

IX. School Service Personnel Certificates

General information regarding certification procedures is available on ISBE's Educator Certification Web site at <http://www.isbe.net/certification>.

These certificates include:

- School Social Worker
- School Nurse
- School Counselor
- School Psychologist or
- Speech/Language Pathologist (Non-Teaching)

General Requirements Are:

- Be of good character
- Be in good health
- Be a U.S. citizen or legally present and eligible for employment and have forwarded [ISBE Form 73-91](#)

School service personnel certificates have five-year periods of validity and may be renewed upon registration. Each certificate is endorsed for an area of service for which the holder is qualified: School Social Worker, School Nurse, School Counselor, School Psychologist, or Speech/Language Pathologist (Non-Teaching). Persons who hold only school service personnel certificates may not be employed as teachers. Individuals completing an Illinois approved program for one of these certificates should apply online through [ECS](#).

Those who must answer one of the application questions in the affirmative, who are not citizens, or who cannot sign the child support statement must apply through a regional office of education or ISBE by using [ISBE Form 73-03D](#).

Applicants from other states should complete ISBE form 73-03D and submit through a regional office of education or send the application to ISBE.

Provisional Certificates

Applicants from other states who hold out-of-state certificates with comparable endorsements may obtain a provisional school service personnel certificate valid for two full fiscal years, with the first year ending on June 30 following the issue date. The holder of a provisional certificate should use this time period to complete testing requirements and remove other deficiencies found during the evaluation. Individuals who hold valid, comparable certificates from other states will be exempt from taking the Basic Skills test, unless previously failed, but must take the content test.

A. Certification of School Social Workers

Candidates for the School Service Personnel Certificate endorsed for school social work shall:

- a. Hold a master's or higher degree in social work with a specialization in school social work awarded by a graduate school of social work accredited by the Council on Social Work Education.
- b. Have completed an Illinois program approved for the preparation of school social workers or a comparable approved program in another state or country and/or hold a comparable certificate issued by another state or country.
- c. Have completed both a supervised field experience of at least 400 contact hours, supervised by a field instructor holding a master's or higher degree in social work, and a school social work internship of at least 600 contact hours in a school setting or have one year's professional experience as a school social worker on a valid out-of-state school social work certificate or an Illinois provisional school service personnel certificate endorsed for school social work.
- d. Be required to pass the School Social Worker (#184) test, as well as the test of basic skills. Applicants who hold a valid school social worker certificate from another state are assumed to have passed a test of basic skills and are automatically exempt from the Illinois test. See the [ICTS Web site](#) for additional information regarding testing.

B. Certification of School Counselors

Applicants for the school service personnel certificate endorsed for school counseling shall:

- a. Hold a master's or higher degree awarded by a regionally accredited institution of higher education in school counseling, another counseling or related field (e.g., social work or psychology), or an educational field.
- b. Have completed an Illinois program approved for the preparation of school counselors or a comparable approved program in another state or country and/or hold a comparable certificate issued by another state or country.
- c. Have completed a supervised counseling practicum of at least 100 clock hours that provided interaction with individuals and groups of school age and included at least 40 hours of direct service work. Except as provided in subsection (e), each applicant shall have completed a structured and supervised internship that is part of an approved program.
 1. The internship shall be of a length that is determined by the approved program to be adequate to enable candidates to meet the standards but shall entail at least 600 hours and last no less than one semester, during which candidates shall engage in the performance of various aspects of the counseling role and shall be gradually introduced to the full range of responsibilities associated with that role.
 2. However, the internship for an individual with at least two years of teaching experience may, at the discretion of the institution offering the approved program, consist of no fewer than 400 hours.

3. In each case at least 240 hours of the internship shall involve direct service work with school-age individuals and groups.
- d. The internship shall occur in a school setting except that, at the discretion of the institution, a maximum of one-third of the hours required may be credited for experiences in other related settings such as hospitals or day care settings that, in the judgment of the institution, expose the candidates to the needs of school-aged children and prepare the candidates to function as school counselors. Except as provided in subsections (e) and (f), each applicant shall either:
 1. Hold or be qualified to hold a teaching certificate; or
 2. Have completed, as part of an approved program, coursework addressing each of the following:
 - The structure, organization and operation of the educational system, with emphasis on P-12 schools.
 - The growth and development of children and youth, and their implications for counseling in schools.
 - The diversity of Illinois students and the laws and programs that have been designed to meet their unique needs.
 - Effective management of the classroom and the learning process.
 - e. Applicants who hold another state's certification in school counseling shall not be subject to the requirements of subsection (c) or subsection (d) of this section if he or she presents evidence of at least one year's full-time experience as a school counselor on a valid out-of-state school counseling certificate or an Illinois provisional school service personnel certificate endorsed for school counseling.
 - f. An applicant who has completed an out-of-state approved school counseling program that includes an internship meeting the requirements of subsection (c) shall not be subject to the requirements of subsection (d).
 - g. Candidates shall be required to pass the School Counselor (#181) test as well as the test of basic skills. Applicants who hold a valid school counselor certificate from another state are assumed to have passed a test of basic skills and are exempt from the Illinois test. See the [ICTS Web site](#) for additional information regarding testing.
 - h. Applicants who hold a master's degree in any field other than school counseling, or who hold a bachelor's degree only, shall be required to complete the equivalent of all requirements of an approved school counseling preparation program.
 1. The Illinois institution offering the program shall review the individual's educational and experiential background and identify any of the standards or other applicable requirements that the individual's preparation has not addressed.
 2. Upon successful completion of the coursework and experiences offered by the institution that address the identified standards, the applicant shall be eligible to be recommended for certification by entitlement.

