

North Carolina Licensure Application Process for Clinical Mental Health Counselors

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Goals for LCMHCA Application Presentation

- ◎ To review different levels of licensure
- ◎ To review LCMHCA application process
- ◎ To review Candidate for Licensure Pending (CFL-P) status
- ◎ To review the transition process from LCMHCA to LCMHC status
- ◎ To review definition of direct hours
- ◎ To review the licensure renewal process

Three Levels of Licensure

◎ **LCMHCA**

- > Licensed Clinical Mental Health Counselor Associate
- > Restricted license - must have a board approved supervision contract on file

◎ **LCMHC**

- > Licensed Clinical Mental Health Counselor
- > Unrestricted license- supervision not required

◎ **LCMHCS**

- > Licensed Clinical Mental Health Counselor Supervisor
- > Board approved supervisor

Time from Graduation to LCMHCA

- ⦿ Please prepare for 3 to 4 months post graduation you will not be licensed.
- ⦿ Once you graduate it can take **4 to 6 weeks** for your conferred (degreed) transcript to be received by the NBCC and NCBLCMHC.
- ⦿ Once NBCC receives your conferred transcript it can **take them 4 to 6 weeks** to send your scores to NCBLCMHC
- ⦿ Once NCBLCMHC receives everything and your application has been approved it can **take 4-6 weeks for NCBLCMHC to award you the LCMHCA.**
 - > Remember you need an approved supervisor before you can provide counseling.

North Carolina Board of Licensed Clinical Mental Health Counselors Contact Info

- Review NCBLCMHC website:
 - <https://www.ncblpc.org/>
 - Check the Board's calendar for deadlines:
 - <https://www.ncblcmhc.org/BoardInfo/Calendar>
- Contact information for the Board:
 - Phone number: **844-622-3572** or **336-217-6007**
 - Email: LCMHCinfo@ncblpc.org

For General Mail:	For Overnight and Special Delivery:
PO Box 77819 Greensboro, NC 27417	2-C Terrace Way Greensboro, NC 27403

Practice of Counseling Activities

- A person must be:
 - > Licensed—LCMHC (A) must have a board approved supervisor contract on file before practicing
 - > A student enrolled in practicum or internship under supervision
 - > Working in an exempt setting as approved by the Board
- Counseling activities:
 - > Direct hours: Consists of live contact with individuals, groups, and families through counseling as defined in G.S. 90-330(a)(3)a thru b

Anticipated Timeline for Application

1. Send in your completed application & additional information (see slide 24) to the NCBLCMHC about **2 to 4 weeks** before the deadline as stated on the NBLCMHC website (<http://ncblpc.org/BoardInfo/calendar>)
 - › Send your scores NCE scores with your application materials.
<https://www.nbcc.org/exams/scorereport> However still upload the old hard form – that you completed – as a receipt so you can be a CFL-P. (just to be safe)
 - › University Supervisor has electronic link to complete the Verification of Graduate Experience form – see suggestions on previous slides.
2. Background check can take **4 to 6 weeks**. (LiveScan)
3. Transcripts can take **4 to 6 weeks** for the registrar's office to send official conferred transcripts to NCBLCMHC & NBCC. **Order electronic transcript at least one week before LCMHCA application deadline** (also include an unofficial transcript in your application); see slides #12-#14 for more information
4. After Board meets, it can take **2 to 4 weeks** to receive LCMHCA notice.
5. After sending in supervisor contract, it can take **2 to 4 weeks** for supervisor to receive approval letter.

Example Timeline for Transcripts and NCE Scores

Spring 2021

Material events	Date	For Candidate for Licensure pending status so application will be reviewed at the earliest board meeting
Graduate is	May 8, 2021	Make sure all accounts are without problems
Transcripts released	May 31, 2021	Order via Transcript clearing house before, the "Deadline: receipt of application date", & UPLOAD receipt to your application
Transcripts received to:		
NCBLCMHC	June 7-14, 2021	
NBCC	June 7-14, 2021	
NBCC release scores possible release sooner	June 28 th or July 7, 2021	Order NCE scores before, the "Deadline: receipt of application date", & UPLOAD receipt to your application
Board meets either	May 28, 2021 or July 22-23, 2021	

Specific Timeline for August 2021 Graduates

August 2021 Graduation – Application and all supporting materials **due by May 28th 2021**

