

# INSTRUCTION SHEET

## Licensed Professional Counselor or Licensed Clinical Professional Counselor

### Examination Acceptance of Examination Endorsement Restoration

The requirements of licensure and practice for Illinois Licensed Professional Counselor (LPC) licensure or Illinois Licensed Clinical Professional Counselor (LCPC) licensure are provided by the ACT (225 ILCS 107/1) and the Administrative RULES (68 Illinois Administrative Code Part 1375).

The ACT and RULES are available online at: [www.idfpr.com/profs/ProfCounselor.asp](http://www.idfpr.com/profs/ProfCounselor.asp)

#### STEP 1.

There are four (4) pathways (or LICENSURE METHODS) to Illinois LPC or LCPC licensure. Use the descriptions below to determine the appropriate LICENSURE METHOD.

**ENDORSEMENT-** The applicant in this situation is actively licensed as an LPC or LCPC (or equivalent license) in *another* state or US jurisdiction. This candidate has successfully completed the required licensure examination(s) or may be required to complete them as part of the licensure process.

**ACCEPTANCE OF EXAMINATION-** The applicant in this situation is not actively licensed but has already successfully completed the required licensure examination(s), either through his or her counseling education program or through another organization's certification process. Examples of other organizations include the National Board for Certified Counselors or the Commission on Rehabilitation Counselor Certification.

**EXAMINATION** (or Pre-Examination Approval)- The applicant in this situation is not actively licensed and has not successfully completed the required licensure examination(s). An applicant in this situation is seeking approval from the Illinois Department of Financial and Professional Regulation (Department) and/or the Illinois Professional Counselor Licensing and Disciplinary Board (Board) to register and sit for the exam(s).

For more information about the required licensure examination(s), please refer to:

LPC- RULES Section 1375.60,

LCPC- RULES Section 1375.150

**RESTORATION-** The applicant in this situation already holds an Illinois license as an LPC or LCPC but the license has been inactive or not renewed for five (5) years or more. Candidates seeking to reactivate a license that is not renewed or inactive may contact the DPR call center 800/560-6420 to request instructions, forms and fees.

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**STEP 2.**

Use the Licensure Method from STEP 1 and the chart below to complete **PART I** (Page 1), Box A., Items 1-4 of the application.

1. Profession Name	2. Profession Code	3. Licensure Method	4. Fee
Licensed Professional Counselor (LPC)	178	From STEP 1.	\$150
Licensed Clinical Professional Counselor (LCPC)	180		(all methods except Restoration- Restoration fee varies).

**STEP 3.**

Complete the rest of the 4-page application, noting the following:

**PART IV: Record of Licensure Information** (Page 3)

Applicants who have never held a counseling license may mark N/A for “not available” or “not applicable” in of the application.

**PART V: Record of Examination** (Page 3)

All attempts (pass or fail) of the following exams (among others) must be listed: The National Counselor Examination (NCE), The National Clinical Mental Health Counselor Examination (NCMHCE), The Certified Rehabilitation Counselor Exam (CRCE). Candidates who have never taken a licensure examination may mark N/A for “not available” or “not applicable”.

**STEP 4.**

**SUPPORTING DOCUMENTS** - The following supporting documents may be required with your application. Read the instructions for each form thoughtfully.

**\$150 Licensure Application fee** - Please make your check or money order payable to IDFPR. DO NOT SEND CASH.

**CCA form** - This form is required to be completed by all applicants.

**ED form(s)** - This form is required for all applicants. The applicant completes the “APPLICANT” portion of the form, then arranges for his or her counseling program college or university to complete the “SCHOOL OFFICIAL” portion of the form. The school official’s original signature and seal is required, do not submit photocopies. Do not submit the form unless it has been completed by the counseling program. A separate form is required for each college or university through which counseling coursework was completed. Education requirements are detailed in RULES Section 1375.45 (LPC) and RULES Section 1375.145 (LCPC).

**Official Transcript(s)** - Official final transcripts are required from each college or university through which counseling coursework was completed.

