

STATE BOARD OF BEHAVIORAL HEALTH LICENSURE

Instructions for Submitting an Application for Licensure

Please be aware the application review process takes no less than 6 weeks to complete. Processing time may be extended and is largely dependent upon when the complete application is received. Below is a recommended sequence for completing and submitting your application for Licensed Professional Counselor (LPC), Licensed Marital and Family Therapist (LMFT) and Licensed Behavioral Practitioner (LBP):

1. Request fingerprint cards from the Professional Counselor Licensing Division by contacting DeNitra DuBose at DeNitra.DuBose@bbhl.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).

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 (3) Document of Recommendation Forms.
 - Internship/Practicum Documentation 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 registrar's 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 they are submitted along with your application form and application fee.

4. Complete the application form and affix your personal check, money order or cashier's check for the application fee. The application fee for each license type is:
 - Licensed Professional Counselor - \$145.00 (Made payable to the LPC Revolving Fund)
 - Licensed Marital and Family Therapist - \$200.00 (Made payable to the LMFT Revolving Fund)
 - Licensed Behavioral Practitioner - \$275.00 (Made payable to the LBP Revolving Fund)

5. Assemble all the above materials and if possible, submit them in one envelope to:

State Board of Behavioral Health Licensure (BBHL)
3815 N. Santa Fe, Ste. 110
Oklahoma City, OK 73118

Supervised Experience Forms:

Enclosed in your application packet are a Supervision Agreement, Statement of Professional Disclosure and On-Site Supervisor Verification Form. You must be approved by the Agency before you may begin to accrue supervised experience hours.

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, official transcript(s) are in a sealed envelope from the registrar and that all forms are signed and each signature is dated.

****Failure to comply with the instructions may cause a delay in the processing of your application.****