

### **Instructions for Applying for Licensed Professional Counselor by Comity**

1. Create an online Profile by entering your Social Security Number and the code provided.
2. Select the **Comity** option
3. Upload your Curriculum Vitae (C.V.)
4. Provide three (3) references with email addresses. When your application is submitted, the Board will send an email requesting a letter of reference from these individuals that will be returned directly to the Board.
5. Select whether or not Active Military

#### **Part 1 – Personal Information**

Complete all blanks as applicable to you. Note the following for successful application:

1. Complete the Name section taking care to use upper and lower -case letters, and your legal name as recognized by federal authorities. If your transcript and exam records are under another name, please note.
2. Complete Address section with current information for receipt of documents mailed from the Board office. You will be able to update the address information if necessary.
3. Email address and Password are required to log back in to your Profile. Secure these for future reference.
4. Complete the exam results questions and order your score results to be sent to the Board from NBCC if an official copy is not already included in your license file from another state. [\(link to NBCC\)](#)
5. Current “passport style photo” is required to be uploaded. Photo of head and shoulders only, color, no distracting background, professional look. Selfie photo with blank background in acceptable provided the previous requirements are met.
6. Only graduate degree transcripts are necessary and considered for application
7. Fingerprint background check is required for application. You will order a fingerprint card from the Board when you pay your application fee at the end of the application process.

### Part 2 – Course Verification Review

1. Complete the chart with coursework from your graduate program.
2. Each applicant must have completed 3 hours in each of the 12 areas for consideration for licensure.
3. Order your official transcript to be sent to the Board by EScrip if such transcripts are not included in your license file from another state.

### Part 3 – Supervised Experience

1. Complete this section for each experience in which you obtained hours from a Supervisor that was approved by the Mississippi Board or another state's licensure board. Copies of your Supervisory experience forms should be included in your license file from another state. If they are not available, complete and submit the appropriate form. ([link to forms](#))

### Part 4 – Personal Licensure History

1. Answer each of the questions honestly and substantiate your response if necessary. Be prepared to provide additional documentation. A “Yes” answer does not mean certain denial; however, failure to disclose information will result in denial of application.
2. “Return to Profile” will return you to the General Registration page allowing you to update and make changes.

### Part 5 – Oath

1. Affirm by checking the box that your statements are true and correct to the best of your knowledge

### Part 6 – Affidavit and Release

1. Do NOT check this box if you have not completed all the previous parts of the application. You will not be able to perform any edits after you check the box.
2. Continue to Payment if you are ready to initiate your application. Your application is not activated until payment is made.

### Payment

1. Check the box next to your application fee amount
2. Check the box for the required fingerprint background card to be mailed to the address you selected as your preferred address. Instructions for successful submission of the fingerprint card will be enclosed.

### Mississippi Pass/Fail Jurisprudence Examination

Once the application has been submitted and payment remitted, you will be able to register for the Mississippi Pass/Fail Jurisprudence Examination in your profile on the App Info tab.

Once you complete the examination, your pass scores will be emailed to you. You may upload to your certificate to your profile. CCE will provide the Board with official pass/fail score report.