# COMMONWEALTH OF VIRGINIA
## Board of Counseling

9960 Mayland Drive, Suite 300
Richmond, Virginia 23233-1463

Telephone: (804) 367-4610
www.dhp.virginia.gov/counseling

# I. CONTINUING EDUCATION SUMMARY FORM (LPC)

(See Regulations for Completion Requirements)

| Name of Licensee | License Number | License Renewal Date | Total Hours of CE Submitted for Licensure Renewal Period |
|---|---|---|---|
| | 0701 | | |

| CE PROVIDER (List Below) | TITLE OF CE PROGRAM (List Below) | DATE(S) OF CE (List Below) | HOURS COMPLETED (List Below) | APPROVAL STATUS OF CE PROVIDER (Check Appropriate Block) See Instructions for explanation |
|---|---|---|---|---|
| **Continuing Education Events Emphasizing Ethics, Standards of Practice, or Law** (A minimum of 2 Hours Required Every Year) | | | | |
| | | | | ☐ Paragraph B1 CE Provider<br>☐ Paragraph B2 CE Activity |
| | | | | ☐ Paragraph B1 CE Provider<br>☐ Paragraph B2 CE Activity |
| **Other Continuing Education Events** | | | | |
| | | | | ☐ Paragraph B1 CE Provider<br>☐ Paragraph B2 CE Activity |
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|---|---|---|---|---|
| **Continuing Education Events, Continued** | | | | |
| | | | | ☐ Paragraph B1 CE Provider<br>☐ Paragraph B2 CE Activity |
| | | | | ☐ Paragraph B1 CE Provider<br>☐ Paragraph B2 CE Activity |
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[Attach Additional Copies of this Sheet if Necessary]

## Instructions for Completing the Continuing Education (CE) Summary Form for Licensed Professional Counselors

It is recommended that all licensees complete the form as a method of tracking their CE. This form is not to be submitted to the Board of Counseling unless requested by Board.

I. Complete the Information on the Summary Form for each CE Experience. Attach additional copies of the form if needed.

A. Documentation of Required Hours: List a sufficient number of CE hours to fulfill the annual requirement. 18 VAC 115-20-105.A requires **Licensed Professional Counselors** to have completed a minimum of 20 hours of board-approved CE courses during each annual licensure renewal cycle. In addition, at least 2 of these hours must be in courses that emphasize ethics, standards of practice or laws governing the behavioral science professions in Virginia.

B. Indicate CE Provider Approval Status: Indicate the approval status of the CE provider or activity for each experience. The Board of Counseling does not approve individual CE programs or providers. Licensees bear full responsibility for ensuring they have completed the required CE experience from approved providers.

- ***Paragraph B1 CE*** is formally organized learning activities or home study. (18 VAC 115-20-106(B)(1))

B. Approved hours of continuing competency activity shall be one of the following types:

1. Formally organized learning activities or home study. Activities may be counted at their full hour value. Hours shall be obtained from one or a combination of the following board-approved mental health related activities:

a. Regionally accredited university or college level academic courses in a behavioral health discipline

b. CE programs offered by universities or colleges

c. Workshops, seminars, conferences, or courses in the behavioral health field offered by federal, state or licensed health facilities and licensed hospitals

d. Workshops, seminars, conferences or courses in the behavioral health field offered by an individual or organization that has been certified or approved by one of the following:

(1) The American Association of Marriage and Family Counselors and its state affiliates
(2) The American Association of Marriage and Family Therapists and its state affiliates
(3) The American Association of State Counseling Boards

(4) The American Counseling Association and its state and local affiliates
(5) The American Psychological Association and its state affiliates
(6) The Commission on Rehabilitation Counselor Certification
(7) NAADAC, The Association for Addiction Professionals and its state and local affiliates
(8) National Association of Social Workers
(9) National Board for Certified Counselors
(10) A national behavioral health organization or certification body
(11) Individuals or organizations that have been approved as continuing competency sponsors by the American Association of State Counseling Boards or a counseling board in another state

- ***Paragraph B2 CE Activities*** are individual professional activities. (18 VAC 115-20-106(B)(2))

2. Individual professional activities.

a. Publication/presentation/new program development

(1) Publication of articles. Activity will count for a maximum of eight hours. Publication activities are limited to articles in refereed journals or a chapter in an edited book.

(2) Publication of books. Activity will count for a maximum of 18 hours.

(3) Presentations. Activity will count for a maximum of eight hours. The same presentations may be used only once in a two-year period. Only actual presentation time may be counted.

(4) New program development. Activity will count for a maximum of eight hours. New program development includes a new course, seminar, or workshop. New courses shall be graduate or undergraduate level college or university courses.

b. Dissertation. Activity will count for a maximum of 18 hours. Dissertation credit may only be counted once.

c. Clinical supervision/consultation. Activity will count for a maximum of ten hours. Continuing competency can only be granted for clinical supervision/consultation received on a regular basis with a set agenda. Continuing competency cannot be granted for supervision that you provide to others.

d. Leadership. Activity will count for a maximum of eight hours. The following leadership positions are acceptable for continuing competency credit: Officers of state or national counseling organization; editor and/or reviewer of professional counseling journals; member of state counseling licensure/certification board; member of a national counselor certification board; member of a national ethics disciplinary review committee rendering licenses; active member of a counseling committee producing a substantial written product; chair of a major counseling conference or convention; other leadership positions with justifiable professional learning experiences. The leadership positions must take place for a minimum of one year after the date of first licensure.

e. Practice related programs. Activity will count up to a maximum of eight hours. The board may allow up to eight contact hours of continuing competency as long as the regulant submits proof of attendance plus a written justification of how the activity assists him in his direct service of his clients. Examples include: language courses, software training, medical topics, etc.

C. Document Relevance of Course to the Counseling: Provide sufficient information about each CE experience to verify that the course was an organized program of study, classroom experience or similar educational experience that is directly related to the practice of counseling. (18 VAC 115-20-106.A)

II. **Attach Supporting Documentation: Attach a certificate of completion/attendance for each CE experience and other supporting information that may be required to verify the hours completed, the approval status of the CE provider, and the nature of the CE experience. (18 VAC 115-20-107.C)**

# Contact Information

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# Return the Form & Documentation to:

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