



# PROFESSIONAL COUNSELORS EXAMINERS COMMITTEE

MILAGROS B. COLLAZO  
EXECUTIVE DIRECTOR



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# PROFESSIONAL COUNSELORS EXAMINERS COMMITTEE

2



## The purpose of the Committee is to:

- ▶ protect the health, safety and welfare of the people of New Jersey;
- ▶ regulate the practice of professional counseling and rehabilitation counseling; and
- ▶ take action against the unprofessional, improper, unauthorized or unqualified practice of professional counseling and guard against unprofessional conduct by the licensed individuals who practice professional counseling



# PROFESSIONAL COUNSELORS EXAMINERS COMMITTEE

3



## The Committee protects the public by:

- ▶ making sure all associate and professional counselors meet the requirements set by statute;
- ▶ investigating and prosecuting professional counselors who break the State's consumer protection laws; and
- ▶ requiring all professional counselors to be licensed and to renew their licenses biennially





# The relationship between the Board of Marriage and Family Therapy Examiners, and The Professional Counselor Examiners Committee:

- ▶ The Professional Counselor Examiners Committee (“Committee”) is a under the Board of Marriage and Family Therapy Examiners (“Board”).
- ▶ The Committee has it’s own statutes (laws) and regulations for the practice of professional counseling – which are different from those of the Board.
- ▶ As an associate or professional counselor, you are required to follow the statutes and regulations under the Committee, not the Board.





# Licenses Offered by the Committee

5

- ▶ Licensed Associate Counselor (LAC)
- ▶ Licensed Professional Counselor (LPC)



# Requirements for “Associate Counselor” License

6



- ▶ **Education Requirement, N.J.A.C. 13:34-11.5:** A master's degree from a regionally accredited institution that consists of 60 graduate **semester** hours (or 90 **quarter** hours) in counseling
  - ▶ 45 of the 60 must be in "counseling" and satisfy eight (8) of the nine (9) categories.
  - ▶ Do not forget to have your college/university forward your official master's degree transcripts **directly** to the Committee. **Student copies are not acceptable.**
- ▶ **Exam Requirement, N.J.A.C. 13:34-11.6:** Passing score on the National Counselor Examination (NCE)
  - ▶ If you have not taken the NCE through your college or university, you will check off the box on the application that indicates that you are applying for the Committee's permission to sit for the exam.

# Supervisory Requirements for Associate Counselors

7



- ▶ Licensed associate counselors must be under the supervision of a qualified, approved supervisor.  
**N.J.S.A. 45:8B-50.** 17. No licensed associate counselor shall practice without direct supervision by a licensed professional counselor or a supervisor acceptable to the committee. The plan for supervision of the licensed associate counselor shall be approved by the committee prior to any actual performance of counseling by the licensed associate counselor
- ▶ Proposed Plan:
  - ▶ <https://www.njconsumeraffairs.gov/pc/Applications/Plan-of-Supervision.pdf>
  - ▶ Currently Proposed Plans can be uploaded by the LAC
  - ▶ At the end of supervision, or if there is a change in supervisor, the supervisor must submit Documentation of Supervised Counseling Experience to the Committee.
  - ▶ <https://www.njconsumeraffairs.gov/pc/Applications/Documentation-of-Supervised-Counseling-Experience.pdf>



# Telehealth/telemedicine

8



- ▶ Licensed Associate and Professional Counselors, may provide New Jersey residents with online services.
- ▶ Please refer to the regulation in subchapter 32:
- ▶ <https://www.njconsumeraffairs.gov/regulations/Chapter-34-Subchapters-10-32-Professional-Counselors.pdf>
- ▶ And;
- ▶ N.J.S.A. 45:1-61
- ▶ [https://www.njconsumeraffairs.gov/Documents/legal/New\\_Jersey\\_Uniform\\_Enforcement\\_Act.pdf](https://www.njconsumeraffairs.gov/Documents/legal/New_Jersey_Uniform_Enforcement_Act.pdf)





# Requirements for “Professional Counselor” License\*

9



- ▶ Completed the experiential requirements for LAC:

## OPTION A:

- ▶ Documentation of 4,500 supervised counseling experience hours

## ▶ OPTION B:

- ▶ Have an additional 30 semester credits in a “counseling related program” beyond the initial 60 for LAC licensure (for a total of 90 semester credits) you only need to submit 3,000 supervised counseling experience hours – and the transcript showing the additional post graduate courses in counseling

- ▶ **NOTE:** If you have previously submitted an LAC application you do not need to resubmit official transcripts, complete course distribution sheet or provide NCE scores.

