

## Health Regulation and Licensing Administration

### BOARD OF PROFESSIONAL COUNSELING LICENSURE CHECKLIST

Please use the provided checklist to assist in the application process. It is **IMPORTANT** to send all of the required documents listed below based on the method by which you are applying for licensure.

#### Professional Counselor by Examination

Checklist of **REQUIRED** Documents:

- A completed and signed application for DC Licensure
- Two (2) recent passport photos (2" X 2")
- Copy of Identification Document (Driver's License, Passport, etc....)
- Social Security Number or a Sworn Affidavit
- Name Change Documents (if applicable)
- Official Score Report from National Exam (if applicable; see regulations for acceptable exams)
- \*3,500 post-graduate supervision hours including 100 post-graduate immediate supervision hours must be with a licensed Professional Counselor (*see regulations for complete breakdown of hours*)
- Post-Graduate Supervision Packet – one per supervisor
- Official Sealed Transcript(s) – Master's degree or higher in counseling or related field with a **minimum of 60 hours** (*see regulations for complete list of acceptable programs*)
- Completed Internship/Practicum Form (*If your program was not CACREP accredited*)
- Course Completion Form – All courses must be completed during graduate program
- Criminal Background Check – to schedule an appointment call go to <https://dchealth.dc.gov/service/criminal-background-check> to start the process or call 877-614-4364 for assistance
- \$230 in form of Check, Money Order, or Certified Check payable to the D.C. Treasurer

**\*Appropriate Supervisors: ONLY a Professional Counselor, Psychologist, Psychiatrist, or Independent Clinical Social Worker who was licensed in a jurisdiction of the United States during the supervised period.**

#### Professional Counselor License by Re-Examination ONLY

Checklist of **REQUIRED** Documents:

- A completed and signed application for DC License
- \$85 in form of Check, Money Order, or Certified Check payable to the D.C. Treasurer

#### Professional Counselor License by Endorsement

Checklist of **REQUIRED** Documents:

- A completed and signed application for DC Licensure
- Two (2) recent passport photos (2" X 2")
- Copy of Identification Document (Driver's License, Passport, etc....)
- Social Security Number or a Sworn Affidavit
- Name Change Documents (if applicable)
- Official Score Report from National Exam (if applicable; see regulations for acceptable exams)
- \*3,500 post-graduate supervision hours including 100 post-graduate immediate supervision hours must be with a licensed Professional Counselor (*see regulations for complete breakdown of hours*)
- Post-Graduate Supervision Packet – one per supervisor
- Official Sealed Transcript(s) – Master's degree or higher in counseling or related field with a **minimum of 60 hours** (*see regulations for complete list of acceptable programs*)
- Completed Internship/Practicum Form (*If your program was not CACREP accredited*)
- Course Completion Form – All courses must be completed during graduate program
- Official Verification of Active and Inactive Counseling License(s)
- Criminal Background Check – to schedule an appointment call go to <https://dchealth.dc.gov/service/criminal-background-check> to start the process or call 877-614-4364 for assistance
- \$230 in form of Check, Money Order, or Certified Check payable to the D.C. Treasurer

**\*Appropriate Supervisors: ONLY a Professional Counselor, Psychologist, Psychiatrist, or Independent Clinical Social Worker who was licensed in a jurisdiction of the United States during the supervised period.**