



THE STATE
of **ALASKA**

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

PCO

FOR DIVISION USE ONLY

Board of Professional Counselors

PO Box 110806, Juneau, AK 99811

Phone: (907) 465-2550

Email: ProfessionalCounselors@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov/ProfessionalCounselors

Professional Counselor License Renewal

November 1, 2023 – October 31, 2025

- Your license lapses after October 31, 2023. There is no grace period — It is illegal to practice as a professional counselor if your license is lapsed.
- Emailed applications will not be accepted.
- Make checks and money orders payable to the State of Alaska or use the attached credit card payment form.
- Plan on a 4–6-week processing time for correct and complete renewal applications.
- Once the renewal is processed, your license certificate will be available for printing via the MY LICENSE self-service portal.

PART I Payment of Fees

Renewal Fees:	<input type="checkbox"/> Biennial License Renewal <i>(For licenses first issued on or before October 31, 2022)</i>	\$250.00
	<input type="checkbox"/> Prorated License Renewal <i>(For licenses first issued on or after November 1, 2022)</i>	\$125.00

PART II Personal Information

Full Legal Name: Name change: <input type="checkbox"/>	Professional Counselor License Number:	
<i>If you have had a legal name change since your last license was issued, you must complete a Change of Name form.</i>		
Mailing Address: Address change: <input type="checkbox"/>	P.O. Box or Street	City State Zip
Contact Phone:	Date of Birth:	
EMAIL AGREEMENT: By choosing to receive correspondence on any matter affecting my license or other business with the Alaska Division of Corporations, Business and Professional Licensing, I agree to maintain an accurate email address through the MY LICENSE web page. I understand that failure to check my email account or to keep the email address in good standing may result in an inability to receive crucial information, potentially resulting in my inability to obtain or maintain licensure.		
Email Address:	Select One:	<input type="checkbox"/> Send my Correspondence Electronically <input type="checkbox"/> Send my Correspondence by Mail
Note: If both boxes are selected above, you will receive correspondence electronically.		
SOCIAL SECURITY NUMBER: AS 08.01.100 requires you to provide your United States Social Security Number. It is considered confidential information and will not be publicly disclosed; it may be used to verify inter-state licensure.		

PART III Professional Fitness Questions

The following questions must be answered. "Yes" answers may not automatically result in license denial.

For each "yes" response to any question, you must provide an **explanation and documentation**. Use the letter of explanation form (#08-4752) appended to this application; include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. A separate letter of explanation form must be provided for each "yes" answer documented below. Documentation includes copies of court orders, charging documents, board, or license actions, etc.

The contents of licensing files are generally considered public records. If you believe that the additional information you are attaching to explain a "yes" answer should be considered confidential, state that in the attachment. A request for confidentiality may or may not be granted.

When in doubt, disclose and explain.

Since the date your last Alaska license was issued or renewed:

1. Have you had a professional license denied, revoked, suspended, or otherwise restricted, conditioned, or limited or have you surrendered a professional license, been fined, placed on probation, reprimanded, disciplined, or entered into a settlement with a licensing authority in connection with a professional license you have held in any jurisdiction including Alaska and including that of any military authorities or is any such action pending?

Yes
 No

2. Have you been convicted of a crime or are you currently charged with committing a crime? For purposes of this question, "crime" includes a misdemeanor, felony, or a military offense, including a conviction involving driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license. "Convicted" includes having been found guilty by verdict of a judge or jury, having entered a plea of guilty, nolo contendere or no contest, or having been given probation, a suspended imposition of sentence, or a fine.

Yes
 No

3. Have you experienced or been treated for bipolar disorder, schizophrenia, paranoia, a psychotic disorder, substance abuse, depression (except for situational or reactive depression) or any other mental or emotional illness?

Yes
 No

4. Have you been treated for substance abuse, or have you been addicted to or excessively or illegally used alcohol or a controlled substance which may impair or interfere with your ability to practice as a professional counselor?

Yes
 No

5. Have you experienced a physical disability which may impair or interfere with your ability to practice as a professional counselor?

