

## Instructions and Recording Form for completing your “Licensure Packet”

“Licensure Packet” is the packet of information, you the applicant, will gather and mail to the board office in one envelope. We have compiled this instructional letter to help you work through the licensure process with a little less stress. Please read this instructional letter several times and then set a plan to complete. But remember:

The supervision experience can **ONLY** begin after you have received a **Provisional License Certificate from the Board.**

○ **“Licensure Packet” will consist of:**

- Notarized Six-Page Licensure application
  - A non-refundable application fee of \$250.00 payable to WVBECC
  - Completed Supervisor’s Registration Form
  - Current job description provided to you by your employer
  - Two completed Professional Recommendation Forms
  - Three personal references
  - A completed transcript review sheet along with the course descriptions from appropriate graduate institutions
  - A copy of this instructional sheet with items marked complete and signed by the applicant
- ✓ Read this instructional letter in its entirety.
- ✓ **ALL** application documents, forms & letters need to be ‘current’ and dated within 6 months of when the application is received.
- ✓ All the forms you need to apply for licensure are included in this packet and most are available on the website, [www.wvbec.org](http://www.wvbec.org), at the “Popular Forms” tab/“Applicant Forms” tab.
- ✓ Mail your completed “Licensure Packet” return/receipt certified to Licensure Packet, WVBECC, 815 Quarrier Street, Suite 212, Charleston, West Virginia 25301 if you want verification that WVBECC received your packet.

**The information below gives you the detail for each item that is to be completed and placed in your “Licensure Packet”.**

\_\_\_\_\_ 1). The **six-page application** for licensure. (Series 1, Licensing Rule – 27-1-4.1.a & 4.1.b.)

- ✓ Print or type this form. If the information in the application materials is not legible, the documents will be returned.
- ✓ Place a picture of yourself in the area designated on page 6.
- ✓ Page 6 must be notarized **after** the picture is attached.

**2). The non-refundable application fee of \$250.00** (Series 1, Licensing Rule – 27-1-4.1.c)

- ✓ Make your check or MO payable to WVBECC or send your online payment receipt.
- ✓ Please note the application fee is NOT part of the exam fees.
- ✓ Please paperclip your check or MO to the front page of your licensure application. (Do not staple).

**3). Supervisor's Registration Form and Contract**. (revised July, 2012) (Series 1, Licensing Rule – 27-1-4.1.g)

- ✓ *If you have not passed the NCE exam at the time you apply for licensure, please wait to submit this document.*
- ✓ *If you have passed the exam, you and your ALPS will need to complete this form and include it with your packet. This form will need approved by the board prior starting your supervision experience.* Once you receive a **Provisional Licensure Certificate**, you may start your supervision.
- ✓ It has been the Board's consistent practice since November of 2001 that all approved supervisors shall be a Licensed Professional Counselor. LPCs from other States can become an ALPS.
- ✓ At least fifty percent (50%) of the supervised counseling experience must be in the direct provision of counseling services to clients.
- ✓ You and your supervisor shall complete the registration form and have the supervisor place the form in a sealed envelope and sign across the sealed flap.
- ✓ Supervisor will retain a copy of the completed form in his/her records.
- ✓ You will then place the envelope into your "Licensure Packet".
- ✓ This envelope must arrive in the Board's office *unopened*.

**4). Current Job Description**

- ✓ Include a job description that is provided to you by your employer.
- ✓ The Job description is one of several documents that will be reviewed and needs approved before the Provisional License can be issued.
- ✓ If you do not have a counseling position secured at the time you apply for licensure, you may still submit the remaining documents listed on this checklist.

