

REQUEST FOR VERIFICATION FORM (LPC)

Instructions for completing verification form:

Please complete the SESL Department Release of Information form with the information necessary for the VA Board of Counseling verification of courses and internship requirements. Sign and date on Page 2, then return via email to the department administrative assistant at **amwiggins@nsu.edu** with your contact information. Because these documents contain sensitive personal information, a verification form to release this information must be completed by the applicant and returned first before their request is put into queue. Please allow **10 business days** for Norfolk State University (NSU) to process and submit forms electronically to the Virginia Licensure Board of Counseling to be added to the applicant's online portal. This may be delayed due to holidays and campus closures.

Please note documents are emailed directly from NSU to the Virginia Licensure Board of Counseling's secure electronic dropbox. Once NSU submits the applicant's documents to the Dropbox, it is the applicant's responsibility to follow-up with the Virginia Licensure Board of Counseling to confirm the submission of documents and with any questions the applicant may have. The applicant is responsible for contacting the Virginia Licensure Board of Counseling to inquire about receiving a copy of what was submitted. Per NSU policy and Virginia Licensure Board of Counseling regulations, our department is unable to provide copies of paperwork that was sent electronically through email to the Virginia Licensure Board of Counseling.

Additional Information:

I graduated from the program when it was less than 60 hours. Can I return to complete my degree?

- No, you have already completed the degree requirements to receive a degree. You can return as a non-degree seeking student by submitting a non-degree seeking student application to the Office of Graduate Studies to take the additional courses needed to apply for an LPC depending on your degree transcript.

I graduated from the program when it was 36 or 39 hours, what additional courses do I need?

- If you graduated with 36 or 39 hours then you will need these courses which varies according to your transcript: Ethics (COED 620), Family Systems (COED 640), Multiculturalism (UED 606), Addictions (COED 644), Diagnosis & Treatment (COED 650), Introduction to Counseling Supervision (COED 680), Psychopathology (COED 700), Counseling Practicum (COED 710C), Crisis and Intervention (COED/UED 720) and Internship II (UED 794 or 794C) to make a 600 hour internship.
- All internships at 36 and 39 hours were only **400** hours which will be reflected on the internship verification form. To apply for an LPC in Virginia a **600-hour** internship is required.
- **NOTE:** Students that graduated and completed a Professional School Counseling Internship will need to complete both mental health counseling internship courses **Internship I (UED 793C or COED 795C)** and **Internship II (UED 794C or COED 796C)** in addition to the courses listed above. The VA Board of Counseling will no longer be accepting Professional School Counseling internship hours for they were not done in a clinical setting.

I graduated from the program when it was 48 hours, what additional courses do I need?

- If you graduated with a 48-hour Urban Education degree, then you will need four courses: Introduction to Counseling Supervision (COED 680), Psychopathology (COED 700), Counseling Practicum (COED 710C) and Crisis and Intervention (COED /UED 720)
- **NOTE:** Students that graduated and completed a Professional School Counseling Internship will need to complete both mental health counseling internship courses **Internship I (UED 793C or COED 795C)** and **Internship II (UED 794C or COED 796C)** in addition to the courses listed above. The VA Board of Counseling will no longer be accepting Professional School Counseling internship hours for they were not done in a clinical setting.

Is there any financial aid for the extra courses past my degree?

- No. Only degree seeking students receive financial aid. However, students are encouraged to search for scholarships both locally and nationally to assist with tuition. Check to see if your employer provides tuition reimbursement. When enrolling in additional courses, the university requires payment within 48 hours of registration of courses to secure placement in the course.

NORFOLK STATE UNIVERSITY
OFFICE OF THE REGISTRAR
700 Park Avenue
Norfolk, VA 23504
(757) 823-8229 • Fax: (757) 823-8907

REQUEST FOR VERIFICATION

DATE: ____/____/____

NAME: _____ ID: _____
 LAST FIRST MI

TELEPHONE: (____) _____ Undergraduate Graduate Both

I hereby authorize Norfolk State University to release the information indicated below to the designated agency/ person:

_____ _____
Signature of Student Date

- | | |
|--|---|
| <input type="checkbox"/> Dates of Attendance | <input type="checkbox"/> Degree Earned |
| <input type="checkbox"/> Major | <input type="checkbox"/> Expected Date of Graduation |
| <input type="checkbox"/> Grade Point Average (GPA) | <input type="checkbox"/> Statement of "good standing" |
| <input type="checkbox"/> Current Registration | <input type="checkbox"/> Additional Information |
- _____

Please mail the above requested information to the address below:

Please fax the above requested information to:

(____) _____

ATTENTION: _____