

School Counsellor Certificate Guidelines

Requirements

To be eligible for a School Counsellor Certificate, a candidate will have thirty (30) credit hours of university course work at the post-baccalaureate level, or above, as specified in the guideline and will have accumulated a minimum of two (2) years successful teaching experience while holding a valid Manitoba Permanent Professional teaching certificate.

For School Counsellor certification purposes only, and not for degree requirements, a selected number of accredited professional development activities will be accepted by the Professional Certification Unit towards the School Counsellor Certificate. Professional development activities will be assessed on the basis of contact hours. Twenty (20) contact hours is equivalent to one (1) hour towards the School Counsellor Certificate in Section 2(a): Electives.

Only professional development activities with a reference number in school counselling will be accepted for credit towards the School Counsellor Certificate.

Course work completed from various universities must be transferred into a degree program. Course work will only be accepted if completed within ten (10) years. A conferred degree/certificate/diploma from an accredited university that includes a minimum of 30 credit hours of course work is required for salary classification purposes

1) Section 1: Core requirements

Eighteen (18) credit hours of requisite course work. Applicants must complete these courses.

2) Section 2(a): Electives

Twelve (12) credit hours of elective course work. Applicants may choose 12 credit hours of course work from the course list in Section 2(a).

3) Section 2(b): Professional Development – Optional

Twenty (20) contact hours of workshop time is equivalent to one (1) hour towards Section 2(a): Electives.

Accredited professional development is not mandatory, and is available to supplement Section 2(a): Electives when required. If Section 2(a): Electives is complete with university course work in school counselling, professional development will not be required for certification purposes.

Optionally, for certification purposes, but not for degree purposes, an applicant may complete up to a maximum of 120 contact hours of accredited professional development in school counselling.

Section 2(b) is optional for certification purposes and is not recognized by universities for degree purposes.

* Contact hours earned through workshops are not recognized by the universities.* *

Application Process and Credential Assessment

1. Academic work completed in Manitoba:

Submit an official transcript showing completion of courses to be applied towards the School Counsellor Certificate to the Professional Certification Unit by mail.

2. Academic work completed outside Manitoba:

Submit an official transcript showing completion of courses to be applied towards the School Counsellor Certificate to the Professional Certification Unit by mail. Course descriptions may be required, upon request.

3. Achievement Certificate(s):

Achievement certificates with a reference number in school counselling may be scanned and submitted to our office by email to: donna.evanchuk@gov.mb.ca. Professional Certification accepts faxed or mailed copies if scanning is not an option.

4. Certification Fee:

The certification fee is \$60.00. Payment can be made by cheque or money order payable to the Minister of Finance or with a credit card by filling out the Credit Card Service Request form attached.

Contact:

The School Counsellor Guideline is available on the Internet:

<http://www.edu.gov.mb.ca/k12/profcert/index.html>

Additional information is available by contacting:

The Professional Certification Unit
Box 700
Russell MB R0J 1W0

Toll free 1-800-667-2378 (in Manitoba)

1-204-773-2998

Fax 1-204-773-2411

E-mail certification@gov.mb.ca

Section 1: Core Requirements

Eighteen (18) credit hours of course work. The core course work is available at the University of Manitoba (UM), Collège universitaire de Saint-Boniface (CUSB), Brandon University (BU) and the University of Winnipeg (UW) and their satellite campus sites.

