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## 584-245-0100 Scope of School Counselor License

(1) **Scope:** An Oregon school counselor may perform any one of the following duties in public schools, school district or education service districts:

- (a) Serve as counseling mental health professionals and leaders in the school building;
- (b) Ensure that schools have a fully implemented comprehensive, developmental, school counseling program that supports the academic, social and emotional development, career and college readiness, and mental health and wellness of all students;
- (c) Work directly with students, families, staff, and administrative leaders to address issues that have a substantial impact on student mental health and development;
- (d) Lead, advocate, and collaborate to promote equity and access for all students and their families; and
- (e) Address issues that proactively create a positive school climate, especially for underrepresented students.

(2) **Duties:** School counselors provide direct services to students as part of the comprehensive school counseling program and indirect services that promote and support students' mental health and wellness.

(a) Direct services shall consist of:

- (A) Individual counseling;
- (B) Group counseling,
- (C) School-wide implementation of crisis interventions;
- (D) Classroom-based/large group counseling interventions (e.g. social emotional learning, school counseling core curriculum delivery, etc.);
- (E) Individual student planning and assessment;

- (F) Consultation with teachers, parents/guardians, student support personnel, and outside agencies;
  - (G) Family and community outreach; and
  - (H) "Face-to-face" interactions that include the application of counseling, consultation, collaboration, and human development skills such as providing professional development for building staff.
- (b) Indirect services shall consist of:
- (A) Program planning and coordinating;
  - (B) Professional development;
  - (C) Conducting needs assessments or data collection and interpretation; and
  - (D) Other duties that are administered on behalf of students, including securing outside referrals and additional supports, and participating on student-centered support initiatives, which may include SST/CST, RTI, PBIS, 504, IEP, PLCs, equity teams, school improvement teams, and district wide school-based programming.

## 584-245-0110 School Counselor License

- (1) **Purpose of the License:** The School Counselor License qualifies its holder to provide counseling support services in Oregon schools. The School Counselor License is issued to new school counselors who have: sufficient personal qualifications, successfully completed a master's program, and completed a qualifying school counselor program, or who have entered the state as a licensed school counselor. The School Counselor license signifies that the licensee is a counselor who has not acquired the advanced competencies and experience to qualify for a Professional School Counselor License.
- (2) **Term of Licensure:** The School Counselor License is valid for three years and is renewable as provided in section (5) of this rule. The date of the first expiration of the license is three years from the date of issue plus time until the applicant's birthday.
- (3) **Assignments:** The School Counselor License is valid for school counselor assignments in prekindergarten to grade 12 assignments.
- (a) The license is also valid for substitute counseling; and
  - (b) The license is also valid for substitute teaching in any subject-matter area.
- (4) **Applying for the License:** To be eligible for a School Counselor License, an applicant must:
- (a) Possess the personal qualifications for licensure, including:
    - (A) Attainment of at least eighteen years of age;
    - (B) Good moral character; and
    - (C) The mental and physical health necessary for employment as a school counselor.
  - (b) Hold a master's degree or higher from an Approved Institution in the United States, or the foreign equivalent of such degree approved by the Commission;

(c) Complete a School Counselor License Preparation Program.

(A) Completers of Oregon Programs: Provide evidence of admission to and completion of a Commission-approved School Counselor License preparation program;

(B) Completers of Out-of-State Programs: Provide evidence of:

(i) Completion of a program either approved by the appropriate program approval body in the state where the program is located or accreditation by CACREP;

(ii) An active and valid non-provisional school counselor license from a NASDTEC jurisdiction; and

(iii) Meet the requirements for knowledge of U.S. and Oregon civil rights laws and professional ethics.

(d) Complete a background clearance that includes:

(A) Furnishing fingerprints, as required by ORS 342.223;

(B) Providing satisfactory responses to character questions in the form and manner prescribed by the Commission; and

(e) Submit a complete and correct application in the form and manner required by the Commission, including payment of all required fees as provided in 584-200-0050.

(5) **Renewal:** To be eligible to apply for renewal of the School Counselor License, the applicant must:

(a) Complete a professional development plan in accordance with OAR 584-255-0010;

(b) Report on completion of any continuing education regarding suicide risk assessment, treatment and management; and

(c) Submit a complete and correct renewal application in the form and manner required by the Commission and the payment of all required fees as provided in OAR 584-200-0050.

