



Virginia Department of
Health Professions
Board of Counseling

LPC LICENSURE PROCESS HANDBOOK

VIRGINIA BOARD OF COUNSELING

The DHP mission is to ensure safe and competent patient care by licensing health professionals, enforcing standards of practice, and providing information to health care practitioners and the public.

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NOTE: The information contained in this handbook is subject to change at any time. It is ultimately the responsible of the individual applying for licensure to understand and adhere to the requirements outline in the Regulations and Code of Virginia.

The Regulations and Code can be found on the website at:

https://www.dhp.virginia.gov/counseling/counseling_laws_regs.htm

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Please read and become familiar with the [Regulations Governing the Practice of Professional Counseling](#) prior to submitting your application.

**Please make sure that you keep a copy of all documentation submitted to the Board.
After one year, all incomplete application files will be destroyed as outlined in the
Library of Virginia records retention and disposition schedules.**

The board primarily communicates through email.

Please ensure that you add the board's email address (coun@dhp.virginia.gov and BOT@dhp.virginia.gov) to your safe recipient list to ensure that you receive all email communication from board staff.

LPC SUPERVISION AND EXAMINATION LICENSURE PROCESS

You must hold the Licensed Professional Counselor (LPC) credential in order to practice professional counseling in the Commonwealth of Virginia. There are two avenues to obtain this credential:

1. Licensure by Endorsement
 - a. This process may be applicable to those who have held or hold an independent, equivalent professional counseling license in another jurisdiction.
2. Licensure by Examination
 - a. This application process is for those who have never held a professional counseling license.

A DETAILED LOOK AT HOW TO BECOME LICENSED AS A LPC IN VIRGINIA:

From start to finish, the process of becoming a LPC in Virginia takes years to complete. Several forms that you will need to complete and submit for consideration are available on the Virginia Board of Counseling website (www.dhp.virginia.gov/counseling). The information provided in this document can be a valuable tool to use throughout the process.

Exciting News as of
March 2023

To expedite the processing of ONLINE applications for licensure, applicants can now upload many of the required supporting documents required to apply for licensure by using the new **documents** upload feature in the online application portal. Please be sure to download the full instructions located in the online application portal when you apply for more information about this feature. Documents you wish to upload must be uploaded prior to submitting your online application fee. It is preferred that supplemental documents be provided to the Board in PDF file format.

Prior to submitting your supplemental documentation to the board, we strongly encourage you to verify that your packet is complete and includes all required documents. A completed application packet provides the best opportunity to avoid delays in the review and approval processes. You should make every effort to **upload** your documentation during the online process. The Board can also accept documentation that is emailed or mailed to the Board.

The Board now utilizes BOT emails to
communicate with applicants.

Your [online checklist](#) will be updated and an automated email will be sent to you to the email address of record from BOT@dhp.virginia.gov as your documentation is received. The online checklist and BOT email will be your primary source of status. *(Make sure to frequently check your junk email)*

NOTE: Incomplete applications will be kept as active for one year from the date of payment. After one year, all incomplete application files will be destroyed as outlined in the Library of Virginia records retention and disposition schedules.

LPC LICENSURE BY EXAMINATION

ANY PERSON PURSUING A LICENSED PROFESSIONAL COUNSELOR (LPC) BY EXAMINATION WILL NEED TO COMPLETE THE FOLLOWING STEPS:

- STEP 1. Complete the education requirements.
- STEP 2. [Apply](#) for Temporary License as a Resident in Counseling (Registration of Supervision) and receive licensure prior to obtaining supervised residency experience in Virginia.
- STEP 3. Complete supervised residency experience requirements.
- STEP 4. Renew License as a Resident in Counseling.
- Step 5. Take and pass the NCMHCE or NCE examination.
- STEP 5. [Apply](#) for LPC Licensure by Examination.
- STEP 6. Receive LPC License.

