



**MISSISSIPPI STATE BOARD OF EXAMINERS
FOR
LICENSED PROFESSIONAL COUNSELORS**

RULES AND REGULATIONS

Revised July 2005



MISSISSIPPI STATE BOARD OF EXAMINERS FOR LICENSED PROFESSIONAL COUNSELORS RULES AND REGULATIONS

Chapter 1: General Provisions	1
Section 1 Statutory Authority	1
Section 2 Nondiscrimination	1
Section 3 Purpose	1
Section 4 Definitions	2
Chapter 2: Fees	4
Section 1 Fee Schedule	4
Section 2 General Provisions	4
Section 3 Reapplication Fee	5
Section 4 Requests for Labels of Current Licensees	5
Chapter 3: Organization	6
Section 1 Mississippi Board of Examiners for Licensed Professional Counselors	6
Section 2 Board Operations	7
Chapter 4: Licensure Requirements	9
Section 1 General Requirements	9
Section 2 Education Requirements	10
Section 3 Experience Requirements	11
Section 4 Qualified Supervisor Requirements	13
Section 5 Examination Requirements	14
Section 6 Agreement of Reciprocity	16
Chapter 5 Application Procedure	17
Section 1 Phases of the Application Process	17
Section 2 Administrative Appeal	18
Section 3 Reapplication/Reinstatement	19
Section 4 Licensure Categories	19
Chapter 6 License Renewal, Directory, and Duplicate/ Replacement Wall Certificates	20
Section 1 Annual Renewal	20
Section 2 Continuing Education Requirements	20
Section 3 State of Mississippi Directory of Licensed Professional Counselors	23
Section 4 Duplicate/Replacement Wall Certificates	24

Chapter 7 Professional Responsibilities	25
Section 1 Standards of Practice	25
Section 2 Exemption From Licensure	25
Section 3 Representation as “Licensed Professional Counselor” by an Unlicensed Person	26
Chapter 8 Complaints, Disciplinary Hearings, Sanctions, and Disciplinary Appeal	27
Section 1 Grounds for Disciplinary Action	27
Section 2 Complaint Process	27
Section 3 Notice of Formal Complaint and Disciplinary Hearing	28
Section 4 Sanctions	28
Section 5 Disciplinary Appeal	29
Section 6 Reinstatement Following Disciplinary Action	29
Chapter 9 Application Forms	30
Section 1 Application Instructions	30
Section 2 Application Review	31
Section 3 Contact Information	32
Section 4 Application Forms	32



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CHAPTER 1 General Provisions

Section 1: Statutory Authority

The State Legislature granted Statutory Authority for the licensing of Professional Counselors in 1985. Section 73-30-1 et seq., of the Mississippi Code of 1972, Annotated (See Appendix) provides for the regulation of the practice of counseling as well as the use of the title "Licensed Professional Counselor" for those who offer counseling services to the public for fees.

Section 2: Nondiscrimination

The Mississippi State Board of Examiners for Licensed Professional Counselors does not discriminate against any applicant, candidate, or licensee because of race, color, creed, gender, sexual orientation, religion, national origin, age, physical handicap, disability, or political affiliation.

Section 3: Purpose

The purpose of these rules shall be to provide interpretation and application guidelines regarding state law as indicated in Chapter 1, Section 1 above and to communicate established procedures and requirements for the following:

- A. The establishment of a State Board of Examiners for Licensed Professional Counselors;
- B. The selection of Board members;
- C. The establishment of rules and procedures for Board meetings;
- D. Standards and qualifications requisite in the issuance of professional licensure;
- E. Evaluation of qualifications of individuals applying for professional licensure;
- F. Issuance and renewal of professional licensure to qualified persons;
- G. Setting fees necessary for administration of the licensure program; and,
- H. Establishing criteria for disciplinary actions against licensees.

Section 4: Definitions

- A. Applicant: An individual who has submitted an application packet for licensure as a professional counselor. See Chapter 5, Section 1, A. p. 17.
- B. Approved Educational Institution: An institution offering a graduate degree which is accredited by a regional or national accrediting body approved by the Board.
- C. Board: The Mississippi State Board of Examiners for Licensed Professional Counselors.
- D. Candidate: A person who has satisfactorily completed all educational and experience requirements for licensure and has been deemed eligible by the Board to sit for the Board required examination. See Chapter 5, Section 1, B. p. 17-18.
- E. Clock Hours: Fifty - sixty minutes in a continuing education activity. See Chapter 6, Section 1,A.1. p. 20.
- F. Clinical Setting: A setting in which professional counseling is offered; this may include a university counseling laboratory. See Chapter 4, Section 3, A., 1&2, p. 11.
- G. Competency Area: An area in which a person possesses training, experience, knowledge, skills, and the ability to apply them in the clinical setting.
- H. Complainant: A person who has filed an allegation with the Board against a licensee. See Chapter 8, Section 2, C. , p. 27.
- I. Continuing Education Hours (CEHs): Term representing the clock hours of continuing education and how a licensee may describe his/her continuing education experience. See Chapter 6, Section 1,A.1. p. 20.
- J. Counseling Procedures: The use of counseling methods and techniques, both verbal and nonverbal, which require the application of principles, methods, or procedures of understanding, predicting and/or influencing behavior and motivation; the use of informational and community resources for personal or social development; the use of group and/or placement methods and techniques which serve to further the goals of counseling; designing, conducting and interpreting research on human subjects and on any consultation on any item above; appraisal techniques including, but not limited to, testing of achievement, abilities, interests, and aptitudes.
- K. Directory: The annual publication containing a listing of all Mississippi Licensed Professional Counselors. The Board publication is entitled "The State of Mississippi Directory of Licensed Professional Counselors." See Chapter 6, Section 2, A., p. 23.
- L. Fees for Licensed Counseling Services: Any form of compensation received for the practice of counseling. See Chapter 2, Section 1 p. 4.
- M. Group Supervision: The process of clinical supervision of no more than six (6) persons in a group setting provided by a qualified supervisor. See Chapter 4, Section 3, A., 1., e., p. 12
- N. Internship: Supervised, planned, practical, advanced experience obtained in a clinical setting observing and applying principles, methods, and techniques learned in training and/or educational settings. NOTE: The internship involves a longer period of time than a practicum. See Chapter 4, Section 3, A., 1., b., p. 11.

O. Licensed Professional Counselor: Any person who presents himself/herself to the public by any title or description of services incorporating the words licensed professional counselor and who offers to render professional counseling services to individuals, groups, or organizations, corporations, institutions, government agencies or the general public for a fee, monetary or otherwise, implying that he/she is licensed in Mississippi.

P. Licensee: An individual who holds licensure from the Mississippi State Board of Examiners for Licensed Professional Counselors. See Chapter 5, Section 1., C., p. 18.

Q. Mandatory Audit: Ten percent of licensees will be randomly chosen to have their continuing education activities audited at the time of license renewal. See Chapter 6, Section 2., B., 2 p. 21.

R. Probation. Probation is a stay of suspension or revocation allowing limited practice within conditions stipulated by the Board. Violation of any of these conditions may result in suspension or revocation.

S. Practice of Counseling: Rendering, offering to render, or supervising those who render to individuals, group organizations, corporations, institutions, government agencies, or the general public any service involving the application of counseling procedures (See Chapter 1, Section 4, H., p. 2) and other related areas of behavioral sciences to help in learning how to solve problems or make decisions related to personal growth, marriage, family, or other interpersonal or intrapersonal concerns.

T. Practicum: Supervised, planned, practical, advanced experience occurring in a clinical setting for an early introduction to subject matter. It is generally time-bound and for a shorter period of time than an internship, but it allows for demonstration and testing of information, knowledge, and skills acquired. See Chapter 4, Section 3, A., 1., b., p. 11.

U. Restriction: A type of possible disciplinary action that will restrict or limit of an individual's scope of practice.

V. Revocation: The withdrawal of the privilege to practice as a licensed professional counselor in the State of Mississippi.

W. Qualified Supervisor: An LPC licensed in Mississippi who is trained in supervision and has the required experience and has been approved by the board to provide supervision. One who monitors the performance of an individual by providing regular, documented face-to-face consultation, guidance, and instruction with respect to the clinical skills and competencies of the supervised individual.

X. Supervision: The ongoing process performed by a qualified supervisor in assisting the counselor in developing expertise in methods of the professional mental health counseling practice and in developing self-appraisal and professional development strategies. See Chapter 4, Section 3, A., B., C., D., E., F., pp. 11-13.

Y. Suspension. Suspension is the withdrawal of the privilege to practice for a specified period of time.

Z. Voluntary Audit: LPCs who wish to receive recognition for their outstanding achievement in completing more than 12 hours continuing education may elect to have their continuing education activities audited voluntarily at the time of license renewal. See Chapter 6, Section 2, B., 4, p.21.

CHAPTER 2 Fees

Section 1: Fee Schedule

A. Application Packet Fee	_____	\$10.00
B. Application for Licensure Fee	_____	\$100.00
C. Code of Ethics	_____	\$5.00
D. License Renewal Fee- (subject to annual change-reflected in annual renewal notice)	_____	\$90.00
E. Examination Fee	_____	\$130.00
F. Reexamination Fee	_____	\$130.00
G. Label Printing Fee	_____	\$35.00
H. Directory of Licensed Professional Counselors	_____	\$10.00
I. File Transfer Fee (copy & mail)	_____	\$30.00
J. Duplicate License/Renewal Card Fee	_____	\$25.00
K. Name Change Fee	_____	\$25.00
L. Per Page Copying Fee	_____	\$1.00
M. Reapplication Fee	_____	\$100.00

Section 2: General Provisions

A. All fees related to LPC licensure are nonrefundable.

B. Fees shall be paid in full by check or money order made payable to the Mississippi State Board of Examiners for Licensed Professional Counselors.

C. No application for initial licensure shall be considered complete unless accompanied by the required fees.

D. Periodically, this document, the Rules, Regulations and Application Guidelines for Mississippi State Board of Examiners for Licensed Professional Counselors, is updated and/or revised. The applicant/candidate/licensee must comply with the most current version of this document, and it is the applicant's responsibility to ensure that he/she has the most current version(s) of application documents accepted by the LPC Board. Additionally, the applicant/candidate/licensee is responsible for all provisions listed in the most current Rules, Regulations, and Applications Guidelines. See Chapter 4, Section 1., J., p.9; Chapter 5, Section 1, A., 3., p. 17; Chapter 9, Section 1, G, p. 31; and, Chapter 9, Section 4, p. 32.

E. The Board is responsible for the final interpretation of all provisions contained within this document, and this interpretation will be considered binding on applicants/candidates/ licensees. See Chapter 3, Section 1, A., 7., p. 6; Chapter 4, Section 1, K, p.9; Chapter 5, Section 1, A., 6., p. 17; Chapter 9, Section 1, K, p. 31; and, Chapter 9, Section 4, p. 32.

Section 3: Reapplication and Lapsed License Fee and Process

A. The Reapplication Fee is charged when an LPC, who has allowed his/her license or application to lapse, seeks to return to current status (See Chapter 6, Section 1, A-G, p. 20). This fee is always charged in addition to the current renewal fee. See Chapter 6, Section 1, E. p. 20.

B. Any individual who has not completed the application process within the one (1) year time frame must pay a reapplication fee in order to reactivate his/her file for an additional one (1) year. See Chapter 4, Section 1, I., p. 9.

C. A candidate who allowed his/her one (1) year time period to sit for the Board-approved examination to lapse without taking the examination must pay a reapplication fee to reactivate his/her file for one (1) year. (See Chapter 4, Section 5, B., 1., p. 15) Additionally, a candidate being reexamined after a first failure of the examination (See Chapter 4, Section 4, C, 5., p. 15) whose one-year date of Board initial approval to take the examination has expired must pay a reapplication fee as part of the requirements to take the examination.

D. A reapplication fee is also required from individuals who wish to continue the licensure process after failing the Board required examination two (2) times. (See Chapter 4, Section 4, C., 6., p. 16) Candidates who have failed the examination three (3) or more times are handled on a case-by-case basis by the Board. See Chapter 4, Section 4, C, 6., p. 16.

Section 4: Requests for Labels of Current Licensees

A. Labels of current licensees shall be updated annually and made available upon written request and payment of the required printing fee. See Chapter 2, Section 1, G. p. 4.

B. Labels shall be made available to Mississippi state agencies upon request at no cost.

CHAPTER 3

Organization

Section 1: Mississippi State Board of Examiners for Licensed Professional Counselors

A. Board Responsibilities

1. The Board exists to regulate the profession of counseling, as well as the use of the title "Licensed Professional Counselor," in Mississippi. See Chapter 1, Section 1., p. 1.
2. The Board attempts to ensure that no one practices counseling in the State of Mississippi who is not either licensed by this Board or exempt from licensure by statute. See Chapter 7, Section 2., pp. 25.
3. The Board accepts applications for licensure as a Professional Counselor, determines eligibility for licensure, approves candidates to sit for the examination, administers an examination for licensure, and issues licenses to eligible applicants.
4. The Board investigates complaints against licensees, determines the merit of complaints, and disciplines Licensed Professional Counselors. See Chapter 8, pp. 27-29.
5. The Board makes reasonable rules and regulations regarding its operation.
6. The Board receives and disburses revenues derived from fees. See Chapter 2, Section 1, p. 4.
7. The Board is responsible for the final interpretation of all provisions contained within this document, and this interpretation will be considered binding on all applicants/candidates/licensees. See Chapter 2, Section 2, E, p. 5; Chapter 4, Section 1, K, p. 9; Chapter 5, Section 1, A., 6., p. 17; Chapter 9, Section 1, K, p. 33; and, Chapter 9, Section 4, p. 32.

B. Composition and Appointment

1. The Board shall be comprised of five (5) members, one (1) member from each of the four (4) congressional districts of Mississippi and a member at large, appointed by the Governor with the advice and consent of the State Senate.
2. A nomination list for appointment to the Board is provided to the Governor by the Mississippi Counseling Association (MCA) for each vacancy. The nomination list must include at least two (2) names from each congressional district in which a vacancy exists with attention needed to balance the membership of the board as stated in Chapter 3 Section B.p.6.
3. Nominees to the Board must be Licensed Professional Counselors in good standing and qualified electors of the State of Mississippi.
4. The Governor must fill appointments within sixty (60) days after the vacancy occurs.
5. The Board will consist of three (3) licensees who are primarily engaged in private or institutional practice in counseling and two (2) licensees who are primarily engaged in teaching, training, or research in counseling at the corporate or university level.

