

# Renewal Guidelines 2012

Effective October 1, 2009

Renewal of license applies to LPCA, LPC, and LPCS. (G.S. 90-339, Rule .0503, .0601-.0604)

- **Renewals may be submitted as early as January 1<sup>st</sup> of renewal year**
- Must complete all requirements before renewal can be issued.
  - Renewal Application
  - Continuing Education documentation as defined in Rule .0603(d)
  - Ethics Attestation Statement
  - Current Professional Disclosure Statement
  - Certificate of Completion for Jurisprudence Exam (offers five contact hours in ethics)
- Renewal period (Rule .0601)
  - July 1st to the second June 30<sup>th</sup> unless you are a new licensee
  - New license renewal period is date of issuance to the second June 30<sup>th</sup>
- Deadline for application and renewal fee is June 20<sup>th</sup> of renewal year (G.S. 90-339, Rule .0503)
- Fee for renewal is \$100 and must accompany the application when mailed
- An additional fee of \$25 must be included if renewal will be received by the Board after June 20<sup>th</sup>
- Jurisprudence Exam requirement effective July 1, 2011

Application Requirements: (G.S. 90-339, Rule .0503, .0602)

- I. General Information
- II. Licensure/Credentials
- III. Continuing Education
- IV. Application Validation

Continuing Education Requirements: (G.S. 90-339, Rule .0603, .0604)

**Contact Hours:** (Rule .0603)

- Forty (40) contact hours of continuing education
- Including a minimum of three contact hours of ethics (the Jurisprudence Exam offers five contact hours in ethics)
- In the case of newly issued licenses in which the initial renewal periods is less than two full years, thirty (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
  -

NOTE: LPC Supervisors 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. These contact hours are in addition to the forty (40) contact hours already required for a total of fifty (50).

**Types of Activities:** (Rule .0603)

- A structured education activity for which the licensee was a learner (may be used to fulfill ethics requirement)
- Academic credit granted from a regionally accredited institution of higher education for work done in a counseling or counseling related subject (may be used to fulfill ethics requirement)
- 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 is 10 contact hours)
- 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 is 10 contact hours)
- 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 is 10 contact hours)
- 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 is 10 contact hours)
- Presentation activities or workshops for which the licensee was a presenter (maximum reported contact hours within a renewal period is 5 contact hours)

**Content Areas:** (Rule .0603, .0701)

- Counseling theory
- Human growth and development
- Social and cultural foundations
- Helping relationship
- Group dynamics
- Lifestyle and career development
- Appraisal of individuals
- Diagnosis and treatment planning
- Research and evaluation
- Professional orientation
- Ethics (minimum 3 hours per renewal period) (Jurisprudence Exam offers five contact hours in ethics)
  - Ethics training must focus on ethical behavior and responsibility as related to the American Counseling Association (ACA) Code of Ethics or the Center for Credentialing and Education Approved Clinical Supervisor (ACS) Code of Ethics.
- Counseling supervision (required for LPC Supervisors Only)
  - Counseling supervision training must focus on professional knowledge and competency in the field of counseling supervision.

**Approved Providers:** (Rule .0603)

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; and
- (4) Commission on Rehabilitation Counselor Certification.

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 for no more than 15 contact hours for any given renewal period as defined in Rule .0601:

- (1) American Association of Christian Counselors;
- (2) American Association of Marriage and Family Therapy;
- (3) American Psychological Association;
- (4) Employee Assistance Certification Commission;
- (5) International Employee Assistance Professional Association;
- (6) National Area Health Education Center Organization;
- (7) National Association of Alcoholism & Drug Abuse Counselors;
- (8) National Association of Pastoral Counselors;
- (9) National Association of Social Workers; and
- (10) National Rehabilitation Association.

**Documentation Requirements:** (Rule .0603)

- Continuing Education Training
  - Certificate of Attendance/Completion
  - Signed by the responsible officer of an approved continuing education provider
  - Name of attendee
  - Name of course
  - Date(s) of attendance
  - Number of contact hours
- Graduate/Doctoral Level Academic Credit or Dissertation (maximum = 10 contact hours)
  - Copy of Transcript or
  - Grade Report
- Publication (maximum = 10 contact hours)
  - Copy of cover page of article/book reflecting print date and author
  - Copy of table of contents reflecting print date and author
- Clinical Supervision (maximum = 10 contact hours)
  - Letter from qualified clinical supervisor
  - Must confirm the following items:
    - Date(s) of activity
    - Number of participation hours
    - Position or title of the provider