## 584-245-0120 Professional School Counselor License

(1) **Purpose:** The Professional School Counselor License qualifies its holder to provide counseling support services in in prekindergarten through grade 12 Oregon public school districts, education service districts, and charter schools. The Professional School Counselor License signifies that the educator is an experienced professional who has successfully demonstrated an advanced level of student support knowledge, skills, and dispositions.

(2) **Term of Licensure:** The Professional School Counselor License is issued for five years and is renewable repeatedly as provided in section (6) of this rule. The date of the first expiration of the license is five years from the date of issue plus time until the applicant's birthday.

(3) **Assignments:** The Professional School Counselor License is valid for counseling at all age or grade levels in any school building and for substitute teaching at any level in any specialty.

(4) **Advanced Professional Education Programs:** Pursuant to ORS 342.138, the Commission has approved the following advanced professional education programs to develop advanced level competencies required for promotion to the Professional School Counselor License:

(a) Advanced Degree Programs: Admission to and completion of an educational specialist or doctoral degree program that is reasonably related to improving the counseling skills of the educator. The program must be from an Approved Institution or foreign equivalent.

(b) National Board Certification: certification as a school counselor by either the National Board for Certified Counselors (NBCC) or the National Board for Professional Teaching Standards (NBPTS).

(c) Other advanced degrees, coursework, or assessments which demonstrate competency in the standards and responsibilities of the Professional School Counselor License approved by the Executive Director or the Director of Licensure as provided in OAR 584-200-0100, Waiver of Licensure Requirements by the Commission.

(5) **Licensed Experience:** To qualify for the Professional School Counselor License, an applicant must have sufficient qualifying licensed experience.

(a) Sufficient Experience: Sufficient experience consists of:

(A) Three (3) full years of qualifying licensed experience in a 1.0 FTE assignment; or

(B) Six (6) full years of qualifying licensed experience in a .50 FTE or more assignment.

(C) The years of licensed school experience do not have to be earned consecutively.

(b) Qualifying Licensed Experience: To qualify as a year of licensed experience, the experience must:

(A) Include working directly with preK-12 students while holding a non-provisional school counselor license;

(B) Equal a minimum of 135 days within an academic year (July 1 to June 30); and

(C) Be completed in one or more of the following employment settings:

(i) A public prekindergarten through grade 12 school, including public charter schools;

(ii) A regionally accredited private school in any state or other U.S. jurisdiction;

(iii) An education service district school;

(iv) A state-operated or state-supported school;

(v) A federal school;

(vi) A private elementary or secondary school registered by the state Department of Education;

(vii) A private proprietary career school licensed by the superintendent of public instruction; or

(viii) Alternative education, post-secondary or other similar settings closely-related to prekindergarten through grade 12 education, as approved by the Director of Licensure.

(6) **Applying for License:** To be eligible to apply for a Professional School Counselor License, an applicant must:

- (a) Meet or complete all requirements of the School Counselor license issued previously by the Commission or issued by another National Association of State Directors of Teacher Education and Certification (NASDTEC) jurisdiction;
  - (b) Complete an advanced professional educational program or demonstrate advanced competencies as provided in section (4) of this rule;
  - (c) Complete the licensed experience requirements as provided in section (5) of this rule;
  - (d) Complete a background clearance that includes:
    - (A) Furnishing fingerprints, as required by ORS 342.223;
    - (B) Providing satisfactory responses to character questions in the form and manner prescribed by the Commission; and
  - (e) Submit a complete and correct application in the form and manner required by the Commission, including payment of all required fees as provided in OAR 584-200-0050.
- (7) **Renewing:** To be eligible to apply for renewal of the Professional School Counselor License, the applicant must:
- (a) Complete professional development requirements in accordance with OAR 584-255-0010;
  - (b) Report on completion of any continuing education regarding suicide risk assessment, treatment and management; and
  - (c) Submit a complete and correct renewal application in the form and manner required by the Commission and the payment of all required fees, as provided in OAR 584-200-0050.
- (6) **School Counselor to Professional School Counselor:** An applicant moving from a School Counselor to a Professional School Counselor License must report on completion of any continuing education regarding suicide risk assessment, treatment and management as provided in section (5)(b).

## 584-245-0130 Restricted School Counselor License

- (1) **Purpose:** The purpose of the Restricted School Counselor License is to allow a teacher, administrator, school social worker, or school psychologist to serve as a school counselor while they complete the requirements for the School Counselor License. The Restricted School Counselor License requires school district sponsorship.
- (2) The Restricted School Counselor License is issued jointly to an applicant and a district.
- (3) **Terms of Licensure:** The Restricted School Counselor License may be reissued up to two times and is valid for a length of term, as provided:
  - (a) For applications received from July 1 through December 31, the first Restricted School Counselor License is valid through June 30 of the school year for which it is issued.
  - (b) For applications received from January 1 through June 30, the first Restricted School Counselor License is valid through June 30 of the following school year, unless otherwise requested by the sponsoring district;

(c) The second and third (final) term is issued for a maximum of one year and with an expiration date of the next June 30.

