

LICENSE RENEWAL NOTICE

From: July 1, 2018 to: June 30, 2020

All Renewals must be sent by US Mail. You MUST return items 1 – 7 in one packet.

RENEWAL WILL NOT BE PROCESSED IF ITEMS ARE SENT SEPARATELY.

- 1. This Renewal Notice: Signed and dated and must be returned to Board office or license will not be renewed.**
- 2. Continuing Education Report – DO NOT SEND OLD / OUTDATED FORMS. Use the form supplied.**
(Minimum requirement: 3 hours ethics, 21 hours general counseling clearly indicating 6 hours for each specialty license you hold).
- 3. Revised Statement of Intent, dated July 1, 2018**
- 4. If applicable, include any change of address, phone, email, etc . . .**
- 5. If applicable, renew your Corporation Certificate of Registration, a fee of \$25**
- 6. Revised C.2.h. Termination and Incapacitation Plan if you have any changes from the one currently on file**
- 7. Biennial Renewal Fee: LAC or LAMFT fee \$250 Dual LAC/LAMFT \$400 LPC or LMFT Fee \$300 Dual LPC/LMFT \$450**

Renewal packets posted AFTER June 30, 2018 will be subject to a late fee. The Board needs time to process the volume of renewals prior to the expiration date of licensure.

Your license expires, effective midnight, June 30 of year marked on your wallet card. If not reinstated in twelve (12) months, you must apply as a new applicant and meet all current requirements. Practice without a valid license is in violation of Arkansas Code Annotated 17-27-101 et seq.

The licensed counselor or marriage & family therapist has the sole and exclusive responsibility to ensure that all renewal fees and documents are received by the board.

I agree that by submitting this form and my payment to ARBOEC: (a) I understand the ARBOEC continuing education requirements for the license and any specialty license (if applicable) I hold; (b) I understand the current ACA or AAMFT Code of Ethics and the ARBOEC Rules and (c) I will report to ARBOEC within sixty (60) days any legal and professional matters, (complaints or other similar actions) directly or indirectly involving me. I accept responsibility for keeping myself aware of the most current requirements pertaining to (a) and (b) above.

Print name _____ Date _____
(Full legal name)

Signature _____ License # _____

Arkansas Code Annotated 17-27-307. Renewal.

Biannually at the time of renewal, counselors and licensed marriage and family therapists licensed under this chapter shall be required to submit a license renewal fee to be established by the Arkansas Board of Examiners in Counseling. (2)(A) Failure to pay the biannual renewal fee within the time stated shall automatically suspend the right of any licensee to practice while delinquent. (B) The lapsed license may be renewed within a period of one (1) year after payment of all fees in arrears. (b) No license shall be renewed unless the renewal request is accompanied by evidence satisfactory to the board of the completion during the previous twenty-four (24) months of relevant professional or continued educational experience. (c) If any licensed professional counselor, licensed associate counselor, licensed marriage and family therapist, or licensed associate marriage and family therapist duly licensed under this chapter by virtue of additional training and experience is qualified to practice in a specialty other than that for which he or she was deemed competent at the time of initial licensing and wishes to offer service under the provisions of this chapter, he or she is required to submit additional credentials and he or she is to be given the opportunity to demonstrate his or her knowledge and application thereof in areas deemed relevant to his or her specialty.

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