- **What is the role of the LPC Board?**

The role of the LPC Board is to determine whether applicants are eligible for registrations or licenses and to investigate accusations of illegal, unethical, or inappropriate practice of mental health counseling or marriage and family therapy in Louisiana. State laws and Board rules govern our actions. We are not able to advise individual licensees or registrants regarding their practices. Legal questions should be directed to attorneys and questions regarding interactions with agencies or companies should be directed to administrators within those entities.

- **What professional titles are recognized by the LPC Board?**

The only titles recognized by the LPC Board are Counselor Intern, CI, MFT Intern, MFT-I, Licensed Professional Counselor, LPC, LPC-Supervisor, LPC-S, Licensed Marriage and Family Therapist, LMFT, LMFT-Supervisor, and LMFT-S. The LPC Board does not recognize the titles Mental Health Professional/MHP, LPC Intern/LPC-I, LMFT Intern/LMFT-I or any variation thereof.

- **How do I apply to become a registered Counselor Intern?**

Applicants must complete all three parts of the Counselor Intern Registration of Supervision application. Application materials must be submitted to the LPC Board and must be reviewed and approved by the LPC Board. Applicants cannot begin mental health counseling until all three parts of their application have been approved. Please note that all three parts may be submitted together or individually.

Part I of the Counselor Intern application addresses the applicant's academic background, Part II informs the Board of the applicants selected LPC-Supervisor, and Part III provides the Board with information regarding the applicant’s potential practice setting and the roles and responsibilities the applicant will acquire upon approval of their Counselor Intern Registration of Supervision application. In addition to these three parts, applicants must submit a Declaration of Practices and Procedures, an official transcript sent directly from the university and a money order of $100. Applicants cannot begin mental health counseling until all three parts of the application are approved.

Please note that a Counselor Intern’s Board-approved supervisor is not necessarily their site supervisor or even an employee at the Counselor Intern’s practice setting. However, the Counselor Intern’s Board-approved supervisor must be a LPC Board-approved supervisor. A list of Board-approved supervisors can be found on our website: [http://www.lpcboard.org/search_all.php](http://www.lpcboard.org/search_all.php).

A sample Declaration of Practices and Procedures can be found on our website: [http://lpcboard.org/Counselor%20Intern%20Declaration.pdf](http://lpcboard.org/Counselor%20Intern%20Declaration.pdf). Counselor Intern applicants are expected to provide a similar outline as seen in the sample, with the exception of the specific details pertaining to the CI, their Board-approved Supervisor, and their practice setting. Please note, when listing “Areas of Expertise” on a Declaration of Practices and Procedures, if one chooses to write “I specialize in . . .” documentation (certificates of training, letters from professors, etc.) demonstrating your expertise in the area must be provided and reviewed by the Board; otherwise, applicants should write “I focus on . . .”.

- **What's the difference between a LPC-S and my Board-approved LPC-S?**
Someone may be a Board-approved supervisor of Counselor Interns, but this does not mean they may supervise any Counselor Intern. In order to comply with current laws and Board rules, LPC-Supervisors must be approved by the Board as the Board-approved LPC-S for each Counselor Intern they wish to supervise. Counselor Interns are required to remain under the active supervision of their Board-approved LPC-S until they are licensed. Even if a Counselor Intern has completed the required 3,000 supervision hours, they must remain under Board-approved supervision until they have been approved for licensure.

- Which graduate degree programs and degrees does the LPC Board approve or accept for Counselor Internship?

The LPC Board cannot pre-approve any applicants or degree programs, as each application is considered on a case-by-case basis by the Board. Mental health counseling graduate degrees must be obtained from a CACREP or substantially equivalent accredited program; this requirement should not be construed to include degrees in disciplines licensed elsewhere by the state of Louisiana (e.g., social work, psychology) with the exception of counseling psychology and vocational rehabilitation counseling programs. Please see our Rules, specifically Chapter 5, Section 503(f) and (g).

Applicants must have completed a mental health counseling program from a regionally accredited institution offering a master’s and/or doctoral program in counseling that is approved by the Board and has accumulated at least 48 graduate semester hours as part of the graduate degree plan containing the eight required areas, a supervised mental health counseling practicum and internship. Please note, as of September 1, 2015, the Board will begin requiring applicants to have completed a minimum of 60 graduate semester hours, instead of the current 48 graduate semester hours.

