

STATE OF ALASKA
DIVISION OF CORPORATION, BUSINESS AND PROFESSIONAL LICENSING
BOARD OF PROFESSIONAL COUNSELORS
P.O. BOX 110806, JUNEAU, ALASKA 99811-0806
(907) 465-2551
E-mail: license@commerce.state.ak.us

Procedure for licensure by examination:

1. A completed and notarized application and \$50.00 nonrefundable application fee (application form 08-4403 can be downloaded at <http://www.commerce.state.ak.us/occ/ppco.htm>).
2. The initial licensing fee of \$200.00 may be submitted at this time or upon successful passage of the examination. All licenses are renewed biennially, October 31 of odd numbered years.
3. **Certified transcripts of a master's degree** in counseling.
4. **Submit verification of successfully having passed the National Counselor Examination for Licensure and Certification (NCE)** within the last three years before the date of application administered by National Board for Certified Counselors, Inc. (NBCC). The board may approve an extension for up to two years for an applicant who submits verification of having completed at least 2,000 hours of supervised experience during the three years after the date of application. This extension is only for applicants who are still in the process of accumulating supervised experience. The exam scores must be sent directly to the Division of Corporations, Business and Professional Licensing from the NBCC. An applicant must obtain a passing score on the examination accepted by the board based on the determination made by the NBCC.
5. Verification of having completed at least **3,000 hours of supervised experience in performed over a period of at least two years under the supervision of a supervisor approved by the board**. This experience must be completed after having received your degree. You must verify that you have had at least **1,000 hours of direct counseling with individuals, couples, families, or groups and at least 100 hours of face-to-face supervision (50 hours must be individual, and the remaining 50 can be group supervision)**. The board must approve your supervisor. This supervision must come from a licensed professional counselor, licensed clinical social worker, licensed marital and family therapist, licensed psychologist, licensed psychological associate, licensed physician, licensed psychiatrist, or licensed advanced nurse practitioner who is certified to provide psychiatric or mental health services.
5. **Two letters of recommendation from professional counselors** who are familiar with your practice of professional counseling.

*For more info regarding licensure application and Alaska Statutes visit:
<http://www.commerce.state.ak.us/occ/ppco.htm>