

# LPC/LCPC Application Process

## Steps to applying to the NCE (for LPC) exam

- 1.) After graduation, apply to the Illinois Department of Financial and Professional Regulation (IDFPR) for approval (\$150).
  - a.) Print application here: <https://www.idfpr.com/renewals/apply/forms/pc.pdf>
    - i.) Obtain from ICSW a list of the course descriptions/numbers.
    - ii.) Submit pg. 15 to ICSW to complete.
    - iii.) Obtain a hard copy of an official transcript from ICSW
- 2.) Once you're approved by IDFPR (timeline: 8-12 weeks) you need to apply to Continental Testing Services (CTS) (\$98)
  - a.) Find form here:  
<https://continentaltestinginc.com/product/illinois-178-national-counselor/>
  - b.) If you need accommodations to test, you send in this form to CTS:  
<https://www.idfpr.com/renewals/APPLY/FORMS/F1766Bts.pdf>
- 3.) Once you're approved by CTS, you apply to the NBCC (\$275)
  - a.) Print form from attached PDF:  
[LINK](#)
  - b.) If you need accommodations to test, you send this form as well to NBCC:  
[https://www.nbcc.org/Assets/Exam/NBCC\\_ADA\\_Accommodations\\_Request\\_Form.pdf](https://www.nbcc.org/Assets/Exam/NBCC_ADA_Accommodations_Request_Form.pdf)
- 4.) Once you're approved by NBCC, they'll email you a link from PearsonVUE where you can schedule a time to test

## Steps to applying to the NCMHCE (for LCPC) exam

- 1.) Once you have reached "the equivalent of two years"\* of supervised work experience, apply again to IDFPR for approval to take the NCMHCE exam
  - a.) Print application here <https://www.idfpr.com/renewals/apply/forms/pc.pdf>
  - b.) "One year of experience shall be a maximum of 1680 clock hours obtained in not less than 48 weeks, including 960 clock hours of direct face to face service to client," found here:  
<https://www.ilga.gov/commission/jcar/admincode/068/068013750B01300R.html>
  - c.) Your supervisor will need to sign off on your hours. They sign and seal their portion of the application in an envelope, which you can paperclip to your larger application

2.) You'll need to have the NBCC send your scores from the NCE exam to the state (IDFPR) \$65

a.) Find form here:

[https://www.cce-global.org/Assets/StateLicensureCandidates\\_score-verification-form.pdf](https://www.cce-global.org/Assets/StateLicensureCandidates_score-verification-form.pdf)

3.) Apply to Continental Testing Services (CTS) \$98

a.) Application found here:

<https://continentaltestinginc.com/product/illinois-180-national-mental-health-counselor/>

b.) If you need accommodations to test, you send in this form to CTS:

<https://www.idfpr.com/renewals/APPLY/FORMS/F1766Bts.pdf>

4.) Once CTS accepts your application, you apply to take the NCMHCE from the NBCC (\$275)

a.) Form found here: [LINK](#)

b.) If you need accommodations to test, you send this form as well to NBCC: [https://www.nbcc.org/Assets/Exam/NBCC\\_ADA\\_Accommodations\\_Request\\_Form.pdf](https://www.nbcc.org/Assets/Exam/NBCC_ADA_Accommodations_Request_Form.pdf)

5.) Once you're approved by the NBCC, you'll get an email from PearsonVUE to create an account and enroll in a date to test

### **Maintaining Your License**

1.) It costs \$122 to renew it each cycle

2.) You need to complete 30 CEUs per renewal period

a.) Further details about requirements found here:

[https://www.idfpr.com/renewals/Attachment/180\\_attch.pdf](https://www.idfpr.com/renewals/Attachment/180_attch.pdf)

b.) All LPCs and LCPCs are required to have 1 CE (once in a lifetime) on sexual harassment.

c.) LCPCs are required to have 18 CEs (once in a lifetime) on the provision of clinical supervision