Checklist for School Counseling Students

____ 1. Acceptance into UTK School Counseling Program

____ 2. Assignment of faculty advisor

____ 3. Schedule drug screening and fingerprinting tests prior to first day of classes

____ 4. Submit results of drug screening and fingerprinting tests to Diane Booker and Dr. Gibbons prior to first day of classes

____ 5. Complete Memo of Understanding and submit to your advisor prior to first day of classes (see second letter)

____ 6. Attend School Counseling Program and Educational Psychology and Counseling Department Orientations

____ 7. Complete program of study with advisor within first six weeks of the first semester

____ 8. Apply for membership in the American Counseling Association (ACA) to receive membership benefits including liability insurance by the end of the first week of the semester (see COUN 535 Professional Orientation and Ethics syllabus)


____ 10. Complete application for Practicum (COUN 555) one (1) semester prior to semester you are planning to take class. See Joy for application. Submit application to Ms. Joy DuVoisin.

____ 11. Attend Orientation for Practicum one (1) semester prior to semester you are planning to take class.

____ 12. Complete Practicum and submit required materials to faculty instructor.

____ 13. Apply for Internship (COUN 558) one (1) semester prior to semester you are planning to take the class. (This needs to be completed each semester prior to when you plan on taking the internship.) See Joy for application. Submit application to Ms. Joy DuVoisin.

____ 14. Attend Orientation for Internship one (1) semester prior to semester you are planning to take class.

____ 15. Complete Internship and submit required materials to faculty instructor.

____ 16. Apply to take the National Counseling Examination (NCE) if you choose to take this examination the semester you plan to graduate or post-graduation. See http://www.nbcc.org/nce

____ 17. Complete Admission to Candidacy form one semester prior to graduation. See http://gradschool.utk.edu/gradforms.shtml ***

____ 18. Apply for graduation one semester prior to graduation. See http://gradschool.utk.edu/gradforms.shtml ***

____ 19. Apply to take the comprehensive examination one semester prior to the semester you will take the exam.
___20. Attend the orientation for the comprehensive exam the semester you plan to graduate.

___21. Take the comprehensive exam the semester you plan to graduate.

___22. Take the PRAXIS early in your final semester of the program. You will be taking the School Guidance and Counseling portion of the test. The web address to register for this exam is: http://www.ets.org/

___23. Complete the Licensure Verification Form from the licensure office located in BEC 332 (This is a state requirement and is necessary to receive a school counseling license.)

___24. Submit all graduate transcripts to the UT Licensure Office (BEC 332)

___25. Complete license application from the Tennessee Department of Education available at: http://www.state.tn.us/education/lic/

*** Steps for School Counseling Licensure

Step 1:
Take and pass the Praxis exam, either test #0421 or #5421. Test #5421 is computer-delivered versus paper-delivered. And, be sure to list UT, Knoxville as a score recipient, code # 1843.

Step 2:
Go to the State of Tennessee/Education/Licensing web site http://www.state.tn.us/education/lic/
Click "licensure forms" in the left menu bar.
Click Initial Licensure Application (Tennessee Institution Graduates Only)
Print out this form.
Fill out page 1 of this form. Check Initial License and circle "Apprentice Special Group"

Step 3:
Print Out Program Verification Form Attached to the email.
Fill out the top portion.
Take the form to Dr. Gibbons and ask her to sign.

Step 4: Take the Initial License Application and the signed Program Verification Form to Lisa Emery. Forms cannot be submitted prior to the student's last semester in the program.

Step 5:
Take official copies of all post-high school academic transcripts to Lisa Emery. Lisa will have your UT transcripts. You need to take to her official copies of any community college, baccalaureate, or graduate work completed at institutions OTHER than University of Tennessee, Knoxville.