



DEPARTMENT OF EDUCATION

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FORM C VERIFICATION OF SCHOOL COUNSELING CLINICAL EXPERIENCE **FAXED COPIES WILL NOT BE ACCEPTED**

Effective January 1, 2017, pursuant to Delaware Administrative Code Regulation 1522 and Regulation 1545, candidates seeking school counselor certification must complete school counseling clinical experience under the direct supervision of a State Department of Education certified school counselor (<http://regulations.delaware.gov/AdminCode/title14/1500/index.shtml#TopOfPage>).

The required number of clinical experience hours is as follows:

- 700 hours at the elementary OR secondary level for single level certification.
- 350 hours at the elementary level AND 350 hours at the secondary level for dual certification.
- Certified school counselors seeking certification at an additional level must complete 350 hours at the desired level.

Applicant: Complete this section only before forwarding this form to the Chair of the School Counseling Program you attended.

NAME (Last, First, Middle, Maiden):		Social Security #:
ADDRESS:	CITY:	STATE/ZIP:
COLLEGE/UNIVERSITY NAME:		GRADUATION DATE:
DESIRED CERTIFICATION:		
<input type="checkbox"/> Elementary	<input type="checkbox"/> Secondary	<input type="checkbox"/> Dual
APPLICANT SIGNATURE:		DATE:

School Counseling Program Chair: Please verify the school counseling clinical experience for the applicant listed above by completing page 2 of this form.

To be completed by the School Counseling Program Chair (add lines as needed):

DATES:		SCHOOL & LOCATION	SUPERVISING COUNSELOR (NAME)	GRADE LEVEL(S)	# OF HOURS COMPLETED
FROM (M/D/Y)	TO (M/D/Y)				
			STATE CERTIFIED: YES NO		
			STATE CERTIFIED: YES NO		
			STATE CERTIFIED: YES NO		

Print Name & Title of Program Chair:	Signature:	Date:
College/University Name & Address:		Phone #:

COMPLETED FORMS MAY BE EMAILED OR SENT BY U.S. MAIL

Forms may be submitted by one of two methods:

- 1) Email the form *directly* from a college/university affiliated email address (e.g.: Susan.Smith@ABCcollege.edu) via the DEEDS email at deeds@doe.k12.de.us.
- 2) Mail the form *directly* from the college/university to the address below. Do not use the address on the front side of this form. Only documentation received in a sealed envelope from the college/university will be accepted.

Delaware Department of Education
 Licensure & Certification
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