



Attach a clear, full-face passport-style photograph (2"x 2") of your head and shoulders, taken within the past six months.

A photo is required with each application.

Do not use staples to attach the photo.

New Jersey Office of the Attorney General
 Division of Consumer Affairs
 State Board of Marriage and Family Therapy Examiners
 Professional Counselor Examiners Committee
 124 Halsey Street, 6th Floor, P.O. Box 45044
 Newark, New Jersey 07101
 (973) 504-6582

What are you applying for?

- Authorization to sit for the National Counselor Exam
- Licensure as an Associate Counselor
- Licensure as a Professional Counselor
- Licensure as a Rehabilitation Counselor
- Licensure by Reciprocity

Application for Licensure
Professional Counselor/Rehabilitation Counselor/Associate Counselor

Date : _____

A nonrefundable application filing fee of \$75, in the form of a check or money order made out to the State of New Jersey, must be submitted with this application. (Applicants should understand that if the application filing fee is paid with a personal check, and the check is returned by the bank due to insufficient funds, the next step in the licensure or certification process will be delayed until the fee is paid.)

The Division is precluded by law from disclosing to the public the place of residence of licensees or applicants, without their consent. However, you are required to provide an address that may be released to the public in our directories or in response to other requests (by putting a check in the appropriate box). If you provide your place of residence as your public address of record, we will assume that you have consented to have that address be disclosed. If you do not consent to the disclosure of your place of residence, you should provide an address of record other than your place of residence that may be released to the public. One of your addresses must include a street, city, state and ZIP code.

Information that you provide on this application may be subject to public disclosure as required by the Open Public Records Act (OPRA).

Please print clearly. You must answer all of the questions on this application.

Personal Information

Date of birth: _____
Month Day Year

Place of birth: _____
City State Country

1. Name Mr. _____
 Mrs. _____ (_____)
 Ms. _____
Last name First name Middle initial Maiden name

2. Address

Home: _____
Street or P.O. Box City State ZIP code County

Telephone number (include area code) E-mail address

Business: _____
Name of company Telephone number (include area code)

Street City State ZIP code County

Mailing: _____
Street or P.O. Box City State ZIP code County

Application Categories

I hereby apply for the following type of license: (Please check the appropriate boxes.)

Licensed Associate Counselor (LAC)

Educational Requirements: Completion of a minimum of 60 graduate semester hours in a planned educational program, which includes a master's degree or doctorate in counseling from a regionally accredited institution of higher education, of which 45 graduate semester hours are distributed in at least eight of the identified areas set forth in N.J.A.C. 13:34-11.5.

Supervised Experience: Not required for licensure as a licensed associate counselor.

Examination required:

National Counselor Examination (NCE)

Licensed Professional Counselor (LPC)

Educational Requirements: Completion of a minimum of 60 graduate semester hours in a planned educational program, which includes a master's degree or doctorate in counseling from a regionally accredited institution of higher education, of which 45 graduate semester hours are distributed in at least eight of the identified areas set forth in N.J.A.C. 13:34-11.2 and 11.3.

Supervised Experience (Check One): Pursuant to N.J.A.C. 13:34-11.2 (b) and (c) through 13:34.11.3 (a), (b) and (c).

Option A

4,500 hours

Examination required:

National Counselor Examination (NCE)

Option B

3,000 hours + 30 graduate semester hours beyond the 60 credit master's degree in areas clearly related to counseling.
As set forth in N.J.A.C. 13:34-11.3.

Examination required:

National Counselor Examination (NCE)

Licensed Rehabilitation Counselor (LRC)

Educational Requirements: Completion of a master's degree in rehabilitation counseling from a regionally accredited institution of higher education, which includes course work in the identified areas set forth at N.J.A.C. 13:34-21.3.

Supervised Experience:

3,000 hours + 30 graduate semester hours beyond the master's degree in areas clearly related to rehabilitation counseling as set forth in N.J.A.C. 13:34-21.3 through (a)10.

