

**ALABAMA BOARD OF EXAMINERS IN COUNSELING  
ADMINISTRATIVE CODE**

**CHAPTER 255-X-7  
LICENSE RENEWAL**

**TABLE OF CONTENTS**

255-X-7-.01	<b>Licensed Professional Counselor (LPC) Renewal</b>
255-X-7-.02	<b>Associate Licensed Counselor (ALC) Renewal</b>
255-X-7-.03	<b>Continuing Education (Repealed 10/1/10)</b>
255-X-7-.04	<b>Renewal Applications (Repealed 10/1/10)</b>
255-X-7-.05	<b>Renewal Application Deadline (Repealed 10/1/10)</b>
255-X-7-.06	<b>Failure To Pay Renewal Fee (Repealed 10/1/10)</b>
255-X-7-.07	<b>Expired License (Repealed 10/1/10)</b>
255-X-7-.01	<b><u>Licensed Professional Counselor (LPC) Renewal.</u></b>

(1) General. All Licensed Professional Counselor licenses expire biennially and on July 31 of the renewal year. For all expired LPC licenses renewed after July 31 of a renewal year, the date of issuance shall correspond to the date of the approved renewal and the renewed licensure term shall not exceed twenty-four (24) months from the expiration date of the previous licensure term.

(2) Renewal Notice and Application. As a courtesy, LPC renewal notices are mailed to the licensee. Failure to receive a renewal notice from the Board will not relieve the licensee from the renewal requirement. Renewal applications will be mailed by the Board or made available through the Board's website. The LPC must submit the renewal application and renewal fee to the Board office by August 1 of the renewal year.

(3) Renewal Fee. A renewal fee, approved by the Board, is required for any LPC license renewal. Checks should be payable to the Alabama Board of Examiners in Counseling. Failure to pay the biennial renewal fee by August 1 of the renewal year shall automatically suspend the right of any LPC to practice while delinquent. Such lapsed license may be renewed within a period of two (2) years after payment of all fees in arrears, or thereafter, upon payment of a renewal fee to be determined by the Board. Any LPC who does not meet the requirements specified in 255-X-7-.01 (3) (a) and

whose license has lapsed beyond six (6) years must reapply under the current regulations for initial licensure.

(a) The license of any person licensed as a professional counselor who has allowed their license to lapse for fifteen (15) years or less, and who has been in a profession for at least eight (8) years where counseling is a part of the daily routine of the profession including, but not limited to, service as a school principal, school vice principal, school psychometrist, or school psychologist, shall be reinstated upon the payment of a fee of five hundred dollars (\$500) and evidence satisfactory to the board of the completion of forty (40) hours of relevant professional and continuing education earned in the twenty-four (24) month period prior to requesting the reinstatement. Of the forty (40) hours of continuing education required, six (6) hours must be devoted to ethical concerns for practice, assessment, supervision, or research in counseling. The forty (40) hours of continuing education must also meet the requirement for real-time participation as specified in 255-X-7-.01(4)(e). The applicant for reinstatement must also provide written documentation verifying that he/she has been in a profession for at least eight (8) years where counseling as defined in 255-X-2-.01(2)(a) is a part of the daily routine. The initial term of the reinstated license may be less than or greater than two (2) years depending on the date of issuance of the license and will expire July 31 of the renewal year.

(4) Continuing Education. No license will be renewed unless the renewal request is accompanied by evidence satisfactory to the Board of the completion of relevant professional and continued education experience meeting the definition in section 255-X-2-.18 completed during the term of the current license.

(a) A minimum of forty (40) formal contact clock hours of relevant professional and continued education experience shall be required for renewal of LPC license. The forty (40) hours of continuing education required for licensure renewal must contain a minimum of six (6) clock hours of continuing education devoted to ethical concerns for practice, assessment, supervision, or research in counseling.

(b) All formal contact clock hours of relevant professional and continued educational experience shall be approved in advance by the Board, or shall be formal graduate academic course work, excluding thesis or dissertation credit. Academic courses taken as "audits" must be verified with an official transcript and letter from instructor confirming attendance.

(c) The LPC is responsible for maintaining documentation to verify completion of all continuing activities listed on the renewal application. This documentation must be available for review

by the Board upon request for a period of three (3) years following the renewal period in which the continuing education activities were used for licensure renewal.

(d) Of the forty (40) formal contact clock hours required for renewal of LPC, ten (10) hours may be obtained by supplying documentation of two (2) of the activities listed below:

1. Services as a presenter for a seminar, workshop, or training conference that is primarily counseling in nature

2. Publication of Peer reviewed material that is primarily counseling in nature.

3. Services on boards, commissions, and holding office in professional organizations, specifically related to counseling, and in which at least thirty (30) hours annually are devoted to such service.

(e) Real-Time Participation in Continuing Education Activities. Effective August 1, 2011, a minimum of seventy-five percent (75%) of the continuing education activities required for any licensure renewal period must consist of real-time participation in seminars, classes, workshops, presentations, training programs, or similar activities. Such real-time participation must involve licensee presence in the location of the activity as it occurs or use of interactive technology by the licensee for the activity as it occurs. Self-contained activities (e.g., recorded presentations, reading, online study) that do not feature opportunities for dialogue and interaction for the licensee as the activity occurs do not qualify as real-time participation in continuing education.

