



# SCHOOL COUNSELORS

CNMI State Board of Education  
Certification Flowchart

**CNMI State Board of Education  
Certification and Licensure Office**

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## CNMI State Board of Education Certification and Licensure Office

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### STANDARD SCHOOL COUNSELOR COURSE REQUIREMENTS

Required Courses	Course Description
Instructional Technology	This course introduces students to computer technology needed to teach at the elementary level. Topics include technology projects using audio, video, communications, and interactive multimedia. This course provides educators and education majors with a hands-on introduction to the use of Macintosh computers and computer applications. This course introduces them to the Macintosh operating system, to common computer terminology, and to common computer application skills including word processing, databases, spreadsheets, multimedia, and the Internet. Emphasis is placed on the practical use of these skills in the educational setting.
NMI History/ Pacific Institute	This course offers an overview of Northern Marianas history in its global context from prehistoric times up to the Covenant and the Constitution establishing the CNMI.
Dynamics of Individual Behavior	The major methods used in counseling individuals are examined with a focus on their effectiveness and applicability to different individual needs. The relationship between specific theories and their counseling applications are examined in detail. Case study approaches are combined with counseling practices to demonstrate developing strategies working with individuals.
Individual and Group Assessment	This course assesses individual and group environment.
Group Counseling	A study of small group theory, research, and procedures. Explores group membership and leadership behavior.
Prevention and Outreach	This course presents crisis intervention and emergency management strategies used in the counseling profession. Learners examine crisis intervention skills applicable to school, mental health, and other counseling settings and explore other related topics, including working with situational crises, developing crisis intervention and prevention plans, assessing suicide and other risks, and creating and implementing emergency management plans.
Career Counseling and Placement	This course has three main focuses. The first is to introduce students to the field of career development and career counseling. Students will explore different theories of career development and learn how these theories apply to the career development of children, youth and adults throughout the lifespan. A second purpose of the course is to apply these principles to the practice of vocational and career counseling, including critical activities such as decision making, vocational assessment, job development, job seeking skills, and worksite analysis all under the Framework of career/employment support services. Knowledge of labor markets, including supply and demand side concepts will be highlighted as a useful resource for conceptualizing vocational and career counseling services. Uses of sources of occupational information and labor market trends will be included. Thirdly, the course will also introduce students to a variety of assessment instruments, including some now available on-line. They will experience first-hand what is like to take these vocationally oriented tests, and to deal with the results. Updated legal and regulatory trends impacting in the area of vocational and career counseling will also be explored.

## Basic I

### Valid for Two (2) Years — Renewable

- Signed and Completed Certification Application Form
- One (1) Passport Size Photo (*For First-time Applicants Only*)
- Fingerprint Submission (valid for one (1) year)\*\*
- Police Clearance (valid for one (1) year)
- Payment receipt of \$40.00 (processing fee per certification)
- Official College Transcript
- Bachelor's degree or higher
- Proof of Passing Praxis II in content area
- Current Recommendation Letter from a Supervisor/Principal (*For Renewal Only*)
- Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses (*For Renewal Only*)

\*\*The CNMI Certification and Licensure Office requires fingerprint processing for the following:

1. First-time applicants applying for certification;
2. Applicants who have left and are returning to the CNMI Public School System (PSS) after two (2) years;
3. Off-island applicants

## Basic II

### Valid for Three (3) Years — Renewable

- Met Basic I Requirements
- Signed and Completed Certification Application Form
- Background Check:
  - o Fingerprint Submission (if re-entering the system after two (2) years)
  - o Police Clearance (valid for one (1) year)
- Payment receipt of \$60.00 (processing fee per certification)
- Official Transcript or Certification of Completion of specific Basic II courses:
  - Computer Technology
  - Tests and Measurements
  - Introduction to Counseling
  - Issues and Philosophies of Culturally Diverse Schools
  - Multicultural Counseling
  - Counseling Process: Theory
  - Counseling Process: Practice
- Current Recommendation Letter from a Supervisor/Principal
- Professional Development:
  - o *For Initial:* Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses
  - o *For Renewal:* Proof of completion of one hundred eighty (180) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses

## Standard

### Valid for Five (5) Years — Renewable

- Met Basic II Requirements
- Signed and Completed Certification Application Form
- Background Check:
  - o Fingerprint Submission (if re-entering the system after two (2) years)
  - o Police Clearance (valid for one (1) year)
- Payment receipt of \$100.00 (processing fee per certification)
- Official Transcript or Certification of Completion of specific Standard courses:
  - Instructional Technology
  - NMI History/ Pacific Institute
  - Dynamics of Individual Behavior
  - Individual and Group Assessment
  - Group Counseling
  - Prevention & Outreach
  - Career Counseling and Placement
- Current Recommendation Letter from a Supervisor/Principal
- Professional Development:
  - o *For Initial:* Proof of completion of one hundred eighty (180) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses
  - o *For Renewal:* Proof of completion of three hundred (300) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses

## Professional

### Valid for Ten (10) Years — Renewable

- Met Standard Requirements
- Signed and Completed Certification Application Form
- Background Check:
  - o Fingerprint Submission (if re-entering the system after two (2) years)
  - o Police Clearance (valid for one (1) year)
- Payment receipt of \$200.00 (processing fee per certification)
- Master's degree or higher
- Employment verification of ten (10) cumulative years of instructional experience
- Current membership of Professional Education Association
- Current Recommendation Letter from a Supervisor/Principal
- Professional Development:
  - o *For Initial:* Proof of completion of three hundred (300) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses
  - o *For Renewal:* Proof of completion of six hundred (600) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses

### BASIC II SCHOOL COUNSELOR COURSE REQUIREMENTS

Required Courses	Course Description
Tests and Measurements	This course provides students with educational theories and approaches to assessing and evaluating student abilities and performance as well as the effectiveness of their own planning and instruction. Specific subjects covered include giving and interpreting standardized tests, pre-assessments in content areas, learning styles and intelligences, products, processes, and progress. This course also covers the translation of assessment into letter grades, motivating students using self-assessment, and professionally interpreting all forms of assessment.
Introduction to Counseling	This course investigates the legal and ethical aspects of school counseling. Examines planning, designing, implementing, and evaluating a comprehensive and developmental guidance and counseling program that includes students, teachers, administrators, parents, and community members. Examines state and national counseling program models and required competencies.
Issues and Philosophies of Culturally Diverse Schools	This course is designed to assist students in developing an understanding of race/ethnicity, gender, disability, age, and sexual orientation. This course emphasizes the recognition of cultural myths and stereotypes. Case studies and illustrations for helping persons from culturally diverse backgrounds are presented
Multicultural Counseling	A study of major issues of cross-cultural counseling. The impact of diversity (within and between group differences) is examined.
Counseling Process: Theory	This course is an advanced study of the major theories in the field of counseling, as well as an exploration of the historical perspectives and philosophies upon which they are based.
Counseling Process: Process	This course provides an intensive practice-focused preparation to enable students to begin their counselling placements
Computer Technology	This course covers basic knowledge of PC hardware—including the system unit, local area networks, and the Internet. This course provides students with practical skills in using the Windows operating system and in using common PC application programs, including a word processor, a spreadsheet, a presentation program, and a database program. This course also teaches students how to use the Internet for communication and research and introduces them to creating Web pages. This course emphasizes using the PC as a multiple applications tool.