

# STATE OF MAINE

## BOARD OF COUNSELING PROFESSIONALS LICENSURE

### APPLICATION FOR FULL OR CONDITIONAL LICENSED PROFESSIONAL COUNSELOR



Department of Professional and Financial Regulation  
Office of Licensing and Registration  
35 State House Station  
Augusta, ME 04333-0035

Office Telephone: (207) 624-8674  
Office Facsimile: (207) 624-8637  
HEARING IMPAIRED (888) 577-6690  
Internet: [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing)

Office located at: 76 Northern Avenue, Gardiner, Maine

## **APPLICANT INFORMATION GUIDE**

The application material you have requested from the Board of Counseling Professionals is enclosed. It contains all the relevant materials you need to complete your application for licensure as a Professional Counselor in the State of Maine. Please read all the information carefully. If you have any questions after reading this packet, please call or e-mail our office.

### **FURNISHED TO APPLICANT**

- Applicant Information Guide
- Individual License Application
- Accommodation Request Form
- Reference Form
- Supervisor's Affidavit Form
- Proposed Supervision Plan Form
- Degree/Internship Verification Form
- Verification of Licensure Form
- Examination Information Sheet
- Request for Examination Form
- Educational Requirements Worksheet for Licensed Professional Counselor
- Sample Disclosure Statement

## **ADDITIONAL RESOURCES**

- Licensing Law for Counseling Professionals

**Please read these carefully and review periodically for changes. You are responsible for knowing and complying with all Maine Laws throughout your licensure.**

Available: <http://www.mainelegislature.org/legis/statutes/32/title32ch119sec0.html> or call (207) 624-8674

- Licensing Rules for Counseling Professionals

**Please read these carefully and review periodically for changes. You are responsible for knowing and complying with all Board Rules throughout your licensure.**

Available: <http://www.maine.gov/sos/cec/rules/02/chaps02.htm#514> or call (207) 624-8674

- Licensing Rules for the Department of Professional and Financial Regulation

Available: <http://www.maine.gov/sos/cec/rules/02/chaps02.htm#041>

- Statutory Authority, Titles 5 & 10

Available: <http://www.mainelegislature.org/legis/statutes/10/title10ch901sec0.html>  
<http://www.mainelegislature.org/legis/statutes/5/title5ch341sec0.html>

## **APPLICATION PROCEDURE**

- Please submit your application materials by mail or hand delivery to our offices. Fax submissions will not be accepted. If the application you submit to us is complete, it will be prepared and presented to the Board for official action.
- If there are deficiencies with your application, you will be notified by mail. You may also check the Board's website.
- Due to the volume of applications being reviewed by the Board at any given time, we cannot guarantee a particular review date, but the Board will endeavor to expedite the review of your application
- Please do not call our office regarding the status of your application. Information about the status of applications may be found at the Office of Licensing & Registration's website: <http://www.maine.gov/professionallicensing>. We appreciate your thoughtful attention to this request.

## **CONTINUING EDUCATION**

Continuing education is required for the renewal of a license. A minimum of fifty-five (55) contact hours of eligible continuing education including four (4) hours of ethics must be completed within the two-year licensing cycle. Please be sure to periodically review the Rules, Chapter 7-A for more information or for possible changes to continuing education requirements.

## **Full/Conditional Licensure**

Please read and review Chapter 2 of the Board's Rules. Chapter 2 outlines the requirements for licensure as a professional counselor. An application will not be approved unless the applicant meets all qualifications as outlined in the Board's Rules. A complete application shall include the following:

- A completed and signed Application;
- Official Transcript forwarded directly to the Board by the Academic Institution;
- A completed Verification of Internship Form 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;

### **Full licensure:**

- Completed Supervisor's Affidavit Forms;

### **Conditional Licensure:**

- A completed Proposed Supervision Plan 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 (Please be sure to indicate test date on form);
- A copy of your Disclosure Statement;
- A completed Educational Requirements Worksheet accompanied by course descriptions, syllabi and/or catalogs;
- Payment of an Application fee of \$25.00;
- Payment of a Licensure fee (Permanent \$250, Conditional \$200); and
- Payment of a Criminal History Check fee of \$21.00.