STEP 1: EDUCATION

To become a LPC in Virginia, your degree must be either CACREP or CORE accredited or be a graduate degree from a program that prepares individuals to practice counseling, as defined in §54.1-3500 of the Code of Virginia, which is offered by a college or university accredited by a regional accrediting agency and which meets the following criteria:

1. Academic study with the expressed intent to prepare counselors;
2. Identifiable counselor training faculty (licensed LPC faculty) with an identifiable body of students; and,
3. Have clear authority and primary responsibility for the core and specialty area.

Additionally, the regulations require you to complete **60 graduate semester hours or 90 graduate quarter hours that must include three (3) semester hours or four (4) quarter hours in the following 13 core content areas:**

Note: One course may count for one content area only.

1. **Professional counseling identity, function and ethics** - This course provides a foundation in professional counselor identity and ethical practice, including the study of the history and philosophy of the counseling profession, professional counselor function and credentialing and ethical standards for practice in the counseling profession.
2. **Theories of counseling & psychotherapy** - This course provides an overview of the basic tenets and applications of currently preferred theories of counseling and psychotherapy including the study of humanistic, cognitive-behavioral, psychodynamic and post-modern theoretical orientations.
3. **Counseling & psychotherapy techniques** - This course provides a didactic and experiential overview of basic techniques used in the counseling process including establishing the counseling relationship, setting treatment goals, applying listening and interviewing skills, initiating termination and referral, and recognizing parameters and limitations of the treatment process.
4. **Human growth & development** - This course provides an overview of contemporary theoretical perspectives regarding the nature of developmental needs and tasks from infancy through late adulthood, the influences of development on mental health and dysfunction and the promotion of healthy development across human life span.
5. **Group counseling and psychotherapy, theories and techniques** - This course provides a didactic and experiential overview of group counseling process and dynamics, contemporary group counseling

theories, and group counseling leadership skills including group selection, group formation, group interventions and group evaluation.

6. **Career counseling and development theories and techniques** - This course provides an overview of career development and counseling including study of factors influencing career development, contemporary theories of career decision-making, career assessment and group and individual career counseling techniques.

7. **Appraisal, evaluation & diagnostic procedures** - This course introduces students to the selection, administration; scoring and interpretation of contemporary psychological assessments used by professional counselors and includes the study of formal and informal assessment procedures, basic test statistics, test validity and reliability, and the use of test findings in the counseling process.

8. **Abnormal behavior and psychopathology** - This course provides students with an overview of the major categories of mental disorders including study of their etiology and progression, their prevalence and impact on individuals and society, their diagnosis according to the DSM-V and the use of diagnosis in treatment planning and counseling intervention.

9. **Multicultural counseling, theories and techniques** - This course provides students with an overview of the diverse social and cultural contexts that influence counseling relationships (e.g., culture, race, ethnicity, age, gender, SES, sexual orientation) including the study of current issues and trends in a multicultural society, contemporary theories of multicultural counseling, the impact of oppression and privilege on individuals and groups and personal awareness of cultural assumptions and biases.

10. **Research** - This course provides students with an overview of the principles and processes of performing counseling research including the study of quantitative and qualitative research designs and methods, methods of statistical analysis used in research, and reading and interpreting research results.

11. **Diagnosis and treatment of addictive disorders** - This course provides students with an overview of addictive disorders including the study of contemporary theories of addictive behavior, pharmacological classification of addictive substances, assessment of addictive disorders and currently preferred models of addiction treatment.

12. **Marriage and family systems theory** - This course provides students with an overview of counseling with couples and families including the study of the rationale for family therapy intervention, the dynamics of general systems theory, the stages of family life-cycle development, and contemporary theories of family therapy intervention.

13. **Supervised internship** of at least 600 hours to include 240 hours of face-to-face direct client contact.

It is the **applicant's** responsibility to stay aware of regulatory changes. Applicants should consider registering with [Virginia Regulatory Town Hall](#) to keep up to date on proposed changes to the Board's regulations, meetings and Board minutes.

NOTE:

In order to be considered for licensure as a Resident in Counseling, all education requirements outlined in Regulations 18VAC115-20-49 and 18VAC115-20-51 must be met.

