

# Renewal Requirements 2017

The following Licensure Renewal procedures apply to LPC Associates, LPCs, and LPC Supervisors. Renewals may be submitted as early as January 1<sup>st</sup> of the renewal year. Licensee shall complete all requirements before renewal can be issued. **Deadline for receipt of renewal is June 20<sup>th</sup> of the renewal year.**

## Save time, renew online!

The NCBLPC is excited to offer an online renewal process for the 2017 renewal cycle!  
Please use the new NC Counselor Portal to access your 2017 online renewal application.

The Board will conduct a random audit of a percentage of its licensees' continuing counselor education documentation for the renewal cycle. Selected licensees will receive notification that they have been selected for audit with additional instructions. Pursuant to Rule 21 NCAC 53 .0603(f), failure to submit the required documentation may result in disciplinary action by the Board.

### **Renewal Checklist (if you are not selected for audit)**

I have included the following information in my renewal packet, in this order:

- Completed Renewal Form (available online)**
  - General Information
  - Licensure/Credentials
  - Continuing Counselor Education Attestation for credits earned between July 1<sup>st</sup> to the second June 30<sup>th</sup> unless you are a new licensee. For example, licensees with an expiration date of June 30, 2017 shall only use activities completed from July 1, 2015 – June 30, 2017. New license renewal period is date of issue to the second June 30<sup>th</sup>. See pages 3 and 4 for additional information about continuing education.
  - Renewal validation (signature required)
- Ethics Attestation Statement (available online)** – signature required for each succeeding renewal of license. The licensee shall sign a statement agreeing to abide by the ethical standards adopted by the Board. If a licensee fails to sign the statement, the Board shall notify the licensee in writing of the statutory requirement to abide by the ethical standards adopted by the Board.
- Professional Disclosure Statement** for the level of license being renewed. **Please make sure that your disclosure statement contains the Board's current address and contact information.** Disclosure statements with the Board's former (Garner) office information will result in the delay of your renewal approval. For those completing the online renewal form, you will have the ability to submit this document online.
- Jurisprudence Exam Certificate of Completion** for your current level of licensure
  - A computer-based Exam (Please visit the *Jurisprudence Exam* page of the website for more info)
  - Shall be completed after January 1<sup>st</sup> of the renewal year.
  - Certificate of Completion shall accompany renewal application.
  - Covers the law and ethical codes that govern the LPCA, LPC, and LPCS
  - For those completing the online renewal form, you will have the ability to submit this document online.
- Renewal Fee** – The fee for renewal is **\$200**, and shall accompany the renewal application when mailed; an additional fee of **\$75**, shall be included if renewal is received by the Board after June 30<sup>th</sup>. For those completing the online renewal form, you will have the option to pay immediately online or to mail a check or money order.

## **Renewal Checklist (if you are selected for audit)**

I have included the following information in my renewal packet, in this order:

- Completed Renewal Form**
  - General Information
  - Licensure/Credentials
  - Continuing Counselor Education Audit
    - Provide a **list of Continuing Counselor Education** for credits earned between July 1<sup>st</sup> to the second June 30<sup>th</sup> unless you are a new licensee. For example, licensees with an expiration date of June 30, 2017 shall only use activities completed from July 1, 2015 – June 30, 2017. New license renewal period is date of issue to the second June 30<sup>th</sup>. See pages 3 and 4 of this document for additional information about continuing education.
    - **Copies of all CE Certificates/Documentation of Completion** for all credits earned during the renewal period. Complete documentation requirements can be found in [Rule 21 NCAC 53 .0603](#) and can also be found on pages 5 and 6 of this document.
  - Continuing Counselor Education Attestation for credits earned between July 1<sup>st</sup> to the second June 30<sup>th</sup> of the renewal cycle, unless you are a new licensee.
  - Renewal validation (signature required)
- Ethics Attestation Statement (available online)** – signature required for each succeeding renewal of license. The licensee shall sign a statement agreeing to abide by the ethical standards adopted by the Board. If a licensee fails to sign the statement, the Board shall notify the licensee in writing of the statutory requirement to abide by the ethical standards adopted by the Board.
- Professional Disclosure Statement** for the level of license being renewed. **Please make sure that your disclosure statement contains the Board's current address and contact information.** Disclosure statements with the Board's former (Garner) office information will result in the delay of your renewal approval. For those completing the online renewal form, you will have the ability to submit this document online.
- Jurisprudence Exam Certificate of Completion** for your current level of licensure
  - A computer-based Exam (Please visit the *Jurisprudence Exam* page of the website for more info)
  - Shall be completed after January 1<sup>st</sup> of the renewal year.
  - Certificate of Completion shall accompany renewal application.
  - Covers the law and ethical codes that govern the LPCA, LPC, and LPCS
  - For those completing the online renewal form, you will have the ability to submit this document online.
- Renewal Fee** – The fee for renewal is **\$200**, and shall accompany the renewal application when mailed; an additional fee of **\$75**, shall be included if renewal is received by the Board after June 30<sup>th</sup>. For those completing the online renewal form, you will have the option to pay immediately online or to mail a check or money order.