Yes
 No

"Yes" Answers

If you answered "yes" to questions 3, 4 or 5, in addition to your personal statement, you must submit a statement from your health care provider indicating your ability to safely practice as a professional counselor. Applications submitted without the appropriate attachments will be considered incomplete and will not be processed.

PART IV Statement of Compliance

By checking the appropriate box below, you are verifying your compliance with the continuing education requirements of 12 AAC 62.310-340.

Check one of these boxes if your renewal application is postmarked on or before October 31, 2023:

Licenses initially issued on or before April 30, 2022

Licenses initially issued on or before April 30, 2022 are required to complete 40 contact hours which include three contact hours in professional ethics. A minimum of 20 hours of the total number of continuing education contact hours required for renewal of a license under this section must be earned through attendance and completion of synchronous courses, seminars, and workshops. Not more than one-half of the total number of continuing education contact hours required for renewal of a license under this section may be earned by completion of a correspondence, videotape, audiocassette, or other individual study program.

- I certify that I have successfully completed the required 40 contact hours which include three contact hours in professional ethics.
- I understand that my license cannot be renewed unless I have met the continuing education requirements in 12 AAC 62.310-320, and that I may not claim hours for education not yet successfully completed as of the date of submitting this application. Per 12 AAC 02.960(j), successfully completed means C.E. credit has been awarded.

- or -

Licenses initially issued between May 1, 2022 and October 31, 2022

Licenses initially issued between May 1, 2022 and October 31, 2022 are required to complete 30 contact hours which include three contact hours in professional ethics. A minimum of 20 hours of the total number of continuing education contact hours required for renewal of a license under this section must be earned through attendance and completion of synchronous courses, seminars, and workshops. Not more than one-half of the total number of continuing education contact hours required for renewal of a license under this section may be earned by completion of a correspondence, videotape, audiocassette, or other individual study program.

- I certify that I have successfully completed the required 30 contact hours which include three contact hours in professional ethics.
- I understand that my license cannot be renewed unless I have met the continuing education requirements in 12 AAC 62.310-320, and that I may not claim hours for education not yet successfully completed as of the date of submitting this application. Per 12 AAC 02.960(j), successfully completed means C.E. credit has been awarded.

- or -

Licenses initially issued on or after November 1, 2022

Licenses initially issued on or after November 1, 2022 are required to complete 20 contact hours which include three contact hours in professional ethics. A minimum of 20 hours of the total number of continuing education contact hours required for renewal of a license under this section must be earned through attendance and completion of synchronous courses, seminars, and workshops. Not more than one-half of the total number of continuing education contact hours required for renewal of a license under this section may be earned by completion of a correspondence, videotape, audiocassette, or other individual study program.

- I certify that I have successfully completed the required 20 contact hours which include three contact hours in professional ethics.
- I understand that my license cannot be renewed unless I have met the continuing education requirements in 12 AAC 62.310-320, and that I may not claim hours for education not yet successfully completed as of the date of submitting this application. Per 12 AAC 02.960(j), successfully completed means C.E. credit has been awarded.

PART IV Statement of Compliance (continued)

Late Renewal Applicants

Check one of these boxes if your renewal application is postmarked on or after November 1, 2023:

- I have checked the appropriate box above to certify the method which I successfully meet the continuing education requirements.
- or -
- I certify that I have successfully completed all hours of continuing education after October 31, 2023, but prior to submitting this renewal application. These hours were earned in accordance with 12 AAC 62.300-340. I understand I must submit documentation showing proof of completion of all continuing education required, in accordance with 12 AAC 62.340(c). Under 12 AAC 02.965, I understand that any hours I earned after October 31, 2023 may not be used for the subsequent renewal period.

Continuing Education

Your license cannot be renewed unless you have met the continuing education requirements in Article 3 of 12 AAC 62 (see attached regulations).

Random Audit

The Board will audit a percentage of the license renewals. If your license is randomly selected for audit, you will be sent a letter and required to submit documentation and proof that you satisfied the continued competency requirements as you stated on this renewal form. Save your documents for at least four years to respond to any audits.



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Signature Page

Applicant Name:

PART V Agreement

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted herewith are true and correct.