Foreign Degrees:

Graduates of programs that are not within the United States or Canada must provide documentation from an acceptable credential evaluation service that provides information that allows the board to determine if the program meets the requirements set forth the Regulations.

Pre-Review of Education toward LPC Licensure:

If you are uncertain if your degree or coursework meets the minimum education requirements, you can submit the Pre-Review of Education application packet for review. This application is only to provide education guidance and is not an application for licensure with the Board nor is the application a pre-requisite for licensure. Any guidance provided during the pre-review education process is not a case decision under the Virginia Administrative Process Act and cannot be appealed. There is a \$75.00 fee for this service.

STEP 2: APPLYING FOR AND GAINING A TEMPORARY LICENSE AS A RESIDENT IN COUNSELING

Once you meet the education requirements as outlined above, you must apply for and be licensed as a Resident in Counseling prior to counting hours toward LPC licensure. Supervised residency experience in all settings obtained in Virginia, without holding a Resident in Counseling License (or being Board approved prior to 12/23/2019), will NOT be accepted toward LPC licensure. The application review process can take up to 30 days once your application is considered complete.

Finding a Supervisor

In accordance with §54.1-3505(8), the Board of Counseling has posted a [registry](#) of persons who meet the requirements for supervision of residents. This list should be used as a tool to assist with your search for a supervisor. Please note that the [Supervisor Registry](#) is updated weekly. It is your responsibility to ensure that the supervisor has an active, unrestricted license. If your proposed supervisor is not on the registry, please have your supervisor submit the [Supervisor Approval Application](#).

Supervisor Requirements

A licensee who provides supervision for a Licensed Resident in Counseling must:

1. Document two years of post-licensure clinical experience;
2. Have received professional training in supervision, consisting of three (3) credit hours or four (4) quarter hours in graduate-level coursework in supervision or at least 20 hours of continuing education in supervision offered by a provider approved under 18VAC115-20-106; and
3. Must hold an active, unrestricted license as a **professional counselor (LPC)** or **marriage and family therapist (LMFT)** in the jurisdiction where the supervision is being provided. At least 100 of the 200 hours of supervision must be with an LPC.

NOTE: LCSWs or Psychologists cannot supervise a Resident in Counseling toward licensure.

Supervisor Responsibilities

The supervisor of a resident assumes full responsibility for the clinical activities of that resident specified within the supervisory contract for the duration of the residency. The supervisor shall complete [quarterly evaluation forms](#) to be given to the resident at the end of each 3-month period. These evaluation forms are available on the Board website. It is advisable that both the supervisor and the resident keep copies of these evaluations. Additionally, on the [verification of supervision form](#), the supervisor must report the total hours of residency and must evaluate the resident's competency in the six required competency

areas. The resident should hold the quarterly evaluations and verification of supervision forms until the resident completes the residency requirements, passes the NCMHCE or NCE exam and applies for LPC licensure by examination. Supervision by any individual whose relationship to the resident compromises the objectivity of the supervisor is prohibited. If supervision terminates, the supervisor or the resident should complete the Termination of Supervision form (available on the Board website) and retain a copy of the form in their records in case of an audit or complaint.

Gaining Board Approval as a Licensed Resident in Counseling

Once you have identified a supervisor and a worksite, submit the Temporary License as a Resident in Counseling online application, supplemental documentation, along with the fee, to the Board for approval. Specifically, submit the following:

