

## INSTRUCTIONS FOR PROFESSIONAL COUNSELING LICENSURE LPC

1. Prior to completing the application read all instructions and review the statutes and regulations relevant information. The statutes and regulations can be found on our website, [www.ksbsrb.ks.gov](http://www.ksbsrb.ks.gov).

2. **Criminal Conviction/s** - You are required to report the following convictions:  
A. Conviction of any felony  
B. Conviction of any misdemeanor crime against a person

Either of the above listed convictions will require you to complete the Conviction Packet. You may click on this link to download the: [Conviction Packet](#) or you may find this packet on our website, [www.ksbsrb.ks.gov](http://www.ksbsrb.ks.gov) under forms. You must return the required documentation with your application packet. **Your application will not be reviewed without this information.** Your application will require a determination from the full Board on eligibility for licensure. **Please allow extra time for a decision regarding your application.**

3. **Email.** The BSRB requires you to provide an email address. Email is the Board's primary method of communication. If you change your email address, update your information with the Board office right away.

4. **Fee:** Instructions for paying the \$50.00 application fee may be found on **Appendix A. FEES ARE NON-REFUNDABLE.**

5. As part of the application process, each applicant is required to provide an official transcript from the Registrar's office of the college or university where your degree was granted. Please direct the school to send the transcript directly to the Board office. **We will not accept transcripts sent directly from the applicant.**

6. As part of your completed application packet you are required to submit three (3) completed Professional Reference Forms. After completing Section 1, mail these forms directly to each of the three individuals who will serve as your professional references. Each of your references should complete the reference form and return it to you. You will then include these reference forms with your application and any other required material to the BSRB. NOTE: The individuals referencing you should seal the envelopes and then sign the back of the sealed envelopes so that the Board is assured of the confidentiality and integrity of the referencing process. **The Board will NOT accept references that are not in sealed, signed envelopes.**

a) All of the professional references shall be familiar with your work as a counselor and must be able to address the applicant's professional conduct, competence, and merit of the public trust. The references must be licensed as an LPC or licensed in a related field, except the person completing the form if your onsite practicum supervisor is unavailable. They cannot be related to you.

b) One of the references must be from the individual(s) that provided the direct clinical supervision of your on-site graduate program practicum or internship. If this person is unavailable, the graduate program director or any person with knowledge of the applicant's practicum shall submit the reference.

7. It is extremely important for you to understand that the Board cannot determine whether you are eligible to sit for the examination until all the key application materials have been received and approved by the BSRB.

8. Once you are eligible to sit for the examination, you will be provided information about scheduling for the examination and can contact the examination center for questions regarding the examination.

9. If you are or have ever been licensed, registered, or certified as a professional counselor in another state, please have the Out-of-State Clearance Form completed by your former state board. You will need to send the Out-of-State Clearance Form to the state(s) where you were licensed, registered, or certified as a professional counselor. They should return this form directly to us.

10. **Temporary License:** If all the requirements for licensure have been met, except passage of the examination, a temporary license may be requested. A temporary license will expire upon receipt of the permanent license or 24 months from the date of issuance. **A temporary license may not be renewed and will not be issued again on any subsequent applications at the same licensure level.** *NOTE: The Board must have your official transcript, with the degree posted, on file before a temporary license can be issued.*

**OR**

**Community-Based License:** A Community-Based License is an alternative to a traditional temporary license and is only an option if you have met all requirements for licensure, except passage of the examination **and** you are employed by a community mental health center as defined in K.S.A. 39-2002, a federally qualified health center as defined in K.S.A. 65-7402, a psychiatric residential treatment facility as defined in K.S.A. 39-2002, or a private treatment facility as defined in K.S.A. 59-29b46. In order to obtain a Community-Based License you will need to complete the [Community-Based License form](https://ksbsrb.ks.gov/forms) by clicking on the link or the form may be found at <https://ksbsrb.ks.gov/forms> under General Forms.

