

SUBCHAPTER 7. APPLICATION PROCEDURES

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310:405-7-1. General

- (a) The purpose of this subchapter is to ensure that all applicants meet those requirements specified in the Act.
 - (b) Unless otherwise indicated, an applicant shall submit all required information and documentation of credentials on official Department forms.
 - (c) The Department will not consider an application as officially submitted until receipt of the Application Form, application fee, official transcript(s), three (3) Document of Recommendation forms, Internship/Practicum Documentation Form, and completed criminal background check. The application fee must accompany the Application Form.
 - (d) The Department shall notify applicants of their test eligibility no later than 60 days after receiving and approving the required application materials.
- [Source: Amended at 13 Ok Reg 2495, eff 6-27-96; Amended at 17 Ok Reg 2935, eff 7-13-00; Amended at 23 Ok Reg 2380, eff 6-25-2006]

310:405-7-2. Application materials and forms

- (a) Each application shall include the following documents:
 - (1) Application form,
 - (2) Official transcript, mailed from the university or college,
 - (3) Three (3) Document of recommendation forms,
 - (4) Practicum documentation form,
 - (5) Two (2) classifiable sets of fingerprints, and
 - (6) Fees.
- (b) The Application Form requires the following:
 - (1) Identifying information;
 - (2) Possession of other credentials;
 - (3) Previous misconduct;
 - (4) Education;
 - (5) References; and
 - (6) Proposed professional practice.
- (c) The Internship/Practicum Documentation form requires the following:
 - (1) Identifying information; and
 - (2) Time, place, location of practicum.
- (d) The Document of Recommendation requires the following:
 - (1) Identifying information;
 - (2) Ratings of ethical and professional characteristics; and
 - (3) Circumstances and time period submitter has known applicant.
- (e) The Statement of Professional Disclosure requires the following:
 - (1) Statement providing for the applicant's disclosure of professional standing; and
 - (2) Statement providing for making contact with OSDH for further information.
- (f) The Supervision Agreement requires identifying information of supervisee and supervisor.
- (g) The On-Site Supervisor Verification Form requires identifying information as follows:

- (1) Name of applicant;
 - (2) Place of employment;
 - (3) On-Site Supervisor information;
 - (4) A reproduction of the regulation regarding supervision accrued in a private setting.
- (h) The Licensure Verification Request Form requires the following information:
- (1) Name of licensee;
 - (2) Licensee license number; and
 - (3) Licensee license type.
- (i) The Out-of-State Licensure Verification Form requires the following information:
- (1) Identifying information;
 - (2) Type of credential held in other state;
 - (3) License number;
 - (4) Issue and expiration date of license;
 - (5) Current standing of license;
 - (6) Past complaints or sanctions;
 - (7) Exam information;
 - (8) Supervision information;
 - (9) Graduate education;
 - (10) Internship documentation; and
 - (11) Signature and identifying information of person verifying from out-of-state.
- (j) The Mailing Addresses Request/Order Form requires the following information:
- (1) Type of licensure list requested;
 - (2) Format requested; and
 - (3) Identifying information of person making request.
- (k) The Licensure Reactivation Request Form requires the following information:
- (1) Licensure type;
 - (2) Identifying information;
 - (3) Employment information;
 - (4) Graduate education;
 - (5) License type and number; and
 - (6) Dates of inactivation and reactivation of license.
- (l) The LPC Continuing Education Approval Application Form requires the following information:
- (1) name of workshop;
 - (2) program context;
 - (3) program knowledge area;
 - (4) name of presenter;
 - (5) presenter qualifications;
 - (6) number of hours requested;
 - (8) sponsoring agency;
 - (9) name of contact;
 - (10) phone number of contact;
 - (11) signature and signature date of contact;
 - (12) program content in relation to counseling ethics;
 - (13) program content in relation to counseling supervision;
 - (14) number of hours requested for counseling ethics; and
 - (15) number of hour requested for counseling supervision.
- (m) The Continuing Education Rosters for LPC Approved Supervisors require the following information:
- (1) name of licensee;
 - (2) signature and signature date of licensee;
 - (3) total clock hours of workshop(s);
 - (4) name of counseling supervision workshop;
 - (5) sponsoring agency of workshop(s); and
 - (6) date of workshop(s), and number of hours of each workshop.

