

OREGON BOARD OF LICENSED PROFESSIONAL COUNSELORS & THERAPISTS

Registration Renewal & Supervision Reports - 2024 Information

Summary of Renewal Change

Registered associates will no longer submit supervision reports every six months. Instead, starting in 2024, they will submit annual supervision reports along with their registration renewal. Clinical hours will no longer be denied because a report is submitted past the due date.

At renewal, the “Supervision Report” step is where registrants will enter their direct client contact and supervision hours into the form and upload their completed and signed Supervision Report. The form looks the same as before, only it allows for entry of 12 months’ worth of supervised experience. Registered Associates and their supervisors will need to remember to complete and sign the form timely for submission prior to the registration renewal due date.

Outside of renewal- when a registrant has concluded their supervision plan (because they are ready for licensure or requesting a plan change) or needs to resubmit a report that was declined- they will need to log in to the [Licensee Portal](#) and click on the “Associate Registration Plan” menu item. Click “Submit Supervision Report” to enter direct client contact and supervision hours into the form and upload the completed and signed Supervision Report.

Please do not resubmit months of supervision that have already been approved by the Board.

Fee Change

Fee Type	Fee Through 2023	NEW Fee 2024	Change
Registered Associate Annual Renewal	\$120	\$105	-13%

Q & A

- Q. When do the renewal and supervision report changes become effective?**
A. January 1, 2024.
- Q. I want my fee reduced earlier than January 1, 2024. Is that possible?**
A. No. This would mean granting a variance to the rules, which is not only arbitrary and unfair to other fee-paying registrants, but also illegal.
- Q. Will registered associates move to biennial renewals like licensees?**
A. No. Because of the temporary and transitional nature of registration, annual renewals are appropriate for registered associates who are practicing under supervision and working towards licensure.
- Q. How do I renew my registration?**
A. Same as previously, by logging into the [Licensee Portal](#) and clicking the “License Renewal” menu option. Renewals open 45 days in advance of the due date

(expiration date). Be prepared to submit your supervision report- which must be signed by you and your Board-approved supervisor- when you go to renew.

5. **Q. I just submitted a six-month report a couple months ago. What should I do at the “Supervision Report” step of my renewal?**
- A. Please do not resubmit months of supervision that have already been approved by the Board. The form does not require completion of all 12 months’ worth of fields, so you can only include information for months that you have fully completed, and that have not yet been approved by the Board.
6. **Q. How do I know what hours have already been approved by the Board?**
- A. Registrants receive an approval email once submitted hours are approved, and it’s helpful to keep track of your progress yourself. Also, registrants may log in to the [Licensee Portal](#) and click on the “Associate Registration Plan” menu item. There is a “Submitted Report Hour Summary” which shows each approved Supervision Report along with hour totals summed beneath.
7. **Q. I see that clinical hours will no longer be denied because a report is submitted past the due date. But what happens if I’m late?**
- A. Supervision reports are now a condition of renewal, meaning that you must submit your report annually along with your renewal. If you are late on your renewal, you will pay the \$50 delinquent fee. So please be prepared and ready to submit your report on time.
8. **Q. If a registered associate previously had a six-month report denied due to a late report, can those hours qualify towards licensure with this rule change?**
- A. Yes. A registered associate who was previously denied clinical hours due to late submission of a six-month report may resubmit their hours using the new annual Supervision Report form (available online starting January 1, 2024). Please use the following instructions:
- Do not resubmit any new report until on or after January 1, 2024. The new Supervision Report form will be available; do not use the old six-month report. Hours submitted early or using the old form will be returned for resubmission. Please follow instructions and avoid processing delays!
 - You may submit the Supervision Report via the [Licensee Portal](#) immediately on or after January 1, 2024. This will trigger Board staff to review your file to determine if licensure requirements are met. Staff will review submissions and respond if further information is needed or if there is a problem with a report.
 - If you will not immediately qualify for licensure with the addition of previously denied hours, we ask that you please wait a month or so, or submit the hours along with your annual renewal. This will help us with workload while we are implementing many changes in the new year.

Note that hour denials which resulted from reasons other than late reports (e.g. insufficient supervision) will still not qualify following the rule amendment.

9. Q. How do I know when my renewal is due?

A. Renewal is due by the registration expiration date. Anyone- including a vigilant supervisor- can look up a registrant on the Board's [Online License Search](#) to see their expiration date. A registrant can also log in to the [Licensee Portal](#)- the expiration date is found on the main landing page. Registrants receive two courtesy emailed renewal reminders from the Board's system prior to the due date, but it is always best to set your own calendar reminder so you don't miss this important deadline. Also, always update the Board (via the Portal) right away if your email address (or any contact info) changes.

Questions not answered here? Please email us at lpct.board@mhra.oregon.gov. We appreciate your patience as we implement these changes and receive a higher than usual volume of inquiries.