

Montana Board of Behavioral Health

PO Box 200513
301 S Park, 4th Floor
Helena, MT 59620-0512
Phone: 406-444-5773

E-Mail: UnitC@mt.gov Website: www.bbh.mt.gov

Licensing Requirements and Application Checklist Professional Counselor

License Requirements for Professional Counselor

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

1. Meet one of the education requirements as described in Option 1, or Option 2.
 - a. Option 1: A planned graduate program of 60 semester hours, from an accredited college, counseling in nature & includes 6 semester credits in internship/advanced counseling practicum, [\[37.23.202\(1\)\(a\) MCA and ARM 24.219.603\]](#),
 - b. Option 2: A minimum 45 semester graduate program, counseling in nature from an accredited institution, [\[37.23.202\(2\) MCA\]](#), [ARM 24.219.603\(3\)](#),
 - i. A Candidate Credential shall be issued upon approval of the 45-credit program,
 - ii. Candidates have a period of 5 years to earn the credits, (a maximum of 15 semester credits) needed to achieve 60 semesters. Additional credits shall be counseling in nature and earned at an accredited institution,
 - iii. Additional credits and clinical hours may be earned concurrently,
 - iv. Full licensure is issued upon completion of all requirements.
2. Applicants must have passed a Montana approved background check [\[37.23.202\(3\) MCA and ARM 24.219.605\(4\)\]](#)
3. Proof of good moral character [\[37-23-213\(2\)\(d\) MCA and ARM 24.219.601\(1\)\(c\)\]](#),
4. Application for and receipt of a Professional Counselor Licensure Candidate credential, PCLC, upon completion of an education requirement, 1a or 1b, and prior to earning supervised work experience, [\[37.23.102\(4\) MCA\]](#), [37.23.213 MCA](#), and [ARM 24.219.605](#),
5. Complete 3,000 hours of counseling practice supervised by an approved supervisor(s), a maximum of 1500 hours pre-degree and a minimum of 1500 hours post degree, [\[37.23.202\(1\)\(b\) MCA and ARM 24.219.603\(2\) ARM 24.219.604\]](#),
6. A passing score on the National Board of Certified Counselors, NBCC, National Counselor Exam, NCE, or the National Clinical Mental Health Counselors Exam, NCMHCE or an equivalent, [\[37.23.202\(1\)\(c\) MCA, ARM 24.219.601\(5-7\)\]](#).

Checklist of Required Documents to Submit for Application for Professional Counselor

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 the applicant holds or has ever held a professional license of any type;
- If you answered yes to discipline 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.), [\[37.23.202 \(4\) MCA\]](#);



- Official transcripts sent directly to the Department from the college or university, [[37.23.213\(2\)\(b\)](#)] MCA and ARM [24.219.605\(2\)\(b\)](#),
- Three reference letters from the academic or behavioral health professions, [[37-23-213\(2\)\(d\)](#)] MCA and ARM [24.219.601\(1\)\(c\)](#)
- Application must include submission of a Supervisor Agreement that includes qualified supervisor(s), [ARM [24.219.421](#), ARM [24.219.604](#), ARM [24.219.605](#)],
- Completion of a Training and Supervision Plan, [[37.23.213\(2\)\(e\)](#)] MCA, ARM [24.219.604](#), ARM [24.219.605\(2\)\(c\)\(d\)](#), and ARM [24.219.605\(3\)\(e\)](#)],
- Completed background check results sent directly from State of Montana, Department of Justice to the board office, [[37.23.202\(3\)](#)] MCA and ARM [24.219.605\(4\)](#)].
- Completion of a non criminal justice application of rights form, [[37.23.202\(3\)](#)] MCA and ARM [24.219.605\(4\)](#)],
- Post-Candidate Credentialing, completion and submission of the Clinical Supervision Logs, [ARM [24.219.605\(3\)\(d\)](#)],
- Results from the approved exam sent directly from the testing agency. [[37.23.202\(1\)\(c\)](#)] MCA, ARM [24.219.601\(5-7\)](#)].

Application Fee(s) for Licensed Clinical Professional Counselor

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or bank account. If you submit a paper application you must submit a check or money order. 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.