counselors of occupational information and guidance who are not yet qualified to hold a higher classification and who—

1. Have had practical experience in occupations other than in the field of education for at least 1 year.
2. Have had at least 2 years of successful teaching experience as a full-time day teacher or 2 years concurrent employment as teacher and counselor.
3. Have completed a 4-year college course in an approved teacher-training institution of college rank, including professional courses as indicated in the following areas:

- |  |                |
|--|----------------|
|  | <i>Courses</i> |
| a. Principles of guidance .....                  | 2              |
| b. Techniques of appraising and counseling ..... | 2              |
4. Have agreed to and actually do spend one summer school during each certification period in professional improvement along lines laid down for securing the standard state certificate. At least 6 semester hours of credit must be earned during each certification period.

Note—Certification periods mentioned above are those ending with the second August 31st after the teacher enters upon his work in vocational and adult education and all subsequent 2-year periods.

#### **Standard State Certificate**

The standard state certificate is granted to and held by all counselors of occupational information and guidance who meet the following requirements:

##### *Basic competency:*

1. Have had practical experience in occupations other than in the field of education for at least 1 year.
2. Have had at least 2 years of successful teaching experience as a full-time day teacher or 2 years concurrent employment as teacher and counselor.
3. Have completed a 4-year college course in an approved teacher-training institution of college rank, including professional courses as indicated in the following areas:

	<i>Credits</i>
a. Principles of guidance .....	2
b. Techniques of appraising and counseling .....	2

##### *Professional preparation:*

4. Have completed the following course requirements:

	<i>Credits</i>
Principles of guidance .....	2
Philosophy of vocational and adult education .....	2
Techniques of appraising and counseling .....	6
Occupational and educational information .....	2
Mental hygiene or personality structure .....	2
Educational measurement .....	2
Electives in the field of education .....	4
Total .....	20

5. Have completed at least 1 full year of graduate work in education at an approved teacher training institution of college rank.

##### *Counseling experience:*

6. Have had 3 years of experience in Wisconsin schools of vocational and adult education as counselor or counselor-teacher.

##### *Unclassified:*

All counselors of occupational information and guidance who do not have status under the plan of certification as herein set up shall be designated as unclassified.

**WYOMING**

#### **Standard Pupil Personnel Certificate**

This certificate is appropriate for all pupil personnel workers in the public schools

of Wyoming may be endorsed in any of the following areas: Secondary school counselor, elementary school counselor, school psychometrist:

- a. Eligibility for the standard teaching certificate.
- b. Master's degree from an accredited teacher preparing institution.
- c. Professional education—A balanced program including at least 24 semester hours distributed among the following areas:
  - Foundations of guidance.
  - Understanding the individual.
  - Counseling techniques.
  - Educational and occupational information.
- d. Three years successful public school teaching experience.

*Professional Pupil Personnel Certificate*

- a. Eligibility for the standard pupil personnel certificate.
- b. Thirty semester hours in appropriate courses above the master's degree.
- c. Five years successful counseling experience in Wyoming.

DISTRICT OF COLUMBIA

1. *Counselors in junior high schools*
2. *Counselors in senior high schools*
3. *Counselors in vocational high schools*

1 and 2:—A bachelor's degree from an accredited teacher's college conferred as the result of a 4-year professional course of study satisfactory to the board of examiners; or a bachelor's degree from an accredited college; and a master's degree from an accredited college.

3:—A master's degree from an accredited college.

1, 2, 3:—Five years of successful teaching experience under adequate supervision in the elementary or secondary schools of a well organized and accredited school system.

*Provided*—That 2 years of successful practical experience in business, industry, or school counseling, satisfactory to the board of examiners, may be offered in lieu of 2 of the 5 years of teaching experience specified; and, the equivalent of not less than 24 semester credits in courses in education or professional courses successfully pursued as a part of or in addition to the work for the degree and representing a definite program of preparation for counseling in junior, senior and vocational high schools. Within these 24 semester credits, courses must be offered in the following fields:

Junior and senior high schools:

Educational psychology.

Mental hygiene.

Principles and methods of senior high, junior high, or secondary school education.

Principles and practices of guidance.

Techniques of counseling.

Occupational information.

Tests and measurements.

At least one of the following courses:

Clinical psychology, educational sociology, social psychology.

For the vocational the same as above with the addition of:

Principles, materials, and methods of vocational education.

This license qualifies the holder to be appointed in the high schools on 1 level only: Junior, senior, or vocational, as specified. (From Rules of Board of Education of the District of Columbia.)

