

School Counsellor Certificate

GUIDELINE TO QUALIFICATION

Updated January 2025



Teacher Certification and Standards Regulation Branch

Professional Certification Unit

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Contents

Certification Requirements	1
Requirements for Academic Credentials Completed Outside Manitoba	2
Application Process, Credential Assessment and Fee	3
School Counsellor Course Listing	4
Brandon University	4
University of Manitoba	5
Université Saint-Boniface	6
University of Winnipeg	7

Certification Requirements

A person may qualify for a School Counsellor Certificate where the person:

1. Holds a valid Manitoba Professional Teaching Certificate;
2. Has a minimum of two (2) years of approved Manitoba teaching experience while **holding a valid Manitoba Permanent Professional Teaching Certificate** or Canadian teaching experience while holding an approved teaching certificate issued by a Canadian jurisdiction outside of Manitoba, and
3. Completes one of the following two options:

Option 1:

Complete an approved thirty (30) credit hour Post-Baccalaureate Diploma or Master's degree in Education, with a specialization in school counselling education offered by a faculty of education that includes:

- i. Eighteen (18) credit hours of core university course work. Only courses listed within the "Core Requirements" sections of this guideline will be considered approved core course work.
- ii. Twelve (12) credit hours of elective university course work in related topics. Only courses listed within the "Elective Requirements" sections of this guideline will be considered approved elective course work.

Conferring a diploma or degree may entitle you to a salary reclassification.

Option 2:

Complete a combination of course work and professional development that includes:

- i. Eighteen (18) credit hours of core university course work. Only courses listed within the "Core Requirements" sections of this guideline will be considered approved core course work.
- ii. The equivalent of twelve (12) credit hours in a combination of professional development and elective university course work in related topics. Only courses listed within the "Elective Requirements" sections of this guideline will be considered approved elective course work.

Only professional development activities with a reference number indicating prior approval by Manitoba Education and Early Childhood Learning will be accepted. Certificates of completion are required as part of the documentation for the certificate application. Twenty (20) contact hours of approved professional development in school counselling related topics is equivalent to one (1) hour towards electives.

Professional Development Achievement Certificate(s)

All Professional Development activities must be arranged by a school division/district, Manitoba Education and Early Childhood Learning, or other government department, university, professional association, agency, or hospital.

Once professional development activities are registered at the Professional Certification Unit office by a formal application from the above sources, a reference number is generated to identify the approved session. **Only those sessions with a reference number are accepted.**

Please be advised that University program requirements may differ from the School Counsellor Certificate requirements. It is the applicant's responsibility to ensure they meet both requirements.

Requirements for Academic Credentials Completed Outside Manitoba

A post-baccalaureate program or Master's degree in Education, with a specialization in school counselling offered by a faculty of education at a recognized institution outside of Manitoba must include:

1. A minimum of thirty (30) credit hours;
2. A minimum of three (3) credit hours in each of the following areas:
 - a) Introduction to Counselling
 - b) Practicum in Counselling
 - c) Ethics in Counselling
 - d) Elementary, Secondary, or Group Counselling
 - e) Counselling Theory
 - f) Counselling Skills
3. A minimum of twelve (12) credit hours of elective university course work in related topics.

Application Process, Credential Assessment and Fee

After completing a qualifying post-baccalaureate program or Master's degree in Education, with a specialization in school counselling and your diploma or degree has been awarded, complete and submit the online Salary Reclassification and Specialist Certificate Request:

<https://www.edu.gov.mb.ca/k12/profcert/forms.html>

The evaluation fee is \$60 (If eligible, the salary reclassification fee is an additional \$50 for a total of \$110).

Please note: *The degree or diploma must be awarded on the transcript in order for an evaluation to be completed.*

Have your official transcript sent directly from your post-secondary institution to:

Professional Certification Unit
P.O. Box 700 402 Main Street N.
Russell MB R0J 1W0
OR certification@gov.mb.ca

School Counsellor Course Listing

Please be advised that University program requirements may differ from the School Counsellor Certificate requirements. It is the applicant's responsibility to ensure they meet both requirements.

