



Counselor, Social Worker & Marriage and Family Therapist Board
50 West Broad Street, Suite 1075 Columbus, Ohio 43215-5919

Professional Counselor
LICENSURE EXAM REQUEST

General Information

This form is the submittal form required to start the application process for licensure as a PC.

A. Requirements for Licensed Professional Counselor in Ohio

1. Must hold a graduate degree in counseling from an accredited institution (program must include a 100 hour practicum AND a 600 hour internship as defined in OAC 4757-13-01). For Internship experience, please submit:
 - **Counselor Trainee Initial Application** at the beginning, if CT wanted; and
 - **Internship Supervisor Evaluation Rating Forms** at the end of the experiences.
2. Must complete a minimum of 90 quarter or 60 semester hours of graduate work covering the eleven content areas contained in OAC in rule 4757-13-01 and a minimum of 30 quarter or 20 semester hours of instruction in the following areas:
 - Clinical psychopathology, personality and abnormal behavior;
 - Evaluation of mental and emotional disorders;
 - Diagnosis of mental and emotional disorders;
 - Methods of prevention, intervention of mental and emotional disorders;
 - Treatment of mental and emotional disorders.
3. Pass the State of Ohio Licensure Exam.
4. Must be of good moral character.
5. Complete Board's Laws and Rules exam (really more of a law and rule review).
6. Complete criminal records checks both BCI&I and FBI.

B. Endorsement Information

Per OAC 4757-13-06 An applicant requesting licensure as a PC via endorsement shall:

1. Request a licensure application form for PC license. Applicants must meet requirements in paragraph A above.
2. Submit a completed license verification form directly from each state board by which they have been licensed.
3. Have official transcript sent directly to the board from the school(s) attended.
4. Provide to the board verification that they meet requirements in paragraph A above.
5. Individuals holding a valid license in another state may be approved via endorsement if they meet the requirements under rule 4757-13-06 of the Administrative Code. Please note that fact on this request form.
6. Examinations taken in other states will be accepted only if they are determined by the counselor professional standards committee to be acceptable to the board and the applicant's individual performance is at a level acceptable to the professional standards committee.

C. Failure to Meet Examination Requirements

If the **Counselor Professional Standards Committee** determines that your degree or license from another state does not meet the requirements of Rule 4757-13-01 or 4757-13-06, you will not be allowed to sit for the exam.

D. First Step of Application Process

Ohio approved programs in your last semester submit a letter from school stating you will graduate this term with this request to take the PC licensure examination. Non pre-approved programs submit transcript showing conferred degree with this form. Please remember to send school letter or transcript if you email the information below to rena.elliott@cswb.state.oh.us. Applicants for **Endorsement** can request a complete application using the form below or forward that information via email:

Name		Name on Transcript, if different from application name	
Address			
City	State	Zip	
Phone Number during Day		Email	
School Graduated From		States Licensed In & first licensure date, if applicable	