Material events	Date	For Candidate for Licensure pending status so application will be reviewed at the earliest board meeting
Graduation is	August 6, 2021	Make sure all accounts are without problems
Transcripts released	August 31, 2021	Order via Transcript clearing house before, the “Deadline: receipt of application date”, & UPLOAD receipt to application – May 28
Transcripts received to:		
NCBLCMHC	Sept 7-14, 2021	
NBCC	Sept 7-14, 2021	
NBCC release scores (possible release sooner)	Sep 28 to Oct 7, 2021	Order NCE scores <i>before</i> the “Deadline: receipt of application date”, & UPLOAD receipt to your application – May 28
Board meets either	July 22-23, 2021 OR October 14-15, 2021	

****Please note where uploaded RECEIPT of transcript and score request is uploaded here, NOT actual transcripts and scores****

NCBLCMHC Calendar for 2021

- Please reference Board website for up-to-date info - [found here](#)

NCBLCMHCA Calendar for Graduates in 2021

Event	Due Date
Deadline: receipt of application materials to be reviewed for July 22nd Board meeting	May 22 nd 2021
Board meeting	July 22 nd 2021
Next deadline: receipt of application materials to be reviewed for October 14th Board meeting	August 27 th 2021
Board meeting	October 14 th 2021
Deadline: receipt of application materials to be reviewed for January 2022 Board meeting	November 26 2021
Board meeting	January 2022 (date TBD)

Frequently Used Terms and Definitions

****please see Cheat Sheet Document for more information****

- **Candidate for Licensure Pending (CFL-P)** – This is the “status” you will become once all the sections of the applications and corresponding licensure documents have been submitted to the Board and you are waiting approval – this is the “in-between stage” while the Board waits for you official graduate school transcripts and national test scores
- **Conferred transcript** – the transcript once your degree has been awarded and confirmed (also will be listed as “After Degree is Awarded” or “Hold for Award Degree” will be the designation used when ordering official transcripts)
- **Official transcript** – transcript that has been bought and sent by the university registrar office – ordered through your Appalnet account
- **Sign Notary Affidavit** – a sworn or affirmed statement made before a notary public or any public official – will get this form to be signed by a notary at a bank or credit union from the online application
- **NCBLCMHC** - The North Carolina Board of Licensed Clinical Mental Health Counselors - also referenced as “the Board”

Overview: LCMHCA Application Process

- This presentation, the corresponding handout, and all supplemental forms are found on the CFE website:
<https://cmhc.appstate.edu/clinical-field-experience>
- Open the web portal application on Board website to complete the LCMHCA application electronically at:
<https://ncblpc.org/Licensure/Applying>
- List of all requirements for the electronic LCMHCA application found on slide #34
- All required documents must be in for application to be designated as completed and ready for Board review.
 - **(This will then make you a Candidate for Licensure Pending (CFL-P) – see next slide for definition)**

Candidate for Licensure Pending: CFL-P

****please see Cheat Sheet Document for more information****

- Candidate for Licensure Pending (CFL-P) status is acquired if the application has the following two *receipts** included, which will prove these documents are in process:
 1. Official exam scores from NBCC - **MUST INCLUDE COPY OF REQUEST FOR SCORES & PROOF OF PAYMENT FOR SCORES - see slide #12-#14 and upload your scores**
 2. Official transcript from Appalachian State - **MUST INCLUDE A COPY OF the RECEIPT REQUESTING “After Award Degree” TRANSCRIPTS TO BE SENT AND A COPY OF YOUR UNOFFICIAL TRANSCRIPT - see slide #12-#14**

****please note these receipts must be included, the actual documentation will not be included until awarded after you graduate*

- For the applicant to be listed as a CFL-P, the above documentation along with all other documents must be completed prior to application deadline.

Section: LCMHCA Application Payment

- **Total fees: \$200.00 + \$38.00 = \$238.00**
 - > \$200.00 application fee
 - > \$38.00 background check fee – must be within six months of the applicant being reviewed (LiveScan)
 - > Additional fees - \$7.50-\$8.50 per awarded degree official transcript request from App State registrar's office via National Cleaning House**

** Found on Appalnet, see slides 17 and 18 for details

Section: LCMHCA Online Application

see pages 1-18 on handouts for overview example

- General personal information
- Credentials (if you have any, i.e. LCAS-A)
- Legal & Ethics History
- All applicants are **REQUIRED** to submit the following information to NCBLCMHC for state and national background checks:
 - LiveScan – fingerprints are electronic
 - Authorization for Release of Criminal Background Check
 - Payment of \$38.00
- Note: if you answer **yes** to any questions, you will have to submit a written explanation in a sealed envelope

