

Instructions for preparing your

# Professional Disclosure Statement

Section 90-343 of the LPC Act requires that “Any individual, or employer of an individual, who is licensed under this Article may not charge a client or receive remuneration for Professional Counseling services unless, prior to the performance of those services, the client is furnished a copy of a Professional Disclosure Statement that includes the licensee’s professional credentials, the services offered, the fee schedule, and any other provisions required by the Board.”

Rule .0204 of Chapter 53, Title 21 of the North Carolina Administrative Code states “A professional disclosure statement is a printed document that includes the following information:

- Name of licensee
- The licensee’s highest relevant degree, discipline of the degree, year degree received, and name of institution granting the degree.
- Names and numbers of all relevant credentials (licenses, certificates, registrations).
- A statement indicating that the licensee is pursuing licensure as a Professional Counselor in North Carolina.
- Number of years of Counseling experience.
- Description of clientele (populations) served.
- Description of services offered (include a brief description of theoretical orientation and types of techniques used).
- Length of sessions and specific fee charged for that session. If a sliding scale is used, it must be included in full. If no fee is charged, it must be stated.
- Methods of payment accepted and information about billing and insurance reimbursement.
- A brief statement regarding the use of diagnosis and the fact that this becomes part of the clients’ records.
- An explanation of confidentiality, including responsibilities and exception (harm to self and others, indication of child or elder abuse, court order).
- A statement of procedure for registering complaints, including the full name and address of the North Carolina Board of Licensed Professional Counselors.
- Signature and date spaces for both the client and the licensee.

A current copy of this statement must be filed with and approved by the Board and a copy must be provided to each client prior to the performance of Professional Counseling services. Any changes in the disclosure statement must be submitted to and approved by the Board. The Counselor must retain a file copy of the disclosure statement signed by each client.

The contents of your disclosure statement must be compatible with the Standards of Practice section of your application packet and with your education, training, and scope of experience, and will be reviewed by the Board prior to approval of your application. Please note that you must submit a disclosure statement whether or not you charge a fee and even if you work in a setting (such as school counseling) which does not require that you be licensed or that you present a disclosure statement to each client.

**MAKE SURE ALL OF THE ABOVE ITEMS ARE INCLUDED IN YOUR STATEMENT; OTHERWISE IT WILL BE RETURNED TO YOU.**