

PRINT LEGIBLY OR TYPE

NAME: \_\_\_\_\_  
Last FIRST MIDDLE

**ASSOCIATE LICENSED COUNSELOR (ALC)**

**APPLICATION  
to the  
ALABAMA BOARD OF  
EXAMINERS IN COUNSELING**

I have included all the information required for consideration for Associate Licensed Counselor (ALC) licensure as contained in the application form. I understand that the Board is free to document any education, clinical and professional experience, and professional memberships through the Board's own means. I understand that the Board's minimum academic requirements must be fulfilled before I can be tested for licensure, begin to accrue supervised experience, or accrue post-master's academic work used to substitute for post-master's supervised experience.

Submitted with this application is the announced application fee of \$200.00. (Payment should be by check or money order payable to the Alabama Board of Examiners in Counseling.) PLEASE NOTE THE APPLICATION FEE IS NOT REFUNDABLE UNDER ANY CONDITION. When my application is approved, I will be admitted to take the required examination for which an additional fee will be charged. I understand that I may register to take the examination upon approval from the Board or may opt to take the examination upon completion of the experience requirement. When the Board has verified compliance with the academic requirement and the Proposed Plan of Supervision has been approved, the Associate Licensed Counselor (ALC) license will be issued upon payment of the \$150.00 licensure fee. SUBMIT ONLY AN APPLICATION FEE AT THIS TIME. Upon Board approval for examination or licensure, the Board will notify you of the required fee payment.

I have requested my university(ies) to send the Board transcripts of my entire graduate training. (Courses not taken as part of a course of study and which did not contribute materially toward a degree or special training in counseling need not be included.)

I have requested that three (3) recommendation forms (see Page 6, Item 19) be sent to the Board. At least two of the recommendations must be from supervisors listed on Page 5 under Section 18 (Professional/Clinical Experience). It is recommended that the third reference be a professor from your academic program or someone very familiar with your counseling skills.

Please note the application process could take a minimum of three months.

**I UNDERSTAND THAT I MAY NOT ENGAGE IN THE PRACTICE OF COUNSELING UNTIL MY ALC LICENSE HAS BEEN ISSUED BY THE BOARD.**

**PERSONAL AND BACKGROUND INFORMATION**

Date of Application \_\_\_\_\_  
Social Security No. \_\_\_\_\_

1. NAME \_\_\_\_\_  
LAST FIRST MIDDLE

Have you ever used another name? \_\_\_\_\_ If so, state it: \_\_\_\_\_

Name used on transcripts: \_\_\_\_\_

I have completed and included the Proof of Citizenship (POC) form.  Yes  No

Are you currently on active duty in military or the spouse of active duty military:  Yes  No. If yes, supply supporting documentation.

List home and business address and check box to indicate address you wish Board to use for corresponding with you and that will also appear on the roster on our website.

2.  Home Address \_\_\_\_\_  
Street City State Zip

Business Address \_\_\_\_\_  
Organization Name Your Title  
\_\_\_\_\_  
Street City State Zip

3. Phone: \_\_\_\_\_  
Business (Include Area Code and Extension) Home (Include Area Code)

4. Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_  
(Include Area Code)

5. Are you or have you ever been licensed by any other professional licensing board? \_\_\_Yes \_\_\_No  
If yes, list type of license, state, license number and original issue date: \_\_\_\_\_  
\_\_\_\_\_

6. Have you been refused licensure or certification, voluntarily surrendered licensure or certification, or had your license suspended by any counseling or counseling related Board? \_\_\_Yes \_\_\_No. If yes, attach explanation on separate sheet.

7. Have you been convicted of a felony or any offense involving moral turpitude? \_\_\_Yes \_\_\_No. If yes, specify offense.  
\_\_\_\_\_

8. Have you used any narcotics or any alcoholic beverage to the extent or in a manner dangerous to any other person or the public, or to an extent that it impairs your ability to perform the work of a professional counselor with safety to the public? \_\_\_Yes \_\_\_No

9. Have you been legally adjudicated mentally incompetent? \_\_\_Yes \_\_\_No If yes, attach explanation on separate sheet.

10. Have you ever been censured or judged guilty of any unethical practices by a professional organization of which you were a member? \_\_\_Yes \_\_\_No If yes, attach explanation on separate sheet.

11. Have you read and are you familiar with the Administrative Code and Code of Ethics and Standards of Practice of the Alabama Board of Examiners in Counseling? \_\_\_Yes \_\_\_No

12. Are you willing to follow the Administrative Code regulations and Code of Ethics and Standards of Practice of the Alabama Board of Examiners in Counseling? \_\_\_Yes \_\_\_No







17. It is your responsibility to have three (3) recommendation forms completed by persons familiar with your counseling competence and returned by them to the Board office. At least two (2) of the recommendations must be from the supervisors listed on page 5 (#16, Professional/Clinical Experience). It is recommended that the third reference be a professor from your academic program or someone very familiar with your counseling skills.

18. Identify the person who has agreed to supervise your counseling activities under the Proposed Plan of Supervision.

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Name

ABEC Supervising Counselor Number

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Address

A Proposed Plan of Supervision must be submitted and approved by the Board before an Associate Licensed Counselor license will be issued. Refer to Administrative Code Chapter 255-X-3-.02.

**IMPORTANT NOTICE**

Active pursuit of application for licensure is expected. Applications not resulting in licensure are deemed to be temporary Board records. These records are retained three (3) years after the end of the fiscal year in which the records were created. The creation date of the file will be the initial date of receipt of the application.

**THE AFFIDAVIT ON THE FOLLOWING PAGE MUST BE SIGNED AND NOTARIZED**

**AFFIDAVIT**

I authorize the Alabama Board of Examiners in Counseling to make such inquiry as necessary in validating information contained in this application. I understand that the Board has final decision and authority with reference to this application.

I understand that any false or misleading information in connection with this application may be cause for rejection of the application, revocation of the license and/or possible legal action for such fraudulent information.

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

The undersigned swears/affirms that he/she is over the age of 19 years, is the person who executed this application; that the statements contained herein are true in every respect; that he/she has not suppressed any information that might affect this application; that he/she has read and will conform to the *Code of Ethics and Standards of Practice* of the Alabama Board of Examiners in Counseling; and that he/she has read and understands this affidavit.

\_\_\_\_\_ (Signature of Applicant)

\_\_\_\_\_ (Applicant's Address)

\_\_\_\_\_ (City, State, Zip)

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ (Signature of Notary Public)

\_\_\_\_\_ (My Commission Expires)

Submit this application and fee to:

Alabama Board of Examiners in Counseling  
950 22<sup>nd</sup> Street North, Suite 765  
Birmingham, AL 35203