### **Important Renewal Reminders**

- **Documentation of continuing education is only required to be submitted if audited by the Board.** The Board will conduct a random audit of a percentage of its licensees' continuing counselor education documentation for the renewal cycle. Selected licensees will receive notification by mail and will be required to submit the requested information within 60 days of the notification. Failure to submit the required documentation may result in disciplinary action by the Board.
- You must maintain documentation of continuing education for seven years following the course completion.
- Complete documentation requirements can be found in [Rule 21 NCAC 53 .0603](#) and on pages 5 and 6 of this document.

## Continuing Education Requirements

### Contact Hours

- Forty (40) contact hours of continuing counselor education is required for renewal. In the case of newly issued licenses in which the initial renewal period is less than two full years, thirty (30) contact hours is required.
- A minimum of three (3) contact hours of ethics shall be required. The required Jurisprudence Exam counts for five (5) contact hours in ethics.
- Credits must be earned between July 1st and the second June 30<sup>th</sup> unless you are a new licensee. New license renewal period is date of issue to the second June 30<sup>th</sup>.
- **Contact hours means** the number of **actual clock hours** spent in direct participation in a structured education format as a **learner**.

<b>One Continuing Education Unit (CEU)</b>	<b>= 10 contact hours</b>
<b>One Semester hour of credit</b>	<b>= 15 contact hours</b>
<b>One Quarter hour of credit</b>	<b>= 10 contact hours</b>

- **LPC Supervisors** shall provide additional documentation of a minimum of ten (10) contact hours of continuing education training related to professional knowledge and competency in the field of clinical supervision. These contact hours are in addition to the forty (40) contact hours already required for a total of fifty (50) contact hours.
- Failure to submit a complete renewal packet in a timely manner will result in additional hours of continuing education.
- **LPCs that are Qualified Clinical Supervisors** shall complete a minimum of ten (10) contact hours of continuing education in professional knowledge and competency in the field of counseling supervision completed every two years and submit documentation to the Board.

### Approved Providers

Continuing education training provided by one of the following national organizations, their affiliates or by a vendor approved by one of the following organizations shall be approved:

- (1) American Counseling Association ([counseling.org](http://counseling.org));
- (2) American Association of State Counseling Boards ([aascb.org](http://aascb.org));
- (3) National Board for Certified Counselors ([nbcc.org](http://nbcc.org)); and
- (4) Commission on Rehabilitation Counselor Certification ([crccertification.com](http://crccertification.com)).

Continuing education training provided by one of the following national organizations, their affiliates or by a vendor approved by one of the following organizations shall be approved for **no more than 15 contact hours** for any given renewal period.

