

## Permanent License - Mental Health Counselor

### Documentation Required for Licensure

- Application and fee (\$120). **All application fees are nonrefundable.** To apply, do the following:

Create an account, apply and pay online: <https://ibpllicense.iowa.gov/>

- Training/ Supervision Requirement - One of the following:

1. Proof of Certified Clinical Mental Health Counselor status with the National Board for Certified Counselors, OR
2. Completed Supervised Clinical Experience: Approval and Attestation form, which can be found on the Board's website.
  - Applicants that started their educational program prior to July 1, 2010 must have 200 hours of clinical supervision concurrent with 1,000 hours of experience. 100 of the 200 hours of clinical supervision must be individual supervision
  - Applicants that started their educational program after July 1, 2010 must have 200 hours of clinical supervision concurrent with 3,000 hours of experience, 1,500 of which must be direct client contact. 100 of the 200 hours of clinical supervision must be individual supervision

- Examination Requirement - Proof of passing the National Counselor Examination (NCE) or the National Clinical Mental Health Counselor Examination (NCMHCE) of the NBCC. Exam scores must be sent directly to the Board office by the testing service. Please Note: Effective January 1, 2022, for a mental health counselor license, the NCMHCE of the NBCC

- Educational Requirement - Official transcripts conferring a master's or doctoral degree –

- **Graduates of CACREP accredited institutions in mental health counseling.** Degree must be in mental health counseling and transcripts must include the school seal, degree earned, and date of graduation. Transcripts must be sent to the Board office directly from the college or university
  - Applicants that started their educational program prior to July 1, 2012 must have 45 semester hours or equivalent quarter hours
  - Applicants that started their educational program after July 1, 2012 must have 60 semester hours or equivalent quarter hours
- **Graduates of Non-CACREP accredited programs.** Degree must have an emphasis in mental health counseling and transcripts must include the school seal, degree earned, and date of graduation. Transcripts must be sent to the Board office directly from the college or university. The applicant is also **required** to contact the Center for Credentialing and Education, Inc. (CCE) to obtain a content equivalency evaluation and report. Applicants are responsible for the cost of the CCE curriculum evaluation. Expect up to six weeks for the CCE review to be completed after submission of CCE required materials.

- Verification of licenses held in other states (if any) - Applicants that have been previously licensed, registered or certified in any other state must provide official verification of licensure in the other state(s). The license verification must include license issue date, expiration date and any pending or past disciplinary action. The

verification may be printed from another state licensing board's website if it contains all of the required information. If web based verification is not available, the verification must be send directly to the Board office by the state(s) where the applicant has been licensed, registered, or certified. If the applicant has never been licensed in another state, ignore this item.

Bureau of Professional Licensure  
321 E. 12<sup>th</sup> St., Des Moines, IA 50319  
Phone: 515-281-0254  
Rev. 4/2016

Online Services: <https://ibpllicense.iowa.gov>  
Bureau Homepage: [www.idph.iowa.gov/licensure](http://www.idph.iowa.gov/licensure)  
Email: [PLPublic@idph.iowa.gov](mailto:PLPublic@idph.iowa.gov)