A Community-Based License will expire upon receipt of the permanent license or 24 months from the date of issuance. **A Community-Based License may not be renewed or extended and will not be issued again on any subsequent applications at the same licensure level.** *NOTE: The Board must have your official transcript, with the degree posted, on file before a Community-Based License can be issued.*

*If you qualify, you will be issued only one of the two license types listed above (temporary license OR Community-Based License). If you obtain a temporary license, you cannot obtain a Community-Based License. If you obtain a Community-Based License, you cannot obtain a temporary license.*

If you have met all the requirements for licensure except passage of the examination, you may request a temporary license. **NOTE: We must have your official transcript on file before we can issue a temporary license.**

Please allow 30 days for review of your application. You may now **check the status of your application on our website** [www.ksbsrb.ks.gov](http://www.ksbsrb.ks.gov), under "Applicants."

#### **Submit at the time of application:**

- The completed application form (please complete all pages so that your application will not have to be returned);
- The application fee of \$50.00; See Appendix A;
- The three (3) completed Professional Reference Forms;
- The Graduate Practicum Review Form;
- The Academic Background Form;

**The following items shall be sent directly to the board from the university, state board, or Examination Company.**

- The Out-of-State Clearance Form, if you were licensed in another state;
- Your official transcript;
- Exam scores, if applicable.

Behavioral Sciences Regulatory Board  
700 SW Harrison St. Suite 420  
Topeka, KS 66603-3929



Phone: 785-296-3240  
Fax: 785-296-3112  
[www.ksbsrb.ks.gov](http://www.ksbsrb.ks.gov)

David B. Fye, JD, Executive Director

Laura Kelly, Governor

**APPLICATION FOR LICENSURE AS A LICENSED PROFESSIONAL COUNSELOR: LPC**

Are you seeking temporary licensure? (See #10 in the instructions) Yes \_\_\_\_\_ No \_\_\_\_\_  
OR

Are you seeking a community-based license? (See #10 in the instructions) Yes \_\_\_\_\_ No \_\_\_\_\_

**Application Fee: \$50.00 please see Appendix A**

**I. Identifying information: (Please type or print clearly in ink)**

Legal Name: \_\_\_\_\_  
Last First Middle

Maiden/Other names used: \_\_\_\_\_ Gender: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ (Note: Your social security number is required pursuant to 42 U.S.C.S. § 666(a)(13), K.S.A. 74-148 and K.S.A. 74-139, and may be used for child support enforcement purposes or provided to the Kansas director of taxation upon request.)

Preferred E-Mail Address: \_\_\_\_\_ Preferred Mailing: Home \_\_\_\_\_ Business \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone (optional): \_\_\_\_\_

Home Address: \_\_\_\_\_ Apartment Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip+4: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ Suite Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip+4: \_\_\_\_\_

**II. General Background Information:**

A. Have you ever filed any application for licensure or registration in Kansas? Yes \_\_\_\_\_ No \_\_\_\_\_  
If "yes", please answer the following questions:

1. When: \_\_\_\_\_ For which credential: \_\_\_\_\_

2. Under what name: \_\_\_\_\_

B. Do you currently hold, or have you ever held a certificate, registration or license to practice in the behavioral or health sciences in another state or jurisdiction? Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", please answer the following questions:

1. When: \_\_\_\_\_ For which credential: \_\_\_\_\_

2. Under what name: \_\_\_\_\_

3. In which state or jurisdiction: \_\_\_\_\_

**If you currently hold, or have ever held a certificate, registration, or license to practice in one of the behavioral or health sciences in another state or jurisdiction, you will need to have the former state Board(s) complete an Out-of-State Clearance Form. They should send the completed form directly to us.**

### III. Merit of the Public Trust:

A. Please answer the following questions. **Note: If the answer to any of the items 1 through 9 in this section is "Yes", submit as part of your application a signed, dated type-written explanation that gives specific details including disposition of the matter.**

