

SUBCHAPTER 15. LICENSURE EXAMINATIONS

Section

- 310:405-15-1. Eligibility
- 310:405-15-2. Examinations required
- 310:405-15-3. Frequency
- 310:405-15-4. Application
- 310:405-15-5. Grading
- 310:405-15-6. Notice of results
- 310:405-15-7. Failure to appear
- 310:405-15-8. Failure to apply

310:405-15-1. Eligibility

An LPC applicant may be eligible to sit for the licensing examination following the submission of:

- (1) Application fee and form;
- (2) Practicum/Internship Documentation Form;
- (3) Official transcript(s) showing completion of all academic requirements listed in subchapter 9, section 310:405-9-2;
- (4) Three (3) Document of Recommendation Forms; and
- (5) Two (2) classifiable sets of fingerprints.

[Source: Amended at 13 Ok Reg 2495, eff 6-27-96; Amended at 23 Ok Reg 2380, eff 6-25-2006]

310:405-15-2. Examinations required

Each applicant shall take two examinations:

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

[Source: Amended at 13 Ok Reg 2495, eff 6-27-96; Amended at 16 Ok Reg 2499, eff 6-25-99; Amended at 17 Ok Reg 2935, eff 7-13-00; Amended at 26 Ok Reg 2027, eff 6-25-09]

310:405-15-3. Frequency

The Department shall administer the licensure examination at least one (1) time each year or as often as deemed necessary.

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

310:405-15-4. Application

- (a) The Department shall mail notification of eligibility to sit for examination to the last known address of applicant no later than sixty (60) days after receiving the required and completed application materials.
- (b) Upon receiving test eligibility letter from the Department, applicant shall submit examination registration materials and fees to the Department's designee.
- (c) An applicant's eligibility to sit for the exam may be valid for two years, at which time if they have not successfully passed the exams, their licensure application shall be voided and the applicant shall be mailed notification at last known address.
- (d) An applicant who fails the NCE exam, may schedule additional examinations, within the two-year eligibility period, with the submission of subsequent exam registration materials and fees. The subsequent exam can be scheduled no sooner than 90 days after the prior exam.

[Source: Amended at 13 Ok Reg 2495, eff 6-27-96; Amended at 16 Ok Reg 2499, eff 6-25-99; Amended at 23 Ok Reg 2380, eff 6-25-2006]

310:405-15-5. Grading

- (a) Licensure examinations shall be graded by the Department or its designated representatives.
- (b) The passing score on the examination shall be that score accepted as passing by the National Board for Certified Counselors.

[Source: Amended at 11 Ok Reg 1533, eff 4-12-94 (emergency); Amended at 11 Ok Reg 3169, eff 6-27-94; Amended at 13 Ok Reg 2495, eff 6-27-96]

310:405-15-6. Notice of results

- (a) The Department shall mail notification to the examinee at last known address of the examination results within sixty (60) days of the date of the examination.
 - (b) The Department shall furnish the applicant an analysis of performance.
 - (c) No matter what numerical or other scoring system the Department may use in arriving at examination results, the official notice of results to the examinees shall be stated in terms of "pass" or "fail".
 - (d) If the notice of examination results is delayed for more than ninety (90) days after the date of the examination, the Department shall mail notification to the examinee at the last known address before the ninetieth (90th) day.
- [Source: Amended at 13 Ok Reg 2495, eff 6-27-96; Amended at 16 Ok Reg 2499, eff 6-25-99]

310:405-15-7. Failure to appear

If an applicant for licensure fails to appear for examination for reasons other than documented illness or other cause beyond the applicant's control after having agreed to do so by applying to take a particular examination, the applicant shall reapply and pay another examination fee before being admitted to a subsequent examination.

[Source: Amended at 13 Ok Reg 2495, eff 6-27-96; Amended at 16 Ok Reg 2499, eff 6-25-99]

310:405-15-8. Failure to apply

The application of a person who fails to apply for, sit for, and successfully pass the National Counselor Examination and the Oklahoma Legal and Ethical Responsibilities Examination, within the two-year eligibility period, after the applicant has been mailed notification at last known address in writing of his/her eligibility for examination, shall be voided and the applicant shall be mailed notification at last known address.

[Source: Amended at 23 Ok Reg 2380, eff 6-25-2006]