

## Instructions for Applying for Provisional-LPC (P-LPC)

1. Verify that you have met the Pre-application requirements:
  - Taken and passed the National Counselor Exam (NCE) from the National Board for Certified Counselors, Inc. (NBCC).
  - Obtained a Master's degree program that has the word Counseling in its title AND consists of sixty (60) semester hours or ninety (90) quarter-hours.
2. Secure a Mississippi Licensed Professional Counselor – Supervisor (**LPC-S**). A list is provided on this website.
3. Set up an **Applicant Profile**. This will allow you to access the P-LPC Application and Supervisory Agreement. *Remember your email and password for later access.*
4. Enter into a **Supervisory Agreement** with a Mississippi Licensed Professional Counselor – Supervisor (LPC-S). Login to your new profile by using the email address and password you created. Select the App Info tab and scroll to Part III to complete the Post-Grad Supervisory Agreement. This online form uses electronic signatures between you and your supervisor to complete the agreement. [\(Link: How to begin supervision with an LPC-S\)](#)
5. Upload **Supervision Contract** to the Supervisory Agreement in App Info. Contract is obtained from LPC-S and signed by you and your LPC-S.
6. Upload **Declaration of Practices** to the Supervisory Agreement in App Info. It must be reviewed and approved by your LPC-S. Sample Declaration of Practices available here. [\(link\)](#)
7. Complete **P-LPC Application**. Available to you after you have completed steps 1 – 6 above. Login to Profile and select App Info tab.
8. Submit P-LPC **Application Fee**. Upon completion of Steps 1- 7 you will be directed to pay the Application Fee through your Application Profile.
9. **Request Transcript**. Request Official Transcript(s) from an approved educational institution verifying educational qualifications. Only the graduate-level transcripts are required. The official transcript(s) should be sent directly to the Board via eScrip to info@lpc.ms.gov *or mailed to the Board sealed in an envelope and signed or stamped across the envelope's seal by the transcript clerk issuing the document to the applicant at the address found in the Board Information tab.*
10. Request Official **NCE Scores**. Official NCE score report must be submitted directly to the Mississippi LPC Board from the National Board for Certified Counselors, Inc. (NBCC)

11. **Request Fingerprint Card** for Background Check. Request card and remit Background Check Processing Fee of \$50 through your Applicant Profile. The Board will mail you a customized card for you to submit to Mississippi Criminal Information Center. (MCIC) This fee is paid at the same time the application fee is remitted. Fingerprint cards cannot be requested outside of completion of application.
12. **Submit Fingerprint Card** directly to MCIC. Fingerprint images must be submitted directly to the Mississippi Criminal Information Center on the customized card mailed to you. (Instructions will be included with the customized card.)