

# Licensure Requirement Sheet

Applies to all Applications received **October 1, 2009** or later.

## Licensed Professional Counselor Associate (LPCA)

1. Application –
    - A. Same Application for All 3 Licenses
    - B. **Have to start with LPCA application if not a current applicant prior to October 1, 2009.**
  2. Education –
    - A. If enrolled in Master's prior to July 1, 2009.
      1. 48 Semester Hours or 72 Quarter Hours
      2. Course work in 9 areas of study - 3 semester hours or 5 quarter hours per course area of study.
        - a. Orientation to the Counseling Profession
        - b. Theories and Techniques of Counseling
        - c. Practicum/Internship –
          - I. Must be a minimum of 300 hours supervised professional practice.
          - II. Must have at least 17 hours of graduate counseling supervision.
          - III. 60% shall be direct graduate counseling experience.
        - d. Appraisal
        - e. Career, Vocational, Lifestyle Development
        - f. Group Work
        - g. Human Growth & Development
        - h. Research
        - i. Social & Cultural Foundations
    - B. If enrolled in Master's prior to July 1, 2010, but after June 30, 2009.
      1. 54 Semester Hours or 81 Quarter Hours
      2. Course work in 9 areas of study - 3 semester hours or 5 quarter hours per course area of study.
        - a. Orientation to the Counseling Profession
        - b. Theories and Techniques of Counseling
        - c. Practicum/Internship –
          - I. Must be a minimum of 300 hours supervised professional practice.
          - II. Must have at least 17 hours of graduate counseling supervision.
          - III. 60% shall be direct graduate counseling experience.
        - d. Appraisal
        - e. Career, Vocational, Lifestyle Development
        - f. Group Work
        - g. Human Growth & Development
        - h. Research
        - i. Social & Cultural Foundations
  - C. If enrolled in Master's after June 30, 2013.
    1. 60 Semester Hours or 90 Quarter Hours
    2. Course work in 9 areas of study - 3 semester hours or 5 quarter hours per course area of study.
      - a. Orientation to the Counseling Profession
      - b. Theories and Techniques of Counseling
      - c. Practicum/Internship –
        - I. Must be a minimum of 300 hours supervised professional practice.
        - II. Must have at least 17 hours of graduate counseling supervision.
        - III. 60% shall be direct graduate counseling experience.
      - d. Appraisal
      - e. Career, Vocational, Lifestyle Development
      - f. Group Work
      - g. Human Growth & Development
      - h. Research
      - i. Social & Cultural Foundations
3. Exam –
  - A. NCE or;
  - B. NCMHCE or;
  - C. CRC
4. Professional Disclosure Statement –
  - A. Must include all items listed in Rule .0204.
  - B. Must be provided to clients prior to rendering counseling services.
  - C. Signed copy must be retained in client records.
- ### Notes Regarding Application/Licensure:
- LPC Associate –
1. Must complete all requirements before licensure can be issued.
    - A. Application
    - B. Education
    - C. Exam
    - D. PDS
  2. Must begin the process for licensure at this level unless an active application was on file at the Board's office PRIOR to October 1, 2009.
  3. This is an independent licensure **with restrictions.**
    - A. **CAN NOT** work unless a supervision contract is on file with the Board's Office.

## Licensed Professional Counselor (LPC)

1. Application –
  - A. Same Application for All 3 Licenses
  - B. **Must have active, unrestricted LPCA or meet all requirements for LPCA to apply.**
2. Education –
  - A. If Active LPCA move to #3B.
  - B. If not, see #2 of LPCA Requirements.
- 3A. Exam –
  - A. If Active LPCA move to #3B.
  - B. If not, see #3 of LPCA Requirements.
- 3B. Additional Exam –
  - A. Jurisprudence Exam
    1. CAN NOT be completed less than 6 months prior to completion of LPC application.
4. Supervision –
  - A. 3000 hours supervised professional practice
    1. 2000 hours must be direct counseling
    2. No hours applied from Practicum/Internship
    3. Not less than 8 hours per week but no more than 40 hours per week.
  - B. 100 hours clinical supervision
    1. 75 hours required to be individual
    2. Must have 1 hour face to face for every 40 hours professional practice.
    3. Supervision shall be based on direct (live) observation, co-therapy, audio and video recordings, and live supervision.
  - C. Supervision Contract
    1. Contract must be on file prior to beginning working under supervision.
    2. One contract required per supervisor.
    3. Notification must be given within 2 weeks of termination of supervision contract.
    4. Notification must be given within 2 weeks of change of supervision contract.
    5. Final Report to be filed at conclusion of supervision.
5. Professional Disclosure Statement –
  - A. Must include all items listed in Rule .0204.
  - B. Must be provided to clients prior to rendering counseling services.
  - C. Signed copy must be retained in client records.

### Notes Regarding Application/Licensure:

- LPC – Must complete all requirements before licensure can be issued.
- A. Must have active, unrestricted LPCA or meet all requirements for LPCA.
  - B. Application
  - C. Additional Exam
  - D. Supervision
  - E. PDS

## Licensed Professional Counselor Supervisor (LPCS)

1. Application –
  - A. Same Application for All 3 Licenses
  - B. **Must have active, unrestricted LPC to apply.**
2. Additional Education –
  - A. 3 semester hours or 45 contact hours in clinical supervision training.
3. Additional Experience –
  - A. Direct Client Contact
    1. At least 5 years full-time licensed professional counseling experience with 2,500 direct client contact hours.
    2. At least 8 years part-time licensed professional counseling experience with 2,500 direct client contact hours.
    3. Not less than 5 years but no more than 8 years combined of full/part-time licensed professional counseling experience with 2,500 direct client contact hours.
4. Professional Disclosure Statement –
  - A. Must include all items listed in Rule .0801(b)
  - B. Must be provided to all supervisees prior to rendering supervision services.
  - C. Signed copy must be retained in supervisee records.

### Notes Regarding Application/Licensure:

- LPC Supervisor –
1. Must complete all requirements before licensure can be issued.
    - A. Must have active, unrestricted LPC
    - B. Application
    - C. Additional Education
    - D. Additional Experience
    - E. PDS