

UNIVERSITY OF SOUTHERN MAINE
Department of Counseling, Adult and Higher Education

APPLICATION CHECKLIST
School Counseling Certificate Eligibility Pathway 2 *

Please note that experience and workshops do not take the place of graduate coursework.

- ___ Check for \$50 made payable to USM
- ___ Letter requesting that your credentials be reviewed for the purpose of ascertaining eligibility for K-12 certification in Maine Please include contact information; email addresses are appreciated.
- ___ An ***official*** copy of all undergraduate and graduate transcripts (which will become the property of USM and will not be returned).
- ___ Graduate course descriptions ***from the time when graduate work was completed***; syllabi are even better.
- ___ Completed Academic Worksheet.
- ___ Current professional vita/resume (which details professional activities, education, workshops, courses, etcetera).
- ___ Two letters of recommendation from professionals in the field (one preferably from a school counselor).
- ___ Documentation of licensure or certification, if applicable.

Additional materials that may be included:

- ___ Reprints or copies of publications.
- ___ Any other material that may be relevant to your application.

****Please note that individuals with graduate degrees other than counseling degrees may not have the credentials necessary for conditional certification as a professional school counselor. Additional coursework may be necessary.***

Please submit materials to:

Dept. of Counseling, Adult and Higher Education
Attn: Credential Review
400 Bailey Hall
University of Southern Maine
Gorham, ME 04038