| Course No. | Course Title | University | Credit |
|--|---|-------------------|---------------|
| University of Manitoba | | | |
| EDUA 5480 | Counselling Skills | UM | 3 |
| EDUA 5490 | Field Experience in Counselling | UM | 3 |
| EDUA 5500 | Theories and Issues in School Counselling | UM | 3 |
| EDUA 5510 | Elementary School Counselling (or) EDUA 5530 | | |
| EDUA 5530 | Secondary School Counselling | UM | 3 |
| EDUA 5520 | Ethics in Counselling | UM | 3 |
| EDUA 5540 | Groups in Guidance | UM | 3 |
| Collège universitaire de Saint-Boniface | | | |
| EDUA 5481 | Techniques de counselling | CUSB | 3 |
| EDUA 5501 | Théories de counselling scolaire | CUSB | 3 |
| EDUA 5511 | Counselling à l'élémentaire (or) EDUA 5531 | | |
| EDUA 5531 | Counselling au secondaire | CUSB | 3 |
| EDUA 5521 | Counselling et éthique | CUSB | 3 |
| EDUA 5541 | Counselling de groupes | CUSB | 3 |
| EDUA 5491 | Stage en counselling | CUSB | 3 |
| Brandon University | | | |
| 04.704 | Guidance and Counselling | BU | 3 |
| 04.708 | Introduction to Counselling Theory: Helping Relationships | BU | 3 |
| 04.709 | Counselling Theory and Practice | BU | 3 |
| 04.733 | Group Guidance and Counselling | BU | 3 |
| 04.767 | Assessment for Counsellors | BU | 3 |
| 04.768 | Ethical and Legal Issues for Counsellors | BU | 3 |
| 04.772 | Practicum in Counselling | BU | 3 |
| University of Winnipeg | | | |
| NA* | Introduction to Counselling and Guidance | UW | 3 |
| NA* | Theories and Issues in School Counselling | UW | 3 |
| NA* | Early and Middle Years School Counselling | UW | 3 |
| NA* | Senior Years School Counselling | UW | 3 |
| NA* | Supervised Counselling Practicum | UW | 6 |
| NA* | Counselling Ethics | UW | 3 |

Section 2(a): Electives

Twelve (12) credit hours of course work and/or professional development registered under Section 2(b). The elective course work is available at the University of Manitoba (**UM**), Collège universitaire de Saint-Boniface (**CUSB**) and Brandon University (**BU**) and the University of Winnipeg (**UW**) and their satellite campus sites.

| Course No. | Course Title | University | Credit |
|-------------------|---------------------|-------------------|---------------|
|-------------------|---------------------|-------------------|---------------|

University of Manitoba

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|-----------|---|----|---|
| EDUA 5550 | Psychology of Human Relationships | UM | 3 |
| EDUA 5570 | Family Life Education | UM | 3 |
| EDUA 5580 | Career Development | UM | 3 |
| EDUA 5590 | Career Information | UM | 3 |
| EDUA 5770 | Focus on Exceptionality: An Ecological Approach to FAS/E | UM | 3 |
| EDUA 5730 | Recent Developments in Educational Psychology 1 *School Counselling Topics only* | UM | 3 |
| EDUA 5810 | Theory of Test Construction | UM | 3 |
| EDUA 5820 | Test Administrative Analysis | UM | 3 |

The following courses are only available to Master degree students

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|-----------|--|----|---|
| EDUA 7510 | Seminar in Current Issues in Counselling | UM | 3 |
| EDUA 7540 | Program in Career Education | UM | 3 |
| EDUA 7610 | Behavioural Issues in Educational Settings | UM | 3 |
| EDUA 7750 | Topics in Educational Psychology 2 *School Counselling Topics only* | UM | 3 |
| EDUA 7760 | Interview Techniques with Children & Adolescents | UM | 3 |

Collège universitaire de Saint-Boniface

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|-----------|--|------|---|
| EDUA 5551 | Psychologie des relations humaines | CUSB | 3 |
| EDUA 5571 | Éducation familiale | CUSB | 3 |
| EDUA 5581 | Orientation de carrières | CUSB | 3 |
| EDUA 5591 | Information sur les carrières | CUSB | 3 |
| EDUA 5731 | Courants actuels en psychologie de l'éducation 1 *Sujets relatifs au counseling scolaire seulement* | CUSB | 3 |
| EDUA 5811 | Théories de construction de tests | CUSB | 3 |
| EDUA 5821 | Analyse et administration de tests | CUSB | 3 |