- [Temporary License as a Resident in Counseling online application](#)
 - Please NOTE, this online application contains an ethics portion.
 - If you answered “yes” to any of the ethics questions, you must submit a statement regarding the circumstances and any court documents, employment records, etc. Please refer to [Guidance Document 115-2](#).
 - If you answered “yes” for a criminal conviction, we must have court documentation. If the conviction is not available with the courts, you may provide a criminal history check from the Virginia State Police. Please refer to [Guidance Document 115-2](#).
- \$65.00 application processing fee
- Coursework and Internship Verification form to be completed by your graduate program with an original signature and sent to the Board within your application packet.
- Official transcript
 - Do NOT send undergraduate transcripts.
 - Your transcript MUST show your master’s degree conferred.
 - Your transcript must be official.
 - Faxes and photocopies will NOT be accepted.
 - Transcripts must be mailed with your application packet or received directly from the university by secured electronic methods such as eSCRIPT-SAFE or Parchment.
- Verification of your supervisor’s training in clinical supervision (this is only necessary if your supervisor is not listed on the [Supervisor Registry](#))
- Supervisory Contract agreement (An example of a [Supervisory Contract](#) can be found on our website)
- National Practitioners Data Bank (NPDB) self-query
- Out-of-state license verification (only applicable, if you hold or have held a license, certification or registration as a mental health or health professional in another state)
- Degree Information (only applicable, if your degree is not CACREP or Core or is not specifically in the practice of counseling)
- Name change documentation (if applicable)

We strongly encourage you to verify that your packet is complete and includes all required forms. A completed application packet provides the best opportunity to avoid delays in approving your information. You should make every effort to upload all information within the online application with the exception of your transcript.

NOTE: Original signatures are required on all forms and applications. Copies and digital signatures will not be accepted.

AFTER YOUR APPLICATION HAS BEEN RECEIVED:

- When your packet is received, it is date stamped and your check is processed.
- An administrative review is completed on your file to ensure it is complete.
- Within 7-10 business days, you are notified of any deficiencies found in your application.
- Upon receipt of corrections and/or additional required documentation your file then receives another administrative review. This process continues until it appears that your file is complete.
- Once your file is complete, it may take up to 30 days for your application to be reviewed.
- If you are approved and licensed as a Resident in Counseling, you and your supervisor will be emailed an approval letter with your initial license issue date which will enable you to begin counting hours toward LPC licensure. You will also receive a hard copy Temporary License as a Resident in Counseling in the mail. At this point, you will be a Licensed Resident in Counseling and may begin supervision!

NOTE: Incomplete applications will be kept active for one year from the date of payment. If your application is not completed in the one year timeframe, you will be required to re-apply by submitting a new application.

If your application is complete but does not appear to meet the minimum requirements, you will be notified by email and your application is denied. If your application is denied, you will be sent an email and will be given the opportunity to request an Informal Conference with the Board. Requesting an Informal Conference is a lengthy process and can take from several months to a year to schedule. Please review Guidance Document 115-3: [Credential Appeals FAQ's](#) for more information on the Informal Conference process.

IMPORTANT SUPERVISION NOTICES! Once your Resident in Counseling license is approved, your supervisor is responsible for your counseling activities at the location indicated on your supervisory contract.

Providing clinical counseling services without holding licensure in Virginia is unlawful, unless you are providing clinical services in an exempt setting as indicated in § 54.1-3501 of the Code of Virginia.

Residents may not call themselves professional counselors, directly bill for services rendered, or in any way represent themselves as independent, autonomous practitioners or professional counselors. During the residency, residents shall use their names and the initials of their degree, their resident license number, and the title "Resident in Counseling" in all written communications. Clients shall be informed in writing that the resident does not have authority for independent practice and is under supervision and shall provide the supervisor's name, professional address, and phone number.

Adding or Changing Supervisor or Worksite after being approved as a Licensed Resident in Counseling:

After issuance of a temporary resident license, a resident will **not** be required to submit an application, pay a fee or notify the Board in order to add/change a supervisor or worksite. However, a resident must have a signed and established [supervisory contract](#) for each supervisor and worksite prior to providing clinical counseling services and before counting hours toward licensure. A copy of each supervisory contract is to be retained by the resident and supervisor. Residents are responsible for making sure their supervisor is approved by the Board.

Termination of Supervision:

If supervision terminates, you or your supervisor should complete the [Termination of Supervision form](#) (which can be found on the Board website). The Termination of Supervision form should be maintained in the supervisor and resident's records in case of an audit or complaint. Your supervisor should also complete the last [Quarterly Evaluation form](#) and the [Verification of Supervision form](#). You, the resident, must keep this form in your records until you are ready to apply for LPC licensure. This Verification of Supervision and Quarterly Evaluation forms are necessary pieces of your application and serves as documentation of your supervision and residency hours.