- (1) American Association of Christian Counselors (AACC) ([www.aacc.net](http://www.aacc.net));
- (2) American Association of Marriage and Family Therapy (AAMFT) ([www.aamft.org](http://www.aamft.org));
- (3) American Psychological Association (APA) ([www.apa.org](http://www.apa.org));
- (4) Employee Assistance Certification Commission ([www.eapassn.org](http://www.eapassn.org));
- (5) International Association of Employee Assistance Professionals in Education ([www.iaeape.org](http://www.iaeape.org));
- (6) National Area Health Education Center Organization ([www.nationalahec.org](http://www.nationalahec.org));
- (7) The Association for Addiction Professionals ([www.naadac.org](http://www.naadac.org));
- (8) National Association of Pastoral Counseling and Psychotherapy ([www.napcp.ie](http://www.napcp.ie));
- (9) National Association of Social Workers (NASW) ([www.socialworkers.org](http://www.socialworkers.org)); and
- (10) National Rehabilitation Association ([www.nationalrehab.org](http://www.nationalrehab.org)).

## Content Areas

Continuing education is required for the renewal of licenses to ensure that LPCAs, LPCs, and LPCSs maintain their professional knowledge and competency in the field of counseling. Continuing education activities appropriate for the purpose of license renewal are those that are directed toward professionals in the mental health field and that focus on increasing knowledge and skills in the practice of counseling in one or more of the following content areas:

1. Counseling theory
2. Human growth and development
3. Social and cultural foundations
4. Helping relationship
5. Group dynamics
6. Lifestyle and career development
7. Appraisal of individuals
8. Diagnosis and treatment planning
9. Research and evaluation
10. Professional counseling orientation
11. Ethics
  - a. A minimum 3 hours is required per renewal period.
  - b. The required Jurisprudence Exam offers 5 contact hours in ethics.
  - c. Ethics training shall focus on ethical behavior and responsibility as related to the American Counseling Association (ACA) Code of Ethics or the Center for Credentialing and Education Approved Clinical Supervisor (ACS) Code of Ethics.
12. **For LPCSs** - Counseling clinical supervision
  - a. A minimum of ten (10) contact hours is required per renewal period.
  - b. Counseling clinical supervision training must focus on professional knowledge and competency in the field of counseling supervision.

## Types of Activities

(See pages 4 and 5 for documentation requirements)

- A structured education activity for which the licensee was a learner (may be used to fulfill ethics requirement)
- Academic credit granted from a regionally accredited institution of higher education for work done in a counseling or counseling related subject (may be used to fulfill ethics requirement) (1 semester hour = 15 contact hours OR 1 quarter hour = 10 contact hours).
- Publication activities are limited to articles written by the licensee and published in peer reviewed journals, editing of a chapter in a book based on counseling or counseling related material, or authoring or co-authoring a published book on counseling or counseling related material (**maximum reported contact hours within a renewal period is 10 contact hours**).
- Academic credit granted from a regionally accredited institution of higher education for doctoral work done in a counseling or counseling related subject, toward the completion of a dissertation (**maximum reported contact hours within a renewal period is 10 contact hours**).
- Clinical supervision, as defined by Rule .0208, which was received by the licensee during the renewal period (**maximum reported contact hours within a renewal period is 10 contact hours**).
- Leadership positions: Officer of state, regional, or national counseling organization; editor or editorial board member of a professional counseling journal; active member of a state, regional, or national counseling committee producing a substantial written product; chair of a major state, regional, or national counseling conference or convention (**maximum reported contact hours within a renewal period is 10 contact hours**).
- Presentation activities or workshops for which the licensee was a presenter (**maximum reported contact hours within a renewal period is 5 contact hours**).

## Documentation Requirements

### Continuing Education Training

Certificate of Attendance/Completion to include:

- Name of approved provider **and/or** an approved provider number
- Signed by the responsible officer of an approved continuing education provider
- Name of attendee
- Name of course
- Date(s) of attendance
- Number of contact hours

### Graduate or Doctoral Level Academic Credit in Counseling or a Counseling Related Subject

Copy of Transcript to include:

- Dates(s) of attendance (Completion dates must fall within the renewal period)
- Number of semester or credit hours earned
- Name or course number

### Doctoral Level Academic Credit for work done towards the completion of a Dissertation in a Counseling or Counseling Related Subject (**maximum = 10 contact hours**)

Copy of Transcript to include:

