

FREQUENTLY ASKED QUESTIONS

If the committee determines course work is needed in a core area what does an applicant need to submit to verify s/he has course work in that area?

An applicant can always submit additional information such as a course description, letter from the college or university, or syllabus to clarify content of the course. If an applicant submits a course description, the description **must** be from a school catalog. Typed or handwritten notes from the applicant are not acceptable.

How is the start date for supervision determined?

Supervision is effective the date the registration of supervision or supervision change of status form **AND** fee is received in the committee office. Supervision cannot be backdated or retroactive to the start of employment. If an application is received without the required fee, the application is considered incomplete and is considered complete and effective the date the fee is received.

How does a person apply for a provisional license?

There is no application or fee for a provisional license. To be eligible for a provisional license; 1) supervision must be registered and approved by the committee, 2) all the coursework must be completed, 3) documentation from the National Board of Certified Counselors of a passing score on the National Counselor Examination (NCE) must be received in the committee office, and 4) results of the background check must be reviewed by the committee. When these four requirements have been satisfactorily met a provisional license is issued automatically and mailed to the setting approved by the committee.

How does an applicant change and/or add a supervisor and/or setting?

To change or add a supervisor or setting, a person must file a Change Supervision Form and the \$25 change supervision fee. Like the registration of supervision, the change of supervisor or setting is effective the date the form **AND fee** is received in the committee office.

When can a person take the National Counselor Examination (NCE)?

A person can take the NCE at any time after the master's degree is awarded. An application to take the NCE is available from the committee office or at the Committee's web site <http://pr.mo.gov/counselors-national.asp>. In the event an applicant must retake the NCE, the number of times a person can retake the test is determined by the examination administrator, the National Board for Certified Counselors.

What is a jurisprudence examination?

Section 337.510.4 RSMo of the Missouri licensure law states, "The committee shall issue a license to each person who files an application and fee and who furnishes evidence satisfactory to the committee that the applicant has complied with the provisions of this act and has taken and passed a written, open-book examination on Missouri laws and regulations governing the practice of professional counseling as defined in section 337.500."

To meet this requirement, the committee developed an open book examination entitled the Missouri Legal and Ethical Responsibilities Examination that is completed online at www.i-counseling.net. By selecting the State Law and Rules button on the left navigation bar on the I-Counseling home page and reviewing the directions, an exam candidate can register by selecting the Proceed to Login button.

To be licensed as professional counselor in Missouri, an applicant must pass the Missouri Legal and Ethical Responsibilities Examination. This open book examination can be taken at any time while receiving licensure supervision. A copy of the certificate, issued upon successfully completing the examination, must be faxed, mailed, or emailed to the committee office by the exam candidate.

When does a person apply for licensure?

If supervision was registered with the Committee **prior** to June 30, 2005 the applicant must complete 3,000 hours and 24 months of supervised experience before being eligible for licensure. The applicant has 48 months to complete the required hours and months. An application submitted for licensure more than 60-days before supervision is completed will be returned to the applicant. It is recommended the applicant file for licensure 30 days in advance of completion of supervision.

If supervision was registered with the committee **after** June 30, 2005 the applicant must complete 3,000 hours and 24 months of supervised experience. Additionally, during the period of supervised experience the applicant must

complete at least 1,200 hours of direct client contact. Direct client contact is defined as face to face counseling with an individual or group. Finally, the applicant must provide counseling or perform counseling related duties at least 15 hours per week during the period of supervised counseling experience.

How do I calculate my supervision hours? Supervised counseling experience includes direct client/patient contact AND counseling related duties such as the development of a treatment plan, writing treatment notes, or attending seminars relating to counseling. Remember that all direct client/patient contact and any counseling related duties are according to the full order, control and responsibility of the supervisor approved by the committee. The supervisor and counselor-in-training or PLPC are responsible for keeping track of the one hour per week face-to-face meetings required for the supervised experience. The applicant must remain under supervision until permanently licensed.

- i. Determine start and end dates of the supervision and the number of weeks comprising that time period. If supervised in Missouri, the applicant and supervisor should have a letter from the Committee indicating the effective date of licensure supervision. For ease of calculation all months have four weeks.
- ii. Determine number of hours per week applicant was involved in direct client contact and counseling related activities.
- iii. Multiply the number of weeks by the number of hours per week to obtain total hours of direct client contact and total hours of counseling experience.

Example: Applicant is approved for supervision effective January 1, 2005 and changes supervisors on July 1, 2005. On the average the applicant was engaged in direct client contact twenty hours per week within a forty hour work week.

Direct client contact hours for 6 months = 24 weeks (6x4) x 20 hours per week = 480 hours of direct client contact.

Can an LCSW provide licensure supervision?

Only a licensed professional counselor, licensed psychologist, or licensed psychiatrist can provide supervision for licensure. A licensed clinical social worker cannot provide supervision for licensure.

What if the LPC, licensed psychologist, or licensed psychiatrist is not employed at the same setting as an applicant?

