RENEWAL INSTRUCTIONS 2009-2011

The processing time for a renewal application is six (6) weeks. Therefore, if your license must be verified by an employer, insurance company, etc., on July 1, 2011, you must submit your renewal application to the Board office on or before May 15, 2011. If you submit a complete and correct renewal application packet on or before May 15, 2011 and it is approved, we will be able to verify your license on July 1, 2011.

If you have completed the required forty (40) continuing education contact hours, you may submit your completed renewal application packet to the Board office at any time between now and June 30, 2011. If you need verification that your renewal packet reached our office, send it return/receipt certified. We will be unable to return phone calls concerning this matter.

Licenses NOT renewed on time (See Series 3 for more details)

⇨ All licenses not renewed by the renewal date each renewal cycle shall expire. Any individual who has not renewed his or her license and who continues to practice after his or her license has been expired will be deemed guilty of unlicensed practice.

⇨ All expired licenses, within 60 days after the renewal date, may renew their license upon payment of a renewal fee and a late fee.

⇨ After the 60 days, individuals with expired licenses may reinstate their license upon payment of a renewal fee and a reinstatement fee.

Ethics Requirement

Effective July 1, 2001, the WVBEC required all West Virginia Licensed Professional Counselors to obtain during each renewal cycle, 3 contact hours in ethics based on the American Counseling Association (ACA) Code of Ethics. As the code of ethics adopted by the West Virginia Board of Examiners in Counseling, the ACA code establishes principles that define the ethical behavior of licensed professional counselors. All LPC in West Virginia are required to adhere to the Code of Ethics and the Standards of Practice. The Code of Ethics will serve as the basis for processing ethical complaints initiated against West Virginia LPC. Ethical offerings approved through the WVBEC are posted on www.wvbec.org.

ALPS Requirement

A licensee with approved professional supervisor counselor status shall complete three (3) of the forty (40) contact hours in clinical counseling supervision. The three hours can be completed as part of the 20 hours of home study or in a formal program. The program selected must have the words “clinical supervision” in the title or the description of the offering.

RENEWAL INSTRUCTIONS 2009-2011

- **Complete the Application for Renewal (Front and Back)**

  *****Please print legibly, type or use the fill-able forms on the website

  *****Sign and date the second page

- **Complete the Continuing Education (CE) Recording Form**

  *****Date: Complete the form with the program dates in order starting with the earliest (Ex: 07/01/07, 10/06/07, 02/13/08, etc.)*

  *__ONE EXCEPTION:__ 'the ACA ethics and, if applicable, the ALPS clinical supervision training certificate is listed first

  *****Course/Activity: Name of program/activity attended or fulfilled.

  *****Focus Area: Each program attended should fulfill a counseling skill focus area. Please refer to page four (4) of this newsletter for the focus descriptions and choose one or more for each program you have logged on the recording form.

  *****Provider Name: Organization or Individual providing the program

  *****Presenter's Names & Credential: Name of the presenter and his or her credentials (Ex: J. Bly, MA).

  *****Number of Contact Hours: Write the number of hours you earned in the program.

  *****If you need additional space, copy the recording form or

- **Attach copies of the completed CE certificates to the Recording Form**

  *****Place the copies (ACA Ethics and ALPS Clinical Supervision first) behind the Recording Form in the same order the offerings are listed on your recording form.
  *****Use a highlighter and highlight the following items on **each of the CE certificates**: title of offering, date of offering, number of contact hours, approval number, presenter's name and credentials.

- **Write your name and license number on all certificates and Recording form**

  *****Place information in the upper right hand corner of each certificate.
  *****Labels are a convenient way to complete this task.

- **Enclose a check or money order payable to WVBEC for $220.00**

  *****Please clip (**do not staple**) your check to the top of the application.
  *Renewal fee can be paid by credit card at www.wvbec.org Follow the instructions at the credit card payment tab, PRINT your receipt and **include** it with your renewal materials. (Please do not email the receipt to the board.)

- **Mail the Application, Recording Form, Certificates and renewal fee in a 6'' x 9" or 9" x 12" envelope.** __Do not__ use a regular #10 envelope. Please do not tape the seal of the envelope. If you want verification your renewal application reached the board office, please send it return/receipt certified.

- **Mail to: License Renewal, West Virginia Board of Examiners in Counseling, 815 Quarrier Street, Suite 212 Charleston, WV 25301**

These instructions are to expedite processing your renewal application. Applications not adhering to the instructions could be delayed.

Focus Areas

A Human Growth and Development – includes nature and needs of individuals at all developmental levels following psychological, sociological and physiological approaches. Also includes human behavior (normal and abnormal), personality theory, learning theory, dynamics of stress, and medical/functional implications of disability.

B Social and Cultural Foundations – includes studies of social change, ethnic groups, subcultures, mores, urban and rural societies, population patterns, use of leisure time, work, and differing life patterns.

C Group Dynamics – includes theories, practices, methods, dynamics, facilitative skills and supervised practice.

D Life-style and Career Development – includes vocational-choice theory, relationship between career choice and lift-style, occupational and educational information, career decision-making processes, career development exploration, and placement techniques.

E Individual Appraisal - includes individual differences, methods of data gathering and interpretation, individual and group testing, and case study.

F Research and Evaluation – includes statistics, research design, research proposals, and evaluation.

G Professional Responsibilities – includes goals and objectives of counseling organizations, codes of ethics, legal considerations, standards of preparation, certification and licensing, advocacy, confidentiality, and the role identity of counselors.

H Community Resources – includes development and implementation of community resource references and materials for client referral.

I Supervision - includes the theory and practice of supervision with experiential components.

J Counseling Theories – includes a study of basic theories and principles of counseling and philosophic bases of the helping relationship.

K Counseling Techniques – includes individual counseling practices, methods, facilitative skills, and application of these skills.