



# Alabama Board of Examiners in Counseling

2740 Zelda Road, Box 5 • Montgomery, Alabama 36106

## LICENSED PROFESSIONAL COUNSELOR (LPC) ENDORSEMENT LICENSE APPLICATION

### IMPORTANT NOTICE:

**ONLY PERSONS POSSESSING A CURRENT MENTAL HEALTH LICENSE, THAT IS COMPARABLE IN REQUIREMENT TO THE ABEC LPC, FROM ANOTHER STATE COUNSELING BOARD SHOULD COMPLETE THIS APPLICATION**

- ▶ An endorsement review must establish an equivalency of the requirements under which your current license was originally issued and the Alabama requirements for licensure in place at that same time (per ABEC Administrative Rule 255-X-10-.02). In the event a comparison of these rules reveals a deficit of equivalency, the applicant must provide documentation to the Alabama Board of Examiners in Counseling (ABEC) to verify the content of their academic course work and hours of supervised experience.

**It is the responsibility of the applicant to provide documentation that they completed, within their supervised experience for licensure, 3000 hours of supervised experience (to include 2250 hours of *direct* service hours and 750 *indirect* service hours) under the supervision of a Supervising Counselor. These hours cannot be counted from practicum or internship used to satisfy the course content areas of this application, nor from work experience after licensure was obtained (see page 7-9 of this application).**

- ▶ The license that the LPC by Endorsement application is based upon must be a license that the applicant directly qualified for and not one acquired by endorsement or reciprocity in another state.
- ▶ All applicants should obtain a copy of the ABEC's Code of Alabama, the Administrative Rules, and the Code of Ethics and Standards of Practice. These are available on the ABEC website: [abec.alabama.gov](http://abec.alabama.gov)
- ▶ Submitted with this application is all the information required for consideration for Licensed Professional Counselor (LPC) licensure as contained in the application form.
- ▶ With the submission of this application the ABEC is free to document and verify any information provided in this application through the Board's own means, including any of my education, clinical and professional experience, professional memberships, and background information.
- ▶ Submitted with this application is the required application fee of \$200.00. Payment should be by check or money order payable to the Alabama Board of Examiners in Counseling (ABEC). **PLEASE NOTE THE APPLICATION FEE IS NOT REFUNDABLE UNDER ANY CONDITION.**
  - SUBMIT ONLY THE \$200.00 APPLICATION FEE AT THIS TIME. Upon final Board approval of this application, the Board will notify you of the required licensure fee payment.
- ▶ Please note the application process could take several weeks depending on receipt and review of required documents
- ▶ **UNDERSTAND THAT YOU MAY NOT ENGAGE IN THE PRACTICE OF COUNSELING IN ALABAMA UNTIL YOUR LICENSE HAS BEEN ISSUED BY THE BOARD.**



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## ► A COMPLETE LICENSURE ENDORSEMENT APPLICATION PACKET MUST INCLUDE:

- 1) Complete, *with signatures*, LPC Endorsement License Application Form
- 2) Application fee of \$200.00
  - a) Make check or money order payable to: Alabama Board of Examiners in Counseling (ABEC)
  - b) To comply with directives from the Examiners of Public Accounts, the ABEC will deposit all checks upon receipt. **Deposit of the renewal fee does not constitute or confirm approval of your license.**
  - c) PLEASE NOTE THE APPLICATION FEE IS NOT REFUNDABLE UNDER ANY CONDITIONS.
- 1) Official transcripts of any graduate training from all attended colleges/universities may be sent directly via email to [transcripts@abec.alabama.gov](mailto:transcripts@abec.alabama.gov). (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.)
- 3) Documentation from the Board/Agency that issued your current license(s) forwarded directly to the ABEC containing a written license verification to include: 1) license designation [e.g., LPC, LMHC], 2) original issue date, 3) expiration date, 4) status of license [e.g., active, inactive, expired], 5) any disciplinary actions to include a copy of any orders issued.
- 4) Documentation that you have completed the ABEC required 3,000 hours of supervised experience (to include 2,250 hours of *direct* service hours and 750 *indirect* service hours) under the supervision of a Supervising Counselor. Options to document this may include:
  - a) A copy of the Requirements/Administrative Rules of the state that were in effect at the time of your licensure and were used to grant your original license in that state, and highlight the pertinent parts of those Requirements/Administrative Rules that verify your supervised hours, or
  - b) Other documentation of completion of supervised hours, specifically showing the ABEC required 3000 hours of supervised experience (to include 2250 hours of *direct* service hours and 750 *indirect* service hours)
- 5) Worksheet for Reporting Course Work:  
<https://abec.alabama.gov/wp-content/uploads/2021/11/WorksheetReportingCourseWork.pdf>
- 6) A passing score on the National Counselors Examination for Licensure and Certification (NCE) is required for LPC licensure in Alabama. These scores should be requested from NBCC to be sent directly to the ABEC. If the applicant did not take the NCE they will need to 1) document of the licensure examination they did take (including date and score), or 2) take and pass the NCE.
- 7) Proof of Citizenship Form (PoC) with corresponding documentation: [https://abec.alabama.gov/wp-content/uploads/2021/11/Proof.Citizenship.Form\\_.pdf](https://abec.alabama.gov/wp-content/uploads/2021/11/Proof.Citizenship.Form_.pdf)



