

## Printable Checklist for LPC Licensure

Applications are reviewed within six weeks of receipt, and in the order in which they are received. In the event your application is found to be incomplete or agency staff have questions regarding your application, a staff member will contact you with his or her question or regarding any missing or incomplete items. **Do not contact agency staff within this six-week period unless you are responding to an inquiry from staff.** In the event you have not heard from the agency within six weeks of submitting your application, you may contact agency staff, preferably via email, to check on the status of your application. Telephone calls and emails requesting a status update within the initial six-week review period only serve to increase application processing times for all applicants.

Below is a checklist of documentation that is required for LPC licensure. For more detailed information please visit the "Applying For A License" page - <https://bhec.texas.gov/texas-state-board-of-examiners-of-professional-counselors/applying-for-a-license/>.

### All Applicants:

- Completed online application – [www.bhec.texas.gov/applying-for-a-license](http://www.bhec.texas.gov/applying-for-a-license)
- Application fee - *See 22 TAC 885.1 for a list of the fee amounts.*
- Self-query report from NPDB (Either submitted as a **certified** self-query report sent by email or a printed report from NPDB in sealed envelope)
- Practicum Documentation (must be on Texas form)
- Proof of Completion of Texas Jurisprudence Exam for Professional Counselors
- Proof of US citizenship or SAVE form (if not US Citizen)
- Official NBCC score report for NCE or NCMHCE \*
- Official transcript showing conferral of degree\*

\* These items must come directly to the Council from the provider/issuer.

### Additional Item Required for LPC-Associate Only:

- Supervisory Agreement Form

### Additional Items Needed if Applicant Is Licensed in Another Jurisdiction:

- Official verification of licensure in other jurisdiction sent to board by other state\*
- Proof of completed supervised clinical experience submitted\*

**The confirmation email you receive after submitting your online application includes a link to information on how to submit your fingerprints for the background check.**