

# HOW TO APPLY FOR AN LPC ASSOCIATE LICENSE IN TX

## A Step by Step Checklist

- Pass the NCE and send official results to BHEC (NBCC sends electronically).
- Graduate from Grad school.
- Get a few official graduate transcripts (make sure they're sealed in an envelope).
- Sign and complete all Practicum/Internship forms (must be on BHEC Form).
- Send out email intros to potential LPC-Supervisors.
- Start booking meet ups with LPC-Supervisors.
- Get an employment site to get direct hours [if you don't already have one].
- Take the "Jurisprudence Exam" and save results for proof of completion.
- Select an LPC Supervisor.
- Sign and have signed the "Supervisor Agreement Form."
- Complete the self-query through NPDB.
- Complete the online application on BHEC website.
- Mail your official sealed transcripts to the board.
- Make and keep a copy for your records of all documents before submitting.
- Complete your fingerprint/background check at a designated/approved location.
- Check the board website daily under to see if your license is active.
- Once live, tell your LPC supervisor and begin counting your hours!



NOTE: THE FOLLOWING WEBSITE ON BHEC (\*BEHAVIORAL HEALTH EXECUTIVE COUNCIL) HAS ACCESS TO THE REQUIRED FORMS  
[HTTPS://WWW.BHEC.TEXAS.GOV/TEXAS-STATE-BOARD-OF-EXAMINERS-OF-PROFESSIONAL-COUNSELORS/APPLYING-FOR-A-LICENSE/INDEX.HTML](https://www.bhec.texas.gov/texas-state-board-of-examiners-of-professional-counselors/applying-for-a-license/index.html)