



Counselor, Social Worker & Marriage and Family Therapist Board

77 S High St., 24th Flr, Rm 2468 Columbus OH 43215-6171

614-466-0912 – (F) 614-728-7790

<http://cswmft.ohio.gov> cswmft.info@cswb.ohio.gov

Professional Clinical Counselor **LICENSURE EXAM REQUEST**

General Information

This form contains the information and forms you require to start the application process for licensure as a LPCC.

A. Requirements for Licensed Professional Clinical Counselor in Ohio

1. Must hold a Licensed Professional Counselor license.
2. Pass the National Clinical Mental Health Exam (NCMHCE)
3. Must be of good moral character.
4. Clinical experience varies depending on degrees held as follows:
 - Applying for licensure with a Master's degree (including practicum and internship per 4757-13-01) - 3000 hours of clinical experience completed after the award of the Licensed Professional Counselor license (LPC).
 - Applying for licensure with a Doctoral degree – 3,000 hours of clinical experience, 1,500 hrs. may be completed as part of the doctoral internship, 1,500 hours completed after the award of the degree (transcript must show degree conferred).
 - At least 1,500 of the hours must include work face-to-face by the applicant in a clinical setting, which includes the diagnosis and treatment of mental and emotional disorders and conditions. Supervision for this experience must be provided by a LPCC who holds a supervisor designation.
5. Complete the Clinical Field Evaluation documented by the form available on the web site.
6. Submit LPCC application with \$75.00 fee.
7. Complete Board's Laws & Rules Exam (really more of a law & rule review)
8. Complete criminal records checks both the BCI & FBI

B. Endorsement Information

Per OAC 4757-13-06 An applicant requesting licensure as a LPCC via endorsement shall:

1. Request a licensure application form for the LPCC license. Applicants must meet the requirements in paragraph A above.
2. Submit the required application with the \$75 fee. Do not send fee without the completed application.
3. Submit a completed license verification form directly from each state board by which they have been licensed.
4. Have official transcript sent directly to the board from the school(s) attended.
5. Provide to the board verification that they meet requirements in paragraph A above.
6. Individuals holding a valid license in another state may be approved via endorsement.
7. Examinations taken in other states will be accepted only if they are determined by the counselor professional standards committee to be acceptable to the board and the applicant's individual performance is at a level acceptable to the professional standards committee.

C. Failure to Meet Examination Requirements

If the **Counselor Professional Standards Committee** determines that your degree or license from another state does not meet the requirements of Rule 4757-13-03, you will not be allowed to sit for the exam, if required.

D. Supervision Requirements

Professional Clinical Counselor must have 2 years (3,000) hours post licensure (LPC) Licensees are required to submit to the Board a complete **Clinical Field Evaluation & Verification Supervised Experience Form** of supervised experience within 30 days of completing the first 1500 supervised hours. (LPC's should not wait until all 3000 supervised hours are earned before submitting the **Clinical Field Evaluation & Verification Supervised Experience Form**)

Out of state experience will be accepted if it meets the requirements for LPCC; is submitted on the **Clinical Field Evaluation & Verification Supervised Experience Form**; and if the supervisor includes a resume or vita so that we may ascertain that the individual would meet the minimal requirements to hold an Ohio license.

Submit a **Clinical Field Evaluation & Verification Supervised Experience Form** at the end of the experience. Since it is not possible for us to confirm receipt of your materials, you may choose to send materials certified mail. It is also recommended you keep a copy for your records.

The Board accepts a maximum of 1,500 hours per year. The year is from the initial date of supervision until the same date in the next year. The two years (3,000) hours of supervised experience must be obtained after the award of the Licensed Professional Counselor license, LPC.

IMPORTANT

You may start your experience after submitting the supervision agreement. All approvals are contingent upon meeting the requirement of section 4757-17-01 OAC. This approval will be invalid if these conditions are not met.

E. First Step of Application Process

Submit an Evaluation and Verification Form (CFE) with a request to take the LPCC licensure examination or the LPCC application form. If approved a letter authorizing examination will be sent or an application form. You can use the form below to request examination or email the information below to rena.elliott@cswb.ohio.gov

Applicants for **Endorsement** can request a complete application using the form below or forward that information via email:

Documents required to complete your LPCC licensure file:

1. Clinical Field Evaluation & Verification of Supervised Experience
2. NCMHCE Test results (unless you are currently licensed as a result of passing the PCLE) please fax your NCMHCE results to 614-728-7790
3. BCI & FBI Criminal Records Check
4. LPCC licensure application, notarized, with fee.
5. Complete the board's online Laws and Rules Exam If your application, when first processed, is incomplete; a UserID and Password will be sent to you.

Name:		Name on Transcript, if different	
Address:			
City:	State:	Zip:	
Daytime Phone#	Email		
School Graduated From:	State Licensed In, if applicable	First Licensure date, if applicable	