

## School Counsellor Certificate Guidelines

### Certification requirements

1. **A valid Manitoba Professional Teaching certificate.**
2. **A minimum of thirty (30) credit hours of approved post-baccalaureate school counselling course work within a degree program from an accredited university.**

- a. **Section 1: Core**

Eighteen (18) credit hours of core university course work

Core course work is available at Brandon University (BU), the University of Manitoba (UM), the Université de Saint-Boniface (USB), and the University of Winnipeg (UW)

- b. **Section 2(a): Electives**

Twelve (12) credit hours of elective university course work in school counselling related topics.

Elective course work is available from the Brandon University (BU), the University of Manitoba (UM), the Université de Saint-Boniface (USB) and the University of Winnipeg (UW).

Consult the university calendars for course availability.  
 Courses completed at various universities must be transferred into home degree program.  
 The degree must be awarded to apply for the salary reclassification.  
 A course syllabus may be requested for the evaluation as required.

- c. **Section 2(b): Professional Development – OPTIONAL**

Twenty (20) contact hours of approved professional development in school counselling education related topics is equivalent to one (1) hour towards Section 2(a): Electives.

If completing twelve (12) credit hours of university course electives in school counselling to complete a degree for a salary reclassification, professional development is not required or mandatory for certification purposes.

Completing only approved professional development will not fulfill the School Counsellor certificate. See number: 2. a. and 2. b.

Professional development contact hours are not university credit hours and are not eligible for degree requirements.

3. **A minimum of two (2) years approved Manitoba or Canadian teaching experience.**

## Application Process and Credential Assessment

### 1. Academic work completed in Manitoba:

Arrange with the university to mail your official transcript directly to the Professional Certification Unit once your degree has been awarded.

### 2. Academic work completed outside Manitoba:

Arrange with the university to mail your official transcript directly to the Professional Certification Unit once your degree has been awarded.  
Course descriptions may be required, upon request.

### 3. Achievement Certificate(s):

Refer to certification requirements **page 1: 2. c.** to determine if professional development is required for certification purposes.

Professional Development Guide

All activities must be arranged by a school division/district, Manitoba Education, or other government department, university, professional association, agency, or hospital.

Once professional development activities are registered at our office by a formal application from the above sources, a reference number is generated to identify the approved session. Only those sessions with a reference number are accepted.

### 4. Certification Fee:

The certification fee is \$60.00. Payment can be made by cheque or money order payable to the Minister of Finance or by Visa or MasterCard by filling out the Visa or MasterCard Service Request form.

- Visa or MasterCard Service Request form – **see page 6**
- School Counsellor application – **see page 7**

### Contact:

The School Counsellor Guideline is available on the Internet:  
<http://www.edu.gov.mb.ca/k12/profcert/index.html>

### Further assistance is available at:

Professional Certification Unit  
Box 700  
Russell MB R0J 1W0

Toll free 1-800-667-2378 (in Manitoba)  
1-204-773-2998  
Fax 1-204-773-2411  
E-mail [certification@gov.mb.ca](mailto:certification@gov.mb.ca)

## Section 1: Core Requirements

Eighteen (18) credit hours of course work. The core course work is available at Brandon University (BU), the University of Manitoba (UM), the Universitaire de Saint-Boniface (USB), and the University of Winnipeg (UW).

Course No.	Course Title	University	Credit
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### Brandon University

04.704	Counselling Interventions	BU	3
04.708	Introduction to Counselling Theory: Helping Relationships	BU	3
04.709	Theories of Counselling and Psychotherapy	BU	3
04.733	Theory and Practice of Group Process and Counselling	BU	3
04.768	Ethical and Legal Issues for Counsellors	BU	3
04.772	Practicum in Counselling I	BU	3
04.774	Expressive Therapies	BU	3

### University of Manitoba

EDUA 5480	Counselling Skills	UM	3
EDUA 5490	Field Placement in Counselling	UM	3
EDUA 5500	Theories and Issues in School Counselling	UM	3
EDUA 5510	Elementary School Counselling <b>(or)</b> EDUA 5530 Secondary School Counselling	UM	3
EDUA 5520	Ethics in Counselling	UM	3
EDUA 5540	Groups in Guidance	UM	3

