

FAQS DISCLAIMER The FAQs are questions that we frequently get asked in some (but not all) of the areas in which the Board has responsibility under KRS 335.500- .599 and 201 KAR 36:005 - :090 (Legal link from website [here](#)). The questions and answers are not intended to be exhaustive and do not constitute legal advice for your question, issue, or concern, nor do the questions and answers create any attorney-client relationship or duty on our part to assist you. The information, however, is intended to be helpful to you for purposes of your application, renewal, or reinstatement for licensure, among other things. If you need legal advice, you should seek personal legal counsel. The Board is bound by the statutes and regulations governing the profession and any information contained in this FAQ is based on the current Board's interpretation of its duties under those laws.

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## General FAQ's

1. Where can I find the application? Our applications are online and can be found at [lpc.ky.gov](http://lpc.ky.gov). In the middle of the page, you will choose "licensing," and then near the bottom of that page, you will see three blue links for applications. You will choose the third link that says, "If you are not licensed by a board at DPL..." This will take you into the application, and you will choose which application you need.
2. I am trying to apply but am receiving an error that I have already begun an application; how do I access the application? When you get the error message that you have already begun an application, it will give you the transaction date that you started on the left of the error message at the bottom of the page. You will then go to the transaction history and put that date at the top. Your open application will appear, and you can hit the edit button on the right.
3. When will my application be reviewed? If your application is complete and received by the Board Specialist 10 days before the monthly Board meeting, it will be reviewed by the Applications Committee in the same month. Recommendations on applications are then submitted to the full Board at the regular Board meeting. Board meetings are held on the third Friday of every month and are open to the public.
2. When will I know if my application is approved? If your application is approved, you will typically receive an email from the Board Specialist within 48 business hours from the adjournment of that month's Board meeting. Other Board decisions will be communicated by letter within two weeks. Announcements of approvals and denials are not made during Board meetings.
3. I was recently married and need to change my name for my license; how can I make this change? You can change your name and/or any contact info through your eServices account. Once you log in, you will click on "Record Correction." This change will be effective immediately after your transaction has been completed. The Board does not need a copy of your marriage license.
4. I need to know what CEs I have entered in the past. Where can I find them? You can find a list of the CEs you have entered through the Board's online renewal system by going to your

eServices account. Click the View Individual Profile and Continuing Education link from the main menu. This will not, however, provide you with CE certificates as these are not collected by the Board unless your renewal has been audited. The Board does not have a log for you to enter CEs throughout the year; you will need to maintain this on your own.

5. If after reading these FAQ's, I still have questions, who do I ask? You can reach the Board Specialist at [lpc@ky.gov](mailto:lpc@ky.gov). Please allow 2-3 business days for a reply.
6. Does the LPC Board do transcript audits? As of August 16, 2024, the LPC Board no longer provides transcript audits. Please submit an appropriate application so we may review the entire documentation.

#### LPCA Licensure FAQ's

1. Where are the statutes related to LPCAs in KY? [hyperlink to Legal section here](#)
2. Can I start practicing before getting Board approval for my LPCA? No. This is considered practicing without a license and could result in legal ramifications, loss of licensure, etc. You must also have an approved Supervision Agreement on file with the Board; otherwise, you are also considered practicing without a license.
3. I graduate in May, August, or December – I won't have my official transcript until weeks later – can I still apply? Yes, for those who graduate in these months ONLY, you may submit an unofficial transcript with your application. However, the Board will not approve your license until an official transcript is received.
4. Where do I upload my transcript? You cannot add your transcript; only the Board Specialist can do this. For a transcript to be considered official, it must come directly from the school to the Board and may be sent via email or physically through the mail.

#### Background Questions

1. Will I be rejected if I have a misdemeanor or a felony on my record? Each situation is handled on a case-by-case basis by the Board, though any conviction does not automatically exclude you from licensure.
2. Should I upload my court documents? Yes, a final judgment or other final documentation is requested.

