

2019-2021 ABEC LICENSE RENEWAL INSTRUCTIONS

Online renewals are now accepted and preferred at this time. The instructions for renewing your license online can be found on the website at: <https://abec.statesolutions.us> The due date for all (Online or Paper) renewals is May 31, 2019. All materials submitted after May 31 will be subject to a \$100 late fee per month. All licensees cannot practice after June 30, 2019, until the board has renewed the license. If you choose to renew your license by paper, the renewal will not be processed unless the signed and dated renewal notice is returned by U.S. mail to the board office. For Online renewals, follow the renewal instructions on the web: <https://abec.statesolutions.us>

For Paper renewals, Check or Money Order only.

1. All paper renewal materials must be submitted via U. S. mail and in one packet.
2. If your renewal materials are postmarked after May 31, 2019, there will be a late charge of \$100 for every month the materials are late. The board needs at least thirty (30) days for completion and notification of your 2019-2021 renewal. If you submit documentation late, your license may expire (June 30, 2019) 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.

Check the web: <https://abec.statesolutions.us> under license search. When your license renewal is complete the June 30, 2021 renewal date will be reflected under your name search. The web will be updated daily.

To avoid late fees: ALL materials must be postmarked (stamped or electronically submitted) by midnight, May 31, 2019. 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.

If postmarked after May 31, 2019: Late renewal fee **\$100.00 per month** until the license is renewed or the license is converted to non-practicing status.

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