[Source: Amended at 13 Ok Reg 2495, eff 6-27-96; Amended at 23 Ok Reg 2380, eff 6-25-06; Amended at 25 Ok Reg 2421, eff 7-11-08; Amended at 27 Ok Reg 2518, eff 7-25-10]

310:405-7-2.1. Submission of documents

The applicant shall monitor the progress of the application. The Department shall not automatically contact applicants regarding the receipt or absence of documents.

[Source: Added at 13 Ok Reg 2495, eff 6-27-96]

310:405-7-3. Negative references

The Department may ask an applicant for licensure as a professional counselor or specialty designation, whose file contains negative references of substance, to appear for an interview before the licensure is completed.

[Source: Amended at 13 Ok Reg 2495, eff 6-27-96]

310:405-7-4. Re-application for permanently expired license

- (a) Re-application after license expires for non-renewal shall include the following documents:
 - (1) Application form,
 - (2) Official transcripts, mailed from the university or college,
 - (3) Document of Recommendation forms,
 - (4) Supervision Agreement,
 - (5) Statement of Professional Disclosure,
 - (6) New Application Fee,
 - (7) On-Site Supervisor Verification Form, and
 - (8) Two (2) classifiable sets of fingerprints.
- (b) Applicant shall re-take two examinations:
 - (1) The National Counselor Examination or another equivalent examination as determined by the Department; and
 - (2) The Oklahoma Legal and Ethical Responsibilities Examination.
- (c) The Internship/Practicum Documentation Form on file shall carry over to a new application.
- (d) All previously submitted and approved Supervised Experience shall carry over to a new application.
- (e) Applicant shall obtain approved supervision until the exams are taken and passed as described in OAC Rule 310:405-11-5(h).

[Source: Added at 21 Ok Reg 1039, eff 5-13-2004; Amended at 23 Ok Reg 2380, eff 6-25-2006]

310:405-7-5. Re-application for revoked license

- (a) No re-application for a revoked license will be considered for a period of 5 years following the revocation. Re-application after license is revoked for administrative action shall include the following documents:
 - (1) Application form,
 - (2) Official transcripts, mailed from the university or college,
 - (3) Document of Recommendation forms,
 - (4) Supervision Agreement,
 - (5) Statement of Professional Disclosure,
 - (6) New Application Fee,
 - (7) On-Site Supervisor Verification Form, and
 - (8) Two (2) classifiable sets of fingerprints.
- (b) Applicant shall re-take two examinations:
 - (1) The National Counselor Examination or another equivalent examination as determined by the Department; and
 - (2) The Oklahoma Legal and Ethical Responsibilities Examination.
- (c) The Internship/Practicum Documentation Form on file shall carry over to a new application.
- (d) All previously submitted and approved Supervised Experience shall not carry over to a new application.
- (e) Application materials shall be reviewed by the advisory board.
- (f) At the time of application, applicant must provide additional documentation to demonstrate rehabilitation relating to the cause of the revocation of licensure.
- (g) The Department may impose reasonable practice limitations that are in addition to the requirements for completion of approved supervised experience.

[Source: Added at 21 Ok Reg 1039, eff 5-13-2004; Amended at 23 Ok Reg 2380, eff 6-25-2006; Amended at 25 Ok Reg 2421, eff 7-11-2008]

310:405-7-6. Re-application for voided application for failure to take scheduled examinations

(a) Re-application after application is voided for failure to take scheduled examinations or after the eligible applicant fails an examination and does not take subsequent scheduled examinations shall include the following documents:

- (1) Application form,
- (2) Official transcripts, mailed from the university or college,
- (3) Document of Recommendation forms,
- (4) Supervision Agreement,
- (5) Statement of Professional Disclosure Form,
- (6) New Application Fee,
- (7) On-Site Supervisor Verification Form, and
- (8) Two (2) classifiable sets of fingerprints.