#### Education

1. What is CACREP accreditation? CACREP stands for Council for Accreditation of Counseling and Related Educational Programs. CACREP serves as one of the four major entities of the counseling profession in the United States and sets the standards for Counselor education in the U.S. and accredits master's and doctoral degree counseling programs. For more information, click here [CACREP.org](http://CACREP.org)
2. What is the difference between CACREP and Regional accreditation? If your school is CACREP accredited, it is (by definition) also Regionally accredited. Regional accreditation accredits the entire educational institution; CACREP accredits the Counseling program only.
3. If you list your school as CACREP accredited and it is not, your application will be returned to you for revision.
4. What does "related degree" mean? See [201 KAR 36:070](#). This is not applicable if you started your degree in Summer 2015 or later.
5. What degrees are NOT acceptable for licensure? Please review [201 KAR 36:070](#), Section 1

### Training/Curriculum

1. How do I know where to classify each of my graduate classes? For more information, please review [201 KAR 36:070](#), Section 4.
2. I am sending my transcript; why do I need to do this section? The application is designed to ensure you have had at least one academic class in each section plus at least 600 hours of practicum/internship.

### Background Checks

1. How do I get a Federal Bureau of Investigation (FBI) background check? If you use Identigo, the LPC Board does not have a code, so indicate you are completing a 'personal history check' instead. That report will indicate you can't use it for licensure purposes; however, it is acceptable for LPC licensure. Using this service for electronic submission of your prints to the FBI is highly recommended. Otherwise, your report will not be returned for several weeks.
2. How long is my background check valid? Background checks are valid for 90 days from the date of request; you are encouraged to apply in advance of submitting your application. The board specialist holds all background checks on file until they expire.

### Verification of Practicum/Internship

1. Please describe all CLINICAL activities you engaged in during each placement.
2. If your academic supervisor is a KY LPCC-S, your supervisor can sign your Verification electronically.
3. If your academic supervisor is not licensed in Kentucky through the Department of Professional Licensing, you will need to complete the paper forms available within the online application.
4. If your academic supervisor is not available to sign the paper form (i.e., deceased), a qualified representative of your school department is an acceptable substitute.
5. Applicant must sign the form.

### Supervision

1. You must have a Supervision Agreement on file to be approved for an active LPCA license in KY.
2. You can find a list of KY Board-approved clinical supervisors here: [\(Supervisors\)](#)
3. Clearly state your CLINICAL duties (or expected clinical duties), as outlined in the prompt for the first narrative section
4. Your clinical supervisor should provide appropriate information for the second narrative section, following the listed prompts.
5. Activities or job duties that are listed as not clinical in nature will cause your application to be rejected for revision. See clarification of expectations for job duties here: [201 KAR 36:060](#).
6. YOU MUST COMPLETE A NEW SUPERVISION AGREEMENT BEFORE ANY CHANGE IN SUPERVISOR OR JOB PLACEMENT/ROLE FOR BOARD APPROVAL.

LPCC Application FAQ's

### Background Questions

1. Do I list my LPCA in this section and answer “yes” to question 3? Yes
2. What “good standing” documentation must be submitted relative to licensure in other states? You must submit a request through that state’s board website (if available), upload verification of licensure from the other state(s) or upload a signed statement from that state board’s representative indicating any disciplinary history and dates of licensure.

### Work Experience

1. Which supervisor do I list for each place of employment? You should list your CLINICAL supervisor for each place of employment. The Board should have an LPCA Supervision Agreement on file for each place of employment you list on your LPCC application.
2. How many hours do I list for each employer? You should list a true, accurate number of clinical hours you worked at each employer.
3. What work duties should I include? You should include a general overview of the clinical duties you performed while working for each employer. Remember, only clinically focused work can be included toward your total hours for licensure. Any duties related to case management, respite, etc., cannot count toward your LPCC hours.

*Example: Provide mental health treatment to clients who were clients of [Employer]. This includes completing assessments, diagnosing, creating treatment plans, and providing evidence-based interventions to best meet the needs of the client. Complete risk assessments as needed. Engage all parties of treatment (case manager, nurse, school, guardian, CPS worker, etc.) in monthly treatment review. Collaborate with teachers, parents, CPS, and other adults/supports to ensure safety and success of each client.*

### Background Check

See [Obtain a Criminal Background Check](#)

### Verification of Professional Experience

1. Whose degree do I list in this section? The graduate degree information should be your clinical supervisor’s degree information (not the applicants’).
2. Where do I locate the date of my clinical supervisor’s board-approved training? You can collect that information from your supervisor. It must have been completed PRIOR TO starting supervision with him/her/them.
3. Does my supervisor have to “sign off” on my hours? Yes. Once you submit your application, your supervisor will automatically be alerted via email that they have a document to complete in their eServices portal. Your application will not be ready for Board review until your supervisor finishes their portion.
4. If you had multiple clinical supervisors, your total hours must be split appropriately among all your supervisors. Each supervisor does not approve ALL your LPCA hours.
5. How do I know if my supervisor has completed their section? You can log into your eServices and if your supervisor has completed their portion, you will see “Pending Board Review.” If not, you will see “Pending Supervisor Approval”.