### Universitaire de Saint-Boniface

EDUA 5481	Techniques de counseling	USB	3
EDUA 5501	Théories de counseling scolaire	USB	3
EDUA 5511	Counseling à l'élémentaire <b>(or)</b> EDUA 5531 Counseling au secondaire	USB	3
EDUA 5521	Counseling et éthique	USB	3
EDUA 5541	Counseling de groupes	USB	3
EDUA 5491	Stage en counseling	USB	3

### University of Winnipeg

EDUC-5420	Introduction to School Guidance and Counselling	UW	3
EDUC-5421	Theories and Issues in School Counselling	UW	3

#### One of:

EDUC-5422	Early and Middle Years School Counselling	UW	3
EDUC-5423	Senior Years School Counselling	UW	3
EDUC-5424	Group Guidance and Counselling in School Settings	UW	3
EDUC-5425	Counselling Ethics for Canadian School Settings	UW	3
EDUC-5426	School Counselling Practicum Skills	UW	3
EDUC-5427	Supervised School Counselling Practicum	UW	3

## Section 2(a): Electives

Twelve (12) credit hours of university course work under Section 2(a): Electives. The elective course work is available at Brandon University (BU) the University of Manitoba (UM), Universitaire de Saint-Boniface (USB) and the University of Winnipeg (UW).

Course No.	Course Title	University	Credit
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### Brandon University

04.700	The Educational Process: Developmental Stages	BU	3
04.701	The Educational Process: The Adolescent	BU	3
04.706	Theory and Practice of Standardized Assessment	BU	3
04.710	Career-Life Development and Counselling	BU	3
04.730	Current Issues in Counselling	BU	3
04.767	Assessment for Counsellors	BU	3
04.769	Aboriginal Counselling Theory and Practice	BU	3
04.770	Intercultural Counselling	BU	3
04.776	Social Ecological Education	BU	3
04.797	Trauma and the Mind, Body Connection	BU	3
04.799	Education Seminar: Topics in School Counselling only	BU	3
07.714	Educational Research Methods	BU	3
07.751	Interpreting Educational Research	BU	3
07.752	Overview of Educational Issues	BU	3
07.780	Graduate Scholarly Writing	BU	3
07.798	Negotiations and Alternative Dispute Resolution: Theory and Practice	BU	3

### University of Manitoba

EDUA 5550	Psychology of Human Relationships	UM	3
EDUA 5570	Family Life Education	UM	3
EDUA 5580	Career Development	UM	3
EDUA 5590	Career Information	UM	3
EDUA 5770	Focus on Exceptionality: An Ecological Approach to FAS/E	UM	3
EDUA 5730	Recent Developments in Educational Psychology 1		
	*School Counselling Topics only*	UM	3
EDUA 5800	Introduction to Educational Research	UM	3
EDUA 5810	Theory of Test Construction	UM	3
EDUA 5820	Test Administrative Analysis	UM	3

### The following courses are available to Master degree students

EDUA 7510	Seminar in Current Issues in Counselling	UM	3
EDUA 7540	Programs in Career Development	UM	3
EDUA 7610	Behavioural Issues in Educational Settings	UM	3
EDUA 7740	Topics in Educational Psychology 1		
	*School Counselling Topics only*	UM	3
EDUA 7760	Interview Techniques with Children & Adolescents	UM	3