- ▶ \*Only out-of-State practitioners who qualify under the reciprocity law can be licensed as an LPC, without first meeting the above requirements. N.J.S.A 45:1-7.5

[https://www.njconsumeraffairs.gov/Documents/legal/New\\_Jersey\\_Uniform\\_Enforcement\\_Act.pdf](https://www.njconsumeraffairs.gov/Documents/legal/New_Jersey_Uniform_Enforcement_Act.pdf)



# How to Apply for Your License

10



- ▶ 1. Please use our online application, available using this link: <https://newjersey.mylicense.com/eGov/Login.aspx>
- ▶ 2. Passport photo 1 (2x2)
- ▶ 3. Official graduate transcripts or license verifications from other states are emailed to [Marriage\\_Family\\_LV@dca.njoag.gov](mailto:Marriage_Family_LV@dca.njoag.gov)
- ▶ 4. National Counselor Examination (NCE) scores if you took and passed the exam prior to application may be uploaded, but official scores will be required – NBCC/CCE can make your scores available on the state portal
- ▶ \$75.00 Application fee will be required at submission of your application – this is after the summary section and must be paid in order for your application to be viewed by administrative staff
- ▶ Internship and practicum hours, must be submitted to administrative staff directly from the school with your hours, date of graduation. If you used any of the internship credits to meet any of the 45 domain areas, you cannot use your internship/practicum hours.



# Helpful Tips:

11



- ▶ Do not include any documents not specifically listed unless requested
- ▶ Documents should be in PDF or Docx format
- ▶ Plans of Supervision or Documentation of Supervised Counseling Experience should be in one packet per supervisor
- ▶ The \$75.00 non-refundable application fee must be submitted at the end of the application to make your application viewable to us
- ▶ Members of the Board or Committee cannot respond to individual emails
- ▶ When emailing us please use your full name as it appears on your application or license, include your applicant or license number .
- ▶ Voicemails: please speak slowly, spell your last name, so we can look up your file and respond to your inquiry accurately and in a timely manner.





# Applicants from out of State

12



- ▶ For applying for licensure by reciprocity, here are the requirements and steps to follow for application submission:
  - ▶ • Complete the online application for licensure (complete the regular application), check off that you do have a license in another state.
  - ▶ • Verification of your license must be sent directly to the Board/Committee from the licensing Board or entity that issued your license. Verification of license must include national test scores and verification of supervised counseling experience;
  - ▶ • Official graduate transcripts which must be sent directly to the Board/Committee from your college or university, and;
  - ▶ • Current resume or curriculum vitae.





# Out of State – Applications – cont.

13



- ▶ \$75.00 nonrefundable application fee; submitted at the end of the application
- ▶ You may submit your application online:
- ▶ <https://newjersey.mylicense.com/eGov/Login.aspx>
- ▶ Verification of your current license and official graduate transcripts should be directed to us at:
- ▶ [DCA\\_Professional\\_Counselors\\_No\\_Reply@dca.njoag.gov](mailto:DCA_Professional_Counselors_No_Reply@dca.njoag.gov)



# Click "Boards and Committees"

14

[www.njconsumeraffairs.gov](https://www.njconsumeraffairs.gov)

The screenshot shows the homepage of the New Jersey Division of Consumer Affairs. At the top, there are navigation links for 'The State of New Jersey' and 'Office of the Attorney General'. The main header features the division's logo and the text 'NEW JERSEY DIVISION OF CONSUMER AFFAIRS'. A red arrow points to the 'Boards & Committees' link in the navigation menu. Below the navigation menu is a banner for 'NJ Project Medicine Drop' with a 'File a Complaint' button. The main content area is divided into three columns: 'Complaints & Reports', 'License & Registration', and 'Look-up & Verify'. Each column has a brief description and a 'VIEW MORE INFORMATION ON:' link.

