

Murray State University Counseling Program

School Counseling Certification and Rank Change Procedure

Provisional School Counseling Certification (P-12) requirement is completion of the M.A. of School Counseling Program. Provisional Certificates must be renewed every five (5) years by taking nine (9) credit hours of counseling coursework, post-masters degree and then reapply for the certificate.

Standard School Counseling Certification (P-12) requirement is the completion of two years school counseling experience (one year for counselors with teaching certification) and six (6) credit hours of counseling coursework, post-masters degree. Standard Certificates must be renewed every five (5) years.

Rank change for salary purposes may be received on the completion of the Midpoint Clinical Application Exam in the M.A. of School Counseling Program (Rank II) and on the completion of an Ed.S. degree (Rank I).

Application for any and each of these, certification or rank change, follows the same procedure:

- 1) Retrieve the CA-1 Application for Certification or Rank Change. It may be found at your local school board office or online on the Education Professional Standards Board (EPSB) for Kentucky webpage, www.epsb.ky.gov.
- 2) Complete all of page 1, page 3 and the top portion of page 5 (part A) of the CA-1 form.
- 3) Mail the form to the Teacher Education Services (TES) office:

Debbie Sawyers, Teacher Education Services
2101 Alexander Hall
Murray State University
Murray, KY 42071

The TES office will complete the form and submit it to the EPSB in Frankfort, KY.

- 4) Pay the certification fee by mailing it directly to EPSB or you may pay online.
- 5) Send an official transcript directly to EPSB.

To renew the Provisional or Standard Certificate:

- 1) Retrieve the CA-2 Application for Certification Renewal/Duplicate. It may be found at your local school board office or online on the Education Professional Standards Board (EPSB) for Kentucky webpage, www.epsb.ky.gov.
- 2) Complete all sections of the CA-2 form.
- 3) Mail the completed form and an official transcript directly to the EPSB in Frankfort, KY.
- 4) Pay the renewal fee by mailing it directly to EPSB or you may pay online.

An applicant applying for initial certification in Kentucky will need to submit a Kentucky state and federal background check. The background check needs to have been completed within twelve months of the date that EPSB receives the application.

- You may request a background check from the Kentucky State Police using the following form: http://www.kentuckystatepolice.org/pdf/employment_rev11_10.pdf
- An FBI background check may be obtained by following the directions found here: <http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/submitting-an-identity-history-summary-request-to-the-fbi>

If you have any questions, please contact TES at dsawyers@murraystate.edu, 270.809.2054 or Dr. Susana Contreras Bloomdahl at sbloomdahl@murraystate.edu, 270.809.6471.