**Note: All fees can be in one payment.**

## Licensure for Applicants Licensed in Another Jurisdiction

Please read and review Chapter 6 of the Board's Rules for requirements. Chapter 6 outlines the requirements for licensure for applicants licensed in another jurisdiction. An application will not be approved unless the applicant meets all qualifications as outlined in the Board's Rules. There are three (3) pathways to licensure as outlined below:

- **Pathway 1:** Reciprocal agreement between the State of Maine and another jurisdiction. 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 (Substantially Equivalent License):** Applicant submits evidence of five (5) years actively practicing with a substantially equivalent license immediately preceding application that is in good standing, or
- **Pathway 3 (Substantially Similar Qualifications):** The applicant's qualifications are substantially similar to Maine's licensing requirements with a license that is in good standing.

Pathway 2 applications shall include the following:

- A completed and signed Application;
- Official Transcript forwarded directly to the Board by the Academic Institution;
- 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;
- 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 the applicant practiced during the five (5) consecutive years immediately preceding this application;
- A completed Verification of Licensure Form from the jurisdiction(s) in which the applicant was ever licensed;
- A copy of your Disclosure Statement;
- A resume and summary of applicant's mental health practice;
- Payment of an Application fee of \$25.00;
- Payment of a Permanent Licensure fee of \$250.00; and
- Payment of a Criminal History Check fee of \$21.00.

**Note: All fees can be in one payment.**

Pathway 3 applications shall include the following:

- A completed and signed Application;
- Official Transcript forwarded directly to the Board by the Academic Institution;
- 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;
- A completed Verification of Internship Form 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;
- A completed Educational Requirements Worksheet accompanied by course descriptions, syllabi and/or catalogs;
- 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 (Please be sure to indicate test date on form);
- 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;
- A completed Verification of Licensure Form from the jurisdiction(s) in which the applicant was ever licensed;
- A copy of your Disclosure Statement;
- Payment of an Application fee of \$25.00;
- Payment of a Permanent Licensure fee of \$250.00; and
- Payment of a Criminal History Check fee of \$21.00.

**Note: All fees can be in one payment.**

## **Change of Status from Conditional to Full Licensure**

A complete application shall include the following:

- A completed and signed Application;
- A copy of your Disclosure Statement;
- A completed and signed Supervisor's Affidavit's Form;
- Payment of an Application fee of \$25.00;
- Payment of a Licensure fee of \$250.00; and
- Payment of a Criminal History Check fee of \$21.00.

**Note: All fees can be in one payment.**

### Frequently Asked Questions:

- **Where do I send my application?** Our mailing address is 35 State House Station, Augusta, Maine 04333-0035.
- **Where are you located?** 76 Northern Avenue, Gardiner, Maine.
- **What hours are you open?** 8:00 a.m. to 5:00 p.m. weekdays.
- **Can I come to Gardiner to drop off my application?** Yes. You will not leave with a license, though.
- **Can I come to Gardiner to pick up my license?** No. Your license will be mailed to you.
- **How can I check the status of my application?** You can check our website: [www.maine.gov/professionallicensing/license\\_search.htm](http://www.maine.gov/professionallicensing/license_search.htm).
- **How far back do I go answering the criminal conviction question?** Any conviction, ever.
- **Can I fax my application?** No.

### NOTICES

**BACKGROUND CHECK:** Pursuant to 5 M.R.S.A. §5301 - 5303, the State of Maine is granted the authority to take into consideration an applicant's criminal history record. The Office of Licensing and Registration requires a criminal history records check as part of the application process for all applicants.

**PUBLIC RECORD:** This application is a public record for purposes of the Maine Freedom of Access Law (1 MRSA §401 et seq). Public records must be made available to any person upon request. This application for licensure is a public record and information supplied as part of the application (other than social security number and credit card information) is public information. Other licensing records to which this information may later be transferred will also be considered public records. Names, license numbers and mailing addresses listed on or submitted as part of this application will be available to the public and may be posted on our website.