Section: Transcripts for Application

****see pages 19-26 on handout for overview example****

- Order **TWO** Official Transcripts** electronically and have a personal copy sent to yourself:
 - ▢ **One transcript sent to NCBLCMHC** (North Carolina Board of Licensed Clinical Mental Health Counselors- please see Board website for email address and specific details - [found here](#))
 - ▢ **Second transcript sent to NBCC** (National Board for Certified Counselors - needed **before** NBCC will release your NCE scores to NCBLCMHC - please see NBCC website for email address and details - [found here](#))

- **Please note: Official Transcript is also called “After Degree is Awarded” or “Hold for Awarded Degree”
 - ▢ You will make a copy of each transcript request and transcript payment receipt to upload to the application portal
 - ▢ **Please see next slide for information on transcript requests**

- Then upload a copy of your unofficial transcript and your NCE scores to the application portal which is available once you pay the application fee

Section: Transcripts (cont.)

see pages 19-26 on handout for overview example

- **NOTE:** It can take up to 4-6 weeks after graduation for an “Awarded Degree” Official Transcript to be released (sent) to both of these organizations.
 - *Remember - when making transcript request designate the “**Awarded for Degree**” if conferred transcript has not been awarded yet
- The receipts** for the ordered “After Awarded Degree” transcript will help move your application to CFL-P (Candidate for Licensure Pending) status in order for the Board to review it.
 - ** note: transcripts can cost between \$7.50-\$8.50 per transcript
 - See pages 19-22 of corresponding handout for step-by-step instructions of ordering transcripts and accessing order receipts
 - Can also find directions on CFE website [HERE](#) or via Registrar Office for instructional video on how to order transcripts found [HERE](#) or see linked PDF document highlighting steps [HERE](#)

Section: National Exams

****see pages 5 and 27 on handout for overview example****

- NBCC can take 4 - 6 weeks to send your exam scores to NCBLCMHC: you may upload your NCE scores once you receive them and follow the below instructions.
 - GSA-NCE exam is registered for online and administered on campus during fall & spring semesters.
 - Fee is \$335.00 to take the exam; Dr. Dominique Hammonds is our campus faculty liaison.
 - Send NBCC transcripts via The National Student Clearinghouse through your Appalnet account (see previous slide for how-to)
 - Pay NBCC fee to become an NCC (National Certified Counselor) - see website for details [HERE](#)
- Use the NBCC Score Verification Request Form for state licensure
 - Form found [HERE & upload as part of your application materials do not send it to NBCC.](#)
- Then, once you graduate, go to Pro Counselor to order you NCE scores to be sent to NCBLCMHC. The score will open for you once NBCC receives your conferred (degreed) transcripts.
- Prior to graduating, send NBCC your new address and the fee to become an NCC.

Section: Professional References

see page 11 on handout for overview example

- Need **3 professional references** - electronically completed.
- Consider asking:
 - > Professors
 - > Site supervisors
 - > Professional mentors
 - > Provide full contact information and length of time you have know them.
- **Note:** it is good practice to let your reference know you added them and the length of time you stated that you have known each other.

Section: Graduate Counseling Experience

see pages 10-18, 28 on handout for overview example

- ⦿ Practicum & both semesters of internship are shown as separate courses on your Awarded Degree transcript (see pg. 5-6 of the LCMHCA application).
- ⦿ **If Internship is taken across two semesters you will need two separate Verification of Graduate Counseling Experience forms per semester - meaning 3 VGC forms total including practicum**
 - This form is **electronic** – after each semester download your training form and complete a hard copy of the VGC (instructions and example on next slide)

Section: Graduate Counseling Experience (cont.)

see page 28 on handouts for overview example

◎ Verification of Graduate Counseling Experience Form:

- > University supervisor of each course needs to complete this form found on the CFE website or found [HERE](#)
- > After each semester of practicum/internship, have your University Supervisor complete this form and upload to Supervision Assist
- > When you complete your application send an email to each University Supervisor (practicum, & internship) with a copy of your VCG that is completed so they can complete the electronic form quickly.