### HAWAII

#### *Provisional Certificate in Counseling*

- I. Provisional teaching certificate.
- II. Required courses specifically related to counseling and guidance:
  - A. Elementary measurement and statistics.
  - B. Principles of counseling—need; objectives; psychological bases; procedures; available services.
  - C. Clinical psychology.<sup>11</sup>
  - D. Counseling laboratory—student undertakes counseling duties for small group of children under supervision.
  - E. Dynamics of human behavior—interpretation of individual's behavior in light of physical, psychological, and social factors.
- III. Courses pertinent to counseling and usually included in teacher training:
  - A. Basic sociology course (community forces operating in contemporary society).
  - B. Mental hygiene.
  - C. Social work—philosophy scope and aims of contemporary social work.
  - D. Developmental psychology.

NOTE—First through fifth year. Professional teacher's certificate (based on 5-year training or B.A. plus 30 semester hours).

- IV. Two years teaching experience:
 

In addition to 6 credits from among the following:

  - A. Materials and resources of guidance.<sup>12</sup>
  - B. Administration of the guidance program.
  - C. Occupational information.<sup>13</sup>
  - D. Child welfare (social work). Surveys development of specialized services for children and reviews current practices.
  - E. Group techniques in guidance.

(Above courses may be taken in summer school or by inservice training.)

NOTE—Sixth through seventh year. Provisional counseling certificate.

#### *Certificate in Counseling*

- I. One year of satisfactory service as full or part-time counselor.
- II. Supervised counseling including seminar discussions—Approved by department of public instruction.

NOTE—Eighth year or later. Certificate in Counseling.

<sup>11</sup> Substitution may be made from list of courses in II—C.

<sup>12</sup> Required.

<sup>13</sup> Required for secondary school counselors.

## PUERTO RICO

According to Law 94 approved on June 21, 1955 the following are the *general requirements for the certificate of teachers in Puerto Rico*. (The name *teacher* is applied to all supervisory, technical, and teaching personnel of the educational system, excluding office personnel.)

*General requirements:*

1. To be a citizen of the United States of America or of Puerto Rico.
2. To have good moral conduct.
3. To be physically fitted to work as a teacher, as shown by a medical certificate.
4. To be over 18 years of age.
5. Vocational teachers must have the minimum requirements of academic preparation fixed in the State plan for vocational education and the requirements set in the regulations. (At present a professional diploma in guidance is required for certification.) The equivalence for diplomas and degrees required for the granting of teacher certificate shall be determined by the academic and professional preparation of the candidate, according to norms established by the University of Puerto Rico, or approved colleges and universities.
6. The experience determined in the regulations for the appointment of teachers. (In the case of counselors it is 2 years of successful teaching or counseling experience.)

## VIRGIN ISLANDS

*General*

The head counselor shall hold a bachelor's degree or its equivalent and a certificate valid for the type and grade of school in which he is employed.

*Professional*

The head counselor shall have had some graduate work and must have had at least 12 hours of work in the following areas of guidance:

Counseling.

Educational and occupational information.

Analysis of the individual.

Such other courses in the field to complete the minimum requirement.

## Part II. School Psychologist

### CALIFORNIA

The requirements for certification for school psychologists are based upon the regular 1-year program outlined for requirements for certification of a counselor. The second year's work for a psychologist is based upon the regular 1-year program with a major in school psychometry which is similar to that of the counselor. Actually, the psychologist takes the first year's work in school psychometry and the second year's work as indicated on page 12, part I.

### DELAWARE

- I. *Certification requirements*—Graduation from an approved college or university and at least 1 year of graduate work including the completion of 66 semester hours of work for school psychologist or 36 semester hours for psychological examiner taken either before or after attainment of bachelor's degree, distributed as indicated below. Experience as a successful teacher, on either the secondary or elementary level, is considered desirable. The required courses should be distributed in the following fields:

	<i>School psychologist</i>		<i>Psychological examiner</i>	
	<i>Min.</i>	<i>Max.</i>	<i>Min.</i>	<i>Max.</i>
1. General and theoretical psychology .....	2	9	2	6
2. Psychometric techniques .....	3	10	3	8
3. Other specialized techniques .....	12	20	8	15
(Educational measurements, diagnostic testing and remedial reading, teaching mentally retarded children, preparation of social case histories, measurements of special talents and defects, measurement of interests and personality, clinical psychology, etc.)				
4. Related courses .....	15	30	8	15
(Statistics, abnormal psychology, mental hygiene, child growth and development or educational psychology, vocational guidance, speech correction, psychology of personality, education of exceptional children, psychology of childhood and adolescence, psychology of exceptional children, juvenile delinquency, criminology, social agencies, etc.)				



5. Clinical practice<sup>1</sup> \_\_\_\_\_ 15 25 3 9  
 (Experience as an interne in psychology in a mental hospital, penal institution, or school for feeble-minded, deaf or blind or in a guidance clinic, but not less than 3 semester hours will be completed in connection with public schools.)

<sup>1</sup> Actual work experience under competent supervision may be used in lieu of required college credit.

- II. *Application for position*—All applicants for the position of school psychologist or psychological examiner must fill out the enclosed form, entitled "Registration for Certification and Position," completely and accurately.

