

Steps to Obtaining your School Counselor License in Wisconsin

In the state of Wisconsin there are a number of requirements that need to be fulfilled to be eligible for a School Counselor License from the Wisconsin Department of Public Instruction (DPI). At UWW, school counselor students must:

- Complete 48 credits necessary for a Professional Counseling Master's degree
- Complete an E-Portfolio prior to graduation
- Have a passing score on the Praxis II Professional School Counselor Exam (#0421 or #5421)
- Complete a yearlong (September-May) internship in a school setting
- Submit the Educator Licensing UWW Application form to the Winther Hall Information Desk.
- Complete an online DPI license application

*Please note: Student's master degree must be posted before the license application can be processed by UWW's Certifying Officer.

Additional coursework for non-teachers:

- A course in working with students with disabilities
- A course in learning strategies
- Completion of the Humans Relations Code Requirements.
 - o COUNSED 741 Social and cultural Foundations,
 - o COUNSED 738 Perspectives in School Counseling
 - o COUNSED 795- Supervised Internship
 - 25 hours working with diverse populations

Exams to Take

Praxis II- <http://www.ets.org/praxis/prepare/materials/0421/>

Information about the test content and structure can be found in this document:
<http://www.ets.org/s/praxis/pdf/0421-5421.pdf>

How to Apply for Pupil Services License

1. Go to <http://www.uww.edu/coeps/academics/teacher-licensure/applying> and submit the Educator Licensing Online (ELO) UWW Application Form to the Winther Hall Information Desk
 - a. Note: In the **Licensure Developmental Level(s) you are expecting** area of the form (lower left corner), check the box for **Early Childhood – Adolescence (Birth – 21)**
2. After the form is submitted, you will receive two emails stating the application was sent to DPI and another with steps to complete the DPI application.

The student's master degree must be posted before the application can be processed by the Certifying Officer.

Fees

- \$100 credit card payment (no PINs are accepted) when submitting DPI online application

After the initial license is issued:

- The initial license is issued for a period of five years, and is non-renewable.
- Prior to the expiration of this license (and no sooner than three years after the issue date), a school counselor must prepare a professional development plan (PD) which demonstrates successful completion of the Initial Educator requirement, as well as ongoing, increased proficiency in all standard.
- This is done in collaboration with a PDP Team. The team is comprised of an administrator designated by the school district and approved by the school board; a representative from a graduate program that prepares professional school personnel; and a school counselor who is not the mentor.

Additional Resources

- Student Handbook
<http://academics.uww.edu/counseled/home/student%20handbook%2013%20final.pdf>
- Praxis information
<http://www.ets.org/praxis/about/praxisii>
- DPI School counselor Licensure
http://sspw.dpi.wi.gov/sspw_sclicensure
- College of Education and Professionals
<http://www.uww.edu/coeps/academics/teacher-licensure/applying>