**AC-PC form** - This form is completed by the applicant. Applicants completing core area coursework at more than one college or university may submit a separate AC-PC form for each college or university through which counseling coursework was completed. Please refer to RULES Section 1375.Appendix A for more information and examples of courses for each core area.

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**Course Descriptions** - A course description is required for every course listed on the AC-PC form(s). An applicant must provide a photocopy or printout of the official course description as it appears in the programs course catalog or university's website. Candidates are encouraged to provide descriptions for the entire counseling program.

**CT form** - A candidate who is licensed as a counselor in another state or U.S. Jurisdiction must provide Certification of Licensure from his or her first state of counseling licensure and the state she or he has most recently been practicing. The applicant must contact the appropriate Board or Agency in the other state(s) to arrange for an original Certification of Licensure to be sent directly to the Department.

**Official Score Report** - A candidate applying under the ACCEPTANCE OF EXAMINATION or ENDORSEMENT licensure methods must arrange for an official, original licensure exam score report to be sent directly to the Department. Candidates who have completed either the National Counselor Examination (NCE), the National Clinical Mental Health Counselor Examination (NCMHCE), or the Certified Rehabilitation Counselor Examination (CRCE) must submit an official score report.

**NCC or CRC Certificate** - This document is optional. A National Certified Counselor (NCC) or Certified Rehabilitation Counselor (CRC) may submit a photocopy of his or her certification certificate instead of the following documents: Official Transcript, AC-PC form, and Course Descriptions.

**CACREP, CORE, or APA accreditation** - An applicant who has completed a program accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP), the Council on Rehabilitation Education (CORE) or the American Psychological Association (APA) may submit evidence of his or her program's accreditation instead of the following documents: Official Transcript, AC-PC form, and Course Descriptions.

**Personal History Documents** - An applicant marking "YES" in response to any of the personal history questions in PART VI, page 4 of the application will need to provide a signed personal statement of explanation and corresponding documentation.

**Proof of name change(s)** - If any of the supporting documents listed above list a different name than the name on the application, proof of name change(s) must be submitted. An applicant must document each step of each change. Examples of acceptable documentation include: Signed Marriage Certificates, Marriage Licenses, Divorce Decrees, Court orders showing change(s) of name.

**VE-LCPC (LCPC only)** - This form is required for LCPC applications only. The applicant completes the "APPLICANT" portion of the form, then arranges for the supervisor to complete the "SUPERVISOR" portion of the form. The Supervisor's original signature is required- photocopies are not acceptable. An individual applying under the ENDORSEMENT licensure method who has been licensed at the independent level in another state or U.S. jurisdiction for 10 consecutive years without discipline may submit Certification of Licensure (CT forms) for each state in which the applicant practiced in the last 10 years instead of documenting supervised experiences with form VE-LCPC. Supervised experience requirements are detailed in RULES Section 1375.135.

**RS form (Restoration Licensure Method only)** - The RS form is not available online and must be obtained by contacting the Department. Candidates seeking to reactivate a license that is not-renewed or inactive may contact the DPR call center 800/560-6420 to request instructions, forms and fees.

**Continuing Education (Restoration Licensure Method only)** - Candidates seeking to reactivate a license may submit documentation of Continuing Education (CE) such as certificates of attendance. All CE must be completed in accordance with Counselor Administrative Rules (68 IAC Section 1330.220). Candidates applying on the basis of the RESTORATION licensure method are NOT required to submit the following documents: ED form, Official Transcripts (unless as proof of continuing education), AC-PC form, course descriptions.

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The application, supporting documents, and application fee may be submitted with the application or separately to:

**Illinois Department of Financial and Professional Regulation  
Division of Professional Regulation  
P.O. Box 7007  
Springfield, Illinois 62791**

An application is valid for 3 years from date it is received by the Department.

Additional application forms can be downloaded from the IDFPR Web site at [www.idfpr.com](http://www.idfpr.com).

For assistance -- Call one of the following numbers and state that you are applying to become licensed as a professional counselor and need help with your application:

**1-800-560-6420  
TTY - 1-866-325-4949**

Please allow 6 weeks from mailing your application before making an inquiry concerning its status.

