

## Application Review Process:

This information is being provided to answer frequently asked questions about what happens to the application once it reaches the Board office. Please review the following before calling the Board office.

- ✓ The first step in the application process is the initial application. **All areas of the application that pertain to the license you are applying for must be completed.** This completed application is to be sent to the Board office with payment for \$100, a professional disclosure statement, and a self-addressed, stamped, business envelope.
- ✓ Official transcript(s) must be sent to the Board office directly from the graduate institution(s).

### **Applications not meeting this standard of completion will be returned to the applicant.**

- Hints: 1. Arrange to have your transcripts sent to the Board office prior to completing the application.  
2. Make sure any aliases are listed on the application. (married name, nickname, etc.)

- ✓ When the completed application packet (application, transcripts, professional disclosure statement) is received in the Board office, it undergoes an initial review. If the applicant has met the educational requirements set by the Board, the applicant will receive a letter and registration forms to register for the NCE/NCMHCE or CRC. *If the applicant has passed the NCE/NCMHCE or CRC and official exam scores are on file, the application will move to the next step automatically.*
- ✓ Official Verification of Active License in another state must be sent directly to the Board office from the licensing agency.
- ✓ Official copies of NCE/NCMHCE scores or CRC scores must be sent directly to the Board office from the examining organization.
- ✓ If the applicant answers **Yes** to any item listed in Section III of the application, the application and accompanying explanation will be reviewed by the Board at its next regularly scheduled meeting. Until this section is approved the application will not move forward in the process. If the applicant answers **Yes** to #3 or #7 of this section a Criminal Background Check is required to accompany the explanation of events.
- ✓ If the applicant does not meet the educational requirements as set by the Board, the application and any provided supporting documentation will be reviewed by the Board's Educational Reviewer. Once the reviewer reaches a decision regarding the applicant's education they will be notified in writing.
- ✓ After the initial review, a letter will be sent to the applicant confirming receipt of the application and describing any remaining requirements needed to qualify for the licensure for which the applicant is applying. This can take from 4-6 weeks. This letter will also contain a user name and login that the applicant can use to check on their application's status at any given time.
- ✓ From this point forward, the Board office compiles and verifies all information received for applicants. **It is the applicant's responsibility to insure that all materials have reached the Board office by deadlines established by the Board.**
- ✓ All Board decisions are sent via US Postal Service only. **Do not** call the Board office to request the status of applications.
- ✓ When the applicant has provided the Board with all materials required, the Board will complete one final review at its next scheduled meeting and, if the candidate has met all requirements, the Board will license the candidate as appropriate.
- ✓ Once licensed, applicants will need to update their professional disclosure statement and submit an updated version to the Board office either by fax or email.
- ✓ Applicants may not use the term "LPCA", "LPC", "LPCS" or any variation of the term until they have received notice from the Board stating that they may do so.