No person can be recommended for a position in the State of Delaware unless he can meet the above stated certification requirements and until he has filed college transcripts of his courses, a physician's certificate stating that "he is free from any disease or physical defect or emotional instability that will interfere with his success as a teacher," and a recent photograph not larger than 2 x 2½ inches.

Procedures for employing an applicant cannot be initiated until he has submitted all of these data.

## INDIANA

### Patterns for Certificates for Supervisors in Psychology

#### Level 1, School Testing Technician

- I. A bachelor's degree from an accredited college or university, based on the curriculum preparing regular primary, elementary or high school teachers.

Two years successful experience as a primary, elementary or high school teacher.

- II. Credits for the following courses in professional education and psychology:

	Semester hours	Quarter hours
Educational tests and measurements, including supervised practice in administration and reporting same. _____	3	4
Psychological testing including practice in group testing _____	3	4
Elementary statistics _____	3	4
Psychology of exceptional children _____	2	4
Total _____	11	16

*Duties.*—Under the direction and supervision of a psychometrist or school psychologist, administers, scores, and tabulates data from group tests. The school testing technician cannot use and interpret data derived from testing.

#### Level 2, School Psychometrist

- I. A bachelor's degree from an accredited college or university based on the curriculum preparing regular, primary or elementary teachers, and a certificate to teach in the primary or elementary school, or

A bachelor's degree from an accredited college or university, based upon the curriculum preparing regular high school teachers and a certificate to teach the subject matter field for which preparation was made in comprehensive field, and 12 semester

## CERTIFICATION REQUIREMENTS

hours of theory and laboratory training in education and psychology, as restricted field.

A master's degree in psychology from an accredited college or university, or a master's degree in education from an accredited college or university when the preparation is essentially the same as a master's degree in psychology.

II. Credits for the following courses in professional psychology and education

<i>Group A</i>	<i>Semester hours</i>	<i>Quarter hours</i>
Psychology of childhood (or equivalent course or courses covering both phases of development) .....	3	4
Psychology of adolescence .....	3	4
Educational measurements including supervised practice in administration and reporting same .....	3	4
Psychological testing including practice in group testing .....	3	4
Elementary statistics .....	3	4
Psychology of exceptional children .....	2	4

Courses listed in group A, if not taken at the undergraduate level, are required as graduate training.

<i>Group B</i>	<i>Semester hours</i>	<i>Quarter hours</i>
Individual mental testing with laboratory practice .....	3	4
Social psychology .....	2	4
Abnormal psychology .....	3	4
Clinical psychology .....	3	4
Principles of interviewing and counseling with practicum .....	3	4
Electives selected from these areas: 6 hours distributed between two courses.		
Advanced clinical psychology .....	3	4
Clinical practice in remedial reading .....	3	4
Advanced educational psychology .....	3	4
Social anthropology .....	2	4
Behavior problems of young children .....	3	4
Social casework .....	3	4
Techniques of teacher-parent interviewing .....	2	4

**Experience.**—Two years successful teaching experience and a certificate as a school testing technician; or 9 months full time or the equivalent in part-time practicum or supervised paid psychological experience, in either case, under the direction of the psychology department of an approved university or college in Indiana, and approved by the State teacher training and licensing commission.

**Renewal.**—Research, publication, or 6 additional semester hours of graduate study, each 10 years, shall be required for renewal of the psychometrist's certificate.

**Duties.**—Subject to the direction and supervision of the superintendent of schools:  
Administers individual and group tests, uses and interprets findings from same.  
Administers or supervises group-testing programs, interprets and analyzes test results.  
Supervises work of testing technicians and receives their reports.  
Examines children for ungraded classes, classes of mentally retarded or gifted children, and other special classes, whenever mental ability of the pupil is a considered factor.

Studies learning difficulties of children and suggests remedial treatment.

Consults with parents, correlating work of home and school in meeting the personal needs of children.

**Level 3, School Psychologist**

- I. Qualifications for psychometrist's certificate; certificate as school administrator or supervisor, Ph. D. degree in psychology, or a doctor's degree in education, when the preparation is substantially the same as a doctor's degree in psychology, or in an equivalent subject, based in part upon a psychological laboratory or field study as a dissertation.
- II. Credits on graduate level for the following courses in professional psychology and education:

Course	Semester hours	Quarter hours
Advanced clinical psychology	6	8
Psychotherapy, including play therapy	6	8
Projective techniques, including Rorschach and Thematic Apperception tests	6	8
Research methodology	2	4
Advanced statistics	3	4
Advanced laboratory methods and/or individual research studies	3	4
Total	26	36

An additional 12 semester hours selected from group A below and 4 semester hours distributed among 2 or more courses from group B.

