

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

Instructions and Recording Form for completing your “Licensure Packet”

“**Endorsement LPC Licensure Packet**” is the packet of information, you the applicant, will gather and mail to the board office in one envelope.

Before you begin to complete the “Application for Licensure by Endorsement” please read this instructional letter in its entirety. We also recommend reviewing the statutes and regulations included on the application CD so that you will understand exactly what information is being requested.

An individual may apply for endorsement review if the individual is currently licensed in another state whose licensing requirements are greater than or equal to the requirements in this rule as determined by the Board. It is the applicant’s responsibility to provide the documentation necessary for the Board to make an appropriate decision on endorsement. ENDORSEMENT REVIEW will have two options:

OPTION 1: For the LPC that has actively practiced mental health counseling as a licensed professional counselor by maintaining an ongoing caseload for at least five (5) of the last seven (7) years in another jurisdiction, immediately preceding the date of this application, the board may waive items specifically marked within the application form and on this instruction checklist. (Series 1, LPC licensing Rule, 5.2.a.2 & 5.2.a.4.) **Additionally, Attachment B will need to be completed and submitted on your behalf.**

OPTION 2: For the individual that is currently licensed as a licensed professional counselor for less than 5 years in another state, immediately preceding the date of this application, you will need to complete ALL items included on the “Application for Licensure by Endorsement”, with the exception of Attachment B.

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

- Notarized Six-Page Licensure application
- A non-refundable application fee of \$300.00* payable to WVBECC
- Two completed Professional Recommendation Forms (WAIVED FOR OPTION 1 APPLICANTS)
- A completed transcript review sheet and course descriptions (WAIVED FOR OPTION 1 APPLICANTS)
- A copy of this instructional sheet with items marked as complete and signed by the applicant

Please remember:

- The remainder of your application materials will be mailed to WVBECC from the appropriate board office, graduate institution or individual completing Attachment B..
 - Certified Copy of applicant’s MFT file from the state where you are currently licensed. (Includes Attachment A)
 - Official graduate transcript (s) (WAIVED FOR OPTION 1 APPLICANTS)
 - Verification of Active Clinical Practice – SEE ATTACHMENT B

- ✓ Read this instructional letter in its entirety.
- ✓ All the forms you need to apply for licensure are included in this packet and most are available on the website, www.wvbec.org.
- ✓ Mail your completed “Application for Licensure by Endorsement as an LPC” 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, LPC Licensing Rule – 27-1-5.2.a.1.)

- ✓ 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 \$300.00* (Series 1, LPC Licensing Rule – 27-1-5.2.a.5.)

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

_____ 3). Two (2) Professional Recommendation Forms. (Series 1, LPC Licensing Rule – 27-1-5.2.a.4.)

WAIVED FOR OPTION 1 APPLICANTS. SEE DESCRIPTION ON PAGE 1 OF THE INSTRUCTION/CHECKLIST and at Series 1, 5.3.a.

- ✓ Place only the last four digits of your social security number on this form.
- ✓ This form is to be completed by a licensed mental health professional.
 - This includes MFT, LPC, 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”.
- ✓ Your previous supervisor from your internship **can not** complete the Professional Recommendation form.
- ✓ This envelope must arrive in the Board’s office *unopened*.
- ✓ Form available on our website.

_____ 4). Transcript Review Sheet

WAIVED FOR OPTION 1 APPLICANTS. SEE DESCRIPTION ON PAGE 1 OF THE INSTRUCTION/CHECKLIST and at Series 1, 5.3.a.

- ✓ You will use your 60 hr. graduate transcript (s) and complete the transcript review sheet.
- ✓ Once you use a class in one category on the sheet, you can not use the same class in another category.

- ✓ 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 three items listed below (#5, #6 & #7) 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.

5). A certified copy of the applicant’s file from the state where currently licensed and a copy of the licensing rule in effect when license was issued. (Series 1, LPC Licensing Rule-27-1-5.2.a.3.)

The certified copy must include:

- ✓ Verification of your current license. **ATTACHMENT A** (page 7 of the Endorsement Application) is to be completed for all jurisdictions where in licensed, current or otherwise. (Series 1, 5.2, 5.3.a.2 & 5.3.a.3.)
- ✓ Exam scores. Currently, the Board recognizes the National Counselor Examination (NCE), If your current licensing board does not have this on record 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.
- ✓ Supervision records to include the start and finish date, total number of therapy/counseling activity hours, total number of individual supervision hours, and your supervisor’s name and credentials. **WAIVED FOR OPTION 1 APPLICANTS. SEE DESCRIPTION ON PAGE 1 OF THE INSTRUCTION/CHECKLIST and at Series 1, 5.3.a.**
- ✓ If you have obtained a copy of your file from the state where you are currently licensed, 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 a certified copy.

6). Official transcripts (Series 1, LPC Licensing Rule – 27-1-5.2.a.2.)
WAIVED FOR OPTION 1 APPLICANTS. SEE DESCRIPTION ON PAGE 1 OF THE INSTRUCTION/CHECKLIST and at Series 1, 5.3.a.

- ✓ Mailed 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.

_____7). **Verification of Active Clinical Practice** – SEE **ATTACHMENT B**. (Page 10 of the Endorsement Application) (Series 1, LPC Licensing Rule – 27-1-5.3.)

REQUIRED FOR OPTION 1 APPLICANTS ONLY

The applicant for Endorsement Review will be contacted via email within 7-10 business days after all documents listed above have been received and reviewed. Please ensure that all required documents are provided to the board in your “Licensure Packet”. **An incomplete packet will not be processed and will be returned to the applicant as is. Per, Series 1, LPC Licensing Rule, 5.4 & 5.5 for more information.**

WVBEC’s Credentialing Committee typically meets every two months to review new applicant files for their completeness. Complete files are then taken to the next scheduled board meeting for LPC review and approval. As a courtesy to our applicants, board meetings are typically held every two months. Please check our website for the exact dates. Please ensure that all required documents are provided to the board.

After thoroughly reading this packet, please email the Board office if you have questions. I will respond to your request within 5-7 business days.

Please Note: Licensure application packets that are inactive for at least 18 months shall be placed in the “Need to re-apply file”. 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.

Sincerely,
Cheryl Henry
Executive Director

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 practicing counseling in WV once you are approved for licensure and have received your licensure certificate.

Print Name

Signature

Date