**SOCIAL SECURITY NUMBER:** The following statement is made pursuant to the Privacy Act of 1974 (§7(B)). Disclosure of your Social Security Number is mandatory. Solicitation of your Social Security Number is solely for tax administration purposes, pursuant to 35 MRSA §175 as authorized by the Tax Reform Act of 1975 (42 USC §405(C)(2)(C)(1)). Your Social Security Number will be disclosed to the State Tax Assessor or an authorized agent for use in determining filing obligations and tax liability pursuant to Title 36 of the Maine Revised Statutes. No further use will be made of your Social Security Number and it shall be treated as confidential tax information pursuant to 36 MRSA §191.

Before you seal the envelope, did you:

- Complete every item on the application including the criminal background disclosure question.
- Sign and date your application.
- Include the required fee(s). Make checks payable to "Maine State Treasurer" or complete the credit card section on the application. **DO NOT SEND CASH.**
- Make a copy of your application to keep for your records.



**STATE OF MAINE  
DEPARTMENT OF PROFESSIONAL  
AND FINANCIAL REGULATION  
OFFICE OF LICENSING AND REGISTRATION  
INDIVIDUAL LICENSE APPLICATION**

APPLICANT INFORMATION (please print)			
FULL LEGAL NAME	<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>
ANY OTHER NAMES EVER USED			
DATE OF BIRTH	<i>mm / dd / yyyy</i>	SOCIAL SECURITY NUMBER	
MAILING ADDRESS			
CITY	STATE	ZIP CODE	COUNTY
PHONE (    )	FAX (    )	E-MAIL	

<b>CRIMINAL BACKGROUND DISCLOSURE</b>	
<i>NOTE: Failure to disclose criminal convictions may result in denial, fines, suspension and/or revocation of a license.</i>	
1. Have you ever been convicted by any court of any crime? (circle one)	<b>NO            YES</b>
If yes, enclose a detailed description of what happened (including dates) and a copy of the court judgment.	
2. Has any jurisdiction taken disciplinary action against any professional license you hold or have held, or denied your application for licensure? (circle one)	<b>NO            YES</b>
If yes, enclose a detailed explanation and copies of all documents.	
By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application, I affirm that the Office of Licensing and Registration will rely upon this information for issuance of my license and that this information is truthful and factual. I also understand that sanctions may be imposed including denial, fines, suspension or revocation of my license if this information is found to be false.	
<b>SIGNATURE</b>	<b>DATE</b>

<b>Board of Counseling Professionals Licensure</b>	
<p><b>Please Select License Type:</b></p> <p><input type="checkbox"/> Professional Counselor, Standard (PC1421)</p> <p><input type="checkbox"/> Professional Counselor, Other Jurisdiction (PC1421)</p> <p align="center"><b>Required Fee: \$296</b> <b>(includes Criminal History Records Check Fee)</b></p> <p><input type="checkbox"/> Professional Counselor, Conditional (XC1421)</p> <p align="center"><b>Required Fee: \$246</b> <b>(includes Criminal History Records Check Fee)</b></p>	<p><b>Office Use Only:</b></p> <p>1421 - \$250.00</p> <p>1421 - \$200.00</p> <p>1446 - \$25.00</p> <p>2619 - \$21.00</p>
	<p><i>Office Use Only:</i></p> <p>Check # _____</p> <p>Amount: _____</p> <p>Cash # _____</p> <p>Lic. # _____</p>
Rev. 2/2011	

<b>PAYMENT OPTIONS:</b>			
Make checks payable to "Maine State Treasurer" - If you wish to pay by Mastercard or Visa, fill out the following:			
NAME OF CARDHOLDER (please print)	<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>
I authorize the Dept. of Professional and Financial Regulation, Office of Licensing and Registration to charge my			
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	the following amount: \$ _____	
Card number: <i>XXXX-XXXX-XXXX-XXXX</i>	Expiration Date <i>mm / yyyy</i>		
<b>SIGNATURE</b>	<b>DATE</b>		

**Employment Information**

Workplace Name:		Work Phone <i>(include area code)</i> :
Mailing Address:		
City:	State:	Zip Code:

**Undergraduate and Graduate Education  
(Official transcripts must be submitted directly from Institution)**

Name of Academic Institution:		
Mailing Address:		
City:	State:	Zip Code:
Degree Granted:		Date Conferred:

Name of Academic Institution:		
Mailing Address:		
City:	State:	Zip Code:
Degree Granted:		Date Conferred:

