



**Montana Board of Behavioral Health**  
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## **Licensing Requirements and Application Checklist** **Certified Behavioral Health Peer Support Specialist (CBHPSS)**

### **License Requirements for Certified Behavioral Health Peer Support Specialist**

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

1. Diagnosis by a mental health professional as having a behavioral disorder [[MCA 37-38-202\(1\)\(a\)](#)]
2. Has received treatment for the diagnosed behavioral health disorder [[MCA 37-38-202\(1\)\(b\)](#)]
3. Be in recovery, which is defined as: "a process of change through which individuals improve their health and wellness, live a self-directed life, and strive to reach their full potential". Recovery does not include any period of incarceration, or hospitalization or any inpatient admission related to a behavioral health disorder that exceeds 72 hours within the two years immediately preceding application [[MCA 37-38-202\(1\)\(c\)](#)]
4. Submit fingerprints to the Montana Department of Justice for a fingerprint background check. [[MCA 37-38-202\(4\)](#)]
5. Completion of a board-approved 40-hour training course with examination [[ARM 24.219.912](#)]
  - Note: [This list](#) contains the courses that have already been approved by the board. If you have taken a different course that you believe meet the board's requirements you can submit it with your application for the board's consideration.
6. Supervision by a supervisor who meets the following criteria:
  - has an active license in good standing in Montana as LCSW, LPCC, LMFT, LAC, physician, psychologist, or an advanced practice registered nurse with a clinical specialty in psychiatric mental health nursing; **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

### **Checklist of Required Documents to Submit for Application for CBHPSS**

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.).
- Official transcripts or training certificates provided directly from the provider proving completion of the 40-hour training course and exam,
- [Supervision Agreement form](#)



- 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

#### **Application Fee(s) for CBHPSS**

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.

- \$125 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.**