



Counselor, Social Worker & Marriage and Family Therapist Board

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Easy Steps to Counselor Licensure

(Derived from Chapter 4757 of the Ohio Revised Code and the Ohio Administrative Code)

PCC License

- 1.) After becoming a PC, IF YOU WISH to begin the process to upgrade your license to the PCC, please complete the following steps. You must apply to be a PC/Clinical Resident (CR) by registering your post PC hours with the board with a Supervision Agreement (“*CT & CR Supervision Agreement*” on the website: <http://cswmft.ohio.gov/pdfs/CRApp.pdf>) Include a letter requesting that any hours that occurred in a doctoral internship, post degree, and were registered and approved by the board be counted towards the 3,000 hour requirement. Experience must meet the requirements for the PCC with 50% of your time spent clinical counseling services, which include the diagnosis and treatment of mental and emotional disorders under a PCC with the supervising counselor designation. PLEASE NOTE: You may not use the title “*Clinical Resident*” without your status being “Active” on the board’s online license verification site.
- 2.) Have your training supervisor complete the “*Evaluation and Verification of Supervised Experience*” form, sign across the back of a sealed envelope and return to you. **NOTE: You must accumulate 3,000 hours AND 2 years of supervision.**
- 3.) Have your, one (1), training supervisor that is most familiar with your clinical experience complete the “*Clinical Field Evaluation*” form: <http://cswmft.ohio.gov/pdfs/CEVSUPV.pdf> . Have the supervisor sign across the back of a sealed envelope.
- 4.) If you did **NOT** pass the PCLE by 2006, submit a written request to sit for the Ohio PCC licensing exam (NCMHCE).
- 5.) Pass the exam and fax or mail a copy to board.
- 6.) Complete and Submit a Criminal Background Check, instructions may be found on our website: <http://cswmft.ohio.gov/pdfs/CRC0308.pdf>
- 7.) Submit the PCC license application and fees. The application is mailed with the exam approval letter.
- 8.) Note: There is no provisional license for the PCC.

Documents required to complete your PCC licensure file:

- 1) Evaluation and Verification of Supervised Experience submit form: <http://cswmft.ohio.gov/pdfs/CEVSUPV.pdf>
- 2) Clinical Field Evaluation submit form <http://cswmft.ohio.gov/pdfs/CEVSUPV.pdf>
- 3) NCMHCE Test results (unless you are currently licensed as a result of passing the PCLE) please fax your NCMHCE results to 614-728-7790
- 4) BCII and FBI Criminal Records Check - <http://cswmft.ohio.gov/pdfs/CRC0308.pdf>
- 5) PCC licensure application, notarized, with fee.

Note: There is not a provisional license for the PCC

To retrieve documents required to complete your file, visit the CSWMFT website (<http://cswmft.ohio.gov>) and click on “Forms” in far left column, and select “Counselor Forms” from the menu.

****Please allow 7-10 business days to process items sent to the board’s office****

And

***** Anything that is to be seen by the board must arrive at the board’s office by the Friday PRIOR to the scheduled board meeting*****

PC License

- 1.) Complete graduate degree in counseling from an accredited program. Have 90 quarter or 60 semester hours of graduate work with a minimum of one course in each of the 16 content areas. Once a course is used to satisfy a requirement, it may not be reused.

Please note all applications and documents for CT should be faxed to 614-728-7790 or mailed to the above address.

- 2.) **Practicum:** register as a CT, if needed (ask professor and supervisor), for your practicum hours by submitting a supervision agreement (“*CT & CR Supervision Agreement*” on the website: <http://cswmft.ohio.gov/pdfs/CTApp.pdf>) with a photocopy of your transcript or proof of enrollment in a **practicum** prior to the experience (e.g., class schedule, photocopy of your transcript, a letter from registrar, school provided class enrollment list, or etc.). Submit your **Criminal Records Check** (only the first time you register as a Counselor Trainee for practicum or internship). Instructions for the **CRC** can be found at <http://cswmft.ohio.gov/pdfs/CRC0308.pdf>. If you need to extend your CT status, fax or mail the following form: <http://cswmft.ohio.gov/pdfs/CTextend.pdf>. **PLEASE NOTE:** You may not use the title “*Counselor Trainee*” without your status being “Active” on the board’s online license verification site: <https://license.ohio.gov/lookup/default.asp?division=97>.
- 3.) **Internship** register as a Counselor Trainee (CT), if needed (ask professor and supervisor), for your internship hours by submitting a supervision agreement (“*CT & CR Supervision Agreement*” on the website: <http://cswmft.ohio.gov/pdfs/CTApp.pdf>) with proof of enrollment in **internship** (e.g., a class schedule, photocopy of your transcript, a letter from registrar, school provided class enrollment list or other item to document proof of enrollment in an **internship**). Be mindful that approvable internship duties must include the diagnosis and treatment of mental and emotional disorders and this must be explicitly indicated on the application materials. Submit your **Criminal Records Check** only the first time you register as a Counselor Trainee. Instructions for the **CRC** can be found at <http://cswmft.ohio.gov/pdfs/CRC0308.pdf>. If you need to extend your CT status (when you enroll for a second semester of internship), fax or mail the following form: <http://cswmft.ohio.gov/pdfs/CTextend.pdf>. **PLEASE NOTE:** You may not use the title “*Counselor Trainee*” without your status being “Active” on the board’s online license verification site: <https://license.ohio.gov/lookup/default.asp?division=97>
- 4.) Submit an “*Internship Supervisor Evaluation Rating Form*” at the end of your internship, form available at link: <http://cswmft.ohio.gov/pdfs/PC-SupvInt.pdf> have the supervisor sign across the back of a sealed envelope.
- 5.) Submit a written request to sit for the Ohio licensing exam (NCE). Attach a student copy of your transcript showing completion of the required coursework. If you are in your final term of coursework, you must also submit a letter from your school registrar or department chair, explaining this.
- 6.) **After** you pass the exam, fax a copy of the pass document to 614-728-7790 and send in the **PC** licensure application and fees. The PC application is mailed with your exam approval letter.
- 7.) Have your school **MAIL OFFICIAL** transcripts, showing your degree **conferred** directly to the board.
- 8.) Submit your criminal records check again, if you apply as a PC more than a year from the date of the previous criminal records check. <http://cswmft.ohio.gov/pdfs/CRC0308.pdf>
- 9.) You may be issued a provisional license once all of the paperwork is received and approved by the staff. This letter (provisional license) along with your passing exam score report will allow you to work until you receive a letter from the board indicating that you may now call yourself a PC.

Documents required to complete your PC licensure file:

- 1.) Internship Supervisor Evaluation Rating Form <http://cswmft.ohio.gov/pdfs/PC-SupvInt.pdf>
- 2.) NCE Test Results – please fax your exam results to 614-728-7790
- 3.) Official Transcript, showing your graduate degree in counseling, **conferred** & mailed directly from your school.
- 4.) BCII and FBI Criminal Records Check - <http://cswmft.ohio.gov/pdfs/CRC0308.pdf>
- 5.) PC licensure application, notarized, with fee.

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