Examination required:

Certified Rehabilitation Counselor Examination (CRCE)

6. Illegal Use of Controlled Dangerous Substances

The question below pertains to the illegal use of controlled dangerous substances. Please read the definitions carefully. Your responses will be treated confidentially and retained separately. Please be aware that you have the right to elect not to answer this question if you have reasonable cause to believe that answering may expose you to the possibility of criminal prosecution. In that event, you may assert the Fifth Amendment privilege against self-incrimination. Any claim of Fifth Amendment privilege must be made in good faith. If you choose to assert the Fifth Amendment, you must do so in writing. You must fully respond to all other questions on the application. Your application for licensure or certification will be processed if you claim the Fifth Amendment privilege against self-incrimination. You should be aware, however, that you may later be directed by the Attorney General to answer a question that you have refused to answer on the basis on the Fifth Amendment, provided that the Attorney General first grants you immunity afforded by statutory law, (N.J.S.A. 45:1-20).

“Currently” does not mean on the day of, or even in the weeks or months preceding the completion of this application. Rather, it means recently enough so that the use of drugs may have an ongoing impact on one’s functioning as a licensee, or within the previous 365 days, whichever is longer.

“Illegal use of controlled dangerous substance” means the use of a controlled dangerous substance obtained illegally (e.g. heroin or cocaine) as well as the use of controlled dangerous substances which are not obtained pursuant to a valid prescription or not taken in accordance with the directions of a licensed health care practitioner.

a. Are you currently engaged in the illegal use of controlled dangerous substances? (As stated above, “currently” is defined as “recently enough... [to] have an ongoing impact...” or “within the previous 365 days,” whichever is longer.)

Yes No

If you answered “Yes,” are you currently participating in a supervised rehabilitation program or professional assistance program that monitors you in order to assure that you are not engaging in the illegal use of controlled dangerous substances?

Yes No

Applicant’s signature

Date

7. Have you taken the National Counselor Examination? Yes No When: _____

If "Yes," did you pass the examination? Yes No

A copy of your exam scores is required. Please have the National Board of Certified Counselors forward an official copy directly to the Committee.

8. Have you taken the Certified Rehabilitation Counselor Examination? Yes No

If "Yes," did you pass the examination? Yes No

A copy of your exam scores is required. Please have the Commission on Rehabilitation Counselor Certification forward an official copy directly to the Committee.

9. Have you ever been summoned; arrested; taken into custody; indicted; tried; charged with; admitted into pre-trial intervention (P.T.I.); or pled guilty to any violation of law, ordinance, felony, misdemeanor or disorderly persons offense, in New Jersey, any other state, the District of Columbia or in any other jurisdiction? (Parking or speeding violations need not be disclosed, but motor vehicle violations such as driving while impaired or intoxicated must be.) Yes No

10. Have you ever been convicted of any crime or offense under any circumstances? This includes, but is not limited to, a plea of guilty, non vult, nolo contendere, no contest, or a finding of guilt by a judge or jury. Yes No

If "Yes," provide a copy of the judgment of conviction and the release from parole or probation. Please provide a complete explanation. (Attach additional sheets of paper to this application.)

11. Do you currently hold, or have you ever held a professional license or certificate of **any** kind in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No

If "Yes," for each license or certificate held, provide the date(s) held and the number(s). If the license or certificate was issued under a different name, please provide that name. _____

	Last name	First name	Middle initial
_____	_____	_____	_____
Type of license or certificate	Number	State or jurisdiction that issued the license or certificate	Date issued/expired
_____	_____	_____	_____
Type of license or certificate	Number	State or jurisdiction that issued the license or certificate	Date issued/expired
_____	_____	_____	_____
Type of license or certificate	Number	State or jurisdiction that issued the license or certificate	Date issued/expired
_____	_____	_____	_____
Type of license or certificate	Number	State or jurisdiction that issued the license or certificate	Date issued/expired

12. Have you ever been cited for disciplinary reasons or denied a professional license or certificate of any kind in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No

13. Have you ever had a professional license or certificate of any type suspended, revoked or surrendered in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No

14. Has any action (including the assessment of fines or other penalties) ever been taken against your professional practice by any agency or certification board in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No

15. Have you ever been named as a defendant in any litigation related to the practice of counseling or other professional practice in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No

16. Are you aware of any investigation pending against a professional license or certificate issued to you by a professional board in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No

17. Are there any criminal charges now pending against you in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No

18. Have you ever been sanctioned by or is any action pending before any employer, association, society, or other professional group related to the practice of counseling or other professional practice in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No

If the answer to any of the above questions, numbers 12 through 18, is "Yes," provide a complete explanation of the circumstances leading to the action, and any supporting documentation, on separate sheets of paper.

Education

1. List the regionally accredited graduate school(s) you have attended, beginning with the most recent.

Note: All graduate degrees and course work must be documented by a certified true copy of the official transcript.