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## **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.**

## **PERSONAL AND BACKGROUND INFORMATION**

- ▶ Date of Application: \_\_\_\_\_ Social Security No.: \_\_\_\_\_
- ▶ Applicant's Name (last/first/middle): \_\_\_\_\_ DOB: \_\_\_\_\_
- ▶ Have you ever used another name? ☐ Yes ☐ No If yes, list below:
  - 1) \_\_\_\_\_ 3) \_\_\_\_\_
  - 2) \_\_\_\_\_ 4) \_\_\_\_\_
- ▶ Name(s) used on transcripts: \_\_\_\_\_
- ▶ Are you currently active duty in the military or the spouse of active-duty military?..... ☐ Yes ☐ No  
If yes, supply supporting documentation.
- ▶ List home and business contact information. **Check box to indicate the address you prefer the Board to use for correspondence.**
  - ☐ *Home* (street): \_\_\_\_\_  
(city, state, zip): \_\_\_\_\_  
Phone (incl. area code): \_\_\_\_\_ Email: \_\_\_\_\_
  - ☐ *Business* (organization name): \_\_\_\_\_  
(street): \_\_\_\_\_  
(city, state, zip): \_\_\_\_\_  
Phone (incl. area code & ext.): \_\_\_\_\_ Email: \_\_\_\_\_



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Title/Position: \_\_\_\_\_

- Are you, or have you ever been, licensed by any other professional licensing board aside from the ABEC? ...  
..... ☐ Yes ☐ No

If yes, list type of license, state, license number, and original issue date.

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

- Answer the following and provide any necessary documentation.

- 1) 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.

- 2) Have you been convicted of a felony or any offense involving moral turpitude? ..... ☐ Yes ☐ No

If yes, attach an explanation on a separate sheet with a copy of your Case Action File and case disposition for your arrest.

- 3) 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

- 4) Have you ever been legally adjudicated mentally incompetent? ..... ☐ Yes ☐ No

If yes, attach explanation on separate sheet.

- 5) 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.

**Have you read and do you agree to abide by the current Code of Alabama, the ABEC Administrative Rules, and the ABEC Code of Ethics and Standards of Practice? ☐ Yes ☐ No**

- List the names of the professional organizations in which you currently hold membership.

1) \_\_\_\_\_

2) \_\_\_\_\_



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## PROFESSIONAL LICENSURE

- List all CURRENT counseling licenses held by the applicant.

1) License (e.g., LPC, LMHC, LCPC, LPCC, LCMHC, etc.): \_\_\_\_\_

License No.: \_\_\_\_\_ State: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Status: \_\_\_\_\_

Disciplinary Actions (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2) License (e.g., LPC, LMHC, LCPC, LPCC, LCMHC, etc.): \_\_\_\_\_

License No.: \_\_\_\_\_ State: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Status: \_\_\_\_\_

Disciplinary Actions (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3) License (e.g., LPC, LMHC, LCPC, LPCC, LCMHC, etc.): \_\_\_\_\_

License No.: \_\_\_\_\_ State: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Status: \_\_\_\_\_

Disciplinary Actions (if any): \_\_\_\_\_

\_\_\_\_\_



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- ▶ Have you requested the Board/Agency that issued the current license(s) above send to the Alabama Board of Examiners in Counseling a copy of the state regulations used to issue the original license?..... ☐ Yes ☐ No  
If no, attach explanation on separate sheet.

- ▶ List ANY other professional mental health licenses ever issued to the applicant.