6. At the time of appointment, no more than one (1) person employed by or receiving compensation from any one (1) institution, organization, or partnership will be appointed to the Board.
7. Initial Board appointments will be for staggered terms. After the initial appointments, all terms shall be for five (5) years.
8. No Board member shall succeed himself/herself for an additional five-year term without waiting a period of five (5) years after having served one full five-year term.
9. Board members will be reimbursed for necessary and ordinary expenses and mileage incurred while performing their duties as members of the Board at the rate authorized for public employees.

C. Oath, Officer Elections and Exemption from Civil Liability

1. Board members will take an oath, administered by a person qualified by law to administer oaths, to faithfully perform the duties of their office.
2. Board members are expected to attend all regularly scheduled board meetings
3. Initial Board members will be deemed licensed counselors for all purposes upon taking the oath as Board members.
4. A Chair, Vice-Chair, and Secretary/Treasurer shall be chosen by the Board from among its members in January of odd numbered years. See Chapter 3, Section 2, E., p. 7.
5. The term for elected officers shall be for two (2) years.
6. Board members may not supervise any individual(s) for a fee.
7. A Board member shall not vote on any applicant previously supervised by that member.
8. Board members are individually exempt from any civil liability as a result of any action taken by the Board.

Section 2: Board Operations

- A. The Board shall adopt rules and regulations in compliance with the Mississippi Administrative Procedures Law.
- B. The Board will hold at least two (2) regular meetings each year.
- C. Additional meetings may be called by the Chair of the Board or at the written request of any four (4) members of the Board.
- D. Meeting dates, times, and locations are published in the Board's minutes.
- E. An organizational meeting shall be held in January of odd numbered years for the purpose of electing officers. See Chapter 3, Section, 2.C., 3. p. 7.
- F. All meetings of the Board are open to the public, and citizens are encouraged to attend meetings. Notification of Board meetings is posted in the building where the meeting is to be held.

- G. Information regarding the Board's activities, submissions to the Board, and requests of the Board should be made in writing to the Board.
- H. Individuals who wish to be included on the Board's agenda must submit a written request to the Board. The Board must receive this request at least ten (10) working days prior to the regularly scheduled Board meeting.
- I. The Board will review only complete applications for licensure.
- J. The Board may, after notice and opportunity for a hearing, restrict, suspend, revoke, or refuse to issue or renew a license or may reprimand and LPC for the following reasons, including, but not limited to:
1. Failure to meet all requirements for licensure;
 2. Failure to pay required fees;
 3. Engaging in the conduct of professional counseling in a grossly negligent or incompetent manner;
 4. Conviction or a felony;
 5. Obtaining a license or certification by fraud, deceit or other misrepresentation;
 6. Assisting another in falsely obtaining a license or certification;
 7. Swearing falsely under oath or affirmation;
 8. Violation of the American Counseling Association *Code of Ethics and Standards of Practice* adopted by the Board. See Chapter 7, Section 1, p. 25.
 9. Violation of Board rules and regulations;
 10. Declaration of mental incompetence by the court;
 11. Intentional violation of any provisions of 73-30-1 et.seq. of the *Mississippi Code of 1972, Annotated* (LPC law) (See Appendix).

CHAPTER 4

Licensure Requirements

Section 1: General Requirements

- A. No person shall practice as a professional counselor in the State of Mississippi except as provided by state statute and these regulations. See Chapter 1, Section 1, p. 1.
- B. An applicant must be at least twenty-one (21) years of age.
- C. An applicant must be a resident of or pay income tax in the State of Mississippi. Documentation may be requested. See Chapter 9, Section 1, B., 6., p. 30.
- D. An applicant must be of good moral character. The Board may request endorsements attesting to the applicant's character, professional integrity, and professional competence.
- E. Licensure by the Board will be by examination. See Chapter 4, Section 5, pp. 14-17.
- F. Applicants must meet all education and experience requirements. See Chapter 4, Sections 2 and 4 pp. 10-14.
- G. After January 1, 2008 a background check will be required of all candidates.
- H. The Board must receive a complete application packet and official transcript(s) and background check results by the established application deadline for the application to be considered for licensure at the next regularly scheduled Board meeting.
- I. An applicant may not be in violation of any of the provisions of Section 73-30-1 et seq., of the Mississippi Code of 1972, Annotated (See Appendix) or any of the rules and regulations adopted by the Board.
- J. The application process for licensure must be completed within one (1) year of the Board's receipt of the individual's application packet. "Completed" with respect to this provision means either Board-approved for candidacy or Board-approved for licensure (as appropriate). As stipulated in Chapter 2, Section 3, C, p. 5, any individual who has not completed the application process within the one (1) year time frame must pay a reapplication fee in order to reactivate their file for an additional one (1) year. As stipulated in Chapter 9, Section 1, I, p. 32, incomplete applications will be kept on file for two (2) years, after which time they will be destroyed.
- K. Periodically, this document, the Rules, Regulations and Application Guidelines for the Mississippi State Board of Examiners for Licensed Professional Counselors, is updated and /or revised. The applicant/candidate/licensee must comply with the most current version of this document, and it is the responsibility of the applicant to ensure that he/she has the most current version(s) of application documents accepted by the LPC Board. Additionally, the applicant/candidate/licensee is responsible for all provisions listed in the most current Rules and Regulations and Application Guidelines. The Rules and Regulations may be downloaded from the Board's website www.lpc.state.ms.us See Chapter 2, Section 2, D, p. 4; Chapter 5, Section 1, A., 6., p. 18; Chapter 9, Section 1, G, p. 31; and, Chapter 9, Section 4, p. 33.

L. The Board is responsible for the final interpretation of all provisions contained within this document, and this interpretation will be considered binding on all applicants/candidates/ licensees. See Chapter 2, Section 2, E, p. 4; Chapter 3, Section 1, A, 7., p. 6; Chapter 5, Section 1, A, 6., p. 17; Chapter 9, Section 1, K, p. 31, and, Chapter 9, Section 4, p. 32.

Section 2: Education Requirements

The following is a list of education requirements which all applicants must meet in order to be licensed:

A. A doctoral degree primarily in counseling, guidance, or a related counseling field, an educational specialist's degree or master's degree in counselor education or a related counseling program. The degree must be from a regionally or nationally accredited college or university program and is subject to Board approval. See Chapter 1., Section 4., B., p. 2.

B. Sixty (60) semester hours or ninety (90) quarter hours of graduate study.

C. A graduate program related to counselor education is defined as one that contains course work in all of the following areas. Each applicant must have completed course work in all of the following areas. The content areas listed below may be covered in more than one (1) course:

1. Human Growth and Development - Course work includes studies that provide a broad understanding of the nature and needs of individuals at all levels of development, normal and abnormal human behavior, personality theory, life-span theory, and learning theory within cultural contexts. Emphasis is placed on psychological approaches used to explain, predict, and modify human behavior.

2. Social and Cultural Foundations - Course work includes studies that provide a broad understanding of societal changes and trends in human roles, societal subgroups, social mores and interaction patterns multicultural and pluralistic trends in differing lifestyles, and major societal concerns including stress, person abuse, substance abuse, discrimination, and methods for alleviating these concerns.

3. Helping Relationships - Course work includes studies that provide a broad understanding of philosophic bases of helping processes, counseling theories and their applications, basic and advanced helping skills, consultation theories and their application, client and helper self-understanding and self-development, and facilitation of client or consultee change.

4. Groups - Course work includes studies that provide a broad understanding of group development, dynamics, and counseling theories; group leadership styles; basic and advanced group counseling methods and skills; and other group approaches.

5. Lifestyle and Career Development - Course work includes studies that provide a broad understanding of career development theories; occupational and educational information sources and systems; career and leisure counseling guidance and education; lifestyle and career decision-making; career development program planning resources and effectiveness evaluation..

6. Appraisal - Course work includes studies that provide a board understanding of group and individual educational and psychometric theories and approaches to appraisal, data, and information gathering methods, validity and reliability, psychometric statistics, factors, influencing appraisals, and use of appraisal results in helping process. Additionally, the specific ability to administer and interpret tests and inventories to assess interests and abilities and to identify career options is important.

7. Research and Evaluation - Course work includes studies that provide a broad understanding of different types of research, basic statistics, research-report development, research implementation, program evaluation needs assessment, publication of research information, and legal considerations.

8. Professional Orientation - Course work includes studies that provide a broad understanding of professional roles and functions of counselors, professional goals and objectives, professional counseling organizations and associations, professional history and trends, ethical and legal standards, professional standards, and professional credentialing.

Note: Beginning July 1, 2003, each applicant must also have completed course work in the following areas:

9. Marriage and/or Family Counseling/Therapy - Course work includes studies that provide a broad understanding of marriage and family theories and approaches to counseling with families and couples. This includes appraisal of family and couples systems and the application of these to counseling families and/or couples in pre-marriage, marriage and/or divorce situations.

10. Diagnosis and Treatment – Course work includes studies that provide a broad understanding of individuals' current mental/emotional states consistent with accepted classifications such as those provided in the most recent edition of the Diagnostic and Statistical Manual of Mental Disorders, as published by the American Psychiatric Association; and the ICD—9-CM and the development of planned, diagnosed - relevant interventions, including the goals of counseling, methods of treatment, and means of monitoring progress.

D. Individuals applying for licensure with a graduate degree of less than sixty (60) semester hours or ninety (90) quarter hours may complete the additional course work required without earning an additional degree. All graduate counselor education courses or counselor related courses from an approved educational institution completed by the applicant may be counted toward the sixty (60) semester hours or ninety (90) quarter hours requirement.

E. Courses completed by applicants that were not part of a counselor education or related counseling graduate program are evaluated on a case-by-case basis to determine applicability.

F. All applicants must provide official transcripts of all graduate work. Unopened official transcripts may be submitted in the application packet or may be submitted to the Board directly from the approved educational institution.

Section 3: Experience Requirements

A. Supervision Requirements - An applicant must document the following supervised experience requirements prior to applying for licensure. Supervision must be provided by an LPC. After January 1, 2008 the supervisor must be a Board approved Qualified Supervisor. The art of supervision is defined as assisting the counselor in developing expertise in methods of the professional mental health counseling practice and in developing self-appraisal and professional development strategies.

1. A total of three thousand five hundred (3,500) supervised hours of counseling in a clinical setting post bachelor's degree (See Chapter 1, Section 4., E., p. 2) comprised of the following:

a. A maximum of forty (40) supervised hours may be obtained per workweek.

b. Up to one thousand seven hundred fifty (1,750) hours may be obtained while enrolled in a Graduate Degree program, including internship/practicum. See Chapter 1, Section 4, L., Q., p. 3.

c. A minimum of one thousand one hundred sixty-seven (1,167) supervised hours must be in direct counseling service to clients to include counseling related activities (i.e. case notes staffing case consultation, or testing/assessment of clients).

d. One hundred (100) hours of individual face to face supervision are required. This is based on at least (a minimum of) 1 hour of supervision for every 25 hours of supervisee's direct service with clients. (After January 1, 2008 supervision must be by a Board Qualified Supervisor.) Chapter 4, Section 3, D., p.13.

e. Group supervision will be acceptable for not more than fifty (50) hours of the required one hundred (100) hours of individual supervision. This is based on two (2) hours of group supervision being equivalent to one (1) hour of individual supervision. See Chapter 1, Section 4, M., X p. 2-3.

2. Applicants who have completed the education requirements for licensure may practice in a clinical setting (See Chapter 1, Section 4, F., p. 2) under the employment and supervision of a Licensed Professional Counselor to obtain the required experience for licensure. See Chapter 4, Section 3, pp. 11-14.

Supervisor Requirements

B. Beginning July 1, 2001, a supervisor who is satisfactory to the Board must meet the following criteria:

1. Be licensed as a professional counselor in Mississippi or in the state where the clinical work and supervision was completed;
2. The supervisor must be the person who provides direct supervision to a prospective applicant for licensure as a professional counselor.
3. Not be a member of the applicant's immediate family; and,
4. Assume full responsibility for the clinical activities of the prospective applicant for the duration of the supervised experience.

C. Until June 30, 2001, a supervisor who is satisfactory to the Board must have met the following criteria:

1. Be licensed in Mississippi as a professional counselor, psychologist, Department of Mental Health clinical mental health therapist, clinical social worker, psychiatrist, or must be licensed in Mississippi by another mental health profession;
2. Not be a member of the applicant's immediate family as defined as spouse, parent, child, sibling of the whole- or half-blood, grandparent, grandchild, aunt, uncle, one who is or has been related by marriage or has any other dual relationship family.
3. Assume full responsibility for the clinical activities of the prospective applicant for the duration of the supervised experience.
4. No supervising counselor may exceed a total of five (5) supervisees at any one time.

D. Individuals applying after July 1, 2001, who have accumulated supervised experience under a supervisor listed in Chapter 4, Section 3, B., p. 12, must submit a written request that any hours accrued up to June 30, 2001, be accepted by the Board. See Chapter 3, Section 2, J., p. 8.

E. **Beginning July 1, 2008**, a supervisor who is satisfactory to the Board must be a **Board Qualified Supervisor**. Qualified Counselors shall be licensed professional counselors and shall have adequate training, knowledge and skill to render competent clinical supervision.

(July 1, 2006 - Beginning of the period for Qualified Supervisor acceptance and recognition by the Board.)

F. Supervision Verification forms must be submitted in sealed, signed envelopes in the application packet. See Chapter 9, Section 4, pp. 41-44.

Section 4: Qualified Supervisor Requirements

A. A Qualified Supervisor shall meet the following requirements:

1. Be a current licensed professional counselor. The supervisor must hold a Mississippi license as a licensed professional counselor.

2. Have five (5) years clinical experience post degree in clinical setting. The supervisor must have been practicing mental health counseling in their setting (i.e., school, agency, private practice) for at least five years. Two of the five years experience must be post licensing experience.

