Supplementary Information to LCMHCA Application Presentation

Definition of Terms:

* **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 referred to as “After Award Degree” or “Hold for 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
* **LCMHCA** - Licensed Clinical Mental Health Counselor Associate – this is the level of licensure you are applying for after completing this graduate program and corresponding national exams
* **Restricted license** – you will have this when you are granted the LCMHCA licensure- this means you must have a Board approved supervision contract on file
* **LCMHC** – Licensed Clinical Mental Health Counselor – this is what you will become after completing all necessary supervised hours and completing steps to receive your full provisional license - can take 2-3 years of working with LCMHCA status
* **Unrestricted license**- supervision not required – this is the licensure you will have once you become a full LCMHC
* **LCMHCS** – Licensed Clinical Mental Health Counselor Supervisor – this is the licensure your supervisor must have to be your Board approved supervisor for your LCMHCA
* **NCBLCMHC** - The North Carolina Board of Licensed Clinical Mental Health Counselors - also referenced as “the Board”

LCMHCA Application Contents Overview:

1. Completing and signing the official application: <http://ncblpc.org/Licensure/Applying>
* Necessary forms to accompany application will become available once you complete the application and submit your payment.
1. Payment form: the fee is a total of $238.00
* (application is $200, background check is $38)
1. Official Conferred Transcript directly from University Registrar’s office to NCBCMHC - $7.50-$8.50 per transcript (Conferred Transcript may also be referenced as ”Official Transcript,” “After Degree is Awarded,” or “Hold for Awarded Degree”
2. Electronic Forms will become available once you complete the application
3. Examination Scores from NBCC sent directly to NCBCMHC (also send conferred transcript to NBCC so they can release your scores to NCBCMHC)
4. Verification of Graduate Counseling Experience Form
* (from all field experience semesters completed to date). This is now done electronically.
1. Professional Disclosure Statement
2. Ethics Attestation Certification & Agreement
3. Jurisprudence Exam – link becomes available when you complete the application
4. Life-scan & Authority for Release for Criminal Background Check form
5. Application Affidavit Notary

Anticipated Timeline for graduation to LCMHCA

1. Send in your completed application & additional information (see slide 24) to the NCBCMHC about **2 to 4 weeks** before the deadline as stated on the NBCMHC website (<http://ncblpc.org/BoardInfo/calendar>)
2. Background check can take **4 to 6 weeks**. (Life scan)
3. Transcripts can take **4 to 6 weeks** for the registrar’s office to send official conferred transcripts to NCBCMHC & NBCC. **Order*****e*lectronic transcript at least one week before LPCA application deadline** (also include an unofficial transcript in your application) - Upload the email you get as your receipt to NCBCMHC.
4. After NBCC receives your official conferred transcript, they can take **4 to 6 weeks.** Pro Counselor will give you the opportunity to pay for your NCE scores to be sent to NCBCMHC. However you are using the old hard form – that you completed – as a receipt so you can be a CFL-P.
5. University Supervisor has electronic link to complete the Verification of Graduate Experience form
6. After board meets, it can take **2 to 4 weeks** to receive LCMHCA notice.
7. After sending in supervisor contract, it can the take **2 to 4 weeks** for supervisor to receive approval letter.

Timeline Chart Example for August 2021 Graduation:



For an applicant to receive “Candidate For Licensure Pending” Status:

* 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.

Contacts:

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

 General Mail – PO Box 77819 Greensboro, NC, 27417

Overnight mail/special deliveries – 7D Terrace Way, Greensboro NC, 27403

Other Information:

* Information about ordering transcripts: <https://registrar.appstate.edu/students/ordering-transcript>
* Clinical Field Experience website with licensure information: <https://cmhc.appstate.edu/clinical-field-experience/licensure-resources>