

Graduate Professional Counselor License (LGPC)

NEW LICENSE APPLICATION

CHECKLIST- By ENDORSEMENT

IMPORTANT:

To expedite the processing of your NEW LICENSE APPLICATION be sure to follow the instructions carefully before submitting your ONLINE application portal. It is important to submit in all the required supporting documents listed below based on the method by which you are applying:

CHECKLIST ITEMS	SUBMISSION METHODS	Check Mark
1. All Pages of Application		
All pages of the online application must be completed and submitted.	ONLINE	<input type="checkbox"/>
2. Demographic Information		
The demographic information (i.e., name, date of birth, address, etc.) provided by the application is true and correct and matches what is contained in the electronic licensing system.	ONLINE	<input type="checkbox"/>
3. Social Security Number		
If you do not have social security number then you must submit a Sworn Affidavit , under penalty of perjury, stating that you do not have a social security number AND one of the following: a copy of a Certificate of Citizenship or Naturalization; a Resident Alien Card; a valid foreign passport with a visa; or a work permit card from the Department of Homeland Security (I-766 or I-688B)	ONLINE	<input type="checkbox"/>
4. One (1) Recent Passport Type Photo (2x2 size) of the Applicant's Face		
The photo must be original and cannot be a computer-generated copy, or paper copy.	ONLINE	<input type="checkbox"/>
5. One (1) photocopy of a current government issued		
This can be a driver's license or passport.	ONLINE	<input type="checkbox"/>
6. Name Change Documents		
Applicant must provide a copy of a legal name change document for EACH time that it has changed. Acceptable documents are marriage certificates , divorce decrees or court orders .	ONLINE	<input type="checkbox"/>
7. Official score report from National Exam		
Examination score must be transferred from the examining body . This can be submitted via electronically from the NBCC .	ELECTRONICALLY (By Examining Body)	<input type="checkbox"/>

CHECKLIST ITEMS	SUBMISSION METHODS	Check Mark
8. Internship/practicum form		
Complete this form if your program was not CACREP accredited. This form can be sent directly from the school to the board at dclgpc@dc.gov .	E-MAIL or MAIL (Preferably via E-Mail)	<input type="checkbox"/>
9. Official Sealed Transcript		
<p>Master's degree or higher in counseling or related field with a minimum of 48 hours (see LGPC regulations for complete list of acceptable programs).</p> <ul style="list-style-type: none"> ▪ Send Via Official Email or Mail: An official electronic transcript is acceptable from the issuing institution/agency if directly sent from the school to the Board (dclgpc@dc.gov) via their secure electronic network or mail it to DC Board of Professional Counseling, 899 North Capitol Street, NE, 1st Floor, Washington DC 20002. ▪ <p>Foreign Educated Only: Transcripts from a foreign school in a foreign language must have evaluated by World Education Services (WES).</p>	E-MAIL or MAIL (Preferably via E-Mail and must come directly from the school/issuing institution)	<input type="checkbox"/>
10. Coursework Completion Form		
The Coursework Completion Form is a required document for all applicants applying by Examination. All courses must be completed during graduate program.	ONLINE	<input type="checkbox"/>
11. Licensure Verification(s)		
Official Verifications should be provided from the issuing state (s) and jurisdiction(s) for each license identified in the application. All states and jurisdictions in which you have EVER held a professional license, regardless of status must be submitted. Website verifications may be acceptable if the website is considered " primary source verified " by the jurisdiction in question.	E-MAIL or MAIL (Preferably via E-Mail and must come directly from Licensing Boards)	<input type="checkbox"/>
12. Criminal Background Check (CBC)		
<p>If a recent CBC (fingerprint) already exists in the system within 2 years, no new CBC is required. All other applicants must re-do their CBC with the online application. If answering "YES" to any of the screening questions, an explanation of the incident(s) must be provided by the applicant.</p> <p>For information, please visit the website: https://dchealth.dc.gov/node/120532. { \$50 payment must be paid via online with the application. A link will be provided to you afterward via email }.</p>	ONLINE	<input type="checkbox"/>
13. Screening Question Responses		
Applicants must answer all questions, including Clean Hands . If answered " Yes ", the applicant must also submit any and <u>all relevant documents</u> related to the reason for the " Yes " answer (e.g., Court Records, Monitoring Agreements, Licensure Orders, etc.)	ONLINE	<input type="checkbox"/>

14. Vaccination		
Please submit a new entry via the Attestation portal at https://doh.force.com/ver/s/vaccinereporting .	ONLINE	<input type="checkbox"/>
15. National Practitioner Databank (NPDB) Self Query Report		
The Self-Query Report must be requested from the NDPB (https://www.npdb.hrsa.gov/ext/selfquery/SQHome.jsp) no more than thirty (30) days prior to submission of the application.	ONLINE	<input type="checkbox"/>
16. Payment (Fee)		
\$230 (USD) for Application and License Fee.	ONLINE	<input type="checkbox"/>