



## APPLICATION FOR THE SCHOOL COUNSELING ENDORSEMENT PROGRAM

### POLICY GOVERNING PCs OR PCCs SEEKING LICENSURE AS A SCHOOL COUNSELOR

Any licensed or license-eligible professional counselor or professional clinical counselor who wants school counselor licensure, but is not seeking admission to the Master's Degree in School Counseling, must apply for admission to the School Counseling Licensure Endorsement Program. The application shall consist of an application form, official transcripts of graduate work in counseling, three letters of recommendation, and a personal statement clarifying why the applicant wishes to become a licensed school counselor. There is no fee for the application and the application is submitted to the School Counseling Program Coordinator (not the College of Graduate Studies). Counseling faculty members will review the application and the applicant may be required to appear for an interview with one or more faculty members. Applicants will be notified if they are admitted. If they are not admitted they will not be permitted to take COUN 6/8940 Counseling Internship and they will not be endorsed for school counselor licensure.

The application should be filed before taking any courses as a non-degree student, but must be filed by the end of the first semester in which the student is enrolled as a non-degree student. Under no circumstances will a non-degree student be allowed to enroll in COUN 6/8940 Counseling Internship without having first been admitted to the School Counseling Licensure Endorsement Program. Once admitted to the endorsement program the student will meet with their adviser to fill out an Endorsement Plan of Study. The School Counseling Program Coordinator will specify which courses and the number of courses the student needs to complete to be endorsed for school counselor licensure. Courses completed more than six (6) years ago may have to be retaken. The student may be required to complete a school counseling practicum in addition to the school counseling internship. It is the student's responsibility to find a school or schools in which to complete the internship, and to arrange for qualified supervision. The student's adviser and the School Counseling Program Coordinator must approve the Endorsement Plan of Study. The adviser and Coordinator must provide written approval for any changes to the Endorsement Plan of Study.

**Please Print**

Last Name	First Name	MI	Maiden Name		Date
Mailing Address		City	State	Zip	Telephone
Alternate Telephone Numbers		Email Address			

**Educational History**

Degree Received	Date Received	Major	Institution	City	State

Have you applied for and received admission to the UT College of Graduate Studies?     Yes     No

I certify that all the information I have given in this application is complete and accurate to the best of my knowledge, and that I understand the Department Policy Governing PC or PCC Seeking Licensure as a School Counselor as printed at the top of this form. If admitted, I agree to observe all the rules and regulations of The University of Toledo. Furthermore, I agree to abide by the rules and regulations set forth by the Ohio Department of Education.

Applicant's Signature	Date
Approval Granted <input type="checkbox"/> Yes <input type="checkbox"/> No	School Counseling Program Coordinator's Signature  Date
Approval Granted <input type="checkbox"/> Yes <input type="checkbox"/> No	Department Chair's Signature  Date

Return application form, official transcripts of graduate work in counseling, three letters of recommendation, and a personal statement to:  
 Counselor Education Program  
 Mail Stop 119  
 The University of Toledo  
 Toledo, OH 43606-3390