### Exam

1. What is acceptable evidence of a passing score on the NCE or NCMHCE? You may upload your score report from the day of testing or contact NBCC to have your

scores sent to the KY Board of Licensed Professional Counselors. An NCC certificate is NOT acceptable evidence of a passing score. A screenshot from your device is also NOT acceptable.

### Endorsement FAQ's

1. If I have an LPCC in another state, will I qualify for LPCC by endorsement in Kentucky? Yes, IF you have been licensed for five years in another state and have a qualifying degree. You will complete the endorsement application and provide proof of your active license in good standing from another state. You will also need to complete a criminal background check through the FBI, as well as to pay the application fee.
2. What is a qualifying counseling degree? If your counseling degree began prior to Summer 2015, then you must have 60 graduate credit hours in counseling or related field ([Education Requirements](#)). If your counseling degree began in Summer 2015 or later, then the program must be CACREP accredited.
3. If I qualify for LPCC by endorsement in KY, will I be required to provide passing NCE or NMHCE exam scores? NO
4. If I qualify for LPCC by endorsement in KY, will I be required to provide documentation of hours of supervised experience in the practice of counseling? NO
5. What are my options if I don't have at least five years' work experience as independently licensed counselor in another state? Option 1: You may qualify for privilege to practice by participation in the Counseling Compact ([Compact Commission](#)) Option 2: You may meet requirements as a KY LPCC. The application can be found [here](#), and you will then select "I have met all the requirements" within the application. If you need further guidance, please email the board administrator at [lpc@ky.gov](mailto:lpc@ky.gov)
6. How do I transfer my supervisor credential to KY? The Board will ask you to provide proof of 15 hours of supervision training and you must take a three-hour KY Board-approved Law course. For guidance, you can email Board Specialist at [lpc@ky.gov](mailto:lpc@ky.gov).

### Reciprocity FAQ's

1. With which states does Kentucky currently have a reciprocity agreement? As of 2/2/2024, North Carolina and as of 3/30/2023, Tennessee. In addition, we honor military reciprocity. If applying for military reciprocity, please reach out to Board Specialist [lpc@ky.gov](mailto:lpc@ky.gov) for guidance.
2. If I have a LCMHC license in North Carolina, will I qualify for an LPCC by reciprocity in Kentucky? Yes, if you have at least 2 years of fully licensed experience in North Carolina, provide a criminal FBI background check, complete a 3-hour KY Professional Counselor Law course given by a Board-approved provider, and pay the license application fee.
3. If I have LPC/MHP in Tennessee, will I qualify for LPCC by reciprocity in Kentucky? Yes, if you have at least five years full time work experience as LPC/MHP in Tennessee, provide proof of active license with good standing from TN Counseling Board, provide criminal background check, and pay the license application fee. You **must** have the Licensed Professional Counselor with Mental Health Service Provider Designation (LPC/MHP) to qualify for this reciprocity agreement.

4. How do I transfer my supervisor credential to KY? The Board will ask you to provide proof of 15 hours of supervision training and you must take a three-hour KY Board-approved Law course. For guidance, you can email the Board Specialist at [lpc@ky.gov](mailto:lpc@ky.gov).

#### Supervision Agreement for LPCA & LPCC-S FAQ's

1. What circumstances require a new supervision agreement be filed with the Board? If the LPCA changes employers, if the LPCA has a significant role change with the same employer, and if the LPCA changes LPCC-S supervisor.

2. If I wish to end my Supervision Agreement with an LPCA, how do I do that? An LPCC-S cannot remove a supervisee using eServices; please reach out to Board Specialist at [lpc@ky.gov](mailto:lpc@ky.gov).

3. If my LPCA finds a new LPCC-S to provide their supervision, what are my obligations to the Board? Reach out to Board Specialist at [lpc@ky.gov](mailto:lpc@ky.gov) for guidance.

