

Requirements for Professional Certification- School Counselor

The following requirements must be met in order to complete the UTSA Certification Program for School Counselor:

1. Gain approval from Counseling program
 2. Begin School Counseling Internship
 3. Take the practice exam
 4. Take/pass official state exam
 5. Apply for state certification
- Student must be enrolled in the graduate M.Ed. in School Counseling Program and have a School Counseling Program Degree Plan (signed by their advisor or the program coordinator) in their student file (OR) have a signed copy of the Post Masters Certification Process form approved by program coordinator. (Note: Only individuals with a Masters degree in counseling and two years of teaching experience will be considered for the post-masters certification process.)
- Students will take the School Counselor Practice exam to be eligible to receive approval to take the official state exam. To view the UTSA Practice exam and state exam schedules go to: education.utsa.edu/texas

Procedures for taking the Practice Exam:

1. Students may register for the School Counselor Practice exam on Banner ASAP, Testing Services. Additional directions can be found at the UTSA TExES website: education.utsa.edu/texas
Note: You may only register for the exam date currently posted. Bring a photo ID and pencil to the Practice exam.
2. Scores will be available on Banner ASAP several days after the test administration.
3. The School Counselor's Preparation Manual is available at the test vendor's website: <http://www.tx.nesinc.com/>

Procedures for taking the official state exam:

1. Students may register for the state exam the semester of their Counseling Practicum and after they have taken a School Counselor Practice exam.
2. The state requires an overall passing scaled score of 240/300 on the TExES School Counselor exam.
3. Follow the following steps for state exam registration:
 - a. Complete an Eligibility Form found on the TExES webpage and fax the form to TExES Office, 458-5794. Webpage: education.utsa.edu/texas
 - b. Students can check approval status at their TEA account. Students will use their TEA ID # to register for the exam with test vendor: <http://www.tx.nesinc.com/>
 - c. The state exam is only available as a limited-administration computer administered test (CAT), meaning the test dates are limited. Check the ETS website for the dates.

Applying for Certification:

- Students may apply with TEA for the School Counselor Certificate upon successful completion of
1. The UTSA School Counseling Masters Program or Postmasters' Certification Program
 2. Successfully completing the official TExES School Counselor exam and
 3. Required 2 years of Teaching Experience.
- All applications for certificates are made online at the TEA website, tea.texas.gov. Step by step instructions are provided for completing the application process.