Frequently Asked Questions: LPC

- What is the role of the LPC Board?

The role of the LPC Board is to determine whether applicants are eligible for registrations or licenses and to investigate accusations of illegal, unethical, or inappropriate practice of mental health counseling or marriage and family therapy in Louisiana. State laws and Board rules govern our actions. We are not able to advise individual licensees or registrants regarding their practices. Legal questions should be directed to attorneys and questions regarding interactions with agencies or companies should be directed to administrators within those entities.

- What professional titles are recognized by the LPC Board?

The only titles recognized by the LPC Board are Counselor Intern, CI, MFT Intern, MFT-I, Licensed Professional Counselor, LPC, LPC-Supervisor, LPC-S, Licensed Marriage and Family Therapist, LMFT, LMFT-Supervisor, and LMFT-S. The LPC Board does not recognize the titles Mental Health Professional/MHP, LPC Intern/LPC-I, LMFT Intern/LMFT-I or any variation thereof.

- How do I apply for LPC licensure?

You must have completed a minimum of 3,000 supervision hours, remained under active Board-approved supervision for at least 24 months, and have passed the NCE or NCMHCE exam in order to apply for LPC licensure. To apply, you must submit your Documentation of Experience form(s) signed by you and your Board-approved supervisor(s), an LPC licensure application, an updated Declaration of Practices and Procedures, a $200 application fee, official NCE or NCMHCE scores sent directly from NBCC, and a recent picture with your signature on the back.

- I already submitted an application when I registered for supervision as a Counselor Intern. Do I need to submit another application for licensure?

Yes. To apply for licensure, you must submit completed Documentation of Experience form(s) signed by you and your Board-approved supervisor(s), an updated Statement of Practices and Procedures, an LPC licensure application, a $200 licensure application fee, official test scores, and a photo with your signature on the back.

- Can I apply additional graduate coursework toward my 3,000 hours of supervised experience to complete my Counselor Internship?

Yes. For every 30 hours of additional graduate coursework earned beyond the required master's degree, you may earn 500 hours of indirect client contact hours. You may earn up to 1,000 indirect client contact hours through additional coursework. The Board must approve the graduate coursework to be counted as part of your supervised experience hours. Additional coursework can only be reviewed at the time of submission of the Registration of Supervision application or LPC Licensure application.

- How long do I need to be under Board-approved supervision before I can apply for my license?

Registered Counselor Interns must remain under active Board-approved supervision for no less than two years, but no more than seven years. Please be advised that Counselor Interns must remain under
active supervision until licensed—even in the event they have completed the minimum requirement of 3000 supervised experience hours and/or passed the NCE or NCMHCE.

- **Which examinations does the LPC Board accept for LPC Licensure? How soon must I pass the test? Do I have to take the test prior to applying to become a Counselor Intern?**

The [National Counselor Examination (NCE)](http://www.nbcc.org) and [National Clinical Mental Health Counseling Examination (NCMHCE)](http://www.nbcc.org) are the only tests currently accepted by the Board for LPC licensure. These tests can be taken at any time post-master’s degree. These tests do not have to be taken before applying to become a Counselor Intern, but either the NCE or NCMHCE must be passed before obtaining licensure.

- **When can I take the NCE exam? How do I register for the NCE? How many times can I take the NCE? How often can I take the exam?**

Interested applicants should visit the National Board of Certified Counselor's (NBCC) website to find out information about the exam and registering to take the exam. The LPC Board does not offer registration for any LPC licensure exams. The [National Counselor Examination](http://www.nbcc.org) (NCE) is offered several times throughout the year and is offered in written and computer-based format. The Louisiana LPC Board does not limit how many times you may take the NCE, but NBCC requires applicants to wait 3 months before re-taking the exam.

NBCC's contact number: 1-336-547-0607
Exam Registration: [http://www.nbcc.org/Assets/StateForms/Reg/LA.pdf](http://www.nbcc.org/Assets/StateForms/Reg/LA.pdf)

- **Does NBCC automatically forward my NCE scores to the Board?**

Test-takers must request through NBCC that their exam scores be sent to the LPC Board.

- **How often does the Board meet?**

The Board **meets every other month**, typically the third Friday of the month. Board meetings start at noon. For a complete list of Board meeting and application review dates, visit our website and click on “Meeting Dates/Minutes.” Meeting dates are subject to change. Although Board Meetings are held every other month, applications are reviewed every month.

- **When does my paperwork need to be submitted to the Board for review?**

The LPC Board offers two methods of approval: (1) the traditional monthly review and (2) the expedited process.

  **Traditional:** Applicants can find the dates of the currently scheduled application review dates which may be viewed by visiting our website and clicking on “Meeting Dates/Minutes.” The submission deadline is seven days prior to the meeting date. Applicants are encouraged to check the website often, as meeting dates are subject to change.

  **Expedited:** Expedited applications can be submitted at any point throughout the month. The Board office must have all of the necessary application documents and supplementary materials upon submission of the expedited application, including the additional $50 expedited application fee and expedited application form, otherwise the application will be reviewed on next scheduled application review date. More information can be found at [http://www.lpcboard.org/expedited.htm](http://www.lpcboard.org/expedited.htm).
*Please note that all applicants whom Board staff determines should be denied or reviewed by
the Board must be presented to the Board at the next regularly scheduled Board meeting.

- What are the requirements for becoming licensed in Louisiana, if you are currently licensed as a LPC
in another state?

