



Louisiana Licensed Professional Vocational Rehabilitation Counselors

BOARD OF EXAMINERS

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MEMO

Date: May 26, 2008

To: Provisional Licensed Rehabilitation Counselors

From: Ashley Bryars, Chair

RE: LICENSE RENEWAL

This notice is to remind you that your provisional LRC license expires July 31, 2008. To ensure there will be no problems in renewing your license, please do the following:

- Complete the enclosed renewal form.
- Enclose a money order, cashiers check, or personal check for the \$100.00 renewal fee.
- Please try to return your renewal application and \$100 fee to the Board office by **July 15, 2007**, so the Board office can process the renewal application and issue the new license prior to the July 31, 2007 expiration date.
- For the 2006-2008 period you are required to submit 30 hours (unless otherwise noted in your initial approval letter) of continuing education. Documentation of continuing education hours includes certificates of attendance and copies of registration for workshops, conferences or seminars and/or transcripts for courses taken for credit. Board approval of CEU hours is required for those programs that do not have CRC, CCM, CLCP, CDMS, CCWAVES, NBCC or NCC pre-approval. In order for the board to review programs not pre-approved you will need to fill out a CEU application for each course. This application can be found on our website, www.lrcboard.org.
- **Please DO NOT include CEU's that you have already submitted.**

The Board continually works to keep our website directory current. A listing of all licensed rehabilitation counselors is available on our website. The directory includes your name, your business name and address, your work phone and fax number, e-mail address and your LRC number. Please remember that you are responsible for notifying the Board office in the event of a change.

Note: According to LRS 37:2951, the Board must verify with the Office of Student Financial Assistance whether a renewal applicant has a defaulted student loan. If the applicant has defaulted on a student loan, we will reject the renewal application and revoke the applicant's license. If the renewal applicant has made acceptable payment arrangements with the Office of Student Financial Assistance, we will approve the renewal, but we will grant the applicant a conditional license.

Please email, call or write the Board office if you have questions.