# IMPORTANT NOTICE

## Elder and Child Abuse Reporting

"Pursuant to Public Act 91-0244, effective January 1, 2000, if you have reason to believe that an adult 60 years of age or older who resides in a domestic living situation who, because of dysfunction is unable to seek assistance for himself or herself has, within the previous 12 months been subject to abuse, neglect or financial exploitation, the mandated reporter shall, within 24 hours after developing such belief, report this suspicion to the Department on Aging. Reports should be made to **DEPARTMENT ON AGING AT 1-800-252-8966.**"

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"Public Act 91-0244 also requires that if you have reasonable cause to believe a child known to you in your professional capacity may be an abused or neglected child you are required to report such possible neglect or abuse to the **DEPARTMENT OF CHILDREN AND FAMILY SERVICES AT 1-800-25abuse.**"

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**PART IV: Record of Licensure Information**

If you have ever been licensed to practice the profession for which you are now making application, or held a related license, complete the information requested below. If you have ever held a temporary, trainee or apprenticeship license, or a permit, it must be listed here also. In addition, the INSTRUCTION SHEET enclosed with this Application package may instruct you to have Certification(s) of Licensure in other state(s) prepared and submitted in support of your application (contact other state(s) regarding possible fee). You must also list all other licenses held in Illinois, however, certification of licensure from Illinois is not required. Failure to disclose all licenses held may result in denial of your application or other appropriate action.

STATE	PROFESSION NAME	LICENSE NUMBER	DATE OF ISSUANCE	LICENSE STATUS (Active, Lapsed, etc.)
State of Original Licensure				
State of Current Licensure where you most recently have been practicing.				
Other States of Licensure				

*(If additional space is needed, attach a separate sheet.)*

**PART V: Record of Examination**

If you have ever taken a licensure examination in Illinois or any other state for the profession for which you are now making application, you must complete the information requested below. EACH EXAMINATION ATTEMPT MUST BE SHOWN. Failure to disclose an examination attempt may result in the denial of your application or other appropriate action.

NAME OF EXAMINATION	STATE	MONTH/YEAR	EXAM RESULTS
			(Passed, Failed, Absent)

*(If additional space is needed, attach a separate sheet.)*

PART VI: Personal History Information <i>(This part must be completed by all applicants)</i>	YES	NO
1. Have you been convicted of or pled guilty or nolo contendere to any criminal offense in any state or in federal court? Please do not give details on minor traffic charges, but do include information relating to Driving While Intoxicated (DWI) charges. <i>If yes, attach a personal statement describing the circumstances of the conviction and certified copies of court records of your conviction including the nature of the offense, date of discharge, and a statement from the probation or parole office. In general, a criminal conviction by itself does not usually result in denial of licensure.</i>		
2. Have you been convicted of a felony? <i>In general, a felony conviction by itself does not usually result in denial of licensure.</i>		
3. If yes, have you been issued a Certificate of Relief from Disabilities by the Prisoner Review Board? <i>If yes, attach a copy of the certificate.</i>		
4. Do you now have any disease or condition that presently limits your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition? <i>If yes, attach a detailed statement, including an explanation whether or not you are currently under treatment.</i>		
5. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere? <i>If yes, attach a detailed explanation.</i>		
6. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? <i>If yes, attach a detailed explanation.</i>		

PART VII: Child Support and Tax Information (Every applicant is required by law to respond to the following questions)
<p>1. In accordance with 5 Illinois Compiled Statutes 100/10-65(c), applications for renewal of a license or a new license shall include the applicant's Social Security number, and the licensee shall certify, under penalty of perjury, that he or she is not more than 30 days delinquent in complying with a child support order. <b>Failure to certify shall result in disciplinary action, and making a false statement may subject the licensee to contempt of court.</b></p> <p>Are you more than 30 days delinquent in complying with a child support order? Yes <input type="checkbox"/> No <input type="checkbox"/>  <i>(NOTE: If you are not subject to a child support order, answer "no.")</i></p>
<p>2. In accordance with 20 ILCS 2105-15(g), "The Department shall deny any license application or renewal authorized under any licensing Act administered by the Department to any person who has failed to file a return, or to pay the tax, penalty, or interest shown in a filed return, or to pay any final assessment of tax, penalty, or interest, as required by any tax Act administered by the Illinois Department of Revenue, until such time as the requirement of any such tax Act is satisfied."</p> <p>Are you delinquent in the filing of state taxes? Yes <input type="checkbox"/> No <input type="checkbox"/></p>

