



**APPLIED PSYCHOLOGY-HUMAN DEVELOPMENT DIVISION**

- POST-MASTER'S CERTIFICATION –  
PROGRAM IN ELEMENTARY OR SECONDARY SCHOOL  
COUNSELING  
CERTIFICATE PROGRAM

**HANDBOOK**

<http://www.gse.upenn.edu/aphd/scp.php>

**2007-2008**

## 2007-2008 POST-MASTER'S CERTIFICATION PROGRAM IN SCHOOL COUNSELING

Elementary School Counselor Guidelines at: [http://www.gse.upenn.edu/aphd/scp\\_internship1.pdf](http://www.gse.upenn.edu/aphd/scp_internship1.pdf)  
Secondary School Counselor Guidelines at: [http://www.gse.upenn.edu/aphd/scp\\_internship2.pdf](http://www.gse.upenn.edu/aphd/scp_internship2.pdf)

### PROCEDURES

If a student chooses to qualify for certification from the Commonwealth of Pennsylvania's Department of Education in the area of elementary or secondary school counseling, she/he must follow the procedures outlined below:

**During the course of study** in the master's specialization in Psychological Services, the student must ensure that the pre-requisite courses are included in their planned program of study. For elementary school certification, this will involve taking either EDUC 560, Human Development or EDUC 580, Interactional Processes with Children. For secondary school certification, this will involve taking either EDUC 561, Adolescent Development or EDUC 557, Interactional Processes with Adolescents.

In addition, regardless of specialization, all students wishing to pursue school counseling certification must take EDUC 685, Career Development; EDUC 553, Foundations of Special Education, and EDUC 639, Design of Learning Environments, along with other required courses in the master's program.

#### **The Application Process**

1. The student must obtain an application from the Graduate School of Education (GSE) Admissions Office and complete it, checking off "Special Programs Certification Only" and specifying the area of certification (elementary or secondary).
2. The student must provide an up-to-date copy of her/his resume/CV and an unofficial copy of her/his transcript. Both should be submitted with the application to the GSE Admissions Office. An unofficial copy of the student's transcript can be obtained through PennInTouch.
3. It is not necessary to pay an additional application fee, nor is it necessary to submit official transcripts, scores, or any other material supporting the application to degree programs. **The signed application and a copy of the student's unofficial transcript and resume/CV should be returned to the GSE Admissions Office no later than MAY 15 of the Spring Semester.**
4. The GSE Admissions Office notifies the student of the outcome of the application to the certification program. **In order to complete the certification admissions cycle, the student must return the signed Admissions Reply Form (ARF) to the GSE Admissions Office.** The returned ARF signals the GSE Admissions Office staff to enter a new academic career into your registration account, and allows the student to register for the required supervision course, EDUC 697, Post-Master's Internship in School Counseling.

## INTERNSHIP

5. The student is responsible for obtaining an appropriate internship placement and may consult with the Psychological Services Field Placement Coordinator regarding placement approval. Once a placement has been obtained, the student will provide to the Supervisor, a copy of the **Site Supervisor's Guidelines** [http://www.gse.upenn.edu/aphd/scp\\_supervisor.pdf](http://www.gse.upenn.edu/aphd/scp_supervisor.pdf), for the supervisor's review, and the **Internship Placement and Supervisor Information Form** [http://www.gse.upenn.edu/aphd/scp\\_internshipapproval.pdf](http://www.gse.upenn.edu/aphd/scp_internshipapproval.pdf) that must be completed by the site supervisor and student, and submitted to the APHD Coordinator prior to the end of the semester Drop/Request period.
6. The student must complete the **Post-Master's Certification Planned Program of Study Form** <http://www.gse.upenn.edu/aphd/pps-crt.pdf>. The student and the instructor of EDUC 697 must sign it. The signed form must be completed and submitted to the APHD Coordinator prior to the end of the semester Drop/Request period.
7. Internships must be completed concurrent with an EDUC 697 Post-Master's Internship in School Counseling supervision course. All internships are required to be full-time, five days per week, beginning with the first day of school, or before if there is an in-service training opportunity available for the intern. On-site supervision must be provided by a school counselor who holds the certificate which the student seeks (either elementary or secondary school counselor, not school psychologist, unless the school psychologist also holds the counseling certificate). A *minimum* of 400 supervised clock hours must be accrued during the internship. Your site supervisor must sign your monthly hour-log. **The Monthly Hour-Log Form must be turned in by the second week of each month to the EDUC 697 Instructor.** [http://www.gse.upenn.edu/aphd/scp\\_logsheets.pdf](http://www.gse.upenn.edu/aphd/scp_logsheets.pdf)

## PRAXIS EXAMS

8. Sit for the Praxis exams as soon as possible. The November or January testing dates are suggested. Praxis registration booklets are available from the Educational Testing Service (ETS).  
The required tests are:  
Praxis I: Academic Skills Assessments tests 0710, 0730, 0720 (Reading, Mathematics and Writing), and Praxis II: Subject Assessments and Specialty Area Test 0420 (School Guidance and Counseling – Secondary and/or Elementary). Your scores must be sent to Elizabeth Deane, Assistant to Harris Sokoloff, Certification Officer, 4<sup>th</sup> floor, GSE (this information is to be provided on the Praxis registration form, in the section "Agencies to Receive Score Reports and Passing Status Information"). The certification process will not proceed until Ms. Deane receives your scores.

## APPLYING FOR PA CERTIFICATION

9. The student should obtain the Commonwealth of Pennsylvania, Department of Education booklet from their website, and:
  - Complete the student's part of form PDE 338G and have your physician sign it and return the original to YOU. **Harrisburg will not accept faxed copies of the PDE 338G form.** Do not include your credit card information. Be sure to use your permanent address.
  - Complete Part A of PDE 338C.
  - **Attach the required money order in the amount of \$40.00 (no personal checks please or the Commonwealth will return it), made payable to the "Commonwealth of Pennsylvania", along with forms PDE 338G and 338C, and submit the packet to Elizabeth (Betty) Deane, Assistant to Harris Sokoloff, Certification Officer, 4<sup>th</sup> floor, GSE.**

- Betty Deane will submit a “Verification of Qualification” Form” to the Chair of APHD. The Chair will review the student’s record, and sign the form after the student’s grade for EDUC 697 has been recorded. The signed “Verification of Qualification” Form will be returned to Elizabeth Deane’s office.
- The Professional Certificate comes directly from Harrisburg within 4-6 weeks.

#### STUDENT EVALUATION PROCEDURES

10. The student will receive a grade for the Post-Master’s Internship in School Counseling course (EDUC 697) when all requirements of the course have been satisfied. This includes; regular class attendance, timely submission of all course assignments and timely submission of all monthly logs to the EDUC 697 instructor. In addition, all on-site supervisors will be required to complete and submit an evaluation of the student’s performance, three weeks before the end of the semester, to the APHD Division Coordinator by mail or fax.

Mail: Evelyn A. Jordan,  
University of Pennsylvania  
APHD/GSE 3700 Walnut St.  
Phila., PA 19104-6216

Fax: 215-573-2115, attention: Evelyn A. Jordan

GSE faculty will review the performance evaluation from the on-site internship supervisor, the grade for the supervision course, EDUC 697, Post-Master’s Internship in School Counseling, and the Post-Master’s Certification Planned Program of Study. After successful completion of the program is determined, the Instructor of EDUC 697 will submit student’s grade.