

# License Renewal Guidelines

Please read this document carefully and completely. Retain this document for future use in selecting, documenting, and reporting your continuing education activities. You will need to refer to these guidelines at the time you submit your biennial renewal form. Below are excerpts from Article 24 (The LPC Act) and Title 21, Chapter 53 (Rules and Regulations for LPCs) regarding license renewals.

## Article 24 states-related to renewals:

### 90-334. Functions and duties of the Board

- (c) The Board shall examine and pass on the qualifications of all applicants for licenses under this Article, and shall issue a license or renewal of license to each successful applicant therefore.
- (f) The Board shall establish and receive fees not to exceed one hundred dollars (\$100.00) for initial or renewal application, not to exceed one hundred dollars (\$100.00) for examination, and not to exceed twenty-five dollars (\$25.00) for late renewal, maintain Board accounts of all receipts, and make expenditures from Board receipts for any purpose which is reasonable and necessary for the proper performance of its duties under this Article.
- (g) The Board shall have the power to establish or approve study or training courses and to establish reasonable standards for licensure and license renewal, including but not limited to the power to adopt or use examination materials and accreditation standards of any recognized counselor accrediting agency and the power to establish reasonable standards for continuing counselor education.
- (j) The Board may examine counselor applicants, approve, issue, deny, revoke, suspend, and renew the licenses of counselor applicants and licensees under this Article, and conduct hearings in connection with these actions.

### 90-339. Renewal of licenses.

- (a) All licenses shall be effective upon the date of issuance by the Board, and shall expire on the second June 30 thereafter.
- (b) All licenses issued hereunder shall be renewed at the times and in the manner provided by this section. At least 45 days prior to expiration of each license, the Board shall mail a notice for license renewal to the person licensed for the current licensure period. At least 10 days before the current license expires, the applicant must return the notice properly completed, together with a renewal fee established by the Board and evidence of continuing counselor education as approved by the Board, upon receipt of which the Board shall issue to the person to be licensed the renewed license for the period stated on the license.
- (c) Any person licensed who allows the license to lapse for failure to apply for renewal within 45 days after notice shall be subject to the late renewal fee. Failure to apply for renewal of a license within one year after the license's expiration date will require that a license be reissued only upon application as for an original license. (1983, c. 755, s. 1; 1993, c. 514, s. 1.)

## Title 21, Chapter 53 states-related to renewals:

### .0503 RENEWAL FEE

The biennial renewal fee of one hundred dollars (\$100.00) is due and payable by June 20 of the renewal year. Checks shall be made payable to the North Carolina Board of Licensed Professional Counselors. Failure to pay the biennial renewal fee within the time stated shall automatically suspend the right of any licensee to practice while delinquent. Such lapsed licensure may be renewed within a period of one year after expiration upon payment of the renewal fee plus a late renewal fee of twenty-five (\$25.00).

*History Note:* Filed as a Temporary Rule Eff. February 21, 1984, for a Period of 120 Days to Expire on June 19, 1984;  
Statutory Authority G.S. 90-334; 90-339; 1993 S.L. c. 514, s. 5;  
Eff. July 1, 1984;  
Amended Eff. July 1, 1994.

### .0601 RENEWAL PERIOD

Newly issued licenses shall be effective upon the date of issuance by the Board and shall expire on the second June 30 thereafter. The renewal period for a newly issued license, therefore, may be less than two years. Following the first renewal of a newly issued license, the renewal period shall be two years and shall run from July 1 in the first year through June 30 in the second year.

*History Note:* Statutory Authority G.S. 90-339;  
Eff. July 1, 1995.

**.0602 RENEWAL REQUEST FORM**

Requests for license renewal shall be submitted on the original Request for Continuing Education Activities Approval forms provided by the Board. All requested information and supporting documentation shall be provided and the forms shall be signed and dated.

*History Note: Statutory Authority G.S. 90-334(g); 90-336(a); 90-339(b);  
Eff. July 1, 1995.*

**.0603 CONTINUING EDUCATION**

- (a) Continuing education is required for the renewal of licenses to ensure that Licensed Professional Counselors maintain their professional knowledge and competency in the field of counseling. Continuing education activities appropriate for the purpose of license renewal are those that are directed toward professionals in the mental health field and that focus on increasing knowledge and skills in the practice of counseling in one or more of the following content area: counseling theory; human growth and development; social and cultural foundations; the helping relationship; group dynamics, processing, and counseling; lifestyle and career development; appraisal of individuals; diagnosis and treatment planning; research and evaluation; and professional orientation.
- (b) Forty contact hours of continuing education 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 are required. Contact hours are defined as the number of actual clock hours spent in direct participation in a structured education format as a learner. Typically, one Continuing Education Unit (CEU) is equivalent to 10 contact hours. In a college or university graduate course, one semester hour of credit is equivalent to 15 contact hours and one quarter hour of credit is equivalent to 10 contact hours.

