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 reapplying for the certificate.

Standard School Counseling Certification (P-12) requirement is 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 by reapplying for the certificate.

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

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

1) Retrieve the TC-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 TC-1 form.
3) Mail the form to the Teacher Education Services (TES) office:

   Debbie Sawyer, 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 TC-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 TC-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.