

**DEPARTMENT OF EDUCATION**  
**SUPERINTENDENT OF PUBLIC INSTRUCTION**  
**CERTIFICATION AND LICENSURE OF SCHOOL COUNSELORS**

(By authority conferred on the superintendent of public instruction by section 1233 and section 1531 of 1976 PA 451, MCL 380.1233 and MCL 380.1531)

**R 390.1301 Definitions.**

Rule 1. As used in these rules:

(a) “Annual district provided professional development” means that term as defined in R 390.1101.

(b) “Approved school counselor preparation program” means a state approved program in a college or university that has regional accreditation and that prepares school counselors in accordance with these rules.

(c) “Department” means the Michigan department of education.

(d) “Education-related professional learning hours” means an educational opportunity intended to improve a school counselor’s practice and capacity to perform the work within the profession of education, including time spent engaging with local employers or technical centers, that is 1 or more of the following:

(i) Satisfactory college semester credit hours applicable to school counseling at a regionally accredited college or university, with 1 semester credit hour being equivalent to 25 education-related professional learning hours.

(ii) State continuing education clock hours applicable to school counseling.

(iii) Michigan annual district provided professional development hours applicable to school counseling.

(e) “Michigan teaching certificate” means that term as defined in R 390.1101.

(f) “Nonpublic school” means a private, denominational, or parochial school.

(g) “Regionally accredited” means accredited by 1 of the regional accrediting agencies recognized and published by the Council for Higher Education Accreditation or its successor agency.

(h) “Role of a school counselor” means the following roles in which school counselors serve and that, in Michigan, require a Michigan school counseling credential:

(i) Provide individual and group counseling services to assist students.

(ii) Collaborate with staff in planning educational interventions, curriculum, behavioral management plans, and teaching strategies.

(iii) Consult and collaborate with students, families, school personnel, and appropriate professionals and agency personnel regarding behavioral and educational concerns.

(iv) Provide guidance to students utilizing technology, career development theory, educational information, and occupational information.

(v) Assess students by using assessment, statistics and research methodology, follow-up evaluations, and measurement methods.

(vi) Assess school counseling programs using assessment, statistics and research methodology, follow-up evaluations, and measurement methods.

(vii) Design, implement, and evaluate guidance and counseling programs focusing on the career, academic, personal, social, emotional, and developmental needs of all students using, but not limited to, the following functions:

- (A) Advising.
- (B) Placement.
- (C) Planning.
- (D) Assessment.
- (E) Counseling.
- (F) Coordinating.
- (G) Instructing.
- (H) Referring.
- (I) Programming.

(viii) Support and coordinate career development navigator programs to increase the number of college- and career-ready pupils, with an emphasis on increasing the number of citizens working in high-demand fields.

(i) “Satisfactory college semester credit hours” means a grade of C or better or the equivalent.

(j) “School counselor” means an individual who has successfully completed an approved school counselor preparation program and performs the role of a school counselor.

(k) “School counselor credential” means 1 of the following:

- (i) School counselor endorsement on a valid Michigan teaching certificate.
- (ii) Preliminary employment authorization to work as a school counselor.
- (iii) Temporary school counselor authorization.
- (iv) School counselor license.

(l) “School counselor educator” means an individual employed as a faculty member to teach in an approved school counselor preparation program.

(m) “School counselor endorsement” means an endorsement issued under R 390.1303 or R 390.1303a.

(n) “School district” means that term as defined in R 390.1101.

(o) “Sponsoring institution” means an institution of higher education approved for teacher or counselor preparation by the state board that makes recommendations for applicants under R 390.1101 to R 390.1216.

(p) “State board” means the Michigan state board of education.

(q) “State continuing education clock hours” means hours of professional development issued through a process established and approved by the superintendent of public instruction.

(r) “Valid” means being within the credential’s validity as defined in R 390.1101.

History: 1979 AC; 2006 AACS; 2017 AACS; 2019 AACS.

**R 390.1302 Individual required to hold school counselor credential; recommendation by sponsoring institution.**

Rule 2. (1) An individual employed in the role of a school counselor by a school district or nonpublic school shall hold a school counselor credential under these rules.

(2) The sponsoring institution shall recommend an individual for a school counselor endorsement, preliminary employment authorization to work as a school counselor, or school counselor license at the appropriate grade level or levels for which the individual qualifies.