Step 3: Complete the Supervised Residency Requirements

Once the Board issues you a temporary License as a Resident in Counseling, you have achieved the status of "Resident in Counseling" and you can count your supervised residency experience hours towards LPC licensure. To achieve LPC licensure, you must meet all of the residency requirements.

Residency Requirements:

1. A 3,400 hour supervised residency in counseling practice with various populations, clinical problems and theoretical approaches in the following areas:
 - Assessment and diagnosis using psychotherapy techniques
 - Appraisal, evaluation, and diagnostic procedures
 - Treatment planning and implementation
 - Case management and record keeping
 - Professional counselor identity and function
 - Professional ethics and standard of practice
2. 2,000 hours of face-to-face client contact must be documented within this 3,400 hour residency. Graduate internship hours in **excess** of 600 hours, may count for up to an additional 300 hours towards the total residency requirements if the internship was earned after the completion of 30 graduate semester hours.
3. A minimum of 200 hours of supervisory sessions, occurring at a minimum of 1 hour and a maximum of 4 hours of supervision per 40 hours of work experience, during the period of the residency. 100 hours of the 200 required hours must be obtained under board-approved supervision with a Licensed Professional Counselor. Up to 20 hours of the supervision received during the supervised internship may be counted toward the 200 hours of in-person supervision if the supervision was provided by a LPC. Group supervision hours are equivalent to individual supervision hours, however, only half of the 200 required hours may be obtained in group supervision.
4. You must complete your residency in no less than 21 months and no more than four years. Residents who began their residency before August 24, 2016 must complete the residency by August 24, 2020. If you unable to complete your residency after four years, you must submit the Resident in Counseling Supervised Experience Extension Request form and provide evidence to the board showing why the supervised experience should be allowed to continue prior to August 24, 2020. (Please email the Board at coun@dhp.virginia.gov for a copy of the Extension Request form.)

NOTE: Supervision that is not concurrent with a residency will not be accepted, nor will residency hours be accrued in the absence of approved supervision.

Once you receive your resident license, you must post a copy of their license in a conspicuous place as stated in section § 54.1-3506.1 of the Code of Virginia.

Random audits will be conducted to verify the Licensed Resident in Counseling is meeting the minimum requirements which would include verification of a signed supervisory contract.

What is group supervision? The Board's definition means the process of clinical supervision of no more than six **persons** in a group setting provided by a qualified supervisor.

What should be in a supervisory contract? A supervisory contract is an agreement that outlines the expectations and responsibilities of the supervisor and resident in accordance with regulations of the board. An example of a [supervisory contract](#) can be found on the website.

What is in-person supervision? It is the supervision between supervisor and resident in the consultation and review of clinical counseling services provided by a resident. In-person supervision may include the use of secured technology that maintains client confidentiality and provides real-time, visual contact between the supervisor and the resident. For more information on technology-assisted supervision please refer to [Guidance Document: 115-1.4](#).

What are clinical counseling services? The Board's definition means activities such as assessment, diagnosis, treatment planning, and treatment implementation.

How do I count group therapy hours? If you are providing clinical counseling services in a group therapy session, you are only allowed to count the time that you met with the group. For instance, if you have 10 clients present for an in-person one hour group therapy session, you can only count one hour toward the 2,000 hours of face-to-face client contact requirement.

Effective October 16, 2019, the Regulations state that supervised practicum and internship hours from a CACREP-accredited doctoral counseling program may be accepted for up to 900 hours of the residency requirement and up to 100 of the required hours of supervision provided the supervisor holds a current, unrestricted license professional counselor.

Out-of-State Supervision: Supervision completed in another jurisdiction can possibly count toward licensure if it meets the requirements outlined in Virginia's Regulations. The board will not review this supervision until you have completed your supervised experience, pass the NCMHCE or NCE examination and apply for LPC licensure by examination. You must have your past supervisor(s) complete Virginia's Verification of Supervision form. You should keep this information until you are ready to apply for LPC licensure by examination. Additionally, you will be required to submit your supervisor's license verification in order to verify that they meet the supervisor requirements.

