Professional Counselor Licensure
Post-Graduation Process
Colorado
(v. June 2018)
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A. Post-Graduation Document Checklist

You will need these documents for licensure processes post-graduation.

Some links to documents can be found on final Resources slides of this document.

- Practicum Site Confirmation Form
- Practicum Final Hours Signed Form
- Any Practicum Site Change or Supervisor Change forms
- Internship Site Confirmation Form
- Internship Final Hours Signed Form
- Any Internship Site Change or Supervisor Change forms
- Unofficial Transcript (or Official Transcript if received)
- Catalog Copy of the year you entered the program
- Any catalog copy if you changed catalog year
- Copies of all coursework syllabi (not readily requested but good practice to have stored in hard- or electronic-copy).
- Jurisprudence confirmation email/handout (if completed already)
- Application forms for relevant credential you are seeking
B. Requirements for Licensure

When you successfully graduate from the counseling program at Naropa, you have fulfilled the graduate-level educational and experience requirements for licensure in Colorado. You may also have successfully passed the Jurisprudence and registered as a psychotherapist during your coursework.

Following graduation the two main requirements you need to complete before applying for licensure are supervised post-graduate hours and passing the NCE.

The information here provides an outline to post-graduate licensure requirements and pathways towards licensure.
C. Two Paths Towards Licensure

In order to work in the state of Colorado and start counting post-graduate supervised hours towards the full Licensed Professional Counselor (LPC) credential, you must apply and successfully obtain either Registered Psychotherapist permit or Licensed Professional Counselor Candidate (LPCC), often called “Candidate permit”.

You may not practice (or accrue post-degree hours) until a permit or registration is issued and active.

Click [here](https://www.colorado.gov/pacific/dora/Psychotherapists) to see Mental Health Candidate Permit FAQs.

1. **Registered Psychotherapist.** Becoming a Registered Psychotherapist requires taking the Jurisprudence Exam through the DORA website and then completing the application process. The application process takes anywhere from a few weeks to a few months; the credential is valid for two years and can be renewed without limitation.

   [https://www.colorado.gov/pacific/dora/Psychotherapists](https://www.colorado.gov/pacific/dora/Psychotherapists)

2. **Licensed Professional Counselor Candidate (LPCC).** Becoming an LPCC requires completing the Colorado Educational Equivalency Review process. This process requires you to have your official transcript which you will not receive until weeks after graduation, thus you will not be able to engage in this application process until you receive that transcript. This path does however provide more structure during your post-graduate period and supports you to complete more of the paperwork needed for eventual application for LPC. The application process takes anywhere from a few weeks to a few months; the permit can be granted only one-time and is valid for four-years (enough time to complete all LPC requirements).

   [https://www.colorado.gov/pacific/dora/Professional_Counselor](https://www.colorado.gov/pacific/dora/Professional_Counselor)
D. General Timelines Towards Licensure

1. **Graduate!**
   - Collate relevant catalog, syllabi, & key practicum/ internship forms

2. **Take Jurisprudence**
   - *Apply to become Registered Psychotherapist*
   - *Receive Official Naropa Transcript*
   - *Submit Colorado Educational Equivalency Review form*

3. **Accumulate 2000hrs (over minimum of 24 months)**
   - *Complete LPC Application*

4. **Colorado (June 2018)**
   - 1-2 months after graduation
   - Graduation!
E1. Jurisprudence Exam

On the either the Registered Psychotherapist or LPCC website portal go to:

Find Applications & Forms > Jurisprudence Resources > Jurisprudence > Jurisprudence Examinations Guide.

- **The Jurisprudence is a test regarding the Laws, Rules, and Policies pertaining to being a Licensed Professional Counselor in Colorado.** Every state has a Jurisprudence exam or equivalent, regarding their own state’s laws, rules, and policies.

- **How long is the test?** You do not have to take the test all in one sitting, you have 60 days to complete the test.

- **When to take the test.** You will need to take the Jurisprudence anytime before applying for Registered Psychotherapist; *you do not need to take the Jurisprudence* before applying for LPCC permit. However, everyone will need to complete the Jurisprudence at some point before applying for final licensure as LPC.