1. Have you ever been convicted of a felony? Yes \_\_\_ No \_\_\_  
**If yes, submit the [Conviction Packet](#).**
2. Have you ever been convicted of a misdemeanor crime against persons? Yes \_\_\_ No \_\_\_  
**If yes, submit the [Conviction Packet](#).**
3. Have you ever had a complaint filed with a professional association or a counselor certifying, licensing, or registering body against you for alleged unethical behavior or unprofessional conduct? Yes \_\_\_ No \_\_\_
4. Have you used any alcohol, narcotic, barbiturate other drug affecting the central nervous system, or other drug which may cause physical or psychological dependence, either to which you were addicted or upon which you were dependent within the last 2 years? Yes \_\_\_ No \_\_\_
5. Have you been diagnosed or treated for any physical, emotional or mental illness or disease, including drug addiction or alcohol dependency, which limited your ability to practice behavioral sciences with reasonable skill and safety within the past 2 years? Yes \_\_\_ No \_\_\_
6. Have you used controlled substances which were obtained illegally or which were not obtained pursuant to a valid prescription order or which were not taken following the direction of a licensed health care provider within the past 2 years? Yes \_\_\_ No \_\_\_
7. Have you ever had disciplinary action taken against you for unethical behavior, unprofessional conduct or any other grounds? Yes \_\_\_ No \_\_\_
8. Has any state, jurisdiction, providence, or professional organization denied your application for credentials or professional membership? Yes \_\_\_ No \_\_\_
9. Have you ever been sued for malpractice, or agreed to pay a settlement in a malpractice suit? Yes \_\_\_ No \_\_\_
10. Has any governmental agency ever substantiated allegations made against you for physical, mental or emotional abuse or neglect, sexual abuse, or exploitation of (1) a child, (2) a resident of an adult care home, medical care facility, psychiatric hospital or state institution for the mentally retarded, or (3) an adult? Yes \_\_\_ No \_\_\_

B. At the time of application, submit 3 professional references in the unopened envelopes that have been signed across the seal by each reference, including the reference from the individual that provided the direct clinical supervision of your on-site graduate program practicum or internship. If this person is not available, the graduate program director or anyone with knowledge of the practicum shall submit the reference. The references must be licensed as an LPC or licensed in a related field, except the person completing the form if your onsite practicum supervisor is unavailable. They cannot be related to you.

C. Provide the names and mailing addresses of the three individuals that completed the Professional Reference Forms on your behalf. **Please place an asterisk/star (\*) next to the person(s) who provided the direct supervision of your on-site graduate program practicum or internship.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

### IV. Educational Background:

- A. Submit at the time of application the completed Academic Background Form.
- B. At the time of application submit in the unopened envelope, which has been signed across the seal by the graduate program director, the completed Graduate Practicum Review Form. Note: This form must be completed by the counseling program director from the college or university that academically supervised the masters degree counseling practicum experience.
- C. **Transcript(s):** As part of the application process, each applicant is required to provide an official transcript from the Registrar's office of the college or university where your degree was granted. Please direct the school to send the transcript directly to the Board office. We cannot accept transcripts sent from the applicant.

D. List all accredited colleges or universities you have attended at the graduate level:

INSTITUTION	DATES OF ATTENDANCE		MAJOR AND/OR CONCENTRATION	DEGREE RECEIVED	DATE DEGREE CONFERRED
	FROM	TO			

E. Give other name(s) under which your coursework was taken or your degree was conferred, if different from the name you use now:

\_\_\_\_\_

**V. Examination:**

A. If you have not previously taken the National Counselors Exam (NCE) developed by the National Board for Certified Counselors and achieved a passing score, you will be notified in writing if you are eligible to register and sit for the examination. Applicants must first satisfy the educational requirements in order to be authorized by Behavioral Sciences Regulatory Board (BSRB) to register for the examination.

