

OKLAHOMA STATE DEPARTMENT OF HEALTH

Instructions for making application as a Licensed Genetic Counselor (LGC)

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 and university transcript(s) **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. You may download a copy at <http://pcl.health.ok.gov>.
2. Request fingerprint cards from the office of Professional Counselor Licensing by contacting Carolyn Martin at CarolynKM@health.ok.gov with your name and mailing address.
3. Complete your part of the three documents of recommendation and distribute them to the appropriate third parties, **then retrieve the signed documents from the third party for submission to the Department.**
4. University transcript – **request that an official** copy of your transcript showing completion of your genetic counseling degree 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.
5. If applicable, provide verification of active candidate status from the American Board of Genetic Counseling (ABGC).
6. If applicable, provide verification of board certification from the ABGC or the American Board of Medical Genetics (ABMG).
7. Complete the application form and the license request form and affix your personal check, money order or cashier's check, made payable to the "LGC Revolving fund", for the application fee in the area designated. The application fee is \$300.00.
8. 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.
9. Assemble all the above materials and submit them in one envelope to:

Professional Counselor Licensing
Protective Health Services
Oklahoma State Department of Health
1000 N.E. 10th Street
Oklahoma City, OK 73117-1299

DOCUMENTATION OF SUPERVISION: Enclosed in your application packet is your supervision agreement. You may begin to document supervision hours only after you have made application and been approved by the Department. Review Section 1-565(2) of the Act for professionals who qualify as supervisors. After submission, the PCL Director may approve the agreement and you can begin to practice under your **temporary license**.

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