

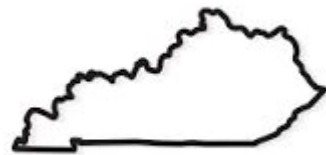


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Kentucky Licensure

Summer 2025





KY LPCA Statutes

https://lpc.ky.gov/newstatic_Info.aspx?static_ID=474&menuid=13

7

- Practicing ***BEFORE*** getting LPCC Board approval for LPCA ***is NOT*** allowed & is considered practicing without a license & therefore unlawful



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Application Process

Kentucky Board of Licensed Professional Counselors

<https://lpc.ky.gov>

Licensing

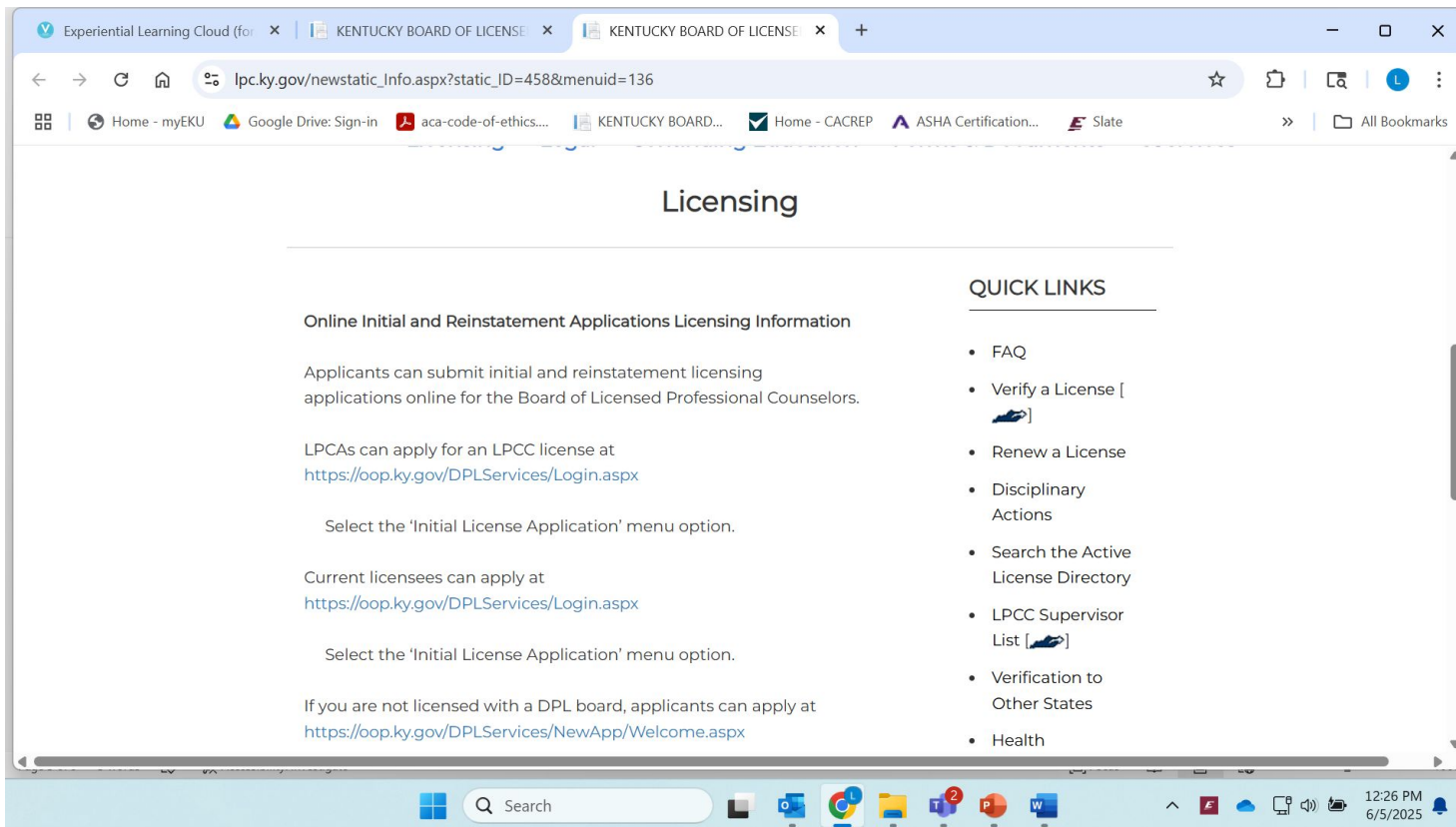
https://lpc.ky.gov/newstatic_Info.aspx?static_ID=458&menuid=136



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Select the 'Initial License Application' menu option.



