



Montana Board of Behavioral Health
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Licensing Requirements and Application Checklist Licensed Clinical Professional Counselor (LCPC)

This checklist is for applicants who have already completed 3000 hours of supervised work experience. Applicants who have not completed 3000 hours of supervised work experience should reference the [LCPC candidate application checklist](#) for candidate licensing requirements.

License Requirements for Licensed Clinical Professional Counselor

Below are the minimum requirements you must meet to be licensed in the state of Montana.

1. You must meet the education requirements as described in either Option 1 or Option 2.
 - Option 1: a graduate degree with a minimum of 60 semester hours from an accredited college with a program of study that is primarily counseling in nature and includes 6 semester credits in an advanced counseling practicum. The program must include Council for Accreditation of Counseling and Related Educational Program (CACREP) core courses. [\[MCA 37-23-202\(1\)\]](#)
 - Option 2: A graduate degree with a minimum of 45 semester hours from an accredited college with a program of study that is primarily counseling in nature. However, once all other requirements for candidate licensure are met and a candidate license is issued you must complete the remaining 15 semester credits at an accredited college or university within five years of the date the candidate license was issued. A candidate cannot qualify for full licensure as a licensed clinical professional counselor (LCPC) until the total requisite 60 semester hours are complete. [\[MCA 37-23-203\(2\)\]](#)
2. Proof of completion of 3,000 hours of supervised counseling experience. [\[MCA 37-23-202\]](#)
3. Submit fingerprints to the Montana Department of Justice for a fingerprint background check. [\[MCA 37-23-202\(3\)\]](#)
4. Pass one of the following national exams administered by the National Board of Counselor Certification (NBCC). [\[MCA 37-23-202\(1\)\(c\)\]](#)
 - Option 1: National Counselor Examination for Licensure and Certification (NCE); OR
 - Option 2: National Clinical Mental Health Counseling Examination (NCMHCE)

Checklist of Required Documents to Submit for Application for LCPC

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

- Official license verification from states and jurisdictions in which you hold or has ever held a professional license of any type. Montana accepts whatever official form of verification is offered by other states or jurisdictions.
- If you answered yes to the personal history questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.),



Montana Department of LABOR & INDUSTRY

- Certified education transcript(s) sent directly to the department from the college or university.
- Completed fingerprint and background check results sent directly to the department from the Montana Department of Justice ([click here to access the forms you will need to submit to the Department of Justice](#))
- [Noncriminal Justice Applicant's Rights](#) form
- [Academic Summary form](#)
- Proof of passage of one of the NBCC exams directly to the department from the NBCC
 - Note: Exams other than the NBCC exams are reviewed by the board on a case-by-case basis when submitted as part of an application.
- Proof of completion of 3000 hours of supervised experience
 - **Applicants who earned hours in another jurisdiction** may submit that jurisdiction's documentation for proof or may choose to complete the Montana [Evaluation of Supervisory Experience form](#) if that jurisdiction's supervisor is available to sign the form.
 - Note: If you are currently licensed as an LCPC candidate in Montana and have completed your hours under that license you do not need to start a new application for an LCPC license. Contact staff if you have questions on how to proceed.

Application Fee(s) for LCPC

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or e-check. If you submit a paper application you must submit a check. Do not mail cash.

- \$200 application fee

You can apply for a license online at <https://ebiz.mt.gov/POL/> or download a paper application from the website. Online application is recommended.

Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.

If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.