



## Counselor, Social Worker & Marriage and Family Therapist Board

50 West Broad Street, Suite 1075 Columbus, Ohio 43215

614-466-0912 – (F) 614-728-7790

<http://cswmft.ohio.gov> – [cswmft.info@cswb.state.oh.us](mailto:cswmft.info@cswb.state.oh.us)

### Professional Clinical Counselor Licensure Requirements Outline

#### General Information

This form contains the information and forms you require to start the application process for licensure as a PCC.

#### A. Requirements for Licensed Professional Clinical Counselor in Ohio

1. Must hold a Professional Counselor license.
2. Pass the State of Ohio Licensure Exam.
3. Must be of good moral character.
4. Clinical experience varies depending on degrees held as follows:
  - Applying for licensure with a Master's degree (including practicum and internship per 4757-13-01) - 3000 hours of clinical experience completed after the award of the Professional Counselor license (PC). These hours are to be registered with and approved by the board prior to the experience.
  - Applying for licensure with a Doctoral degree – 3,000 hours of clinical experience, 1,500 hrs. may be completed as part of the doctoral internship, 1,500 hours completed after the award of the degree (transcript must show degree conferred).
  - At least 1,500 of the hours must include work face-to-face by the applicant in a clinical setting, which includes the diagnosis and treatment of mental and emotional disorders and conditions. Supervision for this experience must be provided by a PCC who holds a supervisor designation.
5. Complete the Clinical Field Evaluation documented by the form available on the web site.
6. Submit PCC application with \$75.00 fee.

#### B. Endorsement Information

Per OAC 4757-13-06 An applicant requesting licensure as a PC via endorsement shall:

1. Request a licensure application form for the PCC license. Applicants must meet the requirements in paragraph A above.
2. Submit the required application with the \$75 fee. Do not send fee without the completed application.
3. Submit a completed license verification form directly from each state board by which they have been licensed.
4. Have official transcript sent directly to the board from the school(s) attended.
5. Provide to the board verification that they meet requirements in paragraph A above.
6. Individuals holding a valid license in another state may be approved via endorsement.
7. Examinations taken in other states will be accepted only if they are determined by the counselor professional standards committee to be acceptable to the board and the applicant's individual performance is at a level acceptable to the professional standards committee.

#### C. Failure to Meet Examination Requirements

If the Counselor Professional Standards Committee determines that your degree or license from another state does not meet the requirements of Rule 4757-13-03, you will not be allowed to sit for the exam, if required.

#### D. Supervision Requirements

Professional Clinical Counselor must have 2 years (3,000) hours post licensure (PC) supervised hours of practice. Hours logged as a PC/Clinical Resident towards the PCC on the Counselor Trainee Supervision Agreement Form must: begin after licensure as a PC; and be registered prior to the experience; or be training supervision as defined in paragraph (A)(3)(c) of Rule 4757-13-03.

The hours on the agreement are an estimate of your hours towards supervision. The Board understands that you may change the number of hours during your training; you will have an opportunity to report the exact hours at the end of the experience on an Evaluation and Verification Form.

Out of state experience will be accepted if it meets the requirements for PCC; is submitted on the Evaluation and Verification Form; and if the supervisor includes a resume or vita so that we may ascertain that the individual would meet the minimal requirements to hold an Ohio license.

Submit an Evaluation and Verification Form at the end of the experience. Since it is not possible for us to confirm receipt of your materials, you may choose to send materials certified mail.

Each time you change supervisors you must submit a new Clinical Resident form at the beginning of the experience and Evaluation and Verification Form at the end until you have logged 3,000 hours of supervision.

**The Board accepts a maximum of 1,500 hours per year.** The year is from the initial date of supervision until the same date in the next year. The two years (3,000) hours of supervised experience must be obtained after the award of the Professional Counselor license, PC.

### **IMPORTANT**

You may start your experience after submitting the supervision agreement. All approvals are contingent upon meeting the requirement of section 4757-17-01 OAC. This approval will be invalid if these conditions are not met.

#### **F. Transcripts, if needed**

Student copy or copies of transcripts given to you by the college or university are not considered official and will not be accepted. Undergraduate degrees are not required unless you have taken graduate level coursework that applies towards licensure and it appears only on the undergraduate transcript. Be sure that the college or university sends the transcript in the same name as the licensure application or you notify us of both names.

#### **E. First Step of Application Process**

Submit an Evaluation and Verification Form (CFE) with a request to take the PCC licensure examination or the PCC application form. If approved a letter authorizing examination will be sent or an application form. You can use the form below to request examination or email the information below to [rena.elliott@cswb.state.oh.us](mailto:rena.elliott@cswb.state.oh.us).

Applicants for **Endorsement** can request a complete application using the form below or forward that information via email:

Name:		Name on Transcript, if different	
Address:			
City:		State:	Zip:
Daytime Phone#		Email	
School Graduated From:	State Licensed In, if applicable		First Licensure date, if applicable