



STATE OF MAINE
DEPARTMENT OF PROFESSIONAL
AND FINANCIAL REGULATION
Board of Counseling Professionals Licensure

35 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0035

(888) 577-6690 (HEARING IMPAIRED)

JOHN ELIAS BALDACCI
GOVERNOR

ANNE L. HEAD
DIRECTOR

FULL/CONDITIONAL COUNSELOR

Licensed Professional Counselor

Licensed Clinical Professional Counselor

Licensed Marriage & Family Therapist

Licensed Pastoral Counselor*

Applicants must submit the following (see also Chapters 2 through 6 of the Board's Rules for requirements):

- Completed and Signed Application Form;
- Application Fee of \$25.00 (Non-Refundable);
- Payment of a Licensure Fee: Permanent License Fee \$200.00 / Conditional License Fee \$150.00;
- Criminal History Records Check Fee of \$21.00;
- Official Transcript forwarded directly to the Board by the academic institution holding the transcript;
- Verification of Internship Form completed by the university that attests to the number of internship hours, and also describes the counseling activities, setting, and supervisor credentials of the internship experience;
- NPDB/HIPDB Self-query Reports;
- Applicants for **Full Licensure** must submit Completed Supervisor's Affidavit forms;
- Applicants for **Conditional Licensure** must submit a Proposed Supervision Plan using the enclosed form;
- Three (3) Reference Forms to be completed by professionals in the counseling field and dated within one (1) year prior to the date of application;
- Official proof of a passing score on an examination as prescribed in the Rules - forwarded to the Board directly by the organization holding the test scores or a request for examination;
- A copy of your Disclosure Statement.
- Education Worksheet for appropriate license applied for. A course brochure/catalog which describes courses also must be submitted.
- Applicants for licensure as a Pastoral Counselor must also submit proof of call, appointment or charge by a church, synagogue, religious order or other clearly defined legal religious organization to perform these services as a function of ministry.

INSTRUCTIONS FOR APPLICANTS LICENSED IN ANOTHER JURISDICTION
(SEE CHAPTER 6 OF THE BOARD'S RULES)

There are three pathways to licensure as outlined below:

Pathway 1: Reciprocal agreement between the State of Maine and another jurisdiction*, or

Pathway 2- Substantially Equivalent License: Applicant submits evidence of 5 years actively practicing with a substantially equivalent license immediately preceding application that is in good standing, or

Pathway 3- Substantially Similar Qualifications: Applicant's qualifications are substantially similar to Maine's licensing requirements with a license that is in good standing.

*Currently, the State of Maine Board of Counseling Professionals Licensure has not entered into any reciprocal agreements with other jurisdictions. Therefore, applicants should submit their application according to either Pathway 2 or Pathway 3 if already licensed in another jurisdiction.

PATHWAY 2 APPLICATIONS SHALL INCLUDE THE FOLLOWING:

- Completed and Signed Application Form.
- Application Fee of \$25.00 (Non-Refundable).
- License Fee: Permanent License Fee \$200.00.
- Criminal History Check Fee of \$21.00
- Official Transcript - forwarded directly to the Board by the academic institution holding the transcript.\
- Three (3) reference forms completed by professionals in the counseling field and must be dated within one year prior to the date of application.
- A copy of the relevant licensing law and Board rules of the licensing or certifying state of jurisdiction from which you are applying.
- A copy of all mental health licenses under which applicant practiced during the 5 consecutive years.
- Verification of mental health licensure from the jurisdiction(s) in which the applicant was ever licensed.
- NPDB/HIPDB Self-query Reports
- A copy of your Disclosure Statement
- A resume and summary of applicant's licensed mental health practice.

PATHWAY 3 APPLICATIONS SHALL INCLUDE THE FOLLOWING:

- Completed and Signed Application Form.
- Application Fee of \$25.00 (Non-Refundable).
- License Fee: Permanent License Fee \$200.00.
- Criminal History Check fee of \$21.00
- Official Transcript - forwarded directly to the Board by the academic institution holding the transcript.\
- Three reference forms completed by professionals in the counseling field and must be dated within one year prior to the date of application.
- Verification of Internship – form completed by the university that attests to the number of internship hours, and also describes the counseling activities, setting, and supervisor credentials of the internship experience.
- Completed Supervisor’s Affidavit forms.
- Official proof of a passing score on an examination as prescribed in the Rules - forwarded to the Board directly by the organization holding the test scores or a request for examination. **If you are requesting to sit for the exam, please indicate test date on enclosed form.**
- NPDB/HIPDB Self-Query Reports
- A copy of your Disclosure Statement.
- Education Worksheet for appropriate license applied for – Applicant must also submit a course brochure/catalog which describes courses.
- A copy of all mental health licenses under which applicant practiced during the 5 consecutive years.
- Verification of mental health licensure from the jurisdiction(s) in which the applicant was ever licensed.