**Section 2(a): Electives – continued**

Course No.	Course Title	University	Credit
<b>Universitaire de Saint-Boniface</b>			
EDUA 5551	Psychologie des relations humaines	USB	3
EDUA 5571	Éducation familiale	USB	3
EDUA 5581	Orientation de carrières	USB	3
EDUA 5591	Information sur les carrières	USB	3
EDUA 5731	Courants actuels en psychologie de l'éducation 1		
	*Sujets relatifs au counseling scolaire seulement*	USB	3
EDUA 5811	Théories de construction de tests	USB	3
EDUA 5821	Analyse et administration de tests	USB	3
<b>The following courses are available to Master degree students</b>			
EDUA 7511	Séminaire en counselling	USB	3
EDUA 7541	Programmes d'orientation de carrières	USB	3
EDUA 7561	Counselling et diversité en milieu scolaire	USB	3
EDUA 7611	Séminaire sur l'éducation des enfants aux prises	USB	3
	avec des troubles du comportement	USB	3
EDUA 7621	Séminaire sur la déficience intellectuelle	USB	3
EDUA 7741	Sujets particuliers en psychologie de l'éducation 1		
	*Sujets relatifs au counseling scolaire seulement*	USB	3
EDUA 7761	Techniques d'entrevue avec les enfants et les adolescents et adolescentes	USB	3
<b>University of Winnipeg</b>			
EDUC-5401	Creative Problem Solving	UW	3
EDUC-5402	Expanding Gifted Education	UW	3
EDUC-5403	Meeting the Needs of FAS/FAE Students	UW	3
EDUC-5404	Reaching the ADHD Child	UW	3
EDUC-5405	Reclaiming Troubled Children and Youth	UW	3
EDUC-5406	Steps to Achieving Real-Life Skills	UW	3
EDUC-5411	Youth Violence in Schools	UW	3
Special Topics:			
EDUC-5001	Adult Learning and Literacy	UW	3
EDUC-5001	Assessment Research I	UW	3
EDUC-5001	The Building Blocks of Hope I	UW	3
EDUC-5001	The Building Blocks of Hope II	UW	3
EDUC-5001	Bullying Affected Children	UW	3
EDUC-5001	Conflict Resolution and Restorative Practices in Educational Settings	UW	3
EDUC-5001	Creative and Critical Thinking	UW	3
EDUC-5001	Developmental Therapy Developmental Teaching Program	UW	3
EDUC-5001	Learning Challenges/Disabilities – ADHD	UW	3
EDUC-5001	Programming for Aboriginal Students	UW	3
EDUC-5001	Promoting Mental Health in Public Schools	UW	3
EDUC-5001	Sex and Health Education	UW	3
EDUC-5001	Strategies and Models for Higher Order Thinking	UW	3
EDUC-5001	Teacher Stories, Student Stories: Educating with Purpose	UW	3
EDUC-5001	Teaching and Assisting Children Affected by War	UW	3
EDUC-5001	Topics in Risk and Resiliency	UW	3
EDUC-5001	Unengaged to Engaged Students	UW	3
EDUC-5001	Vulnerable Children and Youth: Strategies for Resiliency	UW	3

## VISA OR MASTERCARD SERVICE REQUEST FORM

### School Counsellor Certificate:

The certification fee is \$60.00.

Complete and return the application form on next page when remitting the certification fee:  
by cheque, money order payable to the Minister of Finance, or Visa or MasterCard service request form.

PROFESSIONAL CERTIFICATION UNIT			
TYPE OF SERVICE	FEE AMOUNT	QUANTITY	TOTAL
<b>School Counsellor Certificate</b>	<b>60.00</b>		
<b>See also Salary Reclassification application</b> Include the salary reclassification application, when applying for a salary reclassification <a href="http://www.edu.gov.mb.ca/k12/profcert/pdf_docs/reclass_form.pdf">http://www.edu.gov.mb.ca/k12/profcert/pdf_docs/reclass_form.pdf</a>	<b>50.00</b>		
<b>TOTAL</b>			

<b>Visa</b> <input type="checkbox"/>										<b>MasterCard</b> <input type="checkbox"/>									
Card Number																			
Cardholder Name										Expiry Date									
Signature																			

<b>For Office Use Only:</b>	PSP Number		Receipt Number	
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PROFESSIONAL CERTIFICATION UNIT

APPLICATION FOR:

**SCHOOL COUNSELLOR CERTIFICATE**

**See also Salary Reclassification application**

When applying for a salary reclassification, include the salary reclassification application.

[http://www.edu.gov.mb.ca/k12/profcert/pdf\\_docs/reclass\\_form.pdf](http://www.edu.gov.mb.ca/k12/profcert/pdf_docs/reclass_form.pdf)

<b>Please print</b>		PSP NO:
Name:		
Address:		
City / Town:		
Postal Code		
Telephone No:		
Email Address:		
<p>Complete and return the application form when remitting the certification fee: by cheque, money order payable to the Minister of Finance, or Visa or MasterCard service request form.</p>		
<p>This personal information is being collected under the authority of Manitoba Regulation 115/2015 made under The Education Administration Act, and will be used for ongoing verification of certification and notification. Personal information is protected under The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact Professional Certification Unit, Box 700, Russell MB R0J 1W0 ph. 1-800-667-2378 or 1-204-773-2998.</p>		

Mail to:

Professional Certification Unit  
Box 700  
Russell MB R0J 1W0

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1-204-773-2998  
Fax 1-204-773-2411