Check one: Enclosed Requested, to be sent separately

No action will be taken on your application until all transcripts have been received.

Month	Year	to	Month	Year	Name and address of college or university	Degree, Diploma or Certificate (if any)
_____	_____	to	_____	_____	_____	_____
					_____	_____
					_____	_____
_____	_____	to	_____	_____	_____	_____
					_____	_____
					_____	_____
_____	_____	to	_____	_____	_____	_____
					_____	_____
					_____	_____
_____	_____	to	_____	_____	_____	_____
					_____	_____
					_____	_____
_____	_____	to	_____	_____	_____	_____
					_____	_____
					_____	_____

Experience

(To be completed by applicants who seek to become a Licensed Professional Counselor or a Licensed Rehabilitation Counselor only; see attached supervision form.)

a.

Employer's name		Street address	
City	State	ZIP code	Telephone number (include area code)
Name of supervisor(s)		Title(s)	License designation
Total hours of supervised experience	Total hours of individual supervision	Total hours of group supervision	

From _____ to _____
Month Year Month Year

Description of job functions and responsibilities:

b.

Employer's name		Street address	
City	State	ZIP code	Telephone number (include area code)
Name of supervisor(s)		Title(s)	License designation
Total hours of supervised experience	Total hours of individual supervision	Total hours of group supervision	

From _____ to _____
Month Year Month Year

Description of job functions and responsibilities:

Professional Counselor/Associate Counselor Applicant Course Work Check Sheet

As set forth in N.J.A.C. 13:34-11.2, the 60 graduate semester hours in course work will include 45 graduate semester hours distributed in eight of the following areas. Please list **only** the 45 credits on your transcript(s) that satisfy the 8 out of 9 domain areas. Do not list a course more than once.

Area	Course title and Course number	Hours/Credits <small>(Indicate semester or quarter hours) (45 semester credits or 68 quarter hour credits)</small>	College/University
Counseling theory and practice.	a. _____ b. _____ c. _____	_____ _____ _____	_____ _____ _____
The helping relationship.	a. _____ b. _____ c. _____	_____ _____ _____	_____ _____ _____
Human growth and development, and maladaptive behavior.	a. _____ b. _____ c. _____	_____ _____ _____	_____ _____ _____
Lifestyle and career development.	a. _____ b. _____ c. _____	_____ _____ _____	_____ _____ _____
Group dynamics, processing, counseling and consulting.	a. _____ b. _____ c. _____	_____ _____ _____	_____ _____ _____
Appraisal of individuals.	a. _____ b. _____ c. _____	_____ _____ _____	_____ _____ _____
Social and cultural foundations.	a. _____ b. _____ c. _____	_____ _____ _____	_____ _____ _____
Research and evaluation.	a. _____ b. _____ c. _____	_____ _____ _____	_____ _____ _____
The counseling profession.	a. _____ b. _____ c. _____	_____ _____ _____	_____ _____ _____

Total hours/credits _____

Licensed Rehabilitation Counselor Applicant Course Work Check Sheet

As set forth in N.J.A.C. 13:34-21.2, the master's degree in rehabilitation counseling will include course work in the following areas. Please list which courses indicated on your transcript(s) satisfy the relevant areas. Do not list a course more than once.

Area	Course title and Course number	Hours (Indicate semester or quarter hours)	College/University
Introduction to rehabilitation counseling.	a. _____ b. _____ c. _____	_____ _____ _____	_____ _____ _____
Counseling theories and techniques.	a. _____ b. _____ c. _____	_____ _____ _____	_____ _____ _____
Personality theories.	a. _____ b. _____ c. _____	_____ _____ _____	_____ _____ _____
Psychosocial aspects of disability.	a. _____ b. _____ c. _____	_____ _____ _____	_____ _____ _____
Medical aspects of disability.	a. _____ b. _____ c. _____	_____ _____ _____	_____ _____ _____
Evaluation and assessment.	a. _____ b. _____ c. _____	_____ _____ _____	_____ _____ _____
Vocational aspects of disability.	a. _____ b. _____ c. _____	_____ _____ _____	_____ _____ _____
Rehabilitation case management.	a. _____ b. _____ c. _____	_____ _____ _____	_____ _____ _____
Research methods.	a. _____ b. _____ c. _____	_____ _____ _____	_____ _____ _____
Practicum or internship.	a. _____ b. _____ c. _____	_____ _____ _____	_____ _____ _____

Total hours _____

AFFIDAVIT

This affidavit is to be executed by the applicant before a notary public:

State of: _____ }
County of: _____ } *ss.*

I, _____, in making this application to the Professional Counselor Examiners Committee for licensure or certification under the provisions of Title 45 of the General Statutes of New Jersey and the Rules of the Professional Counselor Examiners Committee, swear (or affirm) that I am the applicant and that all information provided in connection with this application is true to the best of my knowledge and belief. I understand that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient to deny licensure or certification or to withhold renewal of or suspend or revoke a license or certificate issued by the Committee.