**5). Two (2) Professional Recommendation Forms.** (Series 1, Licensing Rule – 27-1-4.1.e. & 4.1.h)

- ✓ Place only the last four digits of your social security number on this form.
- ✓ This form is to be completed by a master’s level licensed mental health professional.
  - This includes LPC, MFT, Licensed Psychologist, Licensed Social Worker, & Licensed Psychiatrist. It does not include any temporary status licensees, or anyone under supervision.
- ✓ The professional completing the recommendation form must attach a copy of his/her most current license to the recommendation form and place the completed form in a sealed envelope, signing his/her name across the sealed flap.
- ✓ The professional will return the envelope to you and you will place it into your “Licensure Packet”.
- ✓ The individual completing the professional recommendation form or a supervision form **cannot** submit a personal reference.
- ✓ Your ALPS **cannot** complete the Professional Recommendation form.
- ✓ This envelope must arrive in the Board’s office *unopened*.
- ✓ In the six-page licensure application, you are to list the names of the three professionals that will submit recommendations for you. The final supervision form that your supervisor will complete for your supervision verification will act as the third (3<sup>rd</sup>) professional recommendation. This supervision form is explained in section 8 in these instructions.
- ✓ Form available on our website.

**6). Three (3) personal reference letters.** (Series 1, Licensing Rule – 27-1-4.1.f)

- ✓ This letter can be from an individual willing to state you are of good moral character and merit the public trust. This is a long time friend, pastor, teacher or someone that can attest that you merit the public trust, typically not a colleague.
- ✓ The individual (cannot be a relative) submitting a reference letter needs to include in the letter the date, their mailing address and phone number, and sign their name across the sealed flap of the envelope.
- ✓ They will return the envelope to you and you will place it into your “Licensure Packet”.
- ✓ The individuals completing these forms **cannot** submit a professional recommendation form or supervision form.
- ✓ These references must arrive in the Board’s office *unopened*.

\_\_\_\_\_ **7). Transcript Review Sheet**

- ✓ You will use your **graduate** transcript (s) and complete the transcript review sheet.
- ✓ Include all graduate counseling coursework to equal 60 semester hours (90 quarter hrs.).
- ✓ Once you use a class in one category on the sheet, you can not use the same class in another category.
- ✓ On Page 3, you will include all counseling 'electives' completed, to equal a 60 hour MA. Those listed on pg. 3 are examples of electives you may have completed.
- ✓ You must provide the course descriptions for all classes. Please highlight the course number on the course descriptions that corresponds with the course numbers on your transcript.
- ✓ Please place your name in the upper right hand corner of the transcript review sheet and the course descriptions.
- ✓ Place the completed transcript review sheet and course descriptions in your "Licensure Packet".
- ✓ Form available on our website.

**The four items listed below (#8, 9, & 10) will not be placed in your "Licensure Packet". They will be mailed directly to the Board office by the appropriate individuals or organizations at the appropriate time in the process.**

\_\_\_\_\_ **8). Official transcripts** (Series 1, Licensing Rule – 27-1-4.1.d)

- ✓ Mailed or emailed directly from all **graduate** institutions attended.
- ✓ If you have obtained a transcript from the institution, you can send it in your packet as long as the seal has not been broken on the envelope. If the envelope has been opened, it will not be accepted as an official transcript.

\_\_\_\_\_ **9). Supervisor's Verification & Assessment Form** (revised July, 2012)(Series 1, Licensing Rule – 27-1- 4.1.h)

- ✓ It is recommended by the board that this form is completed at the beginning of supervision, by the applicant, in order to use as a baseline. Please discuss this with your ALPS.
- ✓ Once one-half the 'direct' supervision hours have been completed, the board requires this form be completed and mailed within 15 days.

- ✓ At the conclusion of supervision, this form is to be submitted by your approved licensed professional supervisor (ALPS).
- ✓ Supervisor needs to retain a copy of the completed form for his/her records.
- ✓ Once your supervisor completes the Verification and Assessment form he/she shall place the form in a sealed envelope, sign across the sealed flap and mail directly to the board office.