If you are not licensed with a DPL board, applicants can apply at: <https://oop.ky.gov/DPLServices/NewApp/Welcome.aspx>



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Create an account

Experimental Learning Cloud (for... x | KENTUCKY BOARD OF LICENSE... x | Department of Professional Lice... x +

oop.ky.gov/DPLServices/NewApp/Welcome.aspx

Home - myEKU | Google Drive: Sign-in | aca-code-of-ethics... | KENTUCKY BOARD... | Home - CACREP | ASHA Certification... | Slate | All Bookmarks

6/9/2025

Kentucky Department of Professional Licensing

Welcome to Department of Professional Licensing Online Portal.

If you currently hold or have held a license with one of the boards under the Department of Professional Licensing, please [Click Here](#) to apply for a license.

If you have initiated an application but have not submitted it, enter the Reference Number.

Enter Reference Number

Start Initial License Application

First Name: Last Name:

Date of Birth: SSN (Optional):

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Windows taskbar: Search, File Explorer, Microsoft Edge, PowerPoint, 8:30 AM 6/9/2025



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*Select the
following
options...*

Search results - Google Drive x Department of Professional Licens... x LPC FAQ Final 11132024.pdf x +

oop.ky.gov/DPLServices/NewApp/FormType.aspx

Home - myEKU Google Drive: Sign-in aca-code-of-ethics... KENTUCKY BOARD... Home - CACREP ASHA Certification... Slate All Bookmarks

6/4/2025

Kentucky
Department of Professional Licensing

SELECT BOARD NAME AND LICENSE TYPE

Board Name: Kentucky Board of Licensed Professional Counselors

License Type: Licensed Professional Counselor Associate

Please select one: I have completed the licensing requirements per KRS 335.525(1)

Next

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Search 11:53 AM 6/4/2025



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Initial Application Process & Required Documents

Only bullet points 4, 5, 7,
& 8 in the list to the right
should apply to
graduates of our
program, but *variations
can/may occur*

The screenshot shows a web browser window with the URL `oop.ky.gov/DPLServices/NewApp/ReqDocList.aspx`. The page title is "Kentucky Department of Professional Licensing". A blue header bar contains the text "REQUIRED DOCUMENTS". Below this, the "Initial Application Process:" section states: "In order to complete the application process, you will need the required documents listed below:". A list of nine bullet points follows, detailing requirements for out-of-state licensure, disciplinary history, criminal records, transcripts, coursework, supervisor verification, and FBI background checks. A "Continue" button is located at the bottom of the list.

Kentucky
Department of Professional Licensing

REQUIRED DOCUMENTS

Initial Application Process:

In order to complete the application process, you will need the required documents listed below:

- If credentialed as a professional counselor in any other state(s), you will need a letter of good standing from each state.
- If you hold or have held any other license, certificate, or registration from a state board in Kentucky or any other state, you will need a letter of good standing from each state.
- If you have held a certification/license/registration in Kentucky or any other state that has ever been suspended or revoked, you will need supporting documentation.
- If you have ever been convicted of a felony or a misdemeanor (other than traffic violations) under the laws of any state in the United States, you will need a copy of your final judgment of conviction entered by the court where convicted.
- Request an official transcript be mailed from the school you attended to the Board's office.
- If seeking approval for licensure with a related degree, you will need a syllabi and actual catalog descriptions for all applicable coursework.
- If your Supervisor is a Licensed Psychiatrist, Nurse with a M.A. Degree and Psychiatric Certification, a Licensed Clinical Social Worker in Kentucky or a Supervisor not licensed by the Kentucky Department of Professional Licensing, you will need the completed Certification and Verification of [Clinical Internship/Practicum form](#). If you had more than one supervisor, you will need a completed form for each supervisor.
- A FBI background check performed within the last ninety (90) days.