I understand that any falsification or misrepresentation of any item or response in this application, or any attachment hereto, or falsification or misrepresentation of documents to support this application, is sufficient grounds for denying, revoking, or otherwise disciplining a license, certificate, or permit to practice in the state of Alaska.

I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Applicant Signature:

Date Signed:

General Information

APPLICATION PROCESSING:

The average time to process a paper application varies by program but can take several weeks from the date it is received in this office complete with all correct forms, supporting documents and appropriate fees paid. When the application is complete and correct, and all supporting documents have been received and all fees have been paid, the license will be issued. Start the process far enough in advance to allow for processing time. Applications are reviewed in order of receipt in our office, and walk-in customers should not expect immediate review.

LICENSE TERM:

There is no "inactive" status. If you choose not to renew your license, it will lapse. Licenses are issued for a two-year period and expire on October 31 of odd-numbered years, regardless of the date of issuance, except licenses issued within 90 days of the expiration date are issued to the next biennial expiration date. Renewal notices are provided at least 30 days prior to the expiration date on file, in accordance with AS 08.01.050. Failure to receive a renewal notice does not relieve a licensee from the responsibility of renewing a license on time.

PROFESSIONAL FITNESS QUESTIONS:

A "yes" response in the application does not mean your application will be denied. If you have responded "yes" to any professional fitness questions in the application, be sure to submit a signed and dated explanation, and the charging document and judgement.

RANDOM AUDIT:

If your program requires continuing education, the Division will audit a percentage of the license renewals. If your license is randomly selected for audit, a letter will be sent with instructions to submit documentation as proof you satisfied the continuing competency requirements as stated on this renewal form. Licensees are randomly selected by computer and may be randomly selected as often as the computer program chooses. You must save your documents for at least four years so you can respond to audits.

ADDRESS OR NAME CHANGE:

In accordance with 12 AAC 02.900, it is the applicant's/licensee's responsibility to notify the Division, in writing, of changes of address or name. Name and address change notification forms are available on the Division's website. The address of record with the division will be used to send renewals and all other official notifications and correspondence. The name appearing on the license must be your current legal name.

SOCIAL SECURITY NUMBERS:

AS 08.01.060 and 08.01.100 require that a U.S. Social Security Number be on file with the division before a professional license is issued or renewed for an individual. If you do not have a U.S. Social Security Number, please complete the Request for Exemption from Social Security Number Requirement form (#08-4372) located at *ProfessionalLicense.Alaska.Gov* or contact the division for a copy of the form. This form is required with every application if you do not have a U.S. Social Security Number.

PUBLIC INFORMATION:

Please be aware that all information on the application form will be available to the public, unless required to be kept confidential by state or federal law. Information about current licensees, including mailing addresses, is available on the division's website at *ProfessionalLicense.Alaska.Gov* under License Search.

ABANDONED APPLICATIONS:

Under 12 AAC 02.910, an application is considered abandoned when 12 months have elapsed since correspondence was last received from or on behalf of the applicant. An abandoned application is denied without prejudice. At the time of abandonment, the division will send notification to the last known address of the applicant, who has 30 days to submit a written request for a refund of biennial license and other fees paid. The application fee will not be refunded. If no request for refund is received within that timeframe, no refund will be issued, and all fees will be forfeited.

PAYMENT OF CHILD SUPPORT:

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 to resolve payment issues.

STATUTES AND REGULATIONS:

The complete set of statutes and regulations for this program are available by written request or online at the division's website: *ProfessionalLicense.Alaska.Gov*

If you would like to receive notice of all proposed regulation changes for your program, please send a request in writing with your name, preferred contact method (mail or email), and the specific program you want to be updated on to the address below.

Regulations Specialist
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
EMAIL: RegulationsAndPublicComment@Alaska.Gov

Continuing Education Information

Section.

- 300. License renewal
- 310. Continuing education requirement
- 320. Approved continuing education activities
- 330. Audit of continuing education requirements
- 340. Failure to meet continuing education requirements and license reinstatement

12 AAC 62.300. LICENSE RENEWAL.

- (a) A licensee applying for renewal of a professional counselor license must
- (1) submit a complete renewal application, on a form provided by the department, including a statement of the continuing education contact hours under 12 AAC 62.310 completed by the applicant during the concluding licensing period; and
 - (2) pay the license renewal fee established in 12 AAC 02.325.

