

OBLPCT Reciprocity Application Checklist

If you plan to see clients located in the state of Oregon and hold an active LPC or LMFT license in another jurisdiction, you will need to apply for licensure via reciprocity. This will require submitting an approved application, passing the Oregon laws and Rules Exam, and paying the initial license fee of \$115.00. 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.**

☐ **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](http://www.oregon.gov/oblpct/pages/index.aspx) 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.

☐ **Competency Exam Verification: If passed less than 10 years from the date the application is submitted (for test scores older than 10 years, please refer to Continuing Education Report).** You will need a passing competency exam score from one of the exams listed on our website to be considered for licensure in Oregon. Similar to transcript submission, we require delivery from the primary source, therefore we cannot accept exam verification from applicants themselves. To have the exam sent to us, please contact the testing agency and have them email or mail us your exam verification using the submission information above. If you took the State of California Board of Behavioral Sciences' Marriage and Family Therapist Written Clinical Examination, it will be attached to the license verification sent to us from California's board and will not need to be submitted to the Board separately.
More exam information: <https://www.oregon.gov/oblpct/Pages/Exams.aspx>

☐ **Continuing Education Report:** If you passed the competency exam 10 or more years ago, you have the option to fill out and complete the continuing education report form instead of retaking the exam. Once the report is filled out, you may email or mail us the form to the address(es) above.
CE Report: <https://www.oregon.gov/oblpct/Documents/CE.pdf>

☐ **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).

☐ **Background Check-** Your background check results must be received and reviewed before your application may be approved. 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

☐ **Licensed Less Than 3 years – Education/Experience Verification Required** - Any applicant who has been fully licensed in their jurisdiction for less than 3 years will need further verification of their education and experience. The Board will review whether the applicant's experience meets the Board's clinical requirements for full licensure. **The following additional experience forms are needed:**

☐ **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.

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

☐ **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)

When all necessary items are received, your application is ready for review by the Board's staff. 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, you may request to take the Law and Rules exam. In addition you can also request to sit for the NCE, NCMHCE, or AMFTRB if not taken in the last 10 years. 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/oblpct/pages/Apply.aspx>

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