PART VIII: Certifying Statement
<p>Under penalties of perjury, I declare that I have examined the application and all supporting documents submitted by me in connection therewith, and to the best of my knowledge, they are true, correct, and complete.</p> <p>_____</p> <p style="text-align: center;">Signature of Applicant</p> <p>_____</p> <p style="text-align: center;">Date</p> <p><b>I UNDERSTAND THAT FEES ARE NOT REFUNDABLE.</b> My signature above authorizes the Department of Financial and Professional Regulation to reduce the amount of this check if the amount submitted is not correct. I understand this will be done only if the amount submitted is greater than the required fee hereunder, but in no event shall such reduction be made in an amount greater than \$50.</p>

**IMPORTANT NOTICE:** Completion of this form is necessary to accomplish the requirements outlined in 225 of the Illinois Compiled Statutes. Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

## HEALTH CARE WORKERS CHARGED WITH OR CONVICTED OF CRIMINAL ACTS

SUPPORTING DOCUMENT

# CCA

1. NAME      LAST                      FIRST                      MIDDLE

3. PROFESSIONAL LICENSE NUMBER (if any)  
\_\_\_\_\_ - \_\_\_\_\_

2. ADDRESS      STREET, CITY, STATE, ZIP CODE

4. SOCIAL SECURITY NUMBER  
\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Pursuant to 20ILCS 2105-165(a), the Department requires the following professionals to disclose information regarding convictions pertaining to certain offenses. **Please check applicable profession.**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Acupuncturists                            | <input type="checkbox"/> Naprapaths   | <input type="checkbox"/> Physician Assistants              |
| <input type="checkbox"/> Advanced Practice Nurses                  | <input type="checkbox"/> Nursing Home Administrators  | <input type="checkbox"/> Podiatrists                       |
| <input type="checkbox"/> Athletic Trainers                         | <input type="checkbox"/> Occupational Therapists  | <input type="checkbox"/> Professional Counselors           |
| <input type="checkbox"/> Audiologists                              | <input type="checkbox"/> Occupational Therapy Assistants  | <input type="checkbox"/> Prosthetists                      |
| <input type="checkbox"/> Clinical Psychologists                    | <input type="checkbox"/> Optometrists   | <input type="checkbox"/> Registered Nurses                 |
| <input type="checkbox"/> Clinical Social Workers                   | <input type="checkbox"/> Orthotists   | <input type="checkbox"/> Registered Surgical Assistants    |
| <input type="checkbox"/> Dental Hygienists                         | <input type="checkbox"/> Pedorthists  | <input type="checkbox"/> Registered Surgical Technologists |
| <input type="checkbox"/> Dentists                                  | <input type="checkbox"/> Perfusionists  | <input type="checkbox"/> Respiratory Care Practitioners    |
| <input type="checkbox"/> Genetic Counselors                        | <input type="checkbox"/> Pharmacists  | <input type="checkbox"/> Speech Pathologists               |
| <input type="checkbox"/> Licensed Clinical Professional Counselors | <input type="checkbox"/> Physical Therapists  |  |
| <input type="checkbox"/> Licensed Practical Nurses                 | <input type="checkbox"/> Physical Therapy Assistants  |  |
| <input type="checkbox"/> Licensed Social Workers                   | <input type="checkbox"/> Physicians, including Medical Doctors (M.D.), Doctors of Osteopathic Medicine (D.O.), and Chiropractic Physicians (D.C.) |  |
| <input type="checkbox"/> Marriage and Family Therapists            |   |  |
| <input type="checkbox"/> Medication Aide                           |   |  |

Any other license issued by the Department under the Acts listed in this Section and the Controlled Substances Act [740 ILCS 40], except for pharmacy technicians, issued to a person subject to the Code and this Part.

