

The Next Steps After Completing Sixty Units

RE: Process for Certifying Completion of Coursework for Licensed Professional Clinical Counselor Certificate (LPCC) to the California Board of Behavioral Sciences

Below is the agreed upon process for certifying graduates from the department of Counselor Education who have fulfilled the course work required for the LPCC .

1. Student or graduate from Counselor Education seeking LPCC submits form entitled "Licensed Professional Clinical Counselor Intern, In-State Degree Program Certification" to Chair of Department of Counselor Education for Review.
2. Department Chair reviews, initials and fills in course numbers and number of units for all required standards on the form.
3. Department Chair forwards the form to the Associate Dean in the Lurie College for her to initial indicating approval and acknowledging that the review was accurately done by the department chair. The form is then sent to GAPE, addressed to Tricia Faust, via inter-campus mail or it is hand delivered by one of the LCOE dean's office staff (student assistant)
4. GAPE verifies that the student has successfully completed the courses indicated on the form by the Department Chair. The Associate Dean's initial should also be on the form.
5. GAPE then forwards the verified form to the Registrar's Office.
6. The Registrar's Office certifies the form. Once the certification is completed a staff member from the Registrar's Office will contact the student to say it's ready for pick up at the Will Call-Window R. Students will be told by the Registrar's Office that they need to bring a picture ID before it can be released to the student.