

# OKLAHOMA STATE DEPARTMENT OF HEALTH

## Instructions for Submitting an Application as a Licensed Genetic Counselor (LGC)

Below is a recommended sequence for completing your application for Licensed Genetic Counselor (LGC):

1. Obtain fingerprint cards from your local law enforcement agency or, **if that is not possible**, by contacting [CHSLicensing@health.ok.gov](mailto:CHSLicensing@health.ok.gov) with your name and mailing address.
2. Each applicant for licensure must have a background check completed by the Oklahoma State Bureau of Investigation (OSBI). Fingerprint cards take four (4) to six (6) weeks to process. The process time is determined by the OSBI and **cannot** be expedited by this office. Therefore, we thank you in advance for your patience.
3. Complete your part of the three Document of Recommendation forms and distribute them to the appropriate third parties, then retrieve the signed documents from the third party for submission to the Department.
4. Request that an **official copy of your university transcript** (graduate course work only), 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 registrar's stamp over the flap. Include the unopened envelope from the registrar in your application packet.
5. Please be aware that transcripts cannot be reviewed and fingerprint cards cannot be processed unless you submit them, along with your application form and application fee.
6. Complete the application form and the license request form and affix the \$300.00 license fee in the form of a personal check, money order, or cashier's check, payable to the "LGC Revolving Fund." Please do not mail cash.
7. Assemble all the above materials and submit them in one envelope to:

Oklahoma State Department of Health  
Occupational Licensing  
Licensed Genetic Counselors  
PO Box 268817  
Oklahoma City, OK 73126-8817

### If Applicable:

- Provide verification of active candidate status from the American Board of Genetic Counseling (ABGC).
- Provide verification of board certification from the ABGC or the American Board of Medical Genetics (ABMG).

### Supervised Experience Forms:

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 OLS Director may approve the agreement and you can begin to practice under your temporary license.

### 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, 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\*\***