

Board of Licensed Professional Counselors and Therapists
Temporary Changes to Application Form Procedures in Response to COVID-19
Effective: March 23, 2020, until further notice

Document	Standard Practice	Change Effective 3/23/20
Supervised Work Experience Form	Mailed directly from supervisor; signed across envelope. Email is not allowed.	Allow email submission* of form- only directly from supervisor.
Degree Program Work Experience Form	Mailed directly from school representative; signed across envelope. Email is not allowed.	Allow email submission* of form- only directly from school representative.
License Verification from Other Jurisdiction	Mailed or emailed* directly from other jurisdiction.	None.
Transcript	Mailed or emailed* directly from the institution.	None.
Application Form / Fee	Effective October 2020, Applications and application fees are to be processed only through the Applicant Portal.	None. All applications are to be submitted via the Portal.

Note: Initial Associate plans and plan changes are submitted via the Applicant Portal (new applicants) or the Licensee Portal (current Registered Associates).

*Emailed documents are submitted to: lpct.board@mhra.oregon.gov