

Guidelines for Filing a Limited Licensed Counselor Extension Request

A Limited Licensed Counselor license may only be renewed 10 times. In cases of hardship, LARA, in consultation with the Board of Counseling, may consider a request for an extension of the 10-year renewal period. A maximum of three 1-year extension requests will be considered per individual.

Extension Request Deadline

A Limited Licensed Counselor must submit the request for extension **not less than 30 days before the last regularly scheduled board meeting before the expiration date of the license**. The Board of Counseling meeting schedule can be found at www.michigan.gov/counseling, under the Board Information section.

Extension Request Requirements

The written request for extension must be sent by email to BPLHelp@michigan.gov and must include the following information:

- The licensee's full name and Michigan limited licensed counselor license number.
- A description of the hardship and how it impacted the licensee's ability to fulfill the requirements for full licensure.
- A description of the cause for the hardship.
- A description of measures taken to remedy the hardship.
- Whether the hardship still exists.
- The number of supervised hours currently completed.
- The number of supervised hours left to complete.
- The names and contact information for all licensed professional counselors in this state that have supervised the licensee and the periods of supervision during the time that the licensee has held the limited license.
- The names, contact information, periods of employment, and nature of work performed during the time that the licensee has held the limited license.
- The dates tried and the number of attempts to pass any of the examinations under R 338.1773.
- Whether the licensee made a prior hardship request and, if so, the decision on the prior request.

Considerations When Applying for an Extension Request:

- The board does not automatically grant the request. The burden is solely on the licensee to sufficiently inform the department and board of the circumstances that call for a waiver.
- The board may deny the request.
- If your request is approved, you will be notified by email.

If you have any additional questions, you can contact the Bureau of Professional Licensing at 517-241-0199 or BPLHelp@michigan.gov.