



Montana Board of Behavioral Health  
PO Box 200513  
301 S Park, 4<sup>th</sup> Floor  
Helena, MT 59620-0512  
Phone: 406-444-6880

E-Mail: [dlibsdhhelp@mt.gov](mailto:dlibsdhhelp@mt.gov) Website: [www.bbh.mt.gov](http://www.bbh.mt.gov)

## Licensing Requirements and Application Checklist Licensed Clinical Professional Counselor Candidate (LCPC Candidate)

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

### 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\(1\)](#)]
  - 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. Supervision by a supervisor who meets the following criteria:
  - has an active license in good standing in Montana as an LCSW, LCPC, LMFT, licensed psychologist, or licensed and board-certified psychiatrist; **AND**
  - has been licensed for a minimum of three years (not including candidate licensure) **or** has taken a minimum of 20 hours of board approved supervision training
3. Submit fingerprints to the Montana Department of Justice for a fingerprint background check. [[MCA 37-23-202\(3\)](#)]

### Checklist of Required Documents to Submit for Application for LCPC Candidate

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
- [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\(1\)\(a\)](#))

### **Application Fee(s) for LCPC Candidate**

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.**