

Professional Counselor Licensure (LPC)

NEW LICENSE APPLICATION

CHECKLIST- By EXAMINATION

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 <u>Sworn Affidavit</u> , 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 with white background		
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 (If applicable)		
Applicant must provide a copy of a legal name change document for EACH time that it has changed. Acceptable documents are <u>marriage certificates</u> , <u>divorce decrees</u> or <u>court orders</u> .	ONLINE	<input type="checkbox"/>
7. Postgraduate Supervised Experience Form		
Applicant must complete the postgraduate supervised experience form . The hours must be added up correctly and it should show that 3,300 are general post-graduate supervision hours accumulated with a licensed LPC, LICSW, Psychiatrist, and/or Psychologist and the other 200 hours must be under immediate supervision of LPC, LICSW, Psychiatrist, and/or Psychologist and at least 100 hours out of the 200 immediate supervisions must be under LPC. (See LPC regulations for complete breakdown of hours). The form(s) may come directly from the supervisor(s) to the Board at dclpc@dc.gov .	E-MAIL or MAIL <i>(Preferably via E-Mail and must come directly from supervisors)</i>	<input type="checkbox"/>

CHECKLIST ITEMS (Cont.)	SUBMISSION METHODS	Check Mark
8. Supervision Calculation Form		
The supervision calculation form can be completed by the applicant. The hours listed on this form should match the hours on the post-graduate supervised experience form for each supervisor .	ONLINE	<input type="checkbox"/>
9. Official Sealed Transcript(s)		
Master's degree or higher in counseling or related field with a minimum of 60 hours (see LPC regulations for complete list of acceptable programs). The Official Transcript must be sent directly from the school . It can be sent by mail (899 North Capitol St, NE, 1 st FL) but preferably via email (dclpc@dc.gov). Foreign Educated Only: Transcripts from a foreign school in a foreign language must have evaluated by World Education Services (WES).	E-MAIL or MAIL (Preferably via E-Mail and must come directly from the school/issuing institution)	<input type="checkbox"/>
10. Internship/Practicum Form		
Complete the Internship/Practicum Form if your program was not CACREP accredited. This form can be sent directly from the school to the board at dclpc@dc.gov .	E-MAIL or MAIL (Preferably via E-Mail)	<input type="checkbox"/>
11. Coursework Completion Form		
The Coursework Form must be completed and sent directly to the Board at dclpc@dc.gov . All courses must be completed during graduate program.	ONLINE	<input type="checkbox"/>
12. Official Score Report from National Exam (if applicable)		
Examination score must be transferred from the examining body . This must be submitted via electronically from the NBCC .	ELECTRONICALLY (By Examining Body)	<input type="checkbox"/>
13. Criminal Background Check (CBC)		
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. 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 }.	ONLINE (PAYMENT)	<input type="checkbox"/>
14. Screening Question Responses		
Applicants must answer all questions, including Clean Hands. If answered "Yes", the applicant must also submit any and all relevant documents related to the reason for the "Yes" answer (e.g., Court Records, Monitoring Agreements, Licensure Orders, etc.)	ONLINE	<input type="checkbox"/>
15. Vaccination		

Please submit a new entry via the Attestation portal at https://doh.force.com/ver/s/vaccinereporting	ONLINE	<input type="checkbox"/>
16. 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"/>
17. Payment (Fee)		
\$230 (USD) for Application and License Fee.	ONLINE	