

OKLAHOMA STATE DEPARTMENT OF HEALTH

Instructions for making application as a Licensed Professional Counselor (LPC), Licensed Marital and Family Therapist (LMFT) or Licensed Behavioral Practitioner (LBP)

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. 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 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.
 - B. Internship/Practicum Documentation Form – may be signed by university official or on-site supervisor, whomever can verify the information on the form.
4. 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.
5. 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
6. 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.
7. Assemble all the above materials and submit them in one envelope to:

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

EXAMINATIONS: You will be examination-eligible after all the above forms and fee have been submitted and accepted. You will be notified that you are eligible and mailed a registration form 60 days prior to the first exam for which you qualify. You are strongly encouraged to take the first exam for which you are eligible in case an unforeseen problem should arise which would prevent you from taking subsequent exams. The subsequent exam option is to handle an emergency and is not offered as a convenience.

SUPERVISED EXPERIENCE: Enclosed in your application packet is your supervision agreement. You may begin to accrue supervision hours only after you have made application and have been approved by the Department. Review the regulations under “Supervised Experience Requirement” for professionals who qualify as supervisors for your license. After submission of all required forms, the PCL Director may approve the agreement and you can begin to accrue hours.

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