B. Have you previously **taken and passed** the NCE examination? Yes \_\_\_ No \_\_\_  
**If "yes", complete the remaining items in this section before proceeding to the next section.**

1. Location and date exam was taken: \_\_\_\_\_

C. Arrange for the Board's receipt of the official test scores by requesting that the National Board of Certified Counselors (or the out-of-state credentialing board) send the scores directly to the Board.

**VI. Applicant's Attestation:**

A. I have reviewed the licensure eligibility requirements prior to submitting this application. Yes \_\_\_ No \_\_\_

B. I have completed the application materials and procedures honestly and in good faith. Yes \_\_\_ No \_\_\_

C. I understand that the members and staff of BSRB are compelled by law to uphold, implement and enforce the licensure statutes and regulations as written. Yes \_\_\_ No \_\_\_

D. I understand that all state records pertaining to application and licensure may be used to conduct research or program evaluation, but any such research will not personally identify the applicants or licensees, either directly or indirectly. Yes \_\_\_ No \_\_\_

E. I understand that the Board has the statutory authority to refuse to grant licensure to, or may suspend, revoke, condition, limit, qualify, or restrict the license of any individual that has knowingly made a false statement on a BSRB form required for licensure or licensure renewal. Yes \_\_\_ No \_\_\_

F. I **have read** and am familiar with the statutes and regulations governing the practice of professional counseling in Kansas. Yes \_\_\_ No \_\_\_

G. I understand that **once the Board receives my application I am bound by, and will abide by the statutes and regulations** governing the practice of professional counseling in Kansas. Yes \_\_\_ No \_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NAME or ADDRESS CHANGE: It is the applicant's responsibility to notify the Board in writing of any name or address change that might occur during the application process.



**APPLICATION FOR LICENSURE AS A LICENSED PROFESSIONAL COUNSELOR: LPC**

**Academic Background Form**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTIONS:** This form is to be completed by the applicant and submitted at the time of application. To be considered toward the educational requirements, the applicant's reported coursework must be graduate level academic coursework that has been taken for graduate level academic credit.

A total of 60 semester hours of graduate coursework is required. Forty-five semester hours of graduate counseling coursework must be distributed across the following ten categories. It should be noted that there should be a minimum of at least two discrete and unduplicated semester hours or their academic equivalent, neither of which may be taken by independent study, reported in each area.

Each course may be reported in only one category, where it most accurately fits by course content. If the course title does not clearly reflect the category where you are reporting a particular course, submit at the time of application copies of the course catalog description and syllabus for any such course(s).

The following activities shall **NOT** be reported, substituted for or counted toward the coursework requirements:

1. coursework taken for undergraduate credit;
2. academic coursework that was audited;
3. academic coursework that has a failing grade or that is incomplete;
4. nonacademic or correspondence coursework or training;
5. continuing education, in-service, or on-the-job training;
6. coursework that the board determines is not closely related to the field or practice of counseling.

Please remember that fifteen (15) graduate credit hours supporting diagnosis or treatment of mental disorders is required for the **LCPC** license. Please indicate in the far right column which hours you will be claiming to meet the 15 hour requirement if you intend to apply for the **LCPC** license at a later date.

*Please see K.S.A. 65-5804a and K.A.R. 102-3-3a for more detail.*

Note: If your college or university awarded quarter or trimester credit hours rather than semester hours, please indicate by putting a Q (for quarter hours) or a T (for trimester hours) adjacent to the reported number of credit hours throughout the form.

1. Counseling Theory and Practice includes courses in basic theories, principles and techniques of counseling and their applications to professional counseling settings.

Course #	Course Title	Credit Hrs	University	15 Hr Requirement	
_____	_____	_____	_____	Yes	No
_____	_____	_____	_____	Yes	No
_____	_____	_____	_____	Yes	No

2. The Helping Relationship includes courses in philosophic basis of helping relationships; application of the helping relationship to counseling practice; and an emphasis on development of counselor and client self-awareness.

