

Clinical Mental Health Counseling Licensure Process

Final Semester Prior to Graduation

1. Complete Form 1: Application for Licensure; Submit to New York State Education Department (NYSED) along with \$371 fee. (<https://eservices.nysed.gov/professions/before/018>)
2. You can start applying for jobs prior to graduation or immediately following, regardless of the status of your Forms 1 & 2. However, you cannot begin counseling or counting those hours towards your 3,000 required supervised hours until (a) you have graduated and (b) your application for a limited permit has been approved.

After Graduate

1. Complete Part 1 of Form 2: Certification of Professional Education (<https://eservices.nysed.gov/professions/before/018>)
 - a. Submit Form 2 to the SUNY New Paltz Registrar's Office (recreg@newpaltz.edu) who will send the completed document to NYSED (they need to send it; NYSED will not accept transcripts from you). There is no fee for the form to be completed but there is a \$10 fee to have your transcripts sent to NYSED.
2. NYSED Office of Professions will send you a notification acknowledging that the educational requirements have been met and that you are now eligible to sit for the licensure exam.

Licensure Exam

3. Register with NBCC to take the NCMHCE (<https://www.nbcc.org/licensure/examregistration>)
*make sure you register for state licensure (NCMHCE) not certification (NCE).
 - a. New York State has opted to use the National Clinical Mental Health Counseling Exam (NCMHCE) as its licensure exam. NCMHCE is administered by National Board of Certified Counselors (NBCC).
 - b. This test is computer based and offered at various locations across the state.
 - c. When you apply to take the exam with NBCC you will chose a site and date for the exam. It must be within 6 months of the time authorized by NYSED.
 - d. The test measures competency in two major clinical areas – “Information Gathering” and “Decision Making”. In order to receive an over-all passing grade on the exam, you must receive passing grades in both areas.
 - e. **alumni recommend taking this exam soon after you graduate. Do not wait until you have completed your 3,000 supervised hours.**
4. Study for the NCMHCE
 - a. our alumni recommend www.counselingexam.com
 - b. NYMHCA offers a licensing exam prep course
 - c. NCMHCE has a study guide available on their website
5. Take the Exam (if you do not pass the examination the first time, there is a three month waiting period until you can take it again).

Limited Permit

6. Look for a job at a work site registered with the Office of Mental Health (ask to see their OMH certificate)
7. Ask supervisor at job site to help you apply for your limited permit. (*you can apply for your limited permit prior to taking the licensure exam*)
 - a. NYSED outlines the requirements for your supervised experience:
<http://www.op.nysed.gov/prof/mhp/mhcapa.htm>
 - b. Application for limited permit Form 5: <http://www.op.nysed.gov/prof/mhp/mhc5.pdf>
 - i. You complete Part I; your supervisor completes Part II
 - ii. Submit to NYSED Office of the Professions with \$70 fee.
 - iii. If you change supervisors or work at additional settings, you will need to submit another application. Each application only covers a specific supervisor and work setting.

Once you have completed your 3,000 supervised hours:

8. Complete Form 4: <http://www.op.nysed.gov/prof/mhp/mhc4.pdf>
9. Have each of your supervisors complete and submit Form 4B:
<http://www.op.nysed.gov/prof/mhp/mhc4b.pdf>

This checklist of forms is helpful: <http://www.op.nysed.gov/prof/mhp/lmhcchecklist.pdf>