



# North Carolina Board of Licensed Professional Counselors **RENEWAL Application**

Indicate which license you are renewing below:

LPCA    LPC    LPCS

***Faxed Applications are not acceptable.***

**I. GENERAL INFORMATION** - *To be updated by all applicants.*

**II. LICENSURE/CREDENTIALS** - *To be completed by all applicants.* List all professional counseling licenses and credentials which you now hold or have ever held in order of attainment.

License/Certificate Type	License/Certificate #	Issued Date	Issued By

### APPLICATION INSTRUCTIONS

1. **PRINT** or **TYPE** using **BLACK** Ink to complete this application.
2. **ALL SECTIONS** that pertain to the license being renewed must be completed or the application will be returned.
3. A completed renewal application and all required support documentation are to be mailed in one packet.
4. Renewal applications along with all required support documentation must be **received** in the Board's office on or before **JUNE 20th** of the renewal year.
5. The fee for renewal is \$100 and must accompany the application when mailed. An additional fee of \$25 must be included if received after June 20th.
6. Renewal fees are **non**refundable.

**Confidentiality Note** - The information submitted in this application is privileged and confidential, and is intended solely for use by the North Carolina Board of Licensed Professional Counselors. N.C.G.S. §132-1.2.

**MAIL** completed application and required support documentation to:  
**NCBLPC ♦ PO Box 1369 ♦ Garner, NC 27529**

**Board Use only**  
Approved: \_\_\_\_\_

For Office Use Only    Date Rec'd: \_\_\_\_\_    Payment:  CC    Check    MO    Amount \$ \_\_\_\_\_



Types of Activity - Choose the appropriate number below to identify the type of continuing education activity. Specific renewal guidelines, including types of continuing education are outlined in Rule .0603(e). Documentation guidelines and maximum contact hours allowed per activity are outlined in Rule .0603(e). Ethics component may only be fulfilled by #1 or #2 below.

1. A structured education activity for which the licensee was a learner. Academic credit granted from a regionally accredited institution of higher education for work done in a counseling or counseling related subject.
2. Publication activities are limited to articles written by the licensee and published in peer reviewed journals, editing of a chapter in a book based on counseling or counseling related material, or authoring or co-authoring a published book on counseling or counseling related material (maximum reported contact hours within a renewal period = 10).
3. Academic credit granted from a regionally accredited institution of higher education for work done toward the completion of a dissertation (maximum reported contact hours within a renewal period = 10).
4. Clinical supervision, as defined by Rule 0.208, which was received by the licensee during the renewal period (maximum reported contact hours within a renewal period = 10).
5. Leadership positions: Officer of state, regional, or national counseling organization; editor or editorial board member of a professional counseling journal; active member of a state, regional, or national counseling committee producing a substantial written product; chair of a major state, regional or national counseling conference or convention (maximum reported contact hours within a renewal period = 10).
6. Presentation activities or workshops for which the licensee was a presenter (maximum reported contact hours within a renewal period = 5).

Approved Providers - Choose the appropriate number below to identify the approved provider. Continuing education training provided by one of the following national organizations, their affiliates or by a vendor approved by one of the following organizations shall be approved:

1. American Counseling Association
2. American Association of State Counseling Boards
3. National Board for Certified Counselors
4. Commission on Rehabilitation Counselor Certification

Continuing education training provided by one of the following national organizations, their affiliate or by a vendor approved by one of the following organizations shall be approved for no more than 15 contact hours for any given renewal period:

- |  |  |
|--|--|
| 5. American Association of Christian Counselors        | 10. National Area Health Education Center Organization         |
| 6. American Association of Marriage and Family Therapy | 11. National Association of Alcoholism & Drug Abuse Counselors |
| 7. American Psychological Association                  | 12. National Association of Pastoral Counselors                |
| 8. Employee Assistance Certification Commission        | 13. National Association of Social Workers                     |
| 9. International EAP Association                       | 14. National Rehabilitation Association                        |

Content Areas - Choose the appropriate number below to identify the content area. Specific renewal guidelines, including types of continuing education are outlined in Rule .0603(a) and .0701(a)(2)(A)

- |                                     |  |
|-------------------------------------|--|
| 1. Counseling theory                | 7. Appraisal of individuals                                |
| 2. Human growth and development     | 8. Diagnosis and treatment planning                        |
| 3. Social and cultural foundations  | 9. Research and evaluation                                 |
| 4. Helping relationship             | 10. Professional orientation                               |
| 5. Group dynamics                   | 11. Ethics * (minimum 3 hours per renewal period)          |
| 6. Lifestyle and career development | 12. Clinical supervision ( <b>required for LPCS Only</b> ) |

\* Ethics training must focus on ethical behavior and responsibility as related to the American Counseling Association's Code of Ethics or the Center for Credentialing and Education's Approved Clinical Supervisor (ACS) Code of Ethics.

Contact Hours - Forty contact hours of continuing education\*, including a minimum of three contact hours of ethics, are required within the two-year license renewal period. However, in the cases of newly issued licenses in which the initial renewal periods are less than two full years, 30 contact hours, including a minimum of three contact hours of ethics, are required. **Contact hours equal the number of actual clock hours spent in direct participation in a structured education format as a learner.**

One Continuing Education Unit (CEU) = 10 contact hours

One Semester hour of credit = 15 contact hours

One Quarter hour of credit = 10 contact hours

\* LPCS renewals must provide additional documentation of a minimum of ten (10) contact hours of continuing education training related to professional knowledge and competency in the field of counseling supervision.