



District of Columbia

PROFESSIONAL COUNSELING RENEWAL APPLICATION

PROFESSIONAL COUSELING RENEWAL BEGINS ON OCTOBER 01, 2012! LICENSES EXPIRE DECEMBER 31, 2012.

Please read the instructions at the beginning of each section as you complete this form. See section 2 for special instructions specific to your license. If you have questions, call HPLA's toll free Customer Service line Monday through Friday, 8:30 AM to 4:30 PM EST at 1-877-672-2174.. A charge of \$65.00 will be imposed for dishonored checks (Public Law 89-208)

SECTION 1. LICENSEE INFORMATION- Carefully review all demographic information in this section. Please make sure all name, address, SSN, and birth date corrections in Sections 4 on Page2.

<p>PRINT Full Name & Home Address: (PO Box may not be used for home address)</p> <p>Phone: Fax: Email: (REQUIRED)</p> <p>Please select your preferred mailing address <input type="checkbox"/> Home <input type="checkbox"/> Business</p>	<p>License Number: *SSN: Birth Date: Business Address: (REQUIRED)</p> <p>Phone: Fax: Secondary Email:</p> <p><small>*Pursuant of D.C. Official Code Section 3-1205.5(b)(2001)(HORA), applicants are required to provide a Social Security Number (SSN) on licensure applications.</small></p>
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SECTION 2. SPECIAL INSTRUCTIONS

NEW REQUIREMENT: STATE & FBI CRIMINAL BACKGROUND CHECKS (CBC) REQUIRED FOR LICENSURE RENEWAL CBC BY "L-1 ENROLLMENT SERVICES/MORPHOTRUST USA":

- Submit renewal application and application fee (\$145) payable to DC Treasurer and CBC fee (\$50) for the District of Columbia (paid separately to MorphoTrust), ****CBC fee varies by State****

CBC IN DISTRICT OF COLUMBIA OR JURISDICTION OUTSIDE OF THE DISTRICT OF COLUMBIA :

License Renewal is required in order to schedule a CBC

- Submit renewal application and application fee (\$145) payable to DC Treasurer
- Apply online for CBC by visiting the L-1 Enrollment Services/MorphoTrust USA website at <http://www.L1ENROLLMENT.com> or call **1-877-783-4187**
- CBC-Walk-in Services are **only** available at the office location 899 North Capitol Street, NE; 1ST Floor, Washington, D.C. 20002 **If we receive a positive State or FBI CBC, you will be asked to provide court papers.**

Late Renewal: Applications submitted after December 31st must include an \$85.00 late fee. After February 28, 2013, you will be required to apply for reinstatement. You may reinstate your license within 5 years of its expiration date. Once the 5-year reinstatement period has ended, you must meet the Board's requirements to reapply.

Continuing Education Requirement: Professional Counselors must complete a total of forty (40) hours of approved continuing education, of which six (6) hours must be in Ethics and four (4) hours must be in Trauma Counseling. **There is no Continuing Education Requirement for 1st time renewal applicants.**

Photos Will Not Be Required: If you do not currently have a picture on your pocket license, submit two (2) identical, recent passport photographs. On the back of the photos, write your full name and either your license number or Social Security Number.

Online Renewal Instructions: To renew your license online, please go to: www.doh.dc.gov. Enter your Social Security Number and Last Name, then go to the next screen and enter your User ID and Password.

Keep a copy of this renewal form and payment for your records. Remember that you are required by law to notify the PROFESSIONAL COUNSELING BOARD of any address change within 30 days. You may send notice of address changes to our address below. This will help ensure that you receive your next renewal notice in a timely manner.

SECTION 3. FEES

Please check the appropriate box (es).		<u>FEE</u>
A. <input type="checkbox"/>	Renewal fee	\$ 145.00 _____ .00
B. <input type="checkbox"/>	CBC (Payment made when you register online with	_____ .00
C. <input type="checkbox"/>	CBC (Other jurisdiction)	\$ 0.00 _____ .00
D. <input type="checkbox"/>	Paid Inactive Status	\$145.00 _____ .00
E. <input type="checkbox"/>	Late fee (if received after due date)	\$ 85.00 _____ .00
F. <input type="checkbox"/>	Cancel license or Deceased * (see notes)	\$ 0.00 _____ .00
G. <input type="checkbox"/>	Duplicate Licenses	qty: ____ X _____ .00
	Reactivate (Paid Inactive License) Submit Reinstatement Application	\$34.00 _____ .00

Make check or money order payable to
DC Treasurer and mail to:
 Department of Health/HPLA – Professional Counseling
 899 North Capitol Street, NE; 1st Floor, Washington, D.C. 20002
 Phone: 1-877-672-2174;
 Processing Center FAX (202) 724-5145
 CBC Fax: 202-478-1387
www.hpla.doh.dc.gov * Email: doh.cbcu@dc.gov

Total Enclosed \$ _____ .00

Notes: * If you cancel your license, you must sign and return this renewal application. You may not practice in the District of Columbia until you re-apply as a new license applicant and are approved by the DC Health Regulations and Licensing Administration for a new license. Upon approval, you will be issued a new license number. * If the licensee is deceased, please return the application to the address above along with a death certificate or notarized letter indicating that the licensee is deceased.

SECTION 4. NAME CHANGE

If you are changing your name, you must provide legal documentation of the name change. Acceptable documentation for individuals includes a copy of marriage certificate, divorce decree, or court order.

Changed to current name by: Marriage Divorce Court Order

NAME: _____
 FIRST MI LAST SUFFIX (Jr., Sr., etc.)

