Endorsement License: Information for Endorsement Licensure

This form explains the steps for applying for licensure by endorsement. Read every email from the Board carefully and follow its directions.

Step 1: Application for Examination

1. Set up an account in the Applicant Portal on the Arkansas Board of Examiners in Counseling website.
2. Select Start New Application.
3. Complete the **APPLICATION FOR EXAMINATION By ENDORSEMENT**
4. Submit the following:
    - Core Curriculum Summary: At the top of the form, fill in the pathway (LBE) and the license type.
    - Unofficial transcript
    - Passport-style photo: A selfie from the shoulders up is acceptable.

Note: This first application can take several weeks to be approved. You will receive an email with further instructions once approved.

Step 2: License Application

1. Log into the Applicant Portal on the Arkansas Board of Examiners in Counseling website.
2. Select Start New Application.
3. Under **COUNSELOR** click **EXPAND**.
4. Complete the application for the license you are seeking:
    - Licensed Professional Counselor by Endorsement, or Licensed Associate Counselor (LAC),
    - LMFT by Endorsement, or Licensed Associate Marriage & Family Therapist (LAMFT)
5. Submit the following:
    - Statement of Intent: Upload it into your Licensure application.
    - Official transcript
    - Four (4) Letters of Recommendation
    - Arkansas Jurisprudence Certificate
    - Background check
    - License Verification

Important Information for Step 2-Document Submission

Background Check, **Jurisprudence Exam**: The Board will send you information about the background check and the Arkansas Jurisprudence Exam. You will not receive it before then.

Board-Approved Forms: The **Statement of Intent** and **Letter of Recommendation** forms are approved by the Board. You can find them in the **Document Library** on the Board of Examiners website.

Official Transcript with degree conferred: Your university must send the official transcript directly to the Board, by mail or by email:

Method	Contact
Mail	5800 West 10th Street, Suite 405, Little Rock, AR 72204
Email	arboec@arkansas.gov

Letters of Recommendation: Letters must be mailed to the Board or left in the drop box outside the office door.

- Each form must be in a sealed envelope.
- The recommender must sign across the seal.
- The Board will not accept a recommendation if the seal is not signed.

License Verification: You must request your license verification from your home state board to be sent directly to this Board, or you will need to provide a link to your home state's license search.

Step 3: Board Review

After the Board receives all required documents, the Director will review your information to prepare it for the Board. The Director will then email you the date your application will be on the Board's agenda.

Step 4: Board Decision

If you are approved licenser for the endorsement, the Director will email you with the Board's decision. The email will list anything else the Board needs from you, such as an updated Statement of Intent

Step 5: License Processing

Processing Time: You will not receive your license right away. Processing usually takes about 10 business days, but it can take longer.

Instructions: The office will email you instructions on paying for and obtaining license and license number.

You may not see clients until you receive your license number.

Reminder

Read every email carefully and follow the directions provided.