Real example: how I filled the OBLPCT license verification printout

Eric Richers, LPC, CADC III · [practice name], Eugene, Oregon · solo telehealth counseling practice

Recreated from my own filing, redacted. Bracketed values are placeholders. Get the current blank form from the Mental Health Regulatory Agency license verification tool at https://www.oregon.gov/mhra/pages/verify.aspx.

What to notice

This is the primary-source verification that payers ask for, printed the day after the license was issued. It is not something you fill in; you look yourself up, print the result with the date on it, and attach it. Credentialing teams do the same lookup themselves, so the copy you send has to match the record on the day they check.

Two things on it matter more than they look. The first term after an initial license is short, because the expiration is tied to your birth month and the renewal cycle in the rule, so plan the first renewal early. And the languages line comes from your own licensee profile; PacificSource, CareOregon, and Providence each asked me the same language question again, and the answers should agree.

Verification record

Licensee	Eric Richers
Board	Oregon Board of Licensed Professional Counselors and Therapists (OBLPCT)
License type	Licensed Professional Counselor (LPC)
License number	[license number]
Status	Active
Initial license date	03-10-2025
Expiration date	[date] (first term ends with the birth-month cycle)
Prior registration	Registered Counselor Associate, 2023 to 2025 (a separate record under the same name)
Languages (from the licensee profile)	German, Spanish
Disciplinary actions	none listed
Primary source verified on	03-11-2025

Companion credential

Credential	Certified Alcohol and Drug Counselor III (CADC III)
Certifying body	Mental Health and Addiction Certification Board of Oregon (MHACBO)
Credential number	[credential number]
Current period	03/2025 to 03/2027
Verification	MHACBO's own registry; print it the same way