



MISSISSIPPI STATE BOARD OF EXAMINERS FOR LICENSED PROFESSIONAL COUNSELORS

GRADUATE PACKET P-LPC APPLICANTS

A P-LPC has a license to practice counseling in the state of Mississippi under the supervision of a Mississippi Licensed Professional Counselor – Supervisor (LPC-S). A P-LPC may provide services to individuals, groups, organizations, corporations, institutions, government agencies or the general public for a fee, monetary or otherwise, implying that he or she is licensed.

GRADUATE PACKET CONTENTS:

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P-LPC APPLICATION PROCESS WITH STEP-BY-STEP SCREENSHOTS:

<https://www.lpc.ms.gov/wp-content/uploads/2023/04/2023-Woodall-Follow-the-Yellow-Brick-Road.pdf>

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Step 1: Review the Rules and Regulations for the MS State Board of Examiner for Licensed Professional Counselors

- Rules and Regulations (Effective 1-1-23) can be found at the following link:
https://www.lpc.ms.gov/wp-content/uploads/2023/01/Part_2201_Rules_and_Regulations_Current.pdf

Step 2: Meet P-LPC Pre-application Requirements

- A qualified degree in Counseling – Rule 4.2

Rule 4.2: “Either sixty (60) semester hours or ninety (90) quarter hours of graduate study. For degrees conferred after January 1, 2017, the Board will only accept sixty (60) semester hours or ninety (90) quarter-hour master’s degree programs. Those programs shall be either 1. CACREP degree programs or degree programs with the word counseling in its title and meet the structure of CACREP as it specifically pertains to the twelve (12) courses specified, as part of sixty (60) semester hours or ninety (90) quarter hours that are required for completion of the degree or 2. An earned doctoral or educational specialist degree primarily in a counseling, guidance, or related field, which meets similar standards as specified above.”

Core Content Areas - 12 Courses Specified

Human Growth and Development	Group Counseling	Research and Evaluation	Marriage and Family Counseling/Therapy
Social and Cultural Foundations	Lifestyle and Career Development	Professional Orientation to Counseling or Ethics	Abnormal Psychology and Psychopathology
Counseling and Psychotherapy Skills	Testing and Appraisal	Theories of Counseling	Internship

Once you have met the Pre-Application requirements, you are ready to begin your online application for Provisional-LPC (P-LPC).

Please Note:

The P-LPC application is for individuals who have completed a qualified as outlined in Rule 4.2, and wish to offer professional counseling or psychotherapy services.

Fee Schedule:

Application for Provisional Licensure Fee \$50.00

Annual Renewal Fee for Provisional Licensure \$50.00

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Step 3: Complete P-LPC Application Process

1. Verify that you have met the Pre-application requirements.
2. Secure a Mississippi Licensed Professional Counselor – Supervisor (LPC-S).
 - <https://www.lpc.ms.gov/secure/licensesearchbqs.asp>
3. Set up an Applicant Profile - access the P-LPC Application and Supervisory Agreement
 - <https://www.lpc.ms.gov/secure/newpgacheckNCE.asp>
4. Enter into a Supervisory Agreement (Part III – Post-Grad Supervisory Agreement) with Mississippi Licensed Professional Counselor – Supervisor (LPC-S).
 - Upload Supervision Contract (Step #5) and Declaration of Practice (Step #6).
5. Upload Signed Supervision Contract (from LPC-S) to the Supervisory Agreement in App Info.
6. Upload Declaration of Practices to the Supervisory Agreement in App Info after it is reviewed and approved by your LPC-S.
7. Complete P-LPC Application after steps 1 – 6 are complete.
8. Remit P-LPC Application Fee.
9. Request Transcript.
10. Request Fingerprint Card for Background Check.
11. Submit Fingerprint Card directly to MCIC.
12. Gain access to the Mississippi Pass/Fail Jurisprudence Examination in your profile. Register for the Mississippi Pass/Fail Jurisprudence Examination on the App Info tab.

Transcript: Request Official Transcript(s) from an approved educational institution verifying educational qualifications. Only the graduate-level transcripts are required. The official transcript(s) should be sent directly to the Board via eScrip to info@lpc.ms.gov or mailed to the Board sealed in an envelope and signed or stamped across the envelope's seal by the transcript clerk issuing the document to the applicant at the address found in the Board Information tab.

Fingerprint Card: Request Fingerprint Card when you submit your application and remit the application fee and the Background Check Processing Fee of \$50 through your application submission. The Board will mail you a customized card for you to submit to Mississippi Criminal Information Center (MCIC). Fingerprint cards cannot be requested outside of completion of application. Instructions will be included with the customized card. Receipt of background check results from the MCIC is currently taking 4-6 weeks to be received in the Board office.

Mississippi Pass/Fail Jurisprudence Examination: Once application has been submitted and payment remitted, register for the Mississippi Pass/Fail Jurisprudence Examination through your profile on the App Info tab. You may upload passing scores on the Mississippi Pass/Fail Jurisprudence Examination. CCE Academy will provide the Board with an official score report.

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Step 4: Manage P-LPC License

***As a P-LPC, you must continue to renew your P-LPC license until your LPC has been issued. You *must* also remain under supervision until LPC is issued and you must report the supervision in the same reporting log used for reporting experience with the current supervisor.

Supervision Hours

Provisional licensees must remain under the active supervision of a Board-Approved Supervisor until independently licensed.

P-LPCs can only offer counseling services while under contract with an LPC-S. This contract allows you to report your experience hours through your online Profile in the Supervision Reporting Log.

You MUST report supervised experience in a timely manner. Failure to do so will result in the forfeiture of the non-reported hours.

