



**Graduate Degree Program – Non-Degree Certification Only Program in School Counseling  
Leading to Standard Certification as a School Guidance Counselor, P-12**

**Admission Requirements:**

To be admitted into this program, candidates must meet all minimal criteria described on the “Transition Points” page under “Transition Point 1: Admission to Education Preparation Programs.”

**Prerequisites: Master’s Degree in School Counseling; Valid Kentucky Provisional Guidance Certificate**

**Required Coursework—6 hours**

*Professional Courses – 6 hrs*

\_\_\_\_ CNS 556 – 3 hrs

\_\_\_\_ CNS 666 – 3hrs

**Important Notes:**

- Minimum GPA required for certification: 3.0
- In addition to the coursework, Standard Guidance Certification requires one year of experience as a school counselor. Students may complete the coursework to extend their certification prior to completing the experience requirement.

**Mid-Point Assessment Requirements:**

To be admitted into the Practicum, candidates must meet all minimal criteria that apply to this program described on the “Transition Points” page under “Transition Point 2: Admission to Final Experience.”

**Program Completion Requirements:**

1. To complete this program, candidates must meet all minimal criteria that apply to this program described on the “Transition Points” page under “Transition Point 3: Program Exit.”
2. Rules and regulations governing the completion of this program of study have been described above and on the next page. By signing below, you are acknowledging that you understand and accept responsibility for meeting these requirements.

\_\_\_\_\_  
Candidate’s Name (printed)

\_\_\_\_\_  
Education Advisor’s Signature/Date

\_\_\_\_\_  
Candidate’s Signature/Date

\_\_\_\_\_  
Specialization Advisor’s Signature/Date

**Delineation of Unit/Program Transition Points – Advanced Preparation  
(For all School Counseling Program)**

<b>Transition Point 1: Admission to Education Preparation Programs</b>			
<b>Data Reviewed</b>	<b>Minimal Criteria for Admission/Continuation</b>	<b>Review Cycle</b>	<b>Reviewed By</b>
<u>Unit Level Data:</u> <ul style="list-style-type: none"> <li>▪ Admission Application</li> <li>▪ Undergraduate Degree</li> <li>▪ GAP Score (UG GPA x GRE)</li> <li>▪ GRE Analytic Writing Score</li> <li>▪ Teaching Certificate</li> </ul>	<ul style="list-style-type: none"> <li>▪ Completion of application</li> <li>▪ Evidence of degree</li> <li>▪ 2200+</li> <li>▪ 3.5+</li> <li>▪ Evidence of certificate</li> </ul>	Each Month	Graduate Studies
<b>Transition Point 2: Admission to Practicum</b>			
<b>Data Reviewed</b>	<b>Minimal Criteria for Continuation</b>	<b>Review Cycle</b>	<b>Reviewed By</b>
<u>Program Specific Data</u> <ul style="list-style-type: none"> <li>▪ Completion of Course Pre-Requisites</li> <li>▪ Admission to Counseling Programs</li> <li>▪ KSP Criminal Background Check</li> <li>▪ Approved Practicum Site</li> <li>▪ Signed Prospectus</li> <li>▪ Acceptable Dispositions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Advisor approved program</li> <li>▪ Faculty approved application</li> <li>▪ Meets program requirements</li> <li>▪ As approved by practicum instructor</li> <li>▪ Original in student file</li> <li>▪ Minimum 3 or 4 on all Dispositions</li> </ul>	At time of admission. Practicum is a restricted course.	Practicum Faculty
<b>Transition Point 3: Program Exit</b>			
<b>Data Reviewed</b>	<b>Minimal Criteria for Exit</b>	<b>Review Cycle</b>	<b>Reviewed By</b>
<u>Program Specific Data</u> <ul style="list-style-type: none"> <li>▪ Completion of Practicum Experience</li> <li>▪ Pass Comprehensive Examination</li> <li>▪ Acceptable Dispositions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Acceptable Site Supervisor Evaluation</li> <li>▪ Acceptable Mid-Term Evaluation</li> <li>▪ Practicum Log with Minimum Hours</li> <li>▪ Acceptable Practicum Portfolio</li> <li>▪ Minimum 70% on Multiple Choice Exam</li> <li>▪ Minimum 70% on Essay Questions</li> <li>▪ Minimum 3 or 4 on all Dispositions</li> </ul>	When Form E is Signed.	Department Head

**Remediation Opportunities:**

**TP 2:** Candidates may request additional instruction from faculty and may resubmit Critical Performances in order to improve their scores.

**TP 3:** Candidates may request additional instruction from faculty and may retake the comprehensive exam.

**EPSB Disclaimer:** Teacher certification requirements are subject to change. Before registering for the test(s), please refer to the Education Professional Standards Board (EPSB) website at [www.epsb.ky.gov](http://www.epsb.ky.gov) for current requirements or contact Ms. Rice at 502-564-4606 or toll free 888-598-7667.