IMPORTANT INFORMATION FOR THE 60 HOUR REQUIREMENT

DEADLINE JUNE 30, 2015

This information is to remind you of this pending requirement. This information is also posted on our website under "*2015 Information*" with a **CHART** you can utilize to help you understand your status.

Due to the ongoing renewal cycle, our office will be unable to receive phone calls on this subject before August 30, 2011. However, if you would like to email questions to rclay27@msn.com, we will answer them as time permits.

♦ As of July 1, 2007, all applicants applying for West Virginia Licensed Professional Counselor must have a 60 semester hour graduate degree in Counseling.
♦ Additionally, the corresponding Series 1 Rule requires **current LPCs** to also meet an equivalent 60-semester hour requirement through the continuing education unit (CEU) system that is already used to maintain active licensure status by June 30, 2015. (Series 1 is on this website for your complete review concerning this rule change).
♦ IF your license number is BELOW 800 you can STOP reading here. You were grandfathered when licensure originated and are EXEMPT from this requirement.
♦ The rule uses the universally accepted formula of 15 Contact hours being the equivalent of one (1) academic credit hour. This formula will be used to make up the difference between the graduate credits you have already earned and the requirement.
♦ You will automatically be credited for 40 Contact hours for every renewal cycle since you were licensed up to the June 30, 2011 and 35 Contact hours for renewal cycles from that date until June 30, 2015. *(Effective July 1, 2011, only 35 Contact Hours is needed for renewal. For this requirement, the 35 Contact Hours only effects the 2013 and 2015 renewals.)*
♦ Remember that your first renewal cycle may have been prorated based on when you were licensed during that cycle.

Questions and Answers on Series 1 Academic Changes

Q. Since I do not have coursework that matches the new coursework requirements that came into effect July 1, 2007, do I have to have continuing education in those subjects? NO.
A. You simply have to concern yourself with the total number of hours you need and you DO NOT have to obtain the needed hours within specific coursework.

Q. What do I need to do?
A. You need to determine **if you may be one of about 10% of LPCs** who may need to either submit the additional Contact hours already obtained out of those already submitted above the minimum renewal requirement OR need to attend additional continuing educational offerings above the minimal requirement.

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Q. How do I do that?
A. Answer these questions:

- How many hours did I have when I graduated from my master's program?
- What year was I first licensed?
- How many times have I renewed my license to date?

Plug those numbers into the chart found at "2015 Requirement" tab on our website.

Q. What if my total number was higher than 60?
A. Then you will automatically qualify as long as you continue to meet the renewal requirements. For those of you that automatically qualify, you will need to go to the 2015 Requirement tab on www.wvbec.org and find the link for the CHART at the top of the page. Please enter your appropriate numbers directly into this Excel spreadsheet, and then print the completed chart. Write your name and add your signature, license number and date under the chart and mail to Roxanne Clay, Program Coordinator, 815 Quarrier Street, Suite 212, Charleston, WV 25301 prior to June 30, 2015.

Q. What if the total number was lower than 60?
A. You will need to fill out a form* similar to the renewal recording form and submit it along with the completed chart referenced above, copies of your additional continuing education certificates/graduate transcript and review fee of $40.00 **by June 30, 2014**. *Form will be posted on website soon. In case you are one of the 10% of LPCs needing to complete additional continuing education before the June 30, 2015 deadline, submitting this information ASAP to receive confirmation of the needed hours will be important to you.

Q. Can I count all contact hours earned since I was originally licensed?
A. YES. All contact hours will count from the time your licensed was issued. You automatically receive credit for 40 contact hours for every renewal cycle you have completed.

Q. What if I don't remember how many hours I had in my master's program when I originally applied for licensure and/or I can't find my CEU certificates from past renewal cycles?
A. You must send a written request with a check in the amount of $40.00 to Roxanne Clay, Program Coordinator, 815 Quarrier Street, Suite 212, Charleston, WV 25301. This administrative fee will pay for the time it takes to go through your file and count the number of hours listed on your Master's transcript in addition to providing you the number of contact hours you have accumulated in each cycle **over** the required 40/35 contact hours. This Service is only available through the mail and could take up to six (6) weeks to complete.