The following eight areas are required to have at least one semester course:

i. Counseling/Theories of Personality;
ii. Human growth and development;
iii. Abnormal behavior;
iv. Techniques of counseling;
v. Group dynamics, processes, and counseling;
vi. Lifestyle and career development;
vii. Appraisal of individuals;
viii. Ethics
(Rules, Chapter 7, Section 703, 8)

- If my school is CACREP accredited, am I automatically approved to become a Counselor Intern?

No. You must meet ALL of our academic requirements. Please see our Rules, specifically Chapters 5 and 7.

- Can I submit my transcript or graduate program outline to the Board for review without applying?

No. The Board cannot review unofficial transcripts or an applicant’s prospective graduate program course plan. You must submit Part 1 of the Counselor Intern application, an official transcript, and the $100 non-refundable Counselor Intern application fee.
If you are unsure whether or not a course may meet our course requirements, please see our rules, specifically, Chapter 7, Section 705, A, 2, c. In this section you will find a description of themes and topics which the course may have focused on; however, if you are still uncertain, please feel free to provide the Board with copies of syllabi or course descriptions from the school’s course catalog.

- **When can I begin counseling?**

In order to conduct mental health counseling anywhere in the state of Louisiana, providers must be registered or licensed with the LPC Board or another State Board which regulates those who may provide mental health counseling (e.g. Board of Social Work Examiners). Failure to do so would mean the provider is illegally providing services. Those exempted from this rule can be found on our website under Rules, Chapter 17, Section 1703.

- **Do I have to wait to be approved by the Board before I can start counting my supervision hours?**

Yes. You may not begin counseling or accruing any supervision hours until you are officially registered with the Board as a Counselor Intern.

- **I am a School Counselor (or hold another license). Can I count the hours accrued before I was officially registered with the Board?**

No. You may not count any hours accrued before registering with the Board. You may only count hours accrued once you are registered with the LPC Board and under the active supervision of a Louisiana Board-approved supervisor.

- **Can I apply additional graduate coursework toward my 3,000 hours of supervised experience to complete my Counselor Internship?**

Yes. For every 30 hours of additional graduate coursework beyond the required master’s degree, you may earn 500 hours of indirect client contact hours. You may earn up to 1,000 indirect client contact hours through additional coursework. The Board must approve the graduate coursework to be counted as part of your supervised experience hours. Additional coursework can only be reviewed at the time of submission of the Registration of Supervision application or LPC Licensure application.

- **Once a Counselor Intern Registration of Supervision application is approved, what are the next steps?**

Once all three parts of the Registration of Supervision for Counselor Interns application have been approved, a Counselor Intern number will be assigned. Counselor Interns may begin mental health counseling under the active supervision of their LPC Board-approved supervisor (LPC-S). A Counselor Intern has a minimum of two years and a maximum of seven years to complete their 3,000 hours of supervision. These 3,000 hours are composed of the following:

- a minimum of 1,900 direct client contact hours;
- a maximum of 1,000 indirect hours; and
- a minimum of 100 face-to-face hours with their LPC Board-approved supervisor.
Once Counselor Interns complete their 3,000 hours of supervision and pass the National Counselor Examination (NCE) or the National Clinical Mental Health Counseling Examination (NCMHCE), they may begin the licensure application process. Similar to the Counselor Intern application, all parts of the licensure application must be reviewed and approved by the Board. The licensing process includes completion of the licensure application, a completed Documentation of Experience form, official NCE or NCMHCE test scores, an updated Declaration of Practices and Procedures, and $200 LPC licensure application fee.

- **How long do I need to be under Board-approved supervision before I can apply for my license?**

Registered Counselor Interns must remain under active Board-approved supervision for no less than two years, but no more than seven years. Please be advised that Counselor Interns must remain under active supervision until licensed—even in the event they have completed the minimum requirement of 3000 supervised experience hours.

- **What happens if I do not accrue 3,000 hours of supervision within 7 years?**

Should a Counselor Intern not obtain licensure within the seven year time frame, the CI will need to re-register with the LPC Board as a “current” Counselor Intern. The CI will need to re-submit Part I, Part II and Part III of the Registration of Supervision application along with the $100 application fee, and an updated Declaration of Practices and Procedures. The Counselor Intern must also submit a Documentation of Experience form and log of hours accrued during the initial seven year timeframe with their Board-approved LPC-Supervisor. The Counselor Intern’s status with the Board must be current before applying for LPC licensure. Any hours earned after the seven year mark and/or without a current status will not be counted towards licensure.