Step 4: Renew your Resident in Counseling License

The resident license will expire annually in the month the resident license was initially issued and may be renewed up to five times. (For example, if you were approved for a resident license on January 15,

2020, you will be required to renew your license on or before January 31 each year that you are in residency) Annual Renewal fee is \$30.00.

On the annual renewal, the resident must attest that a supervisory contract is in effect with a board-approved supervisor for each of the locations at which the resident is currently providing clinical counseling services.

Additionally, the Resident in Counseling must complete **three (3) hours in continuing education courses that emphasize the ethics, standards of practice, or laws governing behavioral science professions in Virginia**, offered by an approved provider as set forth in subsection B of 18VAC115-20-106 of the [Regulations](#).

NOTE:

Residents providing clinical counseling services in a non-exempt setting must remain in residency by holding a current active License as a Resident in Counseling and practicing under supervision until the resident has passed the licensure examination and been granted a license as a professional counselor(LPC). Providing clinical counseling services with an expired license could be cause for disciplinary actions. Therefore, you may need to renew your resident license while you are waiting on the Board to receive your passing NCMHCE or NCE scores and process your application for licensure.

Step 5. Take and Pass the Examination

To become licensed as an LPC by the Board you must pass the National Clinical Mental Health Counselors Examination (NCMHCE) or the National Counselor Examination (NCE) unless you are applying for licensure by endorsement. NOTE: In order to qualify for reimbursement under TRICARE, a licensee must pass the NCMHCE exam. TRICARE will NOT reimburse for a licensee who has only passed the NCE.

You must pass the NCMHCE or NCE examination within six (6) years from the date of initial issuance of the resident license. A licensed resident can take the examination at any point during the residency without Board pre-approval. An extension request after the six (6) year time period will not be considered.

You can [registering online](#) with CCE-Global and submit your payment of \$275.00 for the examination fee. You will work directly with the testing agency until you pass the examination. You can take the examination every 90 days. Your scores will be forwarded to the Board office in four to six weeks following the examination.

SPECIAL EXAMINATION ACCOMMODATIONS

All requests for special accommodations must be reviewed and approved by the Virginia Board of Counseling. Documentation supporting the accommodation request must be provided by a qualified professional, who has made an individualized assessment of the candidate, familiar with the current impact of the disability on the examinee's ability to take the examination, and must include the following information:

- The examinee's full name and date of birth.
- The specific, diagnosed disability and impairment.
- The specific accommodation(s) requested related to the disability.
- The substantial limitations of the examinee, e.g., adverse effects on major life activities, resulting from the impairment, as supported by test results or examination.

- The tests or methods used to diagnose the disability.
- Why the recommended accommodation(s) is needed, including information explaining how the accommodation(s) addresses the substantial limitation.
- Whether the disability was diagnosed or reconfirmed within five (5) years preceding the date of the request.
- The relevant credentials of the qualified professional, including his/her licensure or certification, education, and area(s) of practice or specialization related to the disability.

Step 6: Submit Application for LPC Licensure by Examination

Once residency hours are completed and NCMCHE examination passed, submit the online LPC by Examination application, required documentation and \$175 application fee. Specifically, at this stage, submit the following:

- Online application for a license professional counselor by examination
- \$175.00 application processing fee
- Verification of Clinical Supervision form to be submitted by each of your Board approved supervisors. This form is available on our website and must be notarized. (Verification forms completed and signed prior to 12/23/2019 are not required to be notarized.)
- Quarterly Evaluations which should have been completed by your supervisors during your residency must be submitted with original signatures.
- National Practitioners Data Bank (NPDB) query is required for every licensure application.
- Supervision Summary Form.
- Out-of-state license verification (only applicable, if you hold or have held a license, certification or registration as a mental health or health professional in another state)
- Licensure verification of out-of-state supervisor (if applicable)
- Name change documentation (if applicable)
- Clinical Scores: Official verification of passing score on the NCMHCE or NCE examination (Scores must be received directly from NBCC)
- Education documentation is only required if you were not approved as a Licensed Resident in Counseling in Virginia.

