



Counselor, Social Worker & Marriage and Family Therapist Board

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This applies to all non-Ohio licensees and non-Ohio approved counseling program graduates.

Out-of-State Applicants: General Information

The following information explains the application process for licensure as a Professional Counselor (PC) or Professional Clinical Counselor (PCC) in Ohio. Please study this material carefully as it will answer most of your questions about the licensure requirements, the examination, and the application process. Ohio has two levels of professional counselor licensure. A PC has completed a master's degree in counseling and meets the requirements specified in rule 4757-13-01 of the Administrative Code. A PCC has met the PC requirements plus additional supervised hours as specified in rule 4757-13-03 of the Administrative Code.

Educational Requirements:

Professional Counselor (PC or LPC) and Professional Clinical Counselor (PCC or LPCC)

You must hold a graduate degree in counseling from an accredited institution, accredited by an accrediting body recognized by the U.S. Department of Education. A qualifying degree program must include:

1. 100 hour practicum
2. 600 hour internship as defined in OAC 4757-13-01
3. Must complete a course of graduate work covering the eleven content areas contained in OAC in rule 4757-13-01(A)(4): <http://codes.ohio.gov/oac/4757-13-01>
4. Must have 90 quarter or 60 semester hours of which the clinical hours required in section 6. below may be post degree.
5. Degrees not containing a course in each of the eleven areas specified are not qualifying degrees.

Post degree course work may be in the following areas. This coursework is required for licensure eligibility for first time licensees. Licensees from other states may apply under endorsement per rule 4757-13-06: <http://codes.ohio.gov/oac/4757-13-06>

6. A minimum of 30 quarter or 20 semester hours of instruction as specified in rule 4757-13-01(A)(5) with at least one course in each of the following areas:
 - Clinical Psychopathology, personality & abnormal behavior
 - Evaluation of mental and emotional disorders
 - Diagnosis of mental and emotional disorders
 - Methods of prevention, intervention of mental and emotional disorders
 - Treatment of mental and emotional disorders

Examination Information:

The Board has contracted with the National Board for Certified Counselors (NBCC) to administer the National Counselor Examination (NCE) as the examination required for licensure as a PC in Ohio and the National Clinical Mental Health Counselor Examination (NCMHCE) for licensure as a PCC in Ohio. If you have taken either of the two examinations and are currently licensed in another state you will not need to retest for that level of licensure. Request that NBCC forward your examination score(s) to the board.

The steps in the application process

1. Forward an unofficial copy of transcripts along with coursework <http://cswmft.ohio.gov/pdfs/CnsCrsWk.pdf> to the board. Also, forward course descriptions or a syllabus, if the title of the course does not obviously meet the subject area for which listed on the coursework sheet. See note on worksheet second page for more detail.
2. The Counselor Professional Standards Committee, that meets the 3rd Thursday and Friday of every other month beginning in January, will review the coursework worksheets and transcripts to determine applicant's eligibility for licensure. The more complete the information on the coursework sheet the less likely you will be delayed by a request for additional information. **Application documents must be received by Friday prior to meeting.**
3. If approved and applicant has not taken the required examination, an eligibility letter will be sent for the examination, which is offered the first week of every month in Ohio in Cleveland, Cincinnati, Toledo and Columbus. It is a four-hour exam with multiple choice questions; and it contains no state specific questions on Ohio rules and regulations. You will also receive an application for licensure with the examination notice.
4. If the Counselor Professional Standards Committee determines that your degree does not meet the requirements established in OAC 4757-13-01; you will be notified in writing and given the opportunity for a hearing per chapter 119. of Ohio Revised Code.
5. Applicants will need to provide the following information to complete the process:
 - **Professional Counselor applicants**
 - All applicable transcripts directly from school to the board
 - Properly completed application form
 - \$60 fee by money order or certified check
 - Have NBCC forward to board NCE examination results
 - Have state board forward certification of your current licensure to Ohio
 - Complete criminal records check - <http://cswmft.ohio.gov/pdfs/CRC0308.pdf>
 - **Professional Clinical Counselor applicants**
 - Meet all requirements for PC licensure except \$60 fee & NCE score
 - \$75 fee by money order or certified check & NCMHCE exam results
 - Document two years of supervised experience that meets the following requirements or were approved in your original state of licensure and are acceptable to the committee.
 - Two full calendar years of supervision
 - A minimum of 1500 hours of experience within each year
 - The experience must have included within its scope of practice the diagnosis and treatment of mental and emotional disorders.
 - Provide documentation of passing a field evaluation prescribed by the board to evaluate the applicant's competence in diagnosing and treating mental and emotional disorders. <http://cswmft.ohio.gov/pdfs/PCCfldEv.pdf>

Note: requesting a copy of your licensure file from your state's licensure board may expedite the processing of your application.