4. If an LPCA approaches me to do supervision with them, but they already have an LPCC-S Supervision Agreement on file with the Board, what should I do? If the LPCA wishes to have two LPCC-S supervisors at the same time, the LPCA should reach out to the Board by emailing the Board Specialist at [lpc@ky.gov](mailto:lpc@ky.gov). Special permission must be granted by the Board for this circumstance.

5. How should I spend my supervision hours with my supervisee? Please see [KAR 36:060](#), Section 6 about supervision.

6. Can I provide group supervision? No, the Board does not recognize group supervision. However, individual supervision is defined by the Board as one LPCC-S engaging with one or two LPCA's in a session. (Must have individual Supervision Agreements on file with the Board). [\[KAR 36:005\]](#)

7. As an LPCA, how can I change my LPCC-S supervisor? You must first remove your active supervisor prior to attempting to add a new LPCC-S. Please see these instructions: [Instructions to Remove a Supervisor Instructions to Add a Supervisor/Supervisee](#)

8. Can I collect fees for providing supervision to an LPCA? Yes.

9. Can I provide supervision remotely? Yes. 100% of supervision may be provided remotely, with video and audio combined.

10. If my Clinical supervisor(s) is/are not available to sign my professional hours when I apply for my LPCC, what can I do? In the event your supervisor is unavailable (e.g., death, lapsed license, no contact after repeated attempts), please contact the Board administrator at [lpc@ky.gov](mailto:lpc@ky.gov) to determine your next steps.

It is considered best practice to have your Clinical supervisor sign off on your hours as they are accrued (i.e., signing hours logs at regular intervals) or utilize the Board's Verification of Professional Hours form (available here – add hyperlink) at termination of supervisor/supervisee relationship. It is the supervisee's responsibility to manage documentation of the accrual of Professional Hours while participating in Clinical supervision.

#### Renewals, Reinstatement & Continuing Education FAQ's

1. What continuing education hours are required to renew my license? Every year, you must complete at least 10 continuing education hours (CE's) related to professional counseling. Within the first three years of initial licensure, you must complete a KY Board-approved (3 CE) Domestic Violence training. Within the first year of initial licensure (exempt if graduated from a CACREP-accredited program) and every six years thereafter, you must

complete the KY Board-approved (6 CE) Suicide Assessment, Treatment, and Management. Also, you must complete a KY Board-approved (3 CE) training in Law for Regulating the Practice of Professional Counseling every three years.

2. What is the annual renewal date? October 31 is your renewal date, but you may renew as soon as you receive the notice from the Board in July.

3. What happens if I don't renew my license by the renewal date? You will have a 60-day grace period (until December 31) to continue practicing with your current license and still renew your license through your eServices account. There will be a late fee if you renew during the grace period.

4. Does the grace period between November 1 – December 31 apply to my CEU's? No. The sixty (60) day grace period authorized by KRS 335.535 applies only to the renewal of the license. There is no grace period for accruing the annual CEU hours. Therefore, all CEUs used for your annual renewal must be accrued on or before October 31 regardless of whether the renewal is made during the grace period. CEUs accrued after October 31 may be used for the next year's annual renewal.

5. What happens if I have less than 10 CEU's after the October 31 deadline? Your renewal may be forwarded to the Board's Complaints Committee for review and possible disciplinary action.

6. What happens if I don't renew my license within the 60-day grace period after the renewal date? Your license will be terminated, and you will not be able to continue practicing with your license. You will have up to three years to apply for reinstatement of your license and pay the reinstatement fee in addition to the renewal fee.

7. What if my supervisor doesn't sign my renewal before December 31? If you are an LPCA, your renewal cannot be approved until your supervisor signs off on your hours. If you choose to renew too close to the expiration date (December 31) and your supervisor cannot approve your renewal prior to the deadline, your license will expire, and you will have to apply for reinstatement.

8. How long do I have to apply for reinstatement? If you have been unlicensed for three years or more, you will not be eligible for reinstatement. You will have to start over with a new license application and meet the current state regulations.

9. What does it mean if my renewal is audited? Every year the system randomly selects 15% of annual renewals to check for CEU compliance/completion. The renewals selected for audit are reviewed by a Board member to ensure the courses were by an approved provider or approved by the Board. If your renewal is audited, your approval will take longer to receive.

10. Do I need to enter the mandatory courses (Kentucky law, Suicide, Domestic Violence) on eServices every year? No. Only enter them the year you completed them. You will mark all other CEs as "none" if they do not fall in these categories. The mandatory courses must be approved by the Board.