*History Note: Statutory Authority G.S. 90-334(g); 90-339;  
Eff. July 1, 1995.*

**.0604 FAILURE TO SECURE SUFFICIENT CONTINUING EDUCATION/RENEWAL OF LICENSE**

Licensed Professional counselors who fail to document sufficient appropriate continuing education activities to renew their licenses shall be notified in writing of the deficiencies in their continuing education activities and shall be allowed 45 day from the date of notification to respond to the noted deficiencies. Continuing education activities cannot be undertaken during this period for the purpose of supplementing the continuing education activities submitted on the renewal form. The licenses of LPCs who fail to respond within the 45 day period following notification shall lapse and be subject to the late renewal fee. LPCs who are unable to provide documentation of sufficient continuing education activities to renew their licenses have the option of retaking the National Counselor Examination (NCE) for the purpose of renewal of their lapsed licenses within one year of the expiration dates of their licenses (which in all cases fall on June 30 in the year of expiration). Passing results are required for license renewal. Failure to take and pass the NCE within one year after the license's expiration date will require that a license be reissued only upon application as for an original license.

*History Note: Statutory Authority G.S. 90-334(g); 90-339;  
Eff. July 1, 1995.*

## Renewal Information FAQ (Frequently Asked Questions)

**1: When is the renewal due to the Board's office?**

**A:** All completed renewals are to be in the Board's office no later than June 20 of your renewal year. You are encouraged to submit your information early. *See Title 21, Chapter 53 .0503*

**2: How long is my license in effect?**

**A:** The Renewal Period **begins on the date** your license was issued by the Board and expires on the second June 30 thereafter. The renewal period for a newly issued license may be less than two years. Following the first renewal, the renewal period shall be two years and shall run from July 1 in the first year through June 30 in the second year. *See Title 21, Chapter 53 .0601.*

**3: When will I receive my renewal information?**

**A:** At least 45 days prior to June 30 of your renewal year the Board's office is required to mail to the LPC the required forms the LPC needs to submit for renewal. *See Article 24, 90-339 (b), and Title 21, Chapter 53 .0602.*

**4: What is the cost of renewal?**

**A:** The renewal fee is \$100.00 and due with your completed renewal information. *See Title 21, Chapter 53 .0503.*

**5: How much continuing education must I complete?**

**A:** **Forty (40)** contact hours of continuing education must be completed within the two year license renewal period. However, newly **issued licensees with initial renewal periods of less than two full years are required to complete only thirty (30) Contact Hours.** *See Title 21, Chapter 53 .0603.*

**6: I was unable to complete 40 contact hours (or 30 if applicable) of continuing education during the renewal period what can I do?**

**A:** Licensed Professional Counselors who are unable to provide documentation of sufficient continuing education activities to renew their licenses have the option of retaking **and passing** the National Counselor Exam (NCE) for the purpose of renewal of their lapsed licenses within one year of the expiration dates of their licenses. *See Title 21, Chapter 53 .0604.*

**7: When is my renewal considered late?**

**A:** Renewals received in the Board's office after June 20<sup>th</sup> of a renewal year are late. Failure to apply for license renewal by June 20<sup>th</sup> will automatically suspend the right of a licensee to practice after the license expiration date. *See Article 24 90-334, 90-339 (b) & (c) and Title 21, Chapter 53 .0503*

**8: How do you calculate contact hours?**

**A:** Continuing education is recorded in many ways. Be certain that you do not confuse various recording units. **NCBLPC counts contact hours**, which are defined as the number of actual clock hours spent in direct participation in a structured education format as a learner. One Continuing Education Unit (CEU) is equivalent to 10 contact hours, one semester hour of credit is equivalent to 15 contact hours and one quarter hour of credit is equivalent to 10 contact hours. In order for continuing education activities to be counted toward license renewal, they must have taken place within the two-year license renewal period July 1 of the previous renewal year to June 30 of the current renewal year. *See Title 21, Chapter 53 .0603 (b).*

**9: What topic areas should be used for continuing education?**

**A:** NCBLPC requires that *continuing education activities used for the purpose of license renewal must be directed toward professionals in the mental health field and must focus on increasing knowledge and skills in the practice of counseling* in one or more of the following approved content areas: *See Title 21, Chapter 53 .0603 (a)*