The state of Louisiana does not have reciprocity with any state. In order to apply for licensure you will
need to submit a LPC Application for Licensure Endorsement, $200 non-refundable application fee in the
form of a money order, cashier’s check, or certified check, a Declaration of Practices and Procedures,
and a recent photo with your signature on the back. The length of time you have been licensed as a LPC
in the other state will determine what additional information, if any, we will ask you to submit for
review.

Licensed Less Than 5 Years:

Those out-of-state applicants who have not been licensed as a Licensed Professional Counselor for at
least five years must request a copy of their entire LPC licensure file to be sent to the Louisiana LPC
Board. The file copy should contain your transcripts, documentation of post-graduate supervised
experience hours, as well as your NCE or NCMHCE scores. Additionally, along with the copy of your file,
the State Board where you are currently licensed must send proof of current licensure.

The state where the applicant is currently licensed must have licensure, academic and supervision
experience requirements deemed substantially equivalent to those of Louisiana.

Licensed 5 or More Years:

Those out-of-state applicants who have been licensed in another state as a Licensed Professional
Counselor for at least five years must have their NCE or NCMHCE scores sent either directly from their
State Board or directly from NBCC. The State Board(s) where the LPC is currently licensed must send
proof of licensure.

Applicants who have been licensed for five or more years do not have to meet all of the substantial
equivalency requirements for licensure, academic or supervision requirements; however, they must
provide a letter from a colleague or supervisor indicating that they have been actively practicing for five
or more years, hold a current LPC license, and passed the NCE or NCMHCE.

- What do I need to do to change my name?

To change your name with the Board, you must submit a written request, along with a $25.00 name
change fee, as well as supporting documentation of the name change (i.e., a copy of a marriage license,
social security card, driver’s license, etc). The Board staff will then make the necessary changes to your
file(s), database records, and website entries.

Please be advised that you must notify the Board of any and all contact information changes within 30
days pursuant to Chapter 1, Section 111 of the Board Rules otherwise you may be subject to a fine.

§111. Notification of Change

A. Every licensed professional counselor/counselor intern and every licensed marriage and
family therapist/MFT intern shall immediately notify in writing the Licensed Professional
- What do I need to do to change my address with the Board?

Any changes of address need to be made in writing to the Board. We can accept a letter, e-mail, or fax. You must indicate on your letter whether the change is in regards to your home and/or work address. Also, please note which address you wish to publish on the LPC Board's website. Address changes may not be accepted verbally over the telephone.

Please be advised that you must notify the Board of any and all contact information changes within 30 days pursuant to Chapter 1, Section 111 of the Board Rules otherwise you may be subject to a fine.

§111. Notification of Change

A. Every licensed professional counselor/counselor intern and every licensed marriage and family therapist/MFT intern shall immediately notify in writing the Licensed Professional Counselors Board of Examiners of any and all changes in name, address, and phone number. Failure to comply with this rule within 30 days of change will result in a fine as set forth in §901.C.

- What do I need to do in order to have a copy of my Louisiana LPC file sent to another state?

You must submit a request in writing, a $25.00 file copy fee, and provide the address where the copy of the file should be sent.

- I am applying for registration of supervision or licensure in another state and its Board requires me to have a license verification sent to their Board. How do I do this?

You must submit the other state’s verification form or a written request for the verification to be completed on a Louisiana LPC Board license verification form, a $5.00 registration/license verification fee, and provide the address where the verification should be sent.

- How often must a LPC renew their license?

LPCs must renew their license every two years by June 30th in order to practice mental health counseling lawfully in Louisiana. Renewal requirements for LPCs are listed in Chapter 8 of the Board Rules. Licensees who do not submit a completed renewal application by the deadline will be automatically audited and assessed a late fee.

10% of all licensees eligible for renewal will be randomly selected for a continuing education audit. If audited, the Board requires you to submit documentation of 40 continuing education hours accrued over a specified two year period. Examples of documentation which may be submitted to the LPC Board at the time of renewal by audited licenses includes, but is not limited to official transcripts, letters of attendance, and certificates of completion.
- **Does a Counselor Intern have the same scope of practice as an LPC?**

Yes. A Counselor Intern has the same scope of practice and must adhere to the same Code of Conduct as LPCs. Please see [Chapter 5: License and Practice of Counseling](#) and [Chapter 21: Code of Conduct for License Professional Counselors](#) of our Rules.

- **Is there a special designation for someone who has appraisal privileges?**

No. However, LPCs who have been approved with appraisal privileges may list this qualification under the “Areas of Expertise” section on their Declaration of Practices and Procedures.

- **How do I apply to become a LPC-Supervisor?**

Individuals interested in becoming a LPC-Supervisor must have at least five years of experience practicing mental health counseling; **two of the five years must be post-licensure.** LPC-Supervisor applicants must submit an updated Declaration of Practices and Procedures, official verification of supervisor training (official transcript or certificate of training), a letter from a colleague or supervisor verifying that practice for at least five years, and a $100 LPC-Supervisor application fee. Additionally, if you wish to list any areas of expertise or specialization on your Declaration of Practices and Procedures and the Board’s website, documentation (e.g., transcripts, certificates, letter from supervisor) must be submitted for Board review; otherwise, you should refer to these areas as “areas of focus.” Please refer to the [LPC-Supervisor FAQs](#) for more information.

- **How do I file a complaint against a LPC?**

To submit a complaint against a LPC, visit our website at [www.lpcboard.org](http://www.lpcboard.org) and hover over the "Discipline" tab to access a Complaint Form. Please forward your completed Complaint Form by U.S. mail to the Board office and to the attention of the “Discipline Committee”.