I further swear (or affirm) that I have read N.J.S.A. 45:8B-34 et seq., together with the Rules and Regulations of the Professional Counselor Examiners Committee, N.J.A.C. 13:34-10.1 through 31.8, and fully understand that in receiving licensure or certification from the Committee, I bind myself to be governed by them.

Furthermore, I voluntarily consent to a thorough investigation of my present and past employment and other activities for the purpose of verifying my qualifications for licensure or certification. I further authorize all institutions, employers, agencies and all governmental agencies and instrumentalities (local, state, federal or foreign) to release any information, files or records requested by the Committee.

Applicant's signature

Sworn and subscribed to before me this _____

day of _____, _____
Month Year

Name of Notary Public (please print)

Signature of Notary Public



Official Use Only

Dual License

License Type 1

Applicant's Number

License Type 2

Applicant's Number



New Jersey Office of the Attorney General

Division of Consumer Affairs

State Board of Marriage and Family Therapy Examiners

Professional Counselor Examiners Committee

P.O. Box 45044

Newark, New Jersey 07101

(973) 504-6415

Official Use Only

Resubmit

Board or Committee

**CERTIFICATION AND AUTHORIZATION FORM
FOR A CRIMINAL HISTORY BACKGROUND CHECK**

Directions: Answer all of the questions on this form.

1. Name Mr. Mrs. Ms. _____ (_____)
Last First Middle Maiden Name

2. Address _____
Street or P.O. Box City State ZIP code

3. Date of birth ____/____/____ Sex: Male Female
Month Day Year

4. Social Security number _____/_____/_____

5. Have you completed the fingerprinting process for any **Board or Committee of the New Jersey Division of Consumer Affairs** since November 2003? Yes No

If "No," you will receive a separate mailing from the Board or Committee regarding the criminal history record background check process. No payment is necessary as of now.

If "Yes," please provide the following information and follow the instructions outlined below:

Board or committee requiring the fingerprinting

Month and year you were fingerprinted

If you were fingerprinted after November 2003 as part of the criminal history background process for licensure or certification by any other **Board or Committee of the New Jersey Division of Consumer Affairs** (a background check conducted for the Department of Education, another state agency or another state does not apply) you will not be required to be fingerprinted a second time. However, the Division must perform a criminal history background check each time you apply for licensure or certification. **The fee for this service is \$17.50.** Payment should be made in the form of a check or money order payable to the State of New Jersey and should accompany your application packet.

6. Have you ever been arrested and/or convicted of a crime or offense? (Minor traffic offenses such as a parking or speeding violations need not be listed.) Yes No

Every such conviction on record must be disclosed. A true copy of every police report, judgment of conviction, sentencing order and termination of probation order, if applicable, **must** be submitted with this form. Any documents (including employer or supervisor letters of reference, if applicable) which present clear and convincing evidence of rehabilitation **must** be submitted with this form. **Failure to follow these instructions may result in the denial of an initial application.**

Note: Copies of judgments, sentencing and termination of probation orders may be obtained from the clerk of the county where those orders, disposing of the conviction, were issued and filed.

Your continuing responsibility to disclose convictions of crimes or offenses: You **must** notify the Board or Committee within five (5) business days if you are convicted of any crimes or offenses after this form has been completed.

CERTIFICATION

I, _____, in making this application to the Board or Committee for certification or licensure, certify that I am the applicant and that all of the information provided in connection with this application is true to the best of my knowledge and belief. I understand that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient to deny certification or licensure or to withhold renewal of or suspend or revoke a certificate or license issued by the Board or Committee.

I voluntarily consent to a thorough investigation of my present and past employment and other activities for the purpose of verifying my qualifications for certification or licensure. I further authorize all institutions, employers, agencies and all governmental agencies and instrumentalities (local, state, federal or foreign) to release any information, files or records requested by the Board or Committee.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Signature of applicant

Date