**In order for your application to be evaluated, you must respond to each of the following questions:**

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1) Are you currently charged with or have you been convicted of a criminal act that requires registration under the Sex Offender Registration Act? *  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Are you currently charged with or have you been convicted of a criminal battery against any patient <i>in the course of patient care or treatment</i> , including any offense based on sexual conduct or sexual penetration? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) Are you required, as part of a criminal sentence, to register under the Sex Offender Registration Act? *   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) Are you currently charged with or have you been convicted of a forcible felony? *  | <input type="checkbox"/> | <input type="checkbox"/> |

*If **YES** to any of the above, attach a certified copy of the court records regarding your conviction, the nature of the offense and date of discharge, if applicable, as well as a statement from the probation or parole office.*

### Certification Statement

Under penalties of perjury, I declare that I have examined this Form and all supporting documents and/or information submitted by me in connection therewith, and to the best of my knowledge, they are true, correct, and complete.

Signature of Applicant \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

## \* DEFINITIONS

730 ILCS 150 et. seq.—Acts that require Sex Offender Registration:

(B) As used in this Article, "sex offense" means:

(1) A violation of any of the following Sections of the Criminal Code of 1961:

- 11-20.1 (child pornography),
- 11-20.3 (aggravated child pornography),
- 11-6 (indecent solicitation of a child),
- 11-9.1 (sexual exploitation of a child),
- 11-9.2 (custodial sexual misconduct),
- 11-9.5 (sexual misconduct with a person with a disability),
- 11-15.1 (soliciting for a juvenile prostitute),
- 11-18.1 (patronizing a juvenile prostitute),
- 11-17.1 (keeping a place of juvenile prostitution),
- 11-19.1 (juvenile pimping),
- 11-19.2 (exploitation of a child),
- 11-25 (grooming),
- 11-26 (traveling to meet a minor),
- 12-13 (criminal sexual assault),
- 12-14 (aggravated criminal sexual assault),
- 12-14.1 (predatory criminal sexual assault of a child),
- 12-15 (criminal sexual abuse),
- 12-16 (aggravated criminal sexual abuse),
- 12-33 (ritualized abuse of a child).

An attempt to commit any of these offenses.

(1.5) A violation of any of the following Sections of the Criminal Code of 1961, when the victim is a person under 18 years of age, the defendant is not a parent of the victim, the offense was sexually motivated as defined in Section 10 of the Sex Offender Management Board Act, and the offense was committed on or after January 1, 1996:

- 10-1 (kidnapping),
- 10-2 (aggravated kidnapping),
- 10-3 (unlawful restraint),
- 10-3.1 (aggravated unlawful restraint).

(1.6) First degree murder under Section 9-1 of the Criminal Code of 1961, when the victim was a person under 18 years of age and the defendant was at least 17 years of age at the time of the commission of the offense, provided the offense was sexually motivated as defined in Section 10 of the Sex Offender Management Board Act.

(1.7) (Blank).

(1.8) A violation or attempted violation of Section 11-11 (sexual relations within families) of the Criminal Code of 1961, and the offense was committed on or after June 1, 1997.

(1.9) Child abduction under paragraph (10) of subsection (b) of Section 105 of the Criminal Code of 1961 committed by luring or attempting to lure a child under the age of 16 into a motor vehicle, building, house trailer, or dwelling place without the consent of the parent or lawful custodian of the child for other than a lawful purpose and the offense was committed on or after January 1, 1998, provided the offense was sexually motivated as defined in Section 10 of the Sex Offender Management Board Act.