Course #	Course Title	Credit Hrs	University	15 Hr Requirement	
_____	_____	_____	_____	Yes	No
_____	_____	_____	_____	Yes	No
_____	_____	_____	_____	Yes	No

3. Group Dynamics, Processes and Counseling Approaches and Techniques including courses in theories and types of groups, as well as descriptions of group practices, methods, dynamics and facilitative skills.

Course #	Course Title	Credit Hrs	University	15 Hr Requirement	
				Yes	No
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

4. Human Growth and Development includes courses that provide a broad understanding of the nature and needs of individuals at all developmental levels. Emphasis is placed on psychological, sociological, and physiological approaches. Also included are such areas as human behavior (normal and abnormal), personality theory and learning theory.

Course #	Course Title	Credit Hrs	University	15 Hr Requirement	
				Yes	No
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

5. Career Development and Lifestyle Foundations includes courses in vocational theory, the relationship between career choice and lifestyle, sources of occupational and educational information, approaches to career decision-making processes and career development exploration techniques.

Course #	Course Title	Credit Hrs	University	15 Hr Requirement	
				Yes	No
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

6. Appraisal of Individuals includes courses and training in the development of a framework for understanding the individual including methods of data gathering and interpretation, individual and group testing, and the study of individual differences.

Course #	Course Title	Credit Hrs	University	15 Hr Requirement	
				Yes	No
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

7. Social and Cultural Foundations includes courses in change-processes, ethnicity subcultures, families, gender issues, changing roles of women, sexism, racism, urban and rural societies, population patterns, cultural mores, use of leisure time and differing life patterns. These courses may come from such disciplines as the behavioral sciences, economics and political science.

Course #	Course Title	Credit Hrs	University	15 Hr Requirement	
				Yes	No
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

8. Research and Evaluation includes courses in statistics, research design, and development; development of program goals and objectives; evaluation of program goals and objectives; and, thesis preparation. A maximum of four hours may be counted for thesis.

Course #	Course Title	Credit Hrs	University	15 Hr Requirement	
				Yes	No
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

9. Professional Orientation includes courses in goals and objectives of professional organizations, codes of ethics, legal considerations, standards of preparation and practice, certification, licensing, and role identities of counselors and others in the helping professions.

Course #	Course Title	Credit Hrs	University	15 Hr Requirement	
_____	_____	_____	_____	Yes	No
_____	_____	_____	_____	Yes	No
_____	_____	_____	_____	Yes	No

10. Supervised Practical Experience includes supervised practical experience that includes studies in the application and practice of the theories and concepts presented in formal study. Such experiential practice shall be completed under the close supervision of the instructor with the use of direct observation through one-way mirrors in a counseling laboratory through the use of video taped sessions, with audio tapes and written case notes.

Course #	Course Title	Credit Hrs	University	15 Hr Requirement	
_____	_____	_____	_____	Yes	No
_____	_____	_____	_____	Yes	No
_____	_____	_____	_____	Yes	No

Please provide a description of your field experience:

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11. List below the additional fifteen (15) semester hours of credit to complete the sixty (60) semester hours of required graduate credit in counseling. Please note that these courses must have an emphasis in counseling. You may include (in this category only) up to 6 hours of graduate semester hours of independent study that is related to the field or practice of counseling. You may also include, if not used in category 8, no more than 4 graduate semester hours for thesis research and writing.