Name of Academic Institution:		
Mailing Address:		
City:	State:	Zip Code:
Degree Granted:		Date Conferred:

**Counseling Experience**

Workplace Name:	Dates Employed:	
Mailing Address:		
City:	State:	Zip Code:

**Counseling Experience (continued)**

Workplace Name:		Dates Employed:
Mailing Address:		
City:	State:	Zip Code:

Workplace Name:		Dates Employed:
Mailing Address:		
City:	State:	Zip Code:

**Supervisors**

**(Applicants for Conditional license must submit a written plan for completing supervision)**

Name:		
Mailing Address:		
City:	State:	Zip Code:

Name:		
Mailing Address:		
City:	State:	Zip Code:

**Credentialing History**

Have you ever held a professional license/certification/registration in this or any other state/country?  YES  NO

If yes:

Profession	License #	State/Country	Date Issued	Expiration Date

Have you ever taken a counseling examination?  YES  NO

If yes:

Which Exam?	Where?	Date Taken:
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**Disciplinary History**

1. Do you have pending against you any complaints from a regulatory board or professional organization? If yes, please enclose a detailed explanation. [ ] YES [ ] NO
2. Have you ever been or are you currently a defendant in a civil proceeding related to your professional activities? If yes, please enclose a detailed explanation. [ ] YES [ ] NO

**Other State/Jurisdiction Licensure  
(See Chapter 6 of the Board Rules)**

Issuing Authority:

License Type:

State/Country:

License Issue Date:

**Affirmation**

By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application, I affirm that the Office of Licensing and Registration will rely upon this information for issuance of my license and that this information is truthful and factual. I also understand that sanctions may be imposed including denial, fines, suspension or revocation of my license if this information is found to be false.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



Paul R. LePage  
Governor

STATE OF MAINE  
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AND FINANCIAL REGULATION  
**Board of Counseling Professionals Licensure**  
35 STATE HOUSE STATION  
AUGUSTA, MAINE  
04333-0035

Anne L. Head  
Director

**ACCOMMODATION REQUEST FORM**

The information requested below and any documentation regarding your disability and your need for accommodation in testing will be considered strictly confidential and will not be shared with any outside source without your express written permission. **Please note:** Some accommodation requests may require additional documentation (see next page)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone (include area code): \_\_\_\_\_

Accommodations Requested for the \_\_\_\_\_ Examination.

Check all that apply:

- Accessible Testing Site
- Separate Testing Site
- Braille
- Large Print
- Tape
- Reader as Accommodation for Visual Impairment
- Scribe/Amanuensis as Accommodation for Visual or Motor Impairment
- Reader as Accommodation for Learning Disability
- Scribe/Amanuensis as Accommodation for Learning
- Sign Language Interpreter
- Extended Time
  - Time-and-a-half
  - Double time
  - More than double time (specify) \_\_\_\_\_
- Use of Computer or Other Adaptive Equipment (specify) \_\_\_\_\_
- Other: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**DOCUMENTATION OF DISABILITY NEEDS**

If you have a learning disability, a psychological disability, or other hidden disability that requires an accommodation in testing, please have this section completed by an appropriate professional (education professional, doctor, psychologist, psychiatrist) to certify that your disabling condition requires the requested test accommodation.

**If you have existing documentation of having the same or similar accommodation provided to you in another test situation, you may submit such documentation instead of having this portion of the form completed.**

I have known \_\_\_\_\_ since \_\_\_\_\_ in my capacity as a  
(test applicant) (date)

\_\_\_\_\_  
(professional title)

The applicant has discussed with me the nature of the test to be administered. It is my opinion that because of this applicant's disability, he/she should be accommodated by providing the following (check all that apply):

- Taped test
- Large print test
- Reader
- Scribe/amanuensis
- Extended time
  - Time-and-a-half
  - Double time
  - More that double time (please justify) \_\_\_\_\_
- Separate Testing Area
- Use of Computer or Other Adaptive Equipment (please specify) \_\_\_\_\_
- Other (please specify) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_ LICENSE # (if applicable): \_\_\_\_\_



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Director

**REFERENCE FORM**

**EACH APPLICANT MUST HAVE ONE (1) FORM COMPLETED BY THREE (3) DIFFERENT COUNSELING PROFESSIONALS. PLEASE PRINT OR TYPE.**

Name of Applicant:		Telephone <i>(include area code)</i> :
Mailing Address:		
City:	State:	Zip Code:

Name of Counseling Professional:		Telephone <i>(include area code)</i> :
Mailing Address:		
City:	State:	Zip Code:
Professional Title:	Relationship to Applicant:	

It is required that each applicant shall demonstrate trustworthiness, ethical integrity and competence to engage in the practice of counseling in such a manner as to safeguard the interests of the public.

