



## Pupil Personnel Services Credential: School Counseling Individuals with National Board Certification

What will this authorize me to do?

### **Online Direct Application Requirements Checklist:**

Submit this checklist and the required supporting materials listed below within thirty (30) calendar days of completing the online portion of your application for the Pupil Personnel Services Credential in School Counseling for individuals with National Board Certification. Late submission of supporting materials will result in the application being denied (5 California Code of Regulations section 80487).

Print and mail this checklist, the Online Direct Application Coversheet, and all supporting materials to:

Commission on Teacher Credentialing  
Attn: Online Direct Applications  
1900 Capitol Avenue  
Sacramento, CA 95811-4213

### **Requirements for the Pupil Personnel Services Credential in School Counseling:**

- Copy of this checklist;
- Online Direct Application Coversheet (this will be available for printing after you complete Step 2 of the Online Direct Application Process);
- Photocopy of National Board Certification in School Counseling (Early Childhood through Young Adulthood)

Indicate how you will or did meet the [fingerprint](#) clearance requirement:

- First-time applicants: submit form [41-LS](#), or
- Previously applied for California credential, certificate or permit and have completed the Commission fingerprint requirement; and
- Applicable documentation as required for [Personal and Professional Fitness questions](#) (pdf) (these questions will be displayed as part of Step 2 of the Online Direct Application Process).

**Certification**

I have read and printed this checklist and am ready to complete the online direct application process, which will require me to make a nonrefundable payment via Visa or MasterCard.

At the conclusion of the online direct application process, print the Online Direct Application Coversheet.

**Authorization:**

- Develop, plan, implement, and evaluate a school counseling and guidance program that includes academic, career, personal, and social development
- Advocate for the high academic achievement and social development of all students
- Provide school-wide prevention and intervention strategies and counseling services
- Provide consultation, training, and staff development to teachers and parents regarding students' needs
- Supervise a district-approved advisory program as described in California Education Code, Section 49600

*Return to Beginning of Document*