- **Resources.** The Jurisprudence is an open-book test, so you can reference documents while taking it. Relevant documents are found here under Laws/Rules for either “Professional Counselor” or “Psychotherapists”.

- **Studying tips.** Most people do not spend time studying for this test, given it is open book and the length of time to complete. It would be helpful to familiarize yourself with resources before starting.

- **What to do with your results.** See RP or LPC application packets for specific directions.
E2. Colorado Education Equivalency (CEE) Review

www.cce-global.org

Business/Licensure Support > State Licensure > Colorado LPC Educational Equivalency Application.

• To apply to become an LPCC (or eventually LPC) you will first complete and submit Colorado Educational Equivalency Review, which ensures your graduate coursework included content deemed necessary to your development as a professional counselor. Application form can be found at the above website.

• You will need your Official Transcript to submit this application process. You can order by going to MyNaropa > Students > Registration: Transcripts & Verification > Clearinghouse secure site. *Although you cannot submit the CEE form until you receive your transcript (1-2 months after graduation) you can fill out the form immediately after graduation using your unofficial transcript, also available on MyNaropa.

• Answers to CEE questions:
  – **For Item 8 on the review form:** all the answers will be “yes” and the first question: The CTP was regionally accredited. Identify accrediting agency, it is “The Higher Learning Commission”.
  – **For Required Coursework section:** fill out the information needed for each class and print catalog pages with course descriptions; use the catalog dated for your first year of study, e.g., if your first semester was Fall 2015, use 2015-16 catalog. Catalogs by year and concentration/department can be found at the GSCP Catalog Archive (bottom left column).

• Once you have received your approval notice (which may take weeks to months) you may apply for LPCC by completing the rest of the LPCC application. The CCE will send a copy of the approval notice to DORA; good practice is to also send a copy in with your application.
E3. Tracking Post-Graduate Supervised Hours

You may not practice (or accrue post-degree hours) until a LPCC permit or Psychotherapist registration is issued and active.

- **How many post-graduate hours do I need?** In Colorado, you will need 2,000 hours with 100 hours of supervision (which may include up to 30 hours group supervision) over a minimum of 2 years.

- **What experience counts?** You can count direct client contact, case management work that is in service of your client, administrative work that is in service of your client, and training toward the 2,000 hours. If you are working as a graduate-level counselor educator you may also be able to count up to 600 hours towards licensure. You may collate hours from various sources of experience. In all the above scenarios however you will need an appropriate supervisor who must sign off on your hours.

- **Who can supervise me?** Your supervisor must be licensed as an LPC or in related mental health field. Often if you have an agency job you will have an in-house supervisor. Alternatively you can source your own from the community; you will typically pay for this service. You can have more than one supervisor if you are accruing hours in multiple work roles. And you can change supervisors. Note, however, if you are an LPCC you will need to follow directions on reporting supervisors and changes to the Board.

- **How do I track hours?** This is up to you. Part of becoming a professional counselor is learning to manage “paperwork”; this is ultimately in service of both you and your client/s given the system we work and live in. There is an example hours tracking sheet on MyNaropa that you can use for tracking hours. It can be found by logging into MyNaropa GSCP Pages > GSCP Credentialing > under supplementary documents > Example Hours Log – Quarterly (for Alumni).
E4. National Counselor Examination (NCE)

www.cce-global.org

Click on **Procounselor** *(top right)* to create an account for more information and to register.

NCE Handbook *(bottom of left hand column)* [www.cce-global.org/AssessmentsAndExaminations](http://www.cce-global.org/AssessmentsAndExaminations)

- **The National Counselor Examination is a 200-item multiple-choice examination** designed to assess knowledge, skills, and abilities determined to be important for providing effective counseling services.

- **How long is the test?** 4hrs to complete the 200 multiple choice questions. The test occurs at a testing center.

- **When to take the test.** You can take the test anytime after you have graduated *and* received your official transcript; you need your official transcript in order to register to take the test. You are also advised to engage in some study to take the exam, the length of time needed to study is individual.