(1.10) A violation or attempted violation of any of the following Sections of the Criminal Code of 1961 when the offense was committed on or after July 1, 1999:

- 10-4 (forcible detention, if the victim is under 18 years of age), provided the offense was sexually motivated as defined in Section 10 of the Sex Offender Management Board Act,
- 11-6.5 (indecent solicitation of an adult),
- 11-15 (soliciting for a prostitute, if the victim is under 18 years of age),
- 11-16 (pandering, if the victim is under 18 years of age),
- 11-18 (patronizing a prostitute, if the victim is under 18 years of age),
- 11-19 (pimping, if the victim is under 18 years of age).

(1.11) A violation or attempted violation of any of the following Sections of the Criminal Code of 1961 when the offense was committed on or after August 22, 2002:

- 11-9 (public indecency for a third or subsequent conviction).

(1.12) A violation or attempted violation of Section 5.1 of the Wrongs to Children Act (permitting sexual abuse) when the offense was committed on or after August 22, 2002.

(2) A violation of any former law of this State substantially equivalent to any offense listed in subsection (B) of this Section.

(C) A conviction for an offense of federal law, Uniform Code of Military Justice, or the law of another state or a foreign country that is substantially equivalent to any offense listed in subsections (B), (C), (E), and (E5) of this Section shall constitute a conviction for the purpose of this Article.

## \* DEFINITIONS

A “**forcible felony**”, for the purposes of Section 2105-165 of the Code (section numbers are from the Criminal Code of 1961 [720 ILCS 5]) and 68 Illinois Administrative Code 1130.120 is one or more of the following offenses:

- a) First Degree Murder (Section 9-1);
- b) Intentional Homicide of an Unborn Child (Section 9-1.2);
- c) Second Degree Murder (Section 9-2);
- d) Voluntary Manslaughter of an Unborn Child (Section 9-2.1);
- e) Drug-induced Homicide (Section 9-3.3);
- f) Kidnapping (Section 10-1);
- g) Aggravated Kidnapping (Section 10-2);
- h) Unlawful Restraint (Section 10-3);
- i) Aggravated Unlawful Restraint (Section 10-3.1);
- j) Forcible Detention (Section 10-4);
- k) Involuntary Servitude (Section 10-9(b));
- l) Involuntary Sexual Servitude of a Minor (Section 10-9(c));
- m) Trafficking in Persons (Section 10-9(d));
- n) Criminal Sexual Assault (Section 11-1.20);
- o) Aggravated Criminal Sexual Assault (Section 11-1.30);
- p) Predatory Criminal Sexual Assault of a Child (Section 11-1.40);
- q) Criminal Sexual Abuse (Section 11-1.50);
- r) Aggravated Criminal Sexual Abuse (Section 11-1.60);
- s) Aggravated Battery (Section 12-3.05);
- t) Compelling Organization Membership of Persons (Section 12-6.5);
- u) Compelling Confession or Information by Force or Threat (Section 12-7);
- v) Home Invasion (Section 12-11);
- w) Robbery (Section 18-1);
- x) Armed Robbery (Section 18-2);
- y) Vehicular Hijacking (Section 18-3);
- z) Aggravated Vehicular Hijacking (Section 18-4);
- aa) Aggravated Robbery (Section 18-5);
- bb) Terrorism (Section 29D-14.9);
- cc) Causing a Catastrophe (Section 29D-15.1);
- dd) Possession of a Deadly Substance (Section 29D-15.2);
- ee) Making a Terrorist Threat (Section 29D-20);
- ff) Falsely Making a Terrorist Threat (Section 29D-25);
- gg) Material Support for Terrorism (Section 29D-29.9);
- hh) Hindering Prosecution of Terrorism (Section 29D-35);
- ii) Boarding or Attempting to Board an Aircraft with Weapon (Section 29D-35.1);
- jj) Armed Violence (Section 33A-2); and
- kk) Attempt (Section 8-4) of any of the above specified offenses.

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O. USE THIS SPACE TO RECORD ANY OTHER INFORMATION THAT YOU FEEL WOULD ASSIST THE DEPARTMENT IN EVALUATING THE APPLICANT'S EDUCATIONAL EXPERIENCES.

