

THE OKLAHOMA APPLICATION PROCEDURE

for

LICENSURE BY ENDORSEMENT

SUBMISSION OF APPLICATION: Your application for licensure must be returned by mail* to the Professional Counselor Licensing Division in packet form. This means that all forms, university transcript(s) and fee must be submitted together in one envelope. Below is a recommended sequence for completing your application:

1. Study the Act and Regulations included in your materials. These documents describe the particulars of your application and direct your professional behavior as a licensee. The Oklahoma portion of your examination for licensure will cover these documents. Retain these documents for reference and exam preparation.
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:
 - A. Three documents of recommendation from three professionals.
3. University transcript – **request that an official** copy of your transcript 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.
4. Letter of good standing – request that a letter of good standing from the state of current licensure be mailed to you. The letter of good standing must be in a sealed envelope. Include the unopened envelope from the current state of licensure in your application packet.
5. Licensure verification card – please include a copy of current license card from the state of licensure.
6. Verification of exam score – please include documentation that you have passed the national exam for the license you are applying for:
 - A. LPC – National Counselor Examination
 - B. LMFT – Licensing Examination in Marital and Family Therapy
 - C. LBP – Practitioner’s Exam of Psychological Knowledge
6. Complete the application form and affix your personal check, money order or cashier’s check for the application fee in the area designated.
 - A. Licensed Professional Counselor - \$145
 - B. Licensed Marital and Family Therapist - \$200
 - C. Licensed Behavioral Practitioner - \$275
7. For your own protection:
 - A. Photocopy all the documents you have submitted.
 - B. Submit your documents by certified mail.
 - C. 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.
8. Assemble all the above materials and 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

EXAMINATIONS:

LPC – The Oklahoma Legal and Ethical Responsibilities Examination (OLERE)

The OLERE covers the Oklahoma LPC Act and Regulations. Contact the Department for information regarding the OLERE.

LBP – Oklahoma Licensed Behavioral Practitioners State Standards Test.

- A. This is a written examination covering the LBP Act and Regulations. Consists of twenty (20) multiple-choice questions.
- B. Please call the PCL office to schedule your examination.

LMFT – The Oklahoma LMFT Professional Issues Oral Examination

- A. This is an oral examination administered by the LMFT Advisory Board covering the Oklahoma LMFT Act and Regulations, as well as, abnormal behavior, including the use of the DSM-IV.
- B. The LMFT office will schedule your examination and notify you by mail.

***Facsimile or other electronic submission of documents will not be accepted.**