Group A	Semester hours	Quarter hours
Individual mental testing with laboratory practice (in addition to requirements at level 2)	2	4
Systematic psychology	3	4
Physiological psychology	3	4
Advanced abnormal psychology or psychopathology	3	4
Advanced interviewing and counseling	3	4
Advanced clinical practice in remedial reading	3	4
Organization and administration of special classes, as sight saving, speech correction, hearing therapy, mentally handicapped	3	4
Group B		
School law	2	4
Supervision of instruction	2	4
School administration	2	4
Legal and ethical problems in professional psychology	2	4

**Experience**—Three hundred and fifty clock hours of psychological internship or externship, certified by the psychology department of an accredited college or university in Indiana or approved by the Indiana Psychological Association, the said internship or externship to occur after fulfilling requirement for a school psychometrist's certificate, preferably in school service.

Four years successful and progressively responsible professional experience in teaching, supervision, or psychological service, at least 2 years of which shall have been equivalent to that of a school psychometrist.

**Duties**—In cooperation with and subject to the direction and supervision of the superintendent of schools:

Discharges any and all of the duties of testing technician or psychometrist as needed.

Directs and supervises the work of testing technician and psychometrists.  
Investigates personality and social maladjustment of school children.

Is responsible for locating and reporting, to proper school officials, aspects of the total educational program found to be psychologically damaging; serves as consultant to recommend or set up procedures for the development of psychologically constructive learning experiences and relationships.

Initiates, executes, as needed, programs of psychological services with children, -parents, and staff members.

May consult with staff regarding diagnostic and remedial procedures used by teachers and supervisors to overcome learning difficulties or social maladjustments of pupils; advises and assists teachers and supervisors in the application of such measures.

May serve as consultant in coordinating the work of other counseling services in the school system such as guidance workers, deans of girls, teachers, testing technicians, and psychometrists.

## KANSAS

### *School Psychologist I (psychological service worker)*

These requirements are in addition to basic requirements common to all special education teachers.

- I. At least 60 semester hours of professional training, including a master's degree, distributed as indicated below:
  - a. A minimum of 30 semester hours credit in areas such as child psychology, abnormal behavior, psychological backgrounds, educational backgrounds.
  - b. A minimum of 15 semester hours of credit in areas such as assessment, evaluation and diagnosis (e.g., individual intelligence testing [verbal and performance], educational diagnosis, theory of psychological tests, psychological assessment of exceptional children), clinical practicums and supervised fieldwork.
  - c. A minimum of 15 semester hours of credit in areas such as school adjustment (e.g., psychology of remedial education, health problems of the school child, mental hygiene, community services, counseling, group dynamics, school programs for exceptional children, remedial techniques, school social work).
- II. At least 200 clock hours of supervised experience (diagnosis and therapy) in a clinical setting in which most of the work is with children, or the equivalent of this in other clinical experience of an approved type.
- III. A person who meets the requirements of 2 above and lacks not more than 5 semester hours in each of 1a, 1b, and 1c above, may upon recommendation of the training institution be given provisional approval for 1 school year. This approval may be extended 1 year at a time providing the person continues to progress toward meeting requirements for permanent approval at the rate of 5 semester hours of additional credit each year.

### *School Psychologist II (supervising school psychologist)*

- I. Meets all of the requirements for school psychologist I, and has
- II. Completed 6 additional graduate semester hours in such areas as assessment, evaluation and diagnosis (1b above) and has completed 24 additional graduate semester hours in school adjustment (1c above), and has
- III. At least 200 additional clock hours in supervised clinical experience (school psychologist I, section 2 above).

## NEW JERSEY

*Authorization*

This certificate is required for service as a psychologist in elementary or secondary schools.

*Requirements*

- I. A bachelor's degree from an accredited college with a minimum of 30 semester hour credits distributed in at least 3 of the following fields: English, social studies, science, fine arts, mathematics, and foreign languages.
- II. An advanced program of at least 60 semester hour credits in graduate courses in an accredited and approved college or university program with the following distribution (all starred courses or their equivalents shall be required):
  - A. Educational foundations—12 semester hour credits selected from the following courses or their equivalents:
    - Modern school practices.
    - Principles of curriculum construction.
    - Philosophy of education.
    - Practicum in problems of individual children.
    - School-community relationships.
    - Remediation in basic educational skills.
    - Educational guidance.
  - B. Education of the handicapped—6 semester hour credits selected from the following courses or their equivalents:
    - Introduction to education of the handicapped.
    - Psychology of the handicapped.
    - Methods and materials in teaching the mentally retarded.
  - C. Testing and clinical techniques—18 semester hour credits selected from the following courses or their equivalents:
    - Statistics.\*
    - Tests and measurements.\*
    - Aptitude testing.
    - Intelligence testing.\*
    - Projective techniques.\*
    - Interviewing and counseling.\*
    - Diagnostic case studies.
  - D. Personality and behavioral development—12 semester hour credits selected from the following courses or their equivalents:
    - Developmental psychology.
    - Psychology of adolescence.
    - Atypical development.
    - Reactive disorders.
    - Motivational basis for learning.
    - The cultural anthropology of community differences.
    - Physiological basis for learning.
  - E. Electives—12 semester hour credits selected from courses closely related to the above groups of courses.
- III. An externship of 450 clock hours. The externship should be in a school clinic, a child guidance clinic or other clinic approved by the Commissioner of Education and supervised by a qualified school psychologist or by personnel approved by the

Commissioner of Education. This externship experience shall include at least 100 clock hours in testing mentally retarded children.

**NOTE**—Persons with experience endorsed by the commissioner of education as equivalent to the above externship may be exempt from the externship.

**Provisional certificate**—A provisional certificate may be granted if the applicant for a certificate presents 40 semester hours graduate credit acquired from an approved college program. These 40 semester hours credit shall be distributed among the outlined areas of study and all starred courses shall be included. Also, an externship of 350 clock hours or equivalent experience shall be required for the provisional certificate. The provisional certificate may be renewed annually by the applicant presenting a minimum of 4 semester hour credits from the outlined areas of study.

**Term**—The limited certificate may be made permanent when the applicant completes 3 years of successful experience within the scope of the certificate.

### NEW YORK

**Duties**—Subject to the direction and supervision of the superintendent of schools, to examine children, by individual psychological tests, for ungraded classes, classes of mentally retarded or gifted children and other special classes in which general or special mental abilities of the pupils are main factors; diagnose learning difficulties of children and suggest remedial treatment; investigate causes of personality and social maladjustments; supervise the diagnostic and remedial measures and procedures used by teachers and supervisors in overcoming the learning difficulties or social maladjustment of pupils, and advise and assist teachers and supervisors in the application of such measures; give pupils individual instruction in overcoming learning difficulties or other maladjustments and advise supervisors, teachers and parents with regard to the kind of instruction given to said pupils; confer with teachers and parents with regard to the learning and behavior problems of children; advise teachers, principals and the superintendent of schools with regard to all matters relating to psychological problems of children; and to do related work as required.

#### *Certificates Valid for Service as School Psychologist*

##### I. Provisional certificate:

- a. **Preparation**.—The candidate shall have completed an approved 4-year curriculum leading to the baccalaureate degree (or approved equivalent preparation) and in addition, 30 semester hours in approved graduate courses leading to the master's degree with a major in psychology; the total program of undergraduate and graduate preparation shall include 40 semester hours in approved professional courses.

The schedule which follows will be used to appraise the said 40 semester-hour requirement:

<i>Fields</i>	<i>Semester-hour range</i>
Advanced psychology (nonspecialized) .....	2-6
Experimental psychology (a laboratory course) .....	2-6
Psychology and methods of teaching .....	2-6
Problems or principals of education or school administration or educational sociology or similar education courses .....	2-6

Educational measurements and statistics (including mental measurement) .....	4-8
Psychology of learning and growth .....	2-6
Psychology of adjustment problems .....	10-15
Clinical test and procedures (including instruction in the application of standardized, individual psychological tests) .....	3-8
Clinical experience under qualified supervision .....	4-8
Physical bases .....	0-6

Courses in systematic psychology, history of psychology, schools of psychology or similar courses will be accepted toward the satisfaction of the advanced psychology requirement.

Courses in methods of teaching, remedial methods, psychology of school subjects, educational guidance, educational supervision or similar courses will be accepted toward satisfaction of the psychology and methods of teaching requirement.

Courses in child psychology, psychology of adolescence, genetic psychology, psychology of learning or similar courses will be accepted toward the satisfaction of the psychology of learning and growth requirement.

Courses in individual psychology, abnormal psychology, psychiatry, social psychology, psychology of exceptional children, mental hygiene, mental adjustments, social casework, delinquency, psychology of personality and character or similar courses will be accepted toward the satisfaction of the psychology of adjustment problems requirement.

Experience, under qualified supervision, in clinics or elsewhere, in giving individual tests and in making reports involving interpretation and recommendations will be accepted toward the clinical experience requirement. In lieu of semester hours of credit, supervised clinical experience of equivalent amount (about 30 clock hours being equivalent to 1 semester hour) will be accepted.

Courses in physiological psychology, neuroanatomy, the physiology of our nervous systems, biochemistry, speech mechanisms and speech correction or similar courses will be accepted toward the satisfaction of the physical bases requirement.

b. *Time validity.*—The provisional certificate shall be valid for 5 years from date of issuance.

c. *Eligibility for permanent certificate.*—The holder of a provisional certificate shall be eligible for the permanent certificate hereinafter described provided he has completed prior to the termination date of said provisional certificate 12 semester hours in approved professional courses in addition to the preparation required in paragraph a of this subdivision.

The applicant's total program of preparation shall include the professional preparation listed in paragraph a of subdivision 2 of this section.

## II. *Permanent certificate:*

a. *Preparation.*—The candidate shall have completed an approved 4-year curriculum leading to the baccalaureate degree (or approved equivalent preparation) and in addition 30 semester hours in approved graduate courses leading to the master's degree with a major in psychology; the total program of undergraduate and graduate preparation shall include the professional preparation required for the issuance of the provisional school psychologist's certificate and in addition 12 semester hours in approved professional courses.

## CERTIFICATION REQUIREMENTS

The schedule which follows will be used to appraise the 32 semester-hour program:

<i>Fields</i>	<i>Semester-hour range</i>
Advanced psychology (nonspecialized) _____	3-8
Experimental psychology (a laboratory course) _____	3-8
Psychology and methods of teaching _____	4-8
Problems or principles of education or school administration or educational sociology _____	2-6
Educational measurements and statistics (including mental measurements) _____	4-8
Psychology of learning and growth _____	4-8
Psychology of adjustment problems _____	12-20
Clinical tests and procedures (including instruction in the application of standardized, individual psychological tests) _____	3-8
Clinical experience under qualified supervision _____	4-8
Physical bases _____	6-8

- b. *Inservice study and training requirement.*—The holder of a permanent certificate shall during each successive 10-year period from date of issuance complete 6 semester hours in approved courses or the equivalent in approved and appropriate professional activity such as membership in study groups for professional and cultural improvement, travel, authorship, clinical experience, teaching approved courses in a recognized institution of higher or professional education, leadership in extraschool activities, leadership in professional associations and leadership in appropriate community activities.

Courses, studies, and activities offered toward the satisfaction of the inservice study and training requirement shall be submitted to the State education department for prior approval.

- c. *Time validity.*—The permanent certificate shall be valid continuously except when the holder thereof has not been regularly employed in a supervisory, teaching or school service position in the public schools of New York State within a 5-year period and has not satisfied the inservice study and training requirement prescribed in paragraph b of this subdivision, in which case the validity of the certificate held by such person shall lapse.

## OHIO

I *Scope of service:*

Duties performed by school employees in this area of pupil-personnel service include—

- A. Working with pupils and preschool children, diagnosing abilities, interests, aptitudes, achievement, and personalities through the use of individual and group child-study techniques.
- B. Working with teachers in the development of a better understanding and application of the principles of child development, mental health, and implications of individual differences.
- C. Working with the administrative and supervisory staff on problems involving guidance, special education, curriculum, promotion, reports to parents, remedial programs and others related to child adjustment.
- D. Conducting the research essential to the development of a systemwide program of psychological services.



### II. *Provisional certificates:*

The provisional certificate valid for performing the duties outlined above will be issued upon the recommendation of an institution approved for the preparation of school psychologists certifying that the applicant has satisfied the following requirements:

- A. Possession of a provisional or higher grade certificate valid for teaching in Ohio.
- B. Evidence of 1 year of successful teaching experience and 300 clock hours of practical experience in a school system under expert supervision.
- C. A master's degree including not less than 20 semester hours distributed as follows:
  1. The clinical study of children using individual testing techniques and evaluative skills with laboratory experiences, including practice in the interpretation of test and other data.—9-12 semester hours.
  2. Group testing in general intelligence and school achievement.—2-4 semester hours.
  3. Psychology of child development from the preschool age through adolescence.—4-5 semester hours.
  4. Psychology of learning.—3-5 semester hours.
  5. Psychology of counseling including laboratory experience.—2-5 semester hours.

### III. *Professional certificates:*

The professional certificate will be issued upon evidence of 24 months of successful experience as a school psychologist under a provisional certificate for school psychologists.

### IV. *Permanent certificates:*

The permanent certificate will be issued upon evidence of 40 months of successful experience under the professional certificate for school psychologists.

## OKLAHOMA

### *School Psychologist*

*Authorization.*—To serve as a school psychologist in any Oklahoma school district or school system.

#### I. *Requirements for the standard certificate:*

- a. Complete all course requirements, including an appropriate internship, for a doctor's degree based on a program of studies emphasizing clinical psychology, individual testing, special education, and guidance. The comprehensive examination over the courses leading to the doctor's degree must have been completed satisfactorily.
- b. Endorsement of the applicant as a school psychologist by the preparing institution.

#### II. *Requirements for the provisional certificate:*

- a. Complete a minimum of 60 semester hours above the bachelor's degree with emphasis on clinical psychology, individual testing, special education, and guidance.
- b. Endorsement of the applicant as a school psychologist by the preparing institution.

*Note.*—Application shall be made directly to the Division of Teacher Education and Certification since the completion of an approved institutional program is not involved.

*School Psychometrist*

*Authorization.*—To serve as a school psychometrist in any Oklahoma school district or school system.

