

Temporary License - Mental Health Counselor

Documentation Required for Licensure

- Apply and pay online at: <https://ibplicense.iowa.gov/> The application fee is \$120 and all application fees are nonrefundable. Attach the following documents to your online application:

- **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.**

 - The official transcripts may be sent electronically to: plpublic@idph.iowa.gov
The official transcripts may be mailed to:
Iowa Department of Public Health
Iowa Board of Behavioral Science
321 E. 12th St.
Des Moines, IA 50319-0075

 - Graduates of **Non-CACREP** accredited programs. Degree must have an emphasis in mental health counseling. The applicant is 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. <https://cce-global.org>

 - 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.

- **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. If you have not taken the exam, Iowa will need to issue exam approval prior to exam registration with NBCC. The Board will need the completed application and verification of your educational qualifications before we can grant exam permission.
Please Note: Effective January 1, 2022 the NCMHCE will be required for the full license.

- **Proof of completion of supervision** - The Supervisor Plan form can be found here: <https://www.idph.iowa.gov/Portals/1/userfiles/192/2019SupervisionPlanForm.pdf>

- **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 the license issue date, expiration date and any pending or past disciplinary action. An unofficial screenshot of a verification from the other state's licensing board's website can be attached if it contains all of the required information described above. If web based verification is not available, the verification must be sent directly to the Board office by the state(s) where the applicant has been licensed, registered, or certified.