

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
CERTIFICATION REQUIREMENTS FOR
CAREER SERVICES COORDINATOR (Secondary/Postsecondary and Adult)**

I. PROFESSIONAL REQUIREMENTS

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification for the applicant; and
- B.** Applicant must possess a bachelor's degree or higher degree in a business-related field or human resources.

II. CAREER CONTINUOUS STUDENT SERVICES CERTIFICATE

- A.** The career services coordinator, career continuous student services certificate will be issued upon completion and verification of the following:
 - 1. Four (4) years of state-approved career services coordinator experience;
 - 2. Participation in two (2) years of district-provided mentoring (during the first two (2) years of student services experience);
 - 3. The development, implementation and completion of a professional development plan of at least forty (40) contact hours of professional development, or three (3) semester hours of graduate credit toward an advanced degree; and
 - 4. Successful participation in an annual performance-based evaluation.
- B.** The career services coordinator, career continuous student services certificate will remain valid upon verification of the following:
 - 1. Participation in a performance-based system of evaluation; and
 - 2. Participation in twenty (20) contact hours of professional development annually.
- C.** The career services coordinator, career continuous student services certificate holder is exempt from additional professional development if the holder has a local professional development plan in place with the school and meets at least two (2) of the following:
 - 1. Ten (10) years of state-approved career services coordinator experience;
 - 2. A master's degree; and/or
 - 3. Certification from a board-approved nationally recognized professional placement organization.