Continuing Education

The Board requires P-LPC to complete 6 hours of CEHs and document CEHs in the CEH reporting tab in the online Profile. The 6 hours must include:

- two (2) hours of Ethics training
- one (1) hour in Telemental Health counseling if DPS provider.

Renewal

P-LPCs must renew their license in order to maintain the right to practice.

The Renewal Process Includes the Following Steps:

- Document CEHs (6 hours, including 2 Ethics hours)
- Verify Profile Information and Answering Personal History Questions
- Submit Renewal Fee Payment

Renewals notices will be emailed to P-LPCs and payment can be performed online by credit card or electronic check, or by mailing a check or money order to the Board office. The P-LPC shall be renewable for not more than four (4) years.

See the Renewal Process link for how to correctly document hours:

<https://www.lpc.ms.gov/secure/pdf/2019P-LPCrenewalprocess.pdf>

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P-LPC APPLICATION TIMELINE

Your P-LPC application is active for one calendar year from the date of payment. After this date, you must pay a Reapplication Fee to reactivate your application and continue the application process.

Apply for Distance Professional Services (DPS) Provider

Distance Professional Services must be performed in accordance with the Rules and Regulations, the current American Counseling Association's Code of Ethics, the current National Board for Certified Counselors Policy Regarding the Provision of Distance Professional Services, and Mississippi and Federal law.

The Board requires that LPC and LPC-S licensees who offer distance professional counseling services or supervision hold the required credential or show proof of completion of professional training according to Rule 7.5

DPS Requirements:

Be an Active Status P-LPC in Mississippi

Must have documented approval from LPC-S on contract

Hold a license in good standing in the state where the recipient receives services

Hold the Board Certified TeleMental Health (BC-TMH) credential or its equivalent as recognized by the Center for Credentialing and Education, Inc. (CCE) or the National Board of Certified Counselors **OR** completed professional training according to [Rule 7.5](#). The professional training must be a minimum of nine (9) clock hours and must include the areas listed in [Rule 7.5](#). Professional training can be gained by either: (1) Graduate-Level Academic Training (as documented on the syllabus) or (2) Continuing Education training course (as documented by certificate).

Submit to the Board verification of credential or of completion of professional training in TeleMental Health counseling by uploading a copy of the credential certificate **OR** training certificate to your profile at the bottom right side of the General Registration tab.

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Licensure Exam Requirements

1. Mississippi Pass/Fail Jurisprudence Examination and
2. National Exam
 1. National Counselor Examination (NCE) or
 2. National Clinical Mental Health Counselor Examination (NCMHCE)

Licensure Exam Details

PRIOR TO P-LPC - Mississippi Pass/Fail Jurisprudence (JP) Examination

The examination is administered through CCE Academy. The first time you click the exam link you will be required to create a username and password as a First-Time Visitor. If your first attempt at passing the exam is unsuccessful, you can purchase and retake the exam 30 days after the previous attempt. If you need to retake the exam, you will need your username and password to login as a Returning Visitor. Official score reports will be received via email from CCE, however you may upload unofficial scores to your portal.

The Pass/Fail JP Exam is “open book”. You can refer to the MS Board of Examiners for LPCs *Rules and Regulations* and *ACA Code of Ethics*.

- 60 minutes to complete 35 multiple choice questions (must pass 80%)

PRIOR TO LPC – National Examination administered by NBCC

Individuals may register at <https://my.cce-global.org> to take these exams through the National Board for Certified Counselors without Board approval. You may register to take the exam at **any** Pearson VUE site or through OnVUE (online from the privacy of your home). You will only be able to take the OnVUE format one time. The Applicant is responsible for all fees associated with the examination.

National Counselor Exam (NCE)

The Candidate Handbook for state licensure can be found at:

<https://www.nbcc.org/assets/exam/handbooks/nce.pdf>

National Clinical Mental Health Counselor Exam (NCMHCE)

The Candidate Handbook for National Certified Counselor Certification can be found at:

https://www.nbcc.org/assets/exam/handbooks/ncmhce_applicant_handbook_for_national_certification.pdf

If an individual has already taken either exam prior to applying for P-LPC (whether through their CACREP program or through licensure in another state) it is not necessary to take again, simply order the official score report from NBCC/CCE.

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P-LPC FREQUENTLY ASKED QUESTIONS

How do I know if the board has received my supporting documents?

Login to your Profile and select the App Info tab. The date of receipt of transcripts, exam scores and background check is posted in the tracking section at the top of this section.

When can I start logging my hours?

Once your P-LPC license number has been issued, you can begin logging hours.

Do I take the MS Pass/Fail Jurisprudence Exam if I already have a passing score for the NCE or the NCMHCE?

Yes. All P-LPC Applicants must also have a passing score report for the Mississippi Pass/Fail Jurisprudence Exam.

When do I take the NCE or NCMHCE?

These exams may be taken at any time without board approval. The examination is administered by the NBCC. The Applicant is responsible for all fees associated with the examination. Go to the Licensure Exams section above for more details on registration.

If I have already taken and passed the NCE or NCMHCE, must I take the exam again after I complete my supervision hours?

No, you do not have to retake the NCE or the NCMHCE; *however*, you must have a passing score report on file with The Board.

Can I provide Distance Professional Services with a P-LPC?

P-LPCs can practice TeleMental Health counseling with the approval from his/her LPC-S, who must be designated by the Board to be a Distance Professional Services provider. P-LPCs must also be designated as a Distance Professional Services Provider. DPS should be documented on the supervision contract.

Can a P-LPC file insurance?

Third party reimbursement is dependent on the contract between provider and third party.

Can I open my own practice as a P-LPC?

No. You cannot engage in independent private practice as a P-LPC. Additionally, in a private practice setting, you must practice with a licensed professional on site with you, and you must be under supervision by a Licensed Professional Counselor – Supervisor (LPC-S).