

**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:

**EXAMINATION CHECKLIST (GUIDE)**

- **All Pages of Application (ONLINE)** ☐  
*All pages of the online application must be completed and submitted.*
- **Demographic Information (ONLINE)** ☐  
*The demographic information (i.e., name, date of birth, address, etc.) provided by the applicant is true and correctly matches what is contained in the electronic licensing system.*
- **Social Security Number (ONLINE)** ☐  
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).
- **One (1) Recent Passport Type Photo (2x2 size) of the Applicant's Face with white background (ONLINE)** ☐  
The photo must be original and cannot be a computer-generated copy, or paper copy.
- **One (1) photocopy of a current government issued photo ID (ONLINE)** ☐  
This can be a driver's license or passport.
- **Name Change Documents (If applicable) (ONLINE)** ☐  
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.
- **Postgraduate Supervised Experience Form (EMAIL)** ☐  
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) **must come directly from the supervisor(s) to the Board** at [dclpc@dc.gov](mailto:dclpc@dc.gov).

- **Coursework Completion Form (ONLINE)** ☐  
The [Coursework Form](#) must be completed and uploaded to the licensing application portal. All courses must be completed during graduate program.
- **Official School Transcript (EMAIL OR MAIL)** ☐  
**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** (2201 Shannon Place, SE, 1<sup>st</sup> FL) but preferably **via email** ([dclpc@dc.gov](mailto:dclpc@dc.gov)).  
**Foreign Educated Only: Foreign Educated Only:** *Transcripts from a foreign school in a foreign language must have evaluated by World Education Services (WES).*
- **Supervision Calculation Form (EMAIL)** ☐  
The [supervision calculation form](#) can be completed by the applicant and uploaded to the licensing application portal. The hours listed on this form should **match the hours** on the post-graduate supervised experience form for **each supervisor**.
- **Internship/Practicum Form (EMAIL)** ☐  
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](mailto:dclpc@dc.gov).
- **Official Score Report from National Exam (ELECTRONICALLY by Examining Body)** ☐  
Examination score must be transferred **from the examining body**. This must be submitted via electronically from the [NBCC](#).
- **Criminal Background Check (CBC) (ONLINE PAYMENT)** ☐  
All other applicants must do (or 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 }.
- **Screening Question Responses (ONLINE)** ☐  
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.)

- **National Practitioner Databank (NPDB) Self Query Report (ONLINE)** ☐

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 and upload to the licensing application portal.

- **Payment (Fee) (ONLINE)** ☐

**\$230 (USD)** for Application and License Fee.