



# LPC and LCPC Licensure Information

From Career Services and Alumni Relations

### Applying for LPC/LCPC Licensure in Illinois:

- If you plan on becoming licensed in the state of Illinois, go to the Illinois Department of Financial and Professional Regulation (IDFPR) website at [www.idfpr.com/dpr/apply/Prfcns.asp](http://www.idfpr.com/dpr/apply/Prfcns.asp). If you would like to become a licensed counselor in a state other than Illinois (if you're relocating), you need to contact that state's credentialing agency to gather more information about this process. A list of state credentialing agencies can be found at [www.nbcc.org/stateboardmap](http://www.nbcc.org/stateboardmap).
- On the IDFPR website, print either Professional Counselor (LPC) or Clinical Professional Counselor (LCPC) application packet.
- Fees. The Illinois LPC and LCPC application fees are \$150 for each. The NBCC examination registration fee is \$165. The exam registration fee with Continental Testing \$80.95. (Plan on spending about \$400 altogether.)
- Mail the complete application to IDFPR with a certified check, cashier's check, or money order for \$150 to the address on the application.
- The application packets for each exam are 14 pages long, and some of the pages need to be completed by third parties (school staff, your supervisor). Allow a minimum of 5–10 business days to complete the application.
- Contact Student Services to certify the education section of the application. You need to submit the "Certification of Education" (ED) form to Student Services and they will mail you the completed section so you can include it with your application. In addition, you must request an official transcript (page 4 of application) and it's a good idea to request an unofficial transcript for yourself to verify the info. This process takes 5-10 days so plan early!
- If you're applying for the LCPC or on the basis of a bachelor's degree, the verification of employment/experience part of the application needs to be completed by your licensed supervisor. You will want to follow up and make sure that your supervisor actually sends the form directly to the IDPR. It's a good idea to get a copy for yourself to be on the safe side.
- Upon approval from IDFPR, applicants need to download and print the testing registration form from the NBCC website at [www.nbcc.org/extras/pdfs/stateregistrationforms/IL.pdf](http://www.nbcc.org/extras/pdfs/stateregistrationforms/IL.pdf). Mail the form to NBCC with a check or money order for \$165.

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- Starting September 1, 2007, computerized testing will be available. There are no more test deadlines. Exams will be available the first full week of every month in 15 sites through out Illinois. Applicants may schedule an exam through Applied Measurement Professionals (AMP) by calling 888-519-9901 or the website [www.goAMP.com](http://www.goAMP.com).
- You can purchase study material from the Association for Advanced Training in the Behavioral Sciences, an Argosy Professional Group company. Their phone number is 800-472-1931 and website is [www.aatbs.com](http://www.aatbs.com).
- The NBCC also offers an NCE preparation guide for \$24.95. Order from [www.nbcc.org/orderform](http://www.nbcc.org/orderform).
- Other recommended study aids include: Encyclopedia of Counseling (3rd Ed.) by Howard Rosenthal, and [www.testprepreview.com/nce\\_practice.htm](http://www.testprepreview.com/nce_practice.htm).
- LPC Information:
- The exam that you need to take and pass to become a Licensed Professional Counselor (LPC) in Illinois is called the National Counselor Examination (NCE). You must first pass the NCE exam in order to be eligible to apply to become a Licensed Clinical Professional Counselor (LCPC).
- The education and experience qualifications to sit for the NCE exam include:
- Certification of education from a master's or doctoral degree program in counseling, psychology, or rehabilitation counseling from a regionally accredited institution, or certification of graduation and a transcript from a similar master's or doctoral degree program approved by the Department; or
- Certification of a baccalaureate degree from a college, university, or school recognized by the educational governing authority in the jurisdiction in which it is located and 5 years of full time satisfactory supervised experience as a professional counselor subsequent to the degree. The experience should meet the requirements listed on the LPC application.
- **The examination content includes:**
  - Human Growth & Development
  - Social & Cultural Foundations
  - Helping Relationships
  - Group Work
  - Career & Lifestyle Development
  - Appraisal
  - Research & Program Evaluation
  - Professional Orientation & Ethics
- The NCE contains 200 multiple-choice questions. All exam questions provide four alternative answers and only one answer is scored as correct for each item. There is NO penalty for guessing; therefore you should answer every question. You will have four hours to complete the exam.
- The exam includes four formats for exam questions
  - One-correct answer questions



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- Best answer questions
  - Reverse type questions (negative questions i.e. Which of the following is NOT associated with client-centered counseling?)
  - Analogy type questions (Family systems therapy is to structural family therapy as...)
- The NCE is computerized, and applicants will be notified if they have passed the exam immediately after they have completed it.