1) License (e.g., LPC, LMHC, LCPC, LPCC, LCMHC, etc.): \_\_\_\_\_

License No.: \_\_\_\_\_ State: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Status: \_\_\_\_\_

Disciplinary Actions (if any): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2) License (e.g., LPC, LMHC, LCPC, LPCC, LCMHC, etc.): \_\_\_\_\_

License No.: \_\_\_\_\_ State: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Status: \_\_\_\_\_

Disciplinary Actions (if any): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- ▶ Have you requested the Board/Agency issuing the license(s) above to send written license verification(s) to the Alabama Board of Examiners in Counseling?..... ☐ Yes ☐ No  
If no, attach explanation on separate sheet.

- ▶ Do you have any complaints or formal disciplinary actions against any professional license that you have ever held? ..... ☐ Yes ☐ No  
If yes, attach explanation on separate sheet.



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## ENDORSEMENT

- Determine the Equivalency Category in the chart below that applies to the original issue date of your current license and mark the box for the correct category.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Equivalency Category ONE</b>	<b>Equivalency Category TWO</b>	<b>Equivalency Category THREE</b>	<b>Equivalency Category FOUR</b>	<b>Equivalency Category FIVE</b>
Applies if current license issued between <b>1/1/80 – 8/31/94</b> Alabama Regulations	Applies if current license issued between <b>9/1/94 – 8/31/03</b> Alabama Regulations	Applies if current license issued between <b>9/1/03 – 12/31/2021</b> Alabama Regulations	Applies if current license issued between <b>1/1/2022 – 12/31/2023</b> Alabama Regulations	Applies if current license issued between <b>1/1/2024 – Onward</b> Alabama Regulations
<b>ACADEMIC</b> <ul style="list-style-type: none"> <li>▪ Master's degree from regionally accredited institution</li> <li>▪ Minimum <b>30</b> semester hours or <b>45</b> quarter hours</li> <li>▪ Only graduate-level course work applies</li> <li>▪ <b>Three (3) specific course topics required:</b> <ul style="list-style-type: none"> <li>○ Counseling Theory</li> <li>○ Testing/Appraisal</li> <li>○ Practicum/Internship</li> </ul> </li> </ul>	<b>ACADEMIC</b> <ul style="list-style-type: none"> <li>▪ Master's degree from regionally accredited institution</li> <li>▪ Minimum <b>30</b> semester hours or <b>45</b> quarter hours</li> <li>▪ Only graduate-level course work applies</li> <li>▪ <b>Eleven (11) specific course content areas required:</b> <ul style="list-style-type: none"> <li>○ Counseling Theory</li> <li>○ Group Dynamics</li> <li>○ Helping Relationship</li> </ul> </li> </ul>	<b>ACADEMIC</b> <ul style="list-style-type: none"> <li>▪ Master's degree from regionally accredited institution</li> <li>▪ Minimum <b>48</b> semester hours or <b>72</b> quarter hours</li> <li>▪ Only graduate-level course work applies</li> <li>▪ <b>Eleven (11) specific course content areas required:</b> <ul style="list-style-type: none"> <li>○ Counseling Theory</li> <li>○ Group Dynamics</li> <li>○ Helping Relationship</li> <li>○ Human Growth &amp; Development</li> </ul> </li> </ul>	<b>ACADEMIC</b> <ul style="list-style-type: none"> <li>▪ Master's degree from regionally accredited institution</li> <li>▪ Minimum <b>48</b> semester hours or <b>72</b> quarter hours</li> <li>▪ A single conferred/awarded Master's degree in <b>counseling</b></li> <li>▪ Only graduate-level course work from a single degree applies</li> <li>▪ No less than these hourly requirements and academic areas in a single program will be accepted.</li> </ul>	<b>ACADEMIC</b> <ul style="list-style-type: none"> <li>▪ Master's degree from regionally accredited institution</li> <li>▪ Minimum <b>60</b> semester hours or <b>90</b> quarter hours</li> <li>▪ A single conferred/awarded Master's degree in <b>counseling</b> from a CACREP accredited program</li> <li>▪ Only graduate-level course work from a single degree applies</li> <li>▪ No less than these hourly requirements and academic</li> </ul>



