Post-Graduation Licensure Information for Colorado

January 2019
Overview

Two Routes to Count Post-Grad Hours Toward Licensure
Ordering Official Transcripts
Registered Psychotherapist
Licensed Professional Counselor Candidate (LPCC)
• Degree Equivalency
• LPCC Application
Counting Post-Grad Hours Toward Licensure
National Counselor Examination Test (NCE)
Applying for Licensed Professional Counselor (LPC)
Seeking Licensure in States Other Than Colorado
Ordering Official Transcripts

• You will receive two copies of your official transcript with your diploma, but if you want to order more you can do so via MyNaropa.

• Log into MyNaropa go to Student < Transcripts & Verification, you can then click on the Clearinghouse secure site hyperlink to order through them. You can have transcripts sent directly to you.
There are two routes that you can take to start counting post-grad hours toward licensure:

1. Become a Registered Psychotherapist. This includes taking the Jurisprudence Exam through the DORA website, and then completing the application process. The Registered Psychotherapist “license” is valid for two years.

2. Post-Graduation you can apply to become a Licensed Professional Counselor Candidate (LPCC). However, going this route you will need your official transcript which you will get some weeks after graduation, so you will not be able to count hours toward licensure until you have finished this application process, which may take weeks-months. This route allows you to get more of the paperwork side of things completed when applying for your LPC.

Please note: if you are a Registered Psychotherapist, and also apply to become an LPCC, these are governed under two separate boards. So, if you were grieved you may be grieved twice under two different boards, and may have two different outcomes.
Registered Psychotherapist

- Some internship sites may have required interns to become a registered psychotherapist while they were in internship. If you are already a Registered Psychotherapist, you may begin counting post-graduation hours toward licensure after your conferral date on your diploma.

- To become a Registered Psychotherapist you will need to take the Jurisprudence Exam through the DORA website at https://www.colorado.gov/pacific/dora/Psychotherapists This is an open book test with content consisting of Laws, Rules, and Policies. You do not have to take the test all in one sitting, you have 60 days to complete the test. Through the website you can click on Find Applications & Forms < Jurisprudence Resources < Jurisprudence < Jurisprudence Examinations Guide for detailed information on how to take the test.

- As this is an open book test, you can reference three documents that contain all the Laws, Rules, and Policies while taking the test. You can find these documents from the above web link and clicking on Laws, Rules, & Policies.

- When you receive your passing test score, you will then have to go through the application process to register. Follow the instructions by clicking on Find Applications & Forms < Registered Psychotherapist Applications and Forms < Registration < Psychotherapist – Original Registration (Apply Online).
Licensed Professional Counselor Candidate (LPCC) – Degree Equivalency

To apply to become an LPCC, you will need to go through the Degree Equivalency step as Naropa is not CACREP accredited, but CACREP equivalent. To start this step you will need to fill out the application, which can be found at www.cce-global.org click on Business/Licensure Support < State Licensure, under Colorado click Colorado LPC Educational Equivalency Application.

- For item 8, all the answers will be “yes” and the first question: The CTP was regionally accredited. Identify accrediting agency, it is “The Higher Learning Commission”.

- When you get to the section on Required Coursework you will fill out the information needed for each class. You will also need to create a separate Word Doc to accompany this application where you will copy and paste all of the course descriptions for each of these classes (if you prefer, you can include all the classes that you took). You can find the course descriptions in the course catalogues that are up on MyNaropa (remember to look in the correct year catalogue for when you took each course). The Word Doc can be outlined as follows for each semester and year:
  
  “Fall or Spring” 20xx Semester
  “Course number” “Course Name”
  Course Description

- You will also need to send in an official transcript with this application and payment.

Once you have received a notice that your degree is equivalent (which may take weeks to months), the CCE will send a copy of this notice to the appropriate agency for when you apply for the LPCC.
Licensed Professional Counselor Candidate (LPCC) – LPCC Application

Once you have done your degree equivalency step, you can now apply for your LPCC. To access the application you can go to [https://www.colorado.gov/pacific/dora/Professional_Counselor_Applications](https://www.colorado.gov/pacific/dora/Professional_Counselor_Applications) and click on Licensed Professional Counselor (LPC) and Candidate (LPCC) Applications and Forms < Licensure < Professional Counselor Candidate – Temporary Permit (Apply Online). You will then have to log in or create an account if you have not already. You can also reference the Candidate Online Application Checklist for all the details.

When you are logged in you can follow the application instructions.

Your LPCC will expire after 4 years, so it would be best to complete all of your post-grad hours and apply for your LPC by that time.
Counting Post-Grad Hours Toward Licensure

• You will only be able to count your post-grad hours toward licensure if you are a registered psychotherapist or if you have your LPCC.

• You will need 2,000 hours with 100 hours of individual supervision (however, 30 of those hours can be group supervision) over a minimum of 2 years.

• 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. There is an hours tracking sheet on MyNaropa that you can use for tracking hours if you like. It can be found by logging into MyNaropa, go to More < The Schools < Welcome to GSCP < GSCP Licensure (then click the link) < under alumni documents < Example Hours Log – Quarterly (for Alumni).
National Counselor Examination Test (NCE)

You can take the NCE at any point after you have graduated. You will have up to 5 years to complete your 2,000 hours after you take the NCE. If you take longer than 5 years, you will have to retake the NCE.

- To take the NCE you first need to register with the CCE by going to [www.cce-global.org](http://www.cce-global.org) and click on ProCounselor on the top right. You will need to create an account if you have not already.

- Once you have created an account you will register to take the NCE, you will also need to upload a copy of your Official Transcript (so you have to break the seal and open one of your official transcripts). There will be a fee.

- You will receive notice via email from PearsonVUEConfirmation that you have authorization to take the test. They will give you instructions on how to schedule your exam. You will have six months to schedule your exam after you receive the authorization notice.
Applying for Licensed Professional Counselor (LPC)

• Once you have completed all of your 2,000 required hours, you will have to get your licensed supervisor to sign off on your hours. There is a form you will need print out and have them hand sign. You can find this form by going to https://www.colorado.gov/pacific/dora/Professional_Counselor_Applications_Docs and under Licensed Professional Counselor (LPC) and LPC Candidate (LPCC) Applications, click on Forms < Post-Degree Experience and Supervision Form.
• You will need to have taken and passed your NCE.
• You will also need to have taken and passed the Jurisprudence Exam.
• After you have completed the above three things, you are ready to apply for your LPC!!! Go to https://www.colorado.gov/pacific/dora/Professional_Counselor_Applications_Docs and under 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.
• **To Note:** The LPC license is valid for two years, expire on August 31st of the odd numbered years, and must be renewed to continue practicing. You will also need to complete 40 Continuing Education Units (CEU’s) every two years. More information on CEU’s can be found on the DORA website at https://www.colorado.gov/pacific/dora/Professional_Counselor_Laws and click on Professional Counselor Rules. (Rule 18 Continuing Professional Competence starting on page 27)
Seeking Licensure in States Other Than Colorado

- If you are planning on moving to another state after graduation it is encouraged to do the research on that state’s academic requirements and practicum and/or internship requirements to ensure that you meet those requirements. Start researching as early as possible.
- You can find out more about each state’s requirements at www.nbcc.org go to “state Licensure<State Board Directory and enter the state. You can then click on the hyperlink that will take you to the state’s licensure website, there you will have to explore the site to find the requirements, as each state’s website is different.