12 AAC 62.310. CONTINUING EDUCATION REQUIREMENTS.

- (a) A licensee applying for renewal of a professional counselor license must complete the number of continuing education contact hours set out in this section; at least three of the contact hours must be in professional ethics:
- (1) first biennial renewal, if the licensee held the license for less than 12 months during the concluding renewal period, 20 contact hours;
 - (2) first biennial renewal, if the licensee held the license for at least 12 months but less than 18 months during the concluding renewal period, 30 contact hours;
 - (3) first biennial renewal, if the licensee held the license for 18 months or more during the concluding renewal period, 40 contact hours;
 - (4) second or subsequent biennial renewal, 40 contact hours.
- (b) Except as provided in (c) of this section, the board will consider one continuing education “contact hour” as a minimum of 50 minutes of classroom instruction between instructor and participant. The board will accept academic credit converted to contact hours as follows:
- (1) one semester academic credit equals 15 contact hours;
 - (2) one quarter academic credit equals 10 contact hours.
- (c) For a course, seminar, or workshop offered or approved by an organization listed in 12 AAC 62.320(b)(2), if the organization has designated the number of continuing education units to be awarded for that course, seminar, or workshop, the board will accept contact hours equal to the designated number of continuing education units.
- (d) No more than one-half of the total number of continuing education contact hours required for renewal of a license under this section may be earned by completion of a correspondence, videotape, audiocassette, or other individual study program.
- (e) Only hours of actual attendance during instruction will be accepted as continuing education contact hours earned from an academic course audited by the licensee. The total number of contact hours earned may not exceed the number of academic credit hours offered for that course.

12 AAC 62.320. APPROVED CONTINUING EDUCATION.

- (a) To be accepted by the board, continuing education must contribute directly to the professional competency of a professional counselor and must be directly related to the skills and knowledge required to implement professional counseling principles and methods.
- (b) The following continuing education will be accepted by the board if related to professional counseling as provided in (a) of this section:
- (1) postgraduate courses, seminars, and workshops offered or approved by a regionally or nationally accredited institution of higher education, either audited by the licensee or taken for academic credit;
 - (2) courses, seminars, and workshops offered or approved by the
 - (A) American Counseling Association;
 - (B) Alaska Counseling Association;
 - (C) American Psychological Association;
 - (D) American Association of State Social Work Boards;
 - (E) National Association of Social Workers;
 - (F) American Association for Marital and Family Therapy;
 - (G) National Board of Certified Counselors (NBCC);
 - (H) Alaska Commission for Behavioral Health Certification;
 - (I) Alaska Psychological Association;
 - (J) Alaska School Counselor Association;
 - (K) Alaska Chapter of the National Association of Social Workers;
 - (L) American School Counselor Association;

- (M) Alaska Department of Health and Social Services;
- (N) Co-Occurring Disorders Institute, Inc.;
- (O) Alaska Rural Behavioral Health Training Academy;
- (P) National Association of Alcohol and Drug Abuse Counselors;
- (Q) Regional Alcohol and Drug Abuse Counselor Training Program;

- (3) cross-disciplinary courses, seminars, or workshops in the fields of medicine, law, behavioral sciences, ethics, or other disciplines;
- (4) first-time preparation and presentation of a professional counseling course, seminar, or workshop; the board will accept up to a maximum of 10 contact hours allocated among all professional counselors involved in the preparation and presentation;
- (5) first-time preparation or publication of an article or book chapter related to the practice of professional counseling that was presented at a state or national association meeting or published by a publisher accepted by the board as recognized by the profession; the board will accept up to a maximum of 10 contact hours allocated among all professional counselors involved in the preparation or publication;
- (6) completion of a correspondence, video tape, audio cassette, or other individual study program; a program under this paragraph is acceptable only if
 - (A) the program requires registration and provides evidence of successful completion; or
 - (B) the licensee submits a signed statement from an approved counselor supervisor who supervised the study program verifying that the licensee has successfully completed the program;
- (7) up to 15 contact hours of continuing education in other courses, seminars, workshops, and in service training not covered under (1) - (6) of this subsection that are not specifically preapproved by the board, but meet the standards contained in (a) of this section.

