

# Steps to Obtaining your Professional Counselor Training License (LPC-IT) and LPC in Wisconsin

In the state of Wisconsin, in order to be eligible for licensure as a licensed professional counselor (LPC), an applicant must:

- Complete a Graduate Degree in professional counseling (requirement met by CMHC emphasis within the Counseling Education Program at UW-Whitewater).

Following graduation:

- Completion of post-graduate supervised practice obtained under a Professional Counselor Training license (process of obtaining training license can begin prior to graduation – see next page for further details on LPC-IT requirements).
  - Master's level - 3,000 hours of post-degree supervised professional counseling practice including at least 1,000 hours of face-to-face client contact, under the supervision of a person specified in [s. MPSW 12.02 \(2\)](#) before the applicant is eligible for a license as a professional counselor.
  - Note: The 3,000 post-graduate supervised hours can now be completed in less than two years.
- Complete and submit Professional Counselor Application including required documentation and fees.
  - An applicant for permanent licensure may apply for a temporary license at the same time.
    - The temporary license may be issued to an individual who pays the required fee and meets all the qualifications for the permanent license except for passing the required national examination.
    - The temporary license expires upon notification of successful completion of the national examination or expiration of the 9-month period, whichever is earlier.
    - The temporary license may be renewed one time for an additional 9-month period.
- Successful completion of required examinations.

This document includes steps to complete the applications for both the Professional Counselor Training License (LPC-IT) and Professional Counselor License (LPC).

## **Professional Counselor - Training License (LPC-IT) Requirements**

A Professional Counselor training license allows a person to use the title “Professional Counselor” and is required for individuals acquiring their supervised experience necessary for licensure. The Wisconsin Statutes provide that the Professional Counselor Section will grant a Professional Counselor Training license to any applicant who:

- submits an application
- pays the required fee
- satisfies the educational requirement
- submits evidence satisfactory to the Professional Counselor Section that he or she is in a position or has an offer for a position as a Professional Counselor in a supervised professional counseling practice, or in a position which the applicant will, in the opinion of the Professional Counselor Section, receive training and supervision equivalent to the training and supervision received in a supervised professional counseling practice.

A Professional Counselor Training License is valid for 48-months and may be renewed at the discretion of the Professional Counselor Section (must submit [Form #2921](#)). The holder of a Professional Counselor Training License may use the title “Professional Counselor” and may practice professional counseling within the scope of his or her training or supervision during the period in which the license is valid.

Supervision that does not meet the qualifications of [Wis. Admin. Code §MPSW 12.02](#) may be grounds for denial.

### **Forms to Complete and Documents to Submit**

- [Form #1962](#): Professional Counselor Licensing Application (this includes Training License)
- Official transcript showing Master’s or Doctorate degree
- [Form #1960](#): Professional Counselor Certificate of Professional Education Form (Includes sections for both the applicant and the school to complete. Turn it into the department chair.)
- [Form #2456](#): Professional Counselor Post-Graduate Supervisor Approval Form (separate forms must be completed for each clinical site and qualified supervisor)
- Letters from all State Boards where licensed, active and inactive (if applicable)
- [Form #2829](#): Malpractice Suits or Claims Form (if applicable)
- [Form #2252](#): Convictions and Pending Charges (if applicable)

- Certified copy of marriage certificate, divorce decree, etc. (if name on all credentials are not the same)

### **Exams to Take (and Pass)**

- [NCE](#), [NCMHCE](#), or [CRCE](#)
  - The UW-Whitewater Counselor Education department recommends that you take the [NCE](#). The NCMHCE requires knowledge that you would acquire after you have practiced in the field as an LPC-IT for a couple of years. The CRCE is the exam that rehabilitation counselors typically take.
  - You have a choice in when you take the exam. You can take it now or wait until you apply for your LPC.
  - The NCE is administered at UW-Whitewater each April for students who will be graduating that semester, so for most people it makes sense to take it before they graduate. More information about the exam is distributed to interns in the fall semester.
  - You must request that NBCC forward your scores directly to the Professional Counselor Section of the Department of Safety and Professional Services.
  - The cost of the NCE as of 2017 is \$275.
- Wisconsin Statutes and Rules Examination
  - This is not required for training license. You can take it now or wait until you apply for your LPC.
  - The exam can be taken [online](#).
  - Click [here](#) for more information on the exam content and instructions.

### **Fees (write one check to DSPS and attach to application)**

- \$75 Initial Credential Fee
- \$75 Wisconsin Statute and Rule Exam Fee (if you're taking the exam now)
- \$15 National Exam Contract Fee (if you're taking the NCE, NCMHCE, or CRCE now; this fee is in addition to the other costs associated with the exam)
- \$8 CIB Review Fee (only required if you are submitting Form #2252 and you were not fingerprinted as a requirement of your application)

### **Ways to submit application**

#### **Email To:**

[dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)

#### **Mail To:**

P.O. Box 8935  
Madison, WI 53708-8935

**\*\*Note:** Hand delivery is probably the fastest way to have your application processed, while emailing it is probably faster than snail mail.

## **Professional Counselor License (LPC) Requirements**

Complete this application after you have accumulated 3,000 hours of professional counselor practice as an LPC-IT.

### **Forms to Complete and Documents to Submit**

- [Form #1962](#): Professional Counselor Licensing Application
- Official transcript showing Master's or Doctorate degree
- Report of passing score – NCE, NCMHCE, or CRCE
- Statutes and Rules Examination
- [Form #2464](#): Affidavit of Applicant's Competencies – Documentation of Clinical Experience Gained Under Training License Supervisor
  - If you have more than one supervisor as you accumulate your 3,000 hours, each supervisor must fill out a form.
- Letters from all State Boards where licensed, active and inactive (if applicable)
- [Form #2829](#): Malpractice Suits or Claims Form (if applicable)
- [Form #2252](#): Convictions and Pending Charges (if applicable)
- Certified copy of marriage certificate, divorce decree, etc. (if name on all credentials are not the same)

### **Exams to Take (and Pass)**

- NCE, NCMHCE, or CRCE (if not previously taken). You must request that the testing agency forward your scores directly to the Professional Counselor Section of the Wisconsin Department of Safety and Professional Services.
- Professional Counselor Statutes and Rules Exam (if not previously taken).

### **Fees** (write one check to DSPS and attach to application)

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\*Information in this document was obtained from the [Wisconsin DSPS website](#) (Rev. 1/18)

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