



Counselor Certification

Local areas are reminded that P.L. 2004, Chapter 39 of the Workforce Development Program Act determines the requirements for certified job counselors. The requirements are based upon standards established by the Commissioner, NJ Department of Labor and Workforce Development and are currently in use in the Workforce Development Program. These standards also apply to counselors hired by Local Areas under the Workforce Investment Act.

All new counselors hired by local areas must have academic credentials that conform to the following:

- Education

Graduation from an accredited college or university with a Bachelor's degree including or supplemented by 6 semester hour credits in non-introductory sociology or psychology or another field of study directly related to vocational counseling or workforce and career development, and 9 semester hour credits in the behavioral sciences, statistics, or non-introductory Labor Market Information courses. For these purposes Behavioral Sciences includes non-introductory courses in Psychology, Sociology, Guidance and Counseling, Student Personnel Services, Anthropology, Communications, and Education.

It should be noted that introductory courses are not acceptable. Also, courses in Public Safety, Criminal Justice, Public Safety Administration or Philosophy will not fulfill the special credit requirements in the Behavioral Sciences.

- Experience

One year of professional experience in vocational guidance and counseling. Substitution of experience for education is allowed on a year for year basis, provided the 15 college credits described above have been successfully completed. A Master's degree in psychology, education, social work, personnel administration, or vocational rehabilitation counseling may be substituted for the one year of experience.

Instructions

- Complete the Application for Counselor Certification
- Sign the Application, along with the One-Stop Operator
- Attach an original, certified copy of your college transcript
- Mail all documentation to:

Mr. Robert Grimmie, Director
New Jersey Department of Labor and Workforce Development
Center for Occupational Employment Information
Training Evaluation Unit - Counselor Certifications
5th Floor
P.O. Box 057
Trenton, NJ 08625-0057

Each counselor with an approved application will receive an official certificate from the New Jersey Department of Labor and Workforce Development in recognition of the successful completion of the requirements for the title of “qualified job counselor” established by the Commissioner, NJ Department of Labor and Workforce Development. All documentation submitted will be treated confidentially.



**Department of Labor and Workforce Development
Application for Counselor Certification**

Your Name _____ **WIB** _____

Work Address _____

Home Address _____

Highest Grade Completed _____ **GED** _____ **Date** _____

Secondary School Name: _____

Location: _____

Post-secondary School/College: _____

Location: _____

Area of Concentration: _____

Diplomas/Degrees/Licenses/Certifications Earned (List type and name of school):

Additional Education/Training Courses Taken:

According to your attached college transcript, how many credit hours are specifically in vocational guidance and counseling?

In your opinion, what other college-level courses successfully completed in psychology, education, social work, personnel administration, or related field, can be applied to the minimum standard of 15 college credit hours related to vocational guidance? Cite the courses below, as they appear on your attached transcript:

WORK EXPERIENCE with Qualifying Counseling Experience:

Additional pages may be added for relevant work history

Present Employer

Present Employer's Address:

Dates of Employment:

From

To

Month/Day/Year

Month/Day/Year

Description of Job Duties:

Name of Employer

Address

Dates of Employment:

From _____

To _____

Month/Day/Year

Month/Day/Year

Describe Job Duties:
