



## ARKANSAS BOARD OF EXAMINERS IN COUNSELING AND MARRIAGE & FAMILY THERAPY

### LAC LICENSURE INSTRUCTIONS

Congratulations, on reaching this important stage of your goal to obtain an LAC license in the State of Arkansas. Please read the following information that will help you through the process of completing all the steps necessary to obtain the LAC. There are five steps that have sets of paperwork and items that should be submitted to the board office. Each of the five steps must be completed in order before moving to the next step.

The following summary of the steps and the paperwork required in each step are described below:

#### **Step I: Initial Application**

1. Submit an LAC application to the board office.
2. Include a check for \$200.00 payable to AR Board of Examiners in Counseling.
3. Include a color, passport size photo, within last 12 months, and notary affidavit of residency.
4. Complete the core curriculum summary for LAC (one 3 hour Master's course per category, only A or B grades are allowed).
5. If you are in your last semester of Grad studies, you can submit an unofficial transcript and a letter from the Dean, Program Director, or Registrar describing the courses you are enrolled in to complete your Master's Degree. The official transcript reflecting your conferred Master's Degree will be required prior to scheduling the oral interview.

#### **Suggestions:**

- Collect each of these items and send all of them together in one mailing to the board office. These are necessary to complete Step One of the application process.
- The board office will evaluate the core curriculum in order to approve you to take the National Counselor Exam (NCE) and the AR Jurisprudence Exam. An LAC license cannot be granted in Arkansas until all the core courses have been reviewed and approved by the board. Courses in progress described in #5 above for Graduate students yet to graduate, must submit the letter from the university official in order to complete the core course review.
- If the core courses are approved, an approval letter from the board will be sent to you granting you permission to schedule the written exam through the exam provider, National Board of Certified Counselors (NBCC). The cost is \$275.00 and is payable to the NBCC. Scheduling the date and time of the exam is the responsibility of the candidate for licensure, not the board. The board only provides the approval letter to take the NCE.
- It is highly recommended that you attend an oral interview prior to the month of your official oral interview. Watching and taking notes of another LAC being interviewed is both good preparation and anxiety reducing. The board weekends are posted on the website and the LAC schedule of interviews is posted so you can know the time and date that these take place. It is important to attend one weekend and watch at least two LAC interviews. The interviews are about 30-45 minutes in length. Since you are about 2-3 months from completing each of these steps, it is imperative that you attend an oral interview while in your last semester of school.

## **Step II: Written Exams & File Building**

### **1. Board Letter of Approval for NCE & AR Jurisprudence Exam**

- a. Wait for the board of examiners to send the approval letter for the written exams.
- b. Contact the NBCC to schedule written exams. Click on the link provided.
- c. Pay Exam fees to NBCC.
- d. NBCC sends the results to the board within 3-6 weeks.

### **2. The Statement of Intent**

The statement of intent, also referred to as the scope of practice, is located on the following link with instructions. This document will be reviewed by the board at your oral exam.

### **3. (4) Letters of Recommendation:**

- a. Two recommendations must come from faculty or adjuncts (Act 540, 2017) who trained you.
- b. Two other recommendations (family and close friends excluded).

It is suggested that each of these be sent to you in a sealed envelope. When you have collected all four references then they should be included in mailing them to the board office with all the other items for completing Step II. Please do not instruct your references to send these into the board separately.

### **4. Fingerprint Card Process**

- a. The board office will mail a Fingerprint Packet that provides instructions for completing the Federal & State Background Checks. Please follow the instructions closely or this could delay your licensure process.
- b. Click on the following link to review the steps required and the items needed to be returned to the board office. The candidate must mail the packet back to the board once you have the finger prints completed. A board self-addressed envelope is provided to complete this task.
- c. Act 1317 of 1997 mandated the Criminal Background Check for all licensed counselors and therapists. Click on the link provided to read Act 1317 of 1997.

### **5. Official University Transcript(s)**

Order the official university transcript(s) of Master's level coursework to be sent to the board office. The official transcript conferring the completion of the Master's degree must be on file with the board prior to scheduling an oral exam.