Section: Graduate Counseling Experience (cont.)

see pages 10-18 on handouts for overview example

- Supervised graduate counseling experience consists of a minimum of 300 hours over two courses - this is completed in your semesters of practicum and internship
 - Need one hour of clinical supervision per week (each week of the semester by Site Supervisor and University supervisor) every semester
- At least 180 hours of this counseling experience is direct counseling experience (see slide 3 for definition of direct hours).
- **CMHC and PSC programs already adhere to these standards.**

Section: Required Courses

see pages 14-18 on handout for overview example

- Our programs are regionally accredited by SACES and Nationally accredited by CACREP
- You will need to verify the courses completed for your application:
 - > You can only use a course one time (no course can be used twice) to meet requirements
 - > For courses with unclear titles, attach the syllabus from the course (our titles are clear enough)
- Nine core course must be covered (see next two slides)
 - > **Each course must have the university code and course title as seen on your transcript.**
- CMHC and PSC core courses are aligned with these standards

Section: Required Courses (cont.)

see pages 14-18 on handouts for overview example

- Helping Relationships (need **both** HPC 5220 & 5225)
 - **HPC 5220:** Counseling Theories and Techniques
 - **HPC 5225:** The Helping Relationship
- Counseling Practicum
 - **HPC 5900:** Practicum in Counseling
- Counseling Internship
 - **HPC 6900:** CMHC Internship
 - If enrolled for one semester, list once; if enrolled over two semesters, list twice.
- Professional Orientation to Counseling
 - **HPC 5120:** Introduction to Clinical Mental Health Counseling
 - **HPC 5752 :** Legal and Ethical Issues in Clinical Mental Health Counseling
- Human Growth and Development Theories
 - **HPC 5272:** Individual and Family Development

Section: Required Courses (cont.)

see pages 14-18 on handouts for overview example

- Social and Cultural Foundations in Counseling
 - **HPC 5110:** Multicultural Counseling
- Group Counseling Theories and Processes
 - **HPC 5790:** Groups Methods and Processes
- Career Counseling and Lifestyle Development
 - **HPC 5210 :** Life and Career Planning
- Assessment in Counseling
 - **HPC 5140 :** Psychological and Educational Testing
 - **HPC 6120:** Developmental Assessment and Diagnosis in Clinical Mental Health Counseling
- Research and Program Evaluation
 - **RES 5000:** Research Methods

Section: Application Validation

****see page 29 on handout for overview example****

- Sign Notary Affidavit
 - > Application must be signed and dated in the presence of a notary.
 - **DO NOT SIGN THE UNTIL YOU ARE IN THE PRESENCE OF A NOTARY**
 - > This form is found on the website and uploaded to your application once it is completed
- Locations to access a notary:
 - > Bank
 - > Credit union
 - > Lawyers

Application Payment Form

- The LCMHCA application is open for edits **until you hit submit** - after you hit submit no further edits can occur and payment becomes available
 - > Forms are available and electronically sent
- You will need a credit card and pay one time fee of \$238.00
 - > \$238.00 = \$200.00 applicant + \$38.00 background check.

Review: Uploaded Supplemental Information and Documents on Online Application

1. Receipt from Official Transcript orders
2. Receipt from NCE Score Report order
3. Professional Disclosure Statement
4. Certification of Jurisprudence Exam completion
5. Notary of Affidavit
6. Proof of LiveScan Completion
7. Authorization of Background Check

Note: all of these get uploaded with online application

Review: After Application Submission- Be Sure to Follow-Up on:

- ◉ Transcripts orders with Appalachian State
- ◉ NCE Scores with NBCC
- ◉ References from each reference source
- ◉ Background check with LiveScan

Section: Criminal Background Information & Authority for Release of Criminal Background Check

****see page 7 on handout for overview example****

- Can take up to **4 to 6 weeks**
- Read the instructions provided in the application
 - **They use “LiveScan”**
 - **Watch your email for the instructions on how to complete this**
 - set up an appointment with the sheriff’s office after you read the emailed instructs.
- Remember to complete the permission form for a background check, and follow the instructions
- The cost for the background check is \$38.00 to NCBLCMHC which is paid when the LCMHCA application is submitted.
- Complete and send in Authority for Release of Information (State and Federal Record Check)

Section: Professional Disclosure Statement

- ⦿ Your PDS will be uploaded with your application
- ⦿ Additionally, you must provide your PDS to clients prior to starting counseling services during your field experience and must be signed by clients each time
 - > A signed copy must be maintained in client record(s)
- ⦿ For an example of PDS go to the CMHC website found [HERE](#)
- ⦿ Must include information as listed in Rule .0204 (LCMHCA Professional Disclosure Statement Template found on pgs. 1 & 2 after pg. 12 in the LCMHCA application).
 - > Instructions and template are found on CFE website [HERE](#)