- Dates(s) of attendance (Completion dates must fall within the renewal period)
- Number of semester or credit hours earned
- Name or course number

### Publication Activities for articles written by the licensee and published in peer reviewed journals, editing of a chapter in a book based on counseling or counseling related material, or authoring or co-authoring a published book on counseling or counseling related material (**maximum = 10 contact hours**)

Required documentation:

- Copy of cover page of article(s) or book
  - Copy of the copyright page denoting the date of publication
- OR
- For a chapter in a edited book, a copy of table of contents listing the chapter
  - Copy of the copyright page denoting the date of publication

### Clinical Supervised Practice for actual clock hours of direct practice (**maximum = 10 contact hours**)

- Letter from a qualified clinical supervisor with supervisor's signature
- The Letter shall confirm the following:
  - Date(s) of activity
  - Number of participation hours
  - Position or title of the provider
  - Credential of the provider

**Leadership Positions (maximum = 10 contact hours)**

Shall have been one of the following:

1. Officer of a state, regional, or national counseling organization
2. Editor or Editorial Board Member of a professional counseling journal
3. Active Member of a state, regional, or national counseling committee producing a substantial written product
4. Chair of a major state, regional, or national counseling conference or convention

Shall have occurred for a minimum of six months and dates must fall within the renewal period.

Letter of confirming the leadership position must include:

- Name of the title/position
- Provides the nature of the position or service rendered
- Date(s) position was held.
- Signed by an officer of the organization

**Presenter (licensee presented a program) (maximum = 5 contact hours)**

Topic must be from one or more of the approved content areas

A letter of confirmation from the organization for which the licensee presented and the letter shall be dated

**AFTER** the presentation occurred and must confirm the following:

- Date(s) of presentation (must fall within the renewal period)
- Name of presentation
- Length of presentation

*If documentation for continuing education is not clearly identifiable as dealing with counseling, the Board shall request a written description of the continuing education and how it applies to the professional practice of counseling. If the Board determines that the training is not appropriate, the individual shall be given 45 days from the date of notification to replace the hours not approved. Those hours shall be considered replacement hours and cannot be applied to the next renewal period.*

## Failure to Secure Sufficient Continuing Education

[21 NCAC 53 .0604](#)

LPCAs, LPCs, and LPCSs who fail to document sufficient continuing counselor education to renew their licenses by the expiration date of June 30<sup>th</sup> **shall not practice** until it is renewed. Licensees who are unable to provide documentation of sufficient continuing counselor education to renew their licenses have the following options:

1. Within one year of expiration, LPCAs, LPCs, and LPCSs shall complete the required hours of continuing counselor education **and an additional 20 hours of continuing counselor education.**
  - a. This applies to all renewals received after June 30<sup>th</sup>.
  - b. Continuing counselor education acquired during this additional time period for the purpose of renewal of an expired license shall not applied to the next renewal period.

LPCA & LPC	=	60 hours (original 40 contact hours, plus 20 contact hours additional)
LPCS	=	70 hours (original 40 contact hours, plus 10 contact hours in clinical supervision training, plus 20 contact hours of additional continuing counselor education)
  - c. The complete renewal packet (see Renewal Checklists on pages 1 and 2) with a \$275.00 (include \$75.00 late fee) renewal fee is also required.
  
2. **Extension Requests**
  - a. **Must be received, in writing, no later than May 1, 2017.**
  - b. Request for an extension must be submitted in writing to the Board. An extension shall be granted for:
    - Military Deployment
    - Major illness lasting longer than three months of self, partner, or child
    - Death of partner or child
  - c. If approved, extensions shall be granted for a period of up to one year
  - d. Any continuing counselor education acquired during the extension shall not be applied to the next renewal period.
  - e. Must complete all requirements before renewal can be issued (see Renewal Checklists on pages 1 and 2)

**If your license expires on June 30, 2017 you must cease the practice of counseling until the license has been renewed. Failure to renew by June 30, 2018 means that a license shall be issued only upon re-application and all current licensure requirements apply to the new application.**

**Save time, renew online!**