NAME (Last, First, MI):

I certify that the information recorded herein is true and correct according to the official records of this institution.

SS#:

\_\_\_\_\_

Print Name of School Official

\_\_\_\_\_

Signature of School Official

\_\_\_\_\_

Title

\_\_\_\_\_

Date

SCHOOL SEAL OR NOTARY SEAL

**NOTE:** If the institution does not have a school seal, this form must be notarized.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Profession:

\_\_\_\_\_

Date of Expiration

\_\_\_\_\_

Signature of Notary Public

**SCHOOL OFFICIAL: RETURN THIS FORM TO APPLICANT**

**ATTENTION APPLICANT: FOR INCLUSION WITH THE APPLICATION PACKET.**



IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 ILCS 107/1 et. seq. (Illinois Compiled Statutes). Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

## PROFESSIONAL COUNSELOR ACADEMIC CRITERIA

# AC-PC

**APPLICANT:** Complete a separate form for each institution in which you have completed graduate coursework. You may copy this form as needed.

1. NAME LAST                      FIRST                      MIDDLE	2. DATE OF BIRTH ____ / ____ / ____ Month    Day        Year	3. SOCIAL SECURITY NUMBER - - - - - - - - - -
4. ADDRESS STREET, CITY, STATE, ZIP CODE	5. PROFESSION (Check One):  <input type="checkbox"/> Licensed Professional Counselor (178) <input type="checkbox"/> Licensed Clinical Professional Counselor (180)	
6. MAIDEN OR GIVEN SURNAME		
7. NAME OF COLLEGE/INSTITUTION	8. DEPARTMENT	
9. ADDRESS OF COLLEGE/INSTITUTION	10. PROGRAM (AREA OF SPECIALIZATION AS IT APPEARS ON TRANSCRIPT.)	

**ACADEMIC CRITERIA:** All applicants shall complete a 48 semester hour or equivalent quarter hour program with one 3 semester hour or equivalent quarter hour course in each of the following core areas. You may refer to Section 1375. Appendix A of the Rules in Administrative Code for assistance in completing this form. **Please submit a photocopy of the course description as it appears in the course catalog for each core area.**

AREA	COURSE TITLE	COURSE NO.	YEAR	COURSE CREDIT	COMMENTS
Human Growth and Development					
Counseling Theory					
Counseling Techniques					
Group Dynamics, Processing and Counseling					
Appraisals of Individuals					
Research and Evaluation					
Professional, Legal & Ethical - Responsibilities					
Social and Cultural Foundations					
Life-styles and Career Development					
Practicum / Internship					
Substance Abuse					
Maladaptive Behavior and Psychopathology					
Family Dynamics					

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**PART III - CERTIFICATION OF EXAMINATION SCORES**

A1. National or other Profession Specific Examination  
(Record all available information)

Date of Examination \_\_\_\_\_

Scaled Score	_____	Raw Score	_____
Standard Deviation	_____	Corrected Score	_____
National Mean	_____	Percent Score	_____

A 2.

SUBJECT	DATE	SCORE	SUBJECT	DATE	SCORE

B. State Constructed Examination

SUBJECT	DATE	SCORE	SUBJECT	DATE	SCORE

**PART IV - FORMAL ACTIONS**

- A. Is there now or has there ever been any formal action commenced against the applicant?  Yes  No
- B. Have there ever been any formal sanctions imposed against the applicant as a matter of public record including but not limited to fine, reprimand, probation, censure, revocation, suspension, surrender, restriction or limitation? (If yes, attach a certified copy of disciplinary action.)  Yes  No

**PART V - RECIPROCAL REGISTRATION**

This state  does  does not grant the same privilege of reciprocal registration to Illinois registrants.

I certify that the information contained herein is true and correct according to the official records of the State.

