

Part 2201. CHAPTER 4. Licensure Requirements

Rule 4.1: General Requirements

- A. No person shall practice as a professional counselor in the State of Mississippi except as provided by state statute and these regulations.
- B. An applicant must be at least twenty-one (21) years of age.
- C. The applicant is a resident of or pays income tax in the State of Mississippi or has an immigration document to verify legal alien work status in the United States. The immigration document must be current and issued by the United States Immigration Bureau.
- D. An applicant must be of good moral character. The Board may request endorsements attesting to the applicant's character, professional integrity, and professional competence.
- E. Licensure by the Board will be by examination.
- F. Applicants must meet all education and experience requirements.
- G. The Board must receive a complete application packet and official transcript(s) and background check results by the established application deadline for the application to be considered for licensure at the next regularly scheduled Board meeting.
- H. An applicant may not be in violation of any of the provisions of Section 73-30-1 et seq., of the *Mississippi Code of 1972, Annotated* (See Appendix) or any of the rules and regulations adopted by the Board.
- I. The application process for licensure must be completed within one (1) year of the Board's receipt of the individual's application packet. "Completed" with respect to this provision means either Board-approved for candidacy or Board-approved for licensure (as appropriate). As stipulated in Chapter 2, Section 3, C, p. 5, any individual who has not completed the application process within the one (1) year time frame must pay a reapplication fee in order to reactivate their file for an additional one (1) year. As stipulated in Chapter 9, Section 1, I, p. 32, and incomplete applications will be kept on file for two (2) years, after which time they will be destroyed.
- J. Periodically, this document, the Rules, Regulations and Application Guidelines for the Mississippi State Board of Examiners for Licensed Professional Counselors, is updated and/ or revised. The applicant/candidate/licensee must comply with the most current version of this document, and it is the responsibility of the applicant to ensure that he/she has the most current version(s) of application documents accepted by the LPC Board. Additionally, the applicant/candidate/licensee is responsible for all provisions listed in the most current Rules and Regulations and Application Guidelines. The Rules and Regulations may be downloaded from the Board's website www.lpc.state.ms.us.

K. After January 1, 2008, the Board shall require each first time applicant for licensure and may require applicants for license renewal to apply to the Department of Public Safety for a state and national background check, which will include consulting sex offender registries.

1. This includes, but is not limited to, that for purposes of these background checks, “good moral character” shall be established by an absence of felony convictions or convictions for misdemeanors involving moral turpitude.
2. The background check shall conform to the applicable federal standards and shall include the taking of fingerprints.
3. The applicant shall sign a release of information to the board and shall be responsible for the payment of the fee associated with the criminal background check.
4. Upon completion of the background check, the Department of Public Safety shall forward to the Board all releasable information obtained concerning the applicant.
5. No person shall be eligible to receive or hold a license issued by the Board if that person has pleaded guilty or nolo contendere to or have been found guilty of any felony or misdemeanor involving moral turpitude.
6. Upon receipt of information from the Department of Public Safety that a person has pleaded guilty or nolo contendere to or been found guilty of any felony or misdemeanor involving moral turpitude, the Board shall immediately deny licensure or refuse renewal of license.
7. The provisions of subsection 5. and 6. may be waived by the Board upon request of the affected applicant for licensure or the person holding a license subject to revocation. The request shall be for a show cause hearing within ten (10) days, which shall be conducted pursuant to the process set out in the Regulations providing for the Board complaints process.
8. Circumstances for which a waiver may be granted shall include, but not be limited to, the following:
 - (a) The age at which the crime was committed;
 - (b) The circumstances surrounding the crime;
 - (c) The length of time since the crime;
 - (d) Subsequent work history;
 - (e) Employment references;
 - (f) Character references; and

- (g) Other evidence demonstrating that the applicant does not pose a threat to the health or safety of the public.

Source: *Miss Code Ann.* § 73-30-9 & 73-30-21 (Rev. 2008)

Rule 4.2: Education Requirements

The following is a list of education requirements that all applicants must meet in order to be licensed:

A. A doctoral degree primarily in counseling, guidance, or a related counseling field, an educational specialist's degree or master's degree in counselor education or a related counseling program. The degree must be from a regionally or nationally accredited college or university program and is subject to Board approval.

