

Table 5.3
Common Licensure Application Mistakes

• Graduate program does not meet the state’s required number of credit hours
• Did not obtain all required credits from same graduate program (if required by state)
• Graduate courses do not meet the state’s required course content
• Not including your graduate transcripts
• Client hours to supervision hours exceeds the required ratio (i.e., not enough supervision hours based on client hours)
• Supervisor does not qualify as an approved supervisor (i.e., not licensed, does not meet the boards definition of an approved supervisor, does not meet the post-licensure requirement)
• Not enough direct contact client hours (e.g., meet the total counseling hours criteria, but due to doing too many activities other than counseling)
• Not enough individual supervision hours (e.g., meet the total supervision hours criteria, but due to too many group supervision hours)
• Not meeting the required graduate counseling hours (i.e., practicum/internship)
• Submitting your application before obtaining the required total postgraduate counseling hours (or before minimum time frame)
• Documents without signature (e.g., application, criminal background check [or not witnessed/signed by a notary], counseling experience supervisor)
• Not providing your social security number (most states require this information for any type of licensure)
• Criminal background check is flagged for past offences, especially if not noted in your application upfront
• Not including the application fee