

What Happens After I Take the NCE?

It will take about 8 weeks until you receive your NCE scores (it took our group 9 weeks).

This is a good time to decide what you're going to do after you graduate. You can begin looking for an LPC-S if you haven't already found one. You can go to the state site:

<https://legateway.dshs.state.tx.us/datamart/selSearchType.do>

to find a list of supervisors in the area. You can talk to friends who have graduated and find out who their supervisor is, etc. You can't submit for licensure until you have an LPC-S because she/he will need to fill out some of the licensure paperwork and provide you with a copy of their renewal card.

This is probably a good time to go over the LPC-Intern regulations that address some internship questions you may have. You can find this information at:

http://www.dshs.state.tx.us/counselor/lpc_apply.shtm

On the right side of the page click on "Rules and Regulations;" look on pages 16-26, in particular, for intern questions. This area will answer questions as to whether you can open your own private practice (as an intern), whether or not client records are the property of you or your supervisor, etc.

Be sure to put in your request for 4-5 official transcripts (showing you've completed your degree). You'll receive these about 4-6 weeks after you graduate and you'll need one to send back to NBCC and one for the state licensure board. You might need 1-2 for job searches.

When you signed up for the NCE you received a paper titled: "Counseling Supervisor's Endorsement Form." You will have to return this form to NBCC (they'll request it – if you did not submit it when you applied for the NCE) but this may be a good time to fill it out and have it signed off by your site supervisor.

In the meantime, you can go to the State of Texas Licensure Board:

http://www.dshs.state.tx.us/counselor/lpc_apply.shtm

Click on the Application/Forms button. Then print out the LPC application packet.

This packet will contain the required paperwork to submit to the state for licensure (LPC-Intern) along with detailed instructions.

You can also sign up to take the Jurisprudence exam at this site. You'll see a button on the left side of the screen. The cost is \$40 and you can take it at any time. You don't need to have received your NCE scores or have a license. Once you sign up, you can take the test at your leisure (it's online) and you don't have to complete it in one sitting. The test contains ethics questions and you must go to each link to look up the answers to the questions. Although you could probably complete most of the exam without looking up the answers, the exam requires that you click to that site and read the

answers. They say the exam takes about 2 hours and it's a no fail exam. If you miss the question, you just go back until you get it right. It ended up taking me about 1 hour and most of that time was spent clicking back and forth. Once you take the exam, **print out the certificate** as you'll need it to mail to the state for licensure. Be sure to save a copy of the certificate for your records as well.

In the application packet you'll notice there's a form for PRACTICUM DOCUMENTATION. You'll need to fill out a form (E-1 in our Clinical Handbook) for each practicum and internship class you took. Hopefully you had this form completed at the end of each of your three clinical classes (Practicum, Internship 1, Internship 2). In case you did not, they must be signed by your clinical professor or your site supervisor (if they had an LPC). You will need to produce the summary log if you are asking them to sign "after the class experience" so the person can verify that the hours on the E-1 are correct. It is best to do this at the end of each clinical class, but certainly BEFORE you graduate so you do not have to come back and get it signed later, especially if you don't live near Denton! (Note: Be sure to bring your summary log with you when you ask either a professor or your site supervisor to sign the form "after the fact." They are signing that they verify your hours and it would be unethical to sign a form without that current knowledge.)

Once you receive your NCE scores, you'll then have to send your transcript and the Counseling Supervisor's Endorsement Form that was mentioned above (if you did not include it with your original application) to NBCC. (Note you only complete this form once and you may have included it with your original application, but your scores will not be official without it so make sure you get it completed and submitted.) You will also need to send NBCC a letter (with your official transcript indicating *degree is conferred*) asking them to send an official copy of your scores to the Texas LPC Board. There is a monetary cost to this request, and you can find that information out from NBCC. (Currently is it \$20.)

Once you have received your transcripts you can now work on completing the state licensure process.

- Fill out the application packet (that you downloaded earlier)
- Enclose **\$98** for the application fee along with your *application*
- Include a copy of your *Practicum/Internship documentation forms* (E-1 signed by your clinical professors or site supervisor – if they have an LPC)
- Include a copy of your *Supervisory Agreement Form* (filled out by your LPC-S)
- Include a copy of your *Supervisor's Renewal Card* (obtained from you LPC-S)
- Include a copy of your *transcript showing you've earned your degree* (Official transcript)
- Include a copy of your *Jurisprudence Exam Certificate*
- Include a copy of your *NCE results indicating you passed*. Indicate it is a copy and that an original is being sent by NBCC directly to the Board.

Make a copy of all of this and you are now ready to mail the originals in and wait for your temporary license (LPC-Intern) to arrive.

Follow-Up steps:

- Be sure that both NBCC and the LPC Board are aware any time you have an address change. This is a critical step!
- You will need to begin collecting CEUs (continuing education units). As you go to workshops that grant these, put the certificate you receive in a folder (NBCC will send you one to use) and just “file them.” When your NCC and/or LPC comes up for renewal, you will be asked to sign a form that indicates you have earned a certain number of CEUs in that time period. The requirement is different for both NBCC and the LPC Board so check their requirements in your paperwork you received from both. (Note: Yes the same hours count both places!)
- Also it is a good idea to investigate your options for professional liability insurance. Be sure that you contact an agency that specializes in counseling professional liability insurance (e.g., CPH Insurance) or work through your counseling organization (TCA, ACA) to get appropriate insurance. You do NOT want to discover you have a faulty policy when / and if you need it! One specific you need to inquire about when looking at professional liability policies is whether the policy covers you if there is an ethical complaint filed against you with the LPC Board. Not all do, but you want to make sure yours does. If you go through that process, you want legal representation, and it can get quite expensive if you have to pay for it. They all should cover you if you have to go to a legal court for a civil suit related to malpractice.
- There are many important issues related to maintaining your professional liability insurance. You do not want to change carriers or let the policy lapse, etc. Check with the carrier to find out the answers to these questions and other issues you need to know about because they can become very important answers if you are involved in a complaint (LPC Board) or the legal system (malpractice).
- Also, if you’ll be accepting mental health insurance (from your clients); the various insurance companies require you have a certain amount of liability insurance. Make sure you find out what that amount is so you obtain enough liability insurance to be fully covered.