- **Can I stop seeing my Board-approved supervisor after I complete my 3,000 hours of supervision?**

No. A Counselor Intern must remain under active supervision with their LPC-S until they are officially approved for LPC licensure. It is unlawful to practice any type of mental health counseling as a Counselor Intern unless under the active supervision of a Louisiana Board-approved supervisor.

- **If I have completed my supervision hours, but have not passed the National Counselor Examination (NCE), do I have to remain under supervision?**

Yes. A registered Counselor Intern must remain under supervision of their LPC-S not only until they pass the NCE, but until they are officially approved for LPC licensure. It is unlawful to practice any type of mental health counseling as a Counselor Intern unless you are under the active supervision of a Louisiana Board-approved supervisor.

- **I'm not currently working. Do I need to notify the Board?**

Yes. You must notify the Board in writing stating that you are not currently practicing. If your current Board-approved supervisor agrees to keep you on their list of supervisees you will not need to submit a Documentation of Experience form. However, if your Board-approved supervisor wishes to remove you from their supervisee list, you will need to submit a completed Documentation of Experience form.
When you start counseling again, if a Documentation of Experience form was not submitted, you will only need to submit an updated Part III and an updated Declaration of Practices and Procedures. If a Documentation of Experience form was submitted, you will need to submit an updated Part II, Part III, an updated Declaration of Practices and Procedures, and a $100 change of supervisor fee, whether you are returning to your previous Board-approved supervisor or are changing your Board-approved supervisor.

**- How do I change my supervisor or add an additional supervisor?**

As a registered Counselor Intern, you must submit an updated Part II and Part III of the Registration of Supervision application, $100 application fee, Documentation of Experience form documenting the hours accrued with your current Board-approved supervisor, and an updated Declaration of Practices and Procedures. Also, please include a letter indicating whether you are changing your Board-approved LPC-Supervisor or adding an additional Board-approved LPC-Supervisor.

If changing supervisors, you must remain under the supervision of your current Board-approved supervisor until your new Board-approved supervisor has been approved. If supervision with your Board-approved supervisor is terminated before your new supervisor is approved, you must discontinue practicing mental health counseling until your new Board-approved supervisor has been approved.

**- What information do I need to submit if my practice setting changes or if I want to add an additional practice setting?**

As a registered Counselor Intern, in order to begin accruing supervision hours at a practice setting other than that which was registered with the Board upon initial application, you must submit an updated Part III and Declaration of Practices and Procedures. Part III must be signed by your Board-approved supervisor and the originals must be submitted and received by the Board office. Also, please include a letter indicating whether you are changing your practice setting or adding an additional practice setting. Upon review, you will be sent a confirmation letter indicating that the change or addition of a practice setting has been approved.

Please be advised that you must notify the Board of your practice setting change within 30 days pursuant to Chapter 1, Section 111 of the Board Rules otherwise you may be subject to a fine (see excerpt from Board Rules below).

**§111. Notification of Change**

A. Every licensed professional counselor/counselor intern and every licensed marriage and family therapist/MFT intern shall immediately notify in writing the Licensed Professional Counselors Board of Examiners of any and all changes in name, address, and phone number. Failure to comply with this rule within 30 days of change will result in a fine as set forth in §901.C.

**- Which examinations does the LPC Board accept for LPC Licensure? How soon must I pass the test? Do I have to take the test prior to applying to become a Counselor Intern?**

The National Counselor Examination (NCE) and National Clinical Mental Health Counseling Examination (NCMHCE) are the only tests currently accepted by the Board for LPC licensure. These tests can be taken at any time post-master’s degree. These tests do not have to be taken before applying to become a Counselor Intern, but either the NCE or NCMHCE must be passed before obtaining licensure.
- When can I take the NCE exam? How do I register for the NCE? How many times can I take the NCE? How often can I take the exam?

