

OBLPCT Registered Associate Application Checklist

The Registered Associate method is required for applicants who meet educational requirements but lack the experience requirements necessary for full licensure. Upon registration approval, the associate is legally able to practice under supervision and accrue the required post-degree experience. Applicants must also submit a proposed supervision plan along with required application materials and wait for written Board approval of both before rendering any professional counseling/marriage and family therapy services or using the title “registered associate.” Practicing professional counseling/marriage and family therapy without a Board-approved plan will result in your work completed not counting towards the post-degree supervised work experience required for licensure and could also subject you and your supervisor to sanction for unlicensed practice.

All application forms, fees and background check information must be submitted to the Board before application is considered complete. Documents and forms are not reviewed until after an application is complete, please allow 2-4 weeks for review. After submitting your application, **make sure to log into the Applicant Portal regularly to check the status of your application documents/forms.**

Document Submission: Most documents can be submitted via email to: lpct.board@mhra.oregon.gov, or physically mailed to 3218 Pringle Road SE, Ste. 120, Salem, OR 97302. **Email is the preferred method of delivery and can expediate the process.**

Please note: Documents that arrive prior to your application being submitted can only be held for up to six months. Except for background checks, they are only held for ninety days.

☐ **Online Application: Start here.** All applicants are required to fill out an online application. The application is not considered complete until payment has been made. A complete list of what the Board has received will not be available to you before the application has been submitted. Please visit the [applicant portal](#) through our website www.oregon.gov/oblpct/pages/index.aspx.

Applicant Portal: <https://oblpct.us.thentiacloud.net/weba/oblpct/application/#/login>

☐ **Transcript:**

Please have your official graduate transcript(s) with the degree conferral date sent directly to the board from the institution or transcript service your college uses. Note: We require delivery from the primary source, therefore we cannot accept transcripts from applicants themselves. Please have your transcript(s) submitted to the board using the submission information above.

☐ **Educational Record Form – *Only required for regionally accredited schools*** – If your graduate program was regionally accredited (not CACREP or COAMFTE accredited) at the time your degree was conferred, you will need to complete the educational record form. This form is required to confirm the graduate courses you took meet the educational requirements listed on our website.

LPC – <https://www.oregon.gov/oblpc/Documents/Educational%20Record%20Form%20-%20LPC.pdf>

LMFT (graduated prior to 2014) -

[https://www.oregon.gov/oblpc/Documents/Educational%20Record%20Form%20-%20LMFT%20\(before%202014\).pdf](https://www.oregon.gov/oblpc/Documents/Educational%20Record%20Form%20-%20LMFT%20(before%202014).pdf)

LMFT (graduated on or after 2014) –

[https://www.oregon.gov/oblpc/Documents/educational%20Record%20Form%20-LMFT%20\(on%20or%20after%202014\).pdf](https://www.oregon.gov/oblpc/Documents/educational%20Record%20Form%20-LMFT%20(on%20or%20after%202014).pdf)

☐ **Foreign Degrees-** Any applicant who has completed their education outside of the United States or Canada is considered a foreign degree applicant. A foreign degree applicant who is not licensed in the United States or Canada as a licensed professional counselor or licensed marriage and family therapist will need to apply using the standard method. The following additional forms are needed for foreign degree applicants:

☐ Educational Record Form for LPC profession or LMFT profession

☐ Degree Evaluation performed by a [Board recognized credentialing body](#).

☐ **Experience Verification Required:** The Board will review whether the applicant's experience meets the Board's clinical requirements for full licensure.

☐ **Supervised Pre-Degree Form(s) – Internship/Practicum:** The board can count up to 400 direct client contact hours and 12 months of internship/practicum towards full licensure requirements in Oregon. Please have your graduate program representative or clinical supervisor complete this form and send it directly to us by email or mail using the submission information above. If you have post-degree supervised work experience, or experience within Oregon prior to June 30th, 2002, you can transfer those hours to meet full licensure requirements.

https://www.oregon.gov/oblpc/Documents/Degree_Program_Work_Exp.pdf

☐ **Supervisor Post-Degree Form(s):** Post Graduate Degree – Please have your post-degree supervisor(s) complete this form and send it directly to the Board using the submission information above.

https://www.oregon.gov/oblpc/Documents/Post-Degree_Form.pdf

☐ **Competency Exam Verification – If appropriate:** If you have passed one of the approved competency exams we have listed on our website, then you will need to contact the testing agency to have them send the results directly to the Board. Similar to transcript submission, we require delivery from the primary source, therefore we cannot accept exam verification from applicants themselves. Therefore, please contact the testing agency and have them email or mail us your exam verification using the submission information above.

☐ **License Verifications:**

The Board must receive official license verification for each health care professional license or registration you have possessed, current or expired, from the jurisdiction which issued the license. Similar to transcript submission, we require delivery from the primary source, therefore we cannot accept license verification from applicants themselves. Please have your verification(s) sent directly to the Board using the submission information above. If you have a license in Alaska, Maine, Colorado, Indiana, Massachusetts, South Dakota, or Tennessee we will use that board's online license look-up (these state boards do not send out license verifications). If you have not been licensed in any other jurisdiction, this is not required.

☐ **Associate Registration Plan** - While obtaining post-degree supervised work experience, a candidate for licensure must be in a Board-approved supervision plan. You may submit your plan along with your online application, or following submission, via email or mail. Note: your plan cannot be approved until your application is approved.

☐ **Background Check**- Your background check results must be received and reviewed before your application may be approved. **Note:** *Criminal Background Checks are only valid for 90 days without a submitted application. Please make sure your application has been submitted to the Board within 90 days of having your finger printing done.*

Please refer to the Fingerprinting instructions:

https://www.oregon.gov/oblpc/Documents/Fingerprint_Instructions.pdf

For additional information please see our FAQ:

https://www.oregon.gov/oblpc/Documents/Fingerprinting_FAQ.pdf

When all necessary items are received, your application is ready for review and will be processed by the Board's office. You will be notified if additional information is needed. The review process may take up to four weeks. Extenuating circumstances may extend this time. You will receive notification when your application has been approved. After this, if you have not already taken the exam, you may request to sit for the NCE, NCMHCE, or AMFTRB. You may view the status of documents received by logging into the **Applicant Portal** and clicking "Review Documents." Please allow some time following initial application submission for this list to be updated as they are not updated automatically.

Apply - <https://www.oregon.gov/oblpc/pages/Apply.aspx>

Forms - <https://www.oregon.gov/oblpc/Pages/Forms.aspx>