[Continue](#)



Background Check

How do I obtain the FBI criminal background check? <https://lpc.ky.gov/>

IdentoGo:

- The LPCC Board does NOT have a code – indicate that you are completing a ‘personal history check;’ This is acceptable for LPCC licensure.
- <https://uenroll.identogo.com/>
- Background checks are **only valid for 90 days** from the date of request. You can apply in advance of submitting your application.
- Use of an Optional Affidavit is no longer acceptable



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Transcript Submission

- Official Transcript Request (i.e., must come directly from the university & be sent directly to the LPCC Board)
- Transcript must include degree conferral
<https://tsorder.studentclearinghouse.org/school/select>
 - Degrees are typically conferred on or by the following dates per the Registrar's office, but please confirm this with them as changes may occur:
 - May graduation – degree conferred May 31st
 - August graduation – degree conferred August 31st
 - December graduation – degree conferred December 31st
- For additional information regarding EKU's release of transcripts, please visit:
<https://www.eku.edu/in/guides/records-and-transcripts/#official-transcripts>
- You may submit an unofficial transcript with the application for review, but **the Board will not approve the license until an official transcript is received.**



Education/Training/Curriculum Practicum & Internship Verification

- How to classify your graduate courses: 201 KAR 36:070, Subsection 4.1.a.4.: <https://apps.legislature.ky.gov/law/kar/titles/201/036/070/>
- ECU's courses correspond to these educational requirements as follows:
 - a. The helping relationship, including theory & practice – COUs 840 & 846
 - b. Human growth & development – COU 839
 - c. Lifestyle & career development – COU 822
 - d. Group dynamics, process, counseling, & consulting – COU 820
 - e. Assessment, appraisal, & testing – COU 816
 - f. Social & cultural foundations – COU 804
 - g. Principles of etiology, diagnosis, treatment planning, etc. – COU 855
 - h. Research & evaluation – COU 869
 - i. Professional orientation to counseling – COU 813
 - j. Practicum/internship experiences – COUs 880 & 881
- ECU Counselor Education is CACREP accredited
- Must have 1 academic class in each section (see left column)
- Must have at least 600 hours of practicum/internship
- Describe all CLINICAL activities
- If supervisor is a KY LPCC-S, they can be selected from the online database embedded in the application & sign electronically
- If supervisor is not licensed in KY through the Department of Professional Licensing, then a paper form is available within the online application
 - Please contact your faculty/university supervisor to sign this form
- Applicant must sign form



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Supervision

- Before applying for LPCA, you will need a supervisor.
 - The KY LPCC Board provides access to a databases on their website
 - You may also identify a supervisor through KCA, especially by posting on their Facebook page, & personal networking through your practicum and internship contacts
- A Supervision Agreement must be on file.
- KY Board-approved clinical supervisors can be found here: <https://oop.ky.gov/lpccsup.aspx>



Examination Options

- The NCE or NCMHCE
- ***The NCE or NCMHCE is not required for LPCA credentialing. However, students are advised to consider taking the NCE prior to graduation or within one semester of graduation, as the NCE or NCMHCE is required for LPCC credentialing.***
- Under Quick Links: https://lpc.ky.gov/newstatic_Info.aspx?static_ID=458&menuid=136
- If you elect to take the NCE while enrolled in the program, then you're eligible to do so when you're eligible to sit for the CPCE & should plan to take both exams around the same time – please watch for emails from the program about registering for these exams while enrolled in the program
- If you elect to take the NCE or NCMHCE after you graduate, then you'll independently – without involvement of our program – register for the exam through NBCC: <https://www.nbcc.org/exams>



Review/Approval

- If the application is received by the Board Specialist 10 days BEFORE the monthly Board meeting, it will be reviewed by the Applications Committee in the same month.
- After review, applications are submitted to the full Board at the regular Board meeting.
- Board meetings are held the third Friday of every month.
- Approved applicants will be notified by email typically 48 business hours after that month's Board meeting.
- Other decisions will be communicated by letter within two weeks.



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Questions?

- Contact the Board Specialist at lpc@ky.gov
- Allow 2-3 business days for a reply