

MICHIGAN LIMITED LICENSED COUNSELOR LICENSING GUIDE

OVERVIEW:

The limited licensed counselor license type allows a licensee to engage in the practice of counseling under the supervision of a licensed professional counselor. This license type is eligible for renewal no more than 10 times

NOTE: The content contained below is a general overview of licensing requirements. Links to access the Occupational Code and Administrative Rules for this profession can be found at the end of this guide.

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LICENSURE REQUIREMENTS CHECKLIST

APPLICATION AND FEES

- Online Application for a Limited Licensed Counselor License - Complete all fields, answer all questions, and upload any supporting documentation.
- Online applications can be completed by visiting www.michigan.gov/miplus
- Application Fee + 1 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

Limited Licensed Counselor: \$88.10

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- Criminal Background Check – Once the online application is completed and submitted you will be emailed an Application Confirmation letter containing instructions to complete the Criminal Background Check (except those applicants seeking relicensure, if the license expired within the last three years).

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- Good Moral Character Questions – Documentation will be required if you answer “yes” to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking a license.
- Social Security Number – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining an SSN or do not have an SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- Verification of Licensure – Verification of licensure must be sent directly to our office by the licensing agency of any state of the United States or country in which you hold or ever held a license. The verification must show that disciplinary proceedings are not pending against the applicant and sanctions are not in force at the time of application. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- Human Trafficking – Individuals seeking licensure must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.1771 prior to being issued a license. The training must only be completed one time.
- English Language Proficiency – An individual applying for licensure must demonstrate a working knowledge of the English language. This can be established if either the applicant’s required health professional educational program was taught in English, a transcript establishes the applicant earned not less than 60 college level credits from an English-speaking graduate or undergraduate school, or that the applicant obtained a passing score on an approved English proficiency exam as established by the department in [R 338.7002b\(2\)](#) of the Public Health Code – General Rules.
- Implicit Bias Training – Individuals seeking licensure must have completed at least 2 hours of implicit bias training within the five years immediately preceding issuance of the license.
- Official transcripts submitted directly to this office from an accredited college or university 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.
- Submit a copy of your Professional Disclosure Statement (See Specifications on page 3).

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE (These are in addition to the requirements stated above that apply to All applicants)

- Online application can be completed by visiting www.michigan.gov/miplus and selecting **MiPLUS Login**. Once logged in select “**Modification**” next to your license number and then select “**Relicensure.**”
- 1 year Limited Licensed Counselor Relicensure Application and Fee: \$108.10 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

Applicants for relicensure whose license has been lapsed for less than 3 years at the time of application must submit the following:

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- A Professional Disclosure Statement (See specifications on Page 3).

Applicants for relicensure whose license has been lapsed for more than 3 years at the time of application must submit the following:

- Professional Disclosure Statement (See specifications on Page 3).

AND one of the following:

- Takes or retakes and passes 1 of the following:
 - The National Counselor Examination (NCE) developed by the National Board for Certified Counselors. You may request score reports for the NCE from the National Board for Certified Counselors at www.nbcc.org/Exams/ScoreReport.
 - The certification examination given by the Commission on Rehabilitation Counselor Certification (CRCC). Certification of your examination scores must be submitted directly to this office from the examination agency. You may request score reports for the CRCC Examination from the CRCC at www.crc certification.com.
 - The National Clinical Mental Health Counseling Examination (NCMHCE) developed by the NBCC. You may request score reports for the NCMHCE examination from the NBCC at www.nbcc.org/exams/ncmhce.
- 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 or from the CRCC at www.crc certification.com.

PROFESSIONAL DISCLOSURE STATEMENT REQUIREMENTS

Section 18113 of the Michigan Public Health Code, 1978 PA 368, as amended, requires that a licensed counselor furnish a Professional Disclosure Statement to all prospective clients before engaging in counseling services.

A Professional Disclosure Statement is required from every applicant, even if you are not currently practicing. You must provide a separate Professional Disclosure Statement for each practice location. You are required to submit a new Professional Disclosure Statement to the board within 30 days if you have any changes to the required information. Your license cannot be issued without a Professional Disclosure Statement(s) on file. Attach a copy of your Professional Disclosure Statement(s) to your application for licensure.

YOUR PROFESSIONAL DISCLOSURE STATEMENT MUST INCLUDE ALL OF THE FOLLOWING INFORMATION:

- Your name, business address, and telephone number. (If not currently employed provide your name, address and telephone number as shown on your application for licensure.)
- A description of your practice.
- A description of your education and experience.
- The fee you charge your clients or a statement if you do not charge a fee.