Brandon University

Master of Education with a focus in Guidance and Counselling (36 credit hours).

Core Requirements

Eighteen (18) credit hours of course work.

Course Number	Course Title	Credit Hours
04.704	Counselling Interventions	3
04.708	Introduction to Counselling Theory: Helping Relationships	3
04.709	Theories of Counselling and Psychotherapy	3
04.733	Theory and Practice of Group Process and Counselling	3
04.768	Ethical and Legal Issues for Counsellors	3
04.772	Practicum in Counselling I	3
04.774	Expressive Therapies	3

Elective Requirements

Twelve (12) credit hours of university course work.

Course Number	Course Title	Credit Hours
04.700	The Educational Process: Developmental Stages	3
04.701	The Educational Process: The Adolescent	3
04.705	Guidance and the Classroom Teacher	3
04.706	Theory and Practice of Standardized Assessment	3
04.710	Career-Life Development and Counselling	3
04.730	Current Issues in Counselling	3
04.767	Assessment for Counsellors	3
04.769	Aboriginal Counselling Theory and Practice	3
04.770	Intercultural Counselling	3
04.776	Social Ecological Education	3
04.797	Trauma and the Mind, Body Connection	3
04.799	Topics in Educational Psychology: School Counselling Topics Only	3
07.714	Introduction to Educational Research Methodologies	3
07.751	Interpreting Educational Research	3

Course Number	Course Title	Credit Hours
07.752	Overview of Educational Issues	3
07.755	Practicum in Community-Based Research	3
07.765	Qualitative Research Methods	3
07.766	Action Research	3
07.789	Advanced Research Methods (* please note these courses are 1 credit each)	
	Case Study	1
	Duoethnography I	1
	Literature Reviews	1
	Narrative Photography as a Participatory Arts-based Research Method in Education	1
	Storytelling I	1
	Storytelling II	1
	Storytelling III	1
	Survey Development	1
07.780	Graduate Scholarly Writing	3
07.798	Selected Topics in Education and Practice	3
	Negotiations and Alternative Dispute Resolution: Theory and Practice	3
	Action Research (now 07.766)	3

University of Manitoba

Core Requirements

Eighteen (18) credit hours of course work.

Course Number	Course Title	Credit Hours
EDUA 5480	Counselling Skills	3
EDUA 5490	Field Placement in Counselling	3
EDUA 5500	Theories and Issues in School Counselling	3
EDUA 5510	Elementary School Counselling (or) EDUA 5530 Secondary School Counselling	3
EDUA 5520	Ethics in Counselling	3
EDUA 5540	Groups Counselling	3

Elective Requirements

Twelve (12) credit hours of university course work.

Course Number	Course Title	Credit Hours
EDUA 5550	Psychology of Human Relationships	3
EDUA 5570	Family Life Education	3
EDUA 5580	Career Development	3
EDUA 5590	Career Information	3
EDUA 5730	Recent Developments in Educational Psychology 1 *School Counselling Topics only*	3
EDUA 5770	Focus on Exceptionality: An Ecological Approach to FAS/E	3
EDUA 5800	Introduction to Educational Research	3
EDUA 5810	Theory of Test Construction	3
EDUA 5820	Test Administrative Analysis	3
EDUA 5614	Working with Vulnerable Children - An Introduction to Trauma Care	3
The following courses are available to Master degree students:		
EDUA 7510	Seminar in Current Issues in Counselling	3
EDUA 7540	Programs in Career Development	3
EDUA 7610	Behavioural Issues in Educational Settings	3
EDUA 7740	Topics in Educational Psychology 1 *School Counselling Topics only*	3
EDUA 7760	Interview Techniques with Children & Adolescents	3

Université Saint-Boniface

Core Requirements

Eighteen (18) credit hours of course work.

Course Number	Course Title	Credit Hours
EDUA 5481	Techniques de counseling	3
EDUA 5511	Counseling à l'élémentaire (or) EDUA 5531Counseling au secondaire	3
EDUA 5521	Counseling et éthique	3
EDUA 5541	Counseling de groupes	3
EDUA 5491	Stage en counseling	3
EDUA 7551	Théories en counselling	3

Elective Requirements

Twelve (12) credit hours of university course work.

