



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 DIVISION OF LEARNING SERVICES-OFFICE OF COLLEGE AND CAREER READINESS

NEW COUNSELOR INSTITUTE (NCI) REGISTRATION FORM

INSTRUCTIONS

New Counselor Institute (NCI) is designed for those entering school counseling positions with:

- A Temporary Authorization Certificate
- An Alternative Certification with no or one year of school counseling experience
- Recent graduation from a school counseling master's program and 0-1 years of counseling experience
- No public school experience

Priorities for acceptance will be based on the bulleted list above. Local administrative approval is required.

Date: July 9-12, 2018

Location: Holiday Inn Executive Center, Columbia, MO

Mail completed registration forms to:

Missouri Department of Elementary and Secondary Education (DESE)
 Office of College and Career Readiness/New Counselor Institute (NCI)
 P. O. Box 480
 Jefferson City, MO 65102-0480

QUESTIONS: Contact School Counseling at 573-751-4383

Registration forms are due by June 18. Registration will be subject to availability after June 18.

PERSONAL CONTACT INFORMATION

NAME		
HOME MAILING ADDRESS		
CITY	STATE	ZIP
HOME PHONE	CELL PHONE	
EMAIL ADDRESS		

SCHOOL INFORMATION

LOCAL EDUCATIONAL AGENCY (LEA) (Where registrant will be working)		COUNTY DISTRICT CODE
SCHOOL MAILING ADDRESS		SCHOOL CODE
CITY	STATE	ZIP
SCHOOL PHONE	SCHOOL FAX	
GRADE LEVEL ASSIGNMENT FOR THE ____/____ SCHOOL YEAR?		
<input type="checkbox"/> Elementary (Grades K-6) <input type="checkbox"/> Middle school (Grades 6-8) <input type="checkbox"/> High school (Grades 9-12) <input type="checkbox"/> Secondary (Grades 7-12) <input type="checkbox"/> K-12 <input type="checkbox"/> Area career center		
Information is used to determine grade level table assignments.		

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by person with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator - Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.

GENERAL INFORMATION

TYPE OF COUNSELING CERTIFICATION

- Temporary authorization certification
 Provisional certification with job secured
 Initial certification
 Other

PREVIOUSLY SERVED AS A SCHOOL COUNSELOR?

- Yes
 No

If yes, indicate grade level

DOES THE REGISTRANT POSSESS A CURRENT MISSOURI EDUCATOR CERTIFICATE?

- Yes
 No

If yes, indicate the type

If no, please review *educator certification* <http://dese.mo.gov/educator-quality/certification>

DOES THE REGISTRANT HAVE PRIOR TEACHING EXPERIENCE?

- Yes
 No

If yes, indicate grade level/subject and years

SPECIAL DIETARY NEEDS

ASSURANCES

- I understand that a \$25.00 nonrefundable registration fee is required with each application.
 I understand that by registering in NCI, I am also registering in the DESE school counseling mentor program.

My signature below indicates I am committed to attend and complete New Counselor Institute.

SIGNATURE OF REGISTRANT

DATE

ADMINISTRATOR APPROVAL

SIGNATURE OF ADMINISTRATOR (e.g. Area Career Center Director/Community College Dean/Principal)

DATE

ADMINISTRATOR EMAIL ADDRESS

ADMINISTRATOR WORK NUMBER

SUMMER PHONE NUMBER