https://www.njconsumeraffairs.gov/

NEW JERSEY DIVISION OF CONSUMER AFFAIRS

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NEW JERSEY DIVISION OF CONSUMER AFFAIRS



# Click "Professional Counselor"

15



The screenshot shows the website for the New Jersey Division of Consumer Affairs. At the top, there is a search bar and navigation links for 'The State of New Jersey' and 'Office of the Attorney General'. The main header features the division's logo and the text 'NEW JERSEY DIVISION OF CONSUMER AFFAIRS'. Below the header is a navigation menu with options: Home, Division Units, Boards & Committees, NJPMP, News, Contact, and a prominent red 'File a Complaint' button. A list of professions is displayed in three columns, including Accountancy, Acupuncture, Alcohol and Drug Counselor, Architect, Art Therapy, Athletic Training, Audiology and Speech-Language Pathology, Cemetery, Chiropractic Examiner, Cosmetology and Hairstyling, Court Reporting, Dentistry, Electrical Contractor, Electrologist, Elevator/Escalator/Moving Walkway, Fire Alarm, Burglar Alarm and Locksmith, Genetic Counselor, Hearing Aid Dispenser, Hearth Specialist, Home Inspection, Homemaker-Home Health Aide, HVAC and Refrigeration, Interior Designer, Joint Architects and Engineer, Landscape Architect, Marriage and Family Therapy, Massage and Bodywork, Medical Examiners, Midwifery, Mortuary, Nursing, Occupational Therapy, Ophthalmic Dispenser/Technician, Optometrist, Orthotics and Prosthetics, Perfusionist, Pharmacy, Physical Therapy, Physician Assistant, Plumber, Polysomnography, Professional Counselor, Professional Engineer/Land Surveyor, Professional Planner, Psychoanalyst, Psychologists, Real Estate Appraiser, Respiratory Care, Social Work, and Veterinary. A red arrow points to the 'Professional Counselor' link. Below the list is a 'Board Related Information' section with links to Adoptions & Rule Proposals, Healthcare Reporting Requirements, Licensing Services & Renewals, New Jersey Drug Control Unit, New Jersey Health Care Profile, New Jersey Prescription Blanks, and Prescription Drug Price Registry.





# Click “Applications and Forms”

16



Committee Home

Members

Meetings

Actions (Disciplinary & Other)

Applications and Forms

Laws and Regulations

Frequently Asked Questions

License Verification

Useful Links

Request a List

Online Change of Address Form

## Professional Counselor Examiners Committee

### Applications and Forms

- Professional Counselor Examiners Committee Application Process Overview

#### Applications

- Application for Licensure Professional Counselor Rehabilitation Counselor Associate Counselor
- National Counselor Examination Application Procedure
- Application to Reinstate/Reactivate a License or Registration

#### Forms

- Documentation of Supervised Counseling Experience
- Plan of Supervision

Last Modified: 11/13/2020 3:13 AM



# Links to change your address or to verify your license

17



- ▶ <https://www.njconsumeraffairs.gov/mft/Pages/ChangeAddress.aspx>
- ▶ <https://newjersey.mylicense.com/verification/Search.aspx?facility=N>



# Useful Resources

18



## Frequently Asked Questions:

- ▶ <https://www.njconsumeraffairs.gov/pc/Pages/FAQ.aspx>

## Regulations for the practice of Professional Counseling

- ▶ <https://www.njconsumeraffairs.gov/regulations/Chapter-34-Subchapters-10-31-Professional-Counselors.pdf>
- ▶ **National Board for Certified Counselors (National Counselor Examination Registration)**
- ▶ <https://nbcc.org/licensure>
- ▶ **Applications and Forms**
- ▶ <https://www.njconsumeraffairs.gov/pc/Pages/applications.aspx>
- ▶ FYI: Laws = statutes

<https://www.fda.gov/media/109482/download>



# Contact Information

19



Inquiries about the Board may be forwarded to

[DCA\\_Professional\\_Counselors\\_No\\_Reply@dca.njoag.gov](mailto:DCA_Professional_Counselors_No_Reply@dca.njoag.gov)

Or by mail:

Milagros B. Collazo

Executive Director

P.O. Box 45007

Newark, New Jersey 07101

Main number to contact staff:

(973) 504-6582