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- A statement indicating that you as a limited licensed counselor will practice under the supervision of a licensed professional counselor in this state in good standing.
- The name, business address, and telephone number of the licensed professional counselor who holds a license in this state that is supervising the practice of you as a limited licensed counselor.
- A signed statement from the supervising licensed professional counselor detailing the licensed professional counselor's supervising qualifications, including how the supervising licensed professional counselor in this state satisfies the requirements in R 338.1781(1) and (2).
- The following information must be included in your Professional Disclosure Statement in the event your client(s) would like to file a complaint regarding your counseling services. This address and phone number should not be used for any other purpose.

Michigan Department of Licensing and Regulatory Affairs
Bureau of Professional Licensing
Investigations & Inspections Division
P.O. Box 30670
Lansing, MI 48909
(517) 241-0205

RENEWAL REQUIREMENTS CHECKLIST

- Online Application for a Limited Licensed Counselor Renewal – Must be completed by visiting www.michigan.gov/miplus no sooner than 90 days prior to the expiration date of current license.
- Limited Licensed Counselor Renewal Application Fee: \$27.50 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)
- Renewal Cycle: 1 year
- Limited license may be renewed annually, but for no more than 10 years
- Good Moral Character Questions – Documentation will be required if you answer “yes” to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking license renewal.
- Disciplinary Question – Documentation will be required if you answer “yes” to having sanctions imposed against you by a similar licensure, registration, certification, or disciplinary board of another state or country you have not previously reported to the department.
- Human Trafficking Training – Licensees seeking renewal must certify on their renewal application that prior to renewing their license they have completed a one-time training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.1771.
- Implicit Bias Training - Licensees seeking renewal must have completed a minimum of 1 hour of implicit bias training for each year of the applicant's license cycle. Please note, this is not a one-time training and must be completed for each renewal cycle prior to the renewal being completed.
- Accept Renewal Attestation – By accepting the renewal attestation you as the licensee are certifying that you have met all the Professional Counselor renewal requirements.

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HELPFUL RESOURCES AND FORMS

- By visiting www.michigan.gov/healthlicense and clicking on the Counseling link you can access the following helpful resources and forms:

Resources:

- [Public Health Code](#)
- [Administrative Rules for Professional Counseling](#)

FREQUENTLY ASKED QUESTIONS

- 1. If I graduated from a program that is not accredited by the Council for the Accreditation of Counseling and Related Educational Program (CACREP) under either 2009 or 2016 standards, am I eligible for Limited Licensed Counselor licensure?**

A program that is not accredited by the Council for the Accreditation of Counseling and Related Educational Program (CACREP) under either 2009 or 2016 standards, must include graduate coursework and training in the diagnosis and treatment of mental and emotional disorders and all other coursework requirements of CACREP, including a practicum and internship. The applicant shall bear the expense of a program evaluation to determine whether his or her educational program was substantially equivalent to a program that satisfies the CACREP accreditation standards. The evaluation must be completed by either the Center for Credentialing and Education, Inc. (CCE) OR a credential evaluation organization that is a current member organization of the [National Association of Credential Evaluation Services \(NACES\)](#). To request an evaluation with the CCE please visit <http://www.cce-global.org> and select Licensure Education Reviews under the Business Support Services drop down.

- 2. When can I renew my license?**

Licenses can begin to renew their licenses approximately 90 days prior to the expiration date of their current license. Licensees will be sent a renewal notification to the contact on record approximately 90 days prior to the expiration date of the license. Remember to notify the Department in writing of any address change. It's a licensee's responsibility to renew his or her license on time. Failure to receive the renewal notification, or to notify the Department of an address change, does not exempt a licensee from renewing their license on time.

- 3. Do I need to complete continuing education (CE)?**

The law for Counseling does not require continuing education for renewal. A licensee is responsible for maintaining their competence in the profession, but a licensee does not have to demonstrate the ways they are doing this as a condition of renewal.

- 4. How do I verify my Michigan license?**

Certified license verification requests must be obtained online. You must submit your request via the MiPLUS system. There is a \$15.00 fee for certification processing for each address you list. Licenses may also be verified online on the Bureau's [License Verification website](#) free of charge. You may need to confirm with the recipient if verifying a license on this website is acceptable or if a certified license verification is needed.

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5. My license was lost/stolen/destroyed, how do I get a new one?

You may request a duplicate license online at www.michigan.gov/miplus. To request a hard copy of your license you will need to log in to your MiPLUS account and pay a \$10.00 fee.

6. Where can I find a copy of the administrative rules pertaining to Counselors?

You may view the current Administrative Rules and proposed revisions on the website www.michigan.gov/bpl.

7. How do I file a complaint against a health care professional?

Information on how to [File a Complaint Against a Health Care Licensee](#) can be located on the Bureau of Professional Licensing's website at www.michigan.gov/bpl.