Interested applicants should visit the National Board of Certified Counselor's (NBCC) website to find out information about the exam and registering to take the exam. The LPC Board does not offer registration for any LPC licensure exams. The National Counselor Examination (NCE) is offered several times throughout the year and is offered in written and computer-based format. The Louisiana LPC Board does not limit how many times you may take the NCE, but NBCC requires applicants to wait 3 months before re-taking the exam.

NBCC’s website: http://www.nbcc.org/
NBCC’s contact number: 1-336-547-0607
Exam Registration: http://www.nbcc.org/Assets/StateForms/Reg/LA.pdf

- Does NBCC automatically forward my NCE scores to the Board?

Test-takers must request through NBCC that their exam scores be sent to the LPC Board.

- How often does the Board meet?

The Board meets every other month, typically the third Friday of the month. Board meetings start at noon. For a complete list of Board meeting and application review dates, visit our website and click on “Meeting Dates/Minutes.” Meeting dates are subject to change. Although Board Meetings are held every other month, applications are reviewed every month.

- When does my paperwork need to be submitted to the Board for review?

The LPC Board offers two methods of approval: (1) the traditional monthly review and (2) the expedited process.

Traditional: Applicants can find the dates of the currently scheduled application review dates which may be viewed by visiting our website and clicking on “Meeting Dates/Minutes.” The submission deadline is seven days prior to the meeting date. Applicants are encouraged to check the website often, as meeting dates are subject to change.

Expedited: Expedited applications can be submitted at any point throughout the month. The Board office must have all of the necessary application documents and supplementary materials upon submission of the expedited application, including the additional $50 expedited application fee and expedited application form, otherwise the application will be reviewed on next scheduled application review date. More information can be found at http://www.lpcboard.org/expedited.htm.

*Please note that all applicants whom Board staff determines should be denied or reviewed by the Board must be presented to the Board at the next regularly scheduled Board meeting.

- What do I need to do to change my name?

To change your name with the Board, you must submit a written request, along with a $25.00 name change fee, as well as supporting documentation of the name change (i.e., a copy of a marriage license,
social security card, driver’s license, etc). The Board staff will then make the necessary changes to your file(s), database records, and website entries.

Please be advised that you must notify the Board of any and all contact information changes within 30 days pursuant to Chapter 1, Section 111 of the Board Rules otherwise you may be subject to a fine.

§111. Notification of Change

A. Every licensed professional counselor/counselor intern and every licensed marriage and family therapist/MFT intern shall immediately notify in writing the Licensed Professional Counselors Board of Examiners of any and all changes in name, address, and phone number. Failure to comply with this rule within 30 days of change will result in a fine as set forth in §901.C.

- What do I need to do to change my address with the Board?

Any changes of address need to be made in writing to the Board. We can accept a letter, e-mail, or fax. You must indicate on your letter whether the change is in regards to your home and/or work address. Also, please note which address you wish to publish on the LPC Board's website. Address changes may not be accepted verbally over the telephone.

Please be advised that you must notify the Board of any and all contact information changes within 30 days pursuant to Chapter 1, Section 111 of the Board Rules otherwise you may be subject to a fine.

§111. Notification of Change

A. Every licensed professional counselor/counselor intern and every licensed marriage and family therapist/MFT intern shall immediately notify in writing the Licensed Professional Counselors Board of Examiners of any and all changes in name, address, and phone number. Failure to comply with this rule within 30 days of change will result in a fine as set forth in §901.C.

- Are the hours that I have accrued as a Counselor Intern in another state accepted in Louisiana or do I need to start over?

Any hours that you have acquired under supervision in another state will not be counted since these hours were not accrued under a Louisiana Board-approved Supervisor.

- What do I need to do in order to have a copy of my Louisiana Counselor Intern file sent to another state?

You must submit a request in writing, a $25.00 file copy fee, and provide the address where the copy of the file should be sent.

- Does a Counselor Intern have the same scope of practice as an LPC?

Yes. A Counselor Intern has the same scope of practice and must adhere to the same Code of Conduct as LPCs. Please see Chapter 5: License and Practice of Counseling and Chapter 21: Code of Conduct for License Professional Counselors of our Rules.

- How do I file a complaint against a Counselor Intern?
To submit a complaint against a Counselor Intern, visit our website at www.lpcboard.org, hover over the "Discipline" tab, and access a Complaint Form. Please forward your completed Complaint Form by mail to the Board office made to the attention of the Discipline Committee.