



Getting ready for Board of Counsellor Malaysia Licensure Interview



This infographic served as reference guidelines for individuals who wish to apply for the Registered Counsellor title and/or Practicing licensure under the Board of Counsellor Malaysia purview.

According to the Counsellors Act 1998 (Act 580):

a) K. B. refers to as Kaunselor Berdaftar (Bahasa Melayu) or Registered Counsellor (English). It refers to someone who is registered under the sections 26 or 27 of Act 580.

b) P.A. refers to as Perakuan Amalan (Bahasa Melayu) or Practicing License (English). It refers to practicing licensure who wish to practice under the sections 27(4) or 28(3) of Act 580.

Get ready the below and submit the documents to LKM:

- For Registered Counsellor's (K.B.) title application:
 - Borang A (for Malaysians)
 - Borang C (for Non- Malaysian)
- For 2-years practicing licensure application (P.A.):
 - Borang F (for Malaysians only)
- Panel Assessor Form (Borang Laporan Panel)
 - Fill up Section A and B (see the example below)
- Three (3) copies of colour passport-size photos
 - 1 copy of the photo to affix to Borang A or Borang C and
 - Another 2 copies to be submitted together with other documents.
 - **Tip:** Write your name at the back of the 2 copies of the photos
- Identity Card/ Passport: Must be certified as true copy
- All academic certificates and transcripts (Bachelor/Master/PhD): Must be certified as true copies.
- One page summary sheet of your total internship hours: Verified and signed by either one of your academic or field supervisor.
- Application fees:
 - RM200 for Register Counsellor and/or
 - RM100 for practicing licensure
- Make payment to:
 - Bank name:** CIMB Bank
 - Bank Account Number:** 8000273435
 - Name Registered:** LEMBAGA KAUNSELOR
- Submit/courier the hardcopies **together** with the proof of payment (e.g., Bank in slips/ Transferred record) to:
Pejabat Lembaga Kaunselor
Kementerian Pembangunan Wanita, Keluarga dan Masyarakat,
Aras 19, No.55, Persiaran Perdana,
Presint 4, 62100 Putrajaya

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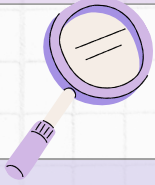
Submit the relevant documents (Hardcopies)



Where can I download the forms?
<https://bit.ly/MalaysiaLKMForms>



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02 Verification and Document Check:

Your application will be processed within the next 14 working days to ensure:

- it meets the licensure criteria - e.g., subjects meet the standards required and
- it has all the documents verified, signed and met the needs of the panel assessors.

03 What is next?

- With the complete documents and payment, your interview will be scheduled within the next 60 working days.
- You will be notified via email (7- 14 days notice period).
- Kindly confirm your attendance via the Google Form registration form as each session will be limited to 30 candidates only.

04 What should I bring during the interview?

Please bring the following items/documents with you during the Interview:

- Your identity card or passport***,
- All academic certificates and transcripts***,
- A complete set of all individual and group counseling session case notes during your internship and it must be verified and signed by your academic or field supervisor,
- Daily internship logbook, verified and signed by either academic or field supervisor,
- One page summary sheet of your total internship hours (Verified and signed by either academic or field supervisor) and
- A pen will be handy as you may need to fill up additional documents or exercises during the interview.

***Both original and certified true copies

Panel Assessor Form (Borang Laporan Panel):
The English translated version is illustrated here

BM version

English version

Section A: Applicant Information

1. Name
2. Identity card number/ Passport number
3. Ethnicity
4. Citizenship
5. Date of birth
6. Age
7. Gender
8. Religion
9. Mailing address
10. Handphone number
11. Email address
12. Address of current employment: **It is important for you to state this to ensure LKM's record is up to date.**
13. Office contact number

Section B: Applicant Counselling Practice Record

1. Experience in practicing counselling (if you are currently employ). Put a Not applicable if this section does not apply to you.

- a) Year in which you start practicing
- b) Company name
- c) Duration
- d) Total hours of individual counselling
- e) Total hours of group counselling
- f) Total hours of family counselling

2. Internship Experience

- a) Year
- b) Duration
- c) Company name
- d) Name of academic supervisor
- e) Qualification of academic supervisor: **indidate either PhD/Master/Bachelor**
- f) Registered counsellor and practicing license numbers of academic supervisor: **K.B.: 00XXX; P.A.: 00XXX**
- g) Name of field (onsite) supervisor
- h) Qualification of field (onsite) supervisor: **same as above**
- i) Registered counsellor and practicing license numbers of field (onsite) supervisor: **same as above**
- j) Total hours of individual counselling
- k) Total hours of group counselling
- l) Total hours of family counselling

3. Two reasons why do you wish to be a registered counsellor?

A. MAKLUMAT PERIBADI PEMOHON

1. Nama :
2. No. Kad Pengenalan/Pasport:
3. Bangsa :
 Melayu Cina India
 Lain-lain (nyatakan:)
4. Taraf Kewarganegaraan:
 Warganegara Pemastautin Tetap Bukan Warganegara
5. Tarikh Lahir : _____
6. Umur : _____
7. Jantina Lelaki Perempuan
8. Agama: Islam Buddha Hindu Kristian
 Lain-Lain (nyatakan:)
9. Alamat Surat Menyurat: _____