B. Sixty (60) semester hours or ninety (90) quarter hours of graduate study.

C. A graduate program related to counselor education is defined as one that contains course work in all of the following areas. Each applicant must have completed course work in all of the following areas. The content areas listed below may be covered in more than one (1) course:

1. Human Growth and Development - Course work includes studies that provide a broad understanding of the nature and needs of individuals at all levels of development, normal and abnormal human behavior, personality theory, life-span theory, and learning theory within cultural contexts. Emphasis is placed on psychological approaches used to explain, predict, and modify human behavior.

2. Social and Cultural Foundations - Course work includes studies that provide a broad understanding of societal changes and trends in human roles, societal subgroups, social mores and interaction patterns multicultural and pluralistic trends in differing lifestyles, and major societal concerns including stress, person abuse, substance abuse, discrimination, and methods for alleviating these concerns.

3. Helping Relationships - Course work includes studies that provide a broad understanding of philosophic bases of helping processes, counseling theories and their applications, basic and advanced helping skills, consultation theories and their application, client and helper self-understanding and self-development, and facilitation of client or consultee change.

4. Groups - Course work includes studies that provide a broad understanding of group development, dynamics, and counseling theories; group leadership styles; basic and advanced group counseling methods and skills; and other group approaches.

5. Lifestyle and Career Development - Course work includes studies that provide a broad understanding of career development theories; occupational and educational

information sources and systems; career and leisure counseling guidance and education; lifestyle and career decision-making; career development program planning resources and effectiveness evaluation.

6. Appraisal - Course work includes studies that provide a broad understanding of group and individual educational and psychometric theories and approaches to appraisal, data, and information gathering methods, validity and reliability, psychometric statistics, factors, influencing appraisals, and use of appraisal results in helping process. Additionally, the specific ability to administer and interpret tests and inventories to assess interests and abilities and to identify career options is important.

7. Research and Evaluation - Course work includes studies that provide a broad understanding of different types of research, basic statistics, research-report development, research implementation, program evaluation needs assessment, publication of research information, and legal considerations.

8. Professional Orientation - Course work includes studies that provide a broad understanding of professional roles and functions of counselors, professional goals and objectives, professional counseling organizations and associations, professional history and trends, ethical and legal standards, professional standards, and professional credentialing.

Note: Beginning July 1, 2003, each applicant must also have completed course work in the following areas:

9. Marriage and/or Family Counseling/Therapy - Course work includes studies that provide a broad understanding of marriage and family theories and approaches to counseling with families and couples. This includes appraisal of family and couples systems and the application of these to counseling families and/or couples in pre-marriage, marriage and/or divorce situations.

10. Diagnosis and Treatment – Course work includes studies that provide a broad understanding of individuals' current mental/emotional states consistent with accepted classifications such as those provided in the most recent edition of the Diagnostic and Statistical Manual of Mental Disorders, as published by the American Psychiatric Association; and the ICD—10-CM and the development of planned, diagnosed - relevant interventions, including the goals of counseling, methods of treatment, and means of monitoring progress.

D. Individuals applying for licensure with a graduate degree of less than sixty (60) semester hours or ninety (90) quarter hours may complete the additional course work required without earning an additional degree. All graduate counselor education courses or counselor related courses from an approved educational institution completed by the applicant may be counted toward the sixty (60) semester hours or ninety (90) quarter hour's requirement.

E. Courses completed by applicants that were not part of a counselor education or related counseling graduate program are evaluated on a case-by-case basis to determine applicability.

F. All applicants must provide official transcripts of all graduate work. Unopened official transcripts may be submitted in the application packet or may be submitted to the Board directly from the approved educational institution.

Source: *Miss Code Ann.* § 73-30-9 (Rev. 2008)

Rule 4.3: Experience Requirements

A. Supervision Requirements - An applicant must document the following supervised experience requirements prior to applying for licensure. Supervision must be provided by an LPC. After July 1, 2008 the supervisor must be a Board approved Qualified Supervisor. The art of supervision is defined as assisting the counselor in developing expertise in methods of the professional mental health counseling practice and in developing self-appraisal and professional development strategies.

