

Documents required to complete your PC licensure file:

- 1.) [Internship Supervisor Evaluation Rating Form](#)
- 2.) NCE Test Results – please fax your exam results to 614-728-7790 (for Board approved examinees). Allow 4-6 weeks to schedule exam.
- 3.) Official Transcript, showing your graduate degree in counseling, **conferred** & mailed directly from your school.
- 4.) [BCI & FBI Criminal Records Check](#)
- 5.) PC licensure application, notarized, with fee.
- 6.) Complete the board's online [Laws and Rules Exam](#)