Course #	Course Title	Credit Hrs	University	15 Hr Requirement	
_____	_____	_____	_____	Yes	No
_____	_____	_____	_____	Yes	No
_____	_____	_____	_____	Yes	No
_____	_____	_____	_____	Yes	No
_____	_____	_____	_____	Yes	No





**APPLICATION FOR LICENSURE AS A LICENSED PROFESSIONAL COUNSELOR: LPC**

***Graduate Practicum Review***

**Instructions for Applicant:** Complete section 1 and send to the Graduate Program Director of the counseling program for completion. Graduate Practicum Review forms **shall be submitted in the unopened signed and sealed envelopes by the applicant at the time of application.**

**I. Section A: To be completed by the Applicant:**

A. Applicant's Name: \_\_\_\_\_ Degree and Graduation date: \_\_\_\_\_

B. Educational Institution: \_\_\_\_\_ Graduate Program Director: \_\_\_\_\_

**II. Section 2: To be completed by the Graduate Program Director and returned to the applicant in a sealed envelope signed across the seal:**

**Instructions for the Graduate Program Director:**

The above named applicant has applied to the Kansas Behavioral Sciences Regulatory Board (BSRB) for licensure as a professional counselor. In order for the Board to make a determination as to whether the applicant meets educational qualifications pursuant to K.S.A. 65-5804 as defined in K.A.R. 102-3-3a, the items listed below need to be completed by the graduate program director and **returned to the applicant in a sealed envelope with your signature across the seal.**

A. What regional accreditation is held by your university that awarded the applicants masters or doctoral degree?

\_\_\_\_\_

B. What professional accreditation (if any) is held by the graduate program completed by the applicant?

\_\_\_\_\_

C. Please complete the following questions regarding the above listed applicant's practicum.

1. As part of the applicant's graduate program did the applicant satisfactorily complete a graduate level supervised clinical practicum? Yes \_\_\_ No \_\_\_

2. Was this a clinical experience which included studies in the application and practice of the theories and concepts presented in formal study? Yes \_\_\_ No \_\_\_

3. Did the applicant receive supervision during their practicum experience: Yes \_\_\_ No \_\_\_  
**If you answered "NO" to any of these questions please explain on a separate sheet of paper.**

4. How many hours of face-to-face client contact, conducting psychotherapy and assessment, with individuals, couples, families, and/or groups did the applicant complete during this practicum? \_\_\_\_\_

**I hereby affirm that to the best of my knowledge all answers to the above items are true and correct.**

Print: \_\_\_\_\_ Date: \_\_\_\_\_  
Graduate Program Dean or Director

Signature: \_\_\_\_\_ Email Address \_\_\_\_\_  
(No Stamps Please)



**APPLICATION FOR LICENSURE AS A LICENSED PROFESSIONAL COUNSELOR: LPC**

***Professional Reference Form***

**Instructions:** Section 1 is to be completed by the applicant and then sent to the referencing individuals for completion. Additional copies of this form may be made and used as needed by the applicant. **Completed Professional Reference forms shall be submitted in the unopened sealed envelopes by the applicant at the time of application.** Section 2 is to be completed by the referencing individual who needs to seal the envelope and sign across the seal, and then returned to the applicant.

**SECTION 1: This section is to be completed by the applicant.**

To: (Name of reference-please print): \_\_\_\_\_

From: (Name of Applicant-please print): \_\_\_\_\_

I am applying for licensure as a professional counselor in the State of Kansas and I am required to provide information to support that application. This form, bearing my signature, gives my consent and authorization to release any and all information and/or documents that may be material to an evaluation of my merit of the public trust. I authorize the Behavioral Sciences Regulatory Board (BSRB) and its representatives to consult with you regarding my professional competence, character, ethical qualifications, health status, ability to work cooperatively with others and other qualifications for licensure.

I release from liability any and all individuals, institutions and organizations that provided information to BSRB or its representatives, in substantial good faith and without malice, concerning my merit of the public trust and my qualifications for licensure. I consent to the inspection by BSRB and its representatives of all documents that may be material to an evaluation of my qualifications and competence. I understand that this consent for release of information will be in effect for a period of one year from the date of consent.