1. Counseling Theory - includes studies of basic theories, principals, and techniques of counseling and their application to professional counseling settings.
2. Human Growth and Development - includes studies that provide a broad understanding of the nature and needs of individuals at all developmental levels, normal and abnormal human behavior, personality theory, life-span theory, and learning theory within cultural contexts.
3. Social and Cultural Foundations - includes studies that provide a broad understanding of societal changes and trends, human roles, societal subgroups, social mores and interaction patterns, multicultural and pluralistic trends, differing lifestyles, and major societal concerns including stress, person abuse, substance abuse, discrimination, and methods for alleviating these concerns.
4. The Helping Relationship - includes studies that provide a broad understanding of philosophic bases of helping processes, counseling theories and their applications, basic and advanced helping skills, consultation theories and their application, client and helper self-understanding and self-development, and facilitation of client or consultee change.
5. Group Dynamics, Processing, and Counseling - includes studies that provide a broad understanding of group development, dynamics, and counseling theories; group leadership styles; basic and advanced group counseling methods and skills; and other group approaches.
6. Lifestyle and Career Development - includes studies that provide a broad understanding of career development theories; occupational and educational information sources and systems; career and leisure counseling, guidance, and education; lifestyle and career decision-making; career development program planning resources, and effectiveness evaluation.
7. Appraisal of Individuals - includes studies that provide a broad understanding of group and individual educational and psychometric theories and approaches to appraisal, data and information gathering methods, validity and reliability, psychometric statistics, factors, influencing appraisals, and use of appraisal results in helping processes. Additionally, the specific ability to administer and interpret tests and inventories to assess interests and abilities and to identify career options is important.
8. Diagnosis and Treatment Planning - includes studies that provide a broad understanding of individuals' current mental/emotional states consistent with accepted classifications such as those provided in the DSM-IV and the ICD-9-CM and the development of planned, diagnosis-relevant interventions, including the goals of counseling, methods of treatment, and means of monitoring progress.
9. Research and Evaluation - includes studies that provide a broad understanding of types of research, basic statistics, research-report development, research implementation, program evaluation, needs assessment, publication of research information, and ethical and legal considerations.
10. Professional Orientation - includes studies that provide a broad understanding of professional roles and functions of counselors, professional goals and objectives, professional counseling organizations and associations, professional history and trends, ethical and legal standards, professional standards, and professional credentialing.
11. Mixed Content - includes total contact hours earned through participation in a conference or workshop in which multiple sessions dealing with diverse content areas (listed above) are attended.

## **How to Determine if Your Continuing Education Meets NCBLPC Requirements**

The following checklist will assist you in determining if an activity meets NCBLPC continuing education guidelines and can be used for license renewal. You should be able to check “yes” to each of the following questions if you are going to use the activity for renewal credit.

	Yes	No
Does content of the activity fall with an NCBLPC approved content area? .....	_____	_____
Does the activity enhance your role as a professional counselor? .....	_____	_____
If a home-study activity, was it sponsored by an NBCC-approved provider? .....	_____	_____
Was the activity undertaken during this current two-year license renewal period? ....	_____	_____

### **Documentation of Acceptable Categories of Continuing Education Activities**

It is the responsibility of the LPC to obtain documentation from the provider which verifies participation in all continuing education activities to be used for license renewal credit. Original documentation should be retained by the LPC; copies should be sent to NCBLPC along with the renewal activity listing form and renewal fee. To receive credit for the acceptable categories of continuing education activities listed below, the following documentation is required:

### **Documentation of Acceptable Categories of Continuing Education Activities**

College or university graduate course - a copy of a transcript or grade report is the required documentation.

Seminar, workshop, or conference, etc. - a copy of the certificate or letter of attendance is the required documentation.

Home-study activities sponsored by NBCC approved providers - a copy of the certificate of completion is the required documentation.

Publication activities - publication activities used for renewal credit are limited to articles in peer reviewed journals, a chapter in an edited book, or a published book. Publication dates must fall within the renewal period. Required documentation is a copy of the cover page of the article(s) or book; for a chapter in an edited book, a copy of the table of contents listing the chapter is required. **The maximum renewal credit granted for publication within a two-year renewal period is 10 contact hours.**

Dissertation - renewal credit can be awarded for academic credit granted during a renewal period by a college or university for work done toward the completion of a dissertation. Required documentation is a copy of a transcript or grade report showing credit earned during the renewal period. **The maximum renewal credit granted for dissertation within a two-year renewal period is 10 contact hours.**

Supervision and Consultation - renewal credit can only be granted for clinical supervision or consultation which you received as a supervisee or consultee on a regular basis with a set agenda during the renewal period. Credit cannot be granted for supervision or consultation which you provide to others. **The maximum credit for clinical supervision or consultation received is 10 contact hours.** Required documentation is a letter from the individual who provided the supervision or consultation you received verifying your participation in the activity. The letter should confirm the dates of the activity, the number of participation hours, and the position or title and credential of the provider.

Leadership - the following leadership positions are acceptable for renewal credit: 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. The leadership position must be occupied for a minimum of six months during the renewal period. The required documentation is a letter of confirmation of your leadership position, the nature of the position or service rendered, and the signature of an officer of the organization. **The maximum credit granted for leadership during a two-year renewal period is 10 contact hours.**

Presenter - renewal credit may be awarded for contact hours obtained in activities or workshops for which the licensee was a presenter. The activities presented must fall within the renewal period and focus on one or more of the approved content areas. **The maximum renewal credit granted for presenting professional activities/workshops is 5 contact hours.**