

# 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. 10<sup>th</sup> 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**









**PROTECTIVE  
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Oklahoma State Department of Health  
Protective Health Services  
Professional Counselor Licensing  
1000 NE 10th Street  
Oklahoma City, OK 73117-1299  
Telephone: (405) 271-6030  
FAX: (405) 271-1918  
<http://pcl.health.ok.gov>

**APPLICATION FORM**

Please check the license you are applying for:

- Licensed Genetic Counselor (LGC)     Licensed Genetic Counselor -Temporary

(Please Print or Type Legibly)

**1. Identifying Information:**

- a) Applicant's Name: \_\_\_\_\_
- b) Social Security Number: \_\_\_\_\_ c) Birth date: \_\_\_\_\_ d) Sex:  M  F
- e) Preferred Mailing Street Address: \_\_\_\_\_
- f) City, State, Zip: \_\_\_\_\_
- g) Area code & Telephone: \_\_\_\_\_
- h) E-mail Address: \_\_\_\_\_
- i) Current Place of Employment: \_\_\_\_\_
- j) Telephone at Current Place of Employment: \_\_\_\_\_

**2. Education:** College/University granting the qualifying degree  
*(Please print out the full name of the school - do not abbreviate or use initials)*

- a) Name of Institution: \_\_\_\_\_
- b) Location: \_\_\_\_\_
- c) Degree Received: \_\_\_\_\_ d) Date of Graduation: \_\_\_\_\_ e) Specialty: \_\_\_\_\_
- f) Name(s) on transcript(s) if different from that listed on item 1(a) of this application:  
\_\_\_\_\_

**3. Other Credentials:** If you possess professional licenses or certificates issued by Oklahoma or other states, give license or certificate titles, numbers, states issuing and expiration date.

\_\_\_\_\_

(over)

**4. Professional Misconduct:**

a) Have you ever had your professional membership, registration, certificate or license suspended, revoked, restricted, or denied or has any other disciplinary action been taken against you by any professional organization, federal or state regulatory body or foreign jurisdiction, or are you presently under investigation by any regulatory body, to the best of your knowledge?

Yes  No

b) Have you ever had professional privileges in a hospital, HMO, etc., suspended or restricted or has any other disciplinary action been taken against you on grounds of unprofessional conduct, incompetence, negligence or unsafe practice?

Yes  No

c) Has any claim been made against you in a criminal or a civil suit or any other forum in the past ten years which clearly alleges unethical behavior on your part including but not limited to the following examples: sexual intimacy with a patient, a dual relationship with a patient, violation of confidentiality, or any other offense which might relate to your professional practice?

Yes  No

d) Have you ever voluntarily given up privileges, registration, certificate or license to practice your profession or agreed to restrict your practice?

Yes  No

*If you answered "yes" to any of the above, provide detailed information on a separate piece of paper.*

e) Have you ever been convicted of a felony or a misdemeanor?

Yes  No

f) If your answer to number 4.(e) is "yes", please provide the following information:

Date of conviction: Where convicted: \_\_\_\_\_

Charge: \_\_\_\_\_

If the conviction was set aside, give the date and provide detailed information on a separate piece of paper.

**5. References:**

Separate documents in your application packet call for recommendations from third parties. Three documents must be submitted. The rater must be a **professional who is familiar with your personal character and professional skills**. Do not request a person to act as a reference who is an employee of the Department of Health, a member of the Board of Health or the LPC, LMFT, or LBP Advisory Boards, a member of the Genetic Counseling Advisory Committee or a member of your family.

**6. Proposed Professional Practice:**

Please describe how you plan to use your license including: 1.) type of professional setting (hospital, clinic, etc.)

2.) client population 3.) client age range 4.) type of practice (private not for profit, private for profit).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE READ CAREFULLY**

I understand that the Oklahoma Open Records Act requires that all records contained in my licensing file, with the exception of my university transcripts and any documents associated with an on-going investigation of my professional conduct, are available for public scrutiny and photocopying. I hereby grant permission to the Department to seek any information or references deemed fit in securing my credentials pertinent to this application.

I further agree that if issued a license, upon the revocation of the license, I shall return said license The information that I have provided in this application is truthful. I understand the giving the Department false information of any kind may result in the voiding of this application and possible disciplinary action.

**I have read the Act and Regulations relevant to the license, for which I am applying, understand them and agree to abide by them.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant





**AFFIDAVIT OF LAWFUL PRESENCE BY PERSON  
MAKING APPLICATION FOR A LICENSE, PERMIT OR CERTIFICATE**

I, the undersigned applicant, being of lawful age, state that one of the following statements is true and correct:  
(Check which of the following statements apply.)

\_\_\_\_\_ I am a United States citizen.  
\_\_\_\_\_ I am a qualified alien under the federal Immigration and Nationality Act and am lawfully present in the  
United States. (Alien or Admission # \_\_\_\_\_)

I state under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct and that I have read and understand this form and executed it in my own hand.

