

CONTINUING EDUCATION FACT SHEET LICENSED PROFESSIONAL COUNSELOR (LPC) AND LICENSED CLINICAL PROFESSIONAL COUNSELOR (LCPC)

- Continuing Education (CE) is NOT required for the FIRST renewal of a license.
- Do not submit proof of CE unless specifically asked to provide CE.
- CE requirements are detailed in Rules [68 IAC Section 1375.220](#) and Rules [68 IAC Section 1130](#). Subpart E.

Professional Counselor (LPC and LCPC) Continuing Education Requirements:

An LPC or LCPC is required to complete 30 hours of continuing education each license cycle (except for the first license cycle, when no CE is required.)

The CE must be completed during the 24 months before the expiration date printed on the license. The CE must include the following topics/categories:

- 3 hours Counseling Practice Ethics
- 1 hour Sexual Harassment Prevention training
- 1 hour Implicit Bias Awareness training
- 1 hour Alzheimer's Disease and Other Dementias training (once every 3 renewal periods)
- 1 hour Cultural Competency training (Beginning January 1, 2025)
- (LCPCs only, second renewal only) 9 hours in Clinical Supervision Training

Approved CE Activities

CE may be earned/completed through the following activities:

- Attending **in person** a course or program that is offered or sponsored by an approved CE Sponsor. (The program may be inside or outside of Illinois).
- Participating **remotely** in a course or program that is offered or sponsored by an approved CE Sponsor. The course may be live or pre-recorded.
- Completing post-graduate training programs or professional counseling related courses at a college, university or other educational institution.
Each semester hour = 15 CE hours.
Each quarter hour = 10 CE hours.
- Verified teaching in the field of professional counseling at an accredited college, university, or graduate school or as an instructor of CE programs given by approved sponsors. CE may be claimed

only for the first time the material is presented/taught at the rate of 1.5 hours for each hour. No more than 10 CE hours may be earned this way each renewal cycle.

- Authoring papers, publications, dissertations, or books, OR preparing presentations and exhibits in the field of counseling. The presentation must be to an audience of LPCs or LCPCs. 10 CE hours may be claimed only for the first time the material is presented. No more than 10 CE hours may be earned this way each renewal cycle.
- Providing or receiving clinical supervision on a regular basis with a set agenda. No more than 8 CE hours may be earned this way each cycle.
- Leadership activities, such as: service as an officer of a state or national counseling organization, work as an editor of a professional counseling journal, service as a member of a national counselor certification board; membership on a national ethics disciplinary review committee; chair of a major counseling conference or convention; serving as a member of a counseling committee producing a substantial written product. No more than 8 CE hours may be earned this way each cycle.

Approved CE Sponsors

- National Board for Certified Counselors (NBCC) or affiliates;
- American Counseling Association (ACA) or affiliates;
- Commission on Rehabilitation Counselor Certification (CRCC) or affiliates;
- American Association for Marriage and Family Therapy (AAMFT) or affiliates;
- Employee Assistance Professional Associate (EAPA) or Employee Assistance Society of North America (EASNA) or affiliates;

- American Psychological Association (APA) or affiliates;
- Illinois Counseling Association (ICA) or affiliates;
- Illinois Mental Health Counselors Association (IMHCA) or affiliates;
- American Medical Association (AMA) or affiliates;
- Accredited colleges, universities, or state agencies;
- Approved Social Work Continuing Education Sponsors per Rules 68 IAC Section 1470.95(c)(1);
- Approved Marriage and Family Therapy Continuing Education Sponsors per Rules 68 IAC Section 1283.110(c)(1);
- Approved Clinical Psychologist Continuing Education Sponsors per Rules 68 IAC Section 1400.60(c)(1);
- Licensed Professional Counselor CE Sponsors. Such sponsors will have a 9 digit license number starting with 197. The license will be visible in [IDFPR's online license verification](#).

Reporting CE to IDFPR

During renewal, licensees certify a YES/NO question whether or not they have completed the CE. Most licensees will not be required to provide proof of completing CE to IDFPR.

IDFPR requires proof of completing CE in the context of license restoration, random CE audits, or license discipline.

It is the licensee's responsibility to save proof of CE and provide proof to IDFPR upon request. Licensees who are not able to provide proof of CE upon IDFPR request may be subject to discipline.

Out-of-State CE

A Licensee who attends **in person** a CE course or program located **outside of Illinois** that is offered or presented by an **unapproved** CE sponsor may ask for IDFPR approval through the [Out-of-State CE program approval application](#).

Remote, distance, or online CE activities are not eligible for Out-of-State CE program approval and must be completed through approved sponsors or providers.

CE Waivers

A licensee may request a one-time waiver of the CE requirements for renewal in the following circumstances:

- Full-time service in the US armed forces during a substantial part of the license cycle.
- An incapacitating illness documented by a currently licensed physician. **A CE waiver will NOT be granted for the same incapacitating illness for 2 consecutive license cycles.**
- Any other similar extenuating circumstances.

A request for CE waiver must:

- Be made at the time of renewal.
- Be submitted with the renewal application.
- Be submitted BEFORE the expiration date indicated on the license.
- Must include evidence from a third party of the circumstances for your request.

Requests for CE waiver will NOT be considered for late renewal or license restoration.

When a licensee requests a CE waiver, the license is renewed to active while the request is under consideration. **This does NOT mean that the request for waiver has been approved.** A licensee requesting CE waiver will be notified by email address of record when a final decision has been reached concerning the request for waiver.

If the request is granted, no further action is required from the licensee until the next renewal.

If the request is incomplete, the Department may request additional information. Failure to provide additional information in a timely manner may result in denial of the request.

If the request is denied, the license will be placed in a non-disciplinary NOT RENEWED status until proof of compliance with CE requirements is provided to IDFPR.