

SCHOOL COUNSELOR STANDARD CERTIFICATE (ENDORSEMENT CODE: 2702)

TO AVOID DELAYS: After applying online, please submit **ALL** necessary documentation **together** in a **single packet** to the address below. If possible, please have transcripts sent to you first and then forward them in the sealed envelope(s) together with any other documents. Please include your tracking number in all correspondence with our office.

**NJ Department of Education
Office of Certification and Induction
PO Box 500
Trenton, NJ 08625-0500**

The school counselor endorsement authorizes the holder to perform school counseling services such as study and assessment of individual pupils with respect to their status, abilities, interest and needs; counseling with administrators, teachers, students, and parents regarding personal, social, educational, and vocational plans and programs; and developing cooperative relationships with community agencies in assisting children and families. The certificate holder is authorized to perform these duties in all public schools.

To be eligible for the School Counselor Standard, you must complete the following:

Master's Degree Requirement

- A master's or higher degree from a [regionally accredited](#) 4-year college/university is required.

Required Graduate Study

- 48 graduate *semester-hour* credits including the specified areas of study below.
 - 18 credits Counseling to include a course in *each* of the following areas:
 - Theory and procedures in individual & group guidance
 - Counseling and interviewing techniques
 - Career counseling (vocational guidance)
 - 3 credits in Testing & Evaluation
 - 6 credits in Psychology
 - 3 credits in Sociological Foundations
Suggestions include: Multicultural Counseling; Educational sociology; Social problems, juvenile delinquency law, and family; or Urban sociology.
 - 3 credits in community agencies, organizations, and resources.
 - 3 credits in Statistics or Research methods
 - 6 credits in Supervised Counseling Practicum in a school setting. Please be advised that **6 credits** in a Supervised School Counseling Practicum must be completed in a school setting. A clinical setting will not be accepted. When you complete this requirement, please submit along with your official transcript an original letter from the School Counseling Department Chairperson at the college or university to verify in which setting the practicum experience was completed.
 - 6 Elective credits in any of the following topics: education; counseling; testing & evaluation; psychology; sociological foundations; statistics & research methods; curriculum development; program planning; guidance; measurement; vocational education; learning disabilities; human relations; or group process theory and procedures.

All graduate credits must appear on a [regionally accredited](#) 4-year college/university transcript.

NOTE

- Please provide official course descriptions from all graduate coursework that covers the above required study areas.

[Fee Requirement](#)

- No checks or money orders will be accepted
- Please make the payment [online](#)
- Please notify your examiner after payment has been made.
- If your application expires after six months, you will be charged a fee of \$70.
- All fees, including money left on file, are nonrefundable

[Online Certificate Information](#)

- All information regarding applications and certifications is now available online, including certificate name, certificate ID number, date of issuance, and expiration date, if applicable. Instructions to view this information can be found [here](#).
- In order to make certification information available more quickly, this information will appear on our website in lieu of the issuance of paper certificates. If you would like to view the status of your application, then please visit our [application status check](#).

You cannot complete the entire application process online. After applying online, please submit ALL necessary documentation together IN A SINGLE PACKET to the NJ DOE in order to complete your application. Please put your tracking number on all documents that you send to our office.

**IF YOU HAVE MET THE ABOVE REQUIREMENTS,
THEN [CLICK HERE](#) TO APPLY ONLINE.**