

## PROFESSIONAL COUNSELOR LICENSING GUIDE

### ELIGIBILITY FOR PROFESSIONAL COUNSELOR LICENSE BY EXAMINATION (initial license)

- Submit an [application for a professional counselor license by examination](#) along with the appropriate application fee.
- Official transcripts submitted directly to this office from the educational institution confirming receipt of a master's or doctoral degree in counseling from a qualified program, or a degree determined by the department in consultation with the board to be substantially equivalent to a counseling degree from a qualified program. A program that is not accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP), must include coursework and training in the diagnosis and treatment of mental and emotional disorders and all other coursework requirements of CACREP, including practicum and internship requirements. The program must not be less than 48 semester hours or 72 quarter hours in counseling topics.
- A completed [Certification of Counseling Education](#) form must be submitted to this office directly from your educational institution.
- A [Professional Disclosure Statement](#) must be submitted with your application.
- Verification/certification of license must be submitted directly to this office by the licensing agency of any state or territory of the United States in which you hold a current license or ever held a license as a professional counselor. Verification includes, but is not limited to, showing proof of any disciplinary action taken or pending disciplinary action imposed.
- Certification of your examination scores must be submitted directly to this office from the examination agency. You may request score reports for the National Counselor Examination (NCE) from the National Board for Certified Counselors at <http://www.nbcc.org/Exams>. You may request score reports for the Commission on Rehabilitation Counselor Certification (CRCC) Examination from the CRCC at <https://www.crc certification.com>. Scores from only one testing organization is required.
- A completed [Counseling Work Experience](#) form must be submitted directly to this office from your supervisor. An applicant must have completed counseling experience under the supervision of a licensed professional counselor. All supervised experience obtained in Michigan must be completed after the limited counselor license has been issued. Supervised experience gained prior to obtaining the limited license cannot be counted toward licensure. Individuals with a master's degree must accrue 3,000 hours of post-degree counseling experience in not less than a two-year period with at least 100 hours accrued in the immediate physical presence of the supervisor. Individuals who have completed a doctoral degree in counseling must accrue 1,500 hours of post degree counseling experience in not less than a one-year period with at least 50 hours accrued in the immediate physical presence of the supervisor.

- A fingerprint report and criminal background check are required. Upon review of your application, you will be mailed an Application Confirmation letter containing instructions to complete the Criminal Background Check.
- English Language Proficiency – An individual applying for licensure is required to demonstrate a working knowledge of the English language. This can be established if the required health professional educational program was taught in English, the applicants transcript establishes that they earned not less than 60 college level credits from an English-speaking graduate or undergraduate school, or pass an approved English proficiency exam as established by the department in R 338.7002b of the Public Health Code – General Rules.

### **ELIGIBILITY FOR PROFESSIONAL COUNSELOR LICENSE BY ENDORSEMENT**

**(currently licensed in another state) Applicants for licensure by endorsement who have been licensed in another state or territory of the United States and have practiced counseling for a minimum of 5 years at the time of application must:**

- Submit an [application for a professional counselor license by endorsement](#) along with the appropriate application fee.
- A [Professional Disclosure Statement](#) must be submitted with your application.
- Verification/certification of license must be submitted directly to this office by the licensing agency of any state or territory of the United States in which you hold a current license or ever held a license as a professional counselor. Verification includes, but is not limited to, showing proof of any disciplinary action taken or pending disciplinary action imposed.
- A fingerprint report and criminal background check are required. Upon review of your application, you will be mailed an Application Confirmation letter containing instructions to complete the Criminal Background Check.
- English Language Proficiency – An individual applying for licensure is required to demonstrate a working knowledge of the English language. This can be established if the required health professional educational program was taught in English, the applicants transcript establishes that they earned not less than 60 college level credits from an English-speaking graduate or undergraduate school, or pass an approved English proficiency exam as established by the department in R 338.7002b of the Public Health Code – General Rules.

**Applicants for licensure by endorsement who have been licensed in another state or territory of the United States and have practiced counseling for less than 5 years at the time of application must meet the same requirements as an applicant applying by examination (see ELIGIBILITY FOR PROFESSIONAL COUNSELOR LICENSE BY EXAMINATION above)**

## **ELIGIBILITY FOR LIMITED PROFESSIONAL COUNSELOR LICENSE**

- Submit an [application for a limited professional counselor license](#) along with the appropriate application fee.
- Official transcripts submitted directly to this office from the educational institution confirming receipt of a master's or doctoral degree in counseling from a qualified program, or a degree determined by the department in consultation with the board to be substantially equivalent to a counseling degree from a qualified program. A program that is not accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP), must include coursework and training in the diagnosis and treatment of mental and emotional disorders and all other coursework requirements of CACREP, including practicum and internship requirements. The program must not be less than 48 semester hours or 72 quarter hours in counseling topics.
- A completed [Certification of Counseling Education](#) form must be submitted to this office directly from your educational institution.
- A [Professional Disclosure Statement](#) must be submitted with your application.
- Verification/certification of license must be submitted directly to this office by the licensing agency of any state or territory of the United States in which you hold a current license or ever held a license as a professional counselor. Verification includes, but is not limited to, showing proof of any disciplinary action taken or pending disciplinary action imposed.
- A fingerprint report and criminal background check are required. Upon review of your application, you will be mailed an Application Confirmation letter containing instructions to complete the Criminal Background Check.
- English Language Proficiency – An individual applying for licensure is required to demonstrate a working knowledge of the English language. This can be established if the required health professional educational program was taught in English, the applicants transcript establishes that they earned not less than 60 college level credits from an English-speaking graduate or undergraduate school, or pass an approved English proficiency exam as established by the department in R 338.7002b of the Public Health Code – General Rules.

## **RELICENSURE OF A FULLY LICENSED PROFESSIONAL COUNSELOR OR A LIMITED LICENSED PROFESSIONAL COUNSELOR**

**Licensees whose license has been lapsed for less than 3 years at the time of application:**

- A [Professional Disclosure Statement](#) must be submitted with your application.
- Verification/certification of license must be submitted directly to this office by the licensing agency of any state or territory of the United States in which you hold a current license or ever held a license as a professional counselor. Verification

includes, but is not limited to, showing proof of any disciplinary action taken or pending disciplinary action imposed.

**Licensees whose license has been lapsed for more than 3 years at the time of application:**

- A [Professional Disclosure Statement](#) must be submitted with your application.
- **AND** one of the following:
  - Takes or retakes and passes one of the following examinations:
    - The National Counselor Examination (NCE) from the National Board for Certified Counselors at <http://www.nbcc.org/Exams>.
    - The Commission on Rehabilitation Counselor Certification (CRCC) Examination from the CRCC at <https://www.crc certification.com>.

**OR**

- Submit evidence of current certification issued by the National Board for Certified Counselors, the Commission on Rehabilitation Counselor Certification, or an equivalent program submitted directly to this office from the agency. You may request certification from the National Board for Certified Counselors at [www.nbcc.org/Certification](http://www.nbcc.org/Certification) or from the CRCC at <http://www.crc certification.com>.

**Licensees whose license was issued based on grandfathering:**

- A [Professional Disclosure Statement](#) must be submitted with your application.
- Verification/certification of license must be submitted directly to this office by the licensing agency of any state or territory of the United States in which you hold a current license or ever held a license as a professional counselor. Verification includes, but is not limited to, showing proof of any disciplinary action taken or pending disciplinary action imposed.