

## Illinois LPC Application Process

### 1. Order Transcript

- Log into PAWS and click on Student Tab, Student Records, Order Official Transcript
- Order PDF/Hard-copy Transcripts and send to NBCC (\$10 unless you need it expedited which is \$15) – you MUST check the box that says “send after degree is posted.”
- Information needed to order transcripts:
  - Recipient Email (sending electronically): [certification@nbcc.org](mailto:certification@nbcc.org)
  - Mailing address: **NBCC ATTN: Certification | 3 Terrace Way | Greensboro, North Carolina, 27403-3660**
  - Phone: (336) 547-0607
  - The program may recognize the recipient and update it to NATL BOARD CERTIFIED COUNSELOR
- It is recommended you turn in the transcript form ASAP as they process requests in the order they are received. Try to do this right after graduation.
- 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.
- Questions regarding NBCC certification or applications in process: [certification@nbcc.org](mailto:certification@nbcc.org) or through your ProCounselor account at <https://www.nbcc.org/resources/nccs/procounselor>

### 2. Request Score Verification

- After NBCC receives your official transcript, you will receive an email from [certification@nbcc.org](mailto:certification@nbcc.org) 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 on the left:
  - a. Select Examination Score Verification Request - \$25 per copy (unless you need it expedited which is \$75).
  - b. Send them to your home address so you can mail in the whole licensure package together.
  - c. Do this as soon as you get your scores as this process can take up to 6 weeks.

### 3. Fill out application form and supporting documents

1. Complete the applicant portion and down the right side of the 2<sup>nd</sup> page of the “ED form”. Then give/mail it to the CHE department with a self-addressed, stamped envelope so that the department can mail the form back to you.

Department of Counseling and Higher Education | Eastern Illinois University | 2102 Buzzard Hall | 600 Lincoln Avenue | Charleston, IL 61920
2. Complete the 4 page application for Licensure/Examination
  - i. Don't forget to write your name, SS#, and professional along the right hand side of the form
3. Complete the CCA form

\*\*\*<https://www.idfpr.com/renewals/apply/forms/pc.pdf> - The link directs you to an instruction sheet with documents. Fill out ED form, CCA form, and four-page Licensure application.

**4. Mail Complete licensure package (5 items total)**

1. NCE Score Verification (From NBCC)
2. ED form (signed/notarized by CHE dept.)
3. Application for licensure
4. CCA form
5. \$150 check or money order for the \$150 payable to Illinois Department of Financial and Professional Regulation

Send to:

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

**\*\*Continuing Education Hours must total 30 every odd year\*\***