(d) Upon expiration of the final term (after second reissue) of the Restricted School Counselor License, the educator must qualify for the School Counselor License.

(4) The Restricted School Counselor License will be restricted for use within a district that has applied for it jointly with the counselor and may not be used for substitute teaching unless the educator also holds another license valid for substitute teaching issued by the Commission.

(5) **District Sponsorship:** The Restricted School Counselor License requires district sponsorship. The sponsoring district must submit a statement:

(a) Describing the extenuating circumstances preventing the district from hiring a School Counselor holding a non-provisional School Counselor license appropriate for the assignment and how the issuance of the restricted license will protect the district's programs or students;

(b) Explaining how the qualifications of the applicant will resolve the extenuating circumstances;

(c) Assuring the Commission that the district will obtain the license for the educator prior to assignment within the district or prior to the 91st day after the date of application for licensure;

(d) Describing the district's plan to provide a mentor for the teacher.

(A) The district must identify that mentor in the letter of application.

(B) For purposes of the Restricted School Counselor license, a mentor shall be:

(i) A person with a professional counseling license, or

(ii) When a professional counselor is not available at the assigned work site, a principal may serve as a mentor, so long as the school district provides the counselor with support from a professional school counselor as noted by the sponsor.

(e) Describing the plan for how the school counselor will make progress toward qualifying for non-provisional state licensure within the first term of the Restricted School Counselor License.

(6) **Renewal of District Sponsorship:** Upon application for a reissue of the Restricted School Counselor License, the sponsoring district must provide a new statement confirming that:

(a) The extenuating circumstances necessitating the Restricted School Counselor License still exists;

(b) The applicant is still qualified and needed to remedy the situation;

(c) The plan for mentoring remains in place. The statement must update the name of the mentor, if appropriate; and

(d) The teacher is on track to meet the qualifications for the School Counselor License by the end of the final term (after second reissue) of the Restricted School Counselor License.

(7) **Applying for the license:** To be eligible to apply for a Restricted School Counselor License, an applicant must:

(a) Possess the personal qualifications for licensure including: attainment of at least eighteen years of age; possessing good moral character; and mental and physical health necessary for employment as an educator;

(b) Hold a bachelor's degree or higher from an Approved Institution in the United States, or the foreign equivalent of such degree approved by the Commission;

(c) Meet one of the following educational qualifications:

(A) Be enrolled in a school counselor program approved for school counseling licensure by any state;

(B) Have been a full-time certified Child Development Specialist (CDS) for at least three academic years;  
or

(C) Have a master's degree in a counseling-related field.

(D) The candidate must submit an official transcript and/or any other evidence that the Commission requires to determine the candidate has met the qualifications of this section.

(d) Meet the requirements for knowledge of U.S. and Oregon civil rights laws and professional ethics;

(e) Satisfactorily complete a background clearance that includes:

(A) Furnishing fingerprints, as required by ORS 342.223;

(B) Providing satisfactory responses to character questions in the form and manner prescribed by the Commission;

(f) Submit a District Sponsorship statement from the sponsoring district as provided in section 5 of this rule.

(g) Have never held any type of Restricted School Counselor License.

(8) **Reissue:** Restricted School Counselor Licenses are subject to special reissuance conditions:

(a) **First Reissue.** To be eligible to apply for the first reissue of a Restricted School Counselor License, an applicant must submit:

(A) A complete and correct application in the form and manner required by the Commission, including payment of all required fees as provided in OAR 584-200-0050;

(B) A statement from the co-applicant district, as provided in section (6); and

(C) Evidence of progress toward completion of the School Counselor License program. The evidence of progress toward completion must be verified by the educator preparation program to which the educator is enrolled;

(b) **Second Reissue.** To be eligible to apply for the second reissue of a Restricted School Counselor License, an applicant must submit:

(A) A complete and correct application in the form and manner required by the Commission, including payment of all required fees as provided in OAR 584-200-0050;

(B) A statement from the co-applicant district, as provided in section (6); and

(C) Evidence the educator has completed more than 50 percent of the program to complete the School Counselor License requirements. The completion of more than 50 percent of the program must be verified by the educator preparation program in which the educator is enrolled. The school counselor licensure program must be approved by the Commission pursuant to OAR chapter 584, Division 400 and 435.