Section: Jurisprudence Exam

- Complete for each licensure & renewal.
 - > This test is online and completed from most computers
 - > The exam must be completed **within six months prior** to application or renewal
- Jurisprudence exam is a no fail test:
 - > Review briefing at the bottom of the web page before taking the test
 - > Print completed certificate & include with your application
- Administered by Center for Credentialing & Education via the i-counseling website: www.i-counseling.net
 - > Administrative fee \$50.00 to i-counseling at the time of the test
- **Make sure you are completing the North Carolina Counselor Exam for LCMHCA.**
- Link to exam is found on the on-line application

Review and Tips For the LCMHCA application

- ❖ The following slides are for a review and quick tips for a smoother application process

Review: LCMHCA Electronic Application Contents

- > General Information
- > Credentials (if you have any, i.e. LCAS-A)
- > Legal & Ethics History
- > Education (degrees that you have when you apply)
- > References (three professional references with contact information – electronic)
- > Graduate Counseling Experience (includes Verification of Graduate Counseling Experience forms - electronic)
- > Graduate Courses completed
- > Application Validation (must be notarized – then upload)
- > Criminal Background Information
- > LiveScan Authority for Release for Criminal Background Check
- > LCMHCA Application Payment (online)
- > LCMHCA PDS
- > Jurisprudence Exam

Other Hints for Successful Application

Plan Ahead

- > Complete the online application at least **two to four weeks** before the Board's designated application deadline.
- > If you mail anything, make sure you ask for a return receipt
- > Read everything and follow instructions as stated on the website.
- > Use this PowerPoint and corresponding handouts to help you

Be Patient and Diligent

- > You will receive login information and a letter via email- reference these before calling the Board.
- > All documents need to be received and reviewed prior to being awarded licensure. Keep checking your account for your status.
- > Each organization can take about 4 to 6 weeks to send materials or notify you, including the NCBCMHC.
- > Remember to log-in and check status before contacting the Board – keep the Board letter with your login information.

Be Wise

- > Send supervision contract in with your application around the time the board meets.
- > You cannot start working until your supervisor receives notice that they have been approved.

Review: After LCMHCA Application is completed:

****see pages 1-18 on handout for overview example****

1. Completed and signed **LCMHCA application**: <https://ncblpc.org/Licensure/Applying>
 - All necessary forms that accompany application will become available once you complete the application and submit your payment.
2. **Payment form and total of \$238.00** (application fee- \$200, background check - \$38)
3. **Awarded Degree Conferred Transcript** - from University Registrar office to NCBLCMHC
4. **Completed Electronic Forms** that become available once you complete the application
5. **Examination Scores** from NBCC sent directly to NCBLCMHC (with conferred transcripts sent to NBCC beforehand so they can release your scores to NCBLCMHC) and then upload your exam scores once you receive them
6. **Verification of Graduate Counseling Experience Form** (one from each field experience semester, completed and signed by University Supervisors, done electronically)
7. **Professional Disclosure Statement**
8. **Ethics Attestation Certification & Agreement**
9. **Jurisprudence Exam** – link becomes available when you complete the application
10. **Live-scan & Authority for Release for Criminal Background Check form**
11. **Application Affidavit Notary**

Review: Summary of LCMHCA Application Packet

- ⦿ *This application is completed* and CFL-P status will be reviewed at the next board meeting **as long as the following is also included:**
 - > **A receipt** showing the request and payment for NCE scores to be sent from NBCC to NCBLCMHC and uploaded exam scores;
 - > **A receipt** showing the request and payment to the educational institution for an Degree Awarded transcript to be sent to the Board electronic (also upload your unofficial transcript).
- ⦿ **PLUS** all other materials included from previous slide (slide #36)

Review: For An Applicant To Be Listed As A CFL-P:

- ⦿ The CFL-P designation allows the applicant's file to still be reviewed at the next regularly scheduled Board meeting for approval.
- ⦿ License may be issued upon receipt of the missing documents (as in the transcripts and NCE score).
- ⦿ The CFL-P designation is effective for a maximum of 60 days from the date of approval by the Board.
- ⦿ If the missing documents are not received within the 60 days, the CFL-P designation reverts to “application in review” status.
- ⦿ If the missing documents are NOT received within 60 days, the application shall be presented at the next scheduled Board meeting upon receipt of missing documents. Application remain open for a two-year period then you have to reapply and pay the \$238.00 again.