The following courses are only available to Master degree students

| | | | |
|-----------|---|------|---|
| EDUA 7511 | Séminaire en counselling | CUSB | 3 |
| EDUA 7541 | Programmes d'orientation de carrières | CUSB | 3 |
| EDUA 7611 | Séminaire sur l'éducation des enfants aux prises avec des troubles du comportement | CUSB | 3 |
| EDUA 7741 | Sujets particuliers en psychologie de l'éducation 1 *Sujets relatifs au counseling scolaire seulement* | CUSB | 3 |
| EDUA 7761 | Techniques d'entrevue avec les enfants et les adolescents et adolescentes | CUSB | 3 |

| Course No. | Course Title | University | Credit |
|------------|--------------|------------|--------|
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|---------------------------|
| Brandon University |
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|--------|--|----|---|
| 04.700 | The Educational Process: Developmental Stages | BU | 3 |
| 04.701 | The Educational Process: The Adolescent | BU | 3 |
| 04.706 | Theory and Practice of Standardized Assessment | BU | 3 |
| 04.710 | Career Guidance | BU | 3 |
| 04.730 | Current Issues in Counselling | BU | 3 |
| 04.769 | Aboriginal Counselling Theory and Practice | BU | 3 |
| 04.770 | Intercultural Counselling | BU | 3 |
| 04.774 | Introduction to Expressive Therapies | BU | 3 |
| 04.778 | Satir Methods in Counselling | BU | 3 |
| 04.799 | Education Seminar: Topics in School Counselling only | BU | 3 |

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| University of Winnipeg |
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|-----------|---|----|---|
| NA* | Group Counselling | UW | 3 |
| NA* | Career Counselling | UW | 3 |
| NA* | Teaching and Assisting Children Affected by War | UW | 3 |
| NA* | Social Justice and the School Counsellor | UW | 3 |
| NA* | Contemporary Issues in Counselling | UW | 3 |
| NA* | Meeting Needs of Students Affected by FASD | UW | 3 |
| EDUC-5401 | Creative Problem Solving | UW | 3 |
| EDUC-5404 | Reaching the Child with ADHD | UW | 3 |
| EDUC-5405 | Reclaiming Troubled Children and Youth | UW | 3 |
| NA* | Human Sexuality Education | UW | 3 |
| NA* | Art and Expressive Arts Therapy | UW | 3 |
| NA* | Developmental Teaching and Therapy | UW | 3 |

NA* - Course numbers are currently not available

Section 2 (b): Professional Development - Optional

Twenty (20) contact hours of accredited professional development in school counselling is equivalent to one (1) hour towards Section 2 (a): Electives.

Accredited professional development is not mandatory, and is available to supplement Section 2(a): Electives when required. If Section 2(a): Electives is complete with university course work in school counselling, professional development will not be required for certification purposes.

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Only professional development activities with a reference number in school counselling will be accepted for credit towards the School Counsellor Certificate.

CREDIT CARD SERVICE REQUEST FORM

School Counsellor Certificate:

The certification fee is \$60.00.

Complete and return the application form on next page when remitting the certification fee: by cheque, money order payable to the Minister of Finance, or credit card service request form.

| PROFESSIONAL CERTIFICATION UNIT | | | |
|--------------------------------------|--------------|----------|-------|
| TYPE OF SERVICE | FEE AMOUNT | QUANTITY | TOTAL |
| School Counsellor Certificate | 60.00 | | |
| TOTAL | | | |

| | | | | | | | | | | | | | | |
|--------------------------------------|--|--|--|--|--|--|--|--|--|--|-------------|--|--|--|
| Visa <input type="checkbox"/> | | | | | | | | | | MasterCard <input type="checkbox"/> | | | | |
| Credit Card Number | | | | | | | | | | | | | | |
| Cardholder Name | | | | | | | | | | | Expiry Date | | | |
| Signature | | | | | | | | | | | | | | |

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|-----------------------------|--|--|--|--|--|--|--|--|--|--|----------------|--|
| For Office Use Only: | | | | | | | | | | | | |
| Authorization Number: | | | | | | | | | | | | |
| Name: | | | | | | | | | | | Receipt Number | |

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| PROFESSIONAL CERTIFICATION UNIT |
| APPLICATION FOR: |
| SCHOOL COUNSELLOR CERTIFICATE |

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|---|--|---------|
| Please print | | |
| Name: | | PSP NO: |
| Address: | | |
| City / Town: | | |
| Postal Code | | |
| Telephone No: | | |
| <p>Complete and return the application form when remitting the certification fee: by cheque, money order payable to the Minister of Finance, or credit card service request form.</p> | | |

Mail to:

The Professional Certification Unit
Box 700
Russell MB R0J 1W0

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1-204-773-2998
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