Course Number	Course Title	Credit Hours
EDUA 5431	Introduction à la dramathérapie	3
EDUA 5551	Psychologie des relations humaines	3
EDUA 5571	Éducation familiale	3
EDUA 5581	Orientation de carrières	3
EDUA 5591	Information sur les carrières	3
EDUA 5731	Courants actuels en psychologie de l'éducation 1 *Sujets relatifs au counseling scolaire seulement*	3
EDUA 5811	Théories de construction de tests	3
EDUA 5821	Analyse et administration de tests	3
The following courses are available to Master degree students:		
EDUA 7511	Séminaire en counselling	3
EDUA 7541	Programmes d'orientation de carrières	3
EDUA 7561	Counselling et diversité en milieu scolaire	3
EDUA 7611	Séminaire sur l'éducation des enfants aux prises avec des troubles du comportement	3
EDUA 7741	Sujets particuliers en psychologie de l'éducation *Sujets relatifs au counseling scolaire seulement*	3
EDUA 7761	Techniques d'entrevue avec les enfants et les adolescents et adolescentes	3
EDUA 7901	Les trouble de santé mentale chez les enfants et les adolescents	3

University of Winnipeg

Core Requirements

Eighteen (18) credit hours of course work.

Course Number	Course Title	Credit Hours
EDUC-5420	Introduction to School Guidance and Counselling	3
EDUC-5421	Theories and Issues in School Counselling	3
EDUC-5425	Counselling Ethics for Canadian School Settings	3
EDUC-5426	School Counselling Practicum Skills	3
EDUC-5427	Supervised School Counselling Practicum	3
One of:		
EDUC-5422	Early and Middle Years School Counselling	3
EDUC-5423	Senior Years School Counselling	3
EDUC-5424	Group Guidance and Counselling in School Settings	3

Elective Requirements

Twelve (12) credit hours of university course work.

Course Number	Course Title	Credit Hours
EDUC-5001	Adult Learning and Literacy	3
EDUC-5001	Assessment Research I	3
EDUC-5001	The Building Blocks of Hope I	3
EDUC-5001	The Building Blocks of Hope II	3
EDUC 5001	Building Resilience in Trauma Exposed Work	3
EDUC-5001	Bullying Affected Children	3
EDUC-5001	Conflict Resolution and Restorative Practices in Educational Settings	3
EDUC-5001	Creative and Critical Thinking	3
EDUC-5001	Developmental Therapy Developmental Teaching Program	3
EDUC-5001	Strategies and Models for Higher Order Thinking	3
EDUC 5001	Supporting Children in Care	3
EDUC-5001	Teacher Stories, Student Stories: Educating with Purpose	3
EDUC-5001	Teaching and Assisting Children Affected by War	3
EDUC-5001	Vulnerable Children and Youth: Strategies for Resiliency	3
EDUC 5001	Three Pillars of Transforming Care	3
EDUC 5001 ST	Kid Whispering	3
EDUC 5001 ST	Supporting Trauma Affected Learners	3
EDUC-5401	Creative Problem Solving	3
EDUC-5402	Expanding Gifted Education	3
EDUC-5403	Meeting the Needs of FAS/FAE Students	3
EDUC-5404	Reaching the ADHD Child	3
EDUC-5405	Reclaiming Troubled Children and Youth	3
EDUC-5406	Steps to Achieving Real-Life Skills	3
EDUC-5410	Understanding and Responding to Learning Disabilities	3
EDUC-5411	Youth Violence in Schools	3
EDUC-5430	Sex and Health Education	3
EDUC-5431	Mental Health Promotion	3
EDUC-5432	Crisis & Trauma	3
EDUC-5444	Engaging Reluctant Learners	3
EDUC 5446-001	Poverty and Potential	3
EDUC-5447	Sex, Gender, Diversity	3
EDUC-5448	Programming for Aboriginal Students	3
EDUC 5450-001	Topics in Risk and Resiliency	3