Review: Verification of Graduate Counseling Experience

****see pages 28 on handout for overview example****

- Although the VGC form is electronically submitted you will need your University Supervisor to sign a hard copy of the completed VGC
 - For legal purposes, students needs to have a signed, hard copy of the form for their records
 - **At the end of each semester, student complete the form(s) and have the University Supervisor sign the hard copy of the form.**
 - **One form per semester of experience; at the end of each semester for practicum or internship - meaning 3 forms total**
 - **Forms found [HERE](#) on CFE website**
- After each semester upload signed completed form to Supervision Assist along with your training form
- Once the online LCMHCA application is submitted, contact each University Supervisor and attach the VGC form that corresponds with that course for quick completions of your electronic VGCE

I am an LCMHCA- Congrats!

Now What?

- Hours required: Direct hours (2000) + Indirect hours (1000) = **3000 hours total**
- Clinical supervised hours required: 1 hour for every 40 hours worked = **100 hours total**
- Must go through renewal process every 2 years (may be less when you are a new counselor).
- Supervision must include raw data, which must take a significant part of supervision time.
- Must keep a supervision log.
- Must send in quarterly reports to the Board and supervisor must send in final supervision report to the Board.

Clinical Supervision

- Send supervision contract to new supervisor right after the Board meeting, if possible.
 - > You must be approved by the Board before counseling services begin.
 - > Supervisor will receive an approval letter. After you receive your LCMHCA, then you can start seeing clients.
 - > You must meet for one hour of supervision for every 40 hours worked with an LCMHCS – Licensed Professional Counselor Supervisor or an approved Board Supervisor – Qualified Supervisor
- All supervision must be with an LCMHCS or a board approved qualified supervisor.

Direct Counseling Experience (Rule .0205)

- a. Assisting individuals, groups, and families through the counseling relationship by evaluating and treating mental disorders and other conditions through the use of a combination of clinical mental health and human development principles, methods, diagnostic procedures, treatment plans, and other psychotherapeutic techniques, to develop an understanding of personal problems, to define goals, and to plan action reflecting the client's interests, abilities, aptitudes, and mental health needs as these are related to personal-social-emotional concerns, educational progress, and occupations and careers.
- b. Appraisal Activities. – Administering and interpreting tests for assessment of personal characteristics.

Moving to Full Licensure

- Restricted counseling work is supervised.
 - > Must have **1 hour of face-to-face supervision for every 40 hours (each week – you cannot work more than 40 hours a week) of professional practice once you are an LCMHCA.**
 - > No less than three-quarters of the hours of clinical supervision shall be individual clinical supervision.
- To apply for your unrestricted LCMHC:
 - > 3000 hours of supervised professional practice post degree, of which 2000 hours must be **direct counseling.** This is about 20 to 23 hours per week for two years. You must have a minimum of a 100 hours of supervision.
 - > You must have 1 hour of face-to-face supervision for every 40 hours worked.

Review: Counseling Experience as an LCMHCA

- The counseling experience required by G.S. 90-336(c)(2) shall include a minimum of **2000 hours** of supervised professional practice hours of direct counseling experience.
- Direct counseling experience consists of live contact with individuals, groups, or families through counseling as defined in G.S. 90-330(a)(3)a and b. (see slide 29)
- Experience shall be gained at a rate of **no more than 40 hours per week.**
- Must have at least **100 hours of clinical supervision, minimum of 3000 hours of supervised professional practice.**
- No less than three-quarters of the hours of clinical supervision shall be **individual** clinical supervision.

Renewing LCMHC Process

- The bi-annual renewal fee of \$200.00 is due and payable by June 20th of the renewal year.
- Newly issued licenses shall be effective upon the date of issuance by the Board and shall expire on June 30th of the second year of issuance.
- The renewal period for a newly issued license **may be less than two years.** 30 continuing education contact hours are needed if this is the case.
- If the renewal period for a newly issued license is **two years,** 40 continue contact hours are needed
- Following the first renewal of a newly issued license, the renewal period shall be two years and shall run from July 1 in the first year through June 30 in the second year.

Renewal LCMHC: Required Materials

- Certificate of completion of the Jurisprudence Examination for the level of license that is being renewed
- Ethics Attestation Statement
- Updated Professional Disclosure Statement
- Payment of Renewal Fee
- Change of Address
 - Send this information in as early as possible.
- Renewal forms can be audited. **Always keep Certificates of Continuing Contact Hours in case of an audit**—do not send it to the Board unless requested.

Questions?

- ◎ **Start the application process early!!!!**
- ◎ Good luck!!!!
- ◎ See me if you need help- my email address is: rosencm@appstate.edu