INSTRUCTIONS
LPC APPLICATION FOR LICENSURE

All sections of the application for licensure form must be completed, unless otherwise noted. If additional space or information is necessary, please include the information on a separate sheet of paper. Failure to complete the application or include the $100 application fee will result in a delay in reviewing the application by the Committee.

SECTION I – GENERAL INFORMATION
Section I must be completed by the applicant for licensure as it relates to personal data. Check EXAMINATION if applying on the basis of passing the National Counselor Examination (NCE) administered by the National Board of Certified Counselors. Check RECIPROCITY if applying based upon being currently licensed as an LPC, LCPC, or similar mental health counselor in another state.

SECTION II – EXAMINATION INFORMATION
Section II relates to the National Counselor Examination (NCE). It is the applicant’s responsibility to ensure the scores are received by the Committee. If the applicant is nationally certified by the National Board for Certified Counselors, please include the certification number. See page 3 & 4 of these instructions concerning open book jurisprudence examination.

SECTION III – REGISTERED POST-MASTER’S SUPERVISED EXPERIENCE
Section III relates to supervision obtained after the master’s degree is conferred. Supervision obtained in Missouri must be registered and approved by the Committee prior to being acceptable for licensure. If submitting supervision from an LPC, LCPC, licensed psychologist, psychiatrist, or mental health counselor in another state, the applicant must submit a Verification of Post Degree Experience form or request the state of licensure send a copy of the applicant’s file to the Committee. If the applicant has more than three supervised work sites, please include the additional information on a separate sheet of paper.

SECTION IV – EDUCATIONAL EXPERIENCE
Section IV relates to the applicant’s education. If supervision was registered and approved by the Missouri Committee or applying by reciprocity, the applicant may skip this section of the form. Please check one of the boxes in this section indicating, if education has previously been reviewed by the Committee.

If you need to complete items A-K of this section compare the graduate transcript to this form. Remember, a course can be used only once. The applicant may refer to page 2 (reverse side) of these instructions for a definition of the core areas.

SECTION V – APPLICANT HISTORY
Section V relates to the applicant’s background. If “yes” is marked for any of the answers, the applicant must submit a separate, written explanation. Explanations that do not accompany the application must be notarized. If this information was included on the Missouri Application for Supervision & Provisional License please make a note of that on a separate sheet of paper and include with the licensure application.

SECTION VI – STATEMENT OF APPLICANT
The applicant must read the statement and sign in the presence of a notary public. Signing, dating, and notarizing this form confirms that the applicant has truthfully and accurately completed the form to the best of her/his ability.
CORE COURSES DEFINED (SECTION IV EDUCATIONAL EXPERIENCE)

Counseling Theory—Courses acceptable for this area shall cover the various major theories and techniques of counseling; and

Human Growth and Development—Courses acceptable for this area shall cover various stages of the human growth cycle and include information about theories of development or various aspects of development; and

Social and Cultural Diversity—Courses acceptable for this area cover various cultural and social class issues in areas such as race, sexual orientation, aging, disability, socioeconomic, ethnic, gender related, or other issues of diversity that emerge in a pluralistic society; and

Helping Relationship—Courses acceptable for this area cover theoretical foundations pertaining to professional skill training that enable the counselor to understand the client’s problems more fully and accurately and to interview effectively; and

Group Counseling—Courses acceptable for this area cover the theories, principles, and techniques of providing counseling or psychotherapy with groups of people; and

Career Development—Courses acceptable for this area cover concepts about how career development unfolds, the lifelong processes, and the influences upon clients or patients that lead to work values, occupational choice, creation of a career pattern, decision-making style, integration of roles, issues concerning identity, and patterns of work adjustment; and

Appraisal—Courses acceptable for this area cover structured and unstructured assessment of the mental health functions and psychopathology of a person; and

Research Methods—Courses acceptable for this area cover principles, methods, techniques, and tools used in performing research in counseling; and

Professional Orientation—Courses acceptable for this area cover such areas as professionalism, legal issues and responsibilities, ethics, fields of training, and practice specialization.

Diagnosis - Effective August 28, 2007 an applicant for licensure must document a three semester hour graduate level course in this area.