Date \_\_\_\_\_ Signature \_\_\_\_\_  
City & State \_\_\_\_\_ Print Name \_\_\_\_\_

If applying to renew a license, permit, or certificate, please write the number: \_\_\_\_\_  
Current license, permit, or certificate #

**INSTRUCTIONS FOR USE OF THE AFFIDAVIT OF LAWFUL PRESENCE BY  
PERSON MAKING APPLICATION FOR A LICENSE, PERMIT OR CERTIFICATE**

**The person signing this form must read these instructions carefully.**

1. If the person executing this form is receiving services and not making an application for a license, permit or certificate, this form should **not** be used but rather, either the form titled, "Affidavit of Lawful Presence by Parent or Guardian of Person Receiving Services" or the form titled "Affidavit of Lawful Presence by Person Receiving Services" should be used.
2. If the person executing this form is a citizen of the United States then that person should check the box to the left of the statement, "I am a citizen of the United States." If the person executing this form is not a citizen of the United States but is a qualified alien under the federal Immigration and Nationality Act and is lawfully present in the United States then that person should check the box to the left of the statement, "I am a qualified alien under the federal Immigration and Nationality Act and am lawfully present in the United States."
3. In the space after the word "Date" the person executing this form should write today's date. The person executing this form should indicate the city and state where they are actually located when they sign this form.
4. Within the context of the execution of this form, the term "penalty of perjury" means the willful assertion of the fact of either United States citizenship or lawful presence in the United States as a qualified alien, and made upon one's oath or affirmation and knowing such assertion to be false. Making such a willful assertion on this form knowing it to be false is a crime in Oklahoma and may be punishable by a term of incarceration of not more than five (5) years in prison. Additionally, one who procures another to commit perjury is guilty of the crime of subornation of perjury and may be punished in the same manner, as he would be if personally guilty of the perjury so procured.





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**LGC DOCUMENT OF RECOMMENDATION**

This document is to be completed by a **professional person who has knowledge of the applicant's personal character and professional competence**. Please rate the applicant in comparison to other professionals at a similar level of training and experience. Raters shall not be Health Department employees or members of the Board of Health or Advisory Board or members of the applicant's family.

**(To be completed by Applicant)**

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant's place of employment: \_\_\_\_\_

Applicant's telephone number: \_\_\_\_\_

**(To be completed by rater)**

Please rate the applicant in the following categories:

**No Observation      Below Average      Average      Above Average**

Personal Character: \_\_\_\_\_

Professional Ethics: \_\_\_\_\_

**Professional Training:** \_\_\_\_\_

**Assessment Skills:** \_\_\_\_\_

Consulting Skills: \_\_\_\_\_

Research Skills: \_\_\_\_\_

**(over)**





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Research Skills: \_\_\_\_\_

**(over)**





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Research Skills: \_\_\_\_\_

**(over)**





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**LGC SUPERVISION AGREEMENT**

Section 1-565(2) of the Genetic Counseling Licensure Act states, "An individual practicing under the authority of a temporary license must practice under the general supervision of a licensed genetic counselor, or a physician licensed to practice in this state, with current ABMG certification in clinical genetics."

Subchapter 310:406-13-2 of the LGC Regulations states, "All individuals practicing under the authority of a temporary licenses shall receive general supervision as required by the Act. Supervision shall at a minimum include a review of applicable genetic counseling services provided by the supervisee that have not been previously reviewed."

The Regulations also include the following requirements:

- 1) an approved supervisor
- 2) supervision agreement must be submitted annually and may be renewed annually
- 3) supervision agreement must be approved by the Department prior to starting supervision
- 4) supervision contact shall occur at least every two weeks
- 5) documentation of supervision form must be submitted annually

This supervision agreement must be completed and submitted to the Professional Counselor Licensing office and approved by the office before the temporary licensee can begin supervision.

I, the undersigned, have read and agree to comply with the requirements set forth in Section 1-565(2) of the Genetic Counseling Licensure Act and Subchapter 13 of the LGC Regulations.

**TEMPORARY LICENSEE**

**SUPERVISOR**

Print name: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_

**IF THIS IS A RENEWAL FOR SUPERVISION, THIS FORM WILL NOT BE APPROVED IF NOT ACCOMPANIED BY THE DOCUMENTATION OF SUPERVISION FORM FROM THE PREVIOUS YEAR.**

-----**(For office use only)**-----

Date approved: \_\_\_\_\_ PCL Staff approving: \_\_\_\_\_

Date disapproved: \_\_\_\_\_ Reason for disapproval: \_\_\_\_\_



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**LGC DOCUMENTATION OF SUPERVISION**

**Note to supervisor:** Information given on this form is for this **twelve-month interval only**. When the evaluation form is completed, review it with your supervisee. The majority of complaints received in our office involve dual relationships and breaches of confidentiality. Please emphasize these ethical considerations to your supervisee.

**Note to temporary licensee:** If you are documenting experience at more than one setting or with more than one supervisor, submit evaluations for each setting separately and submit more than one supervision agreement if necessary.

Name of Temporary Licensee: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Name of place of supervision: \_\_\_\_\_

Address of Place of Supervision: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Dates of supervision this twelve-month period: From: \_\_\_\_\_ To: \_\_\_\_\_

Describe the types of patients seen by temporary licensee at the current setting:

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**Supervisor comments:**

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