

# MTSU COLLEGE OF EDUCATION

## Job-Embedded Practitioner License

### School Counseling Program Requirements

Candidates applying for a Job-Embedded Practitioner License for School Counseling through MTSU must meet the following criteria:

- I. Demonstrate training in core knowledge and skills of counseling or a closely-related field. A candidate may do so in one of two ways:**
  - Be in the final year of the MTSU Professional Counseling Specialist of Education (Ed.S.) Program and obtain approval from the Professional Counseling Program faculty.
  - Be a non-degree-seeking student in the MTSU Professional Counseling Program with
    - a) transcript verification of a graduate degree in counseling or a closely-related field such as clinical social work
    - b) completion of equivalent pre-requisite coursework for field placement through the Professional Counseling Program, and
    - c) approval from the Professional Counseling Program Faculty.
  
- II. The following documentation must be submitted when making application.**
  - **Letter of *Intent to Hire* from a school district** – An official letter from the school system stating position, subject, grade level, and endorsement code for which the candidate is being hired.
  - **Hiring School System-MTSU School Counselor Assurance Agreement** – completed by the hiring school system.
  - **Official Transcripts:** Candidates must submit official sealed transcripts that show degree conferment.
  - **Transcript Analysis Request Form** – Request form for transcript analysis: [Request for Transcript Analysis Job-Embedded Practitioner License form](#)
  - **Personal Affirmation Document** – Candidates must submit the following document along with the request for transcript analysis:  
[http://www.mtsu.edu/education/docs/Tennessee\\_Department\\_of\\_Education\\_Affirmation\\_Form.pdf](http://www.mtsu.edu/education/docs/Tennessee_Department_of_Education_Affirmation_Form.pdf)
  - **Passing score on PRAXIS II exam code 5421, Instructional Support Personnel, Professional School Counselor**, minimum score of 156 ([www.ets.org/praxis/tn/test-takers/plan-your-test/licensure-requirements.html](http://www.ets.org/praxis/tn/test-takers/plan-your-test/licensure-requirements.html))
  
- III. Be Admitted to the MTSU Professional Counseling Program.**
  - MTSU College of Graduate Studies application
  - Professional Counseling Program supplemental application
  - Three positive references on the Professional Counseling Program letter-of-recommendation form
  - Resume
  - Recording of a sample counseling session (in accordance of details provided by the Professional Counseling Program Coordinator)
  - Minimum GPA of 3.0 on previous graduate degree
  - Acceptable test scores on **one** of the following (waived if GPA is at least 3.5 on previous graduate degree):
    - a) Graduate Record Exam – A minimum combined Verbal + Quantitative score of 291 (current scale) or 900 (former scale) on the GRE with scores on both the Verbal and Quantitative measures of the test above 146 and 140, respectively (current scale) or 400 (former scale).
    - b) Miller Analogies Test – A minimum of 388
  - Positive interview scores (Interviews are in February and September)
  - Recommendation by faculty for admission into the program
  - Verification of background check – (may be letter from employing school system)
  
- IV. Program Completion** – Upon completion of the program of study and required experience, candidates must submit a final official transcript to the College of Education Office of Professional Laboratory Experiences.

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Upon documentation of the above criteria, a **Program of Study** detailing the Professional Counseling coursework to be completed will be sent to the candidate and school system. Coursework is at the graduate level (with the exception of a diverse learner's course, if required.) Although the first issuance of the Practitioner license is valid for a 3 year period, candidates must meet annual benchmarks set by the MTSU College of Education for continuation in the program.

Annual Job-Embedded Practitioner requirements include:

- Completion of a minimum of 6 hours of coursework from the Program of Study each year enrolled until all coursework is completed.
- Maintenance of a 3.0 or higher GPA on coursework from the Program of Study.
- Annual documentation of evaluations by the employing school district.
- Continued employment in a school system until all requirements for the Job-Embedded Practitioner license are met.
- All course work and required assessments must be completed by the expiration date of the license or the license will become inactive.