(b) Applicant shall take two examinations:

- (1) The National Counselor Examination or another equivalent examination as determined by the Department; and
- (2) The Oklahoma Legal and Ethical Responsibilities Examination.

(c) The Internship/Practicum Documentation Form on file shall carry over to a new application.

(d) All previously submitted and approved Supervised Experience shall carry over to a new application.

(e) Applicant shall obtain approved supervision until the exams are taken and passed and/or until the supervision requirement is complete as described in OAC Rule 310:405-11-5(h).

[Source: Added at 21 Ok Reg 1039, eff 5-13-2004; Amended at 23 Ok Reg 2380, eff 6-25-2006]

310:405-7-7. Re-application for voided application for failure to complete supervised experience

(a) Re-application after application is voided for failure to complete the supervised experience requirement within sixty (60) months as described in OAC Rule 310:405-11-5(i) shall include the following documents:

- (1) Application form,
- (2) Official transcripts, mailed from the university or college,
- (3) Document of Recommendation forms,
- (4) Supervision Agreement,
- (5) Statement of Professional Disclosure,
- (6) New Application Fee,
- (7) On-Site Supervisor Verification Form, and
- (8) Two (2) classifiable sets of fingerprints.

(b) Applicant shall re-take two examinations:

- (1) The National Counselor Examination or another equivalent examination as determined by the Department; and
- (2) The Oklahoma Legal and Ethical Responsibilities Examination.

(c) The Internship/Practicum Documentation Form on file shall carry over to a new application.

(d) All previously submitted and approved Supervised Experience shall be voided with prior application and shall not carry over to a new application.

(e) Applicant shall obtain approved supervision until the exams are taken and passed and/or until the supervision requirement is complete as described in OAC Rule 310:405-11-5(h).

[Source: Added at 21 Ok Reg 1039, eff 5-13-2004; Amended at 23 Ok Reg 2380, eff 6-25-2006]

310:405-7-8. Re-application for denied application

(a) Re-application after application has been denied, as prescribed in Section 1912 of the LPC Act, shall included the following documents:

- (1) Application form,
- (2) Official transcripts, mailed from the university or college,
- (3) Document of Recommendation forms,
- (4) Supervision Agreement,
- (5) Statement of Professional Disclosure,
- (6) New Application Fee,
- (7) On-Site Supervisor Verification Form, and

- (8) Two (2) classifiable sets of fingerprints.
 - (b) Application materials shall be reviewed by the LPC Advisory Board.
 - (c) Applicant shall be required to take necessary examinations.
 - (d) Applicant shall be required to accrue an additional 500 hours of supervised experience.
 - (e) Internship/Practicum Documentation Form on file shall carry over to a new application.
 - (f) All previously submitted and approved Supervised Experience shall carry over to a new application.
 - (g) Applicant shall obtain approved supervision until the exams are taken and passed. Failure to do so may constitute a violation of OAC Rule 310:405-31-7.
- [Source: Added at 21 Ok Reg 2750, eff 7-12-2004; Amended at 23 Ok Reg 2380, eff 6-25-2006; Amended at 25 Ok Reg 2421, eff 7-11-2008]

310:405-7-8.1. Re-application for revoked approved supervisor status

No re-application for a revoked approved supervisor status, as a result of administrative action, shall be considered for a period of five (5) years following the revocation and said re-application shall meet the requirements described in subsection 310:405-11-4 of this Chapter.

[Source: Added at 26 Ok Reg 2027, eff 6-25-2009]

310:405-7-9. Denial of licensure application

Following the denial of a licensure application by the Commissioner of Health, as prescribed in Section 1912 of the LPC Act, the applicant may request an administrative hearing to contest the denial of their application within 15 days of receiving notification from the Department. If a hearing is not requested within 15 days, the denial will be final.

[Source: Added at 24 Ok Reg 1965, eff 6-25-2007; Amended at 25 Ok Reg 2421, eff 7-11-2008]