Deficiency plans are developed for individuals who need to complete a specific sequence of courses in order to meet academic requirements for the professional school counselor Texas certification. If you are applying for a professional certificate, you must first contact the program director who will determine whether or not you meet departmental requirements for a Deficiency Plan. Students who already have a Master's Degree may wish to seek certification as a professional school counselor. Those not already holding a master's degree must meet the requirements of the Department of School Counseling 39-hour school counseling master's degree to be recommended for certification. Please be advised that each university must issue its own deficiency plans based upon their program requirements and that deficiency plans are not transferable to other universities.

Eligibility requirements for certification admission are:

**State Requirements:**
- Master's Degree
- 2 years approved teaching experience
- TExES for Professional School Counselor

**Course Requirements:**
- Students who hold a master's degree must take a minimum of 18 credit hours of school counseling coursework at Dallas Baptist University regardless of previous courses completed.
- All course work listed on the Deficiency Plan must be taken at Dallas Baptist University.
- A grade of B or higher is required for transfer of coursework to the deficiency plan to be considered.
- Final decision on transfer of coursework towards the deficiency plan is at the discretion of the Program Director.

**Transcript Evaluation:**
- Schedule an appointment with Dr. Bonnie Hinkle, Master of Education in School Counseling, Program Director.
- Transcripts from every institution of higher education attended must be evaluated for equivalency by the Program Director.
- All applicants must provide an official transcript that shows degree conferred.
- At the time the deficiency plan is signed in the department, no coursework over 6 years old will be credited to the plan.

All deficiency plans must be completed within three years of start date to be valid. If not completed, it is the responsibility of the student to initiate re-evaluation to ensure validity of the deficiency plan.

Students must meet the university and departmental policies before the College of Education will approve a student's application to take the state's school counselor certification examination. Applicants are advised to check with the College of Education for additional information.

______________________  ________________________
Applicant Signature           Program Director Signature

______________________  ________________________
Date                     Date

*Please return all documents to Dr. Bonnie Hinkle, Dallas Baptist University, 3000 Mountain Creek Parkway, Dallas, TX 75211. For more information, contact 214 333 6838 or bonnie@dbu.edu.*