



Counselor, Social Worker & Marriage and Family Therapist Board
50 West Broad Street, Suite 1075 Columbus, Ohio 43215

Professional Counselor
LICENSURE REQUIREMENTS OUTLINE

Form at bottom is an Active PDF form. Click on line and type information then print or save with Reader 8.0 or later.

General Information

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

A. Requirements for Licensed Professional Counselor in Ohio

1. Must hold a graduate degree in counseling from an accredited institution (program must include a 100 hour practicum AND a 600 hour internship as defined in OAC 4757-13-01). For Practicum and Internship experience, please submit:
 - **Professional Counselor Training Supervision Agreement Form** at the beginning of training, if applicable; and
 - **Practicum Reporting Form**; and
 - **Internship Supervisor Evaluation Rating Forms** at the end of the experiences.
2. Must complete a minimum of 90 quarter or 60 semester hours of graduate work covering the eleven content areas contained in OAC in rule 4757-13-01 and a minimum of 30 quarter or 20 semester hours of instruction in the following areas:
 - Clinical psychopathology, personality and 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.
3. Pass the State of Ohio Licensure Exam.
4. Must be of good moral character.

B. Endorsement Information

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

1. Request a licensure application form for the PC license. Applicants must meet the requirements in paragraph A above.
2. Submit the required \$60.00 fee.
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 which was issued prior to March 18, 1997, may be approved via endorsement if they can provide the board with documentation that verifies that at the time of their original licensure they met the Ohio professional counselor licensure standards that were in effect on March 17, 1997. Please note that fact on request form.
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 4757-13-01, you will not be allowed to sit for the exam.

D. First Step of Application Process

Register your Internship & Practicum with the Board. Once you are within 30 days of completion submit your transcript for review with a request to take the PC licensure examination, if approved a letter authorizing examination will be sent. You can use the form below to request examination remember to send transcript or email the information below to rena.elliott@cswb.state.oh.us. Applicants for **Endorsement** can request a complete application using the form below or forward that information via email:

Name		Name on Transcript, if different from application name	
Address			
City	State	Zip	
Phone Number during Day		Email	
School Graduated From		States Licensed In & first licensure date, if applicable	