

## 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.

\* 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](mailto:donna.evanchuk@gov.mb.ca).

### **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](mailto: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.

<b>Course No.</b>	<b>Course Title</b>	<b>University</b>	<b>Credit</b>
<b>University of Manitoba</b>			
EDUA 5480	Counselling Skills	UM	3
EDUA 5490	Field Placement in Counselling	UM	3
EDUA 5500	Theories and Issues in School Counselling	UM	3
EDUA 5510	Elementary School Counselling <b>(or)</b> EDUA 5530 Secondary School Counselling	UM	3
EDUA 5520	Ethics in Counselling	UM	3
EDUA 5540	Groups in Guidance	UM	3
<b>Collège universitaire de Saint-Boniface</b>			
EDUA 5481	Techniques de counseling	CUSB	3
EDUA 5501	Théories de counseling scolaire	CUSB	3
EDUA 5511	Counseling à l'élémentaire <b>(or)</b> EDUA 5531 Counseling au secondaire	CUSB	3
EDUA 5521	Counseling et éthique	CUSB	3
EDUA 5541	Counseling de groupes	CUSB	3
EDUA 5491	Stage en counseling	CUSB	3
<b>Brandon University</b>			
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
04.768	Ethical and Legal Issues for Counsellors	BU	3
04.772	Practicum in Counselling	BU	3
<b>University of Winnipeg</b>			
Educ-5001-001	Counselling Ethics	UW	3
Educ-5001-006	Early and Middle Years School Counselling <b>(or)</b> Educ-5001-007 Senior Years School Counselling	UW	3
Educ-5001-050	Introduction to Counselling and Guidance	UW	3
Educ-5001-053	Theories and Issues in School Counselling	UW	3
NA	Supervised Counselling Practicum	UW	3
NA	Group Counselling	UW	3

NA - Course numbers are currently not available

## **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.

<b>Course No.</b>	<b>Course Title</b>	<b>University</b>	<b>Credit</b>
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### **University of Manitoba**

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**

EDUA 7510	Seminar in Current Issues in Counselling	UM	3
EDUA 7540	Programs in Career Development	UM	3
EDUA 7610	Behavioural Issues in Educational Settings	UM	3
EDUA 7740	Topics in Educational Psychology 1 *School Counselling Topics only*	UM	3
EDUA 7760	Interview Techniques with Children & Adolescents	UM	3

### **Collège universitaire de Saint-Boniface**

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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<b>Brandon University</b>
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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
04.767	Assessment for Counsellors	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
04.776	Resilience, Risk and Special Education	BU	3
04.778	Satir Methods in Counselling	BU	3
04.799	Education Seminar: Topics in School Counselling only	BU	3
07.751	Interpreting Educational Research	BU	3

<b>University of Winnipeg</b>
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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
Educ-5403	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
Educ-5406	Steps to Achieving Real-Life Skills	UW	3
Educ-5411	Youth Violence in Schools	UW	3
NA	Human Sexuality Education	UW	3
NA	Art and Expressive Arts Therapy	UW	3
Educ-5001-052	Conflict Resolution and Restoration Practices in Educational Settings	UW	3
Educ-5001-054	Developmental Teaching and Therapy	UW	3
Educ-5001-055	Promoting Mental Health in Public Schools	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.

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.

Only professional development activities with a reference number in school counselling will be accepted for credit towards the School Counsellor Certificate.
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## 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
<b>School Counsellor Certificate</b>	<b>60.00</b>		
<b>TOTAL</b>			

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

<b>For Office Use Only:</b>													
Authorization Number:													
Name:											Receipt Number		

<b>PROFESSIONAL CERTIFICATION UNIT</b>
APPLICATION FOR:
<b>SCHOOL COUNSELLOR CERTIFICATE</b>

<b>Please print</b>		PSP NO:
Name:		
Address:		
City / Town:		
Postal Code		
Telephone No:		

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.

This personal information is being collected under the authority of Manitoba Regulation 515/88 of the Education Administration Act and will be used for ongoing verification of certification and notification. It is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the Program Director, Professional Certification Unit.

Mail to:

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