Step 7: Receive LPC License

Once you licensed as a LPC, you will be mailed a permanent hard copy license and a wall certificate. You will be required to renew your license on or before June 30th of each year and complete 20 hours of continuing education for each annual license renewal. A minimum of two (2) of these hours must be in courses that emphasize ethics, standards of practice, or laws governing behavioral science professions in Virginia. A LPC who was licensed by examination is exempt from meeting continuing competency requirements for the first renewal following initial licensure.

LPC ENDORSEMENT LICENSURE PROCESS

Virginia does not have reciprocity with any state. All applicants are required to complete the application process. You may apply at any time. It is not required that you have a Virginia address in order to apply for licensure.

PREREQUISITES FOR APPLYING BY ENDORSEMENT FOR A VIRGINIA LPC CREDENTIAL:

To apply for licensure by endorsement, you must have or have held an independent equivalent professional counselor license in another U. S. jurisdiction and meet **one** of the following:

1. Have 24 of the last 60 months of post-licensure active practice with an independent clinical counseling licensed.
 - a. Provide evidence of post-licensure clinical practice in counseling for 24 of the last 60 months immediately preceding your application in Virginia.
 - i. Clinical practice shall mean the rendering of direct clinical counseling services or clinical supervision of counseling services.
 - b. Documentation of education and supervised experience that met the requirements of the jurisdiction in which you were initially licensed as verified by an official transcript and a certified copy of the original application materials or a copy of the regulations that were in effect at the time you were licensed.
2. If you **do not** have 24 of the last 60 months of post-licensure active practice with an independent clinical counseling license, your education and supervision experience must be equivalent with those required by Virginia Code and Regulations. Please refer to the education and residency requirements outlined previously in the handbook.

APPLYING FOR LPC BY ENDORSEMENT:

To apply for LPC by Endorsement, you must submit the following to the Virginia Board of Counseling:

1. A completed application;
2. \$175 application processing fee;
3. Verification of all mental health or health professional licenses, certificates or registration ever held in any other jurisdiction.
 - In order to qualify for endorsement, you must have no unresolved action against a license or certificate. The board will consider history of disciplinary action on a case-by-case basis.
4. Official transcript;
5. Documentation of having completed education and supervision experience;
6. Verification of a passing score on an examination required for counseling licensure in the jurisdiction in which licensure was initially obtained;
7. Verification of post-licensure clinical active practice (if applicable);
8. Certified copy of licensure application from the jurisdiction where you were originally licensed (if applicable);
9. Attest to having read and understood the regulations and laws governing the practice of professional counseling in Virginia; and
10. National Practitioners Data Bank (NPDB) query is required for every licensure application.

GROUND TO DENY AN APPLICATION:

Grounds to deny a license may be found in Regulation 18VAC115-20-140 of the board's Regulations Governing the Practice of Professional Counseling. If grounds exist to deny an application for licensure, your application will not be approved by board staff, and you will be so notified and offered an opportunity to meet with an Special Conference Committee of the board to determine if the license should be denied, issued, or issued conditionally.

IMPORTANT NOTES:

THE APPLICATION/REGISTRATION PROCESS IS NOT A SHORT PROCESS. THE LENGTH OF TIME IT TAKES VARIES FOR EVERY APPLICANT. THE MORE COMPLETE YOUR APPLICATION IS UPON RECEIPT, THE SMOOTHER THE PROCESS WILL GO. IT IS THE RESPONSIBILITY OF THE APPLICANT TO FOLLOW ALL DIRECTIONS AND COMPLETE ALL FORMS IN THEIR ENTIRETY.

ALL FEES ARE NON-REFUNDABLE, NON-TRANSFERABLE AND SUBJECT TO CHANGE

Incomplete applications/registrations and fees are valid for one (1) year from the date of receipt. If your application/registration is not complete within one (1) year, a new application/registration and fee will be required.