



DISTRICT OF COLUMBIA  
DEPARTMENT OF HEALTH  
HEALTH REGULATION LICENSING ADMINISTRATION  
BOARD OF PROFESSIONAL COUNSELORS

To expedite the processing of your application be sure to follow the instructions and send in all the required supporting documents listed below based on the method by which you are applying:

**PRC BY EXAMINATION**

Supporting Documents required

1. A complete signed application for DC License.
2. Two (2) recent passport photos (2" X 2")
3. Social Security Number or a Sworn Affidavit
4. Official transcript (with seal) may be sent directly from the school, but is preferred that it accompanied the application in a sealed envelope.
5. Supervision Experience Form
6. A completed Supplemental Information Form
7. Passing National Exam results from The National Board of Certified Counselors examination or other accepted examination
8. \$230 for Applications and Licenses Fee; Fee must be in the form of Check, Money order or Certified Check Payable to DC Treasurer

**GPC BY EXAMINATION**

Supporting Documents required

1. A complete signed application for DC License
2. Two (2) recent passport photos (2" X 2")
3. Social Security Number or a Sworn Affidavit
4. Official transcript (with seal) may be sent directly from the school, but is preferred that it accompanied the application in a sealed envelope  
Letter of Verification of Licensure in other jurisdictions(if applicable)
5. Passing National Exam results from The National Board of Certified Counselors examination or other accepted examination
6. \$230 for Application and License Fee; Fee must be in the form of Check, Money order or Certified Check Payable to DC Treasurer

**PRC/GPC BY RE-EXAMINATION**

Supporting Documents required

1. A complete signed application for DC License.
2. Two (2) recent passport photos (2" X 2")
3. Social Security Number or a Sworn Affidavit
4. Must submit a registration form with appropriate fees directly to The National Board of Certified Counselors to take and pass the National Counselors Exam
5. \$85 for Application and License Fee; Fee must be in the form of Check, Money order or Certified Check Payable to DC Treasurer

**PRC BY ENDORSEMENT**

Supporting Documents required

1. A complete signed application for DC License
2. Two (2) recent passport photos (2" X 2")
3. Social Security Number or a Sworn Affidavit
4. Official transcript (with seal) may be sent directly from the school, but is preferred that it accompanied the application in a sealed envelope.
5. Supervision Experience Form
6. A completed Supplemental Information Form
7. Letter of Verification of Licensure in other  
a. Jurisdictions
8. Passing National Exam results from The National Board of Certified Counselors examination or other accepted examination
9. \$230 for Application and License Fee; Fee must be in the form of Check, Money order or Certified Check Payable to DC Treasurer

**GPC BY ENDORSEMENT**

Supporting Documents required

1. 1-5 from above
2. 7-8 from above if applicable
3. \$230 for Application and License Fee; Fee must be in the form of Check, Money order or Certified Check Payable to DC Treasurer