(c) **Non-issuance:** The Director of Licensure may not approve the application for reissue of the Restricted School Counselor License upon failure to show progress in the licensure program.

(d) **Next License:** Prior to or upon expiration of the final term (after second reissue) of the Restricted School Counselor License, recipients of this license must meet all the requirements of the School Counselor License.

(9) The Restricted School Counselor License is not transferable to another district. However, another district may co-apply for a Restricted School Counselor License for any time remaining in the original terms, starting from the date the first Restricted School Counselor License was issued. A complete and correct application in the form and manner required by the Commission, including payment of required fees, as provided in OAR 584-200-0050, must accompany the request.

## 584-284-0140 Emergency School Counselor License

(1) **Purpose:** An Emergency School Counselor License qualifies its holder to provide counseling support services in Oregon schools. The Emergency School Counselor License is issued to persons who demonstrate adequate qualifications to receive a school counselor license on an emergency basis. An Emergency School Counselor License may be issued when a school district demonstrates extenuating circumstances that merit the issuance of the license in order to protect the district's programs or students. The Emergency School Counselor License is designed for short-term licensure only and may not continue once the emergency situation has been remedied.

(2) **District Sponsorship:** The Emergency School Counselor License requires district sponsorship. The sponsoring district must submit a statement:

(a) Explaining the urgent circumstances that constitute the emergency and how the qualifications of the applicant will resolve the emergency;

(b) Verifying the urgent circumstances that prevents hiring of a suitable counselor who holds an unrestricted school counselor license;

(c) Assuring the Commission that the district will obtain the license prior to assignment within the district; and

(d) Requesting and identifying the least amount of time necessary to meet the emergency needs of the district.

(3) **Granting of a License:** Upon filing a correct and complete application in the form and manner prescribed by the Commission, a qualified applicant and a co-applicant district may be granted an Emergency School Counselor License.



(a) An Emergency School Counselor License shall be issued solely at the discretion of the Executive Director or designee for any length of time deemed necessary to protect the district's programs or students.

(b) The Executive Director may consider efforts the educator has made in meeting licensure requirements. Additionally, the Executive Director will consider academic preparation or experience the proposed educator has had in the area in which the district is requesting the license.

(c) Generally, failure to meet renewal requirements does not constitute an emergency or extenuating circumstances.

(d) In most cases, an Emergency School Counselor License will expire on June 30 of the academic year in which the license was granted regardless of the term for licensure. Extending the license beyond the June 30 expiration date is at the discretion of the Executive Director after considering all extenuating circumstances.

**(4) Applying for the license:** To be eligible to apply for the Emergency School Counselor License an applicant must provide the following:

(a) Possess the personal qualifications for licensure including attainment of at least eighteen years of age and possessing good moral character and mental and physical health necessary for employment as an educator;

(b) Provide a statement from the sponsoring district in accordance with section (2) of this rule;

(c) Complete a background clearance that includes:

(A) Furnishing fingerprints, as required by ORS 342.223; and

(B) Providing satisfactory responses to character questions in the form and manner prescribed by the Commission; and

(d) Submit a complete and correct application in the form and manner required by the Commission, including payment of all required fees as provided in OAR 584-200-0050.

(e) An applicant may be asked to provide a resume, official transcripts or other evidence of qualifications if requested by the Executive Director or Director of Licensure.

**(5) Continuing Applicant Licensure:**

(a) The Emergency School Counselor License is not subject to the 120 days allowed for licensure renewal purposes under ORS 342.127. A new application and fee are required for the license the applicant must qualify for once the Emergency License has expired.

(b) It is the applicant's responsibility to apply for the subsequent license in a timely manner in order to ensure that the applicant remains licensed.

## 584-245-0150 Legacy School Counselor License

**(1) Purpose of the License:** The Legacy School Counselor License is a license that qualifies its holder to be assigned as a school counselor in prekindergarten through grade 12 Oregon public school districts,

education service districts, and charter school assignments. It is issued to veteran educators who meet the experience requirements for the legacy school counselor.

(2) **Authorization:** The Legacy School Counselor License qualifies the holder to accept:

- (a) Regular school counseling assignments in prekindergarten through grade 12;
- (b) Substitute school counseling assignments in prekindergarten through grade 12; and
- (c) Substitute teaching assignments in prekindergarten through grade 12 in any subject matter area.

(3) **Term of Licensure:** The Legacy School Counseling License is valid for three years and is continuously renewable as provided in section (5) of this rule.