Please mail this completed form directly to me in a sealed envelope with your signature across the seal. **Please be certain to seal the envelope and sign over the seal.** I am responsible for submitting to BSRB the completed form in its sealed envelope as part of my application packet.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 2: The qualified referencing individual should answer all of the following questions to the best of their knowledge. The reference should then return this completed form to the applicant in a sealed envelope. The reference should sign his/her name over/across the seal on the envelope to insure confidentiality.**

To qualify to serve as a professional reference, the referencing individual must be:

1. unrelated to the applicant;
2. able to address the applicant's professional conduct, competence and merit of the public trust;
3. one of the references must be from the individual who provided direct clinical supervision of the applicant's graduate practicum or internship; If this person is unavailable the graduate program director, or any person with knowledge of the applicant's practicum or internship on the basis of the student records may complete the form.
4. must be licensed as an LPC or licensed in a related field. This does not apply to the person completing the reference if the practicum supervisor is unavailable.

**Note:** If you do not qualify to serve as a professional reference, please alert the applicant. If you do qualify to serve as a professional reference, please complete the form and return it, at your earliest convenience, to the applicant as indicated above. Please be sure to sign over the seal on the back of the sealed envelope before returning it to the applicant. Thank you.

**I. Professional Reference's Qualifications:**

A. Professional Reference's Name: \_\_\_\_\_

B. Do you hold a professional license? Yes \_\_\_ No \_\_\_ **If "yes", please answer the following questions:**

1. Professional Licenses held: \_\_\_\_\_ License #: \_\_\_\_\_

2. State of Issuance: \_\_\_\_\_ Issuance Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

C. Business Name: \_\_\_\_\_

D. Business Address: \_\_\_\_\_

E. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

F. Professional Reference's Educational Background: \_\_\_\_\_

G. Professional Title: \_\_\_\_\_

H. **Were you the applicant's graduate program on-site practicum supervisor?** Yes \_\_\_ No \_\_\_

I. Are you related by blood or marriage to the applicant? Yes \_\_\_ No \_\_\_  
**If "yes", state relationship:**

\_\_\_\_\_

J. How long have you known the applicant? \_\_\_\_\_

K. What relationship (such as employer, supervisor, co-worker, instructor and the like) have you had with the applicant which has aided you in forming any opinion of his/her character:

\_\_\_\_\_

\_\_\_\_\_

**II. Professional Reference's Knowledge of Applicant:**

A. Please consider the candidate's behavior in the following areas: good judgement, integrity, honesty, fairness, credibility, reliability, respect for others, respect for the laws of the state and nation, self-discipline, self-evaluation, initiative, and commitment to the profession of professional counseling and its values and ethics. Does the candidate, in your opinion, possess the moral standards and fitness required for working as a professional counselor?

**If your answer is "no", please elaborate in detail on attached sheet.** Yes \_\_\_ No \_\_\_

B. Are you aware of any significant facts concerning the applicant's background, which would reflect unfavorably on the applicant's character and fitness to practice professional counseling? Yes \_\_\_ No \_\_\_

**If "yes", please state these facts as fully as possible on an attached page.**

C. Do you recommend the applicant for licensure to practice professional counseling in Kansas? Yes \_\_\_ No \_\_\_

**If not, please elaborate in detail in an attached statement.**

D. If you desire, please expand upon any of the foregoing answers or add any comments or information that you believe will aid the Behavioral Sciences Regulatory Board (BSRB) in evaluating the applicant's merit of public trust for licensure as a professional counselor in Kansas. For such purpose you may supplement this Professional Reference Form by typewritten letter addressed to the board and attached hereto.

**III. Professional Reference's Attestation:**

I certify the foregoing answers and information furnished above are given in good faith with the understanding that it will be utilized for purposes of determining the applicant's merit of the public trust to be licensed and to practice as a professional counselor in the State of Kansas. Any response or information I have provided is true and correct to the best of my knowledge and belief. Where I have relied upon other sources of information, they are only those which I believe to be accurate and reliable.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION FOR LICENSURE AS A LICENSED PROFESSIONAL COUNSELOR: LPC**

**Out-of-State Clearance Form**

**Instructions:**

Section 1 is to be completed by the applicant and then sent to the out-of-state board for completion. Additional copies of this form may be made and used as needed by the applicant.  
Section 2 is to be completed by a representative of the out-of-state board, and then returned directly to us.