### LCPC Information:

- The exam that you need to take and pass to become a Licensed Clinical Professional Counselor (LCPC) in Illinois is called the National Clinical Mental Health Counselor (NCMHCE) Exam.
- The education and experience qualifications to sit for the NCMHCE exam include:
  - Master's degree in counseling, rehabilitation counseling or psychology from a regionally accredited institution, or certification of education and an official transcript from a similar master's degree program and the equivalent of two years of full-time (one year is defined as 1,680 clock hours obtained in no less than 48 weeks) satisfactory supervised employment working as a clinical professional counselor under the direction of a qualified supervisor or four years working as a clinical professional counselor independent of the direction of a qualified supervisor subsequent to the master's degree; or
  - Certification of education and an official transcript from a doctoral degree in counseling, rehabilitation counseling, psychology or similar degree program and two years of full-time satisfactory supervised experience working as a clinical professional counselor under the direction of a qualified supervisor, or four years working as a clinical professional counselor independent of the direction of a qualified supervisor.
  - Experience shall be documented as follows:
    - Certification of experience signed by applicant's supervisor; or
    - Three affidavits from the applicant's peers or colleagues who are familiar with the applicant's work.
- The NCMHCE is intended to assess applicants' clinical problem-solving ability including identifying, analyzing, diagnosing, and treating client problems. There are 10 clinical mental health counseling cases on the NCMHCE. Each case is subdivided into 5-8 sections: either Information Gathering (IG) or Decision-Making (DM).
  - Information Gathering Section – assesses applicant's ability to gather appropriate clinical data required to evaluate the situation presented. You must read all of the answer choices before developing the responses you consider necessary for addressing the question being asked. You need to select all options you consider appropriate. If you select more or fewer options than are appropriate, your score in Information Gathering will be adversely impacted.



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- Decision-Making Section - assess a candidate's ability to solve clinical problems by utilizing data in rendering judgments and decisions. This section may be formatted in two ways:
  - Single Best Option. There may be more than one acceptable option, but one option is generally regarded most acceptable. You will be instructed to "Choose only one" answer.
  - Multiple Options. Several options are considered appropriate. You will be instructed to "Select as many" answers.
- The exam will cover three main areas: Evaluation and Assessment, Clinical Diagnosis and Treatment Planning, and Clinical Practice.
  - Evaluation and Assessment: (for example)
    - Identify precipitating problems or symptoms
    - Conduct mental status exam
    - Identify individual and relationship functioning
    - Provide other referral sources
  - Clinical Diagnosis & Treatment Planning: (for example)
    - Integrate assessment and observational data with clinical judgment to formulate a differential diagnosis
    - Develop a treatment plan in collaboration with the client
    - Coordinate treatment plan with other service providers
    - Monitor client progress toward goal attainment
  - Clinical Practice: (for example)
    - Determine if services meet client's needs
    - Discuss ethical and legal issues
    - Understand scope of practice parameters
- Candidates are given four hours to complete the exam.
- Your primary focus for each of the clinical simulations should be diagnosis. Focus on Diagnosis!
- The NCMHCE is computerized, so applicants will be notified if they have passed the exam immediately after they have completed it.
- You can purchase the study material from the Association for Advanced Training in the Behavioral Sciences, an Argosy Professional Group company. Their phone number is 800-472-1931 and the website is [www.aatbs.com](http://www.aatbs.com).
- The NBCC also offers an NCMHCE preparation guide for \$34.95. Order from [www.nbcc.org/orderform](http://www.nbcc.org/orderform).