

DISTRICT OF COLUMBIA DEPARTMENT OF HEALTH
HEALTH PROFESSIONAL LICENSING ADMINISTRATION
BOARD OF PROFESSIONAL COUNSELING LICENSURE CHECKLIST

The Graduate Professional Counselor license is issued to qualified applicants who meet the educational requirements. The license is issued once for a five year period and must be renewed every two years. Remember in order to work in the District of Columbia, you **MUST** have a license. That **INCLUDES** working towards your required supervision hours.

Please use the provided checklist to assist in the application process. It is **IMPORTANT** to send all of the required documents listed below based on the method by which you are applying for licensure.

Graduate Professional Counselor License by Examination

Checklist of **REQUIRED** Documents:

- A completed and signed application for DC Licensure
- Two (2) recent passport photos (2" X 2")
- Copy of Identification Document (Driver's License, Passport, etc....)
- Social Security Number or a Sworn Affidavit
- Name Change Documents (if applicable)
- Passing Scores from National Exam (if applicable)
(See regulations for acceptable exams)
- Official Sealed Transcript(s) – Master's degree or higher in counseling or related field with a **minimum of 48 hours** *(see regulations for complete list of acceptable programs)*
- Completed Internship/Practicum Form
(If your program was not CACREP accredited at graduation)
- Course Completion Form
- Criminal Background Check – to schedule an appointment call 1-877-783-4187 or go to www.identogo.com *(fee varies by State)*
- \$230 in form of Check, Money Order, or Certified Check payable to the D.C. Treasurer

***Appropriate Supervisors: ONLY a Professional Counselor, Psychologist, Psychiatrist, or Independent Clinical Social Worker who was licensed in a jurisdiction of the United States during the supervised period.**

Graduate Professional Counselor License by Re-Examination ONLY

Checklist of **REQUIRED** Documents:

- A completed and signed application for DC Licensure
- \$85 in form of Check, Money Order, or Certified Check payable to the D.C. Treasurer

Graduate Professional Counselor License by Endorsement

Checklist of **REQUIRED** Documents:

- A completed and signed application for DC Licensure
- Two (2) recent passport photos (2" X 2")
- Copy of Identification Document (Driver's License, Passport, etc....)
- Social Security Number or a Sworn Affidavit
- Name Change Documents (if applicable)
- Passing Scores from National Exam
(See regulations for acceptable exams)
- Official Sealed Transcript(s) – Master's degree or higher in counseling or related field with a **minimum of 48 hours** *(see regulations for complete list of acceptable programs)*
- Completed Internship/Practicum Form
(If your program was not CACREP accredited at graduation)
- Course Completion Form
- Official Verification of Active and Inactive Counseling License(s) equivalent to Graduate Professional Counselor
- Criminal Background Check – to schedule an appointment call 1-877-783-4187 or go to www.identogo.com *(fee varies by State)*
- \$230 in form of Check, Money Order, or Certified Check payable to the D.C. Treasurer

***Appropriate Supervisors: ONLY a Professional Counselor, Psychologist, Psychiatrist, or Independent Clinical Social Worker who was licensed in a jurisdiction of the United States during the supervised period.**