### **6. License & Supervision Documentation (if licensed in another state for less than 3 years).**

- a. Click on the following link to complete the top portion of the form and send to either the state board that issued your license to verify the type of license, the issuance date, and the expiration date.
- b. If you have completed the written exam (NCE or NCMHCE) then the scores need to be verified by the board office or NBCC must send these to the AR board.
- c. If the board can verify your CCH hours completed and the amount of Supervision hours, then they can fill out the section for supervision documentation using this form. If the board does not verify CCH and Supervision obtained then this form must be sent to the supervisor(s) who can verify your client contact hours (direct & indirect) and the supervision hours you received. This form cannot be completed by you.

- Collect each of these items, except item 4, and send all of them together in one mailing to the board office. Item 4 must be sent by the university directly. These are necessary to complete Step Two of the application process.

## **Step III: Preparing for the Oral Interview/ File Completion**

**The board cannot schedule an oral interview until the following items have been received by the board office:**

**1. Official Transcript.**

When you have completed your Master's Degree, order an official transcript(s) to be sent directly to the board office. The board cannot schedule an oral interview until the official Master's degree is conferred. Only the candidate can complete this item.

**2. Official Exam Scores.**

The official results of your NCE exam and the official results of the AR Jurisprudence Exam must be on file in the board office. This is the responsibility of NBCC and usually takes 3-6 weeks for the results to arrive to the board. The candidate will know the unofficial results of the NCE and the AR Jurisprudence Exam but the board requires the NBCC report of the scores which is sent directly to the board.

**3. Background Check Results.**

The official results of the Federal & State Background Check must be on file with the board office. If the results indicate an offense on the background check, you will be instructed concerning the procedure and process by the board office. The Board of Examiners is required to review the details of the offense(s) with candidates prior to scheduling the oral interview. Act 1317 of 1997 mandates the procedures and processes required by Arkansas law concerning background check results.

**Step IV: Scheduling the Oral Interview**

1. The Board Office will contact you via email to schedule your oral interview. The board weekends are listed on the website. You will be asked to confirm the oral interview date and time through return email.
2. A congratulatory letter will be sent to you with information on location of the board office, some instructions on arrival and parking. There are some helpful suggestions to remember concerning the interview as well.
3. The results of the oral interview can be revealed at the end of the day of your interview should the candidate choose to stay for the deliberations of the board. Otherwise, the board will notify the candidate of the results during the week following the board interview.
4. Passing the oral interview is required in order to obtain the LAC. A candidate is allowed to sit for a second oral interview if they are not successful in passing the first oral interview. The board will provide direction to the candidate in the areas of the first interview that need improvement. A second interview will be scheduled usually the next month in which the board meets.

**Step V: Obtaining the License**

**1. Submit a Signed Supervision Agreement**

- a. Include any areas of stipulation made by the board oral interview.
- b. Both supervisor and supervisee sign the agreement with the supervisor initialing the items to be covered.

**2. Submit the C2h Plan**

- a. Both the custodian and the supervisee must sign the plan.
- b. It must be completed on the letterhead of the practice, agency, hospital, etc.

- c. If the supervisee has not secured employment at the time of license issuance then a statement reflecting “unemployed status”, but awareness that a C2h plan will be sent when employment is secured.
3. **Revised Statement of Intent (if requested by the board)**
4. **Payment of New License Fee**
  - a. Check or Money Order payable to: ABOEC
  - b. Contact [arboec@arkansas.gov](mailto:arboec@arkansas.gov) ; [valerie.bailey@arkansas.gov](mailto:valerie.bailey@arkansas.gov) for the exact prorated amount in order to know the exact amount required. The wrong amount will delay the process.

**\*\* Please send Items # 1-4 all together to the board office. The office cannot officially issue you the license number until all of these items are received. DO NOT SEND SEPARATELY!**

5. **Contact [arboec@arkansas.gov](mailto:arboec@arkansas.gov) ; [valerie.bailey@arkansas.gov](mailto:valerie.bailey@arkansas.gov)**
  - a. Once items #1-4 are received in the board office, the board can provide you the actual license number so you can begin to see clients.
  - b. The official wallet card and the certificate will be mailed to the address listed on the application. This often takes less than two weeks to receive.