



**APPLICATION FOR RENEWAL OF  
LICENSED PROFESSIONAL COUNSELOR (LPC)**

**DO NOT STAPLE OR DOUBLE SIDE PRINT. FILL OUT IN BLACK INK.**

(Please Print)

**INSTRUCTIONS**

1. Please provide the information requested (see additional information enclosed).
2. List all continuing education on page two, total at the bottom, and sign to attest the information is accurate. **KEEP COPIES OF ALL CE DOCUMENTS IN THE EVENT OF AN AUDIT.**
3. Complete Statement of Professional Intent (page 3).
4. Sign Affidavit (page 4).
5. Mail completed application to the following address:

**North Dakota Board of Counselor Examiners**  
2112 10<sup>th</sup> Ave. SE  
Mandan, ND 58554

**FEES:** Attach license renewal fee of **\$150.00**

**A. GENERAL INFORMATION**

NAME (Last, First, Middle Initial)	Date of birth:	COUNSELOR LICENSE NUMBER:
MAILING ADDRESS (Street and/or PO Box No.)		TELEPHONE NUMBER: Work Home:
CITY, STATE, ZIP		E-MAIL ADDRESS:

Is this address home or business?

**B. ANSWER THE FOLLOWING QUESTIONS** (yes answers must be explained in an attached statement).

	YES	NO
1. Have you been convicted of a felony since receiving your current license? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you become dependent upon, evaluated for, and/or received treatment for drug or alcohol abuse since receiving your current license? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you had a malpractice judgment issued against you since receiving your current license? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you become impaired from effectively providing professional counseling services since receiving your current license? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>

## CONTINUING EDUCATION ACTIVITIES

List the continuing education activities that you have participated in since receiving or last renewing your professional counselor license(s). LPCC's are required to show 40 continuing ed hours, with at least ten specific to clinical content.

**CE verification will be a random audit request. Counselors will make a copy of this page, and keep this page and all CE documentation and certificates in a file, ready for verification if requested by the Board. Keep this page and all certificates for a minimum of three years from the expiration date. All events listed must be within the two-year time frame of current licensure period. 50 clock minutes = 1 hour of CE.**

CE activities must focus on increasing knowledge and/or skills in qualifying areas: 1 Counseling Theories/Practice 2. Human Growth/Development 3. Social/Cultural Foundations 4 Group Counseling 5 Career Counseling 6 Assessment 7. Research and Eval 8 Counseling Ethics 9. Multiple Sessions, and 10 Other (explain how CE pertains to your practice).

Hours can be earned through attending workshops, seminars, on line courses, conferences, leadership and presenting.

No more than 15 CE hours from any one event, method, or topic. EX: Online is a method, Please see [www.ndbce.org/Continuing Education](http://www.ndbce.org/Continuing Education) for complete CE guidelines.

*A minimum of 15 hours required from face to face attendance.*  
**Please show a minimum of three (3) CE hours focused on Ethics.**

NAME:	DATE OF LAST RENEWAL:
LICENSE #:	LICENSE EXPIRES:

ACTIVITY	SPONSOR	DATES	NUMBER OF CE hours	Face to Face	Area
<u>Ethics</u>					
<b><u>LPC: 30 hours required</u></b>			Total Hrs		

I attest I have attended all CE events listed above, and have retained the necessary documentation and verification of each in the event this CE report is audited by the NDBCE. I further attest at least 15 CE hours were received through face to face traditional attendance and all CE pertains to the profession and practice of counseling, as listed in the area column above. I will keep all CE documentation for three years from the date below.

Counselor Signature
  Date

## STATEMENT OF PROFESSIONAL INTENT

Provide the Board with a full written description of your counseling practice. In the space below indicate:

- (a) your intent to practice counseling in North Dakota,
- (b) your setting or settings, (private practice, school, community agency, etc.),
- (c) your intended client population, and
- (d) (1) the counseling approaches you are qualified to use in serving these clients **and**,  
(2) the basis for those qualifications.
- (e) Is this license being used to practice distance or internet counseling? \_\_\_ NO \_\_\_ YES  
If yes, please explain.

**AFFIDAVIT**

I swear that I am the person referred to in this application for renewal of my North Dakota Professional Counselor License, and that the foregoing statements and enclosures are true in every respect.

Further, I swear that I have adhered to the Code of Ethics adopted by the North Dakota Board of Counselor Examiners in my counseling practice. The Code of Ethics for licensed professional counselors in North Dakota is the Code defined by the North Dakota Century Code.

