

## LIMITED PROFESSIONAL COUNSELOR LICENSING GUIDE

### LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain a limited counselor license.)

#### APPLICATION AND FEES

- Online Application for a Limited Counselor License - Complete all fields, answer all questions and upload any supporting documentation.
- Online application can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus).
- Application Fee (Application fee + 1-year license fee) (Must be paid by Visa, Mastercard, or Discover credit or debit card.):
  - Limited Professional Counselor License – \$86.45
  - Limited Professional Counselor Relicensure – \$106.45

#### 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).
- 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 a SSN or do not have a SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- Verification of Licensure – If you hold a current license or ever held a license as a counselor, verification of licensure will be required to be submitted directly to this office by the licensing agency of any state of the United States in which you hold or ever held a license. Verification can be emailed to [bpldata@michigan.gov](mailto: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

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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.

### ADDITIONAL REQUIREMENTS FOR LIMITED PROFESSIONAL COUNSELOR LICENSURE

- 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.
- 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. 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), located at <http://cce-global.org> **OR** a credential evaluation organization that is a current member organization of the National Association of Credential Evaluation Services (NACES), located at <http://www.naces.org>.
- A Professional Disclosure Statement (See Specifications on page 5).

### ADDITIONAL REQUIREMENTS FOR LIMITED PROFESSIONAL COUNSELOR RELICENSURE

- Online application can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus), select **MiPlus Login**, select "**Modification**" next to your license number and then select "**Relicensure.**"
- Applicants for relicensure whose license has been lapsed for less than 3 years at the time of application must submit the following:**
  - A Professional Disclosure Statement (See specifications on Page 4)
- Applicants for relicensure whose license was lapsed for more than 3 years at the time of application must submit the following:**
  - Professional Disclosure Statement (See specifications on Page 4).
  - AND** one of the following:
    - Takes or retakes and passes 1 of the following:

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- 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](http://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.crccertification.com/](http://www.crccertification.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](http://www.nbcc.org/exams/ncmhce).
- Submits 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 [www.crccertification.com/](http://www.crccertification.com/).

### Professional Disclosure Statement Specifications

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
- 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

If you are applying for the limited counselor license, you must include the name and license number of the licensed professional counselor who will be supervising your 3000 hours of post-degree experience.

## RENEWAL REQUIREMENTS CHECKLIST

- Online Application For a Limited Professional Counselor Renewal – Can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- Renewal Application Fee (Must be paid by Visa, Mastercard, or Discover credit or debit card.):  
Limited Professional Counselor Renewal Application Fee: \$27.00
- Renewal Cycle: 1 years
- 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.
- Accept Renewal Attestation - By accepting the renewal attestation you as the licensee are certifying that you have met all the Limited Professional Counselor renewal requirements.
- Licensees seeking renewal must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.1771 prior to renewing their license. The training must only be completed one time.

## HELPFUL RESOURCES AND FORMS

- By visiting [www.michigan.gov/healthlicense](http://www.michigan.gov/healthlicense) and clicking on the counselor link you can access the following helpful resources and forms:
- Resources:
  - Public Health Code
  - Administrative Rules for Counseling