- Credential of the provider
- Leadership (maximum = 10 contact hours)
  - Letter of confirmation signed by an officer of the organization
  - Must have occurred for a minimum of six months and dates must fall within the renewal period.
  - Must confirm the following:
    - Position
    - Date(s) position was held
    - Nature of the position or service rendered
  - Must have been one of the following:
    - Officer of a state counseling organization
    - Officer of a regional counseling organization
    - Officer of a national counseling organization
    - Editor of a professional counseling journal
    - Editorial Board Member of a professional counseling journal
    - Active Member of a state counseling committee producing a substantial written product
    - Active Member of a regional counseling committee producing a substantial written product
    - Active Member of a national counseling committee producing a substantial written product
    - Chair of a major state counseling conference or convention
    - Chair of a major regional counseling conference or convention
    - Chair of a major national counseling conference or convention
- Presenter (maximum = 5 Contact hours)
  - Letter of confirmation from the organization for which the licensee presented
  - Must confirm the following:
    - Date(s) of presentation
    - Name of presentation
    - Length of presentation
  - Date(s) of presentation must fall within the renewal period
  - Topic must be from one or more of the approved content areas

If documentation for continuing education is not clearly identifiable as dealing with counseling, the Board shall request a written description of the continuing education and how it applies to the professional practice of counseling. If the Board determines that the training is not appropriate, the individual shall be given 90 days from the date of notification to replace the hours not approved. Those hours shall be considered replacement hours and cannot be applied to the next renewal period.

**Ethics Attestation Requirement:** (Rule .0309)

Upon application for initial license and upon application for each succeeding renewal of such license, if granted, each applicant shall sign a statement agreeing to abide by the ethical standards adopted by the Board. If an applicant fails to sign the statement, the Board shall notify the applicant in writing of the statutory requirement to abide by the ethical standards adopted by the Board.

**Professional Disclosure Statement Requirements:** (G.S. 90-343, Rule .0204)

- Must be provided to clients prior to rendering supervision services
- A signed copy must be retained in supervisee records
- Must include all items listed in Rule .0204 – Instructions and requirements can be found under the Professional Disclosure Statement Section of the Board website
- An updated Professional Disclosure Statement shall be submitted to the Board office at the time of renewal

**Jurisprudence Exam Requirements:** (Rule .0305)

- Effective July 1, 2011
- No Fail
- Certificate of completion must accompany renewal application
- Covers the law and ethical codes that govern the LPC
- Only applies to LPC and LPCS Renewals

## **Failure to Secure Sufficient Continuing Education**

LPCAs, LPCs and LPCSs who are unable to provide documentation of sufficient continuing education activities to renew their license have the following options:

**Requests must be made in writing no later than June 1, 2012.**

### **OPTION #1:**

- Must complete all requirements within one (1) year of expiration (which in all cases falls on June 30<sup>th</sup> in the year of expiration).
  - Renewal Application
  - Copies of Continuing Education documentation
    - Complete required hours of continuing education:
      - LPCA & LPC = 40 hours
      - LPCS = 50 (original 40 hours, plus 10 hours in clinical supervision)
    - Complete an additional twenty (20) contact hours of continuing education:
      - LPCA & LPC = 60, (original 40 hours, plus 20 hours additional)
      - LPCS = 70, (original 40 hours, plus 10 hours in clinical supervision, plus 20 hours additional)
  - Ethics Attestation Statement
  - Current Professional Disclosure Statement
  - Certificate of Completion for Jurisprudence Exam requirement effective as of July 1, 2011
- All continuing education acquired during this additional time period for the purpose of renewal of a lapsed license shall not be utilized for future renewal purposes.

### **OPTION #2:**

- Request in writing, to the Board, an extension. An extension shall be granted for:
  - Military Deployment
  - Major illness lasting longer than three months of self, partner or child
  - Death of partner or child
- Requests shall be received by the Board no later than June 1<sup>st</sup> of the year of expiration
- Extensions shall be granted for a period of up to one year
- All continuing education acquired during the extension shall not be utilized for future renewal purposes
- Must complete all requirements before renewal can be issued
  - Renewal Application
  - Copies of Continuing Education documentation:
    - Complete required hours of continuing education:
      - LPCA & LPC = 40 hours
      - LPCS = 50 (original 40 hours, plus 10 hours in clinical supervision)
  - Ethics Attestation Statement
  - Current Professional Disclosure Statement
  - Certificate of Completion for Jurisprudence Exam requirement effective as of July 1, 2011

Failure to complete one of the above listed options within one year after the license's expiration date means that a license shall be reissued only upon application as for an original license and all current licensure requirements apply to the new application.