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.

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 completed a degree already. 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 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 (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.

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

➢ If you graduated with 48 hours, then you will need four course Introduction to Counseling Supervision (COED 680), Psychopathology (COED 700), Counseling Practicum (COED 710C) and Crisis and Intervention (UED 720.)

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.
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

☐ Dates of Attendance  ☐ Degree Earned
☐ Major  ☐ Expected Date of Graduation
☐ Grade Point Average (GPA)  ☐ Statement of “good standing”
☐ Current Registration  ☐ Additional Information

Verification of Courses & Internship for LPC

Please mail the above requested information to the address below:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please fax the above requested information to:

(_____)__________________________________

ATTENTION:______________________________

Revised 11/13 MC