(4) **Applying for the License:** To be eligible to apply for a Legacy School Counselor License, an applicant must:

(a) Possess the personal qualifications for licensure including attainment of at least eighteen years of age and possessing good moral character and mental and physical health necessary for employment as an educator;

(b) Meet one of the following license requirements:

(A) Hold an Oregon Basic or Standard Teaching License issued prior to January 1, 2016 with a Basic Elementary or Standard Elementary endorsement and have had four years of experience in a school counselor assignment in a prekindergarten through grade 8 environment obtained after January 1, 2011 and prior to January 1, 2016. The experience must be verified through a PEER form; or

(B) Hold an Oregon Basic Personnel Service License with a Basic or Standard school counselor endorsement issued prior to January 1, 2016;

(c) Complete a background clearance that includes:

(A) Furnishing fingerprints, as required by ORS 342.223;

(B) Providing satisfactory responses to character questions in the form and manner prescribed by the Commission; and

(d) Submit a complete and correct application in the form and manner required by the Commission, including payment of all required fees as provided in OAR 584-200-0050.

(5) **Renewal:** To be eligible to apply for renewal of the Legacy School Counselor License, the applicant must:

(a) Complete professional development requirements as provided in OAR 584-255-0010 Professional Development Requirements;

(b) Report on completion of any continuing education regarding suicide risk assessment, treatment and management; and

(c) Submit a complete and correct renewal application in the form and manner required by the Commission, including payment of all required fees as provided in OAR 584-200-0050.

## 584-245-0160 Reinstatement of Expired School Counselor Licenses

(1) **Purpose:** The Commission has adopted reinstatement provisions to allow qualified applicants to reinstate eligible, expired Oregon School Counselor licenses.

(2) **School Counselor, Professional School Counselor, and Legacy School Counselor Licenses:** School Counselor, Professional School Counselor, and Legacy School Counselor Licenses are eligible to be reinstated if the applicant meets the requirements of section (4).

(3) **District-Sponsored School Counselor Licenses:** District-sponsored school counselor licenses and registrations may not be reinstated. A holder of an expired district-sponsored school counselor license or registration may be issued a new district-sponsored license or registration based on a new application.

(a) District-sponsored school counselor licenses include, but are not limited to, emergency and restricted licenses.

(b) Applicants must meet the requirements in effect for the district-sponsored license at the time of the new application.

(c) Applicants are not required to pay reinstatement fees.

(d) Applicants are not required to complete reinstatement PDUs.

(4) **Applying for Reinstatement:** To be eligible to apply for the reinstatement of an eligible Oregon school counselor license, an applicant must:

(a) Meet the renewal or advancement requirements that would have been required if the Oregon license had not lapsed;

(b) Meet the requirements for reinstatement of Oregon suspended or revoked licenses as provided in Chapter 584, Division 50, if applicable; and

(c) Meet the professional development requirements for reinstatements as provided in section (5), if required.

(d) Submit a complete and correct application in the form and manner required by the Commission, including payment of the required fees as provided in OAR 584-200-0050;

(e) If an applicant holds an Emergency School Counselor License for purposes of earning PDUs to reinstate a lapsed School Counselor or Professional School Counselor License, the School Counselor or Professional School Counselor license may be reinstated upon expiration of the Emergency School Counselor License. Reinstatement will require an application, fee, and PDUs as provided in 584-255-0030. If the educator applies prior to the expiration of the Emergency School Counselor license, late fees will not apply.

(5) To qualify as continuing PDUs for Oregon reinstatement requirements, the PDUs must have been completed within three (3) years of the date of application for the reinstatement of the school counselor license and within five (5) years of the date of application for reinstatement of the professional school counselor license.

(6) All PDUs for reinstatement must be verified as provided in 584-255-0030 Verification of Professional Development.

## 584-210-0160 License for Conditional Assignment

### (6) Other Special LCA Limitations:

(a) An administrator, school counselor, or school psychologist who has never held a non-provisional teaching license in any state may not be issued a LCA to teach;

~~(b) Applicants seeking a LCA in school counseling or school psychology must hold at least a bachelor's degree or master's, educational specialist, or doctoral degree in the respective field of counseling or psychology; and~~

~~(c) Applicants must never have held any one of the following licenses or permits a restricted license or conditional assignment permit endorsed in the subject-matter area or licensure areas in which the educator is seeking to work out-of-field:;~~

~~(A) Conditional assignment permit;~~

~~(B) Restricted Licenses.~~