

STATE OF LOUISIANA  
LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS  
8631 SUMMA AVENUE, SUITE A  
BATON ROUGE, LOUISIANA 70809  
TELEPHONE (225) 765-2515 FAX (225) 765-2514 [www.lpcboard.org](http://www.lpcboard.org)

Dear Prospective Applicant:

The Application for Licensure is on the website listed under forms. Because the application fee is not refundable, you may choose to review the mental health counselor licensing act and the Board rules regarding the licensure process on our website. If you decide you meet the requirements and elect to apply, you are required to submit to the Board the following documents:

1. verification of NCE score sent directly from NBCC (if exam registration form was not obtained through Licensed Professional Counselors Board office);
2. completed application form notarized;
3. recent 2 in. x 3 in. photograph signed on the back;
4. nonrefundable application fee of \$200.00 in the form of a money order, cashiers check or bank draft. (PERSONAL CHECKS NOT ACCEPTED AND FEES ARE NONREFUNDABLE).
5. official transcripts sent directly from college(s) or university(ies); (Counselor Interns have transcripts on file and do not need to send another one unless they have taken additional coursework)
6. completed documentation of experience form(s) sent directly from your clinical supervisor; (you may duplicate this form as needed).
7. declaration of practices and procedures statement; (sample on website)
8. transcript form, indicate the content areas you feel your coursework covers;
9. a copy of your licensure file, directly from the other state board, if you are licensed in another state.

Type or print legibly and complete all sections of the application. Specify any name changes from your name appearing on the transcripts.

Mail all correspondence to the Board office at the above address. It is your responsibility to see that all required documents reach the Board office. Once the Board has received all of the required documentation, the Board will determine your eligibility for licensure.

The Board meets the third Friday of most months. Be sure to check our website for meeting dates. Materials for licensure must be in the Board office the Friday before the meeting.

Thank you for your interest in the profession. If you have any questions concerning the licensing process, please call or write the Licensed Professional Counselors Board office. The Board looks forward to serving you in the future.