

**OSU Check Sheet for Teacher Certification and Recommendation for School Counselor (Grades P-12)**  
 (Successful Completion of these requirements DOES NOT result in completion of a degree)

Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ CWID# \_\_\_\_\_

**Status Program Requirements**

\_\_\_\_\_ Submit Application for Admission to OSU’s Professional Education Unit @ <http://tinyurl.com/osuprofedapp> (must apply first semester)

Gain and Retain Full Admission to OSU’s Professional Education Unit (See OSU’s Office of Professional Education <http://www.okstate.edu/peu>):

\_\_\_\_\_ Maintain a 2.75 Overall Cumulative Retention GPA; for graduate students this includes all undergraduate and graduate coursework

\_\_\_\_\_ Submit a copy of the above Oklahoma Teaching Certificate to 325 Willard

\_\_\_\_\_ Maintain Graduate College Academic Standing Minimum Grade Requirements per the current OSU catalog.

\_\_\_\_\_ Successfully complete the Professional Portfolio Submission 1 \_\_\_\_\_ and Submission 2 \_\_\_\_\_ **Purchase LiveText at OSU Bookstore or at <http://livetext.com> \$139**

\_\_\_\_\_ For those who hold a valid Oklahoma standard teaching certificate: Pass the School Counselor OSAT \_\_\_\_\_

\_\_\_\_\_ For those who do not hold a valid Oklahoma standard teaching certificate: Pass the OSAT and the additional Certification Exams for Oklahoma Educators: OGET \_\_\_\_\_ and PPAT \_\_\_\_\_

(sign up at <http://www.ceoe.nesinc.com>)

\_\_\_\_\_ **Hold a Master of Science from OSU in Counseling with an option in *School Counseling***

The student appeal process and other policies are available on the Professional Education website.

Office of Professional Education, 325 Willard Hall Stillwater, OK 74078-0431 405.744.6252 Fax: 405.744.8894

<https://education.okstate.edu/peu>

**The following signature indicates the student has read and understands this checklist:**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Office of Professional Education  
 325 Willard Hall  
 Stillwater, OK 74078

Program Coordinator: Dr. Tonya Hammer  
 Email: [tonya.hammer@okstate.edu](mailto:tonya.hammer@okstate.edu)  
 918/594-8309