

Verification of Site Supervisor Qualifications Form

School Counseling
Department of Counseling
East Texas A&M University

Upload in the TK20 Practicum
Application

Site Supervisors may not complete this form for themselves. This document must be uploaded in TK20 in the School Counseling Field Placement Application and a physical copy provided to the course instructor on the first day of class.

Counselor Candidate: _____ Candidate CWID: _____

Practicum Semester/Yr: _____ Practicum Location: _____

Directions for Completion: The site supervisor serves in a mentoring role for the certification candidate while they complete their required practicum activities. Site Supervisors must meet Texas Education Agency criteria. Please complete this form and return it to the school counselor candidate, who will then upload it to their practicum application. The form for a site supervisor who is a school counselor may be completed by the site supervisor's direct report (**Principal or Assistant Principal**) or by the district's human resource office.

The site supervisor must have at least three (3) years of experience as a school counselor in Texas, be an accomplished educator as shown by student learning, and currently certified in Texas as a school counselor.

I, _____, as a representative of _____,
Name of Principal, Assistant Principal, or HR Representative Campus Name / District Name

can attest that the following is true for _____ (_____), who is the site
Site Supervisor Name Site Supervisor TEA ID

supervisor for _____:
Certification Candidate (Student) Name

1. The site supervisor is currently in their _____ year of working as a school counselor and meets the three-year experience requirement.
2. The site supervisor has demonstrated that they are an accomplished educator as shown by student learning and have received performance evaluations rated at satisfactory or above.
3. The site supervisor has a valid Texas educator certificate in the same area sought by the certification candidate (school counseling).

Signature
Principal / Assistant Principal /
Human Resources Representative

Printed Name
Principal / Assistant Principal /
Human Resources Representative

Date

***Please Note:** The Texas Education Agency requires educator preparation programs to submit a valid TEA ID number for all site supervisors. An inaccurate or missing TEA ID number may lead to delays in data reporting and subsequent delays in the university recommending the candidate for their school counseling certificate at the conclusion of their program.