



West Virginia Board of Examiners in Counseling

815 Quarrier Street, Suite 212, Charleston, West Virginia 25301

Telephone: (304) 558-5494 Email: counselingboard@msn.com website: www.wvbec.org

LPC LICENSE RENEWAL - INSTRUCTIONS (2019)

(For the LPC with a license # 2187 or above and has completed one or less renewal cycles, certificates of completion must be included with your renewal application materials.)

Please review the following instructions before completing the license renewal application.

ANNUAL LPC LICENSE RENEWAL: Effective July 1, 2017, a licensee shall renew his or her license annually on or before June 30 and be subject to the annual license renewal fee of \$145.00 (Per Series 3, LPC License Renewal and Continuing Education Rules & Series 2, LPC Fees Rule.) Therefore, the LPC with an expiration date of 6/30/2019 shall complete the following renewal application and pay the annual license renewal fee. Upon approval, your new expiration date will be 6/30/2020. Please note, the reporting of continuing education is due at this time.

If you have completed the required thirty-five (35) continuing education contact hours, you may submit your completed renewal application packet to the Board office. If you need verification that your renewal packet reached our office, please mail your packet return/receipt certified. We will be unable to return phone calls concerning this matter.

Licenses NOT renewed on time (See Series 3 for more details at www.wvbec.org)

All licenses not renewed by the renewal date each renewal cycle shall expire. Any individual who has not renewed his or her license and who continues to practice after his or her license has been expired will be deemed guilty of unlicensed practice.

- All expired licenses, within 60 days after the renewal date, may renew their license upon payment of a renewal fee, and a late fee. (Renewal fee \$145.00, Late fee \$100, per Series 2, LPC Fee Rules)
- After the 60 days, individuals with expired licenses may reinstate their license upon payment of a renewal fee and a reinstatement fee. (Reinstatement Fee \$250, per Series 2, LPC Fee Rules)

Ethics Requirement

Per Series 3, LPC Renewal Rule, the WVBE requires all West Virginia Licensed Professional Counselors to obtain during each biennium reporting period, 3 contact hours in ethics based on the American Counseling Association (ACA) Code of Ethics. As the code of ethics adopted by the West Virginia Board of Examiners in Counseling, for the LPC, the ACA code establishes principles that define the ethical behavior of licensed professional counselors. All LPCs in West Virginia are required to adhere to the Code of Ethics and the Standards of Practice. The Code of Ethics will serve as the basis for processing ethical complaints initiated against West Virginia LPC. Ethical offerings approved through the WVBE are posted on www.wvbec.org.

ALPS Requirement

A licensee with approved professional supervisor status shall complete three (3) of the thirty-five (35) contact hours in clinical counseling supervision. The three hours can be completed as part of the 20 hours of home study or in a formal program. The program selected must have the words "clinical supervision" in the title or the description of the offering.

Veterans Requirement

Beginning July 1, 2017, at least two (2) of the thirty-five (35) contact hours shall be in mental health conditions specific to veterans and family members of veterans. Training specific to veterans and family members of veterans may include, but not be limited to, inquiring about whether clients are veterans or family members of veterans; screening for conditions such as post-traumatic stress disorder; readjustment issues; risk of suicide and prevention of suicide; military sexual assault; and depression and grief.



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LPC LICENSE RENEWAL - PACKET CHECKLIST (2019)

Complete the 2-page Application for Renewal

- Please print legibly
- Sign and date the Page 2

Complete the Continuing Education (CE) Recording Form

- Date: Complete the form with the program dates in order starting with the earliest (Ex: 07/01/17, 10/06/17, 02/13/18, etc.)*
- ONE EXCEPTION: The ACA Code of ethics, Veterans CE, and, if applicable, the ALPS clinical supervision training is listed first.
- Course/Activity: Name of program/activity attended or fulfilled. If you attended a large conference, please list the conference name and total # CE's completed, per the certificate of completion. You are not required to list the individual workshops you attended as part of the conference.
- Focus Area: Each program attended should fulfill a licensed professional counselor skill focus area. Please refer to page three (3) of this newsletter for the focus descriptions and choose one or more for each program you have logged on the recording form.
- Provider Name: Organization or Individual providing the program
- Presenter's Name & Credential: Name of the presenter and his or her credentials (Ex: J. Bly, MA). For larger conferences with many workshops, you may include 'various' for this section.
- Number of Contact Hours: Record the number of hours you earned in the program.
- Formal or Online/Home Study: Write "F" (Formal) or "O" (Online). Note, interactive webinars in real time count as "formal" training hours.
- If you need additional space, please copy the recording form.

Attach copies of the completed CE certificates to the Recording Form

- Place the copies behind the Recording Form in the same order the offerings are listed on your recording form. (ACA Code of Ethics, Veterans, and ALPS Clinical Supervision CE are to be included first)
- Please use a highlighter and highlight the following items on **each of the CE certificates**: title of offering, date of offering, number of contact hours, approval number, presenter's name and credentials.

Write your name and license number on all certificates and LPC CE Recording form

- Place information in the upper right-hand corner of each certificate. Labels are a convenient way to complete this task.

Enclose a check or money order payable to WVBECE for \$145.00

- Renewal fee can be paid by credit card at www.wvbec.org. Follow the instructions provided at the credit card payment tab, **PRINT & INCLUDE** your receipt with your renewal materials. (Please do not email the receipt to the board.)

Mail the following in a 6" x 9" or 9" x 12" envelope. Please do not use a regular #10 envelope.

- 1) 2- page Application
- 2) Recording Form
- 3) Certificates of Completion
- 4) \$145.00 Renewal fee

Mail to:

- Please mail return/receipt certified if you would like confirmation that your renewal application reached the board office.

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LPC CE Focus Areas (2019)

- A Human Growth and Development – includes nature and needs of individuals at all developmental levels following psychological, sociological and physiological approaches. Also includes human behavior (normal and abnormal), personality theory, learning theory, dynamics of stress, and medical/functional implications of disability.
- B Social and Cultural Foundations – includes studies of social change, ethnic groups, subcultures, mores, urban and rural societies, population patterns, use of leisure time, work, and differing life patterns.
- C Group Dynamics – includes theories, practices, methods, dynamics, facilitative skills and supervised practice.
- D Life-style and Career Development – includes vocational-choice theory, relationship between career choice and lift-style, occupational and educational information, career decision-making processes, career development exploration, and placement techniques.
- E Individual Appraisal - includes individual differences, methods of data gathering and interpretation, individual and group testing, and case study.
- F Research and Evaluation – includes statistics, research design, research proposals, and evaluation.
- G Professional Responsibilities – includes goals and objectives of counseling organizations, codes of ethics, legal considerations, standards of preparation, certification and licensing, advocacy, confidentiality, and the role identity of counselors.
- H Community Resources – includes development and implementation of community resource references and materials for client referral.
- I Supervision- includes the theory and practice of supervision with experiential components.
- J Counseling Theories – includes a study of basic theories and principles of counseling and philosophic bases of the helping relationship.
- K Counseling Techniques – includes individual counseling practices, methods, facilitative skills, and application of these skills.
- L Veterans and family members of veterans - mental health conditions common to veterans and family members of veterans may include, but not be limited to, inquiring about whether clients are veterans or family members of veterans; screening for conditions such as post-traumatic stress disorder; readjustment issues; risk of suicide and prevention of suicide; military sexual assault; and depression and grief.