

LAC LICENSURE INSTRUCTIONS

Congratulations, on reaching this important stage of your goal to obtain an LAC license in the State of Arkansas. Please read the following information that will help you through the process of completing all the steps necessary to obtain the LAC. There are five steps that have sets of paperwork and items that should be submitted to the board office. Each of the five steps must be completed, in consecutive order, before moving to the next step.

The following summary of the steps and the paperwork required in each step are described below:

Step I: Initial Application

1. Submit an LAC application to the board office.
2. Include a check or money order for \$100.00 payable to AR Board of Examiners in Counseling.
3. Include a color, passport size photo, taken within the last 12 months.
4. Complete the core curriculum summary for LAC (one 3 hour Master's course per category, only grades B- or above are allowed).
5. If you are in your last semester of graduate studies, you can submit an unofficial transcript and a letter from the Dean, Program Director, or Registrar, describing the courses you are enrolled in to complete your Master's Degree. The official transcript reflecting your conferred Master's Degree will be required prior to scheduling the final file review.

Suggestions:

- Collect each of these items and send all of them together in one mailing to the board office. These are necessary to complete Step One of the application process.
- The board office will evaluate the core curriculum in order to approve you to take the National Counselor Exam (NCE) and the AR Jurisprudence Exam. An LAC license cannot be granted in Arkansas until all the core courses have been reviewed and approved by the board. Courses in progress described in #5 above for Graduate students yet to graduate, must submit the letter from the university official in order to complete the core course review.
- If the core courses are approved, an approval letter from the board will be emailed to you, granting you permission to schedule the written exam through the exam provider, National Board of Certified Counselors (NBCC). The cost is \$275.00 (NCE) and \$30.00 (Arkansas Jurisprudence Exam) and is payable to the NBCC. Scheduling the date and time of the exam is the responsibility of the candidate for licensure, not the board. The board only provides the approval letter to take the exams.

Step II: Written Exams and File Building

1. **Board Letter of Approval for NCE and AR Jurisprudence Exam**

- a. Wait for the board of examiners to send the approval letter for the written exams.
- b. Contact the NBCC to schedule written exams. Click on the link provided.
- c. Pay Exam fees to NBCC.
- d. NBCC sends the results to the board within 3-6 weeks.

2. The Statement of Intent

The statement of intent, also referred to as the scope of practice, is located on the following link with instructions. This document will be reviewed by the board.

3. (4) Letters of Recommendation:

- a. Two recommendations must come from faculty or adjuncts (Act 540, 2017) who trained you.
- b. Two other professional recommendations (family and close friends excluded).

It is suggested that each of these be sent to you in a sealed envelope. When you have collected all four references, they should be included in a packet mailed to the board office with all the other items for completing Step II. Please do not instruct your references to send these to the board separately.

4. Fingerprint Card Process

- a. The board office will mail a Fingerprint Packet that provides instructions for completing the Federal and State Background Checks. Please follow the instructions closely or this could delay your licensure process.
- b. Click on the following link to review the steps required and the items needed to be returned to the board office. The candidate must mail the packet back to the board once you have the finger prints completed. A board self-addressed envelope is provided to complete this task.
- c. Act 1317 of 1997 mandated the Criminal Background Check for all licensed counselors and therapists. Click on the link provided to read Act 1317 of 1997.

5. Official University Transcript(s)

Order the official university transcript(s) of Master's level coursework to be sent to the board office. The official transcript conferring the completion of the Master's degree must be on file with the board prior to final file review.

6. License and Supervision Documentation (if licensed in another state for less than 3 years).

- a. Click on the following link to complete the top portion of the Licensure Verification Form and send to the state board that issued your license to verify the type of license, the issuance date, and the expiration date.
- b. If you have completed the written exam (NCE or NCMHCE) then the scores need to be verified by the board office or NBCC must send these to the AR board.
- c. If the board can verify your Client Contact Hours accrued and the amount of Supervision hours, then they can fill out the section for supervision documentation using this form. If the board does not verify Client Contact Hours and Supervision obtained, then the Licensure Verification Form must

be sent to the supervisor(s) who can verify your Client Contact Hours (direct and indirect) and the Supervision hours you received. This form cannot be completed by you.

- Collect each of these items, except item 5, and send all of them together in one mailing to the board office. Item 5 must be sent by the university directly. These are necessary to complete Step Two of the application process.

Step III: Preparing for File Completion

The board cannot conduct a final file review until the following items have been received by the board office:

1. Official Transcript.

When you have completed your Master's Degree, order an official transcript(s) to be sent directly to the board office. The board cannot conduct a final file review until the official Master's degree is conferred. Only the candidate can complete this item.

2. Official Exam Scores.

The official results of your NCE exam and the official results of the AR Jurisprudence Exam must be on file in the board office. This is the responsibility of NBCC and usually takes 3-6 weeks for the results to arrive to the board. The candidate will know the unofficial results of the NCE and the AR Jurisprudence Exam but the board requires the NBCC report of the scores which is sent directly to the board.

3. Background Check Results.

The official results of the Federal and State Background Check must be on file with the board office. This process can take 3-6 months. If the results indicate an offense on the background check, you will be instructed concerning the procedure and process by the board office. The Board of Examiners is required to review the details of the offense(s) with candidates prior to scheduling the oral interview. Act 1317 of 1997 mandates the procedures and processes required by Arkansas law concerning background check results.

Step IV: Final File Review

1. The Board Office will contact you via email to inform you when your file is complete and is being scheduled for final board review.
2. The board will notify the candidate of the results, via email, during the week following the final board review of file.

Step V: Obtaining the License

1. Submit a Signed Supervision Agreement

- a. Include any areas of stipulation made by the board during final file review.
- b. Both supervisor and supervisee sign the agreement.
- c. The supervisor must be a LAC Board Approved Supervisor.

- d. The supervision agreement does not go into effect until it is approved by the board office.
- 2. Revised Statement of Intent (if requested by the board)**
- 3. Payment of New License Fee**
 - a. Check or Money Order payable to: ABOEC
 - b. The licensure fee is pro-rated based on the month the board conducts your final file review. The pro-rated fee will be emailed to you with the results of your final file review. Paying the wrong fee will delay the process.

**** Please send Items # 1-3 all together to the board office. The office cannot officially issue you the license number until all of these items are received. DO NOT SEND SEPARATELY!**

- 4. Issuance of License**
 - a. Once items #1-3 are received in the board office, the board can provide you the actual license number so you can begin to see clients. The license will be emailed to you.
 - b. The official wallet card will be emailed and the wall certificate will be mailed to the address listed on your application.