3. Have Documentation/verification of Supervision training [Course work or minimum of 30 hour workshop] Supervisors must have successfully completed either options i or ii below.
 - i. Graduate-Level Academic Training. At least one graduate-level academic course in counseling supervision. The course must have included at least 45 clock hours (equivalent to a three credit hour semester course) of supervision training.
 - ii. Professional Training. A board approved professional training program in supervision. The training program must be a minimum of 30 direct clock hours with the trainers and meet presentation standards established by the board.

4. Have current resume/Vitae on file with the Board. Supervisor will submit to the Board a resume either in electronic or print form. It is the responsibility of the supervisor to keep the information current.

5. Have philosophy of supervision Philosophy of Supervision. The Supervisor will have their own philosophy of supervision and the models that are used. They will be aware of the strengths and weaknesses of the philosophy and be able to discuss the model and demonstrate familiarity with the model.

6. Complete ongoing supervision continuing education. The Qualified Supervisor will continually be aware of the need to increase knowledge of supervision and how it relates to the counseling environment. They will strive to obtain continuing education in supervision.

7. Have membership in a professional organization.

8. Shall follow American Counselor Educators and Supervisors (ACES) Code of Ethics in addition to other professional standards

9. Have no disciplinary sanctions against license

10. Provide a background check (upon passage into LPC statute)

11. Shall be approved by Board

OR

12. Show completion of Approved Clinical Supervisor Credential from NBCC

- B. A supervisor may not be a relative of the counselor intern. Relative of the counselor applicant is defined as spouse, parent, child, sibling of the whole- or half-blood, grandparent, grandchild, aunt, uncle, one who is or has been related by marriage or has any other dual relationship.
- C. Limitations of Supervision Practice. No Qualified Supervisor may exceed a total of five (5) supervisees.
- D. No person shall serve as a supervisor if their license is expired or subject to probation, suspension, or revocation

Section 5: Examination Requirements

A. Prior to licensure, all applicants must pass the National Counselor Examination for Licensure and Certification (NCE) published by the National Board for Certified Counselors, Inc.

1. Individuals making initial application for licensure must meet all education and experience requirements in order to be approved by the Board as a candidate. See Chapter 1, Section 4, D., p. 2.
 - a. The Board will register each candidate for the next administration of the NCE. See Chapter 5, Section 1, B., 2., p. 17.
 - b. The Board will notify all candidates in writing of the date, time, and location of the NCE administration for which they have been approved to sit. See Chapter 5, Section 1, B., 3., p. 17.
 - c. Candidates must submit the applicable examination fee (See Chapter 2, Section 1, E, p. 4) as intent to sit for the examination. The applicable examination fee must be received by the Board at least thirty (30) days prior to the examination date. See Chapter 5, Section 1, B., 4., p. 17.
 - d. Any candidate failing to appear for the examination will forfeit the examination fee unless the Board has received written notice from the candidate (of his/her intent not to sit for the scheduled examination) at least seven (7) working days prior to the scheduled examination. See Chapter 2, Section 2, A., p. 4.
 - e. The Board will notify all candidates, in writing, of their success or failure on the examination. See Chapter 5, Section 1, B., 5., p. 17.
2. The examination will be administered by the Board at least two (2) times per year. The Board may schedule additional administrations of the NCE as it deems necessary.
3. Individuals making initial application for licensure who have already taken the NCE must include in their application packet an official VERIFICATION OF CERTIFICATION AND EXAMINATION SCORES report from the National Board for Certified Counselors, Inc., or directly from another state's appropriate licensing board, indicating a passing score. These individuals will be considered for licensure without retaking the NCE. See Chapter 5, Section 1, A., 4., p. 17, and Chapter 9, Section 4, p. 32.

B. Examination Time Limits

A candidate must take the examination within one (1) year from the date of initial Board approval. If the candidate has not taken the examination by the end of the prescribed one (1) year period, they will not be authorized to take the examination until:

1. A reapplication fee, (See Chapter 2, Section 1, M., p. 4) which reactivates the candidate's application file for an additional one year, is paid; and,
2. The Board approves the individual to take the examination. If the Board approves the candidate to retake the examination, then the candidate must also pay an examination fee which must be received a minimum of thirty (30) days before a scheduled examination. See Chapter 2, Section 1, F, p. 4.
3. A candidate must take and pass the examination by the four-year anniversary date of initial Board approval to take the examination. Otherwise, the candidate's application file becomes null; the application file is destroyed, and he/she must totally reapply for licensure.

C. Reexamination Requirements

General:

1. Reexamination will be required if the examination is failed and the candidate wishes to continue the licensure process.
2. Candidates wishing to be reexamined need to refer to the specific scenario below which addresses his/her particular situation (i.e. "First Failure"; "Second or Subsequent Failure").

First Failure:

3. A candidate may be reexamined within one (1) year from the date of the Board's initial approval to take the examination without paying a reapplication fee and without presenting evidence of additional education and/or experience. To be reexamined, the candidate must notify the Board in writing and pay the appropriate reexamination fee a minimum of thirty (30) days before a scheduled examination. See Chapter 2, Section 1, F, p. 4.
4. Any candidate not reexamined within one (1) year from the date of the Board's initial approval will not be authorized to retake the examination until:
 - a. A reapplication fee (See Chapter 2, Section 1, M, p. 4), which reactivates the candidate's application file for an additional one year, is paid; and,
 - b. The Board approves the candidate to retake the examination. If the Board approves the candidate to retake the examination, then the candidate must also pay a reexamination fee which must be received a minimum of thirty (30) days before a scheduled examination. See Chapter 2, Section 1, F, p. 4.

Second or Subsequent Failure:

5. A candidate who fails the examination two (2) times and who wishes to continue the licensure process shall reapply for licensure by paying the reapplication fee and must notify the Board in writing. See Chapter 2, Section 1, M., p. 4.
 - a. The Board shall review each individual's written request and make a determination whether additional requirements are necessary.
 - b. If additional requirements are deemed necessary by the Board, official documentation must be submitted to the Board upon completion of all additional requirements.
 - c. The Board may approve the applicant to sit for the examination a third time or deny

licensure. If the Board approves the candidate to sit for the examination, then the candidate must pay a reexamination fee which must be received a minimum of thirty (30) days before a scheduled examination. See Chapter 2, Section 1, F, p. 4.

6. An individual who fails the examination three (3) or more times and wishes to continue the licensure process must notify the Board in writing. The individual will be subject to reevaluation as determined by the Board on a case-by-case basis.

Section 6: Agreement of Reciprocity

A. The Mississippi State Board of Examiners for Licensed Professional Counselors does not presently have an agreement of reciprocity with any other state.

B. An individual interested in providing counseling services in Mississippi must obtain licensure through the Mississippi State Board of Examiners for Licensed Professional Counselors' application process. See Chapter 5, pp. 17-19.

C. Licensure criteria met by the applicant in other states may be honored by the Mississippi State Board of Examiners for Licensed Professional Counselors if he/she substantially meets the requirements for licensure in the State of Mississippi. Each criterion will be evaluated on a case-by-case basis.

D. The Mississippi State Board of Examiners for Licensed Professional Counselors will accept Tier II of the American Association of State Counseling Boards reciprocity when this delineation goes into effect.

E. The Board will accept an applicant's information from the American Association of State Counseling Boards National Credential Registry. The applicant will be required to complete the Board's application form and other documentation deemed necessary by the Board.

CHAPTER 5

Application Procedure

Section 1: Phases of the Application Process

A. Applicant Phase

1. Individual submits complete application packet. See Chapter 9, Section 4, pp. 34-44.
2. Complete application materials go before the Board for review. See Chapter 3, Section 2., I., p. 8.
3. Periodically, this document, the Rules, Regulations and Application Guidelines for the Mississippi State Board of Examiners for Licensed Professional Counselors, is updated and/or revised. The applicant/candidate/licensee must comply with the most current version of this document, and it is the responsibility of the applicant to ensure that he/she has the most current version(s) of application documents accepted by the LPC Board. Additionally, the applicant/candidate/licensee is responsible for all provisions listed in the most current Rules, Regulations, and Application Guidelines. See Chapter 2, Section 2, D, p. 4; Chapter 4, Section 1, J., p.9; Chapter 9, Section 1,G, p. 312; and, Chapter 9, Section 4, p. 32.
4. Applicants recommended for candidacy constitute Board approval to sit for the licensure examination. See Chapter 4, Section 5., A., -B., pp. 14-15.
5. Applicants who have already taken the NCE and who have submitted official passing scores will be considered for licensure by the Board. See Chapter 4, Section 4, A., 3., p. 15; and Chapter 9, Section 4., p. 32.
6. The Board is responsible for the final interpretation of all provisions contained within this document, and this interpretation will be considered binding on all applicants/candidates/licensees. See Chapter 2, Section 2, E, p.,4; Chapter 3, Section 1, A., 6., p. 6; Chapter 4, Section 1, K., p. 9; Chapter 9, Section 1, K., p. 31; and, Chapter 9, Section 4, p. 32.

B. Candidate Phase

1. An applicant who is approved by the Board to sit for the NCE is considered to be a candidate. See Chapter 4, Section 4, A., 1., p. 14.
2. Each candidate is registered by the Board for the next Board administration of the NCE. See Chapter 4, Section 4, A., 1., a., p. 14.
3. Candidates are notified in writing of the date, time, and location of the NCE administration for which they have been approved to sit. See Chapter 4, Section 4, A., 1., b., p. 14.
4. The candidate is required to submit the applicable examination fee, which signifies his/her intent to sit for the examination, at least thirty (30) days prior to the date of the examination. See Chapter 4, Section 4, A., 1., c., p. 14.
5. Candidates are notified in writing of their success or failure on the examination. See Chapter 4, Section 4, A., 1., e., p. 14.

C. Licensee Phase

1. Candidates who receive a passing score on the NCE are notified in writing and receive a Verification of Licensure card indicating the effective date of licensure by the Board.
2. An applicant who submitted passing NCE scores with his/her application will be notified in writing of the Board's decision of licensure or denial. See Chapter 4, Section 4, A., 3. p. 14.
3. Licensees are required to renew their license on an annual basis. See Chapter 6, Section 1, p. 20.

D. Denial of Licensure:

The Board may deny application for licensure for the following reasons, including, but not limited to:

1. Failure to meet all requirements for licensure;
2. Failure to pay required fees;
3. Engaging in the conduct of professional counseling in a grossly negligent or incompetent manner;
4. Conviction of a felony;
5. Obtaining a license or certification by fraud, deceit or other misrepresentation;
6. Assisting another in falsely obtaining a license or certification;
7. Swearing falsely under oath or affirmation;
8. Violation of the American Counseling Association Code of Ethics and Standards of Practice adopted by the Board (See Chapter 7, Section 1., p. 25);
9. Violation of Board rules and regulations;
10. Declaration of mental incompetence by the court or appointment of a guardian.
11. Intentional violation of any provisions of 73-30-1 et. seq. of the Mississippi Code of 1972, Annotated (LPC law) (See Appendix);

As indicated in Chapter 4, Section 1, I, p. 9, the application process for licensure must be completed within one (1) year of the Board's receipt of the individual's application packet. "Completed" in this respect means either Board-approved for candidacy or licensure (as appropriate). Thus, denied applications for licensure would not fulfill this requirement.

Section 2: Administrative Appeal

A. An applicant who has been denied licensure may request an administrative hearing at the next regularly scheduled Board meeting. See Chapter 3, Section 2, J., pp. 8.

B. After the administrative hearing, the Board will notify the individual of its final decision.

C. An individual may appeal the decision of the Board to the circuit court of the county of the applicant's residence.

D. An applicant may appeal the decision of the circuit court to the Mississippi Supreme Court.

Section 3: Reapplication/Reinstatement

A. Upon a final decision by the Board not to license, the applicant must wait a period of at least one (1) year before resubmitting a new, complete application packet. See Chapter 9, Section 4, pp. 33-44.

B. The resubmitted application packet referred to in Chapter 5, Section 3, A, p. 19 above must include new evidence for the applicant to be reconsidered for licensure.

C. An individual who has been denied renewal may reapply for licensure one (1) year after the Board's decision to refuse to renew licensure.

D. An individual whose license has been revoked (See Chapter 5, Section 4, A-H, p. 19) and is seeking license reinstatement must wait a period of one (1) year after revocation and reapply for licensure, including all application fees. All current requirements for licensure must be met.

E. An individual whose license has lapsed (See Chapter 5, Section 4, A-G, p. 19) for failure to pay the required annual renewal fees for a period of three (3) consecutive years and is seeking license reinstatement must wait a period of one (1) year after the date of expiration of the license and reapply for licensure, including all application fees. All current requirements for licensure must be met.

Section 4: Licensure Categories

A. Current: An individual licensee who is in good standing, including timely submission of all fees, changes of information, etc., and without sanctions, will be considered to be current.

B. Lapsed: An LPC who fails to renew his/her license in a timely manner. Lapsed individuals are not licensed to practice.

C. Suspended: The Board, as a result of disciplinary action, may choose to invalidate a license for any period of time.

D. Surrendered: An LPC, as a result of disciplinary action, may request surrendered status. The licensee's request for surrendered status is subject to the approval of the Board.

E. Restricted: The Board, as a result of disciplinary action, may choose to limit or restrict the scope of a licensee's practice

F. Retired: An LPC who, of his/her own volition, chooses to cease practice. This category is not related to any disciplinary action which would be the cause of ceasing to practice. An LPC's request for retired status is subject to Board approval. A licensee in retired status cannot practice as an LPC in Mississippi, yet is allowed to retain his/her original wall certificate. LPCs in retired status do not pay the annual license renewal fee. Board approval is required to return from retired status to current. Upon returning to current status (from retired status), the LPC is required to pay annual license renewal fees. The licensee who desires to return to practice must present to the Board appropriate documentation of continuing education demonstrating that he or she has remained abreast of current professional standards of practice.

G. Revoked: The Board may revoke an individual's license as a result of disciplinary action, as defined in the law (Section 73-30-21).

