

Act 457 License: Information for Act 457 Automatic Occupational Licensure

This form explains the steps for applying for Automatic Occupational Licensure. 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.

The Director will review your application, and you will receive an email requesting the following:

- 1) License verification, 2) Proof of Arkansas Residency, 3) Arkansas Jurisprudence Certificate

If eligible, office staff be in contact and will process your license.

You will have one year to complete the submission of items in Step 2.

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
 - Coursework, if applicable
 - Supervision, if applicable

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 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

The Board will review your documents. The Director will then email you with will list anything else the Board needs from you.

Reminder

Read every email carefully and follow the directions provided.