



Montana Board of Behavioral Health  
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## Licensing Requirements and Application Checklist Licensed Clinical Professional Counselor Candidate (PCLC)

- This checklist is for applicants who have **NOT** already completed 3000 hours of supervised work experience.
- If you have already completed 3000 hours of supervised work experience and/or are licensed as an LCPC in another jurisdiction you may qualify for licensure as an LCPC.

### License Requirements for LCPC Candidate

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. 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. [[37-39-202, MCA](#)]

### 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 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
- For applicants who have completed some but not all of Montana's required supervised experience hours in another jurisdiction or up to 1500 hours that was completed pre-graduation as part of the degree**



- **Applicants currently licensed in another jurisdiction** may submit that jurisdiction's documentation showing completion of those hours; or complete the Montana [Evaluation of Supervised Experience](#) if that jurisdiction's supervisor(s) is available to sign the form.
- **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 Supervised Experience](#) form if that jurisdiction's supervisor(s) is available to sign the form.
- **Applicants who earned up to 1500 hours as part of their degree** may submit documentation from the school showing completion of those hours; or complete the Montana [Evaluation of Supervised Experience](#) form if that supervisor(s) is available to sign the form.

#### **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/>

**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.**