

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 by applicant; signed across envelope by supervisor. 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.
Graduate Degree Information	Mailed or emailed directly from graduate school representative.	None.
Intern Plan	Mailed with original signatures	Allow email submission. Applicants are asked to cc their supervisor.
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	Mailed with check or money order.	None. The Board is not set up to accept card payment for applications at this time.