



## West Virginia Board of Examiners in Counseling

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

Telephone: (304) 558-5494 Email: [counselingboard@msn.com](mailto:counselingboard@msn.com) website: [www.wvbec.org](http://www.wvbec.org)

### LPC LICENSE RENEWAL INSTRUCTIONS – 2018

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*Please review the following instruction before completing the 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.) The LPC with an expiration date of 06/30/2018 shall complete the two (2) page license renewal application and pay the annual license renewal fee. Upon approval, your new expiration date will be 06/30/2019.

**IMPORTANT NOTE REGARDING CONTINUING EDUCATION:** The LPC shall not submit continuing education at this time. The reporting of completed continuing education remains on a biennium basis and shall be submitted with the 06/30/2019 license renewal materials.

**The processing time for a renewal application is up to four (4) weeks.** Therefore, if your license must be verified by an employer, insurance company, or other 3<sup>rd</sup> party on July 1, 2018, you must submit your renewal application to the Board office on or before May 30, 2018. If you submit a complete and correct renewal application on or before May 30, 2018 and it is approved, we will be able to verify your license on July 1, 2018.

If you need verification that your renewal packet reached our office, please send your mailing return/receipt certified. WVBE staff 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](http://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, 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)

**The following serves as a courtesy reminder regarding the LPC continuing education requirements.**

- The reporting of completed continuing education shall be submitted with your 6/30/2019 license renewal materials.
- Please review the information provided on our website at the "Approved CE" tab and Series 3, LPC License Renewal and CE Rules found at the Board Rules tab.
- You may download the LPC CE Recording form and the LPC CE Focus Areas list from our website at the Popular Forms tab, LPC Forms.
- For the LPC with an "issue" date on/after 7/1/2017, please reference the letter that accompanied your wall certificate and license cards as the pro-rated number of required CE hours was provided. Additionally, please ensure completion of the following:



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### LPC LICENSE RENEWAL INSTRUCTIONS - 2018

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#### **Ethics Requirement**

Per Series 3, LPC Renewal Rule, the WVBE requires all West Virginia Licensed Professional Counselors to obtain during each renewal cycle, three (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](http://www.wvbec.org).

#### **Two (2) hour Veterans CE**

At least two (2) of the required continuing education 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 are 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. Approved formal trainings are included on the WVBE's website. The Board will also accept NBCC or ACA CE trainings that meet the criteria detailed above.

#### **ALPS Requirement**

A licensee with approved professional supervisor status shall complete three (3) of the required continuing education hours in clinical counseling supervision. The three (3) hours can be completed as part of the 20 hours of allowable 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 and will need to be NBCC, ACA or WVBE approved.

### LPC LICENSE RENEWAL CHECKLIST

#### **\_\_\_ Complete the 2-page Application for Renewal**

- Please print legibly
- Sign and date the Page 2

#### **\_\_\_ Enclose a check or money order payable to WVBE for \$145.00**

- Annual License Renewal fee can be paid by credit card at [www.wvbec.org](http://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 to WVBE:**

- 1) 2- page Application
- 2) \$145.00 Renewal fee

#### **\_\_\_ Mail to:**

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

**2018 LPC License Renewal**  
**West Virginia Board of Examiners in Counseling**  
**815 Quarrier Street, Suite 212**  
**Charleston, WV 25301**