\_\_\_\_\_ **10). Quarterly Log Sheets** (revised July, 2012)

- ✓ Please note, you do not need to submit the Quarterly Log Sheets with your application.
- ✓ A Quarterly Log Sheet is the document on which you will document your hours in supervision on a quarterly basis.
- ✓ The supervisor may modify the categories listed on the log sheet to better suit the type of counseling the applicant is practicing.
- ✓ The Quarterly Log Sheets are to be turned in with the Mid-Point and Final evaluations. You can find the computerized quarterly log sheet in Excel format on our website under "Forms" for easier logging. Please complete the form, print and submit *the form* at the end of each quarter as described above. The Excel document will add up all the categories so please do not complete this form by hand.
- ✓ Posted on the website is a Daily/Weekly log form. This is for your convenience. You **will not** send the Daily/Weekly form to the board office.

\_\_\_\_\_ **11). Verification of a successful score on the NCE or the CRC**

- ✓ Please check here if you have not passed the NCE or CRC \_\_\_\_\_
- ✓ Currently, the Board recognizes the National Counselor Exam (NCE) , National Clinical Mental Health Counseling Examination (NCMHCE) and the Certified Rehabilitation Counselor Exam (CRC).
- ✓ If you HAVE A PASSING SCORE on one of these exams, you **will need to contact** the organization that administered your exam and request an ***official copy*** of your exam scores **be sent directly** to the Board office.
- ✓ If you **HAVE NOT PASSED** an acceptable exam, you must file your "Licensure Packet" with this office. Your file will be reviewed for compliance with Series 1, Licensing Rule (2007). Once the file is approved, you will receive an email/letter stating that your application has been accepted or materials are still needed. If your file is approved, you will receive an approval letter to take the exam and the exam registration form. Exam approval letters are good for one year. The applicant will submit this approval letter to NBCC along with their exam registration form. Once the applicant has received the approval letter from WVBEC, nothing else will be required of WVBEC during the exam process unless the applicant tests three (3) times unsuccessfully. Failing the exam three times will be addressed with the applicant individually.
- ✓ More information on the exam is available on our website under National Counselor Exam.

Once your licensure packet is received by the Board, please allow 10-12 business days for an initial review to be completed and to receive a follow up email. Please double check that your packet is complete and includes all applicable items listed on this Instruction/Checklist.

**An incomplete packet will not be processed and will be returned to the applicant as is.**

As a courtesy to our new applicants, the Credentialing Committee currently meets once every two months to review new applicant files for their completeness. It is your responsibility to see that all required documents are provided to the board. You will receive an email within 7-10 business days after your file has been reviewed with the committee's findings.

After thoroughly reading this packet, please email me at [Cheryl.J.Henry@wv.gov](mailto:Cheryl.J.Henry@wv.gov) if you have questions. The board uses email as the primary method of communicating with our applicants and licensees. If this is not best for you, you may write or call the office number. In your correspondence, please include a work phone number along with the best time to call. We will respond to your request as soon as possible.

Please Note: Any licensure application packets that are inactive for at least 18 months shall be placed in the "Need to re-apply file". And as the name of the file suggests, if your file is inactive for at least 18 months, you will have to re-apply for licensure.

Thank you and please let us know if we can be of further help throughout this process.

Sincerely,  
Cheryl Henry  
Executive Director  
[www.wvbec.org](http://www.wvbec.org)  
[Cheryl.J.Henry@wv.gov](mailto:Cheryl.J.Henry@wv.gov)

Return this recording form in your "licensure packet". This acknowledges that you have read and understand the requirements for licensure (Series 1). Please make yourself a copy of this form prior to mailing to the Board.

You may start supervision once **you have received** your Provisional Licensure Certificate in the mail.

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Print Name

Signature

Date

If you are interested in becoming a National Certified Counselor, you need to call the National Board for Certified Counselor, NBCC, @ (336) 547-0607 or visit their website, [www.nbcc.org](http://www.nbcc.org). The WVBECC does not handle the national certification and does not have any information about the National Certified Counselor.