(f) Documentation of Continuing Education Activities. All certificates of completion/verification of attendance must contain: licensee's name, name of workshop/seminar/training, name of sponsoring entity, dates of the activity, and number of contact hours granted.

(5) Audit of LPC Renewals. Beginning August 1, 2012, the Board will conduct a mandatory random audit of 10 percent (10%) of LPC renewal applications for the most recent renewal period. The audit is to ensure that the continuing education requirement is being met.

(a) An LPC whose renewal is selected for audit is required to send verification of his/her continuing education to the Board office within thirty (30) days of the date of the audit notice. Failure to submit verification of the required approved continuing education listed in the renewal application are subject to formal disciplinary action by the Board.

(b) LPCs who submit documentation that is unclear or questionable for renewal purposes may be required to submit additional documentation. LPCs who are unable to submit satisfactory verification of the required approved continuing education listed in the renewal application are subject to formal disciplinary action by the Board.

(c) LPCs audited for licensure renewal will be subject to random audit selections in subsequent renewal periods. Successful selection for audit review will not remove an LPC from audit review in any subsequent renewal period.

(6) Expired License. Applicants who seek to renew an LPC license more than twenty-four (24) months from the expiration date of their last active license must pay the published renewal fee. The period of licensure renewal shall not extend beyond the next July 31. The renewal application must be accompanied by documentation acceptable to the Board of continuing education activities of no less than forty (40) contact clock hours accrued within the twenty (24) months immediately preceding the request for renewal. The forty (40) hours of continuing education must contain a minimum of six (6) clock hours of continuing education devoted to ethical concerns for practice, assessment, supervision, or research in counseling. Continuing education documentation associated with the renewal of an expired license must be submitted to the Board for review but will not be subject to the audit procedure.

**Author:** Alabama Board of Examiners in Counseling

**Statutory Authority:** Code of Ala. 1975, §34-8A-5.

**History:** Filed September 30, 1982. **Amended:** Filed November 26, 1996; effective December 31, 1996. **Amended:** Filed March 1, 2000; effective April 5, 2000. **Amended:** Filed May 16, 2001; effective June 20, 2001. **Amended:** Filed September 28, 2009; effective November 2, 2009.

**New Rule:** Filed August 4, 2010; effective September 8, 2010.

**Repealed:** Filed August 27, 2010; effective October 1, 2010.

**Amended:** Filed September 25, 2012; effective October 30, 2012.

**Amended:** Filed July 14, 2016; effective August 28, 2016.

#### **255-X-7-.02      Associate Licensed Counselor (ALC) Renewal.**

(1) General. An Associate Licensed Counselor is required to pay annually to the board by the anniversary of his or her license issuance date a renewal fee as set out in section 255-X-1-.08. A lapsed license may be renewed within a period of one year after lapse upon payment of fees in arrears or thereafter upon payment of a renewal fee as determined by the board.

(2) Renewal Notice and Application. As a courtesy, ALC renewal notices are mailed to the licensee. Failure to receive a renewal notice from the Board will not relieve the licensee from the renewal requirement. Renewal applications will be mailed by the Board or made available through the Board's website.

(3) Continuing Education. No license will be renewed unless the renewal request is accompanied by evidence satisfactory to the Board of the completion of relevant professional and continued educational experience meeting the definition in section 255-X-2-.18 completed during the term of the current license.

(a) A minimum of ten (10) formal contact clock hours of relevant professional and continued education experience shall be required for renewal of an ALC license. The ten (10) hours of continuing education required for ALC licensure renewal must contain a minimum of two (2) clock hours of continuing education devoted to ethical concerns for practice, assessment, supervision, or research in counseling.

(b) All formal contact clock hours of relevant professional and continued education experience shall be approved in advance by the Board, or shall be formal graduate academic course work, excluding thesis or dissertation credit. Academic courses taken as "audits" must be verified with an official transcript and letter from instructor confirming attendance. Formal graduate course work utilized as continuing education for licensure renewal cannot also be utilized as a substitute for supervised experience required to become a Licensed Professional Counselor. Formal graduate course work used as a substitution for supervised experience to become a Licensed Professional Counselor cannot also be utilized as continuing education for licensure renewal.

(c) The ALC is responsible for maintaining documentation to verify completion of all continuing activities listed on the renewal application. This documentation must be available for review by the Board upon request for a period of three (3) years following the renewal period in which the continuing education activities were used for licensure renewal.

(d) Of the twenty (20) formal contact clock hours required for renewal of ALC initially issued prior to January 1, 2010 and expiring July 31, 2011, five (5) hours may be obtained by supplying documentation of one (1) of the following activities.

(d) Of the ten (10) formal contact clock hours required for renewal of ALC, three (3) hours may be obtained by supplying documentation of one (1) of the following activities:

1. Services as a presenter for a seminar, workshop, or training conference that is primarily counseling in nature.

2. Publication of peer reviewed material that is primarily counseling in nature.

3. Services on boards, commissions, and holding office in professional organizations, specifically related to counseling, and in which at least thirty (30) hours annually are devoted to such service.

