



PERMANENT ADMINISTRATIVE ORDER

BLPCT 8-2025

CHAPTER 833

MENTAL HEALTH REGULATORY AGENCY

OREGON BOARD OF LICENSED PROFESSIONAL COUNSELORS AND THERAPISTS

FILED

12/18/2025 1:50 PM
ARCHIVES DIVISION
SECRETARY OF STATE
& LEGISLATIVE COUNSEL

FILING CAPTION: Licensure application information and material requirements.

EFFECTIVE DATE: 12/18/2025

AGENCY APPROVED DATE: 12/05/2025

CONTACT: LaRee Stashek

503-373-1196

laree.stashek@mhra.oregon.gov

3218 Pringle Road SE, Ste. 120

Salem, OR 97302

Filed By:

LaRee Stashek

Rules Coordinator

AMEND: 833-020-0011

RULE TITLE: Applications

NOTICE FILED DATE: 10/28/2025

RULE SUMMARY: Modifies and clarifies the information and materials that must be submitted as part of a licensure application to the Board. It clarifies that primary source verification is required for application materials, and sets forth acceptable sources.

RULE TEXT:

- (1) Application for licensure as a professional counselor and marriage and family therapist must be submitted to the Board in a form and manner prescribed by the Board.
- (2) Application for licensure must include gender, date of birth, practice and residence addresses, email address, similar licenses held in other states, and history of professional discipline, litigation, and criminal involvement and be accompanied by:
 - (a) The non-refundable application fee;
 - (b) Official transcript imprinted with the date the degree was awarded and supporting documentation as necessary showing education requirements have been met;
 - (c) Documentation of completed supervised clinical experience and, if applicable, a request for associate registration with a proposed plan to obtain required experience in accordance with OAR Chapter 833, Division 50;
 - (d) Verification that approved examination has been passed (if taken);
 - (e) Fingerprinting fee and results of the criminal background check per OAR 833-120-0021; and
 - (f) Other clarifying information requested by the Board or required by law.
- (3) Applicants will be allowed one year from application submission to complete their application file, which documents that the applicant meets the educational requirements, examination requirements (except for associate registration method), and experience qualifications (if applicable) for licensure.
- (4) Failure to withdraw the application or complete the process within the allowed time will result in closure of the file. An incomplete application includes but is not limited to an application in which:
 - (a) Required information or original signatures are not provided;
 - (b) Required forms are not submitted; or

(c) No fee or an insufficient fee is received.

(5) Applicants who complete their application file but are not approved for registration, examination, or licensure will be notified in writing that the application is being denied and state the reason(s) for denial.

(6) To be reconsidered for licensure, applicants who failed to become licensed, who were refused licensure, who withdrew from consideration, or associates who have allowed their registration to expire will be required to file a new application, fee, and resubmit all documentation necessary to meet the standards for licensure in effect at the time of reapplication. Applicants reapplying must fulfill any deficiencies that are the result of changes to requirements that may have been implemented between former and current application.

(7) An applicant must notify the Board immediately, but not less than within 30 days, if any information submitted on the application changes, including but not limited to: name, address, email address, telephone number, complaints, disciplinary actions, litigation, criminal involvement, and employment investigations which results in disciplinary action. Failure to do so may be grounds for denial of the application or revocation of the license, once issued.

(8) Primary source verification is required for application materials. Transcripts, exam scores, and supervised work experience documentation required in sections (2) above are considered primary source verified when received by the Board directly from the following sources:

(a) Supervisor Reference Form from the supervisor (or successor);

(b) Transcript from the degree-granting institution (or successor);

(c) Examination passage verification from the examining agency or association (or successor); or

(d) File copy from the jurisdiction(s) in which the applicant is licensed.

STATUTORY/OTHER AUTHORITY: ORS 675.785 - 675.835

STATUTES/OTHER IMPLEMENTED: ORS 675.785 - 675.835