

## Instructions for Submitting an Application for Licensure

Please be aware the application review process **may take up to 8 weeks to complete**. The Board will not consider an application complete or officially submitted unless it includes the following:

- Complete Application Form (available at [ok.gov/behavioralhealth/](http://ok.gov/behavioralhealth/))
  - Application Fee
  - Official Transcript
  - Complete Internship/Practicum Documentation Form
  - Completed Criminal Background Check
1. Make arrangements with a local provider who offers fingerprinting services (local law enforcement agency, county sheriff, university police, etc.). It is recommended you use a facility that offers livescan fingerprinting as the results are more reliable and less likely to be rejected. To locate a site that offers livescan fingerprinting, use the following link: <https://www.certifixlivescan.com/category/fingerprinting-service-locations/oklahoma>.

Once you have been fingerprinted, complete the enclosed OSBI Criminal History Record Information Request Form and submit your form and completed fingerprint cards to OSBI for processing. For further instructions please use the following link: [http://www.ok.gov/osbi/Criminal\\_History/](http://www.ok.gov/osbi/Criminal_History/). **Please note:** Fingerprint cards (and criminal history, if applicable) stamped by OSBI **more than 30 days beyond the date of application will not be considered**.

2. Complete your part of the Internship/Practicum Documentation Form, and then retrieve the signed document from the third party for submission.
3. Request that an official copy of your university transcript (graduate coursework only) be mailed to you from the university registrar. The transcript must be in a sealed envelope with the registrar's stamp over the flap.
4. Complete the application form and affix your personal check, money order or cashier's check for the application fee. The application fee for each license type is:
  - Licensed Professional Counselor - \$145.00 (Made payable to the LPC Revolving Fund)
  - Licensed Marital and Family Therapist - \$200.00 (Made payable to the LMFT Revolving Fund)
  - Licensed Behavioral Practitioner - \$275.00 (Made payable to the LBP Revolving Fund)

5. Assemble the above materials and submit them in one envelope to:

State Board of Behavioral Health Licensure (BBHL)  
3815 N. Santa Fe, Ste. 110  
Oklahoma City, OK 73118

### **Please note:**

If you passed the NCE exam prior to making application, you will need to request the score be uploaded to the Oklahoma NCE portal. Your passing result will not be submitted to the Board automatically.

### **For Your Own Protection:**

- Photocopy all the documents you have submitted.
- Submit your documents by certified mail.
- Double check – to ensure that all forms are completed as per instructions, official transcript(s) are in a sealed envelope from the registrar and that all forms are signed and all signatures are dated.