

# **License by Endorsement Instructions**

## **(Rule IX, Sect. 9.1)**

Welcome to Arkansas! We commend you on your service to the public good. It is the Board's desire to assist you in continuing your professional journey in our state.

Portability of license from state to state continues to be a difficult process to resolve. Arkansas has created a License by Endorsement Rule (Rule IX, Sect.9.1) that allows for endorsement guidelines for entering the state with a license from another state. All candidates must meet the minimum eligibility requirements described below and complete the application process.

### **Eligibility Requirements for License by Endorsement**

- **You must hold a full license (not under supervision) for 3 or more years from another state.**
- **The license must be active and current, not expired.**
- **The license must be in good standing with no disciplinary actions.**

**\*\* If any of these three items do not apply to you currently – STOP \*\***

**The Arkansas License by Endorsement Rule does not apply to you. You will need to go to the ABOEC website to locate the LAC, LAMFT, or Dual Licensure Application.**

### **Application Process for License by Endorsement**

**Step I: Submit the following materials in one packet to the Board:**

1. Completed Application for Licensure by Endorsement
2. Include a color, passport size photo, within last 12 months
3. Check for \$100.00 payable to AR Board of Examiners in Counseling
4. Completed Core Curriculum form for desired license (LPC, LMFT, or Dual). Only grades B- and above will be accepted
5. Unofficial University Transcript(s)
  - a. Order the official university transcript(s) of Master's level coursework to be sent directly to the Board office.
  - b. Provide the board with an unofficial copy of transcripts to review the core curriculum requirements.
6. Statement of Intent

7. Four (4) Letters of Recommendation
  - a. Two (2) from former faculty or current professionals familiar with your work
  - b. Two (2) other recommendations (family and close friends excluded). One must come from a supervisor of the applicant's clinical work and one from another mental health professional. It is suggested that each of these be sent to you in a sealed envelope.
  - c. Family and close friends are not acceptable
  - d. It is suggested that each of these be sent to you in a sealed envelope.
  - e. Please instruct your references not to send these directly to the Board
  - f. When you have collected all four references, they should be included in the packet mailed to the board office, with all the other items for completing Step I.
8. Verification of State Professional License & Supervision form

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

1. **National Exam Scores**
  - a. Request test scores (NCE/MFT) from previous out-of-state Board to be sent directly to the Board office.
2. **Official University Transcript(s)**
  - a. Order the official university transcript(s) of Master's level coursework to be sent directly to the Board office.
3. **Fingerprint Card Process**
  - a. 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.
  - b. The Board office will mail a Fingerprint Packet that provides instructions for completing the Federal & State Background Checks.
  - c. The candidate must mail the packet back to the Board once the finger prints have been completed. A board self-addressed envelope is provided to complete this task.
  - d. If the results of the Federal & State Background Check indicate an offense on the background check (see Act 1317 or 1997), you will be instructed concerning the procedure and process by the Board office.

### **Step III: AR Jurisprudence Exam and Oral Interview:**

1. **Jurisprudence Exam**
  - a. Upon receipt of all above materials, the Board will notify you when you are approved to take the Arkansas Jurisprudence Exam
2. **Final File Review**
  - a. The Board will inform the candidate via email, when the file is complete and is being scheduled for final board review.

**The board cannot conduct the final file review until all the above items have been received by the board office:**

**Step IV: Obtaining the License**

1. **Revised Statement of Intent (if requested by the board)**
2. **Payment of New License Fee**
  - a. Check or Money Order payable to: ABOEC
  - b. License fees are pro-rated based on the month the board conducts your final file review. The pro-rated fee will be emailed to you with instructions the week after the board conducts the final file review. Paying 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!**

3. **Issuance of License**
  - a. Once items #1-2 are received, the Board will provide you a license number enabling you to begin seeing clients.
  - b. The wallet card will be emailed to you and the wall certificate will be mailed to the address listed on the application.

**License by Endorsement Checklist**

<b><u>Step I</u></b>		<b><u>Complete</u></b>
1. Application	<a href="http://www.abec.statesolutions.us">www.abec.statesolutions.us</a>	_____
2. Payment		_____
3. Photo		_____
4. Core Curriculum	<a href="http://www.abec.statesolutions.us">www.abec.statesolutions.us</a>	_____
5. Unofficial Transcript(s)		_____
6. License Verification Form	<a href="http://www.abec.statesolutions.us">www.abec.statesolutions.us</a>	_____
7. Statement of Intent	<a href="http://www.abec.statesolutions.us">www.abec.statesolutions.us</a>	_____
8. (4) References	<a href="http://www.abec.statesolutions.us">www.abec.statesolutions.us</a>	_____
<b><u>Step II</u></b>		
1. National Exam Scores		_____
2. Send Official Transcript(s)		_____
3. Complete Fingerprint Card	<a href="http://www.abec.statesolutions.us">www.abec.statesolutions.us</a>	_____
<b><u>Step III</u></b>		
1. Pass the AR Jurisprudence Exam		_____
2. Final File Review by Board		_____
<b><u>Step IV</u></b>		

1. Revised Statement of Intent (if requested)
2. Payment of Licensure Fee
3. Received Official Wallet Card

---

---

---

