

The Road to Licensure

Step by Step Instructions to Secure
Licensure as an LPC, LCPC

How to Renew Your License Once You
Earn it



LPC Licensure

- Pass NBCC's NCE exam (EIU is a CACREP accredited program, so you have the option of taking the NCE before you graduate!).
 - Visit the following website to sign up for the NCE and pay the registration fee of \$335 -
<https://www.nbcc.org/resources/applicants/>
- Send NBCC your transcript.
 - Log into PAWS and click on Student Tab, Student Records, Order Official Transcript.
 - Send official transcript to NBCC (\$10 unless you need it expedited which is \$15).
 - Questions regarding NBCC certification or applications in process: nbcc@nbcc.org or tel:+13365470607
 - Mailing address: NBCC ATTN: Certification | 3 Terrace Way | Greensboro, North Carolina 27403-3660
 - It is recommended you turn in the transcript form ASAP as they process requests in the order they are received, but you MUST check the box that says "send after degree is posted."
 - After you send in your transcript to NBCC, you will also get the NCC credential. It is free for the first year and costs \$85/year to renew thereafter.
- After NBCC receives your official transcript, you will receive an email from them saying you can order your scores online (roughly 8 weeks until you receive an email).
 - Log into your ProCounselor Account and go to the online store.
 - \$25 per copy (unless you need it expedited which is \$75).

- Send them to your home address so you can mail in the whole licensure package together (send the package as soon as you get your scores as this process can take up to 6 weeks).
- Create an application package to send to the Illinois Department of Financial and Professional Regulation (IDFPR)
 - Visit the following website to access the licensee application forms (For LPC, choose the Professional Counselor form) – <https://idfpr.illinois.gov/>
 - Send the Certification of Education (ED) section of the form (pages 15-16) to the Department of Counseling and Higher Education - ***please make sure to complete your part of the form, including information along the side of the 2nd page. Do not send until grades are posted at the end of the semester! For faster processing, please include a self addressed stamped envelope.***
 - Mailing address: Department of Counseling and Higher Education | Eastern Illinois University | 2101 Buzzard Hall | 600 Lincoln Avenue | Charleston, IL 61920
 - Once you receive the form back, include it with the rest of your application.
 - Complete the 4-page application for Licensure/Examination.
 - Don't forget to write your name, SS#, and profession along the right-hand side of the form.
 - Complete the CCA form (criminal history)
 - As we are CACREP accredited, you do not need to fill out the Professional Counselor Academic Criteria (AC-PC) form.

- Checklist for complete licensure package (5 items total).
 - ❑ NCE Score Verification (From NBCC).
 - ❑ ED form (signed/notarized by CHE department).
 - ❑ Application for licensure.
 - ❑ CCA form.
 - ❑ \$150 check or money order payable to Illinois Department of Financial and Professional Regulation.
- Send application package to:
 - Illinois Department of Financial and Professional Regulation | Attn: Division of Professional Regulation | P.O. Box 7007, HSS-4 | Springfield, IL 62791

License Renewal

- All Illinois licenses expire at the end of March in odd numbered years (ex. 2023 but not 2024).
 - The earliest you can renew is during January of a renewal year.
- As licenses expire in odd years, your APA/NBCC approved Continuing Education Hours must equal 30 hours every odd year - See pdf from IDFPR for more information:
http://www.idfpr.com/renewals/Attachment/180_attch.pdf
 - You do not need to mail in proof of CEUs unless specifically requested but you should keep track of your completed CEUs for your own records.
 - You may be audited and required to provide proof of your CEUs, so it is important to find a method of tracking your CEUs that works for you.
- Visit the following website and select counseling under the Professions Currently in Renewal tab.
<http://www.idfpr.com/renewals/defaultssl.asp>
 - Follow the instructions provided on the website to pay your renewal fee online.

LCPC Licensure

- Complete two years of supervised clinical experience.
 - Your supervisor will need to sign off on your LCPC application to attest to the number of completed hours.
 - At least one hour/week should be spent in supervision.
 - One year of experience equals 1680 hours (960 direct; 720 indirect). Consider using a spreadsheet to track your hours or you can track them in the NBCC webpage.
 - $1680 \times 2 = 3,360$ hours total
 - $960 \times 2 = 1,920$ direct hours
 - $720 \times 2 = 1,440$ indirect hours
- Pass the NCMHCE - National Clinical Mental Health Counselor Exam (Given in April and October each year).
 - Visit the following website to review a handbook outlining requirements for the exam as well as an explanation of exam content/structure.
<https://www.nbcc.org/Assets/Exam/Handbooks/NCMHCE.pdf>
- Submit an application form and fee to the Illinois Department of Financial and Professional Regulation (IDFPR).
 - Visit the following website to access the licensee application forms (For LCPC, choose the Licensed Clinical Professional Counselor option) -
<http://www.idfpr.com/profs/ProfCounselor.asp>
 - Submit proof of certification, and verification of experience to the Illinois Department of Financial and Professional Regulation.