

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 confirming having received a master's or doctoral degree in counseling or student personnel work must be submitted directly to this office from a regionally accredited educational institution. An applicant must have completed not less than 48 semester hours or 72 quarter hours in counseling topics which includes studies in all of the following: career development; consulting; counseling techniques; counseling theories; counseling philosophy; group techniques; professional ethics; research methodology; multicultural counseling; testing procedures; practicum; an internship that consists of not less than 600 hours of supervised clinical experience in the practice of counseling.
- A completed [Certification of Counseling Education](#) form must be submitted to this office directly from your educational institution confirming the completion of an approved counselor training program. If the master's or doctoral degree program was not accredited by the Council for Accreditation of Counseling and Related Education Programs (CACREP) or the Council on Rehabilitation Education (CORE), the program must include course work in all the content areas listed on the Certification of Counseling Education form.
- 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 www.nbcc.org/stateboardmap or for the Commission on Rehabilitation Counselor Certification (CRCC) Examination from the CRCC at 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 30 semester hours or 45 quarter hours of graduate study in counseling beyond a master's degree 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.

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.

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 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 confirming having received a master's or doctoral degree in counseling or student personnel work must be submitted directly to this office from a regionally accredited educational institution. An applicant must have completed not less than 48 semester hours or 72 quarter hours in counseling topics which includes studies in all of the following: career development; consulting; counseling techniques; counseling theories; counseling philosophy; group techniques; professional ethics; research methodology; multicultural counseling; testing procedures; practicum; an internship that consists of not less than 600 hours of supervised clinical experience in the practice of counseling.
- A completed [Certification of Counseling Education](#) form must be submitted to this office directly from your educational institution confirming the completion of an approved counselor training program. If the master's or doctoral degree program was not accredited by the Council for Accreditation of Counseling and Related Education Programs (CACREP) or the Council on Rehabilitation Education (CORE), the program must include course work in all the content areas listed on the Certification of Counseling Education form.
- 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.