1. A total of three thousand five hundred (3,500) supervised hours of counseling (approximately 2 years) in a clinical setting post bachelor's degree (See Chapter 1, Section 4., E., p. 2) comprised of the following:

a. A maximum of forty (40) supervised hours may be obtained per workweek.

b. Up to one thousand seven hundred fifty (1,750) hours may be obtained while enrolled in a Graduate Degree program, including internship/practicum and, although not required, where possible the Board would prefer LPC Supervision during internship/practicum.

c. A minimum of one thousand one hundred sixty-seven (1,167) supervised hours must be in direct counseling services (CACREP definition of direct services: Interaction with clients that includes the application of counseling, consultation, or human development skills. In general the term is used to refer to time that practicum or internship students or supervisees work directly with clients) and/or psychotherapy service to clients to include counseling related activities (i.e. case notes, staffing, case consultation, or testing/assessment of clients).

d. One hundred (100) hours of individual face to face supervision are required. Up to 50 hours may be obtained while enrolled in a Graduate Degree program, including internship/practicum. This is based on at least (a minimum of) 1 hour of supervision for every 25 hours of supervisee's direct service with clients. (After January 1, 2008 supervision must be by a Board Qualified Supervisor.) No more than 50 hours of individual supervision received during a Graduate Degree Program will be accepted.

e. Group supervision will be acceptable for not more than fifty (50) hours of the required one hundred (100) hours of individual supervision. This is based on two (2) hours of group supervision being equivalent to one (1) hour of individual supervision.

f. Individual supervision provided by multiple supervisors regarding the same direct client service hours at the same site during the same time frame will not be accepted.

2. Applicants who have completed the education requirements for licensure may practice in a clinical setting under the employment and supervision of a Licensed Professional Counselor to obtain the required experience for licensure.

B. Beginning July 1, 2001, a supervisor who is satisfactory to the Board must meet the following criteria:

1. Be licensed as a professional counselor in Mississippi or in the state where the clinical work and supervision was completed;
2. The supervisor must be the person who provides direct supervision to a prospective applicant for licensure as a professional counselor.
3. Not be a member of the applicant's immediate family; and,
4. Assume full responsibility for the clinical activities of the prospective applicant for the duration of the supervised experience.

C. Until June 30, 2001, a supervisor who is satisfactory to the Board must have met the following criteria:

1. Be licensed in Mississippi as a professional counselor, psychologist, Department of Mental Health clinical mental health therapist, clinical social worker, psychiatrist, or must be licensed in Mississippi by another mental health profession; or in the state where the clinical work and supervision was completed.
2. Not be a member of the applicant's immediate family as defined as spouse, parent, child, sibling of the whole- or half-blood, grandparent, grandchild, aunt, uncle, one who is or has been related by marriage or has any other dual relationship family.
3. Assume full responsibility for the clinical activities of the prospective applicant for the duration of the supervised experience.
4. No supervising counselor may exceed a total of five (5) supervisees at any one time.

D. Individuals applying after July 1, 2001, who have accumulated supervised experience under a supervisor listed in Chapter 4, Section 3, C., p. 14, must submit a written request that any hours accrued up to June 30, 2001, be accepted by the Board. See Chapter 3, Section 2, J., pp. 8-9.

E. Beginning July 1, 2008, a supervisor who is satisfactory to the Board must be a Board Qualified Supervisor. Qualified Supervisors shall be licensed professional counselors and shall have adequate training, knowledge and skill to render competent clinical supervision. (July 1, 2006 - Beginning of the period for Qualified Supervisor acceptance and recognition by the Board.)

F. Supervision Verification forms must be submitted in sealed, signed envelopes in the application packet. See Chapter 9, Section 4, pp. 41-44.

