



Montana Department of
LABOR & INDUSTRY

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.
- If you have **NOT** already completed 3000 hours of supervised work experience and/or are **NOT** licensed as an LCPC in another jurisdiction you may qualify for licensure as an LCPC candidate. See the [LCPC candidate application checklist](#).

License Requirements for LCPC Not Currently Licensed in Another Jurisdiction

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

1. You must have a graduate degree with a minimum of 60 semester hours from a CACREP- accredited college; or, if not an accredited program, an accredited program that contains the CACREP core competencies. [ARM 24.219.601]
2. Proof of completion of 3,000 hours of supervised counseling experience that meets the criteria in [ARM 24.219.604](#).
3. Submit fingerprints to the Montana Department of Justice for a fingerprint and background check. [[MCA 37-23-202](#)]
4. Pass one of the following national exams administered by the National Board of Counselor Certification (NBCC). Applicants who are **NOT** licensed in another jurisdiction must have passed the exam within four years of the date of the application. [[ARM 24.219.601](#)]
 - Option 1: National Counselor Examination for Licensure and Certification (NCE); **or**
 - Option 2: National Clinical Mental Health Counseling Examination (NCMHCE)

License Requirements for LCPC Currently Licensed in Another Jurisdiction

1. Meet all the criteria above for applicants not currently licensed; **OR**
2. Hold a current, active license in good standing in another state or jurisdiction that has current licensing requirements that are substantially equivalent to Montana standards; **AND**
 - a. have completed supervised post-degree work that meets the requirements in 37-23-202, MCA, and ARM 24.219.604;
 - b. have passed one of the exams described above [ARM 24.219.602]; and
 - c. submit fingerprints to the Montana Department of Justice for a fingerprint and background check. [[MCA 37-23-202\(3\)](#)]

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.



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- ☐ 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
- ☐ [Academic Summary](#) form
- ☐ Proof of passage of one of the NBCC exams directly to the department from the NBCC
- ☐ Proof of completion of 3000 hours of supervised experience which meets the requirements in [ARM 24.219.604\(1\)\(a\)](#)
 - **Applicants currently licensed in another jurisdiction** may submit that jurisdiction's documentation showing completion of those hours; or complete the Montana [Evaluation of Supervisory Experience form](#) if that jurisdiction's supervisor(s) is available to sign the form. [[ARM 24.219.612\(1\)\(d\)](#)]
 - **Applicants not currently licensed in another jurisdiction who previously obtained hours in another jurisdiction** may submit that jurisdiction's documentation showing completion of those hours; or complete the Montana [Evaluation of Supervisory Experience form](#) if that jurisdiction's supervisor(s) is available to sign the form. [[ARM 24.219.612](#)]

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.