10. No Tel. Bimbit : _____
11. Alamat E-mel : _____
11. Pekerjaan : _____
12. Alamat tempat kerja : _____

13. No. Telefon (Pejabat) : _____

B. PENGALAMAN AMALAN KAUNSELING

1. Pengalaman Amalan Kaunseling (jika bekerja) :
 - a) Tahun Amalan : _____
 - b) Tempat/ Seting amalan : _____
 - c) Tempoh/Jangka masa : _____
 - d) Bil Sesi Kaunseling Individu : _____ Sesi / jam
 - e) Bil Sesi Kaunseling Kelompok : _____ Sesi / jam
 - f) Bil Sesi Kaunseling Keluarga : _____ Sesi / jam
2. Pengalaman Internship
 - a) Tahun Internship : _____
 - b) Tempoh Internship : _____
 - c) Tempat Internship : _____
 - d) Nama Penyelia Akademik : _____
 - e) Kelayakan Penyelia Akademik : _____
 - f) No. Perakuan Pendaftaran Kaunselor Berdaftar Penyelia: _____
 - g) Nama Penyelia Lapangan : _____
 - h) Kelayakan Penyelia Lapangan : _____
 - i) No. Perakuan Pendaftaran Kaunselor Berdaftar Penyelia: _____
 - j) Bil Sesi Kaunseling Individu : _____ Sesi / jam
 - k) Bil Sesi Kaunseling Kelompok : _____ Sesi / jam
 - l) Bil Sesi Kaunseling Keluarga : _____ Sesi / jam
3. Sebab ingin Berdaftar :
 - a) _____
 - b) _____



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Q1: What does a complete set mean? I had sessions with client A, and it lasted for 5 sessions. What should I bring then?

A: You should bring all 5 sessions' case notes, together with the informed consent form (optional) and termination records (optional).

Q2: What does a complete set mean for a group counseling session? I had sessions with 4 clients and it lasted for 3 sessions. What should I bring then?

A: You should bring all 3 reports for the Group Counselling Session.

Q3: How do I protect my client's information when I submit the documents for the interview?

A: You may duplicate your documents (e.g., informed consent form) and erase the identifiable information from these duplicate copies. However, you shall retain this information in your original copies.

Q4: Do I need to get my supervisor to sign on each case note?

A: Yes, if you are presenting case notes from your internship, you would need to have either your academic or field supervisor's signature, together with his/her K.B., P.A. information (see example), and date signed at the end of your case note to demonstrate shared responsibility between all parties. Example:



Q5: I have all my case notes saved and stored in the online drive/ cloud server. What should I do?

A: As the panel assessors have no access and will not access your personal online drive, please print and bring the hard copies with you.

Q6: Who is the panel assessor?

A: Each interview session comprised of 2 members of the panel assessors (the Chairperson and a member). Both members are Anggota of LKM and a registered counselor.

Q7: Who should I contact if I am not able to attend due to an emergency?

A: You may contact the Secretariat 03-8323 2524/ 03 8323 1715 or email:

General: lembaga.kaunselor@gmail.com

Puan Anis: norhainisma.lkm@kpwkm.gov.my

Puan Iffah: iffah.azizan95@gmail.com

Q8: When will I be notified of my interview results?

A: You will be officially notified via email 60 working days from the date of your interview.



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Q9: How much time must I allocate for the interview session?

A: The entire session may take up to 3 hours. Please attend according to the slot (Morning/Afternoon) allocated to you.

Q10: What are the questions posed in the interview?

A: There is no absolute or fixed answer to this question. You may be asked to share your experience, observation, and life philosophy. You may also be asked to demonstrate counseling micro-skills in the interview. **Tip:** Come in with an open mind.

Q11: What if my degree is not from Malaysia and does not have MQA approval?

A: We will have to do course mapping for your degree first. Kindly contact the Secretariat for further arrangements.

Q12: I noticed two categories of fees (RM200 for Register Counsellor and RM100 for practicing licensure). Why and what is it for?

A: A candidate may apply for a K.B. title and choose not to practice. Thus, they do not need to apply for a practicing license. Individuals wishing to provide counseling must have both K.B. and P.A. licensures.

Q13: I graduated many years back and cannot locate my supervisor for verification. My logbooks and internship records have also gone missing.

A: You must obtain a letter from your university stating that your supervisor cannot verify your internship hours. A verification letter from your university stating that you have completed 504 internship hours is required. Please also make a legal, statutory declaration stating your situation and provide the statement as part of your supporting document.

Q14: Shall I bring everything (All my case notes), or will just a sample report do?

A: We recommend that you bring everything - in a few folders labelled separately for individual counseling, group counseling, educational activities, etc. This is because panel assessors may wish to learn more from the sample you provided. Without the complete documentation, it may cause a delay in processing your application.

Q15: How much shall I write in my case note/ progress report?

A: Your case notes should be thorough yet concise, providing a clear record of the client's journey and the therapeutic process. It shall be readable to the panel members and not just yourself.