

Graduate Certification Program Calendar

Masters of Education Professional School Counseling

HBU Allows for Rolling Admissions

Passport 1: EPP requirements

1. Meet the university requirements for admission
2. Overall GPA of 2.5
3. Hold a valid teaching certificate
4. 2 years completed teaching experience documented by service record.
5. EPP Interview
6. Current resume
7. 2 professional references
8. Successfully complete EPP paperwork

Passport 2: Degree Plan Delivery

1. Complete EPP acceptance process and paperwork
2. Meet with the advisor and sign the degree plan
3. Enroll in courses approved by your advisor.
4. Complete 42 hours of coursework as described on the degree plan.
5. Complete the Practicum and Internship courses.
6. Complete all required TAC trainings and assessments for the program.
7. Apply for graduation one year prior to its occurrence

Passport 3: Internship/Certification

1. Enroll in the Practicum course, followed subsequently by the Internship course. Must complete Practicum successfully to enroll in Internship.
2. Must have completed 24 hours of coursework for admission to the Practicum.
3. The practicum/internship will take place on the student's current campus/assignment location with a qualified supervisor (certified school counselor) acting as site supervisor.
4. Students will continue to work in their current position while they intern.
5. Internship to include 100 logged hours in Practicum and 300 logged hours in Internship of TEA "in the field" experiences and TExES 152 (252) certification preparation.
6. Confirm all required trainings are completed and certificates documented.
7. Complete all HBU requirements for graduation including a comprehensive exam.
8. Completion of letter of recommendation for graduation by Department Chair submitted to a University official.

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