

***Louisiana Licensed Professional Vocational Rehabilitation Counselors
BOARD OF EXAMINERS***

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To: Licensed Rehabilitation Counselors

From: T. Scott Smith, Chair

This notice is to remind you that your LRC license expires July 31, 2016. If you have questions about renewal, please email, call or write the Board office. To insure there will be no problems in renewing your license, please complete the following:

Complete the enclosed renewal application form and the Continuing Education Hours sheet. Enclose a money order, cashier's check, or personal check for the \$100.00 renewal fee.

Attach documentation of continuing education hours. **30 continuing education hours are required by the end of the two-year period, July 31, 2016.**

Documentation of continuing education hours includes certificates of attendance and copies of registration for workshops, conferences or seminars and/or transcripts for courses taken for credit. Board approval of CEU hours is required for those programs that do not have CRC, CCM, CLCP, CDMS, CCWAVES, NBCC or NCC pre-approval.

Please try to return all of the above items to the Board office by no later than July 15, 2016, so the Board office can process the renewal application and issue the new license by the July 31, 2016 expiration date.

The Board continues to work diligently to keep current the information we have on our website. If you are not aware, we have a Licensee section on our website, www.lrcboard.org. This section lists all of our current LRC's and provisionals. The directory includes your name, and the address and contact information you indicated preference for on your last renewal. It is important for you to review this information and insure that your information on the website is correct. There is a section on the renewal form to indicate changes if necessary. This information is also used to publish the printed directories.

Note: According to LRS 37:2951, the Board must verify with the Office of Student Financial Assistance whether a renewal applicant has a defaulted student loan. If the applicant has defaulted on a student loan, we will reject the renewal application and revoke the applicant's license. If the renewal applicant has made acceptable payment arrangements with the Office of Student Financial Assistance, we will approve the renewal, but we will grant the applicant a conditional license.