**I. SECTION 1: This section is to be completed by the applicant.**

- A. Name: \_\_\_\_\_
- B. Maiden or other name in which license was issued: \_\_\_\_\_
- C. Type of Credential held in the other state: \_\_\_\_\_
- D. Type or Field of Practice: \_\_\_\_\_
- E. License Number: \_\_\_\_\_
- F. Level of Licensure (Baccalaureate, Masters, Doctorate): \_\_\_\_\_
- G. Date Issued: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_

**II. SECTION 2: This section is to be completed by the State Board. Upon completion, please return this form to: BSRB, 700 S.W. Harrison St., Ste 420, Topeka, KS 66603-3929.**

- A. Type of Credential (please circle applicable designation): Licensure \_\_\_ Registration \_\_\_ Certification \_\_\_
- B. Type or Field of Practice: \_\_\_\_\_
- C. Lic/Reg/Cert Number: \_\_\_\_\_
- D. Date of Issuance: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_
- E. Level of Lic/Reg/Cert (Baccalaureate, Masters, Doctorate): \_\_\_\_\_
- F. Is Lic/Reg/Cert in Good Standing? Yes \_\_\_ No \_\_\_ **If "no", please state reason(s):**  
\_\_\_\_\_
- G. Has the Lic/Reg/Cert ever been suspended or revoked? Yes \_\_\_ No \_\_\_ **If "yes", please state reason(s):**  
\_\_\_\_\_
- H. Did the applicant take the National Counselor's Examination (NCE) developed by the National Board for Certified Counselors (NBCC) to qualify for the Lic/Reg/Cert? Yes \_\_\_ No \_\_\_ **If "yes", please complete the following:**
  - 1. Date of Examination: \_\_\_\_\_ Passed:  Failed:
  - 2. Exam Level: \_\_\_\_\_ Exam Form #: \_\_\_\_\_
  - 3. Applicant's Exam ID#: \_\_\_\_\_
  - 4. Applicant's Score: Raw: \_\_\_\_\_ Scaled: \_\_\_\_\_ Percent: \_\_\_\_\_  
Exam Mean: \_\_\_\_\_ Standard Deviation: \_\_\_\_\_ State Cutoff Score: \_\_\_\_\_

I. Additional Comments:

Signature of State Board Representative: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Official Title/Position: \_\_\_\_\_

State/Jurisdiction \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
State city state zip

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Date: \_\_\_\_\_

## *Appendix A*

### *Payment Instructions*

1. Individuals wishing to submit payments to the BSRB using a credit card or electronic check should:

- (1) visit the BSRB website at [ksbsrb.ks.gov](http://ksbsrb.ks.gov)
- (2) select the “SERVICES” drop-down tab from the top of the home screen, and
- (3) click on the “Make A Payment” link. From this page, you will be asked to provide information allowing us to identify the applicant, select the item you wish to pay for, and you will be able to make a payment for that item.

For use of the secure payment platform, the state of Kansas charges a 2.5 percent processing fee for credit card payments or a \$1.50 flat fee for use of an electronic check. After completing payment, you will receive a confirmation e-mail to confirm your payment.

2. Individuals wishing to submit payments to the BSRB office using a check-by-mail or with a money order may continue to mail payments to the Behavioral Sciences Regulatory Board, 700 SW Harrison St., Ste. 420, Topeka, KS 66603. There is no additional fee for processing checks-by-mail or money orders sent to the BSRB office.

The application fee may be paid before or after you submit your application. The application will not be processed until the fee has been received.