

**Memorandum**

March 3, 2020

From: Director of Online & Continuing Education  
To: Academic Department Chair  
Academic Dean  
Associate VPAA

Subj: PROFESSIONAL LICENSURE/CERTIFICATION DISCLOSURE

Please review the Professional Licensure/Certification requirements for Licensed Associate Professional Counselor (LAPC) in the state of North Dakota below. At the end of the document, please indicate if NSU Counseling: Clinical Mental Health Counseling (MSEd) and School Counseling (MSEd) degree/certificate program(s) meets or do not meet these pre-education requirements.

State	North Dakota
Professional Licensure/Certification Title	Licensed Associate Professional Counselor
Professional Licensure/Certification Short Title/Acronym	LAPC
PLC Agency	North Dakota Board of Counselor Examiners
PLC Agency Address (Address)	2112 10th Avenue SE
PLC Agency Address (Address2)	
PLC Agency Address (City), (State), Zip Code	Mandan ND 58554
PLC Agency Contact Name	
PLC Agency Point of Contact Title	
PLC Agency Contact Phone	(701) 667-5969
PLC Agency Contact Email	ndbce@outlook.com
PLC Agency Website URL	<a href="http://www.ndbce.org">http://www.ndbce.org</a>
Link to Rules/Regulations/Statutes	<a href="https://www.legis.nd.gov/information/acdata/pdf/97-02-01.pdf">https://www.legis.nd.gov/information/acdata/pdf/97-02-01.pdf</a>
Link to Agency Regulations	<a href="http://www.ndbce.org/PDFs/ACADEMIC-REQUIREMENTS.pdf">http://www.ndbce.org/PDFs/ACADEMIC-REQUIREMENTS.pdf</a>
Parent Agency Name	Office of the Governor
Reciprocity Agreement?	Other
Is the PLC Agency a member of a Reciprocity or Regional/National Compact	Individual application
Does the PLC Agency require educational institutions be approved in	No

the state where the individual will apply for PLC?	
URL for approval process information	
Accreditation required for Degree-Granting Institutions	Yes - Regional (HLC, SACS, MSCHE, etc.)
Degree Requirements to be eligible for Professional Licensure/Certification	Master Degree
The PLC Agency requires specific type of Education Hours to be eligible for PLC	Semester Credit Hours
Total Credit Hours above/Post Education Hours Required to be eligible for PLC	60 semester credit hours
Specific Education Undergraduate Requirements	
Specific Education Graduate Requirements	<p>1. Counseling Programs: Academic programs are programs identified specifically as Masters Degree counseling programs in the graduate bulletin of the accredited school or college. These programs include counseling, counselor education, counseling and guidance, and counseling and development. In addition to the master's degree in counseling, the applicant's graduate transcript(s) must indicate a minimum of sixty semester credits (or ninety quarter hours) related to counseling, including coursework in the following areas: 1. counseling theories, 2. counseling methods, 3. group counseling, 4. individual appraisal, assessment or testing, 5. counseling related research methods including content on statistical analysis of data sets, 6. human growth and development, 7. multicultural counseling,</p>

	8. career and lifestyle development, 9. professional orientation and ethics, must be three semester credits and include content on the profession of counseling and the ACA Code of Ethics. 10. counseling practicum (minimum 100 hrs) and internship (minimum 600 hrs) in supervised settings relevant to the practice of counseling. 2. Distance Learning: The North Dakota Board of Counselor Examiners can accept the sixty semester hour Masters Degree Counseling programs offered through a distance education format, provided that: 1.) The Internship is done locally on-site 2.) The Counseling Practicum is approved and supervised by the educational institution, and 3.) the applicant meets all other board education requirements. (See above).
Does the PLC Agency regulate Post-Licensure/Certification programs?	
Advanced Degree PLC Information	
URL to agency responsible for approving Post Education Licensure degree programs	
Does PLC Agency approval of a program for an advanced degree indicate eligibility to practice in that capacity	Yes
Agency Name and URL responsible for determining eligibility to practice	
What additional PLC Agency/State requirements must be met in order to practice in that capacity	
PLC Agency requires faculty/instructors to be licensed in the Licensing/Certification state to teach	
Does PLC Agency require Practicum/Internships/Field Work/Clinicals (PIFWC)?	Yes
PIFWC Required to be eligible for PLC	The practica must consist of one hundred hours of training in supervised practica in settings relevant to the practice of counseling. The internship must consist of six hundred hours of training in supervised internship settings relevant to the practice of counseling. The practica and internship hours may be within the required graduate semester hours. The research methods coursework must include content on statistical analysis of data sets pertaining to topics in counseling. The professional orientation and ethics

	coursework must be at least three semester credits or five quarter credits, and include content on the profession of counseling and the American counseling association code of ethics.
PIFWC Requirement Details	The practica must consist of one hundred hours of training in supervised practica in settings relevant to the practice of counseling. The internship must consist of six hundred hours of training in supervised internship settings relevant to the practice of counseling. The practica and internship hours may be within the required graduate semester hours. The research methods coursework must include content on statistical analysis of data sets pertaining to topics in counseling. The professional orientation and ethics coursework must be at least three semester credits or five quarter credits, and include content on the profession of counseling and the American counseling association code of ethics.
Does the PLC Agency or State require prior notification for PIFWC	No
Do Clinical instructors need to be licensed to supervise PIFWC?	Yes
PIFWC hours	100 hours of practica and 600 hours of internship
PIFWC setting	Not specified
PIFWC period	Not specified
PIFWC Supervisor requirements/qualifications	Not specified
Examinations Required	Yes
1. Examination Title	National Counselor Examination
2. Examination Title	
3. Examination Title	
4. Examination Title	
5. Examination Title	
6. Examination Title	
7. Examination Title	
8. Examination Title	
9. Examination Title	
10. Examination Title	
PLC Agency Requires:	

The NSU Counseling: Clinical Mental Health Counseling (MSEd) and School Counseling (MSEd) program(s).

Meets North Dakota Licensed Associate Professional Counselor (LAPC) PLC pre-education requirements.

DOES NOT meet North Dakota Licensed Associate Professional Counselor (LAPC) PLC pre-education requirements.

Additional information is needed to make determination:

North Dakota Licensed Associate Professional Counselor (LAPC) PLC pre-education requirements reviewed by Northern State University Academics .

Department Chair Review:

**APPROVAL CHAIR 03/24/20**

Dean Review:

**APPROVAL DEAN 03/25/20**

Associate VPAA Review:

**APPROVAL GRAD/VPAA 03/27/20**

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Website disclosure pages updated.

Director, Online & Continuing Education Review