



**NOTICE OF PROPOSED RULEMAKING**  
INCLUDING STATEMENT OF NEED & FISCAL IMPACT

CHAPTER 833  
**MENTAL HEALTH REGULATORY AGENCY**  
**OREGON BOARD OF LICENSED PROFESSIONAL COUNSELORS AND THERAPISTS**

**FILED**

10/28/2025 11:05 AM  
ARCHIVES DIVISION  
SECRETARY OF STATE

FILING CAPTION: Licensure application information and material requirements.

LAST DAY AND TIME TO OFFER COMMENT TO AGENCY: 11/25/2025 5:00 PM

*The Agency requests public comment on whether other options should be considered for achieving the rule's substantive goals while reducing negative economic impact of the rule on business.*

*A public rulemaking hearing may be requested in writing by 10 or more people, or by a group with 10 or more members, within 21 days following the publication of the Notice of Proposed Rulemaking in the Oregon Bulletin or 28 days from the date the Notice was sent to people on the agency mailing list, whichever is later. If sufficient hearing requests are received, the notice of the date and time of the rulemaking hearing must be published in the Oregon Bulletin at least 14 days before the hearing.*

CONTACT: LaRee Stashek  
503-378-5499  
laree.stashek@mhra.oregon.gov

3218 Pringle Road SE, Ste. 120  
Salem, OR 97302

Filed By:  
LaRee Stashek  
Rules Coordinator

**NEED FOR THE RULE(S)**

The Board determined that the rules needed updating and clarification to ensure that the requirements are clearly stated and that applicants understand what is required for licensure application.

**DOCUMENTS RELIED UPON, AND WHERE THEY ARE AVAILABLE**

OAR Chapter 833 and ORS Chapter 675 are available on the OBLPCT website at  
<https://www.oregon.gov/OBLPCT/Pages/LawsRules.aspx>.

**STATEMENT IDENTIFYING HOW ADOPTION OF RULE(S) WILL AFFECT RACIAL EQUITY IN THIS STATE**

This rule amendment may have a positive effect on racial equity in the state because clarifying the rules that set forth the Board's licensure application process ensures that requirements are easy for everyone to understand and reduces the likelihood of misinterpretation or exclusion due to vague standards.

**FISCAL AND ECONOMIC IMPACT:**

None.

**COST OF COMPLIANCE:**

*(1) Identify any state agencies, units of local government, and members of the public likely to be economically affected by the rule(s). (2) Effect on Small Businesses: (a) Estimate the number and type of small businesses subject to the rule(s); (b) Describe the expected reporting, recordkeeping and administrative activities and cost required to comply with the rule(s); (c) Estimate the cost of professional services, equipment supplies, labor and increased administration required to comply with the rule(s).*

None. Businesses are not subject to this rule. The Board will absorb any minimal costs required to implement these changes within its current staffing levels and budgeted resources.

DESCRIBE HOW SMALL BUSINESSES WERE INVOLVED IN THE DEVELOPMENT OF THESE RULE(S):

Small businesses were not explicitly involved.

WAS AN ADMINISTRATIVE RULE ADVISORY COMMITTEE CONSULTED? NO IF NOT, WHY NOT?

The proposed rule adoption was openly discussed during the October 24, 2025 public session full Board meeting where members of the public were invited to address the Board during a public forum. The rule language and concepts are straightforward. The Board did not determine that an additional committee beyond the eight-member Board and Agency staff were necessary to craft the rulemaking proposal.

AMEND: 833-020-0011

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.

CHANGES TO RULE:

833-020-0011

Applications ¶¶

- (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, ~~social security number~~, 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 ~~sent directly to the Board from the college or university~~ imprinted with the date the degree was awarded and supporting documentation as necessary showing education requirements have been met;¶¶
  - (c) Documentation ~~to prove experience requirements have been met or of completed supervised clinical experience and, if applicable, a request for associate registration as an associate with a proposed plan to obtain required experience in accordance with OAR Chapter 833, Division 50;~~ of completed supervised clinical experience and, if applicable, a request for associate registration as an associate with a proposed plan to obtain required experience in accordance with OAR Chapter 833, Division 50;¶¶
  - (d) Verification that approved examination has been passed, ~~or state exam (if taken);~~ (if taken);¶¶
  - (e) ~~Fingerprination is being requested (if applicable);~~ 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, ~~676.160–676.180~~

Statutes/Other Implemented: ORS 675.785 - 675.835