



Application for Licensed Professional Counselor (LPC) Licensure by Reciprocity

INSTRUCTIONS

1. Please provide the information requested.
2. Request an original transcript be sent directly to NDBCE from the university.
3. Fill out top portion of [page 5](#) and send to the state holding your current license.
4. Completed applications should be mailed to the following central address:

North Dakota Board of Counselor Examiners

2112 10th Ave. SE
Mandan, ND 58554

FEES: Attach application fee of \$150.00 (\$50.00 of which is non-refundable).

* This application will be valid for one year from submission date. If licensure process is not completed, \$100 will be automatically refunded. Applicant may reapply.

DO NOT STAPLE OR RUN PAGES BACK TO BACK

A. GENERAL INFORMATION

NAME (Last, First, Middle Initial)	Date of birth:	TELEPHONE NUMBER Home Work
MAILING ADDRESS (Street and/or PO Box No., City, State, Zip)		E-MAIL ADDRESS:
LIST ACADEMIC COUNSELING PROGRAM OR TITLE OF COUNSELING DEGREE Administrative Code 97-02-01-02. Academic programs.		

B. ANSWER THE FOLLOWING QUESTIONS

	YES	NO
1. Has your application for license ever been refused?	—	—
2. Has your license ever been revoked or have you ever been the subject of disciplinary action by any licensing agency?	—	—
3. Have you ever been convicted of a felony?	—	—
4. Are you currently experiencing any incapacity that would prevent you from effectively practicing counseling?	—	—
5. Have you ever had a malpractice judgment issued against you?	—	—

("yes" answers must be explained in an attached statement).

C. EDUCATIONAL EXPERIENCE (most recent institution first).

Have degree conferring institution send a copy of your graduate transcript directly to this board.

GRADUATE INSTITUTIONS		DATES ATTENDED	DEGREE CONFERRED
University/College	City/State	Month/Year to Month/Year	Month/Year

LIST ALL *COUNSELING* COURSES TAKEN FOR GRADUATE CREDIT UNDER THE FOLLOWING TOPIC AREAS

THIS SECTION MUST BE COMPLETE.

1. COUNSELING METHODS

Course No. Dept. Title of Course Date Taken

2. GROUP COUNSELING

Course No. Dept. Title of Course Date Taken

3. COUNSELING THEORIES

Course No. Dept. Title of Course Date Taken

4. INDIVIDUAL APPRAISAL/TESTING (Assessment)

Course No. Dept. Title of Course Date Taken

5. RESEARCH METHODS/STATISTICS

Course No. Dept. Title of Course Date Taken

6. HUMAN GROWTH AND DEVELOPMENT

Course No. Dept. Title of Course Date Taken

7. SOCIAL AND CULTURAL FOUNDATIONS (Multicultural Counseling)

Course No. Dept. Title of Course Date Taken

8. CAREER AND LIFESTYLE DEVELOPMENT (Career Counseling)

Course No. Dept. Title of Course Date Taken

9. PROFESSIONAL ORIENTATION TO COUNSELING AND COUNSELING ETHICS

Course No. Dept. Title of Course Date Taken

10. COUNSELING PRACTICUM/INTERNSHIP

Course No. Dept. Title of Course P/I Supervisor Date Taken

Please verify a minimum 700 hour practicum and internship in counseling

State of current licensure: _____ State of initial license: _____
Date current license issued: _____ Date license expires: _____
Contact information for current licensing state: _____

Please attach copy of license

D: SUPERVISION

LPC requirements include 100 hours of post-masters direct supervision over a two-year period by a counseling professional. Describe the supervision, and credentials of the supervisor. Verification must be received on [separate form](#) from your current licensing board.

E. NBCC NATIONAL COUNSELING EXAM

All applicants are required to have taken and passed the NCE. Please list state where the NCE was taken, date, and passing score. Verification must be received on [separate form](#) from your current licensing board or have scores sent directly from NBCC to this office.

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, including distance or internet counseling.

- b. Your setting or settings (private practice, school, community agency, etc.)

- c. Your intended client population

- d. The counseling approaches you are qualified to use in serving these clients, AND the basis for those qualifications.

AFFIDAVIT

I, the below named applicant, being duly sworn, state that I am the person referred to in the preceding application for a license to practice as a counselor in the State of North Dakota, and that all foregoing statements and enclosures are true in every respect. I submit for consideration the above proofs as required by the North Dakota law governing the practice of counselors and subject to the rules and regulations of the North Dakota Board of Counselor Examiners. Enclosed is the application fee made payable to the North Dakota Board of Counselor Examiners. Send payment in form of a money order, cashier's check or personal check. **Do not send cash.** The board may require further evidence that it deems reasonable and proper.

As an applicant for licensure as a Professional Counselor, I understand that a criminal background records check shall be completed. I hereby waive and release the North Dakota Board of Counselor Examiners, the North Dakota Bureau of Criminal Investigation (ND BCI), and the Federal Bureau of Investigation (FBI), their officers, employees, and agents, both in their official and individual capacities, from any and all legal liability for damages that result from the furnishing or receiving of such criminal records information.

I understand that as a person who is subject to a background check, I am entitled to: (a) Obtain a copy of any background check report from the North Dakota Bureau of Criminal Investigation or Federal Bureau of Investigation by following their record request procedures; and (b) Challenge the accuracy and completeness of any such report (in the jurisdiction involved with the charge or conviction); and obtain a prompt resolution before a final determination is made for licensing. A photocopy or carbon copy of this signed release shall have the same force and effect as the original release executed by me below,

Must be signed in presence of a notary.

Applicant's Signature

Subscribed and sworn before me this _____ day of _____, 20_____.

Typed or printed name of notary _____

DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

Date Application and fee received:

Affidavit Signed

Yes on Page 1, Part B:

Transcript rec'd

Form from licensing state rec'd

Supervision verified

NCE Verified

Background Check

Comments:

NORTH DAKOTA BOARD OF COUNSELOR EXAMINERS REQUEST FOR INFORMATION & VERIFICATION

To applicant: please send this form to your current licensing board to verify information

This section to be filled out by the applicant:

Name of licensure applicant: _____

Address: _____

City _____ State _____ Zip Code _____

Phone: _____ E-mail address: _____

State where current license is held: _____

This section to be filled out by state issuing current licensure

_____ applied for and was granted _____ licensure
Applicant's name
through the _____ on _____, _____.
Name of licensing board

NCE: date taken _____ Applicants score: _____ Passing score: _____

Hours of post-masters direct supervision _____

Supervisor/credentials _____

Applicant's License # _____ Expiration date: _____ Good Standing _____

Disciplinary Actions (past or present) against this licensure: ___ Yes ___ No (if yes, explain, including dates) _____

Was this license granted by grandfathering? ___ Yes ___ No

_____ Date _____
Name and title of board representative certifying information

Phone #: _____

Please return this form, along with a copy of your state licensing requirements, to:

NDBCE
2112 10th Ave SE
Mandan, ND 58554