H. Voluntarily Surrendered: An LPC who wishes to voluntarily surrender his/her license for personal reasons.

CHAPTER 6

License Renewal, Continuing Education, Directory, and Duplicate/Replacement Wall Certificates

Section 1: Annual Renewal

A. All licensees must renew licenses on or before June 30 of each year. The following items must be received in the LPC Board Office on or before June 30 of each year by every license holder who intends to continue to practice:

1. A completed renewal form; and,
2. The prescribed license renewal fee. See Chapter 2, Section 1, D., p. 4.

B. As a courtesy, Licensed Professional Counselors are notified by mail of renewal.

C. Failure to receive a renewal notice from the Board will not relieve the license holder from the renewal requirement.

D. The license status will be changed to "Lapsed" (See Chapter 5, Section 4, A.-H., p. 19) for all licensees who fail to renew their license.

E. An individual with a "Lapsed" (See Chapter 5, Section 4, A.-H., p. 19) license who wishes to return to current status must pay a reapplication fee in addition to the current year's renewal fee. See Chapter 2, Section 1, D. & M., p. 4 and Chapter 2, Section 3, A. p. 5.

F. "Lapsed" (See Chapter 5, Section 4, A.-H., p. 19) status may be maintained for a period of three (3) years, after which time, if not renewed, the licensee will be removed from annual LPC directory.

G. Any individual whose license has lapsed (See Chapter 5, Section 4, A.-H., p. 19) for failure to pay the required renewal fees for a period of three (3) consecutive years must follow the rules set forth in Chapter 5, Section 3, E., p. 19.

Section 2: Continuing Education Requirements

A. General Guidelines

1. Continuing education shall be defined as continuing education hours (CEH). One CEH is equivalent to one (1) contact (clock) hour which equals fifty - sixty minutes in a continuing education activity.
2. Each active LPC licensee must accrue 12 CEH by the renewal period every year. Three of the twelve each year must involve topics in professional ethics or legal issues in the delivery of counseling services.
3. A licensee shall not be required to complete continuing education for the first renewal of licensure.
4. Accrual of continuing education begins only after the date the license was issued.
5. CEHs accrued beyond the required 12 hours may not be applied toward the next renewal period. Renewal periods run from July 1 to June 30, every year.

B. Documentation

1. Each licensee is responsible for keeping a personal record of attendance and completion of all continuing education requirements. This documentation should be retained for two years from the end of the license renewal year. (i.e., July 1, 2004 June 30, 2006.- **Do not** forward documentation of CEHs to the board office as they are accrued.)
2. At the time of renewal the Board will conduct a mandatory audit of 10 percent (10%) of the licensees who will be randomly chosen. The audit is to ensure that the continuing education requirement is being met. If you are one of the 10 percent chosen, you will be requested by letter to submit documentation of your CEHs.
3. LPCs who are audited are required to send evidence of their continuing education into the Board office within 30 days of the date of the audit notice. The Board will review the records and respond to the individuals with a statement of compliance or non-compliance.
4. Voluntary Audit. LPCs may apply for a voluntary audit by completing the application for and attaching the appropriate documentation of continuing education hours.
5. Non-Compliance. In the case of non-compliance with continuing education requirements the audited LPC will have three (3) months to comply. Failure to comply within the three (3) month period will result in licensure suspension for three (3) months, or less, if the requirements are met prior to the end of the three (3) months. If the LPC's license is suspended a letter will be sent to their employer regarding their license status. Failure to comply within three (3) months will result in revocation of license.

C. Approved Continuing Education Criteria

1. Continuing education requirements are meant to encourage personal and professional development throughout the LPC's career. For this reason a wide range of options are offered to accommodate the diversity of counselors' training, experience and geographic locations.
2. An LPC may obtain the 12 CEHs through one or more of the options listed below.
 - a. Continuing Education Pre-approved. Continuing Education approved by the following entities, and others, that meet standards similar to or exceeding those required by the Board:
 - American Counseling Association (ACA),
 - American Mental Health Counselors Association (AMHCA)
 - Mississippi Counseling Association (MCA),
 - American Association for Marriage and Family Therapy (AAMFT)
 - The National Board of Certified Counselors (NBCC).

One may contact these associations or their divisions, regions and state branches to find out which organizations, groups or individuals are approved providers. One may receive one CEH continuing education for each hour of direct participation in a structured educational format as a learner. Credit cannot be granted for: business/governance meetings; breaks; social activities including meal functions, except for actual time of a content speaker. Credit cannot be given for an approved session to persons who leave early from that session.

b. Continuing Education Not Pre-approved. For those organizations, groups or individuals that do not carry provider status by one of the above associations, the continuing education hours will be subject to approval by the Board of Examiners at the time of renewal. The

board will not reprove any type of continuing education. The continuing education must be given by a qualified presenter. A qualified presenter is considered to be someone at the master's level or above and trained in the mental health field or related services. One may receive one clock hour of continuing education for each hour of direct participation in a structured educational format as a learner. Credit cannot be granted for: business/governance meetings; breaks; social activities including meal functions, except for actual time of a content speaker. Credit cannot be given for an approved session to persons who leave early from that session. Verification for workshops, seminars, or conventions should consist of copies of certificates of attendance, and other documentation which clearly indicates learning objectives.

c. Coursework. CEHs may also be gained by taking coursework (undergraduate or graduate) from a regionally accredited institution in one of the 10 approved content areas for continuing education listed. One may take a course for credit or audit a course. In a college or university program, one semester hour is equivalent to 15 clock hours and one quarter hour is equivalent to 10 clock hours. Therefore, 45 CEHs will be given for a three hour university course completed at a regionally accredited university. Verification for coursework can consist of either copies of transcripts for coursework taken for credit or letter of attendance from instructor for courses audited.

d. Home Study. The ACA Newsletter Counseling Today, the AMHCA Newsletter The Advocate, video presentations and approved teleconferences are all approved home study options. Each option must carry a provider number from either NBCC, or other board approved mental health organizations. Each activity will specify the number of CEHs that will be granted upon completion. Verification consists of a certificate issued by NBCC, or certificates from other professional mental health organizations that will be reviewed by the board.

e. Presentations. Presenters may get credit for original presentations at a rate of five clock hours per one hour presentation. Presenters must meet the qualifications stated in Subparagraph 2.b above. The presentation must be to the professional community; not to the lay public or a classroom presentation. Verification of your presentation consists of obtaining a letter from the workshop/convention coordinator stating the topic, date, and number of hours of presentation.

f. Publishing. Authors may receive five clock hours per article or chapter in a book. The article must be published in a professional refereed journal. Verification will consist of either a reprint of the article/chapter, or a copy of the article/chapter, cover of the book/journal and page listing the editor or publisher.

g. Counseling (10 hours maximum per renewal period). One may receive one clock hour of continuing education per counseling hour as a client. To qualify, one must be a client receiving services from a licensed mental health professional having qualifications equal to or exceeding those currently required of LPC's. Consultation and supervision hours do not qualify. Verification will consist of a letter from the counseling mental health professional verifying client therapy hours.

h. Research. One may receive one clock hour of continuing education per hour of planning or conducting of, or participating in, counseling or counseling-related research. To qualify, this activity must constitute an original and substantive educational experience for the learner. Verification will consist of a letter from the faculty member or researcher.

i. Organizational and Regulatory. One may receive one clock hour of continuing education per hour of service to the LPC Board of Examiners or to a Board-approved counseling service organization. To qualify, this activity must constitute an original and substantive educational experience for the learner. Verification will consist of a letter or certificate from the Board or from the Board-approved counseling service organization.

3. Continuing Education credit will not be allowed for the following:
 - a. Regular work activities, administrative staff meetings, case staffing/reporting, etc.
 - b. Training specifically related to policies and procedures of an agency may not be counted,
 - c. Non-counseling content courses.

D. Types of Documentation Needed for Verification

1. Copy of certificate of attendance for workshops, seminars, or conventions.
2. Copy of transcript for coursework taken for credit/letter of attendance from instructor for courses audited.
3. Home study verification form or certificate issued by sponsoring organization.
4. Letter from workshop/convention coordinator verifying presentations.
5. Copy of article, cover and editorial board page for publications.
6. Letter from counseling mental health professional verifying number of hours in counseling as a client.
7. Letter from the faculty member or researcher verifying number of hours in research.
8. Letter or certificate from the LPC Board of Examiners, or from the board-approved counseling service organization, verifying number of hours of service.

Section 3: The State of Mississippi Directory of Licensed Professional Counselors

- A. Each year, following renewal, "The State of Mississippi Directory of Licensed Professional Counselors" (Directory) is published. See Chapter 1, Section 4, J., p. 2.
- B. All licensees who paid the annual renewal fee on or before the June 30 deadline will be included in the directory as "Current".
- C. All current licensees will be listed in alphabetical order as well as by town of residence.
- D. All current licensees who reside outside of the State of Mississippi will be listed in alphabetical order by their states of residence.
- E. Individuals for whom a renewal fee was not received on or before June 30 will be included in the Directory as "Lapsed". See Chapter 5, Section 4, A-H, p. 19.
- F. Individuals who have restricted, surrendered, suspended, or revoked licenses will be listed according to the category under which they fall. See Chapter 5, Section 4, A-H, p. 19.
- G. The Directory is an annual publication of the Board and is updated each fiscal year following renewal and disseminated to all current licensees.
- H. The Directory shall be made available to Mississippi state agencies upon request at no cost.
- I. Any individual or organization interested in obtaining a Directory shall submit a written request and the required publication fee. See Chapter 2, Section 1, H., p. 4.

Section 4: Duplicate/Replacement Wall Certificates

A. It is the intent of the Board for each licensee to have only one (1) current wall certificate attesting to the licensee's title as a Licensed Professional Counselor in Mississippi. The Board does not provide multiple original wall certificates to licensees.

B. Wall certificates issued by the Board are the property of the Board and must be surrendered upon official request.

C. Each licensee must ensure that the current wall certificate bears his/her current legal name. A licensee in good standing whose name has legally changed may request a replacement wall certificate by submitting the following:

1. Written notification of the change and a request for a new wall certificate bearing the licensee's current legal name;
2. A copy of the legal paper document indicating the change;
3. Returning the original wall certificate to the LPC Board Office; and,
4. Paying the prescribed "name change" fee. See Chapter 2, Section 1, K., p. 4.

D. A licensee in good standing may request a replacement wall certificate if his/her original wall certificate was damaged by submitting the following:

1. A written request for a replacement wall certificate;
2. The damaged original wall certificate; and,
3. Payment of the prescribed name change fee. See Chapter 2, Section 1, K., p. 4.

E. A licensee in good standing may request a replacement wall certificate if his/her original wall certificate was destroyed by submitting the following items:

1. A written request for a replacement wall certificate, indicating that the original wall certificate was destroyed;
2. A notarized affidavit, including a statement and an explanation that the wall certificate was destroyed; and,
3. Payment of the prescribed name change fee. See Chapter 2, Section 1. K., p. 4.

F. Any other request for a duplicate/replacement wall certificate will be handled by the Board on a case-by-case basis.

CHAPTER 7

Professional Responsibilities

Section 1: Standards of Practice

The protection of the public health, safety, welfare, and the best interest of the public are the primary guides in determining the appropriate professional conduct of all individuals licensed through the Mississippi State Board of Examiners for Licensed Professional Counselors. Persons licensed by the Board shall adhere to all parts of the current American Counseling Association Code of Ethics and Standards of Practice with the exception of any parts superceded by state law, policy, or rules and regulations adopted by the Mississippi State Board of Examiners for Licensed Professional Counselors.

Section 2: Exemption From Licensure

It is not the intention of the Board to monitor members of other appropriately regulated professions in Mississippi who provide counseling in the normal course of the practice of their own professions. The following individuals who provide counseling in the normal course of the practice of their own professions are exempt from Section 73-30-1 et seq., of the Mississippi Code of 1972, Annotated (See Appendix):

- A. Any person registered, certified, or licensed by the state to practice any other occupation or profession while rendering counseling services in the performance of the occupation or profession for which he/she is registered, certified, or licensed;
- B. Certified school counselors when they are practicing counseling within the scope of their employment;
- C. Certified vocational counselors when they are practicing vocational counseling within the scope of their employment;
- D. Counselors in post-secondary institutions when they are practicing within the scope of their employment;
- E. Student interns or trainees in counseling pursuing a course of study in counseling in a regionally or nationally accredited institution of higher learning or training institution if activities and services constitute a part of the supervised course of study, provided that such persons be designated a counselor intern;
- F. Professionals employed by regionally or nationally accredited post-secondary institutions as counselor educators when they are practicing counseling within the scope of their employment;
- G. Professionals registered, certified, or licensed by a recognized state or national professional association that has a published code of ethics and requires adherence to same;
- H. Duly ordained ministers or clergy while functioning in their ministerial capacity and duly accredited Christian Science practitioners;
- I. Professional employees of regional mental health centers, state mental hospitals, vocational rehabilitation institutions, youth court counselors, employees of the Mississippi Employment Security Commission, or other government agencies so long as they practice within the scope of their employment;
- J. Professional employees of alcohol or drug abuse centers or treatment facilities, whether privately or publicly funded, so long as they practice within the scope of their employment;

K. Private employment counselors;

L. Any non-resident temporarily employed in this state to render counseling services for not more than thirty (30) days in any year, if in the opinion of the Board the person would qualify for a license under this chapter and if the person holds any license required for counselors in his home state or country; and,

M. Any social worker holding a master's degree in social work from a school accredited by the Council on Social Work Education and who does counseling in the normal course of the practice of his/her own profession.

Section 3: Representation as "Licensed Professional Counselor" by an Unlicensed Person

Any person who represents himself/herself by the title "Licensed Professional Counselor" without having first complied with the application procedures set forth and without having been awarded a license by the Mississippi Board of Examiners for Licensed Professional Counselors shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than Five Hundred Dollars (\$500.00) and not more than One Thousand Dollars (\$1,000.00) for each offense. See Chapter 1, Section 4, N., p. 3.

