

GENERAL INSTRUCTIONS: APPLICATION FOR NORTH DAKOTA COUNSELOR LICENSE: LAPC or LPC

ALL APPLICATIONS FOR COUNSELOR LICENSURE IN NORTH DAKOTA REQUIRE A MINIMUM 48 HOUR MASTERS DEGREE IN COUNSELING, MOVING TO 60 HOURS IN JULY, 2017.

Applicants applying for LAPC or LPC in the state of North Dakota must download the [LAPC application](#). Found on the website under LICENSING or FORMS & APPLICATIONS, it is indicated by a note saying it is the form for all initial applications for licensure. There is a place in the middle of the first page of the application that requires the applicant to check which license the application is for. Throughout the application, the requirements for each license are listed in categories specific to the particular license.

Requirements for ND licensure are listed below:

ACADEMIC REQUIREMENTS:

Minimum 48 semester credits (72 quarter credits) **Masters Degree in Counseling** from an accredited program or institution. The course requirements can be found on the website under [ACADEMIC REQUIREMENTS](#). This outlines the type of degrees and the core coursework that is required, including Research Methods with content on statistical analysis pertaining to counseling, and three semester credits (or five quarter credits) of Professional Orientation and Ethics which must include content on the profession of counseling and the ACA Code of Ethics.

To qualify for approval, at least one course per topic area must be listed. Certain courses may be listed in more than one topic area if they actually cover content in more than one area. Applications may be submitted with one or more topic areas left blank, however, the applicant may be required to complete additional coursework before the application is approved.

Applicants may make application in the final semester of the program.

An original copy of the official current academic transcript must be received in the Board office, sent directly from the institution. For applicants currently in school, once graduation takes place a final transcript must be received in the Board office prior to final review for licensure.

The application requires a minimum 700 Hr. practicum/internship in the practice of counseling. Verification of the **actual number of hours** is required.

LETTERS OF RECOMMENDATION:

Three letters of recommendation are required. The application lists the sources of the recommendations for each license. One of the letters, from a counselor educator or site supervisor, can also verify the practicum and internship actual hours, as listed above.

BACKGROUND CHECK FOR CRIMINAL HISTORY:

All new applications require a background check. Cards and further information are sent to the applicant after the application is received.

NATIONAL EXAM:

All LAPC's and LPC's must take and pass the National Counselor Exam. Once the application and original transcript are received, the board will review for approval to test. Further instructions and forms are sent once the approval is in place. If the applicant has taken and passed the exam, test results must be received in the Board office, directly from NBCC.

COUNSELING SUPERVISION:

North Dakota counselor licensure requires 100 hours of direct supervision by a board approved supervisor under a Plan that is filed during the application process. [Further information and description of the supervision](#) is found in a document under the “Licensing” (LAPC) section of the website.

Once the applicant has completed 100 hours of direct supervision in counseling, spread over a two year period, by a board approved supervisor, verification of the supervision must be provided as part of the application process for LPC.

NOTE: The only difference between the LAPC and LPC application requirements is the status of the supervision and post degree counseling hours (direct client contact). No supervision or supervised counseling hours = LAPC, completed supervision (if qualifies) and supervised counseling hours = LPC.

IN SUMMARY:

1. Download [application for initial licensure](#), found under the LICENSING or FORMS & APPLICATIONS tab on the left hand menu of the website.
2. Request a current Masters in Counseling transcript be sent to the board office directly from the institution.
3. Request three letters of recommendation as listed on the application.
4. Review [ACADEMIC REQUIREMENTS](#) when filling out page two of the application. Provide the course number, title, and date taken for each course that qualifies for any of the 10 topic areas.
5. Follow instructions for background check when information is received from the board.
6. Follow instructions for testing when information is received from the board.
7. File a [Plan of Supervision](#), as **hyperlinked** in the Supervision box of the application, page 3.
8. Plan must include a supervisor that is certified with the ND Board and holds an LPC or LPCC.
9. Send fee of \$150 for the application and \$40 review fee for approval to test if National Counselor Exam has not been taken.