C. Interim Certification of School Counselor Interns

- a. Individuals who wish to participate in internships enabling them to meet the requirements for certification as school counselors may obtain interim certification as school counselor interns. Applicants for this certification shall meet one of the following criteria:
 1. Have completed, as part of an approved program, coursework covering:
 - The structure, organization and operation of the educational system, with emphasis on P-12 schools
 - The growth and development of children and youth, and their implications for counseling in schools;
 - The diversity of Illinois students and the laws and programs that have been designed to meet their unique needs; and
 - Effective management of the classroom and the learning process
 2. Hold a master's or higher degree in a field of community counseling and be working toward completion of all requirements necessary for certification as a school counselor.
- b. Interim certification as a school counselor intern shall be valid for three years and shall not be renewable.

D. Certification of School Psychologists

- a. Candidates for the school service personnel certificate endorsed for school psychology shall hold a master's or higher degree in psychology or educational psychology with a specialization in school psychology from a regionally accredited institution.
- b. Each candidate shall have completed an Illinois program approved for the preparation of school psychologists or a comparable approved program in another state or country and/or hold a comparable certificate issued by another state or country.
- c. Candidates shall have completed both a supervised field experience of at least 250 hours in a school setting and/or child study center and an internship of at least 1200 contact hours lasting a full school year under the direction of a certified school psychologist. The internship requirement may be waived with verification of a full year of professional school psychologist experience on a valid state-issued school psychologist certificate, or an Illinois provisional school psychologist certificate.
- d. Candidates shall be required to pass the School Psychologist (#183) test, as well as the test of basic skills. Applicants who hold a valid school psychologist certificate from another state are assumed to have passed a test of basic skills and are exempt from the Illinois Basic Skills test. See the [ICTS Web site](#) for additional information regarding testing.

E. Certification of School Nurses

Candidates for the school service personnel certificate endorsed for school nursing shall hold a bachelor's degree.

- a. Candidates shall be licensed as registered professional nurses in Illinois pursuant to the Nursing and Advanced Practice Nursing Act.
- b. Each candidate shall have completed an Illinois program approved for the preparation of school nurses or a comparable approved program in another state or country and/or hold a comparable certificate issued by another state or country.
- c. Candidates shall have met the requirements of either subsection (d)(1) or subsection (d)(2) of this Section.
 1. Completion of an internship that
 - A. was determined by the approved program to be sufficient in length for the candidates to meet the standards set forth at 23 Ill. Adm. Code 23.120, but in no case consisted of fewer than 300 hours of experiences; and
 - B. was supervised by a certified school nurse with at least two full school years of full-time experience as a school nurse and at least one full school year of full-time experience with the current employer.
 2. Completion of two years of experience as a school nurse prior to July 1, 1972.
- d. Candidates shall be required to pass the School Nurse (#182) test, as well as the test of basic skills. Applicants who hold a valid school nurse certificate from another state are assumed to have passed a test of basic skills and are exempt from the Illinois test. See the [ICTS Web site](#) for additional information regarding testing.

F. Certification of Non-Teaching Speech-Language Pathologists

A School Service Personnel Certificate with a speech and language endorsement will be issued under Section 21-25 of the School Code of Illinois to speech-language pathologists who meet **ALL** of the following requirements:

1. **IDFPR License**
 - A. regular valid IDFPR license; OR
 - B. valid Certificate of Clinical Competence from ASHA and a regular license from another state/territory/District of Columbia and has applied for an IDFPR license; OR
 - C. holds or has applied for temporary IDFPR license
2. **Master's or Doctoral Degree**

Holds a master's or doctoral degree with a major in speech-language pathology from an

institution whose course of study was approved or program was accredited by ASHA or its predecessor

3. Approved Program

- i. completed an Illinois approved program OR
- ii. completed a program in another state/territory that is comparable to an approved Illinois approved program; OR
- iii. holds a certificate issued by another state/territory that is comparable to a school service personnel certificate with a speech-language endorsement

• No approved program or out-of-state certificate

- If the requirements for (i), (ii), or (iii) of paragraph (3) have not been met, a person must provide evidence that he/she has completed at least 150 clock hours of supervised experience in speech-language pathology with students with disabilities in a school setting including experience required by federal law or federal court order. The official letter must specify how the supervised experience related to:
 - Planning and intervention,
 - The learning environment,
 - Service delivery,
 - Professional conduct and ethics, and
 - Facilitation and advocacy.

4. Successful Completion of the Required Certification Tests

1. Basic Skills – this test will be waived if the applicant holds a valid comparable certificate issued by a State Board of Education
2. Speech-Language Pathologist: Non-teaching #154

Note: See the [ICTS Web site](#) for additional information regarding testing.

Interim Certification of Speech-Language Pathologist Interns

An individual who wishes to participate in an internship enabling him or her to complete the supervised, school-based professional experience described in Section 14-1.09b (b)(3) of the School Code may obtain interim certification as a speech-language pathologist intern when he/she has:

- an Illinois Speech-Language Pathology License OR
- a current Certificate of Clinical Competence from ASHA and a license from another state and application for Illinois licensure OR
- a temporary Illinois speech language pathologist license AND
- A master or doctor degree in speech pathology from an ASHA accredited institution

Interim certification as a speech-language pathologist intern shall be valid for three years, subject to Section 21-22 of the School Code, and shall not be renewable.

G. Supervisory Endorsement on the School Service Personnel Certificate

The holder of the School Service Personnel Certificate may have the added endorsement for supervision upon presentation of evidence of each of the following:

- Hold a master's or higher degree
- Have completed eight semester hours of graduate professional education which shall include at least one course related primarily and explicitly to the supervision of personnel and one course primarily and explicitly related to the administration and organization of schools.
- Have at least two years of appropriate school service personnel experience