History: 1979 AC; 2006 AACCS; 2017 AACCS; 2019 AACCS.

**R 390.1303 School counselor endorsement; applicant trained in Michigan approved school counselor preparation program.**

Rule 3. An applicant for a school counselor endorsement trained in a Michigan approved school counselor preparation program shall meet all of the following requirements:

(a) Hold a valid Michigan teaching certificate.

(b) Complete an approved school counselor preparation program that includes both of the following:

(i) Not less than 30 semester credit hours in school counseling, including an internship, at the undergraduate or graduate level.

(ii) Not less than a 600-clock-hour internship with students under the supervision of a credentialed school counselor or a school counselor educator in an approved school counselor preparation program. At least 300 of the 600 clock hours must be in a school setting.

(c) Successfully complete the school counselor examination approved by the superintendent of public instruction.

(d) Obtain the recommendation of an approved school counselor preparation program to provide services as a school counselor. Both of the following apply to the recommendation:

(i) The approved school counselor preparation program shall make the recommendation in a manner designated by the department.

(ii) The approved school counselor preparation program shall not make the recommendation until the applicant has completed the other requirements set forth in this rule.

History: 1979 AC; 2006 AACCS; 2017 AACCS; 2019 AACCS.

**R 390.1303a School counselor endorsement; applicant trained in out-of-state school counselor preparation program.**

Rule 3a. (1) An applicant for a school counselor endorsement trained in an out-of-state school counselor preparation program approved by the appropriate out-of-state agency shall meet all of the following requirements:

(a) Hold a valid out-of-state teaching certificate with a school counselor endorsement.

(b) Complete a school counselor preparation program approved by the appropriate out-of-state agency that includes both of the following:

(i) Not less than 30 semester credit hours in school counseling, including an internship, at the undergraduate or graduate level.

(ii) Not less than a 600-clock-hour internship with students under the supervision of a credentialed school counselor or a school counselor educator in a school counselor preparation program approved by the appropriate out-of-state agency. At least 300 of the 600 clock hours must be in a school setting.

(c) Successfully complete the school counselor examination approved by the superintendent of public instruction. This subdivision does not apply to an individual who satisfies the requirements set forth in section 1531(6) of the revised school code, 1976 PA 451, MCL 380.1531.

(2) An applicant for a school counselor endorsement under this rule shall apply directly to the department.

History: 2006 AACCS; 2017 AACCS; 2019 AACCS.

**R 390.1304 Preliminary employment authorization to work as a school counselor.**

Rule 4. (1) A Michigan approved school counselor preparation program may recommend an applicant enrolled in the program who is seeking a school counselor endorsement or school counselor license for a preliminary employment authorization to work as a school counselor upon completion of both of the following:

(a) A minimum of 30 semester credit hours in school counseling in an approved school counselor preparation program.

(b) Successful completion of the school counselor examination approved by the superintendent of public instruction.

(2) A preliminary employment authorization to work as a school counselor is valid for 3 years and is nonrenewable.

(3) A sponsoring institution shall recommend an applicant for a preliminary employment authorization to work as a school counselor in a manner designated by the superintendent of public instruction. The recommendation shall identify appropriate grade levels for which the applicant qualifies.

History: 1979 AC; 2006 AACCS; 2017 AACCS; 2019 AACCS.

**R 390.1305 School counselor license; applicant trained in Michigan approved school counselor preparation program.**

Rule 5. (1) An applicant for a school counselor license trained in a Michigan approved school counselor preparation program shall meet all of the following requirements:

(a) Completion of the requirements set forth in section 1233(2)(b)(i) of the revised school code, 1976 PA 451, MCL 380.1233.

(b) Successful completion of the school counselor examination approved by the superintendent of public instruction.

(c) Recommendation by an approved school counselor preparation program to provide services as a school counselor. The approved school counselor preparation program shall make the recommendation for the issuance of a school counselor license in a manner designated by the superintendent of public instruction.

(d) Completion of not less than 30 graduate level semester credit hours in school counseling, including an internship. Online and distance learning credit earned at a sponsoring institution with an approved school counselor preparation program or a regionally accredited college or university may satisfy this requirement in whole or in part.

(e) Completion of not less than a 600-clock-hour internship with students under the supervision of a school counselor educator in an approved school counselor preparation program. At least 300 of the 600 clock hours must be in a school setting.