CHAPTER 8

Complaints, Disciplinary Hearings, Sanctions, Disciplinary Appeal

Section 1: Grounds for Disciplinary Action

The Board may, after notice and opportunity for a hearing, restrict, suspend, revoke, or refuse to issue or renew a license or may reprimand the LPC (See Chapter 5, Section 4, A-H, p. 19) for the following reasons, including, but not limited to:

- A. Failure to meet all requirements for licensure;
- B. Failure to pay required fees;
- C. Practicing professional counseling in a grossly negligent or incompetent manner;
- D. Conviction of a felony;
- E. Obtaining a license or certification by fraud, deceit or other misrepresentation;
- F. Assisting another in falsely obtaining a license or certification;
- G. Swearing falsely under oath or affirmation;
- H. Violation of the American Counseling Association Code of Ethics and Standards of Practice adopted by the Board (See Chapter 7, Section 1., p. 25);
- I. Violation of Board rules and regulations;
- J. Declaration of mental incompetence by the court or appointment of a guardian.
- K. Intentional violation of any provisions of 73-30-1 et. seq. of the Mississippi Code of 1972, Annotated (LPC law) (See Appendix);

Section 2: Complaint Procedures

- A. All complaints concerning a licensee's professional service or activities shall be received by the Board.
- B. An assigned/designated member of the Board shall send the appropriate complaint forms to the complainant. (See Chapter 1, Section 4, H., p. 2). The complainant is responsible for completing, notarizing, and returning the forms to the appropriate Board member.
- C. A member of the Board shall assign each complaint a case number and determine whether or not the LPC Board has jurisdiction over the complaint (If not, the Board will notify the complainant accordingly).
- D. The accused licensee shall be notified by certified mail of the complaint and informed that he/she has ten (10) days to respond to the complaint. The accused licensee may request an extension, of up to thirty (30) days, to respond to the complaint. Extensions will be granted on a case-by-case basis. Justification for additional time is determined by the assigned/designated Board member.
- E. The Board shall conduct a meeting, with a quorum present, (See Chapter 3, Section 2, C., D., F., p. 7) to hear a complaint case(s) presented by the assigned/designated board member. The Board may at this time:

1. Vote to take no action, if no action is merited.
2. Authorize a disciplinary hearing and initiate a formal complaint and notice of disciplinary hearing.
3. Take other appropriate action, as deemed necessary by the Board.

F. Resolution of any formal complaint may be made between the Board and the licensee.

Section 3: Notice of Formal Complaint and Disciplinary Hearing

A. The Board shall notify the licensee that a complaint has been received and that a disciplinary hearing will be held. The licensee shall be notified at least sixty (60) days prior to the date of the disciplinary hearing.

B. Notice shall be considered to have been given if the notice was personally received by the licensee, successfully mailed "certified, return receipt requested" to the licensee's last known address as listed with the Board, or otherwise personally served. The non-acceptance of a "certified return receipt requested" will not negate the receipt of said notice.

C. The notice shall inform the licensee of the facts which are the basis of the complaint and which are specific enough to enable the licensee to defend against the complaint. The notice of the complaint shall also inform the licensee of the following:

1. The date, time, and location of the hearing;
2. That the licensee may appear personally at the disciplinary hearing and may be represented by counsel; and,
3. That the licensee shall have the right to produce witnesses and evidence on the licensee's behalf and shall have the right to cross-examine adverse witnesses and evidence.

D. The disciplinary hearing shall be before the Mississippi State Board of Examiners for Licensed Professional Counselors and shall be presided over by the Chair, senior member, or designee of the Board. Following the disciplinary hearing, the Board shall, in writing, notify the licensee as to what sanction(s), if any, shall be imposed and the basis for the Board's action.

E. The Board, upon complaint by any citizen or upon the Board's own motion can compel attendance of witnesses and the protection of documents, and to administer oaths and receive testimony and evidence.

F. All disciplinary hearing proceedings are matters of public record and shall be preserved pursuant to state law.

G. All final orders issued by the Board shall be reflected in the Board minutes.

H. All proceedings pursuant to this section are matters of public record and shall be preserved pursuant to state law.

Section 4: Sanctions

The Board may impose any of the following sanctions, singly or in combination, when it finds that a licensee is guilty of any of the offenses including but not limited to those referred to in Chapter 8, Section 1., p. 27:

A. Reprimand. Reprimand is an issuance of a letter of official reprimand to the licensee as public rebuke and possible sanction by the Board for misconduct in the practice of counseling. The Board

may require specific follow-up actions by the counselor;

B. Refusal to renew licensure;

C. Restriction or limitation of the individual's scope of practice (See Chapter 5, Section 4, A-H, p. 19);

D. Probation. Probation is a stay of suspension or revocation allowing the limited practice within conditions stipulated by the Board. Violation of any of these conditions may result in suspension or revocation.

E. Suspension. Suspension is the withdrawal of privilege to practice for a specified period of time. (See Chapter 5, Section 4, A-H, p. 19); and,

F. Revocation. Revocation is the withdrawal of privilege to practice as a Licensed Professional Counselor in the State of Mississippi. (See Chapter 5, Section 4, A-H, p. 19).

Section 5: Disciplinary Appeal

A. An individual may appeal the decision of the Board to the circuit court of the county of the applicant's residence.

B. An applicant may appeal the decision of the circuit court to the Mississippi Supreme Court.

C. Further appeal shall be pursuant to any remedies available at law.

Section 6: Reinstatement Following Disciplinary Action

A. Any person whose license has been revoked as a result of disciplinary action may totally reapply for licensure, including payment of all fees, one (1) year after the revocation (See Chapter 5, Section 4, A-H, p. 19) of licensure. All current requirements for licensure must be met.

B. The Board may, at its discretion, grant reinstatement of licensure following a disciplinary action.

CHAPTER 9

Application Process

Section 1: Application Instructions

A. It is recommended that you read all application materials before beginning the application process, as the required application fee is nonrefundable.

B. If you wish to apply for the Licensed Professional Counselor credential please complete and submit the following items to the Licensed Professional Counselor Board Office:

1. Notarized Application form (pp. 36-44);
2. Notarized Supervision Verification form(s) (pp. 41-44);
3. Official transcript(s) from an approved educational institution verifying educational qualifications;
4. Nonrefundable application fee of \$100.00 in the form of check or money order made payable to the Mississippi Board of Examiners for Licensed Professional Counselors. See Chapter 2, Section 1, p. 4.
5. Official NCE score report, if applicable (Note: To determine the applicability of this item, refer to the following references: Chapter 4, Section 4, A 3., p. 14; Chapter 5, Section 1, A, 4., p. 17 and Chapter 9, Section 4, p. 32). If applicable, the official NCE score report must be submitted directly to the Mississippi LPC Board from the National Board for Certified Counselors, Inc. (NBCC) OR submitted directly from another state's appropriate licensing board to the Mississippi LPC Board (See Chapter 9, Section 4, p. 32);
6. Please note that an applicant must be a resident of or pay income tax in the State of Mississippi (See Chapter 4, Section 1, C, p. 9). An applicant may be required to provide supplemental documentation, in addition to the application forms included in Chapter 9, Section 4, pp. 34-44 of this document, to verify compliance with this requirement. The need to submit additional documentation in this regard will be determined by the Board, upon receipt and review of the individual's application packet.

C. All application items should be completed by the appropriate person indicated on each form, collected by the applicant and submitted together in one application packet to the Mississippi Board of Examiners for Licensed Professional Counselors at the address indicated in Chapter 9, Section 3, p. 33.

D. Supervision Verification forms (pp. 41-44) must be submitted in a sealed envelope with a signature across the envelope's seal matching the signature on the document inside the envelope. The Board will check to ensure that the signature crossing the envelope's seal matches the signature on the enclosed form.

E. If necessary, the official transcript may be submitted to the Board directly by the approved educational institution.

F. Please note that all references to hours of college credit are for semester hours. Quarter hours may be converted to semester hours using the standard formula (Number of quarter hours X .66 = Semester hour equivalent). Semester hours must total sixty (60) hours. See Chapter 4, Section 2, C. p. 11.

G. The responsibility for submitting a complete application, including all required application forms/materials/fees, is that of the applicant. Additionally, individuals making application for LPC should note that periodically this document, the Rules, Regulations, and Application Guidelines for the Mississippi State Board of Examiners for Licensed Professional Counselors and the corresponding forms, are updated and/or revised. The applicant/candidate/licensee must comply with the most current version of the Rules, Regulations, and Application Guidelines for the Mississippi State Board of Examiners for Licensed Professional Counselors, and it is the responsibility of the applicant to ensure that he/she has the most current version(s) of application documents accepted by the LPC Board. Further, the applicant/candidate/licensee is responsible for all provisions listed in the most current Rules, Regulations, and Application Guidelines. See Chapter 2, Section 2, D, p. 4; Chapter 4, Section 1, J, p. 9; Chapter 5, Section 1, A., 3., p. 17; and, Chapter 9, Section 4, p. 32.

H. The Mississippi Board of Examiners for Licensed Professional Counselors (Board) will not review incomplete applications. See Chapter 3, Section 2, I., p. 7.

I. Incomplete applications will be kept on file for two (2) years, after which time they will be destroyed

J. When preparing to submit an application, please remember the following:

1. Please print or type the information requested on the application forms; typing is preferred.
2. Be sure to provide all information requested. Every blank should have a response, even if it is N/A.
3. All forms/documents submitted in support of the application must bear original signatures.
4. Applicants must meet all applicable requirements before being considered for licensure.
5. Applicants are encouraged to make a copy of application materials for their personal records.

K. The Board is responsible for the final interpretation of all provisions contained within this document, and this interpretation will be considered binding on all applicants/candidates/licensees. See Chapter 2, Section 2, E, p. 4; Chapter 3, Section 1, A., 7., p. 6; Chapter 4, Section 1, K., p. 9; Chapter 5, Section 1, A., 6., p. 17; and, Chapter 9, Section 4, p. 32.

Section 2: Application Review

A. All application materials will be reviewed for completeness

B. Each regularly scheduled Board meeting has a corresponding deadline for receipt of application materials. Complete applications received by the corresponding deadline will be reviewed by the Board at the next regularly scheduled Board meeting. Incomplete applications will not be reviewed by the Board. See Chapter 3, Section 2, I., p. 6 and Chapter 9, Section 1, H., p. 31.

C. The Board will review all application materials and approve individuals for candidacy or licensure. See Chapter 5, Section 1, B., p. 17-18.

1. Individuals approved by the Board as candidates will receive a letter from the Board notifying them of the time, date, and place of the next National Counselor Examination administration. See Chapter 4, Section 5, A., 1., b., p. 14.
2. Those approved for licensure will be awarded a license as a professional counselor.

Section 3: Contact Information

Any questions should be addressed in writing to:

Mississippi State Board of Examiners for Licensed Professional Counselors
419 East Broadway
Yazoo City, MS 39194

Section 4: Application Forms

NOTE:

The contents of Chapter 9, Section 4, were created in accordance with the Rules, Regulations, and Application Guidelines for the Mississippi State Board of Examiners for Licensed Professional Counselors.

Read all rules, regulations and application guidelines carefully. Please refer to the rules and regulations when completing the application forms.

Applicants need to be sure to follow all application guidelines using the application checklist on page 35 before submitting an application to the Board. If all instructions are not followed, the application process may be delayed in order to address any problems with an application.

Individuals making application for LPC should note that periodically this document, the Rules, Regulations, and Application Guidelines for the Mississippi State Board of Examiners for Licensed Professional Counselors and the corresponding forms, are updated and/or revised. The applicant/candidate/licensee must comply with the **most current version of this document**, and it is the responsibility of the applicant to ensure that he/she has the most current version(s) of application documents accepted by the LPC Board. Additionally, the applicant/candidate/licensee is responsible for all provisions listed in the most current Rules, Regulations, and Application Guidelines. See Chapter 2, Section 2, D, p. 5; Chapter 4, Section 1, J, p. 9; Chapter 5, Section 1, A., 3., p. 17; and, Chapter 9, Section 1, G, p. 31.

The Board is responsible for the final interpretation of all provisions contained within this document, and this interpretation will be considered binding on all applicants/candidates/licensees. See Chapter 2, Section 2, E, p. 5; Chapter 3, Section 1, A., 7., p. 7; Chapter 4, Section 1, K, p. 9; Chapter 5, Section 1, A., 6, p. 17; and, Chapter 9, Section 1, K, p. 31.

Application Checklist

Before mailing your application packet to the Board, check to be sure that it contains the following:

A notarized, completed Application form

This form should be completed by the applicant and notarized.

Completed Supervision Verification form(s)

A Supervision Verification forms are to be completed, notarized, sealed in an envelope, and signed across the envelope's seal by each Supervisor. It is understood that the applicant has completed Section I of the form for each Supervisor, while the Supervisor completes Section II.

APPLICATION FOR LICENSED PROFESSIONAL COUNSELOR
***** GENERAL INSTRUCTIONS *****

COMPLETE APPLICATION MATERIALS INCLUDE:

- General Instructions
- Fee Schedule – **Application fees are non-refundable.**
- Notarized Application for Licensed Professional Counselor.
- Notarized Practicum/Internship Supervision Verification – Form A.
- Post-Master's Supervised Experience Verification - Form B. (This form has 2 pages.)
- Post-Master's Supervised Experience - Missing or Deceased Supervisor Affidavit - Form C
- Licensure By Endorsement Information Verification - Form N
- Official NCE score report, if applicable. The official NCE score report must be submitted directly to the Mississippi LPC Board from the National Board for Certified Counselors, Inc.(NBCC) or submitted directly from another state's appropriate licensing board to the Mississippi LPC Board.

COMPLETE APPLICATIONS:

- Applicants must meet all applicable requirements before being considered for licensure.
- The Board reviews only complete applications with all required information and application materials received by the deadline date.
- You are responsible for ensuring that your file is complete. There are no exceptions!
- The Board must have received all the supporting documents required, e.g. Practicum/Internship, transcripts, and supervision.
- List on the application only the name(s) of employer(s) and supervisors who will submit documentation in support of your application.
- All forms/documents submitted in support of the application must bear original signatures.
- The application process must be completed within one (1) year of the Board's receipt of the individual's application packet.
- A file which is not complete within one year from the date the application was received in the Board office; the applicant must pay a reapplication fee in order to reactivate their file for one (1) additional year.
- After two (2) years incomplete applications will be destroyed.

