Application Instructions for Licensure as a Clinical Mental Health Counselor

Steps for Applying by Examination:

1. Submit the completed application and the $125 non-refundable application fee.

2. If applicable, have the state from which you obtained your initial license and your most recent state of licensure complete the “Verification of Licensure” form, including the section on “Licensing/Certification Standards.”

3. Complete the “Education and Coursework Requirements Worksheet” and attach syllabi or course descriptions to your application, including verification of 700 hours of practicum / internship.

   **NOTE:** The Vermont Board has entered into a “Memorandum of Understanding” (MOU) with the following schools and programs. Applicants who graduated from one of these programs do not need to complete the “Education and Coursework Requirements Worksheet.” Instead, contact your program and request them to send a signed copy of MOU “Attachment E” to the Office.

   - Johnson State College – Master of Arts in Counseling
   - College of St. Joseph – Master of Arts in Clinical Mental Health Counseling
   - Southern New Hampshire University – Master of Arts in Community Mental Health & Mental Health Counseling
   - Antioch – Master of Arts in Clinical Mental Health Counseling
   - Antioch – Master of Arts in Dance/Movement Therapy and Counseling
   - Springfield College – Master of Arts in Clinical Mental Health Counseling

   **NOTE:** CACREP Program: An Acceptable Degree in clinical mental health counseling conferred by a program accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) is an acceptable degree which may be used toward licensure. Applicants who graduated with a degree in clinical mental health counseling from a CACREP program does not need to complete the “Education and Coursework Requirements Worksheet.”

   **Reminder:** Each applicant who has an acceptable degree from a CACREP Program is still required to successfully complete 60 credits of graduate level course work in mental health counseling to qualify for licensure.

4. Request official transcripts (directly from the institution) to be sent to the Office.

5. Pass the examinations. Vermont requires applicants to pass both of the National Board of Certified Counselors (NBCC) Examinations:
   - the National Counselors Exam (NCE), and
   - the National Clinical Mental Health Examination (NCMHCE).
NOTES:

- Passing the examinations does not guarantee that you will be licensed. All other criteria must be met before licensure is granted.
- If you took the NCE during your graduate program, you will need to contact NBCC directly and have them send us official verification of the score.
- Once your education has been approved by the Board you will be sent information on how to apply to sit for the exams. The examinations are given on a monthly basis.

6. Have your supervisor(s) complete the “Supervision Report” form. Supervisors must also submit proof of their licensure by completing the “Verification of Supervisor Licensure” form and sending it to their state of licensure.

NOTES:

- The “Verification of Supervisor Licensure” form is not required if your supervisor is licensed in Vermont.
- If you engage in supervised practice in Vermont, you must be on the roster of non-licensed non-certified psychotherapists before you begin your supervised practice. Your supervision hours will not be accepted if you were not on the roster and the supervision took place after June 1, 2009.
- Your supervisor must be a licensed physician or a licensed osteopathic physician who has been certified in psychiatry by the American Board of Medical Specialties, a licensed psychiatric nurse practitioner, a licensed psychologist, a licensed clinical mental health counselor, a licensed clinical social worker, a licensed marriage and family therapist, or a person licensed or certified in another jurisdiction in one of these professions, or in a licensed profession which is in the opinion of the Board their substantial equivalent. Supervisors must have been licensed for at least 3 years and be in good standing, when the supervision commenced.

7. Applicants need 3000 hours of post Master’s supervised clinical experience (a minimum of 2 years), including:

- At least 2000 hours of direct service work; the remainder may be indirect service;
- 100 hours of supervision from someone licensed at least 3 years (1 hour of supervision for every 30 hours of practice);
- A minimum of 50 hours of individual supervision and no more than 50 hours of group supervision (with no more than 6 supervisees in the group); and
- Face-to-face supervision.

NOTES:

Post-masters supervised hours can begin as soon as you have completed all degree requirements (even if graduation is several months later) as long as we receive notification from the school that you have completed all of the required coursework.
Your supervisor must be licensed and in good standing as a psychiatrist, psychologist, independent clinical social worker, marriage and family therapist, psychiatric nurse practitioners or a clinical mental health counselor and must have been licensed for at least 3 years when the supervision commenced.

**Steps for Applying by Endorsement**

1. Submit the completed application and the $125 non-refundable application fee.

2. Have the state from which you obtained your initial license and your most recent state of licensure complete the "Verification of Licensure" form, including the section on "Licensing/Certification Standards."

3. Provide a copy of the statutes and rules from the state(s) from which you are trying to be endorsed to this Office.

**Five-Year Rule** – Follow the steps above for endorsement and submit a letter indicating that you have met the active practice requirement as set forth in Board rule 3.27(c).

**Applicants in active practice in a United States or Canadian jurisdiction regardless of licensing standards:** If the applicant has been licensed or certified as a clinical mental health counselor and is in good standing in another United States or Canadian jurisdiction, notwithstanding the jurisdiction's current licensing requirements, and has been in "active practice" no fewer than five years, the Board may issue a license.

“Active practice” as used in this section means practicing clinical mental health counseling more than an average of 20 hours per week for 48 weeks per year over the five years before application for licensure in Vermont.