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	<ul style="list-style-type: none"> <li>○ Human Growth &amp; Development</li> <li>○ Lifestyle/Career Development</li> <li>○ Professional Orientation</li> <li>○ Research &amp; Evaluation</li> <li>○ Social/Multicultural Foundations</li> <li>○ Testing/Appraisal</li> <li>○ Practicum (100 hrs./40 direct service)</li> <li>○ Internship (600 total hrs./240 direct service)</li> </ul>	<ul style="list-style-type: none"> <li>○ Lifestyle/Career Development</li> <li>○ Professional Orientation</li> <li>○ Research &amp; Evaluation</li> <li>○ Social/Multicultural Foundations</li> <li>○ Testing/Appraisal</li> <li>○ Practicum (100 hrs./40 direct service)</li> <li>○ Internship (600 total hrs./240 direct service)</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Eleven (11) specific course content areas required:</b> <ul style="list-style-type: none"> <li>○ Counseling Theory</li> <li>○ Group Dynamics</li> <li>○ Helping Relationship</li> <li>○ Human Growth &amp; Development</li> <li>○ Lifestyle/Career Development</li> <li>○ Professional Orientation</li> <li>○ Research &amp; Evaluation</li> <li>○ Social/Multicultural Foundations</li> <li>○ Testing/Appraisal</li> <li>○ Practicum (100 hrs./40 direct service)</li> <li>○ Internship (600 total hrs./240 direct service)</li> </ul> </li> </ul>	<p>areas in a single program will be accepted.</p> <ul style="list-style-type: none"> <li>▪ <b>Eleven (11) specific course content areas required:</b> <ul style="list-style-type: none"> <li>○ Counseling Theory</li> <li>○ Group Dynamics</li> <li>○ Helping Relationship</li> <li>○ Human Growth &amp; Development</li> <li>○ Lifestyle/Career Development</li> <li>○ Professional Orientation</li> <li>○ Research &amp; Evaluation</li> <li>○ Social/Multicultural Foundations</li> <li>○ Testing/Appraisal</li> <li>○ Practicum (100 hrs./40 direct service)</li> <li>○ Internship (600 total hrs./240 direct service)</li> </ul> </li> </ul>
<p><b>EXAMINATION</b></p> <ul style="list-style-type: none"> <li>▪ Passing score on Professional Examination Service Exam OR</li> <li>▪ Passing score on National Counselor Examination OR</li> </ul>	<p><b>EXAMINATION</b></p> <ul style="list-style-type: none"> <li>▪ Passing score on National Counselor Examination</li> <li>▪ Acceptable substitution for NCE (e.g., NCMHCE, state examination, etc.)</li> </ul>	<p><b>EXAMINATION</b></p> <ul style="list-style-type: none"> <li>▪ Passing score on National Counselor Examination</li> <li>▪ Acceptable substitution for NCE (e.g., NCMHCE, state examination, etc.)</li> </ul>	<p><b>EXAMINATION</b></p> <ul style="list-style-type: none"> <li>▪ Passing score on National Counselor Examination</li> <li>▪ Acceptable substitution for NCE (e.g., NCMHCE, state examination, etc.)</li> </ul>	<p><b>EXAMINATION</b></p> <ul style="list-style-type: none"> <li>▪ Passing score on National Counselor Examination</li> <li>▪ Acceptable substitution for NCE (e.g., NCMHCE, state examination, etc.)</li> </ul>





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<ul style="list-style-type: none"><li>Acceptable substitution for NCE (e.g., NCMHCE, state examination)</li></ul>				
<b>SUPERVISED EXPERIENCE</b> <ul style="list-style-type: none"><li>Three years of supervised experience in counseling (one year prior to Master's degree allowed)</li></ul>	<b>SUPERVISED EXPERIENCE</b> <ul style="list-style-type: none"><li>3000 total hours of supervised experience (to include 2250 hours of <i>direct</i> client service hours and 750 <i>indirect</i> client service hours) under the supervision of a Supervising Counselor</li></ul>	<b>SUPERVISED EXPERIENCE</b> <ul style="list-style-type: none"><li>3000 total hours of supervised experience (to include 2250 hours of <i>direct</i> client service hours and 750 <i>indirect</i> client service hours) under the supervision of a Supervising Counselor</li></ul>	<b>SUPERVISED EXPERIENCE</b> <ul style="list-style-type: none"><li>3000 total hours of supervised experience (to include 2250 hours of <i>direct</i> client service hours and 750 <i>indirect</i> client service hours) under the supervision of a Supervising Counselor</li></ul>	<b>SUPERVISED EXPERIENCE</b> <ul style="list-style-type: none"><li>3000 total hours of supervised experience (to include 2250 hours of <i>direct</i> client service hours and 750 <i>indirect</i> client service hours) under the supervision of a Supervising Counselor</li></ul>



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## ACADEMIC COURSE WORK

- The Worksheet for Reporting Course Work must also be completed for evaluating academic training.

1) Institution: \_\_\_\_\_

Address (street): \_\_\_\_\_

(city, state, zip): \_\_\_\_\_

CACREP/CORE Accredited? ☐ Yes. Program accreditations start date: \_\_\_\_\_  
☐ No. Provide documentation of coursework, preferably syllabi.