Enclosed is the renewal fee of \$150 made payable to the North Dakota Board of Counselor Examiners. Send payment in the form of a money order, cashier's check or personal check. Do Not Send Cash.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY**

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DATE APPLICATION AND FEE RECEIVED	CONTINUING EDUCATION REQUIREMENT
YES ON PAGE 1, QUESTIONS	AFFIDAVIT SIGNED
COMMENTS  _____  _____  _____	

## GUIDE FOR APPROVED CE TOPIC AREAS FOR RENEWAL:

- 1. COUNSELING THEORY/PRACTICE AND THE HELPING RELATIONSHIP.** Approved topics in the area include: historic and well-established contemporary counseling theories, principles and techniques of counseling and their application to professional settings; information on the use of the current edition of the DSM; diagnosis and treatment; the mind-body connection and its applications in the counseling setting; psychopharmacology and the role and effect of psychotropic medications in mental health; burn-out prevention and self-understanding designed for mental health professionals; crisis/ disaster counseling; mediation or coaching training designed for mental health professionals.
- 2. HUMAN GROWTH AND DEVELOPMENT:** Approved topics in this area include: the nature and needs of individuals at all developmental levels; normal and abnormal human behavior; personality theory; life-span theory; learning theory; and end-of life issues.
- 3. SOCIAL AND CULTURAL FOUNDATIONS:** Approved topics in this area include: societal changes and trends; human roles; societal subgroups; social mores and interaction patterns; multicultural and pluralistic trends; social or cultural issues affecting individuals, couples and families; differing lifestyles; major societal concerns, including violence, poverty, terrorism, stress, person abuse, substance abuse, religious/spiritual issues, and discrimination; and, methods for alleviating such concerns.
- 4. GROUP DYNAMICS, PROCESSING AND COUNSELING:** Approved topics in this area include: group development, dynamics and counseling theories; group counseling leadership styles; basic and advanced group counseling methods and skills; other group counseling approaches; theories of family counseling; family dynamics and roles of family members; and addictions group counseling.
- 5. CAREER DEVELOPMENT AND COUNSEING:** Approved topics in this area include: career developmental theories; occupational and educational information sources and systems; career and leisure counseling, guidance and education; lifestyle, career and retirement decision-making; career development program planning, resources and effectiveness evaluation; worker behavior and adjustment; and workplace issues affecting worker performance and behavior.
- 6. ASSESSMENT:** Approved topics in this area include: group and individual educational and psychometric theories, and approaches to appraisal; data and information gathering methods; psychometric statistics; factors influencing appraisals; administering appraisal instruments and interpreting appraisal results in helping processes; and, legal issues affecting counselor rights to administer and interpret tests and inventories that assess psychopathology, abilities, interests, and career options.
- 7. RESEARCH AND PROGRAM EVALUATION:** Approved topics in this area include: types of academic and professional research; basic statistics; research-report development; research implementation; counseling program evaluation; needs assessment in the counseling setting; publication of counseling research information; and, ethical and legal considerations in counseling research.
- 8. COUNSELOR PROFESSIONAL IDENTITY AND PRACTICE ISSUES:** Approved topics in this area include: philosophic bases of the helping processes; professional roles and functions; professional goals and objectives; professional organizations and associations; professional history and trends, ethical and legal standards; professional preparation standards; professional credentialing in mental health; federal and state laws and regulations affecting counselors; practice management issues for mental health professionals; the counselor as professional consultant; administration and management of counseling programs; clinical supervision of mental health professionals.
- 9. MULTIPLE SESSIONS/CONFERENCES:** Includes total clock hours earned through multiple sessions which offer several NBCC approved content areas, such as the NDCA Mid-winter conference,
- 10. OTHER:** Increasing knowledge or skills not listed. Please explain how CE pertains to your practice.

## METHODS FOR EARNING CE CREDIT

The following is a list of the approved methods for earning or claiming continuing education credit for recertification of licensure. Also listed is any limit or restriction on the number of clock hours permitted for each method.

**COLLEGE OR UNIVERSITY COURSES** (traditional attendance): No limit. Courses may be audited. Transcript, grade report, or verification form required for documentation. Describe content.

**SEMINAR, WORKSHOPS, CONFERENCES** (traditional attendance): No limit. Certificate, verification form, or letter verifying attendance required for documentation. Describe content.

**ONLINE AND HOMESTUDY CE** (non-traditional): Limit of 15 CE hours. Requires verification of completion and content description, and presenter credentials. Must meet NBCC, APA, ACA or NDBCE guidelines.

**PRESENTATIONS:** Will allow two times the actual time of the presentation once every two years. Include topic and type of audience and evaluation summary if available.

**LEADERSHIP:** Limit of 15 CE hours. Board or Organization leadership.

**IN-SERVICE:** Limit of 15 hours. Requires certificate of attendance, content description and presenter credentials.