

Oklahoma Education Equivalency Review

Application for Licensed Professional Counselor (LPC)

**This application form is interactive.
Download the form to your computer to fill it out.**



3 TERRACE WAY
GREENSBORO, NORTH CAROLINA 27403-3660 USA
TEL: 336-482-2856 * FAX: 336-482-2852
www.cce-global.org * cce@cce-global.org

The Center for Credentialing & Education, Inc. (CCE®) values diversity.
There are no barriers to certification on the basis of gender, race, creed, age, sexual orientation or national origin.

CCE and NBCC are registered trade and service marks of the National Board for Certified Counselors, Inc.

The Center for Credentialing & Education, Inc. (CCE), on behalf of the state of Oklahoma, performs the education equivalency review for licensed professional counselor candidates with degrees from educational programs not accredited by the Council for Accreditation of Counseling & Related Educational Programs (CACREP). Any correspondence outside of the education equivalency review should be directed to the state of Oklahoma at (405) 522-3696.

CCE's review is based on Oklahoma Administrative Code for LPC 86:10-9 Academic Requirements. The Oklahoma Administrative Code for Licensed Professional Counselors is available online at: <https://oklahoma.gov/behavioralhealth/acts-and-regulations.html>

Applications will be held open for three years from the date of initial review. Please note that CCE cannot return or duplicate an application. Prior to submitting your application to CCE, please make a copy of it for your records.

HOW TO CONTACT CCE

Telephone: 336-482-2856
Telephone Hours: 8:30 a.m. to 5 p.m. Eastern time; 7:30 a.m. to 4 p.m.. Central time (Monday–Friday)
E-mail: cce@cce-global.org
Fax: 336-482-2852

Send written correspondence to: CCE • 3 Terrace Way • Greensboro, NC 27403-3660

Reviews are conducted in order of receipt and completed within six weeks. Failure to include all required items listed on pages 3 and 4 will result in the need for additional reviews. Each subsequent review takes six weeks from the date of document receipt.

In order to protect candidates from miscommunication or misinformation, CCE asks applicants to submit in writing any questions regarding their education review. Questions can be sent via e-mail, postal mail or fax. CCE responds to all questions in the order they are received.

Applicant Appeal of CCE Review Results

As an applicant for licensure education review, you have the right to appeal the findings on the education review completed by CCE. Please be aware that all applications for education equivalency review in Oklahoma are reviewed by CCE, which is the contracted agent for the Oklahoma State Board of Behavioral Health Licensure and the credential review is based on the Oklahoma Administrative Code for LPC 86:10-9 Academic Requirements. These requirements must be met in full.

After the Oklahoma Board reviews the documents and has made the final decision regarding the appeal, a letter will be sent from the OK Board to the applicant. It is the applicant's responsibility to send a copy of the letter received from the Board to CCE. Note: CCE cannot proceed with the application until the letter is These requirements must be met in full.

1. Type or clearly print all information. Complete all sections.
2. Sealed, official graduate transcripts are required.
3. Include course descriptions copied from the academic catalog for the year in which the courses were completed.
4. Complete application and mail to CCE C/O Deluxe – First Citizens Bank Lockbox 96865 6125 Lakeview Rd., Suite 800, Attn: Oklahoma Educational Equivalency Review, Charlotte, NC 28269 • Fax: 336-482-2852

Applicant's Name (First, Middle, Last)		Date of Birth
Address		
City	State	Zip Code
Telephone Number	Email Address	
Name of Educational Institution		
Address of Educational Institution		
City	State	Zip Code
Date of Admission	Date Degree Granted	
Level of Degree Granted	Discipline/Program Title	

LPC ACADEMIC WORKSHEET

Applicant's name: _____ Date: _____

University: _____ Degree: _____

CORE COURSES: Each applicant shall possess at least a master's degree in counseling, or a mental health related graduate degree deemed substantially content-equivalent. In order to qualify as a "content-equivalent" degree, a graduate transcript must document as a part of the required sixty (60) semester credit hours or ninety (90) quarter credit hours of graduate curriculum, one (1) or more courses of at least three (3) semester credit hours or four (4) quarter credit hours per course in each of the following core counseling areas.

A. Human Growth and Life Span Development: course which deals with the process stages of human intellectual, physical, social and emotional development of any of the stages of life from prenatal through old age.

1. _____

B. Abnormal Human Behavior and Diagnostic Processes: course which offers a study of the principles of understanding dysfunction in human behavior or social disorganization.

1. _____

C. Appraisal/Assessment Techniques: course which deals with the principles, concepts and procedures of systematic appraisal, assessment, or interpretation of client needs, abilities, and characteristics, which may include the use of both testing and non-testing approaches.

1. _____

D. Counseling Practice and Relationships: course which surveys the major theories and/or techniques of counseling, interviewing, attending, and listening skills in the counseling process, counseling strategies and techniques, application of technology to counseling, and/or critical thinking and reasoning strategies for clinical judgment.

1. _____

E. Professional Counseling Orientation and Ethical Practice: course which deals with the objectives of professional counseling organizations, codes of ethics, legal aspects of practice, standards of preparation and the role of persons providing direct counseling services, history and philosophy of the counseling profession, professional counseling credentialing, legislation and regulatory standards, and/or the role and process of the professional counselor.

