There are many things that need to be done before and after you graduate from your master’s program in counseling. The graduation process can change from school to school, but there are some general tasks that everyone needs to do. **You are responsible for all of your documentation throughout this process.** Make copies of all documentation before submitting to any board. Know application requirement and deadlines. Create a method for documenting Containing Education clock hours, Provisional LPC hours, and Supervision hours.

# Before Graduation Checklist:

1. Complete Graduation Application for your University
2. If able apply for NCE
3. Prepare a Declaration of Practice and Procedure (check the LPC website for specific guidelines and the LCA website for examples)
4. Download the LPC Provisional Licensed Professional Counselor Application from the LPC website.

This form comes in three parts. Submit the completed three parts, your official transcript and registration fee.

# After Graduation Checklist

1. Apply and take the National Counselor Exam. This exam must be passed before you can become an LPC. You may take the test multiple times if necessary Once you have passed the NCE and have the NCC certification you must
2. Earn 100 CE clock hours over a 5 year period.
3. A maintained fee is due annually

# LPC Licensure Application

1. Submit the completed application
2. Receive your Provisional LPC License
3. Time Frame: Minimum—2 years; maximum-7 years
4. 3,000 hours of supervision
5. The Provisional LPC License must be renewed every two years. Renewal will require 20 CE clock hours including 3.0 hours of ethic and 6.0 hours of diagnosis, information about the NCE test, report of supervision hours, and a fee.

# LPC Licensure Maintenance

1. The license renews every two years. A certain percentage of the LPCS will be audited; if audited an LPC must submit documentation of 40 CE clock hours including 3.0 in Ethics; 6.0 in Diagnosis, and if applicable 3.0 in Supervision. Renewal fee is required.
2. Renewal form is available on the LPC website.
3. Any changes to your contact information or job location must be submitted to the LPC Board.