

THE OKLAHOMA APPLICATION PROCEDURE for LICENSURE BY ENDORSEMENT

Instructions for Submitting an Application by Endorsement

1. Request fingerprint cards by contacting Carolyn Martin at CarolynKM@health.ok.gov with your name and mailing address.
Each applicant for licensure must have a background check completed by the Oklahoma State Bureau of Investigation (OSBI). Fingerprint cards take four (4) to six (6) weeks to process. The process time is determined by the OSBI and cannot be expedited by this office. Therefore, we thank you in advance for your patience.
2. Complete your part of the following documents and distribute them to the appropriate third parties, then retrieve the signed documents from the third party for submission:
 - Three Document of Recommendation Forms
 - Out-of-State Verification Form
3. Request that an **official copy of your university transcript** (graduate coursework only) be mailed to you from the university registrar. The transcript must be in a sealed envelope with the registrars stamp over the flap. Include the unopened envelope from the registrar in your application packet.
Please be aware that transcripts cannot be reviewed and fingerprint cards cannot be processed unless you submit them along with your Application Form and application fee.
4. Include proof of continuous practice in counseling for five (5) years prior to application in Oklahoma. This applies to those applying under section 310:405-27-3(b)(1) of the LPC Regulations and section 310:403-27-1(b)(1) of the LBP Regulations.
5. Include documentation that you have passed the national exam for the license you are applying for:
 - LPC – National Counselor Examination (NCE)
 - LMFT – Licensing Examination in Marital and Family Therapy (PES)
 - LBP – Practitioner’s Examination of Psychological Knowledge (PEPK)
6. Complete the application form and affix your personal check, money order or cashier’s check for the application fee. The application fee for each licensure type is:
 - Licensed Professional Counselor - \$145 (Made payable to the LPC Revolving Fund)
 - Licensed Marital and Family Therapist - \$200 (Made payable to the LMFT Revolving Fund)
 - Licensed Behavioral Practitioner - \$275 (Made payable to the LBP Revolving Fund)
7. Assemble all the above materials and if possible, submit them in one envelope to:

Professional Counselor Licensing
Protective Health Services
Oklahoma State Department of Health
P.O. Box 268823
Oklahoma City, OK 73126-8823

Licensure Verification:

- For **LPC** and **LBP** only: Please include a letter from the licensing agency stating license is in good standing.
- For **LMFT** only: Please include a copy of current license card from the state of licensure

For your own protection:

- Photocopy all the documents you have submitted.
- Submit your documents by certified mail.
- Double check – to ensure that all forms are completed as per instructions, transcript(s) are in a sealed envelope from the registrar and that all forms are signed.
- Failure to comply with the instructions will cause a delay in the processing of your application and possibly a missed exam deadline.

Examinations:

LPC: The Oklahoma Legal and Ethical Responsibilities Examination (OLERE). The OLERE covers the Oklahoma LPC Act and Regulations. The exam consists of twenty (20) multiple-choice questions. To schedule to sit for the OLERE, contact Carolyn Martin at CarolynKM@health.ok.gov.

LBP: Oklahoma Licensed Behavioral Practitioners State Standards Test. This is a written examination covering the LBP Act and Regulations. The exam consists of twenty (20) multiple-choice questions. To schedule to sit for the LBP State Standards Test, contact Carolyn Martin at CarolynKM@health.ok.gov.

LMFT: The Oklahoma LMFT Professional Issues Oral Examination. This is an oral examination administered by the LMFT Testing Sub-Committee covering the Oklahoma LMFT Act and Regulations and Psychopathology. The PCL Office will schedule your examination and notify you of your exam date.