Source: *Miss Code Ann.* § 73-30-9 (Rev. 2008)

Rule 4.4: Mississippi Qualified Supervisor Requirements

A. A Qualified Supervisor shall meet the following requirements:

1. Be a current licensed professional counselor. The supervisor must hold a Mississippi license as a licensed professional counselor.
2. Have five (5) years clinical experience post degree in clinical setting. The supervisor must have been practicing mental health counseling in their setting (i.e., school, agency, private practice) for at least five years. Two of the five years experience must be post-licensing experience.
3. Have Documentation/verification of Supervision training [Course work or minimum of 30 hour workshop] Supervisors must have successfully completed either options a or b below.
 - a. Graduate-Level Academic Training. At least one graduate-level academic course in counseling supervision. The course must have included at least 45 clock hours (equivalent to a three credit hour semester course) of supervision training.
 - b. Professional Training. A board approved professional training program in supervision. The training program must be a minimum of 30 direct clock hours with the trainers and meet presentation standards established by the board.
4. Have current resume/Vitae on file with the Board. Supervisor will submit to the Board a resume either in electronic or print form. It is the responsibility of the supervisor to keep the information current.
5. Submit a Philosophy of Supervision. The Supervisor will have their own philosophy of supervision and the models that are used. They will be aware of the strengths and

weaknesses of the philosophy and be able to discuss the model and demonstrate familiarity with the model.

6. Complete a minimum of one (1) hour of supervision continuing education per year; a minimum of two (2) hours per renewal period. Renewal will occur simultaneously with LPC renewal. The Qualified Supervisor will continually be aware of the need to increase knowledge of supervision and how it relates to the counseling environment. They will strive to obtain continuing education in supervision.
7. Have membership in a professional organization.
8. Shall follow the most recent ACA (American Counseling Association) *Code of Ethics*.
9. Have no disciplinary sanctions against license
10. Provide a background check, if requested.
11. Shall be approved by Board; applications will be reviewed at each Board meeting. Or
12. Show completion of Approved Clinical Supervisor Credential from NBCC
13. At the beginning of a supervision relationship, supervisors shall submit to the Board a signed contract or agreement between each active supervisee and supervisor that states requirements of each party. Academic supervisors are exempt from the requirement.

B. A supervisor may not be a relative of the counselor intern. Relative of the counselor applicant is defined as spouse, parent, child, sibling of the whole- or half-blood, grandparent, grandchild, aunt, uncle, one who is or has been related by marriage or has any other dual relationship.

C. Limitations of Supervision Practice. No Qualified Supervisor may exceed a total of ten (10) active supervisees.

D. No person shall serve as a supervisor if their license is expired or subject to probation, suspension, or revocation

Source: *Miss Code Ann.* § 73-30-9 (Rev. 2008)

Rule 4.5: Supervision Criteria shall include, but is not limited to, the following:

- A. Professional relationships
- B. Supervision roles
- C. Professional ethics

- D. Self-evaluation
- E. Continued professional learning
- F. Etiology and diagnosis
- G. Therapists-client relationships
- H. Oral communication
- I. Written communication

Source: *Miss Code Ann.* § 73-30-9 (Rev. 2008)

Rule 4.6: Examination Requirements

A. Prior to licensure, all applicants must pass the National Counselor Examination or the National Clinical Mental Health Counselor Examination for Licensure or Certification (NCE or NCMHCE) published by the National Board for Certified Counselors, Inc. After July 1, 2015 only the NCMHCE will be accepted.

1. Individuals making initial application for licensure must meet all education and experience requirements in order to be approved by the Board as a candidate.
 - a. The Board will register each candidate for the next administration of the NCE or NCMHCE.
 - b. The Board will notify all candidates in writing of the date, time, and location of the NCE or NCMHCE administration for which they have been approved to sit.
 - c. Candidates must submit the applicable examination fee as intent to sit for the examination. The applicable examination fee must be received by the Board at least thirty (30) days prior to the examination date.
 - d. Any candidate failing to appear for the examination will forfeit the examination fee unless the Board has received written notice from the candidate (of his/her intent not to sit for the scheduled examination) at least seven (7) working days prior to the scheduled examination.
 - e. The Board will notify all candidates, in writing, of their success or failure on the examination.
2. The examination will be administered by the Board at least two (2) times per year. The Board may schedule additional administrations of the NCE as it deems necessary.