APPLICANT FILE:

- The Board staff will open your file as soon as the first document is received in this office.
- Official transcripts must be sent directly to the Board office from the school/university.
- Ask the Registrar to provide you with a verification that the transcript has been sent.
- A resume or faxed application is not acceptable.

APPLICATIONS REVIEW:

- The Board reviews applications received by the deadline that corresponds to the regularly scheduled meetings.
- Only **complete** applications received by the corresponding deadline will be reviewed.
- Individuals approved by the Board as candidates will receive a letter from the Board notifying them of the time, date, and place the next National Counselor Examination.
- Individuals approved for licensure will be awarded a license as a professional counselor.
- The Board meets quarterly. Meeting dates are posted on the website. www.lpc.state.ms.us

DENIED/DISAPPROVED APPLICATIONS

■ If your application is denied, you will receive a reason for the denial. Within sixty (60) days of the date of that letter, you may request an administrative hearing at the next regularly scheduled Board meeting. You should enclose additional evidence [documentation] to support your qualifications, if you wish the Board to reconsider the denial of your application. You may request, in writing, to meet with the Board. If you do, an appointment will be scheduled.

■ If the Board reviews your application again and denies it, and individual can appeal the decision of the Board to the circuit court of the county of the applicant's residence

■ If you do not petition the Board to re-evaluate your application within the 60-day period, your application file will be closed. Any subsequent request for licensure will require submission of a new application, documents and the required fee.

LICENSURE BY ENDORSEMENT

The Board reviews applications for licensure by endorsement/reciprocity on a case-by-case basis. You must be currently licensed in a jurisdiction whose current laws are substantially equal to Mississippi. If you apply for endorsement, you may also apply for licensure by Examination if you have taken and passed the NBCC Examination. You need not re-take the NBCC. Upon your written request, your fee will be applied to the examination application. You must provide an official passing grade letter from NBCC.

REINSTATEMENT (LICENSE LAPSED GREATER THAN THREE (3)) — You must meet pay all application fees and meet the current licensure requirements

COMPLETING FORMS

■ Provide only requested information. If the Board requires additional information, you will be notified in writing.

■ Use only the forms provided by the Board.

■ All forms must be typed or legibly printed, filled out completely and, when required, notarized. Incomplete applications will not be reviewed.

NAME(S): If some of your records are in different names, please notify the Board.

APPLICATION MATERIALS: Except for your transcripts which must be sent directly from the academic institution(s) to the Board at the address below, all other forms, properly notarized and signed, should be included with your Application. Note that certain forms must be placed in a sealed envelope with the appropriate signature over the envelope flap and returned to you for inclusion with your application materials.

YOUR COPY: Keep a complete copy of your application materials, except those under seal.

**MISSISSIPPI BOARD OF EXAMINERS
FOR LICENSED PROFESSIONAL COUNSELORS
419 E. BROADWAY
YAZOO CITY, MS 39194**

**1.888.860.7001
1.662.751.4628**

Official Transcript(s)

The official transcript(s) verifying educational qualifications of the applicant is/are to be provided by the approved educational institution. Only the graduate-level transcripts are required. The official transcript(s) should be sealed in an envelope and signed across the envelope's seal by the transcript clerk issuing the document to the applicant. If the approved educational institution will not issue an official transcript to the applicant, the approved educational institution may submit the official transcript directly to the Board. Transcript(s) may be submitted separately from the application packet.

A check or money order made payable to the Mississippi State Board of Examiners for Licensed Professional Counselors in the amount of \$100.00 (Nonrefundable application fee).

Although the Mississippi LPC Board's licensure process requires that an applicant receive Mississippi LPC Board approval to sit for the National Counselor Examination (NCE), there are two specific situations in which an applicant may have already taken the NCE outside of the Mississippi LPC Board licensure process: Individuals holding the National Certified Counselor (NCC) credential or those licensed in another jurisdiction may have already taken the NCE. If you have already taken the NCE in either of these two situations, you have one additional requirement. IN ADDITION TO THE MATERIALS LISTED ABOVE, YOU MUST ALSO SUBMIT:

An official copy of your passing NCE scores

As indicated above, there are two specific situations in which an applicant may have taken the NCE outside of the Mississippi LPC Board licensure process (Individuals holding the National Certified Counselor (NCC) credential or those licensed in another jurisdiction may have already taken the NCE). If you have already taken the NCE in either of these two situations, your application is considered incomplete without submission of the NCE test scores and will not be forwarded to the Mississippi LPC Board for review until an official copy of your passing NCE scores is received by the Board Office. Therefore, if you have already taken the NCE, you should either contact the National Board for Certified Counselors, Inc., (NBCC) and request that your test scores be submitted directly to the Mississippi LPC Board; or, if you are licensed in another state, you may request that state's licensing Board to send directly to the Mississippi LPC Board a copy of your file containing a copy of the passing scores on the NCE. In either of these situations, it is your responsibility to ensure that the Mississippi LPC Board receives an official copy of your passing NCE test scores.



APPLICATION FOR MISSISSIPPI LICENSED PROFESSIONAL COUNSELOR

I hereby make application for Licensed Professional Counselor pursuant with the laws of the State of Mississippi and the Rules and Regulations for The Mississippi State Board of Examiners for Licensed Professional Counselors.

INSTRUCTIONS:

NO FAXED FORMS ACCEPTED

■ Please type or print clearly.

■ **APPLY FOR LICENSURE BY EXAMINATION:** If you have met licensure requirements in effect at the time the application is received by the Board office and intend to take the Examination, if approved, complete Sections I, II, IV, V and VI of the Application.

■ **APPLY FOR LICENSURE BY EXAMINATION WAIVER:** If you meet all licensure requirements and have taken and passed the NBCC Examination and completed your Supervised Experience in accordance with the Rules and Regulations complete Parts I, II, IV, V and VI of the Application **and** request an official passing grade letter from NBCC to the Board office, if it is not already on file.

■ **APPLY FOR LICENSURE BY RECIPROCITY:** If you are licensed in another state which has laws and rules substantially equal to or greater than the laws and rules of Mississippi for licensure of professional counselors, and which has been disapproved for by the Board for endorsement licensure, complete Parts I, II, III, VI of the Application and Form N.

■ **REINSTATEMENT [LICENSE LAPSED UP TO A PERIOD OF 3 YEARS (36 MONTHS)]** — You must reapply for licensure, meet the current licensure requirements, and pay all application and renewal fees.

SECTION I - PERSONAL INFORMATION

NAME: _____
First Middle Last Maiden

Other name(s) used on transcripts and/or records if different from above _____

HOME ADDRESS: _____
Street (P.O. Box not acceptable) City State Zip Code

MAILING ADDRESS IF DIFFERENT THAN STREET ADDRESS: _____
Street, P.O. Box City State Zip Code

BUSINESS ADDRESS: _____
Street City State Zip Code

PREFERRED MAILING ADDRESS: HOME BUSINESS

HOME PHONE: () _____ BUSINESS PHONE: () _____ FAX: () _____

EMAIL ADDRESS: _____

DATE OF BIRTH: _____ SOCIAL SECURITY NUMBER _____
Month/Day/Year

**SECTION III
PERSONAL AND LICENSURE HISTORY**

ALL OF THE FOLLOWING QUESTIONS MUST BE ANSWERED.

If you answer "Yes" to ANY of the following questions, explain in full by addendum to the application. You must make a statement that includes, but is not limited to, the date(s) location(s), specific circumstances, practitioners and/or treatment involved, and must be substantiated by official documents sent directly to the board office from the respective state licensing board or official copies of court records. A "yes" answer is NOT an automatic cause for denial of licensure.

- Yes No 1. Do you currently have a medical condition which in any way impairs or limits your ability to practice professional counseling with reasonable skill and safety?
a. If yes, are they reduced or ameliorated because you receive ongoing treatment (with or without medications) or participate in a monitoring program? Yes No
- Yes No 2. Do you currently use chemical substances?
a. If yes, do they in any way impair or limit your ability to practice professional counseling with reasonable skill and safety?
- Yes No 3. Are you currently engaged in the illegal use of controlled substances?
- Yes No 4. Have you ever had an application for a license to practice professional counseling in any state, country, or province, denied, reprimanded, suspended, restricted, revoked, otherwise disciplined, curtailed, or voluntarily surrendered under threat of investigation or disciplinary action?
- Yes No 5.. Have you ever had a license or certificate in any mental/health care profession, reprimanded, suspended, restricted, revoked, otherwise disciplined, curtailed, or that you voluntarily surrendered under threat of investigation or disciplinary action?
6. In relation to the performance of your professional services in counseling or any profession:
 Yes No a. Have you ever had a final judgment rendered against you;
 Yes No b. Have you ever had settlement of any legal action rendered against you; or
 Yes No c. Are there any legal actions pending against you or to which you are a party?
- Yes No 7. Have you ever been rejected or censured by a professional association?
- Yes No 8. Is there currently pending, in any jurisdiction, a complaint against your professional conduct of competency in counseling or any profession?
- Yes No 9. Are you now or have you ever been a defendant in civil litigation in which the basis of the complaint against you was alleged negligence, malpractice or lack of professional competence?
- Yes No 10. Have you ever been arrested, charged or sentenced for the commission of a felony, misdemeanor (other than minor traffic or parking violations) or any crime of moral turpitude, including the entry of a plea of nolo contendere. You must include all misdemeanors and felonies, even if adjudication was withheld by the court so that you would not have a record of conviction. Driving under the influence or driving while impaired is not a minor traffic offense for purposes of this question.
- Yes No 11. Have you ever been convicted of any criminal offense?
- Yes No 12. Have you ever been diagnosed as having or have you ever been treated for pedophilia, exhibitionism, or voyeurism?

**SECTION IV
AFFIDAVIT AND RELEASE**

APPLICANT: FILL OUT THE FOLLOWING AFFIDAVIT IN THE PRESENCE OF A NOTARY PUBLIC

I, _____, of _____
(Applicant's Name) (City) (State)

being duly sworn and identified as the person referred to in this application, and signed photos attests to the truth of each statement made in said application. I further swear that I have read and understand the statute Mississippi Code of 1972, Annotated Section 73-30-1 et seq and the Rules and Regulations and Application Guidelines of the Mississippi State Board of Examiners for Licensed Professional Counselors, which are a part of the application information and agree to abide by them in the practice of professional counseling in the State of Mississippi.

I HEREBY:

SIGNIFY my willingness to appear to answer such questions as the Board may find necessary, which may include a full Board interview.

RELEASE to the Board, its staff, and their representatives, any and all documentation necessary now and in the future to establish my physical and mental capabilities to safely practice professional counseling.

AUTHORIZE release, use of disclosure of otherwise HIPAA protected health information to the limited extent necessary for my application to receive full consideration up to and including discussion in a public forum should that become necessary.

AUTHORIZE the board, its staff, and their representatives to consult with my prior and current associates and others who may have information bearing on my professional competence, character, health status, ethical qualifications, ability to work cooperatively with others, and other qualifications.

RELEASE from liability the Board, its staff, and all their representatives and any and all organizations that provide information for their acts performed and statements made in good faith and without malice concerning my competence, ethics, character, and other qualifications for licensure.

ACKNOWLEDGE that I, as an applicant for licensure, have the burden of producing adequate information for a proper evaluation of my professional, ethical, other qualifications, and for resolving any doubts about such qualifications.

THIS CERTIFIES THAT THE INFORMATION SUBMITTED BY ME IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SIGNATURE

DATE

Sworn to before me this _____ day of _____, _____.

Notary Seal

NOTARY PUBLIC

My commission expires

PRACTICUM-INTERNSHIP SUPERVISION VERIFICATION

INSTRUCTIONS: Please type or print clearly. NO FAXED FORMS ACCEPTED

APPLICANTS:

- Complete Part I and submit to your Practicum/Internship Supervisor.
- If you have more than one practicum or internship, submit a form for each. You may photocopy this form.

PRACTICUM/INTERNSHIP SUPERVISOR:

Complete Part II, noting requirements. Please enclose this form in a sealed envelope. Sign your name over the flap and then mail it to the applicant Fax copies are not acceptable.

The Practicum/Internship must:

- Be part of the master's educational specialists or doctoral degree program.
- Be in Counselor Education or a related counseling program.

The Practicum/Internship Supervisor must:

- Be the Instructor of Record at the college or university or the Site Supervisor; and
- Be licensed — as a Licensed Professional Counselor as of July 1, 2001.

PART I – APPLICANT

NAME: SOCIAL SECURITY NUMBER:

PART II — SUPERVISOR

NAME:

ADDRESS:

Street City State Zip Code

TELEPHONE: () FAX: () e-mail

TYPE OF LICENSE:

LICENSE #: STATE: DATE ISSUED: EXP. DATE:

CERTIFICATION OF SUPERVISION:

I hereby certify that I supervised the Internship/Practicum of the above-named applicant who practiced Professional Counseling work at:

NAME OF PRACTICUM/INTERNSHIP SITE: FROM: TO . THE TIME SPENT IN THE EXPERIENCE CONSISTED OF:

TOTAL HOURS: DIRECT CONTACT: INDIVIDUAL SUPERVISION: GROUP SUPERVISION:

DESCRIBE THE PRACTICE SUPERVISED:

VERIFICATION: I attest that I provided the supervision described above and that this is a true and accurate representation of this supervision.

Date Signature of Supervisor/Instructor of Record Sworn to and subscribed before me this day of , .

Notary Public My Commission Expires:

NOTARY SEAL

**POST-MASTER'S SUPERVISED EXPERIENCE
SUPERVISION VERIFICATION**

INSTRUCTIONS: ■ Please type or print clearly. (No faxed forms accepted.)

APPLICANT:

- Complete Part I and submit to your employer or supervisor in the employment chain of command where you have done your post-master's supervised experience. If you have more than one work setting under which you completed your supervised experience, submit additional forms. This form may be photocopied.

EXPERIENCE SUPERVISOR:

- Complete Part II, noting requirements. Please enclose this form in a sealed envelope. Sign your name over the flap and then mail it to the Applicant. Faxed copies are not acceptable.

