<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Graduate Program**           | Credit Hours  
-- Most states require 48 or 60  
-- May need to receive all credits from same program  
Course Content  
-- Course name and content matches state’s required course content areas  
Accreditation  
-- If required by state, is the program accredited (e.g., CACREP, MPCAC)?  
Practicum and Internship Training Opportunities  
-- Practicum typically 100-200 hours  
-- Internship typically 600-800 hours  
-- Need to have approved licensed supervisor and meet required supervision hours and ratio of supervision hours to client hours  
Capstone Experience  
-- Usually a thesis, comprehensive exam, or oral exam  
Consider:  
-- Are students getting placements for their practicum/internships?  
-- Are graduates getting jobs in reputable agencies after graduation?  
-- Are graduates prepared/passing the licensure exam?  
-- Are graduates getting licensed?  |
| **Postgraduate Experience**    | -- Typically 2,000-4,000 hours, approximately two years full-time (three to four years part-time)  
-- Need to have approved licensed supervisor and meet required supervision hours and ratio of supervision hours to client hours  
-- Take note if state has multiple levels of licensure  |
| **Licensure Exam**             | -- Determine if NCE, NCMHCE, and/or another licensure exam is required  
-- Jurisprudence exam?  
-- Alternative exam format (e.g., oral, essay, taped counseling session)?  
-- Be sure to seek out study materials at NBCC’s website and search the internet; also consider state counseling association workshops and study groups  |
| **Application**                | -- Personal information, including social security number, passport photo, past disciplinary action from licensing board, past felony or misdemeanor convictions, and criminal background check  
-- Previous education/degrees, especially graduate education; including transcripts |
Table 5.2
Key Steps to Licensure

<table>
<thead>
<tr>
<th>Steps to Licensure</th>
</tr>
</thead>
<tbody>
<tr>
<td>--Official score report indicating you passed your state’s required licensing exam</td>
</tr>
<tr>
<td>--Academic requirement form to match your graduate program courses with the state’s required course content areas, including total credit hours</td>
</tr>
<tr>
<td>--Documentation of your graduate counseling experience (i.e., practicum and internship) and your postgraduate counseling experience; be sure to meet the minimum requirements (e.g., total number of hours, direct hours, individual supervision hours, group supervision hours, client hours to supervision ratio) along with approved supervisors’ signatures</td>
</tr>
<tr>
<td>--Professional references usually from most recent supervisors</td>
</tr>
<tr>
<td>--Sign the application and provide the fee!</td>
</tr>
<tr>
<td>--See Table 5.3 to avoid common application mistakes!</td>
</tr>
</tbody>
</table>