

# POST-MASTERS CERTIFICATION IN SCHOOL COUNSELING (ON CAMPUS OR ONLINE)

Department: Counseling (<https://catalog.bradley.edu/graduate/education-health-sciences/education-counseling-leadership/>)

Post-Masters Certification in School Counseling refers to students who have a master's degree in counseling or a related field who wish to obtain a professional educator license as a school counselor in Illinois. Applicants who hold a master's degree in any related field other than school counseling (e.g., other counseling specialty, social work, or psychology) are required to complete the equivalent of all requirements of an approved school counseling preparation program. Pursuant to 23 IL Admin Code § 25.225.h., the Department of Counseling will review the applicant's educational background to determine any deficits as identified by standards set forth at 23 IL Adm. Code § 23.110 or other applicable requirements of 23 IL Admin Code § 25.225.

## **Application and Screening Interview Procedures for Post-Masters Certification in Professional School Counseling for Master's Graduates of the Department of Counseling Master of Arts in Counseling Program**

1. Prospective candidates for certification must formally apply to the Post-Masters Certification in School Counseling. Application materials for each candidate shall consist of:
  - a. Bradley Certification Application Form and all standard graduate application forms from Graduate Education.
  - b. Two letters of recommendation.
  - c. Copies of all official transcripts including master's degree.
  - d. Deficit coursework and experience list as identified in a transcript review using Department of COU Professional School Counseling course requirements and 23 IL Admin Code § 23.110 and § 25.225.
2. Upon receipt of all admission materials, the Counseling faculty will deliberate over admission of applicants. After faculty make decisions, applicants will be notified through a letter. If there is no consensus for acceptance, applicants will be sent a letter outlining faculty concerns and requiring the applicant to interview with Counseling faculty to address identified concerns. Following the screening interview applicants will be notified by letter of final disposition of their application.
3. Upon successful application and screening, applicants must complete a plan of study based upon a transcript review and identified deficit coursework and experience.
4. In all cases, submission of materials does not guarantee acceptance into any program offered by the Department of Counseling, nor does such submission guarantee interim certification approval and signature by appropriate college officers.

## **Application and Screening Interview Procedures for Post-Masters Certification in School Counseling for Master's Graduates (non-school) from other CACREP Accredited Programs**

1. Prospective candidates for certification must formally apply to the Post-Masters Certification in School Counseling. Application materials for each candidate shall consist of:

- a. Formal application to the Certification Program, including Bradley Certification Application form and all standard graduate application forms from Graduate Education.
  - b. Two letters of recommendation.
  - c. Official copies of transcripts.
  - d. Copies of course syllabi and/or course catalog descriptions as determined by Counseling faculty
  - e. Deficit coursework and experience list as identified in a transcript review using Department of Counseling Professional School Counseling course requirements and 23 IL Adm. Code 23.110 and 25.225
2. Students in this category may be asked to submit a video recording of counseling skills as part of their admission packet.
  3. Upon receipt of admission materials all applicants are required to complete a screening interview. The screening interview shall be the same as the interview currently required for applicants to the Department of Counseling Counseling programs. Following the screening interview applicants will be notified by letter of final disposition of their application.
  4. Upon successful application and screening, applicants must complete a plan of study based upon a transcript review and identified deficit coursework and experience.
  5. In all cases, submission of materials does not guarantee acceptance into any program offered by the Department of Counseling, nor does such submission guarantee interim certification approval and signature by appropriate college officers.

## **Application and Screening Interview Procedures for Post-Masters Certification in School Counseling for Master's Graduates (non-school) from non-CACREP Accredited Programs or Post-Master's Graduates in Related Fields, e.g., Social Work or Psychology**

1. Prospective candidates for certification must formally apply to the Post-Masters Certification in School Counseling. Application materials for each candidate shall consist of:
  - a. Formal application to the Certification Program, including Bradley Certification Application form and all standard graduate application forms from Graduate Education.
  - b. Two letters of recommendation
  - c. Bradley-equivalent GRE/MAT, GPA
  - d. Deficit coursework and experience list as identified in a transcript review using Department of Counseling School Counseling course requirements and 23 IL Admin Code § 23.110 and § 25.225.
2. Students in this category may be asked to submit a video recording of counseling skills as part of their admission packet.
3. Upon receipt of admission materials all applicants are required to complete a screening interview. The screening interview shall be the same as the interview currently required for applicants to the Department of Counseling Master of Arts in Counseling program. Following the screening interview applicants will be notified by letter of final disposition of their application.
4. Upon successful application and screening, applicants must complete a plan of study based upon a transcript review and identified deficit coursework and experience. This plan of study must include COU 620 Professional Counseling Orientation and Ethical Practice and COU 622 Counseling: Ethics and the Law.

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submission guarantee interim certification approval and signature by appropriate college officers.

information, please contact the Associate Dean and Director of the Department of Counseling.

## Policy for Dated Coursework

All graduate coursework must have been completed within five years of application to the certification program. Applicants with degrees and/or coursework older than five years must submit evidence of successful continuous employment experience in the counseling field, continuing education and/or training, and relevant counseling or counseling-related licensure and certifications. Eligibility for post-master's certification using these criteria will be decided on an individual-case basis. Submission of these materials does not guarantee admittance into the post-master professional school counseling certification program.

## Interim Certification as School Counselor Intern and Employment

Upon successful application and screening, certification-only applicants may submit an ISBE *Application for Interim Certification as School Counselor Intern* for approval by the School Counseling Program Coordinator and signature by the college entitlement officer. The Department of Counseling and the PMC program are not responsible for any employment as an Interim School Counselor Intern that applicants may seek. The Department of Counseling neither implies nor guarantees that enrollment in the PMC program will occur in such a way as to coincide with applicants' plans to seek or obtain employment via Interim Certification as a School Counselor Intern.

## Transfer Credits

Certification-only students may transfer up to six semester hours towards school counselor certification. Certification only students must take a minimum of 12 credit hours in the post-master's certification program. In addition, post-masters applicants from non-CACREP programs or related fields must submit official transcripts and may be required to submit course syllabi and course descriptions from the college catalog in place when the degree was awarded. Department of Counseling faculty will evaluate these materials to determine equivalency with the Bradley University Department of Counseling School Counseling Program, in addition to applicable ISBE requirements, including reciprocity rules among states.

## Retention Procedures for Certification-Only Students

Certification-only students are held to the same retention criteria and procedures as degree-seeking students. Students must complete a plan of study with an advisor that must be approved by the advisor and Associate Dean and Director of the Department of Counseling.

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## Transcript Evaluation to Pursue Counseling Certification

### Certification Only in Counseling

Individuals wishing to pursue a professional educator license as a school counselor in Illinois will pay a transcript analysis and assessment fee of \$50. If the student enrolls as a graduate student in either Bradley University's Counseling graduate degree program or as a certification only student, this fee will be applied towards tuition. For further