- I. *Requirements for the standard certificate:*
  - a. A master's degree, or equivalent, with emphasis in (1) individual and group testing and, (2) educational measurements and statistics.
  - b. Certification by the preparing institution of the applicant's competency in the area of individual and group testing.
- II. *Requirements for the provisional certificate:*
  - a. A minimum of 20 semester hours graduate credit beyond the bachelor's degree with emphasis in (1) individual and group testing and, (2) educational measurements and statistics.
  - b. Certification by the preparing institution of the applicant's competency in the area of individual and group testing.

NOTE.—Application shall be made directly to the division of teacher education and certification since the completion of an approved institutional program is not involved.

## OREGON

*Requirements for Certificate for School Psychologist*

- I. A regular, general Oregon teacher's certificate, either elementary or secondary.
- II. One year of teaching experience in the regular school classroom.
- III. A master's degree in psychology or educational psychology.
- IV. Ninety-six quarter hours of preparation taken prior to or subsequent to the baccalaureate degree, this preparation to be distributed as follows:
  1. *General and theoretical psychology*, not less than 3 nor more than 12 quarter hours from the following:
    - Introduction to psychology.
    - Psychological foundations.
    - General psychology.
    - Contemporary viewpoints in psychology.
    - Equivalent courses.
  2. *Psychometric techniques*, not less than 6 nor more than 15 quarter hours in administration of individual verbal and nonverbal tests.
  3. *Specialized techniques*, not less than 18 nor more than 30 quarter hours from the following:
    - Education measurement.
    - Diagnostic and remedial techniques in reading.
    - Teaching mentally deviant children.
    - Preparation of social case histories.
    - Measurement of special talents and defects.
    - Projective techniques.
    - Clinical psychology.
    - Equivalent courses.
  4. *Related preparation*, not less than 21 nor more than 45 quarter hours from the following:

Administration of the special education program.  
 Educational psychology.  
 Child growth and development.  
 Psychology of childhood and adolescence.  
 Education and psychology of exceptional children.  
 Vocational guidance.  
 Sociology.  
 Social agencies.  
 Psychology of personality.  
 Mental hygiene.  
 Cultural anthropology.  
 Abnormal psychology.  
 Juvenile delinquency  
 Speech correction.  
 Individual differences.  
 Experimental psychology.  
 Psychopathology.  
 Equivalent courses.

5. *Clinical practice*, not less than 16 quarter hours.

Credit for clinical practice shall be applied in satisfaction of requirements for the school psychologist's certificate only when written approval of such practice has been provided the Superintendent of Public Instruction by the college or university under direction of which the supervised teaching was done.

Experience as an intern in psychology in a penal institution, a mental hospital, a guidance clinic, a school for the deaf, blind, or feebleminded, or a public school may be accepted as satisfying the requirements for clinical practice. Ninety clock hours of such experience shall be the equivalent of 3 quarter hours of credit.

A minimum of 6 quarter hours of clinical practice must be completed in connection with the public schools.

Work experience under competent supervision may be substituted in lieu of the clinical practice, when it is approved by the college or university in which the applicant was prepared. Two years of such experience may be substituted as the equivalent of the 16 quarter hours of clinical practice.

## PENNSYLVANIA

### *Requirements for the Certification of Public School Psychologists*

Certification as a public school psychologist shall require graduation from an approved college or university, the completion of 1 year of graduate work, and the completion of 36 or 66 semester hours of work respectively, before or after graduation, distributed as indicated below:

- |   |   |
|---|---|
| <p>1. General and theoretical psychology.....</p> <p style="padding-left: 2em;">Introduction to psychology.<br/>         General psychology.<br/>         Contemporary viewpoints in psychology, etc.</p> <p>2. Psychometric techniques.....</p> <p style="padding-left: 2em;">Administration of individual verbal and nonverbal tests.</p> | <p><i>Public school<br/>         psychologists</i><br/>         2-9</p> <p>3-10</p> |
|---|---|

3. Psychometric techniques ..... 3-10  
 Educational measurements.  
 Diagnostic testing and remedial teaching.  
 Methods of teaching mentally retarded children.  
 Measurement of special talents and defects.  
 Measurement of interests and personality.  
 Preparation of social case histories.  
 Clinical psychology.  
 Or equivalent courses.
4. Related courses ..... 15-30  
 Statistics.  
 Abnormal psychology.  
 Psychology of childhood and adolescence.  
 Mental hygiene.  
 Educational psychology.  
 Vocational guidance.  
 Psychology of exceptional children.  
 Speech correction.  
 Psychology of personality.  
 Social agencies.  
 Juvenile delinquency.  
 Criminology.  
 Neurology.  
 Psychopathology.  
 Experimental psychology.  
 Education of exceptional children.  
 Or equivalent courses.
5. Clinical practice<sup>2</sup> ..... 15-25  
 Experience as an assistant in a psychological clinic, or as an intern in psychology at a school for the feeble-minded, delinquent, deaf or blind, or at a psychiatric hospital, or public or private school. A minimum of 3 semester hours must be under competent supervision. Under the direct supervision of the graduate school and so certified by it.

