You can download the renewal application and the recording form from our website and complete it on your computer.

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, 2009, you must submit your renewal application to the Board office on or before May 15, 2009. If you submit a complete and correct renewal application packet on or before May 15, 2009 and it is approved, we will be able to verify your license on July 1, 2009.

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 after you receive this packet/email. 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.

If you will not complete the required forty (40) hours by the deadline of June 30, 2009, read Instructions for **Filing an Extension for Renewal Period 2007-2009.**

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.

You can download the renewal application and the recording form from our website and complete it on your computer.

Instructions for filing a Six month extension

- If you do not complete the required forty (40) hours by the deadline of June 30, 2009, you will need to file a Request for an Extension prior to June 30, 2009. You could be granted an extension for six months which means your renewal must be submitted by 12/31/09. **After 12/31/09, if your renewal has not been approved, your license will be considered lapsed and you should not use the designation of LPC.**

- Do not complete the Application for Renewal at this time. When you have completed the requirements for renewal, you will need to send in a complete renewal packet.

- A Request for an Extension consists of the following information:
  - The number of contact hours earned to date.
    - Do not send your earned certificates at this time.
  - The licensee's detailed plan to insure he or she shall, if granted the opportunity by the Board, earns the remainder of the mandatory contact hours. The detailed plan shall include the date, time, and name of the offering to be attended.
  - The nature of any extenuating circumstances, which may have prevented the licensee from earning the required contact hours during the current or previous two (2) year period.
  - The Board may require written supportive documentation to any claim of extenuating circumstances, including but not limited to, a statement by an employer or health practitioner.
  - The Request for an Extension should be detailed and concise.
  - The renewal fee of $150.00 must be attached to the Request for an Extension letter.
  - Enclose a self-addressed stamped envelope with your request.
  - Mail the Request for an Extension and the renewal fee of $150.00 to: Request for an Extension, West Virginia Board of Examiners in Counseling, 815 Quarrier Street, Suite 212 Charleston, WV 25301
  - If you need verification the Board office received your request, please send it return/receipt certified.

You can download the renewal application and the recording form from our website and complete it on your computer.

Instructions for filing a renewal

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 ethics 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 (Ethics form 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 $150.00**

  *****Please clip (**do not staple**) your check to the top of the application.

- **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.

You can download the renewal application and the recording form from our website and complete it on your computer.

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.