S E A L	_____	_____
	Print Name	Signature
	_____	_____
	Title	Date
	_____	_____
	Agency/Board Street Address	Area Code (     )
	_____	_____
	City, State, ZIP Code	Telephone Number

**Attention Licensing Agency/Board: RETURN THIS FORM TO THE APPLICANT.**

**Attention Applicant: FOR INCLUSION WITH APPLICATION PACKET.**

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 ILCS 107/1 et. seq. (Illinois Compiled Statutes). Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

**VERIFICATION OF EMPLOYMENT/EXPERIENCE**

SUPPORTING DOCUMENT

**VE-LCPC**

**APPLICANT: Complete the applicant section of this form, then forward it to your employer. You are authorized to photocopy this form as necessary if you had multiple sites and/or multiple supervisors. One year of full-time experience equals 1680 clock hours obtained in not less than 52 weeks.**

1. NAME LAST FIRST MIDDLE	2. DATE OF BIRTH ____ / ____ / ____ Month Day Year	3. SOCIAL SECURITY NUMBER ____ - ____ - ____
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4. ADDRESS STREET, CITY, STATE, ZIP CODE	<b>180 Licensed Clinical Professional Counselor</b>
5. MAIDEN OR GIVEN SURNAME	

FOLLOWING SHOULD REFLECT INFORMATION AT TIME OF EMPLOYMENT/EXPERIENCE

6. SUPERVISOR NAME	7. BUSINESS/INSTITUTION NAME
8. SUPERVISOR TITLE	9. ADDRESS STREET, CITY, STATE, ZIP CODE

**SUPERVISOR: Complete the remainder of this form. RETURN THE COMPLETED FORM DIRECTLY TO THE APPLICANT IN A SEALED ENVELOPE.**

<b>PART I. - SUPERVISION INFORMATION</b>	
A. IMMEDIATE/DIRECT SUPERVISOR'S NAME	B. PROFESSIONAL DESIGNINATION <span style="float:right">Date Awarded</span>
C. LICENSE NUMBER	<input type="checkbox"/> Counselor (Master's or Doctorate Level) _____
D. STATE OF LICENSE	<input type="checkbox"/> Licensed Clinical Professional Counselor _____
E. BUSINESS/INSTITUTION NAME	<input type="checkbox"/> Certified Social Worker _____
F. BUSINESS ADDRESS STREET, CITY, STATE, ZIP CODE	<input type="checkbox"/> Licensed Clinical Social Worker _____
G. BUSINESS TELEPHONE NUMBER Area Code ( ____ ) _____	<input type="checkbox"/> Licensed/Registered Clinical Psychologist _____
H. SUPERVISOR'S EMAIL ADDRESS	<input type="checkbox"/> Psychiatrist _____
	<input type="checkbox"/> Certified Rehabilitation Counselor _____

<b>PART II. - APPLICANT EMPLOYMENT INFORMATION</b>	
A. APPLICANT'S JOB TITLE AT TIME OF EMPLOYMENT/ EXPERIENCE	B. DATES OF APPLICANT'S EMPLOYMENT/EXPERIENCE From ____ / ____ / ____ To ____ / ____ / ____ Month Day Year Month Day Year
C. NUMBER OF HOURS APPLICANT WORKED PER WEEK	D. NUMBER OF HOURS YOU MET WITH THE APPLICANT PER WEEK

**PART II. - APPLICANT EMPLOYMENT INFORMATION (Continued)**

E. INDICATE YOUR OVERALL EVALUATION OF THE APPLICANT'S PERFORMANCE UNDER YOUR DIRECT SUPERVISION

Circle One	Excellent		Satisfactory		Poor
	5	4	3	2	1

F. CLOCK HOURS:

TOTAL CLOCK HOURS IN EXPERIENCE: \_\_\_\_\_

TOTAL CLOCK HOURS OF DIRECT FACE TO FACE IN PERSON SERVICE TO CLIENTS: \_\_\_\_\_

G. COMMENTS ABOUT APPLICANT'S JOB PERFORMANCE:

The above indicated experience has been performed by the applicant pursuant to my order, control, and full professional and legal responsibility as a supervisor. I do hereby declare that the information contained herein is true and correct.

_____	_____
Date	Signature
_____	_____
	Title

NAME (Last, First, MI):

SS#:

Profession: