



Education, Early  
Learning and Culture

# Application for

## an Additional Designation in School Counselling to a PEI Teacher's License



Submit your completed application form and have supporting documentation sent to:

**The Office of the Registrar**  
**Department of Education, Early Learning & Culture**  
Holman Centre  
250 Water Street, Suite 101  
Summerside, Prince Edward Island C1N 1B6  
Tel:(902) 438-4130  
Fax:(902) 438-4062  
***registrar@edu.pe.ca***  
***www.gov.pe.ca/go/reg***

## APPLICATION FOR AN EVALUATION FOR AN ADDITIONAL DESIGNATION IN SCHOOL COUNSELLING

Please read the following carefully before completing and submitting the application form. As per Certification and Standards Policy 13-02 **Assignment of an Additional Designation in School Counselling** an additional designation in school counselling may be assigned to the certificate of the holder of a valid P.E.I. Academic Teacher's certificate who applies and who meets the academic and professional requirements approved by the Minister. Please note that there is no additional salary increment related to this designation. It does, however, provide recognition of additional specialized coursework, academic and professional credentials in the field of school counselling.

### How do I apply for an Additional Designation in School Counselling?

1. Applicants must apply by completing and submitting the application form and the evaluation fee of \$25 to the address shown here below.

The Office of the Registrar  
Certification and Standards Section  
Department of Education and Early Childhood Development  
Holman Centre, Suite 101  
250 Water Street,  
Summerside, PEI, C1N 1B6

2. The required evaluation fee must be submitted with the application. The fee may be paid by cheque or by money order written to: **The Minister of Finance**. An application will not be reviewed until the required fee has been received at the Office of the Registrar. The evaluation fee is non-refundable.

3. All applicants applying for an Additional Designation in School Counseling must provide official transcripts, proof of completion of a supervised practicum and of eligibility for certification as a school counsellor to support their application.

### When does the designation become effective?

The Additional Designation in School Counselling shall be valid from the date when the Office of the Registrar receives all required documentation.

### FOR ASSISTANCE:

☎ If you have questions about the Additional Designation in School Counselling, or if you require assistance in completing the application form, you may contact the Registrar at 438-4130.

✉ If you would like to inquire about the status of your application (to see if your application form has been received or to learn if your transcripts have arrived), please inquire via e-mail. Send an e-mail to: [registrar@edu.pe.ca](mailto:registrar@edu.pe.ca) In the subject line of your e-mail write: **Status Update Requested**. In the body of the e-mail state your name and the type of application that you are inquiring about.

For more information on Certification and Standards Board Policy CSB 13-02 Additional Designation in School Counselling go to: <http://www.gov.pe.ca/forms/pdf/2296.pdf>

# APPLICATION FOR ADDITIONAL DESIGNATION IN SCHOOL COUNSELLING

After carefully reading the criteria of the Additional Designation in School Counselling, please complete the application form and send it with a \$25.00 evaluation fee in the form of a cheque or money order written out to the *The Minister of Finance, Energy and Municipal Affairs*. Send everything to the: *Office of the Registrar, Certification and Standards Section, PEI Department of Education, Early Learning & Culture, Holman Centre, Suite 101, 250 Water Street, Summerside, PEI C1A 7N8*. Transcripts from universities should be sent to this address as well.

1. CHECK LIST OF REQUIRED DOCUMENTATION AND FEES	Enclosed	Requested
<input type="checkbox"/> Completed application form		
<input type="checkbox"/> Evaluation fee of \$25.00 in the form of a cheque or money order written to the <i>Minister of Finance</i> .		
<input type="checkbox"/> Official transcript(s) sent directly from the university as verification of completion of required coursework.		
<input type="checkbox"/> Copy of degree as verification of completion of a masters degree program in counselling, counselling theory, or a related discipline with a focus on counselling.		
<input type="checkbox"/> Proof of completion of a supervised practicum in counselling.		
<input type="checkbox"/> Proof of eligibility		

## 2. IDENTIFICATION AND CONTACT INFORMATION.

In order to match the supporting transcripts with your file, it is important that you provide accurate and up-to-date identifying information. Please complete the following.

First Name:	Middle Name (s):	Surname:
Previous Name(s) if applicable:	Date of Birth:	Social Insurance Number:
Mailing Address:		
Telephone Number (Home):	Telephone Number (Work):	
E-Mail Address:		
PEI Teacher's Certificate Level:	PEI Teacher's Certificate Number (if known):	

### 3. DOCUMENTS TO SUPPORT SCHOOL COUNSELLING DESIGNATION

**REQUIREMENT A:** Proof of completion of a masters degree program *in counselling, counselling theory, or a related discipline with a focus on counselling* from a recognized university.

Name of Degree Completed:

Name and Address of the University Where Completed:

Attach a photocopy of your degree with your application.

**REQUIREMENT B:** Proof of completion of required course work. List one course or relevant courses which correspond to the following areas.

Required Course(s):	Course Name & Number	University where completed
Counselling Theory		
<b>Graduate Courses in 5 of the following area:</b>		
Communication & Relationship Skills		
Group Counselling		
Career Development		
Research & Evaluation		
Consultation Methods		
Learning & Human Development		
Psychological Education		
Counselling Interventions & Strategies		
Multi-cultural counselling		
Counselling in Specialized Settings		
Counselling Ethics		
Psychoeducational Assessment		

Attach an official transcript of marks for each course listed above.

**REQUIREMENT C:** Proof of completion of 120 hours of in a supervised counselling practicum. Describe the setting (s) in which your 120 hours of supervised counselling practicum was completed. Include the dates and the name and position of your supervisor.

Attach proof of completion such as an official transcript if completed through a university or a signed letter from your practicum supervisor.

**REQUIREMENT D:** Proof of Canadian Counsellor Certification or eligibility for Canadian Counsellor Certification with the Canadian Counselling Association.

Name of Certification Received:

Date Issued:

Include a photocopy of your Canadian Counsellor Certification or the results of a Certification Pre-Evaluation demonstrating that you are eligible for full certification.

**4.EMPLOYER INFORMATION:** Indicate here where you would like information on your Additional Designation in School Counselling sent.

Public Schools Branch

Commission scolaire de langue française

Other  
\_\_\_\_\_

## DECLARATION

I declare that this information is complete and accurate to the best of my knowledge. I authorize the Department of Education and Early Childhood Development to verify the above information.

Signature:

Date:

## FOR OFFICE USE ONLY

Registrar's Signature:

Issue Date: (based upon date of receipt of all required documentation)

Personal information on this form is collected under sections 98 and 100 of the *Education Act* R.S.P.E.I. 1988, Cap. E-.02 And will be used for the purpose of verifying identity and educational credentials. If you have any questions about this collection of personal information, you may contact the Registrar's Office at 1-902-438-4130



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