

Instructions for applying for KY licensure:

- 1.) You must apply with e-services on this [link](#). Once you have created an account, you will choose the application marked: **Licensed Professional Counselor Associate - Application for License - I have completed the licensing requirements per KRS 335.525(1)**.
- 2.) There will then be (8) tabs that you must fill in to complete your application. If you fail to complete any of the tabs, your application will be marked incomplete and will not get approved at the **May** board meeting. The (8) sections are Profile, Background Questions, Education, Training/Curriculum, Background Check, Verification of Internship/Practicum, Supervision, and Scanned/Uploaded Documents.
- 3.) As an FYI, on background questions, you must have a placement. Your application will not be approved without a place of employment to accrue hours AND a supervisor and supervisory agreement. BOTH the placement and the supervisor must be approved. As a side note, should you change your placement at any time, you will need to update your contract with the board to have your hours approved. This is true, even if you keep the same supervisor.
- 4.) Training/curriculum is where you will enter all your core curriculum classes from the program. Remember that you will also upload your **official transcript** under the scanned/uploaded documents. Without the official transcript showing the degree conferred, your application will not be approved.
- 5.) Under supervision, you will enter your chosen board supervisor's information. Once you have completed the initial information, it will be sent to your board supervisor to finish the supervisory contract. The website has a list of approved board supervisors, should your place of employment not have someone.
- 6.) Scanned/loaded documents is the tab where you will upload anything that you couldn't on a previous tab. This is generally where the transcript will be, along with the background checks if you get them after you have completed the initial tabs.