

COMMONWEALTH OF VIRGINIA

DEPARTMENT OF HEALTH PROFESSIONS

**BOARD OF LICENSED PROFESSIONAL COUNSELORS, MARRIAGE AND
FAMILY THERAPISTS AND SUBSTANCE ABUSE TREATMENT
PROFESSIONALS**

**TITLE OF REGULATIONS: 18 VAC 115-20-10 et seq.
REGULATIONS GOVERNING THE PRACTICE OF PROFESSIONAL
COUNSELING.**

Proposed Regulations

Adopted May 14, 1999

18 VAC 115-20-20. Fees required by the board.

A. The board has established the following fees applicable to licensure as a professional counselor:

| | |
|---|----------------------------|
| Biennial <u>Annual</u> license renewal | \$75 <u>105</u> |
| <u>Initial licensure by examination</u> | <u>\$65</u> |
| <u>Initial licensure by endorsement</u> | <u>\$65</u> |
| Duplicate license | \$15 <u>5</u> |
| Endorsement <u>Verification of licensure</u> to another jurisdiction | \$40 <u>25</u> |
| Late renewal | \$40 <u>35</u> |
| <u>Reinstatement of a lapsed license</u> | <u>\$165</u> |
| Replacement of or additional wall certificate | \$15 |
| Returned check | \$15 <u>25</u> |
| <u>Reinstatement following revocation or suspension</u> | <u>\$500</u> |

B. ~~Application, registration of supervision and examination fees~~ Fees shall be paid directly to the board's contracting agents according to their requirements to the board or its contractor or both in appropriate amounts as specified in the application instructions. All fees are nonrefundable.

C. ~~All fees are nonrefundable.~~ Examination fees shall be determined and made payable as determined by the board

18 VAC 115-20-40. General requirements.

A. No person shall practice as a professional counselor in the Commonwealth except as provided in this chapter and when licensed by this board.

B. Licensure by the board shall be by written examination.

C. Every applicant for licensure examination by the board shall:

1. Meet the education and experience requirements prescribed in 18 VAC 115-20-50 of this chapter; and
2. Submit to the board or its contracting agent within the time frame established by the board or that agent:
 - a. A completed application;

b. Official transcripts documenting the applicant's completion of the education requirements prescribed in 18 VAC 115-20-50 A;

c. Documented evidence of having fulfilled the experience requirements of 18 VAC 115-20-50 B;

d. Reference letters from three health or mental health care practitioners attesting to the applicant's character and professional integrity; and

e. The ~~licensure~~ application processing and initial licensure fee.

D. The board may license by endorsement an individual who is currently licensed in another state as a professional counselor and who has been licensed in another state through a similar process with equivalent requirements as described in subsections B and C of this section.

18 VAC 115-20-100. ~~Biennial~~ Annual renewal of licensure

A. All licensees shall renew licenses on or before June 30 of each ~~odd-numbered~~ year.

B. Every license holder who intends to continue to practice shall submit to the board on or before June 30 of each ~~odd-numbered~~ year:

1. A completed application for renewal of the license; and

2. The renewal fee prescribed in 18 VAC 115-20-20.

C. Failure to receive a renewal notice from the board shall not relieve the license holder from the renewal requirement.

18 VAC 115-20-110. Late renewal; reinstatement

A. A person whose license has expired may renew it within ~~four years~~ one year after its expiration date by paying the late fee prescribed in 18 VAC 115-20-20 as well as the license renewal fee prescribed for ~~each biennium~~ the year the license was not renewed.

B. A person who fails to renew a license ~~for four years~~ after one year or more and wishes to resume practice shall ~~reapply and pay the application fee prescribed by the board's contracting agent and take the written examination.~~ apply for reinstatement, pay

the reinstatement fee for a lapsed license and submit evidence regarding the continued ability to perform the functions within the scope of practice of the license.

~~C. Upon approval for reinstatement, the applicant shall pay the late fee prescribed in 18 VAC 115-20-20 and the license renewal fee prescribed for each biennium the license was not renewed.~~

18 VAC 115-20-150. Reinstatement following disciplinary action

A. Any person whose license has been revoked, suspended or denied renewal by the board under the provisions of 18 VAC 115-20-140 may, two years subsequent to such board action, submit a new application for reinstatement of licensure.

B. The board in its discretion may, after a hearing, grant the reinstatement sought in subsection A of this section.

C. The applicant for such reinstatement, if approved, shall be licensed upon payment of the appropriate ~~fees-~~ fee applicable at the time of reinstatement.