BACKGROUND CHECK

To complete the background check requirement go to the Missouri Automated Criminal History Site (MACHS) at https://www.machs.mshp.dps.mo.gov/MACHSFP/wizard.html to register online. MACHS will take an applicant through the registration steps. If an applicant does not have internet access, s/he can call 844/543-9712

An applicant must have the four digit registration number. Applicants seeking licensure as a professional counselor, this registration number is 5409. The registration number ties all agency/licensure entity identifying information together to insure the background check response is returned to the correct licensing entity. The MACHS website collects all demographic data required to complete a fingerprint based background check. Results of the background check are sent directly to the committee office.

PLEASE BE ADVISED THAT UNTIL THE RESULTS OF THE BACKGROUND CHECK ARE RECEIVED BY THE COMMITTEE, A LICENSE WILL NOT BE ISSUED.

JURISPRUDENCE EXAMINATION

An applicant for licensure as a professional counselor must pass the jurisprudence examination also known as the Missouri Legal and Ethical Responsibilities Examination. This examination is not the same as the National Counselor Examination or NCE administered by the National Board for Certified Counselors (NBCC).

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.” The Committee has been working with the National Board for Certified Counselors on providing a jurisprudence examination via the internet. Changes in the law and regulations have delayed the implementation of an automated jurisprudence examination, however, beginning October 1, 2010 applicants seeking licensure as a professional counselor (LPC) in this state must pass the Missouri Legal and Ethical Responsibilities Examination (jurisprudence examination) in order to be licensed as professional counselor.

Examination Overview

- There is a one-time examination fee of $45 that is paid electronically at the time you take the examination. You will need a credit card. Debit cards can be used as long as the debit card is a MasterCard or Visa debit card. No fee is paid to the committee.

- You can take the examination at any time prior to submitting an application for licensure as a professional counselor (LPC).

The examination is open book with the respondent having online access to the law and regulations while taking the jurisprudence examination.

- There is no time limit on taking the jurisprudence examination. If you are unable to complete the test during your first attempt, you can re-enter the website and complete the jurisprudence exam.

- If a respondent prefers to download a hard copy of the law and regulations, prior to taking the jurisprudence examination s/he may do so from the committee’s website or contact this office and a copy can be emailed or sent regular mail. Note: Examination candidates are encouraged to familiarize themselves with the format of the law and regulations. Familiarity may help the exam candidate distinguish a law from a regulation and potentially decrease the time needed to locate a correct response. The law and regulations are available at the committee’s web site pr.mo.gov/counselors. Click on the icons Statutes (for a list of the laws) and Regulations (Chapters 1-3) or the icon Publications.

- The examination consists of twenty (20), two-part questions.

- The first part of each question requires a “true” or “false” response. The second part of the question requires the respondent to identify the section of the law and/or regulation that validates the respondent’s answer.

REMEMBER: THE EXAMINATION IS OPEN BOOK. A RESPONDENT WILL HAVE ACCESS TO A COPY OF THE LAW AND REGULATIONS WHILE TAKING THE JURISPRUDENCE EXAM.

TAKING THE MISSOURI JURISPRUDENCE EXAMINATION

Missouri Legal and Ethical Responsibilities Examination can be completed online at www.i-counseling.net. Select the State Law and Rules button on the left navigation bar on the I-Counseling home page. After reviewing the directions you can register by selecting the Proceed to Login button. Once you have registered you will be able to review and download the state counselor law and rules for free. When you are ready you can purchase the examination by selecting the Purchase button associated with the Missouri Legal and Ethical Responsibilities Examination on the Program page of the web site. You will be allowed to take the examination as many times as you need in order to pass, without repurchasing the examination. After passing the examination you will be able to print a certificate of completion.

Once you pass the jurisprudence examination/ Missouri Legal and Ethical Responsibilities Examination, print your certificate and mail, fax, or email a copy of the certificate to the committee office to be placed in your file.

Email address profcounselor@pr.mo.gov Fax 573/751-0735 or mail to Committee for Professional Counselors, PO Box 1335, Jefferson City, MO, 65102-1335.