3. Individuals making initial application for licensure who have already taken the NCE must include in their application packet an official VERIFICATION OF CERTIFICATION AND EXAMINATION SCORES report from the National Board for Certified Counselors, Inc., or directly from another state's appropriate licensing board, indicating a passing score. These individuals will be considered for licensure without retaking the NCE.

B. Examination Time Limits

A candidate must take the examination within one (1) year from the date of initial Board approval. If the candidate has not taken the examination by the end of the prescribed one (1) year period, they will not be authorized to take the examination until:

1. A reapplication fee, which reactivates the candidate's application file for an additional one year, is paid; and,
2. The Board approves the individual to take the examination. If the Board approves the candidate to retake the examination, then the candidate must also pay an examination fee which must be received a minimum of thirty (30) days before a scheduled examination.
3. A candidate must take and pass the examination by the four-year anniversary date of initial Board approval to take the examination. Otherwise, the candidate's application file becomes null; the application file is destroyed, and he/she must totally reapply for licensure.

C. Reexamination Requirements

1. General:

- a. Reexamination will be required if the examination is failed and the candidate wishes to continue the licensure process.
- b. Candidates wishing to be reexamined need to refer to the specific scenario below, which addresses his/her particular situation (i.e. "First Failure"; "Second or Subsequent Failure").

2. First Failure: A candidate may be reexamined within one (1) year from the date of the Board's initial approval to take the examination without paying a reapplication fee and without presenting evidence of additional education and/or experience. To be reexamined, the candidate must notify the Board in writing and pay the appropriate reexamination fee a minimum of thirty (30) days before a scheduled examination.

- a. Any candidate not reexamined within one (1) year from the date of the Board's initial approval will not be authorized to retake the examination until:

- i. A reapplication fee, which reactivates the candidate's application file for an additional one year, is paid; and,
- ii. The Board approves the candidate to retake the examination. If the Board approves the candidate to retake the examination, then the candidate must also pay a reexamination fee which must be received a minimum of thirty (30) days before a scheduled examination.

3. Second or Subsequent Failure:

a. Second failure: A candidate who fails the examination two (2) times and who wishes to continue the licensure process shall reapply for licensure by paying the reapplication fee and must notify the Board in writing.

- i. The Board shall review each individual's written request and make a determination whether additional requirements are necessary.

- ii. If additional requirements are deemed necessary by the Board, official documentation must be submitted to the Board upon completion of all additional requirements.

- iii. The Board may approve the applicant to sit for the examination a third time or deny licensure. If the Board approves the candidate to sit for the examination, then the candidate must pay a reexamination fee which must be received a minimum of thirty (30) days before a scheduled examination.

4. Third failure: An individual who fails the examination three (3) or more times and wishes to continue the licensure process must notify the Board in writing. The individual will be subject to reevaluation as determined by the Board on a case-by-case basis.

Source: *Miss Code Ann.* § 73-30-7 (Rev. 2008)

Rule 4.7: Agreement of Reciprocity

A. The Mississippi State Board of Examiners for Licensed Professional Counselors does not presently have an agreement of reciprocity with any other state.

B. An individual interested in providing counseling services in Mississippi must obtain licensure through the Mississippi State Board of Examiners for Licensed Professional Counselors' application process. See Chapter 5, pp. 18-21.

C. Licensure criteria met by the applicant in other states may be honored by the Mississippi State Board of Examiners for Licensed Professional Counselors if he/she substantially meets the requirements for licensure in the State of Mississippi. Each criterion will be evaluated on a case-by-case basis.

D. The Mississippi State Board of Examiners for Licensed Professional Counselors will accept Tier II of the American Association of State Counseling Boards reciprocity when this delineation goes into effect.

E. The Board will accept an applicant's information from the American Association of State Counseling Boards National Credential Registry. The applicant will be required to complete the Board's application form and other documentation deemed necessary by the Board.

Source: *Miss Code Ann.* § 73-30-15 (Rev. 2008)