

School Counselor

To be a school counselor, one must have: successfully complete a master's degree program from an approved school counselor program, or if already degreed, completed additional course work from an approved school counselor program. One who holds a school counselor license is eligible to serve as a school counselor in pre-kindergarten through grade 12.

In order to obtain an Accomplished Practitioner's license, one must have: (1) completed 5 years of experience as a school counselor in an entity listed in 515 IAC 1-5-1 (a) subsequent to the issuance of the Practitioner license; (2) completed an educational specialist or higher degree in a counseling related field at an institution of higher learning regionally accredited to offer appropriate course work; (3) been recommended for the accomplished practitioner license by the licensing advisor at the approved program; and (4) successfully completed certification in school counseling in a program approved by the board.

School Counselor/School Psychologists:

- *Applicants must have at least a Master's degree to obtain a School Counselor or School Psychologist license.*
- *Starting June 1, 2015, applicants for School Counselor's will be required to take/pass a Pearson Core Content area test.*

Step-by-Step:

- 1) Click on the [LVIS Portal Link](#).
- 2) "Create" Profile"
- 3) Fill out all the required fields and click "Create Profile."
- 4) Go to your personal e-mail and find the e-mail(s) LVIS just sent you. It will be from "System Administrator." If it ended up in your SPAM/JUNK e-mail folder, you need to add the e-mail address to your contact or safe senders list.
- 5) Click the link "Verify e-mail."
- 6) Log into your LVIS account.
- 7) Click "Add Application."
- 8) Select "Original"
- 9) Select "School Services"
- 10) Select "Original School Services"
- 11) Type in the School Services Area you wish to have on your license.

- 12) Click Next.
- 13) Click "Add Recommending Institution Entry. Select the state and type in the name of the college/university. Be sure add all institutions where you did your education coursework or program.
- 14) Click Next
- 15) Answer the questions. Upload required documentation, if requested. Click Next.
- 16) Upload the required documentation and optional documentation. Click "Next." Read the paragraphs below the required documentation for instructions on what to do if you don't have the required documents.
- 17) If you have everything completed, you will be able to "Submit Application." If not, you need to fix what is missing. Missing materials will be in **RED**.
- 18) Click the link to pay for all pending applications.
- 19) Mark the box under the "Pay?"
- 20) Fill out all the Billing information.
- 21) Click "Review Summary."
- 22) Click box under Refund Policy.
- 23) Click "Submit."