(e) Real-Time Participation in Continuing Education Activities. Effective August 1, 2011, a minimum of seventy-five percent (75%) of the continuing education activities required for any licensure renewal period must consist of real-time participation in seminars, classes, workshops, presentations, training programs, or similar activities. Such real-time participation must involve licensee presence in the location of the activity as it occurs or use of interactive technology by the licensee for the activity as it occurs. Self-contained activities (e.g., recorded presentations, reading, online study) that do not feature opportunities for dialogue and interaction for the licensee as the activity occurs do not qualify as real-time participation in continuing education.

(f) Documentation of continuing Education Activities. All certificates of completion/verification of attendance must contain: licensee's name, name of workshop/seminar/training, name of sponsoring entity, dates of the activity, and number of contact hours granted.

(4) Expired License Applicants who seek to renew an ALC license more than twelve (12) months from the expiration date of their last active license must pay the published renewal fee. The renewed license shall bear an issuance date corresponding to the approval date of the renewal and shall expire twelve (12) months from the date of issue. The renewal application must be accompanied by documentation acceptable to the Board of continuing education activities of no less than ten (10) clock hours accrued within the twelve (12) months immediately preceding the request for renewal. The ten (10) hours of continuing education must contain a minimum of two (2) clock hours of continuing education devoted to ethical concerns for practice, assessment, supervision, or research in counseling. An ALC must also submit a proposed plan of supervision for approval by the Board. Any associate licensed counselor whose license has lapsed beyond six (6) years must reapply under the current regulations for initial licensure

**Author:** The Alabama Board of Examiners in Counseling

**Statutory Authority:** Code of Ala. 1975, §34-8A-5.

**History:** Filed September 30, 1982; July 30, 1992. **Amended:** Filed May 16, 2001; effective June 20, 2001. **New Rule:** Filed

August 4, 2010; effective September 8, 2010. **Repealed:** Filed August 27, 2010; effective October 1, 2010. **Amended:** Filed September 25, 2012; effective October 30, 2012. **Amended:** Filed July 14, 2016; effective August 28, 2016.

**255-X-7-.03**      **Continuing Education.**      **(Repealed)**

**Author:** Alabama Board of Examiners in Counseling

**Statutory Authority:** Code of Ala. 1975, §34-8A-14.

**History:** Filed September 30, 1982. **Amended:** Filed February 5, 1988.

**Amended:** Filed March 30, 1993. **Amended:** Filed March 21, 1995; effective April 25, 1995. **Amended:** Filed November 26, 1996; effective December 31, 1996. **Amended:** Filed March 1, 2000; effective April 5, 2000. **Amended:** Filed September 25, 2000; effective October 30, 2000. **Amended:** Filed May 16, 2001; effective June 20, 2001. **Amended:** Filed November 9, 2006; effective December 14, 2006. **Amended:** Filed September 28, 2009; effective November 2, 2009. **Repealed:** Filed August 27, 2010; effective October 1, 2010.

**255-X-7-.04**      **Renewal Applications.**      **(Repealed)**

**Author:** Alabama Board of Examiners in Counseling

**Statutory Authority:** Code of Ala. 1975, §34-8A-14.

**History:** Filed September 30, 1982. **Amended:** Filed May 30, 2003; effective July 4, 2003. **Repealed:** Filed August 27, 2010; effective October 1, 2010.

**255-X-7-.05**      **Renewal Application Deadline.**      **(Repealed)**

**Author:** Alabama Board of Examiners in Counseling

**Statutory Authority:** Code of Ala. 1975, §34-8A-14.

**History:** Filed September 30, 1982. **Amended:** Filed December 1, 1997; effective January 5, 1998. **Amended:** Filed November 9, 2006; effective December 14, 2006. **Amended:** Filed September 28, 2009; effective November 2, 2009. **Repealed:** Filed August 27, 2010; effective October 1, 2010.

**255-X-7-.06**      **Failure To Pay Renewal Fee.**      **(Repealed)**

**Author:** Alabama Board of Examiners in Counseling

**Statutory Authority:** Code of Ala. 1975, §34-8A-6.

**History:** Filed September 30, 1982. **Amended:** Filed November 26, 1996; effective December 31, 1996. **Amended:** Filed

November 9, 2006; effective December 14, 2006. **Amended:** Filed September 28, 2009; effective November 2, 2009. **Repealed:** Filed August 27, 2010; effective October 1, 2010.

**255-X-7-.07      Expired License.      (Repealed)**

**Author:** Alabama Board of Examiners in Counseling

**Statutory Authority:** Code of Ala. 1975, §34-8A-6.

**History: New Rule:** Filed May 16, 2001; effective June 20, 2001.

**Amended:** Filed May 30, 2003; effective July 4, 2003. **Amended:** Filed September 28, 2009; effective November 2, 2009. **Repealed:** Filed August 27, 2010; effective October 1, 2010.