

Licensure Supervision Services

Available for ATR-BC & LPC

Hours & Fees Negotiable for 1:1
Contact Brenda via email for
more details and discussion at:

ArtTherapyStudios@gmail.com

Informal Group Meetings hosted monthly at:
Art Therapy Studios
26 Charles Street
Hanover, PA 17331



Please be aware of the current requirements for the licensure you are pursuing and the code of ethics by checking the appropriate websites frequently.

www.atcb.org

<https://www.atcb.org/wp-content/uploads/2020/07/ATCB-Code-of-Ethics-Conduct-DisciplinaryProcedures.pdf>

<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/SocialWorkersMarriageanFamilyTherapistsandProfessionalCounselors/Pages/Professional-Counselor-Licensure-Requirements-Snapshot.aspx>

<http://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/049/chapter49/chap49toc.html&d=reduce>

Board/Commission: Social Work
License Type: Professional Counselor
Obtained By: Examination

CheckList Name	Instructions
Application	If this application is not completed within six months, updates of certain sections of the application and supporting documents will be required. If applicable, background check documents cannot be older than 90 days from the date of issuance. If this application is not completed within one year, you will be required to complete a new application and resubmit the application fee. You may not practice in the Commonwealth of Pennsylvania until you have been issued a license, certificate, registration, permit, or authorization.
Application Fee	An application fee of \$100.00 is required. Please note that all fees are non-refundable.
Child Abuse CE	All health-related licensees/certificate holders and funeral directors are considered “mandatory reporters” under section 6311 of the Child Protective Services Law (23 P.S. § 6311). Therefore, all persons applying for issuance of an initial license or certificate from any of the health-related boards (except the State Board of Veterinary Medicine) or from the State Board of Funeral Directors are required to complete, as a condition of licensure, 3 hours of approved training by the Department of Human Services (DHS) on the topic of child abuse recognition and reporting. After you have completed the required course, the approved provider will electronically submit your name, date of attendance, etc. to the Bureau. For that reason, it is imperative that you register for the course using the information provided on your application for licensure/certification. A list of DHS-approved child abuse education providers can be found on the Department of State Website.
Criminal History Check	Provide a recent Criminal History Records Check (CHRC) from the state police or other state agency that is the official repository for criminal history record information for every state in which you have lived, worked, or completed professional training/studies for the past ten (10) years. The report(s) must be dated within 180 days of the date the application is submitted. For applicants living, working, or completing training/studies in Pennsylvania, your CHRC request will be automatically submitted to the Pennsylvania State Police upon submission of this application. The PATCH fee will be included at checkout. Your PA CHRC will be sent directly to the Board/Commission. You will be notified if additional action is required. For individuals living, working, or completing training/studies outside of Pennsylvania during the past ten (10) years, in lieu of obtaining individual state background checks, you may elect to provide BOTH a state CHRC from the state in which you currently reside, AND your FBI Identity History Summary Check, available at https://www.fbi.gov/services/cjis/identity-history-summary-checks .

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	Please note: For applicants currently living, working, or completing training/studies in California, Arizona, or Ohio: Due to the laws of these states, the Board is not an eligible recipient of CHRC's or your CHRC will not be issued to you for upload to the Board. Please obtain your Federal Bureau of Investigation (FBI) Identity History Summary Check, available at the link noted above.
Databank Report	Provide an official notification of information (Self Query) from the National Practitioner Data Bank. Please refer to the NPDB website for additional information. When you receive the "Response to your Self Query," you will need to upload it to your online application. The report will need to be uploaded, where prompted, in order to submit your application.
Educational Transcripts	Request the school to submit an official transcript of your educational degree and other graduate level coursework directly to the Board. (If transfer credits were accepted into your degree, an official transcript will be required from the school in which the transfer credits were accepted from.) Official transcripts should be mailed to the State Board of Social Workers, Marriage and Family Therapists and Professional Counselors, PO Box 2649, Harrisburg, PA 17105-2649.
Exam Results	Request your passing licensure examination scores to be sent directly from the certification and/or examination agency to the Board.
Letter of Good Standing (LOGS)	Contact the state board office(s) where you hold or have ever held a license, certificate, permit, registration or other authorization to practice a health-related profession (whether active, inactive, expired or current) and request letters of good standing/verification of licensure in that state or jurisdiction. The letter must include the following: license issue and expiration date, license status (current or expired) and disciplinary standing. The letter(s) of good standing must be sent directly to the Board.
Resume Curriculum Vitae	Please upload a Curriculum Vitae/Resume listing all periods of employment or unemployment (i.e., child rearing, research, etc.) from graduation from your highest level of education to present (the education completed which qualifies you for this license). The list must be in chronological order, including the name, city and state of the employer, dates of employment or advanced education/training (include the month and year), and description of the practice activity.
Supervised Clinical Experience	Verification of completion of 3000 hours of supervised clinical experience based on Master's Degree or 2400 hours of supervised clinical experience based on Doctoral Degree. The forms must be completed by the supervisor, placed in a sealed envelope with the supervisor's signature over the flap of the envelope and then mailed to the Board. You will be able to download the forms after you submit your application and pay your fee.