(2) A school counselor license expires 5 years from June 30 of the calendar year of issuance.

(3) The superintendent of public instruction may renew a school counselor license if the applicant has completed, since the issuance of the most recent school counselor license or renewal, any combination of education-related professional learning hours, as defined in R 390.1301, totaling 150 hours. Beginning February 6, 2020, the 150 education-related professional learning hours must include hours that satisfy the requirements of section 1233(7) to (9) of the revised school code, 1976 PA 451, MCL 380.1233.

(4) Renewal of a school counselor license expires 5 years from June 30 of the calendar year of issuance.

(5) Online and distance learning semester credit hours meet the requirements for renewal of a school counselor license if earned at a sponsoring institution with an approved school counselor preparation program or a regionally accredited college or university.

(6) Before February 6, 2020, an individual who holds an expired Michigan school counselor license and a valid out-of-state school counselor license is eligible for one 5-year renewal of the Michigan school counselor license. The requirements of subrule (3) of this rule do not apply to a 1-time renewal under this subrule.

History: 1979 AC; 2006 AAC; 2017 AAC; 2019 AAC.

**R 390.1306 School counselor license; applicant trained in out-of-state school counselor**

preparation program.

Rule 6. (1) An applicant for a school counselor license trained in an out-of-state school counselor preparation program approved by the appropriate out-of-state agency shall meet all of the following requirements:

(a) Apply directly to the department.

(b) Successfully complete the school counselor examination approved by the superintendent of public instruction.

(c) Meet at least 1 of the following:

(i) Hold a master's degree or higher from a regionally accredited institution in a school counselor preparation program approved by the appropriate out-of-state agency that includes the skills and content areas described in section 1233(2)(b)(i) of the revised school code, 1976 PA 451, MCL 380.1233.

(ii) Satisfy all of the following:

(A) Complete at least 5 years of successful experience serving in the role of a school counselor in another state, while licensed as a school counselor in that state, within the immediately preceding 7-year period.

(B) Hold a baccalaureate degree from a regionally accredited institution in a school counselor preparation program approved by the appropriate out-of-state agency.

(C) Provide written documentation of the out-of-state credential and the approval document required by that state to serve in the role of a school counselor.

(2) A school counselor license issued under this rule expires 5 years from June 30 of the calendar year of issuance.

(3) Renewal of a school counselor license issued under this rule is subject to the requirements set forth in R 390.1305(3) to (5).

History: 2006 AACCS; 2017 AACCS; 2019 AACCS.

**R 390.1307 Temporary school counselor authorization; applicant trained in out-of-state school counselor preparation program.**

Rule 7. The superintendent of public instruction may issue a 1-year nonrenewable temporary school counselor authorization to an applicant for a school counselor license trained in an out-of-state school counselor preparation program approved by the appropriate out-of-state agency who satisfies all requirements except successful completion of the school counselor examination approved by the superintendent of public instruction. The authorization allows employment of the individual as a school counselor in this state during the validity of the authorization.

History: 2006 AACCS; 2017 AACCS; 2019 AACCS.

**R 390.1308 School counselor credential restrictions and expiration dates.**

Rule 8. (1) School counselor credentials issued under these rules have certain restrictions as to the nature of teaching or serving as a school counselor for which school districts or nonpublic schools may employ the holders of the credentials. Applicants, credential holders, and employers shall be familiar with the specific provisions regarding the validity of school counselor credentials.

(2) A certificate or license issued under these rules expires 5 years from June 30 of the calendar year of issuance.

(3) A preliminary employment authorization to work as a school counselor expires 3 years from the date of issuance.

(4) A temporary school counselor authorization expires 1 year from the date of issuance.

History: 2006 AACCS; 2017 AACCS; 2019 AACCS.

**R 390.1309 Initial program approval.**

Rule 9. (1) The state board shall approve standards for reviewing school counselor preparation programs.

(2) The superintendent of public instruction shall approve school counselor preparation programs in accordance with the state board approved standards.

(3) Continued approval of a school counselor preparation program by the superintendent of public instruction requires national accreditation of the preparation program provider by an accrediting body recognized by the United States Department of Education or a recommendation for approval to the superintendent of public instruction from a state review process.

History: 2017 AACCS; 2019 AACCS.