■ **The Supervisor as of July 1, 2001 must be a Licensed Professional Counselor.** Individuals who have accumulated supervised experience under a supervisor listed in Chapter 4, Section 3,C., 1., p. must submit a written request that any hours accrued up to June 30, 2001 be accepted by the Board.

- The supervisor must not be a member of the applicant's immediate family
- The supervisor must have assumed full responsibility for the clinical activities of the applicant for the duration of the supervised experience

The Supervision Must Be:

- "Supervision" — which means the direct clinical review, for the purpose of teaching or training, of a professional counselor's interaction with client(s).
- One hour of supervision for every 25 hours direct client contact.
- In the practice of Professional Counseling.
- May be provided pro bono or for a fee.
- May be individual or group.
- According to the degree held by the Applicant

PART I - APPLICANT

NAME: _____ SOCIAL SECURITY NUMBER: _____

I hold a: Master's Degree Specialist Degree Doctorate Degree

PART II - SUPERVISOR

NAME: _____ YEARS OF PRACTICE AFTER LICENSED: _____

TYPE OF LICENSE: Licensed Professional Counselor Other

LICENSE #: _____ STATE: _____ DATE ISSUED: _____ EXP. DATE: _____

ADDRESS:

Street _____ City _____ State _____ Zip Code _____

TELEPHONE: () _____ FAX: () _____ EMAIL _____

CERTIFICATION OF SUPERVISION:

I hereby certify that I supervised the Professional Counseling practice of the above-named Applicant during the following period(s):

FROM _____ TO _____

TOTAL HOURS: _____ DIRECT CONTACT: _____ INDIVIDUAL SUPERVISION: _____ GROUP SUPERVISION: _____

At the time of supervision the applicant's employment was (check only one)

- FULL TIME PART TIME AT _____ %

DESCRIPTION OF PRACTICE SUPERVISED:

RECOMMENDATION AND VERIFICATION:

I, the undersigned Supervisor or authorized representative, attest that I provided the supervision described above- that this is a true and accurate representation of that supervision and that I:

- Recommend, without reservation, that the applicant be considered for licensure.
- Recommend with some reservations, that the applicant be considered for licensure. Explanation attached.
- Do Not Recommend that the applicant be considered for licensure. Explanation attached.

Date

Signature of Supervisor

Sworn to and subscribed before me this _____ day of _____, _____.

Notary Public

My Commission Expires: _____

NOTARY SEAL

**POST-MASTER'S SUPERVISED EXPERIENCE
MISSING OR DECEASED SUPERVISOR AFFIDAVIT**

INSTRUCTIONS:

- Please type or print clearly. No faxed forms accepted.
 - Supervision may have been obtained at any time while you engaged either in practicum, internship or post-master's directed experience. The supervision documented for your licensure application need not necessarily be from the supervisors who provided your original training.
- Supervision must meet the standards set out in the Rules for Licensed Professional Counselors. You must have received a minimum of 1 hour of supervision for every 25 direct contact hours of service.

The Directed Experience Supervisor must be:

Supervision received after **July 1, 2001** must be from a Licensed Professional Counselor. Before a supervisor who is satisfactory to the Board must have been licensed in Mississippi as a professional counselor, psychologist, Department of Mental Health clinical mental health therapist, clinical social worker, psychiatrist, or must have been licensed in Mississippi by another mental health profession.

- Meet the post-licensure experience requirements for the degree held.

APPLICANT:

- Make every effort to locate the as many of the supervisors of Supervised Experience as necessary to document the required Supervised Experience.
- You may show your diligence with returned mail, copies of letters, and verifications from your academic institution, etc.
- If, however, you have obtained sufficient directed experience to meet licensure requirements, but after a diligent search you are unable to locate enough supervisors to document the required time, you may attest to undocumented Supervised Experience by taking the Oath below.
- The Board may require additional information upon review.

PART I – APPLICANT

NAME: _____ SOCIAL SECURITY NUMBER: _____

I hold a: Master's Degree Specialist Degree Doctorate Degree

OATH

Under penalty of perjury, as provided in the Mississippi Code of 1972, Annotated, I hereby aver and swear that I was unsuccessful, after I made a diligent effort, to locate:

Name of Supervisor: _____
who served as my supervisor either in a work or educational setting.

Name of Agency, Organization, or University

Address: _____ City: _____ State: _____ Zip: _____

and that this supervisor has/had the following credentials:

License Type: Licensed Professional Counselor Psychologist Clinical Social Worker Psychiatrist
 Department of Mental Health clinical mental health therapist Other Mississippi Licensed mental health professional
License #: _____ State: _____ Date Issued: _____ Expir. Date: _____ Years of Practice After Licensed: _____

The supervision of my Professional Counseling Practice was provided during the following period(s):

FROM: _____ TO _____ and FROM: _____ TO _____.

Signature of Applicant _____ Date _____

Sworn to and subscribed before me this _____ day of _____, _____.

Notary Public
My Commission Expires: _____

NOTARY SEAL

MISSISSIPPI CODE OF 1972
As Amended

SEC. 73-30-1. Declaration of policy and legislative intent.

It is declared to be the policy of this state that the activities of those persons who render services to the public as licensed professional counselors and use the title "Licensed Professional Counselor" be regulated to ensure the protection of the public health, safety and welfare.

It is the intent of the Legislature to provide for the regulation of the practice of counseling as well as the use of the title "Licensed Professional Counselor" for those who offer services to the public for a fee, monetary or otherwise.

SOURCES: Laws, 1985, ch. 354, Sec. 1, eff from and after July 1, 1985.

SEC. 73-30-3. Definitions.

The following terms shall have the meaning ascribed herein unless the context shall otherwise require:

(a) "Licensed professional counselor" shall mean and is restricted to any person who holds himself out to the public by any title or description of services incorporating the words licensed professional counselor, and who offers to render professional counseling services to individuals, groups, organizations, corporations, institutions, government agencies or the general public for a fee, monetary or otherwise, implying that he is licensed.

(b) "Practice of counseling" shall mean rendering, offering to render or supervising those who render to individuals, groups, organizations, corporations, institutions, government agencies or the general public any service involving the applications of counseling procedures and other related areas of the behavioral sciences to help in learning how to solve problems or make decisions related to personal growth, marriage, family or other interpersonal or intrapersonal concerns.

(c) "Counseling procedures" include but are not restricted to (i) the use of counseling methods and techniques, both verbal and nonverbal, which require the application of principles, methods or procedures of understanding, predicting and/or influencing behavior, and motivation; (ii) the use of informational and community resources for personal or social development; (iii) the use of group and/or placement methods and techniques which serve to further the goals of counseling; (iv) designing, conducting and interpreting research on human subjects or any consultation on any item above; and (v) appraisal techniques including but not limited to testing of achievement, abilities, interests and aptitudes.

(d) "Fees for licensed counseling services" shall mean any form of compensation received for the practice of counseling.

(e) "Board" shall mean the Mississippi State Board of Examiners for Licensed Professional Counselors.

SOURCES: Laws, 1985, ch. 354, Sec. 2, eff from and after July 1, 1985.

SEC. 73-30-5. Establishment of state board of examiners; reconstitution of board.

[Through December 31, 2003, this section shall read as follows:]

(1) There is hereby established the Mississippi State Board of Examiners for Licensed Professional Counselors which shall consist of five (5) members, one (1) member from each of the five (5)

congressional districts of Mississippi, who shall be appointed by the Governor with the advice and consent of the Senate. A list shall be provided to the Governor by the Mississippi Counseling Association from which the Governor may choose board members. At least two (2) names shall be included from each congressional district. Such appointments shall be made initially within sixty (60) days of the submission of the list of qualified counselors by the Mississippi Counseling Association. Thereafter, all vacancies occurring on the board shall be filled by the Governor within sixty (60) days after the vacancy occurs. The Mississippi Counseling Association shall provide a list of suggested board members for each vacancy.

(2) The board shall consist of five (5) licensed counselors, three (3) of whom are primarily engaged as licensed counselors in private or institutional practice and two (2) who are primarily engaged in teaching, training or research in counseling at the corporate or university level. All members shall be qualified electors of the State of Mississippi.

(3) The initial appointments to the board shall be for staggered terms, to be designated by the Governor at the time of appointment as follows: Two (2) members to serve for three (3) years, two (2) members to serve for two (2) years, and one (1) member to serve for one (1) year. Thereafter, all terms shall be for three (3) years. No board member shall succeed himself without waiting a period of three (3) years after having served one (1) full three-year term.

(4) There shall be appointed to the board no more than one (1) person who is employed by, or receives compensation from, any one (1) institution, organization or partnership at the time of appointment.

(5) Board members shall be reimbursed for necessary and ordinary expenses and mileage incurred while performing their duties as members of the board, at the rate authorized for public employees, from fees collected for license applications and renewals.

[From and after January 1, 2004, this section shall read as follows:]

(1) There is hereby established the Mississippi State Board of Examiners for Licensed Professional Counselors which shall consist of five (5) members. The initial appointments to the board shall consist of one (1) member from each of the five (5) congressional districts of Mississippi, who shall be appointed by the Governor with the advice and consent of the Senate. From and after January 1, 2004, the board shall be reconstituted to consist of five (5) members, one (1) member from each of the four (4) congressional districts, as such districts existed on January 1, 2002, and one (1) member to be selected from the state at large, who shall be appointed by the Governor with the advice and consent of the Senate. A list shall be provided to the Governor by the Mississippi Counseling Association from which the Governor may choose board members. At least two (2) names shall be included from each congressional district. Such appointments shall be made initially within sixty (60) days of the submission of the list of qualified counselors by the Mississippi Counseling Association. Thereafter, all vacancies occurring on the board shall be filled by the Governor within sixty (60) days after the vacancy occurs. The Mississippi Counseling Association shall provide a list of suggested board members for each vacancy.

(2) The board shall consist of five (5) licensed counselors, three (3) of whom are primarily engaged as licensed counselors in private or institutional practice and two (2) who are primarily engaged in teaching, training or research in counseling at the corporate or university level. All members shall be qualified electors of the State of Mississippi.

(3) The initial appointments to the board shall be for staggered terms, to be designated by the Governor at the time of appointment as follows: two (2) members to serve for three (3) years, two (2) members to serve for two (2) years, and one (1) member to serve for one (1) year. When the board is reconstituted on January 1, 2004, all members serving on the board on that date shall continue to serve for a term of five (5) years from the beginning of the term to which he or she was appointed. From and after January

1, 2004, all subsequent appointments shall be for five-year terms. No board member shall succeed himself without waiting a period of at least five (5) years after having served one (1) full five-year term.

(4) There shall be appointed to the board no more than one (1) person who is employed by, or receives compensation from, any one (1) institution, organization or partnership at the time of appointment.

(5) Board members shall be reimbursed for necessary and ordinary expenses and mileage incurred while performing their duties as members of the board, at the rate authorized for public employees, from fees collected for license applications and renewals.

SOURCES: Laws, 1985, ch. 354, Sec. 3; Laws, 2003, ch. 407, § 1, HB 560, eff from and after Jan. 1, 2004.

PREVIOUS VERSIONS: [Pre-2003](#)

SEC. 73-30-7. Oath of board members; adoption of rules and regulations; meetings; administration of examinations; investigations by board; exemption of board members from civil liability.

[Through December 31, 2003, this section shall read as follows:]

(1) The members of the board shall take an oath to perform faithfully the duties of their office. The oath shall be administered by a person qualified by law to administer oaths. Upon taking the oath as board members, the initial members shall be deemed licensed counselors for all purposes under this chapter. Within thirty (30) days after taking the oath of office, the first board appointed under this chapter shall meet for an organizational meeting on call by the Governor. At such meeting and at an organizational meeting in January every odd-numbered year thereafter, the board shall elect from its members a chairman, vice chairman and secretary-treasurer to serve for terms of two (2) years.

(2) The board shall adopt rules and regulations in compliance with the Mississippi Administrative Procedures Law, using the standards of the American Association for Counseling and Development as a guide, not inconsistent with this chapter, for the conduct of its business and the carrying out of its duties.

(3) After a person has applied for licensure, no member of the board may supervise such applicant for a fee, nor shall any member vote on any applicant previously supervised by that member.

(4) The board shall hold at least two (2) regular meetings each year, and additional meetings may be held upon the call of the chairman of the board or at the written request of any four (4) members of the board.

(5) The board-approved examination for licensure shall be administered at least once a year. Examinations may be written, oral, situational, or any combination thereof, and shall deal with theoretical and applied fields in counseling. In written examinations, the examinee's name shall not be disclosed to any person grading the examination until that grading is complete.

(6) The board shall be empowered to make reasonable rules and regulations regarding its operation and to receive and disburse revenues derived from application, licensing, examination and renewal fees. All monies received by the board shall be deposited in a special account in the State Treasury to be designated "Board of Examiners for Licensed Professional Counselors Account." This account shall fund all activities of the board.

(7) The members of the board are hereby individually exempt from any civil liability as a result of any action taken by the board.

[From and after January 1, 2004, this section shall read as follows:]

(1) The members of the board shall take an oath to perform faithfully the duties of their office. The oath shall be administered by a person qualified by law to administer oaths. Upon taking the oath as board members, the initial members shall be deemed licensed counselors for all purposes under this chapter. Within thirty (30) days after taking the oath of office, the first board appointed under this chapter shall meet for an organizational meeting on call by the Governor. At such meeting and at an organizational meeting in January every odd-numbered year thereafter, the board shall elect from its members a chairman, vice chairman and secretary-treasurer to serve for terms of two (2) years.

(2) The board shall adopt rules and regulations in compliance with the Mississippi Administrative Procedures Law, using the standards of the American Association for Counseling and Development as a guide, not inconsistent with this chapter, for the conduct of its business and the carrying out of its duties.

(3) After a person has applied for licensure, no member of the board may supervise such applicant for a fee, nor shall any member vote on any applicant previously supervised by that member.

(4) The board shall hold at least two (2) regular meetings each year, and additional meetings may be held upon the call of the chairman of the board or at the written request of any four (4) members of the board.

