

School Counselors  
Standard Certificate in School Counseling

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**Appointment for School Counselor Position**

- 1) Eligibility for Texas Probationary School Counselor Certification -  
Deficiency plan process & School Counselor position seeking process
  - a) Contact Gilbert Antunez & Dr. Yvette Castillo for verification of eligibility.
  - b) Provide proof of 2 years of credible teaching experience by submitting TEA service record from your school district. You can obtain the service record form from the HR department.
  - c) Provide proof of admittance into the school counseling program at WTAMU in addition to your official degree plan.
  - d) Fulfillment of program prerequisites (12 hours) in addition to a minimum of 30 hours from the following courses: COUN 6305, 6306, 6308, 6324, 6327, 6328, 6330, 6372, 6375, & EDPD 6329.
  - e) Apply for a deficiency plan through Gilbert Antunez.
  - f) Once you have secured a position as a school counselor, provide a copy of your school counseling position contract.
  - g) Submit TEA statement of eligibility for internship (will obtain from G Antunez).
  - h) Obtain instructions on how to apply for probationary certification.
  
- 2) Eligibility for Texas Standard School Counseling Certification
  - i) Complete all program requirements
    - 54 hours of degree plan coursework
    - Successful completion of Comprehensive Exams
    - Successful completion of TExES Test, # 152 – EC-12 School Counseling Exam
    - Submit official transcript certifying MEd degree in School Counseling to Gilbert
  
- 2) Eligibility for Emergency Permit (District decision, not WT protocol)
  - j) All candidates that consider this route are considered “non-highly qualified” on this permit due to lacking appropriate coursework and/or the degree.
  - k) District applies for this TEA emergency permit and is responsible for contacting G Antunez
  - l) Candidates have to interview with Counselor Education program and officially become admitted into the program.
  - m) Apply for a deficiency plan with G Antunez.
  - n) Hiring district’s administration must guide this process and contact G Antunez.