



## APPLICATION INSTRUCTIONS PRE-REVIEW OF EDUCATION TOWARD LSATP LICENSURE

This application is for individuals who are uncertain if their degree or coursework meets the minimum education requirements for licensure as a substance abuse treatment practitioner.

### APPLICATION INSTRUCTIONS

The pre-review of education application is only to provide education guidance and is not an application for licensure with the Board, it is NOT a pre-requisite for licensure. Any guidance provided during the pre-review education process is not a case decision under the Virginia Administrative Process Act and cannot be appealed.

The guidance provided in this review is based on the current regulations. You will be required to meet the minimum requirement of the regulations that are in effect at the time you apply for licensure.

Follow these steps to apply for Pre-Review of Education:

1. **Read** the [Laws](#) regarding governing Counseling and the [Regulations](#) governing the Practice of Substance Abuse Treatment Practitioners in Virginia and utilize the detailed information in the [Licensed Substance Abuse Treatment Practitioner \(LSATP\) Handbook](#) for detailed information about the required education and documents to obtain a license.
2. **Gather and Request** ALL the necessary documents in the checklist BEFORE submitting your application. A complete application provides the best opportunity to avoid delays in the review process.
3. **Apply Online** by registering for an account or logging into your existing account.
  - Select the license type of: "Pre-Review of Education - LSATP" and the Obtained by Method of "Application".
  - Complete the required fields.
4. **Upload** the necessary documentation within the online application portal.
  - Ensure you have uploaded all the necessary documents as indicated by this checklist. A complete application provides the best opportunity to avoid delays in the review and approval process.
  - Once you have paid the application fee, your application will be submitted, and you can no longer upload additional documents. Any documents you did not upload will need to be emailed to the Board and will delay the review of your application.
5. **Pay** the application fee within the online application portal.
  - Application fees are non-refundable.
  - The application fee for Pre-Review of Education toward LSATP Licensure is \$75.00.
6. **Wait** for Board review of your application and reply to any correspondence from the Board.
  - Applications that are complete and fully documented will be reviewed within **30 days** of receipt of a **complete** application.

### RULES AND GUIDELINES

- Pursuant to [Virginia Code § 54.1-2400.2](#) addresses of licensees are made available to the public. Normally, the Address of Record is the publicly disclosed address. If you do not want your Address of Record to be made public, you may provide a second publicly disclosable address (e.g. work or practice address). If you would like your Address of Record to be publicly available, please complete both sections with the same address on the application.
- Pursuant to [Virginia Code § 54.1-116 \(A\)](#), you are required to submit your social security number, or your control number issued by the Virginia Department of Motor Vehicles. If you fail to do so, the processing of your application will be suspended, and fees will not be refunded. This number will be used by the Department of Health Professions for identification and will not be disclosed for other purposes except as provided for by law. Federal and state law requires that this number be shared with other agencies for child support enforcement activities.

## PRE-REVIEW OF EDUCATION APPLICATION CHECKLIST

Check	REQUIRED DOCUMENTATION	SUBMIT BY
Required	<b>1. OFFICIAL COLLEGE TRANSCRIPTS</b>	
<input type="checkbox"/>	<p>Request that copies of your official college transcripts be emailed or mailed directly to the Board from your school. You cannot provide transcripts to the Board yourself.</p> <ul style="list-style-type: none"> <li>The transcripts must show that you graduated with a graduate degree from a program that prepares individuals to practice substance abuse treatment or related counseling discipline.</li> <li>It is encouraged that transcripts be electronically sent directly to the Board at <a href="mailto:coun@dhp.virginia.gov">coun@dhp.virginia.gov</a> via a secured electronic transcript service used by the school (for example: eScript or Parchment).</li> <li>If your school is unable to send your transcripts electronically, the official transcripts can be mailed to the Board. Photocopied or scanned copies of transcripts will not be accepted.</li> </ul>	<b>DIRECTLY FROM SCHOOL</b>
Required	<b>2. VERIFICATION OF REQUIRED COURSEWORK</b>	
<input type="checkbox"/>	<p>Provide a completed copy of the <a href="#">Verification of Required Coursework</a> form to demonstrate that you meet the requirements of <a href="#">18VAC115-60-70</a></p> <ul style="list-style-type: none"> <li>Identify the courses you took to obtain the required semester or quarter hours of graduate coursework in each of the 15 core content areas.</li> <li>This form should be completed by the school, or completed by the applicant and reviewed by the school for accuracy.</li> </ul>	<b>ONLINE PORTAL UPLOAD</b>
Required	<b>3. VERIFICATION OF DEGREE AND INTERNSHIP</b>	
<input type="checkbox"/>	<p>Provide a completed copy of the <a href="#">Verification of Degree and Internship</a> form signed by your graduate school verifying that your degree and internship meets the requirements of <a href="#">18VAC115-60-60</a> and <a href="#">18VAC115-60-70</a>.</p>	<b>ONLINE PORTAL UPLOAD</b>
If Applicable	<b>4. DEGREE PROGRAM INFORMATION</b>	
<input type="checkbox"/>	<p>If your degree was not <a href="#">CACREP</a> at the time you graduated, or your degree is not specifically in the practice of substance abuse treatment or related counseling discipline, you must provide the following information for review:</p> <ul style="list-style-type: none"> <li>A letter on official university letterhead or printed from the university website that your degree program has the express intent to prepare counselors.</li> <li>Evidence that your degree program has an identifiable counselor faculty with an identifiable body of students. <ul style="list-style-type: none"> <li>The Board considers identifiable licensed counselor training faculty as core counselor education program faculty that holds a doctorate degree in counselor education; or holds a LPC or comparable license.</li> </ul> </li> <li>Degree program has clear authority and primary responsibility for the core and specialty areas as required by <a href="#">18VAC115-60-70</a>.</li> </ul>	<b>ONLINE PORTAL UPLOAD</b>

**END OF INSTRUCTIONS. PROCEED TO THE [ONLINE APPLICATION](#).**