DATE OF BIRTH CORRECTION: _____ SSN CORRECTION* (Required): _____
 MM DD YYYY

SECTION 5. SECONDARY BUSINESS ADDRESS Please note: This information will be made available to the public.

COMPANNY NAME: _____

ADDRESS: _____
 (Street Number and Street Name) (City) (State/Province/Territory) (Zip Code)

APARTMENT # _____ PHONE NUMBER: (____) ____ - _____ FAX: (____) ____ - _____

EMAIL ADDRESS: _____ CELL PHONE: _____

SECTION 6. RENEWAL QUESTIONS Applicants MUST answer all of the following questions

A.	Since you last application, have you been or are you currently being investigated by any authority or peer review board for any violation of state, federal, or local law?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
B.	Since your last application, has any authority, health facility or peer review board taken action against any of your health profession licenses or privileges (including imposing a fine, sanctions, censure or reprimand, probation, imposition of restrictions suspension, or revocation)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
C.	Since your last application has any authority, health facility or peer review board taken action against any health care facility or agency for which you have an ownership interest in, or serve as manager or director for (including imposing a fine, sanctions, censure or reprimand, probation, imposition of restrictions, suspension or revocation)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
D.	Since your last application, has any authority, health facility or peer review board informed you of any pending charge(s) or investigation(s)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
E.	Since your last application, have you been terminated, asked to resign, or resigned in lieu of being terminated from employment or clinical training/fellowship program for any health profession?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
F.	Since your last application, have you withdrawn an application for licensure/certification/registration to practice any health profession in any jurisdiction?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
G.	Since your last application, have you surrendered a license, certification, or registration to practice any health profession in any jurisdiction?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
H.	Since your last application, have you been diagnosed or treated for alcohol abuse, controlled substance abuse, prescribed medication abuse, or illegal drug abuse?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I.	Since your last application, have you been found by a court to be legally incompetent to practice or by a medical professional to be impaired to practice?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
J.	Are you currently being treated or have you been treated for a physical or mental condition, including alcohol or drug abuse, that, but for the treatment, could impair your ability to practice your profession?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
K.	Since your last application, have you been diagnosed with a physical or mental condition, including alcohol or drug abuse, that currently impairs your ability to practice your profession or that could affect your performance or impact your ability to perform your professional duties?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
L.	Will you be mailing in name change documentation for this renewal?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

M.	Since your last application, have you been a defendant or respondent to a claim for damages or malpractice action?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
N.	Do you currently practice your profession in the District of Columbia?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
O.	Since your last application, have you been arrested, convicted or charged for a felony or misdemeanor including DUI, OWI, DWI's (other than minor traffic violations for which a fine or ticket is the maximum penalty)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
P.	I certify that I have completed a total of forty (40) continuing education credits including six (6) credits in ethics, and four (4) credits in trauma counseling, since my last renewal. I understand that I may be required to document my continued education by the Board via a future audit. Note: If this is your 1st renewal cycle, CE is not required. Please answer 'Yes' to this question.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

SECTION 6B. CLEAN HANDS

Clean Hands Before Receiving a License or Permit Act of 1996 Certification Form Requirement

Please read the information below carefully before responding to this yes or no question, as **any false information provided requires that the Department of Health proceed immediately to revoke the registration** for which you are now applying, and fine you one thousand dollars (\$1,000.00), pursuant to D.C. Official Code § 47-2864 (2001).

PLEASE NOTE: Pursuant to D.C. Official Code §47-2862(a) (FY 2007 Budget Support Act of 2006) you cannot be issued a registration if you have failed to file your District tax returns.

IF YOU ANSWER "YES" TO THIS QUESTION, PLEASE SUBMIT PROOF OF THE ARRANGEMENTS YOU HAVE MADE TO PAY THE OUTSTANDING DEBT. IF YOU DO NOT HAVE AN APPROVED PAYMENT SCHEDULE TO PAY THE AMOUNT YOU OWE OR IF NO APPEAL IS PENDING, THE LAW REQUIRES THAT YOUR RENEWAL APPLICATION BE DENIED.

As of this date, do you owe more than one hundred dollars (\$100.00) to the District of Columbia Government as a result of any of the following:

1. Fines, penalties, or interest assessed pursuant to D.C. Official Code Title 8, Chapter 8 (Litter Control Administrative Act of 1985);
2. Fines or interest assessed pursuant to D.C. Official Code Title 8, Chapter 9 (Illegal Dumping Enforcement Act of 1994);
3. Fines, penalties, or interest assessed pursuant to D.C. Official Code Title 2, Chapter 18 (Civil Infractions Act of 1985);
4. Past due taxes;
5. Past due District of Columbia Water and Sewer Authority service fees; or
6. Fines or penalties assessed pursuant to D.C. Official Code Title 50, Chapter 23 (Traffic Adjudication)?

YES NO

Information presented above is in compliance with the requirement to submit with your application for licensure under the *Clean Hands Before Receiving a License or Permit Act of 1996*, effective May 11, 1996 (D.C. Law 11-118, D.C. Code §47-2861 et seq.).

SECTION 7. LICENSEE AFFIDAVIT

I hereby attest that the information given in this application, including all writings and exhibits attached hereto, is true and complete to the best of my knowledge. I understand that the making of a false statement on this application, including all writings and exhibits attached hereto, is punishable by criminal penalties.

LICENSEE SIGNATURE

PRINT NAME

DATE

To report waste, fraud, or abuse by any DC Government office or official, call the DC Inspector General at 1-800-521-1639.