- **Resources.** Common study guides can be found here: [http://www.nbcc.org/exams/examprep](http://www.nbcc.org/exams/examprep)

- **Studying tips.** Common study methods include study guides (above), group study, attending a NCE exam preparation multi-day course, online practice tests, NCE-relevant videos on YouTube. Some people like reading/listening to material, others find it more effective to work through practice exams. You are advised to become familiar with the *structure of the test* and identify the areas you need to study most.

- **What to do with your results.** See RP or LPCC application packets for specific directions.
F. Applying for Licensed Professional Counselor (LPC)

https://www.colorado.gov/pacific/dora/Professional_Counselor_Applications_Docs

- Once you have **completed all of your 2,000 required hours**, you will need your supervisor/s to complete and sign supervision form/s. If you have tracked well over the years, filling out the forms will be easy. Go to: *Licensed Professional Counselor (LPC) and LPC Candidate (LPCC) Applications*. Click on *Forms → Post-Degree Experience and Supervision Form*.

- You will also need to have **taken and passed your NCE and Jurisprudence and completed your Health Professionals Profile** – be sure to follow instructions on the application form for completing and submitting these items.

- **After you have completed the above, you are ready to apply for your LPC!** Go to *Licensed Professional Counselor (LPC) and LPC Candidate (LPCC) Applications*. Click on *Licensure > Licensed Professional Counselor – Original License by Examination and Endorsement (Apply Online)* and log in for the application process.
G. FAQs

• **Do I need to pursue licensure immediately after graduation?** No, you do not need to pursue licensure immediately after graduation. Do be aware that licensure requirements and the field of counseling evolves over time, and you may have some difficulty seeking first-time licensure many years after graduation (e.g., 5+ years). Licensure will still be possible, but you may have a prolonged process with the licensure board. If you have not worked in the field or related at all during the period post-graduation that too may raise challenges.

• **Does working in private practice count towards licensure hours?** Yes, you can count private practice hours towards licensure. You still need to maintain a good record of hours and have a qualified supervisor. Be clear on what your career goals are; obtaining experience in agency and community settings is highly beneficial in your development as a counselor.

• **I want to work interstate (now or in the future) should I pursue licensure in Colorado?** As a graduate of Naropa you will not run into hurdles gaining licensure in Colorado, thus in some ways it is the “easiest” state to complete your post-graduate requirements for licensure. For those moving interstate situations and timelines are unique to the each individual. Step one is to know the requirements for the potential state/s you wish to move (visit relevant state board website). If working in Colorado, be sure your supervisor and experience is aligning with where you wish to move. Following that contact the GSCP Credentialing Coordinator to discuss your particular situation, and possible paths forward.

• **Other questions?** Check out the resources on the GSCP Credentialing page, including the Public Forum.
Resources

Naropa Related

GSCP Credentialing Webpage (resources and public forum) https://my.naropa.edu/ICS/Alumni2/Alumni_Resources/GSCP_Credentialing.jnz

GSCP Credentialing Coordinator gscpcredentialing@naropa.edu

Course Catalog Online archive on the GSCP Credentialing webpage.

Course Syllabi Online archive on the GSCP Credentialing webpage.

Official Graduate Transcripts http://www.naropa.edu/alumni-relations/alumni-resources/transcript-request.php

Naropa Career Services http://www.naropa.edu/alumni-relations/alumni-services/alumni-career-services.php
Resources
Professional Counseling & Licensure

ACA State Licensure Requirements (pdf)
https://my.naropa.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=689d4f36-4462-4778-807f-402bbbf39226

ACA Membership
www.counseling.org

State Counseling Board Listing
http://www.counseling.org/knowledge-center/licensure-requirements/state-professional-counselor-licensure-boards

Colorado Registered Psychotherapist (DORA)
https://www.colorado.gov/pacific/dora/Psychotherapists

Colorado LPCC / LPC (DORA)
https://www.colorado.gov/pacific/dora/Professional_Counselor

National Board for Certified Counselors (NBCC)
www.nbcc.org Link to: National Counselor Examination (NCE)

Colorado Educational Equivalency (CEE) Review
www.cee-global.org