

Licensure as Professional Counselor (LPC) Information

1. Register for National Certification Exam (NCE)
2. Sit for and Obtain Passing Score on National Certification Exam (NCE)
3. Obtain National Counselor Certification (NCC) Credentialing
4. Apply for State Licensure

1. Register for National Certification Exam (NCE)

General Information:

- The NCE should be taken during your final year within the program.
- The NCE is offered twice a year; fall [October] and spring [April].
- Clinical counseling students who pass the NCE and submit their scores to the department secretary are exempt from taking the departmental comprehensive exams.
- It is highly recommended that you register for the fall exam so that your scores will be received early enough to be exempt from taking the departmental comprehensive exams.
- It is also recommended to register for the fall so that there will be enough students to take the exam at EIU.

Registration Process for Taking the NCE in the Fall:

- A. Contact Dr. Roberts or Debbie Gerdes for an NCE application form during the second semester of your first year.
- B. Complete and return the application, with application fee of ~\$230.00, to Dr. Roberts or Debbie Gerdes. The form is typically due by mid-summer after your first year.

Registration Process for Taking the NCE in the Spring:

- C. Contact Dr. Roberts or Debbie Gerdes for an NCE application form during the first semester of your final year.
- D. Complete and return the application, with application fee of ~\$230.00, to Dr. Roberts or Debbie Gerdes. The form is typically due by the first week of January of your final semester.

2. Sit for and Obtain Passing Score on National Certification Exam (NCE)

- A. Sit for exam
- B. Exam results are mailed to the student within, approximately, six weeks.
- C. Only the student, not the department, receives a copy of the NCE scores. Once you have passed the exam, make a copy of your scores and submit them to Debbie Gerdes.

3. Obtain National Counselor Certification (NCC) Credentialing

Process:

- After you have received your scores, submit the following materials to:

NBCC Certification Department
3 Terrace Way
Greensboro, NC 27403-3660

- A. Completed Endorsement Form inside the NCE registration application packet.
- It must be completed by a mental health professional, who holds a master's degree or higher in counseling or a related field, who can evaluate your counseling skills. This may include a faculty member or internship site supervisor.
- B. Official graduate transcript with degree posted.

4. **Apply for State Licensure**

General Information:

- Immediately after graduation, apply for Illinois state licensure.
- It is highly recommended that students apply for licensure even if they are moving out of state. Transferring licensure from state to state (reciprocity) is usually easier than starting from scratch.
- Do not drop your NCC certification until your state licensure is secure. If you cancel your certification, the NBCC may drop your NCE scores prior to receiving your licensure, thereby requiring you to take the exam again.

Application Process:

- A. Print application from Illinois Division of Professional Regulation Website (www.idfpr.com/DPR/consumer.asp) and complete. Submit application and enclosed materials listed below to:

Illinois Department of Financial and Professional Regulation
Attn: Division of Professional Regulation
P.O. Box 7007, HSS-4
Springfield, Illinois 62791

Enclosed materials:

- a. Certification of Education (ED) completed by EIU official with school seal affixed.
- b. Official transcript(s) with school seal affixed.
- c. National Certified Counselor Certification.
- d. A copy of Type 73 certification if applicable.
- e. Fee of ~\$150.00.

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