If a licensure supervisor is not employed at the same setting as the applicant, there must be a document to affiliate the supervisor to the setting. The counselor-in-training or PLPC, licensure supervisor and a representative of the counseling setting sign this document. A model contract is available from the committee office for anyone to use or amend. The contract affiliates the supervisor to the setting.

How long will it take for the committee to review my materials?

It can take up to 60 days for materials to be reviewed. The committee schedules a one-hour conference call meeting approximately every six weeks and reviews 30-40 applications for licensure and/or supervision. Additionally, the committee convenes face-to-face at least once every four months. Dates for conference calls and meetings are posted on the web site <http://pr.mo.gov/counselors-meetings.asp>. Materials must be received and a file must be complete within thirty days prior to any committee conference call or face-to-face meeting to be considered for placement on the agenda. Once the committee has reviewed the materials it can take approximately 2 – 3 weeks for the results to be mailed to the applicant. Please be advised that the results cannot be given out over the telephone.

What continuing education is needed once a person is a licensed professional counselor?

A licensee must obtain forty (40) hours of continuing education prior to the expiration date of a license, and such hours shall consist of at least twenty (20) hours of formal continuing education hours and not more than twenty (20) hours of self study. Formal continuing education hours are defined in the regulations as one or a combination of any of the following --

1. Post-graduate course work offered by an acceptable education institution as defined in 20 CSR 2095-2.010(4)(A)–(J). Such course work shall be relevant to professional counseling as defined in section 337.500(5), (6), and (7), RSMo, and shall not be part of the graduate course work required for licensure. One (1) semester hour of graduate credit constitutes fifteen (15) hours of continuing education;

2. Presenting research at a formal professional meeting. A presentation shall include a paper presented in a professional journal, book, or original chapter in an edited book. Credit will be given at the rate of four (4)

hours for each paper or presentation. No credit shall be granted for any subsequent presentation on the same subject matter during the same renewal period;

3. Attending relevant professional meetings when such meetings include verification of attendance. Such meetings can be international, national, regional, state, or local and must be related to the profession. The licensee shall receive three (3) hours of continuing education credit for a full day of meeting attendance;

4. Attending workshops, seminars, or continuing education courses relevant to counseling as defined in section 337.500(5), (6), and (7), RSMo. The licensee shall provide verification of attendance such as a certificate or letter of attendance indicating the date, time, and number of hours of continuing education from the workshop, seminar, or course provider;

5. Written contributions to relevant professional books, journals, or periodicals. A licensee is eligible to receive three (3) hours of continuing education for publication in a non-referee journal, six (6) hours of continuing education for publication in a referee journal, eight (8) continuing education hours for each chapter in a book, ten (10) continuing education hours for editing a book, and fifteen (15) continuing education hours for the publication of a book;

6. Presenting at relevant professional meetings such as international, national, regional, state, or local professional associations. A licensee shall be eligible for a maximum of three (3) hours per presentation. No credit shall be granted for any subsequent presentation on the same subject matter during the same renewal period;

7. Licensees who are faculty members at an approved educational institution may receive up to a maximum of twenty (20) hours per year of continuing education credit for teaching at the educational institution. The area(s) taught by the licensee must relate to the following core areas; Counseling Theory, Human Growth & Development; Social & Cultural Diversity, Helping Relationship, Group Counseling, Career Development, Appraisal, Research, Professional Orientation and Diagnosis. The licensee must teach for a minimum of four (4) clock hours as defined in 20 CSR 2095-1.064(2); and

8. Licensee teaching formal continuing education hours may receive up to a maximum of four (4) hours per biennial cycle of continuing education credit for teaching courses relating to core areas Counseling Theory, Human Growth & Development; Social & Cultural Diversity, Helping Relationship, Group Counseling, Career Development, Appraisal, Research, Professional Orientation and Diagnosis. The licensee must teach for a minimum of four (4) clock hours.

While the regulations require a licensee obtain at least twenty (20) hours of formal continuing education, the remaining hours can be completed via self study, formal or a combination of formal and self study. Self study of professional material includes relevant books, journals, periodicals, tapes, and other materials and preparation for relevant lectures and talks to public groups.

Preparation credit may not be claimed pursuant to this regulation for presentations that are used for CE in the aforementioned areas; 1, 2, 6, 7, or 8. Personal counseling, psychotherapy, workshops on personal growth, supervision of applicants for licensure, or services provided to professional associations or organizations do not meet the requirements for continuing education.

Acceptable providers of continuing education programs include:

- American Counseling Association (ACA) and any chapter or division of the American Counseling Association;
- National Board for Certified Counselors (NBCC);
- Local, state, regional, or national psychological associations;
- Local, state, regional, or national social worker associations;
- Local, state, regional, or national marital and family associations;
- State and national school counselor associations;
- State and national substance abuse counselor associations;
- American Medical Association; and
- Professional organizations or groups recognized by continuing education providers listed in this regulation.

If an LPC obtains continuing education in order to satisfy another licensure (e.g., LCSW, MFT or licensed psychologist), would that be able to satisfy for LPC CE hours as well?

As long as the licensee can document the required hours meet MFT requirements, in the time frame required for LPC, continuing education obtained for other licensed professions can apply to the LPC requirement.