

HOW TO PREVENT COMMON LPCC APPLICATION ERRORS

As board members and Department of Professional Licensing staff review LPCC applications, a few errors are more frequent than others. These errors can delay the approval of your application. Here are the most common errors and how to prevent them:

- **Incorrect NCE/NCMHC Score Report** - Please use the NBCC score report given to you on the day of testing, or arrange for NBCC to send your score report directly to the Board. An NCC certificate, a screenshot of your results, or any other evidence is not acceptable.
- **Incomplete Supervision Record** - All clinical supervisors for each work setting must be included on your application. Once submitted, encourage each of your clinical supervisors to log into eServices promptly to verify your supervised hours. All hours, in all placements, with each clinical supervisor must be verified before approval. One clinical supervisor does not approve ALL your professional hours.
- **Missing FBI Background Check** - Please upload a current (within 90 days of application) FBI Background Check report to your application in the portal. Screenshots, Child Abuse & Neglect Registry reports, or state background checks are not acceptable.
- **Missing/Unofficial Good Standing Letters** - For those applying for Endorsement or Reciprocity licensure, you must submit an official Licensure Verification & Good Standing document from the state in which you have accrued the required independent licensure duration. Submitting a copy or screenshot of your license without an official indication of Good Standing will delay your approval.

Please use eServices to check the status of your application; allow 48 business hours after the Board meeting for communication regarding the Board's decision.

MOVING TOWARD COMPACT PARTICIPATION

On March 27, 2026, Governor Andy Beshear signed HB657 into law, allowing KBLPC to obtain authority from the Federal Bureau of Investigation and the Kentucky State Police for background checks that meet the requirements to participate in the Counseling Compact. KBLPC is applying for an ORI# to comply with this law.

Denise Hutchings, LPCC-S

Board Chair



UPCOMING EVENTS

June 18 - Board Meeting

**June 19 - Juneteenth
State Holiday**

**July 3 - State Holiday
observed for July 4th**

July 17 - Board Meeting

**Visit the Board website at
LPC.ky.gov for more details!**

The Kentucky Board of Licensed Professional Counselors administers and enforces its statutory authority and monitors the needs of the consuming public. The board examines and licenses all eligible candidates for entry into the profession as a professional counselor. It recommends appropriate changes in the law to assure fairness and equality. The board conducts formal hearings when necessary and prosecutes by due process any violators of KRS 335.500.

