Licensing Requirements and Application Checklist
Licensed Clinical Professional Counselor Candidate

License Requirements for Licensed Clinical Professional Counselor Candidate
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), ARM 24.219.603]
   - 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 37-23-202(2), ARM 24.291.603(3)]
2. Supervision by a supervisor who meets the requirements in ARM 24.219.421.
3. Submit fingerprints to the Montana Department of Justice for a fingerprint and background check. [MCA 37-23-202(3)]
4. Three moral character references [ARM 24.219.601]

Checklist of Required Documents to Submit for Application for PCLC/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 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.).
- 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
- Training and Supervision Plan form
☐ Academic Summary form
☐ Evaluation of Supervisory Experience form (for any of the up to 1500 hours completed pre-graduation supervised experience which would meet the requirements in ARM 24.219.604(1)(a))
☐ Three moral/professional character references submitted on Verification of Moral/Professional Character form

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/](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.