

7.11: Professional Support Personnel Licenses

Candidates seeking professional support personnel licenses who have substantial experience and formal education relevant to the license sought but who do not meet all of the specific requirements listed in 603 CMR 7.11 may demonstrate that they meet the requirements, with the exception of a passing score on the Communication and Literacy Skills test, through a Panel Review administered by the Department in accordance with guidelines to be established by the Department. For candidates who were prepared outside Massachusetts, see 603 CMR 7.04 (2) (d) and 7.05 (5) (a) and (b).

(1) **School Guidance Counselor** (Levels: PreK-8; 5-12)

(a) **Initial License.**

1. Master's degree with a major in counseling.
2. Subject Matter Knowledge:
 - a. Familiarity with the Curriculum Frameworks and their use in the advising responsibilities of the guidance counselor.
 - b. Understanding and interpretation of Massachusetts Comprehensive Assessment System (MCAS) and other academic test results to students, teachers, and parents.
 - c. Psychology of learning.
 - d. Understanding of the diagnosis and treatment of learning and behavior disorders.
 - e. Theories of normal and abnormal intellectual, social, and emotional development.
 - f. Knowledge of strategies used for the prevention and treatment of substance abuse, physical and sexual abuse, the spectrum of mental illnesses, and violence in PreK-12 students.
 - g. Philosophy, principles and practices in school guidance counseling.
 - h. Federal, state, municipal, and school laws and regulations.
 - i. Career counseling.
 - j. Resources within the school system or the community for referral.
 - k. Knowledge of statistics, research design, and research in guidance counseling.
 - l. Group counseling and group leadership.
 - m. Development of skills for consultation with parents, teachers, and administrators.
 - n. College counseling and use of college and other post-secondary resource materials (grades 5-12).
3. A practicum of 450 hours in an educational setting.
4. Passing score on the Communication and Literacy Skills test.

(b) **Professional License.**

1. Possession of an Initial license.
2. Three years of employment as a school guidance counselor.
3. Completion of one of the following:
 - a. A total of 60 credits of graduate coursework that may include credits earned in a master's degree program for the Initial license in a discipline appropriate to the license sought, which include but are not limited to school counseling, mental health counseling, school psychology, or clinical psychology.
 - b. Achievement and maintenance of certification or licensure from one of the following:
 - i. National Board of Certified Counselors (NBCC).
 - ii. National Board for School Counseling.

7.09: Licenses and Routes for Administrators

3) Supervisor/Director (Levels: Dependent on Prerequisite License)

(a) Validity. A Supervisor/Director license is required for individuals employed for one-half time or more as a director, department head, or curriculum specialist in the field and at the level of the prerequisite license(s).

(b) Initial License.

1. Prerequisite Licenses. Possession of at least a Preliminary license as follows:

1. Pupil personnel directors:
 1. School psychologist,
 2. School guidance counselor, or
 3. School social worker/school adjustment counselor
2. School guidance directors:
 1. School guidance counselor or
 2. School social worker/school adjustment counselor
3. Directors, department heads, and curriculum specialists:
 1. Teacher
 2. Specialist Teacher

2. Prerequisite Experience. Completion of three full years of employment in a leadership, supervisory, teaching, or administrative role in a public school, private school, higher education, or other educational setting accepted by the Department.

3. Demonstration of successful application of the Professional Standards for Administrators set forth in 603 CMR 7.10 through completion of a Performance Assessment and one of the following:

1. An approved post-baccalaureate program of studies including a supervised practicum/practicum equivalent (300 hours) in the supervisor/director role.

2. An administrative apprenticeship/internship (300 hours) in a supervisor/director role for the license sought with a trained mentor, using Department guidelines.

3. A Panel Review. Eligibility for a Panel Review is limited to those candidates who have either completed a post-baccalaureate program in management/administration at an accredited institution or have three full years of employment in an executive management/leadership, supervisory, or administrative role.

4. Passing score on the Communication and Literacy Skills test.

5. Additional requirements for directors, department heads, and curriculum specialists in the core academic subjects at the secondary level (5-12):

1. A master's degree in the arts or sciences in one of the core academic subjects they will supervise, or

2. At least 18 credits of advanced graduate studies in one of the core academic subjects they will supervise.

(c) Professional License.

1. Possession of an Initial license as supervisor/director.

2. Completion of a one-year induction program with a trained mentor.

3. At least three full years of employment under the Initial supervisor/director license.