How to order transcripts from National Clearninghouse to send to NCBLCMHC for application:

1. Go to Appalnet account
2. Select “Student” tab, then select “Student Records”
3. Select “Official Transcript Request” which will take you to National Clearninghouse Website
4. “Order a transcript”



1. Follow on screen directions by selecting green “Order Transcripts” button at the bottom of the next page
2. Enter personal information
3. Enter contact information
4. When prompted to “Select Transcript and Delivery Details” select the option “Education Organization, Application Service, and Scholarship” for Recipient:



1. When prompted to select organization, scroll to the bottom and select “Not in List,” then put in “NC Board of Licensed Clinical Mental Health Counselors” in blank space:



1. Select the following options using the drop-down arrows on this page:



1. Select the following for delivery method:



1. Then this should be listed at the bottom of the page:



1. Then provide delivery contact information (from Board website [FOUND HERE](https://www.ncblpc.org/licensure/applying)):



1. Select “Add to Cart”
2. Final page before placing order will then look like this:



1. After completing order, remember to save the receipt of the order and use that for your application