**R 390.1310 Denial, suspension, or revocation of school counselor credential.**

Rule 10. (1) The superintendent of public instruction may refuse to grant, refuse to renew, suspend, revoke, or impose reasonable conditions on a school counselor credential for the following reasons:

(a) Fraud, material misrepresentation, or concealment or omission of fact in the application for or the use of a school counselor credential.

(b) Conviction of a crime described in section 1539b of the revised school code, 1976 PA 451, MCL 380.1539b.

(2) The superintendent of public instruction may refuse to grant or refuse to renew a school counselor credential for failure of the applicant to meet the requirements for the school counselor credential. After notice and an opportunity for a hearing, which the holder shall request within 15 business days after receipt of the notice, the superintendent of public instruction may rescind, suspend, or revoke a school counselor credential for failure of the holder to meet the requirements for the credential. If the holder does not timely request a hearing, the superintendent of public instruction shall rescind, suspend, or revoke the school counselor credential.

History: 2017 AACCS; 2019 AACCS.

**R 390.1311 Investigation.**

Rule 11. The superintendent of public instruction shall designate an employee of the department to perform the investigatory and prosecutorial functions regarding cases pertaining to school counselor credentials. Upon receipt of information that may serve as the basis for a refusal to grant, refusal to renew, suspension of, or revocation of a school counselor credential, the designee of the superintendent of public instruction shall initiate an investigation of that information.

History: 2017 AACCS.

**R 390.1312 Notice of basis for action; notice of right to hearing; informal conference to show compliance; referral for hearing.**

Rule 12. Subject to summary suspension under section 1539b(2) of the revised school code, 1976 PA 451, MCL 380.1539b, all of the following apply to action taken under R 390.1310(1)(a) or (b):

(a) Not more than 7 calendar days after receiving notice that the criminal history of the applicant for or the holder of a school counselor credential includes conviction of a crime described in section 1539b of the revised school code 1976 PA 451, MCL 380.1539b, the department shall request from the court a certified copy of the judgment of conviction and sentence or other document regarding disposition of the case.

(b) Upon receipt of notice of a basis for action under R 390.1310(1)(a), or not later than 10 business days after receiving documentation of a conviction under subdivision (a) of this rule, the department shall notify the applicant for or the holder of the school counselor credential in writing of all of the following:

(i) Because of the conviction or because of the identified reason under R 390.1310(1)(a), the superintendent of public instruction may deny, suspend, or revoke the school counselor credential.

(ii) The applicant or the holder has the right to a hearing.

(iii) If the applicant or the holder does not request a hearing within 15 business days after receipt of notice of the right to a hearing, the superintendent of public instruction will deny or suspend the school counselor credential.

(iv) If the applicant or the holder requests a hearing within 15 business days after receipt of the notice, there will be an informal conference to show compliance.

(c) The notice under subdivision (b) of this rule must include a copy of applicable statutes and rules.

(d) Not later than 15 business days after receipt of the notice under subdivision (b) of this rule, the applicant for or the holder of a school counselor credential shall request a hearing. If the applicant or the holder does not timely request a hearing, the superintendent of public instruction shall deny the initial or renewed school counselor credential or shall suspend the school counselor credential.

(e) If the applicant for or the holder of a school counselor credential timely requests a hearing under subdivision (d) of this rule, the department shall immediately notify the applicant or the holder of the date and time of an informal conference to show compliance. Unless otherwise agreed, the informal conference to show compliance is a telephone conference with an authorized representative of the superintendent of public instruction.

(f) After the informal conference to show compliance and consideration of the evidence presented, the superintendent's designee may recommend referral of the matter to the Michigan administrative hearing system for hearing or may recommend a finding of compliance or a written settlement of the matter. The superintendent of public instruction shall approve, modify, or deny a recommended finding of compliance or written settlement.



(g) If there is no finding of compliance or written settlement of the matter following the informal conference to show compliance, the department shall refer the case to the Michigan administrative hearing system for hearing.

History: 2017 AACS; 2019 AACS.

**R 390.1313 Action by superintendent of public instruction on proposal for decision.**

Rule 13. (1) The superintendent of public instruction may adopt, modify, or reverse a proposal for decision of the Michigan administrative hearing system or may remand a case to the Michigan administrative hearing system for further proceedings.

(2) A party shall not directly or indirectly communicate with the superintendent of public instruction or individuals involved in the review of a proposal for decision regarding issues of fact or law except on notice and opportunity for all parties to participate, unless provided by law.

History: 2017 AACS.