

**Table 5.2
Key Steps to Licensure**

<u>Criteria</u>	<u>Description</u>
Graduate Program	<p><u>Credit Hours</u> --Most states require 48 or 60 --May need to receive all credits from same program</p> <p><u>Course Content</u> --Course name and content matches state’s required course content areas</p> <p><u>Accreditation</u> --If required by state, is the program accredited (e.g., CACREP, MPCAC)?</p> <p><u>Practicum and Internship Training Opportunities</u> --Practicum typically 100-200 hours --Internship typically 600-800 hours --Need to have approved licensed supervisor and meet required supervision hours and ratio of supervision hours to client hours</p> <p><u>Capstone Experience</u> --Usually a thesis, comprehensive exam, or oral exam</p> <p><u>Consider:</u> --Are students getting placements for their practicum/internships? --Are graduates getting jobs in reputable agencies after graduation? --Are graduates prepared/passing the licensure exam? --Are graduates getting licensed?</p>
Postgraduate Experience	<p>--Typically 2,000-4,000 hours, approximately two years full-time (three to four years part-time) --Need to have approved licensed supervisor and meet required supervision hours and ratio of supervision hours to client hours --Take note if state has multiple levels of licensure</p>
Licensure Exam	<p>--Determine if NCE, NCMHCE, and/or another licensure exam is required --Jurisprudence exam? --Alternative exam format (e.g., oral, essay, taped counseling session)? --Be sure to seek out study materials at NBCC’s website and search the internet; also consider state counseling association workshops and study groups</p>
Application	<p>--Personal information, including social security number, passport photo, past disciplinary action from licensing board, past felony or misdemeanor convictions, and criminal background check --Previous education/degrees, especially graduate education; including transcripts</p>

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	<ul style="list-style-type: none">--Official score report indicating you passed your state's required licensing exam--Academic requirement form to match your graduate program courses with the state's required course content areas, including total credit hours--Documentation of your graduate counseling experience (i.e., practicum and internship) and your postgraduate counseling experience; be sure to meet the minimum requirements (e.g., total number of hours, direct hours, individual supervision hours, group supervision hours, client hours to supervision ratio) along with approved supervisors' signatures--Professional references usually from most recent supervisors--Sign the application and provide the fee!--See Table 5.3 to avoid common application mistakes!
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