(c) Time spent in job orientation may not be accepted as continuing education contact hours.

12 AAC 62.330. AUDIT OF CONTINUING EDUCATION.

- (a) After each biennial renewal period the board will, in its discretion, audit renewal applications to monitor compliance with the continuing education requirements of this chapter.
- (b) A licensee selected for audit must, within 30 days from the date of receipt of notification, submit verification of completion of the continuing education contact hours required under 12 AAC 62.310.
- (c) A licensee must maintain adequate detailed records of all continuing education contact hours claimed, and must submit the records to the board upon request. The licensee must retain the records for at least three years after the date the continuing education contact hours were earned and included on the statement submitted under 12 AAC 62.300.

12 AAC 62.340. LICENSE REINSTATEMENT.

The board will reinstate a license that has been lapsed less than five years if the applicant submits proof of completion of all continuing education contact hours that would have been required to keep the applicant's license current, and the applicant meets all other requirements under AS 08.29 and this chapter for license renewal.



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Letter of Explanation for a Professional Fitness “Yes” Answer

Use this form only to explain and document any professional fitness “yes” answers. A “yes” answer is not necessarily disqualifying but concealing one may be.

Each “yes” answer requires a separate explanation and associated documentation. Submit all relevant documentation with this form, even if you have previously provided it.

- **Explanations** include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. If the space provided is insufficient, make additional copies as needed.
- **Documentation** includes copies of court orders, charging documents, board or license actions, decisions against your professional certification, satisfaction of consent agreements (fines paid, community service completed, off probation, etc.), and fitness to practice letters (statement from your provider that you are safe to practice if you check “yes” to any of the questions regarding mental or physical health, or drug or alcohol abuse or addiction).
- **Disciplinary actions** may include, but not be limited to, suspension, surrender, revocation, probation, academic probation, reprimand, censure, restricted license, limited license, conditioned license, or letters of counseling, concern, advice, warning, caution, admonishment, or reprimand.

If you have multiple “yes” answers or multiple incidents for any professional fitness question, you must use a separate copy of this form and provide a full explanation and documentation for each incident.

The contents of licensing files are public records. If you believe that the additional information you are attaching to explain a “yes” answer should be considered confidential, state that in the attachment. A request for confidentiality may or may not be granted according to state law.



Write the professional fitness question number you are answering “yes” to in the box.

Location of Incident:		Date of Incident:	
Explanation of Incident: When in doubt, disclose and explain. <i>Make copies as necessary.</i>			

Did you attach all applicable documents associated with this incident?

- Court Orders
 Consent Agreements
 Disciplinary Actions
 Charging Documents
 Court Records
 Fitness to Practice
 All Other Documentation Related to This Incident
 I have additional incidents for this “yes” answer, or “yes” answers to other Professional Fitness questions and have attached a separate copy of this form for each incident.

Full Name:		Program:	
Signature:		Date Signed:	



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Credit Card Payment Form

All major credit cards are accepted. For security purposes, do not email credit card information. Include this credit card payment form with your application.

Name of Applicant or Licensee: _____

Profession Type (e.g., Acupuncture): _____

License Number (if applicable): _____

I wish to make payment by credit card for the following (check all that apply):

AMOUNT

Application Fee: _____

License or Renewal Fee: _____

Other (fine, exam, etc.): _____

1. _____

2. _____

TOTAL: _____

Name (as shown on credit card): _____

Mailing Address: _____

Phone Number: _____ Email (optional): _____

Signature of Credit Card Holder: _____

08-4438

Rev 12/06/2022

Credit Card Payment Form (all major cards accepted)

CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed!

1. Credit Card Number: -----

2. Expiration Date: -----

3. Security Code: -----

All 3 fields **MUST** be completed!

This section will be destroyed after the payment is processed.