### RHODE ISLAND

#### *Requirements for a School Psychologist's Certificate*

This certificate is valid for service as a school psychologist in elementary and secondary schools.

- I. Provisional certificate—valid for 3 years:
- A. Master's degree (or its equivalent) from an institution approved by the State Board of Education.
  - B. Eligibility for a Rhode Island teacher's certificate.
  - C. Thirty semester hours of approved courses in the following areas:
    - Advanced psychology.
    - Educational measurements and statistics.
    - Psychology of learning.
    - Psychology of adjustment problems.
    - Clinical tests and procedures.

*Psychotherapy,  
Supervised clinical experience.*

1 One hundred and thirty-five clock hours shall be considered equivalent to 3 semester hours.

NOTE.—Applicants who have not fulfilled the requirement in Rhode Island education will be allowed 3 years in which to meet this requirement.

- II. Professional certificate—valid for 5 years:
  - A. Same as I-A.
  - B. Same as I-B.
  - C. Same as I-C.
  - D. Three years' successful experience as a school psychologist in Rhode Island.
- III. Life professional certificate—valid for life:
  - A. Same as I-A.
  - B. Same as I-B.
  - C. Same as I-C.
  - D. Ten years' successful experience as a school psychologist in Rhode Island after receiving professional certification.

## WISCONSIN

### *Psychometrists*

Wisconsin has chosen to use the expression school psychometrist to indicate one level of psychologist. In setting up standards for school psychometrists we are following the pattern used for school psychologists so there may be an easy flow from one to the other. Since both deal with children, the following requirements are believed to provide competencies for both:

1. An adequate background in psychology.
2. An adequate background in education.
3. Actual experience with children and adolescents.

### *Educational requirements*

1. Eighteen semester hours of professional education or its equivalent. (Credits obtained in the area of psychology that the school's department of education will accept as equivalent to professional education will be accepted toward completing this requirement. The State Superintendent may also determine equivalency.)
2. A bachelor's degree plus 24 semester hours of graduate work in psychology and/or education.
3. At least 18 semester hours of credit in courses listed in Group A and at least 6 semester hours of credit in courses listed in Group B.  
Starred courses are required.
4. At least 3 semester hours of supervised teaching or internship.

*Group A*

Child or adolescent psychology.\*  
 Psychology of learning.\*  
 Experimental psychology.  
 Abnormal psychology.  
 Tests and measurements.\*  
 Statistics.  
 Social psychology.  
 Principles of psychotherapy.

*Group B*

Introduction to education.  
 Modern philosophies (issues) in education.  
 Curriculum, elementary instructional problems or teaching course in subject major.\*  
 Educational tests.  
 Education of exceptional children.  
 Remedial instruction.  
 Guidance techniques.

Individual mental testing.*	School administration.
Projective psychology.	School law.
Supervised clinical practice.*	School finance.
Psychopathology.	Educational laboratory.
Psychology of adjustment.	
Social work.	

NOTE.—Courses taken for bachelor's degree not to be repeated.

#### Psychometrists

There is a pressing demand on the schools for personnel who are competent to do thorough child study and to interpret those studies to parents and teachers and other community personnel who may be working with children. The improvement of the quality of child study and interpretation is a purpose of the certification of school personnel.

The State's certification of school psychologists is based on 4 types of competence. They are—

1. An adequate background in psychology.<sup>3</sup>
2. An adequate background in education.<sup>3</sup>
3. Experience in working with children and adolescents and interpreting them to others and to themselves.
4. Satisfactory public relations with other personnel as represented by the recommendations of responsible professional workers.

#### Educational requirements

1. A master's degree in psychology or education.
2. Forty-eight semester hours of graduate work in the fields of psychology and education.
3. Thirty semester hours in the field of psychology of which at least 24 semester hours shall be at the graduate level.
4. Eighteen semester hours of professional education or its equivalent. (Credits obtained in the area of psychology that the school's department of education will accept as equivalent to professional education will be accepted toward completing this requirement. The State Superintendent may also determine equivalency.)
5. At least 3 semester hours of acceptable supervised laboratory or clinical experience.
6. Must have completed all courses required of school psychometrist.

#### Experience requirements

Must have had 4 years of experience in 2 or more of the following fields, 2 years of which must be in school psychometric or psychological work:

1. Teaching in elementary or secondary schools.
2. Experience in guidance clinics, in social agencies and institutions dealing primarily with children and adolescents.
3. Experience as school psychometrist under supervision.
4. Experience in an educational or psychological clinic.

<sup>3</sup>The standard used for competency in these 2 areas is measured through credits achieved after the completion of the sophomore year in college or university.

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