1. _____

F. Research and Program Evaluation: course in the methods of social science or mental health research which includes the study of statistics or a thesis project in an area relevant to the practice of counseling.

1. _____

G. Practicum/Internship: at least one course of an organized practicum or internship with at least three hundred (300) clock hours in counseling with planned experiences providing classroom and field experience with clients under the supervision of college or university approved counseling professionals.

1. _____

H. Group Counseling and Group Work: course that provides both theoretical and experiential understandings of group purpose, development, dynamics, theories, methods, skills, and other group approaches in a culturally diverse society, including issues of group counseling leadership, stages, skills, methods, and ethics issues.

1. _____

I. Career Development: course that provides an understanding of career development and related life factors, as well as an overview of career development theories, program planning, educational planning, assessment techniques, and applied career counseling processes, including those applicable to specific populations in a global economy.

1. _____

J. Social and Cultural Identities and Experiences: course that provides an understanding of the cultural context of relationships, issues, and trends in a culturally diverse society, including an overview of social and cultural theories, strategies, and roles to be applied by the pluralistic counselor to establish an environment for optimal client wellness and successful counseling outcomes.

1. _____

ADDITIONAL COURSES

Using the key below, please use the corresponding letter beside each academic category to document the remaining graduate courses on your transcript to reach the **60-semester hour requirement** (ex. B. Abnormal human behavior = Academic Category: B).

Academic category Key:

- | | | | |
|---|---|---|---|
| A. Human Growth and Life Span Development | E. Professional Counseling Orientation and Ethical Practice | J. Social and Cultural Identities and Experiences | P. Gerontology |
| B. Abnormal Human Behavior and Diagnostic Processes | F. Research and Program Evaluation | K. Personality Theories | Q. Human Sexuality |
| C. Appraisal/Assessment Techniques | G. Practicum/Internship | L. Crisis Intervention | R. Counseling with Children/Adolescents |
| D. Counseling Practice and Relationships | H. Group Counseling and Group Work | M. Marriage/Family Counseling | S. Clinical Supervision |
| | I. Career Development | N. Addictions Counseling | T. Psychopharmacology |
| | | O. Rehabilitation Counseling | U. Consultation |
| | | | V. Physical & Emotional Health |
| | | | W. Grief Counseling |

1. Name of Course: _____ Number of Hours: _____ Academic Category: _____
2. Name of Course: _____ Number of Hours: _____ Academic Category: _____
3. Name of Course: _____ Number of Hours: _____ Academic Category: _____
4. Name of Course: _____ Number of Hours: _____ Academic Category: _____
5. Name of Course: _____ Number of Hours: _____ Academic Category: _____
6. Name of Course: _____ Number of Hours: _____ Academic Category: _____
7. Name of Course: _____ Number of Hours: _____ Academic Category: _____
8. Name of Course: _____ Number of Hours: _____ Academic Category: _____
9. Name of Course: _____ Number of Hours: _____ Academic Category: _____
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12. Name of Course: _____ Number of Hours: _____ Academic Category: _____
13. Name of Course: _____ Number of Hours: _____ Academic Category: _____
14. Name of Course: _____ Number of Hours: _____ Academic Category: _____
15. Name of Course: _____ Number of Hours: _____ Academic Category: _____
16. Name of Course: _____ Number of Hours: _____ Academic Category: _____
17. Name of Course: _____ Number of Hours: _____ Academic Category: _____
18. Name of Course: _____ Number of Hours: _____ Academic Category: _____
19. Name of Course: _____ Number of Hours: _____ Academic Category: _____
20. Name of Course: _____ Number of Hours: _____ Academic Category: _____

PLEASE NOTE: All graduate course work applied toward licensure shall be from a regionally accredited college or university recognized by one of the following six regional accrediting associations: The New England Commission on Higher Education (NECHE), The Middle States Association of Colleges and Schools (MSCHE), The Higher Learning Commission (HLC), The Northwest Commission on Colleges and Universities (NWCCU); The WASC Senior College and University Commission (WSCUC), The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), or their predecessors or successors.



Oklahoma Education Equivalency Payment Voucher

PLEASE NOTE

- All fees must be paid in U.S. dollars.
- All fees are nonrefundable and nontransferable.
- Review results will be sent six weeks after application receipt.
- You will be notified in writing of your status and informed if further information is needed.
- Please make check or money order payable to CCE.

METHOD OF PAYMENT

Applicant's Name: _____

Telephone: DAY: _____ EVENING: _____

- ☐ Enclosed is a check or money order payable to CCE in the amount of \$150.
- ☐ Please charge the credit card listed below in the amount of \$150.

Card Type: ☐ VISA ☐ MasterCard ☐ American Express

Name on Card: _____

Account Number:

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Card Security Code (from back of card):

--	--	--	--

Expiration Date:

--	--

 /

--	--

Cardholder Signature: _____ Date (mm/dd/yyyy): _____

SUBMIT YOUR APPLICATION AND PAYMENT

- Mail: CCE C/O Deluxe – First Citizens Bank Lockbox 96865 6125
Lakeview Rd., Suite 800 Charlotte, NC 28269
- Fax: 336-482-2852