Dates Attended (mo/yr – mo/yr): \_\_\_\_\_ Degree Received: \_\_\_\_\_

Date Degree Conferred: \_\_\_\_\_ Major/Minor: \_\_\_\_\_

This program's courses were taught in ☐ Semester-hours ☐ Quarter-hours ☐ Other: \_\_\_\_\_

2) Institution: \_\_\_\_\_

Address (street): \_\_\_\_\_

(city, state, zip): \_\_\_\_\_

CACREP/CORE Accredited? ☐ Yes. Program accreditations start date: \_\_\_\_\_  
☐ No. Provide documentation of coursework, preferably syllabi.

Dates Attended (mo/yr – mo/yr): \_\_\_\_\_ Degree Received: \_\_\_\_\_

Date Degree Conferred: \_\_\_\_\_ Major/Minor: \_\_\_\_\_

This program's courses were taught in ☐ Semester-hours ☐ Quarter-hours ☐ Other: \_\_\_\_\_

3) Institution: \_\_\_\_\_

Address (street): \_\_\_\_\_

(city, state, zip): \_\_\_\_\_

CACREP/CORE Accredited? ☐ Yes. Program accreditations start date: \_\_\_\_\_  
☐ No. Provide documentation of coursework, preferably syllabi.

Dates Attended (mo/yr – mo/yr): \_\_\_\_\_ Degree Received: \_\_\_\_\_

Date Degree Conferred: \_\_\_\_\_ Major/Minor: \_\_\_\_\_

This program's courses were taught in ☐ Semester-hours ☐ Quarter-hours ☐ Other: \_\_\_\_\_



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4) Institution: \_\_\_\_\_

Address (street): \_\_\_\_\_

(city, state, zip): \_\_\_\_\_

CACREP/CORE Accredited? ☐ Yes. Program accreditations start date: \_\_\_\_\_

☐ No. Provide documentation of coursework, preferably syllabi.

Dates Attended (mo/yr – mo/yr): \_\_\_\_\_ Degree Received: \_\_\_\_\_

Date Degree Conferred: \_\_\_\_\_ Major/Minor: \_\_\_\_\_

This program's courses were taught in ☐ Semester-hours ☐ Quarter-hours ☐ Other: \_\_\_\_\_

5) Institution: \_\_\_\_\_

Address (street): \_\_\_\_\_

(city, state, zip): \_\_\_\_\_

CACREP/CORE Accredited? ☐ Yes. Program accreditations start date: \_\_\_\_\_

☐ No. Provide documentation of coursework, preferably syllabi.

Dates Attended (mo/yr – mo/yr): \_\_\_\_\_ Degree Received: \_\_\_\_\_

Date Degree Conferred: \_\_\_\_\_ Major/Minor: \_\_\_\_\_

This program's courses were taught in ☐ Semester-hours ☐ Quarter-hours ☐ Other: \_\_\_\_\_

► For verifying course content, I am forwarding to the Alabama Board of Examiners in Counseling the following:

☐ Practicum Logs

☐ Internship Logs

☐ Other (specify): \_\_\_\_\_

► I have requested an official copy of my passing score on the \_\_\_\_\_

licensure examination be directly forwarded to the Alabama Board of Examiners in Counseling by

(Examinations scores must be directly forwarded by the testing agency and cannot be provided by another state licensing board.)



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## AFFIDAVIT

*Must be signed and notarized.*

- ▶ 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 the 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.
- ▶ I understand that failure to comply with the Code of Alabama, the ABEC Administrative Rules, and the ABEC Code of Ethics and Standards of Practice may affect my licensure status with ABEC.
- ▶ I, the undersigned swear/affirm that I am over the age of 19 years, am the person who executed this application; that the statements contained herein are true in every respect; that I have not suppressed any information that might affect this application; that I have read and will conform to the current Code of Alabama, the ABEC Administrative Rules, and the ABEC Code of Ethics and Standards of Practice; and that I have read and understand this affidavit.

Applicant (sign): \_\_\_\_\_ (print): \_\_\_\_\_

Address (street): \_\_\_\_\_

(city, state, zip): \_\_\_\_\_

Phone (incl. area code): \_\_\_\_\_ Email: \_\_\_\_\_

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

Notary Public (sign): \_\_\_\_\_ (print): \_\_\_\_\_

My commission expires: \_\_\_\_\_

### SUBMIT THIS APPLICATION AND FEE TO:

Alabama Board of Examiners in Counseling  
2740 Zelda Road, Box 5  
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