

2018-2020 ABEC LICENSE RENEWAL INSTRUCTIONS

No renewal will be processed unless the signed and dated renewal notice is returned by U.S. mail to the board office. No online renewals are accepted at this time. Check or Money Order only.

1. **All** renewal materials must be submitted via U. S. mail and **in one packet.**
2. **If your renewal materials are postmarked after May 30, 2018 allow at least thirty (30) days for completion and notification of your 2018-2020 renewal. If you submit documentation late, your license may expire (June 30, 2018) and you will not be able to legally practice counseling.**
3. **For confirmation that the Board office has received your renewal, mail the materials Return Receipt requested.** Show your employer the confirmation of delivery. You and/or your employer please refrain from telephoning/emailing requesting the status of your renewal process. This only slows the process and delays the completion of your renewal.

About half of the individuals renewing wait until the last two weeks to send renewal materials. Many of those wait until final hours. The volume of renewals after May 30, 2018 will slow the process, even with extra staff.

Check the website: abec.statesolutions.us and click on COUNSELOR SEARCH. When your license renewal is complete, the June 30, 2020 renewal date will be reflected under your name search. The website will be updated daily.

To avoid late fee: ALL materials must be postmarked by midnight, May 30, 2018. If partial submissions of required renewal materials are received, the renewal will not be processed until all documents are received. The licensee holds the responsibility for submitting all required materials; staff is not responsible for notifying or reminding you to send all required items.

July 1, to December 30, 2018: Late renewal fee \$100.00

January 1 to June 30, 2019: Late renewal fee \$200.00

Every effort will be made to process your renewal as rapidly as possible.

Make check payable to:
Arkansas Board of Examiners in Counseling
101 East Capitol, Suite 202
Little Rock, AR 72201