(5) The board-approved examination for licensure shall be administered at least once a year. Examinations may be written, oral, situational, or any combination thereof, and shall deal with theoretical and applied fields in counseling. In written examinations, the examinee's name shall not be disclosed to any person grading the examination until that grading is complete.

(6) The board shall be empowered to make reasonable rules and regulations regarding its operation and to receive and disburse revenues derived from application, licensing, examination and renewal fees. All monies received by the board shall be deposited in a special account in the State Treasury to be designated "Board of Examiners for Licensed Professional Counselors Account." This account shall fund all activities of the board.

(7) Upon the filing of a complaint by any citizen of this state with the board against a licensed professional counselor or upon the board's own motion, the board may:

(a) Compel the attendance of witnesses;

(b) Request the production of books, documents and other papers;

(c) Administer oaths to witnesses; and

(d) Hear testimony and receive evidence concerning all matters within its jurisdiction.

(8) The members of the board are hereby individually exempt from any civil liability as a result of any action taken by the board.

SOURCES: Laws, 1985, ch. 354, Sec. 4; Laws, 2003, ch. 407, § 2, HB 560, eff from and after Jan. 1, 2004.

PREVIOUS VERSIONS: [Pre-2003](#)

SEC. 73-30-9. Issuance of licenses.

The board shall issue a license as a licensed professional counselor, without regard to race, religion, sex, or national origin, to each applicant who furnishes satisfactory evidence of the following:

- (a) The applicant has completed an application on a form prescribed by the board accompanied by a nonrefundable initial licensing fee of One Hundred Dollars (\$100.00);
- (b) The applicant is at least twenty-one (21) years of age;
- (c) The applicant is of good moral character;
- (d) The applicant is a resident of or pays income tax in the State of Mississippi;
- (e) The applicant is not in violation of any of the provisions of this chapter and the rules and regulations adopted hereunder;
- (f) The applicant shall have an earned doctoral degree primarily in counseling, guidance or related counseling field, or have a master's degree or educational specialist's degree from a regionally or nationally accredited college or university program in counselor education or a related counseling program subject to board approval. The master's degree or educational specialist's degree shall consist of a program of not less than sixty (60) acceptable semester hours or ninety (90) acceptable quarter hours. Persons applying for licensure with a master's degree of less than sixty (60) semester hours or ninety (90) quarter hours may complete the additional coursework required without earning an additional degree, provided the coursework is in a regionally or nationally accredited college or university program in counseling or a related field. Proof of same must be submitted in the form of an updated transcript to the board when reapplying for licensure. All applicants shall provide official transcripts of all graduate work.
- (g) The applicant must pass the examination approved by the board, as set forth in Section [73-30-7](#) (5).
- (h) The applicant has had two (2) years of supervised experience in professional counseling, or its equivalent, acceptable to the board, one (1) year of which may be concurrent with the pursuit of the master's degree program. Applicant shall submit verification of previous employment.

SOURCES: Laws, 1985, ch. 354, Sec. 5, eff from and after July 1, 1985.

1997 Amendment

SECTION 55. Section 73-30-9, Mississippi Code of 1972, is amended as follows:

73-30-9. The board shall issue a license as a licensed professional counselor, without regard to race, religion, sex or national origin, to each applicant who furnishes satisfactory evidence of the following:

- (a) The applicant has completed an application on a form prescribed by the board accompanied by a nonrefundable initial licensing fee of One Hundred Dollars (\$100.00);
- (b) The applicant is at least twenty-one (21) years of age;
- (c) The applicant is of good moral character;
- (d) The applicant is a resident of or pays income tax in the State of Mississippi;
- (e) The applicant is not in violation of any of the provisions of this chapter and the rules and regulations adopted hereunder;

(f) The applicant shall have an earned doctoral degree primarily in counseling, guidance or related counseling field, or have a master's degree or educational specialist's degree from a regionally or nationally accredited college or university program in counselor education or a related counseling program subject to board approval. The master's degree or educational specialist's degree shall consist of a program of not less than sixty (60) acceptable semester hours or ninety (90) acceptable quarter hours. Persons applying for licensure with a master's degree of less than sixty (60) semester hours or ninety (90) quarter hours may complete the additional coursework required without earning an additional degree, provided the coursework is in a regionally or nationally accredited college or university program in counseling or a related field. Proof of same must be submitted in the form of an updated transcript to the board when reapplying for licensure. All applicants shall provide official transcripts of all graduate work.

(g) The applicant must pass the examination approved by the board, as set forth in Section 73-30-7(5).

(h) The applicant has had two (2) years of supervised experience in professional counseling, or its equivalent, acceptable to the board, one (1) year of which may be concurrent with the pursuit of the master's degree program. Applicant shall submit verification of previous employment.

Each application or filing made under this section shall include the Social Security number(s) of the applicant in accordance with Section 93-11-64, Mississippi Code of 1972.

SOURCE: 1997 Laws, Chapter 588, Sec. 55, SB2164, Effective July 1, 1997.

Note: 1997 Laws, Chapter 588, Sec. 150, states as follows:

SECTION 150. Any person or entity shall be absolutely immune from any liability arising from compliance with the dictates of this act unless such conduct by the person or entity is willful and intentional.

SEC. 73-30-11. Denial of license; resubmission of application; appeal.

Following a decision by the board not to license, the applicant may request a hearing at the next regularly scheduled meeting of the board. The applicant will be notified of the decision of the majority of the board members within sixty (60) days of the hearing. Upon a final decision by the board not to license, the applicant may (after waiting a period of at least one (1) year) resubmit the application accompanied by new evidence and a nonrefundable application fee of One Hundred Dollars (\$100.00) for reconsideration for licensure.

The applicant may appeal the decision of the board to the circuit court of the county of the applicant's residence. Any appeal to the circuit court must be taken within sixty (60) days of the date of the board's decision. An appeal of the decision of the circuit court may be taken to the Mississippi Supreme Court not later than sixty (60) days from the date of the decision by the circuit court.

SOURCES: Laws, 1985, ch. 354, Sec. 6, eff from and after July 1, 1985.

SEC. 73-30-13. Adoption of code of ethics.

The board shall adopt the code of ethics of the American Association for Counseling and Development. The chairman of the board shall file these ethical standards with the Secretary of State.

SOURCES: Laws, 1985, ch. 354, Sec. 7, eff from and after July 1, 1985.

SEC. 73-30-15. Reciprocal agreements with other states.

The board shall enter into a reciprocal agreement with any state which licenses counselors if the board finds that such state has substantially the same requirements for licensure.

SOURCES: Laws, 1985, ch. 354, Sec. 8, eff from and after July 1, 1985.

SEC. 73-30-17. Non-disclosure of information secured during professional consultation; exceptions.

No licensed professional counselor may disclose any information acquired during professional consultation with clients except:

- (a) With the written consent of the client or, in the case of death or disability or in the case of a minor, with the written consent of his parent, legal guardian or conservator, or other person authorized by the court to file suit;
- (b) When a communication reveals the contemplation of a crime or harmful act, or intent to commit suicide; or
- (c) When a person waives the privilege by bringing charges against a licensed professional counselor for breach of privileged communication, or any other charges.

SOURCES: Laws, 1985, ch. 354, Sec. 9, eff from and after July 1, 1985.

SEC. 73-30-19. Representation as "Licensed Professional Counselor" by unlicensed person.

Any person who represents himself by the title "Licensed Professional Counselor" without having first complied with the provisions of this chapter shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not less than Five Hundred Dollars (\$500.00) nor more than One Thousand Dollars (\$1,000.00) for each offense.

SOURCES: Laws, 1985, ch. 354, Sec. 10, eff from and after July 1, 1985.

SEC. 73-30-21. Revocation, denial, or suspension of license; reinstatement; injunctions.

(1) The board may, after notice and opportunity for a hearing, suspend, revoke or refuse to issue or renew a license or may reprimand the license holder, upon a determination by the board that such license holder or applicant for licensure has:

- (a) Been adjudged by any court to be mentally incompetent or have had a guardian of person appointed;
- (b) Been convicted of a felony;
- (c) Sworn falsely under oath or affirmation;
- (d) Obtained a license or certificate by fraud, deceit or other misrepresentation;
- (e) Engaged in the conduct of professional counseling in a grossly negligent or incompetent manner;
- (f) Intentionally violated any provision of this chapter;

(g) Violated any rules or regulations of the board; or

(h) Aided or assisted another in falsely obtaining a license under this chapter.

(2) No revoked license may be reinstated within twelve (12) months after such revocation. Reinstatement thereafter shall be upon such conditions as the board may prescribe, which may include, without being limited to, successful passing of the examination required by this chapter.

(3) A license certificate issued by the board is the property of the board and must be surrendered on demand.

(4) The chancery court is hereby vested with the jurisdiction and power to enjoin the unlawful practice of counseling and/or the false representation as a licensed counselor in a proceeding brought by the board or any members thereof or by any citizen of this state.

(5) In addition to the reasons specified in subsection (1) of this section, the board shall be authorized to suspend the license of any licensee for being out of compliance with an order for support, as defined in Section [93-11-153](#). The procedure for suspension of a license for being out of compliance with an order for support, and the procedure for the reissuance or reinstatement of a license suspended for that purpose, and the payment of any fees for the reissuance or reinstatement of a license suspended for that purpose, shall be governed by Section [93-11-157](#) or [93-11-163](#), as the case may be. If there is any conflict between any provision of Section [93-11-157](#) or [93-11-163](#) and any provision of this chapter, the provisions of Section [93-11-157](#) or [93-11-163](#), as the case may be, shall control.

SOURCES: Laws, 1985, ch. 354, Sec. 11, eff from and after July 1, 1985. Laws, 1996, ch. 507, Sec. 63, eff from and after July 1, 1996

SEC. 73-30-23. Violation of professional ethics; review and sanctions.

The board shall develop procedures for review of violations of professional ethics. Sanctions, suspension and/or revocation of license will be imposed for violations of professional ethics.

SOURCES: Laws, 1985, ch. 354, Sec. 12, eff from and after July 1, 1985.

SEC. 73-30-25. Inapplicability of chapter to other regulated professions [Repealed effective July 1, 2008].

It is not the intent of this chapter to regulate against members of other duly regulated professions in this state who do counseling in the normal course of the practice of their own profession. This chapter does not apply to:

(a) Any person registered, certified or licensed by the state to practice any other occupation or profession while rendering counseling services in the performance of the occupation or profession for which he is registered, certified or licensed;

(b) Certified school counselors when they are practicing counseling within the scope of their employment;

(c) Certified vocational counselors when they are practicing vocational counseling within the scope of their employment;

(d) Counselors in post-secondary institutions when they are practicing within the scope of their employment;

(e) Student interns or trainees in counseling pursuing a course of study in counseling in a regionally or nationally accredited institution of higher learning or training institution if activities and services constitute a part of the supervised course of study, provided that such persons be designated a counselor intern;

(f) Professionals employed by regionally or nationally accredited post-secondary institutions as counselor educators when they are practicing counseling within the scope of their employment;

(g) Professionals registered, certified or licensed by a recognized state or national professional association that has a published code of ethics and requires adherence to same;

(h) Duly ordained ministers or clergy while functioning in their ministerial capacity and duly accredited Christian Science practitioners;

(i) Professional employees of regional mental health centers, state mental hospitals, vocational rehabilitation institutions, youth court counselors and employees of the Mississippi Department of Employment Security or other governmental agency so long as they practice within the scope of their employment;

(j) Professional employees of alcohol or drug abuse centers or treatment facilities, whether privately or publicly funded, so long as they practice within the scope of their employment;

(k) Private employment counselors;

(l) Any nonresident temporarily employed in this state to render counseling services for not more than thirty (30) days in any year, if in the opinion of the board the person would qualify for a license under this chapter and if the person holds any license required for counselors in his home state or country; and

(m) Any social workers holding a master's degree in social work from a school accredited by the Council on Social Work Education and who do counseling in the normal course of the practice of their own profession.

SOURCES: Laws, 1985, ch. 354, Sec. 13; Laws, 2004, ch. 572, § 47, HB 973, eff from and after July 1, 2004.

PREVIOUS VERSIONS: [Pre-2004](#)

SEC. 73-30-27. Waiver of educational requirements.

For a period of two (2) years from July 1, 1985, the board shall waive the sixty (60) semester hours/ninety (90) quarter hours requirement of Section [73-30-9](#) (f), and shall grant the appropriate license upon payment of the required fee by any person, subject to board approval, (a) who possesses at least a thirty (30) semester hours/forty-five (45) quarter hours master's degree from a regionally or nationally accredited program in counseling, guidance or related field which is primarily counseling in nature, acceptable to the board, and who is qualified by two (2) years of supervised experience or its equivalent, acceptable to the board, to practice counseling, and (b) who has passed a national counselor certifying examination, or is certified as a counsellor by a national counsel or certifying agency approved by the board.

SOURCES: Laws, 1985, ch. 354, Sec. 14, eff from and after July 1, 1985.

SEC. 73-30-29. Licenses renewal fee; continuing education requirement.

[Through December 31, 2003, this section shall read as follows:]

The annual renewal of license fee under this chapter shall be Fifty Dollars (\$50.00) per year. License renewal fees may be increased by the board as deemed necessary, but may not be increased by more than ten percent (10%) of the previous year's fee.

[From and after January 1, 2004, this section shall read as follows:]

(1) The annual renewal of license fee under this chapter shall be Fifty Dollars (\$50.00) per year. License renewal fees may be increased by the board as deemed necessary, but may not be increased by more than ten percent (10%) of the previous year's fee.

(2) From and after January 1, 2004, a licensed professional counselor must complete twelve (12) hours of continuing education before a license may be renewed. Continuing education courses must be in the field in which the counselor practices. A minimum of three (3) hours of continuing education must be in the field of professional ethics. The board may determine which continuing education courses are admissible, and the decisions of the board are final. Courses submitted for other certification processes will be admissible. The board must adhere to the guidelines as provided by the National Board of Certified Counselors with regard to credit for teaching courses, workshops and serving on boards.

SOURCES: Laws, 1985, ch. 354, Sec. 15; Laws, 2003, ch. 407, § 3, HB 560, eff from and after Jan. 1, 2004.

PREVIOUS VERSIONS: [Pre-2003](#)