Do you believe that the above said applicant demonstrates trustworthiness, ethical integrity and competence? Yes\_\_\_\_\_ No\_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Counseling Professional

\_\_\_\_\_  
Date



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OFFICE PHONE: (207)624-8674

FAX: (207)624-8637

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OFFICES LOCATED AT: 76 NORTHERN AVENUE,  
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Name of Applicant:		Telephone <i>(include area code)</i> :
Mailing Address:		
City:	State:	Zip Code:

Name of Counseling Professional:		Telephone <i>(include area code)</i> :
Mailing Address:		
City:	State:	Zip Code:
Professional Title:	Relationship to Applicant:	

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Do you believe that the above said applicant demonstrates trustworthiness, ethical integrity and competence? Yes\_\_\_\_\_ No\_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Counseling Professional

\_\_\_\_\_  
Date



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Name of Applicant:		Telephone <i>(include area code)</i> :
Mailing Address:		
City:	State:	Zip Code:

Name of Counseling Professional:		Telephone <i>(include area code)</i> :
Mailing Address:		
City:	State:	Zip Code:
Professional Title:	Relationship to Applicant:	

It is required that each applicant shall demonstrate trustworthiness, ethical integrity and competence to engage in the practice of counseling in such a manner as to safeguard the interests of the public.

Do you believe that the above said applicant demonstrates trustworthiness, ethical integrity and competence? Yes\_\_\_\_\_ No\_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Counseling Professional

\_\_\_\_\_  
Date



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**SUPERVISOR'S AFFIDAVIT**

**To be completed by supervisor in accordance with Chapters 2 through 6 of the Board's Rules**

Check one: [ ] New Applicant [ ] Conditionally licensed			
Name of Applicant:			
Name of Approved Supervisor:		Supervisor's License Title:	Supervisor's License Number:
State of Licensure:	Original Date:	Expiration Date:	Years in Practice:
Facility or Agency:		Telephone (include area code):	
Mailing Address:			
City:	County:	State:	Zip Code:
<b>IN WHICH SPECIALTY AREA:</b> (Please check)		<b>SUPERVISION:</b> (List number of hours):	
Clinical Professional Counselor	[ ]	Individual	_____
Marriage and Family Therapist	[ ]	Group Supervision	_____
Professional Counselor	[ ]	Total number of supervision hours	_____
Pastoral Counselor	[ ]		
<b>SUPERVISED EXPERIENCE</b> (List number of hours)*			
Hours of direct counseling with individuals _____ couples _____ families _____ groups _____			
Total hours of direct counseling _____			
Supervised experience in counseling other than the direct provision of counseling _____			
Total number of hours of supervised experience _____			
<b>On the supervisor's stationary, signed and dated, please comment on the following:</b>			
1. Please describe the applicant's functions in terms of prevention, diagnosis and treatment of mental illness/disorders and psychosocial treatment. <b>(For the clinical licenses only – LCPC, LMFT, Pastoral).</b>			
2. Please state briefly the licensee's personal character, ethical conduct, and competence.			
3. Please comment on the licensee's ability to function as a counselor (i.e. strengths and weaknesses).			
I HEREBY ATTEST THAT THE ABOVE-NAMED APPLICANT IS/WAS UNDER MY SUPERVISION FROM THE PERIOD OF _____ TO _____. I ALSO ATTEST THAT ALL INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE.			
Supervisor's Signature: _____		Date: _____	
Applicant's Signature: _____		Date: _____	



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Director

**PROPOSED SUPERVISION PLAN**  
**CONDITIONAL COUNSELOR LICENSURE**  
**Page 1 of 2**

Name of Applicant:

**SUPERVISION PLAN**

Name of Supervisor:		Title:
Supervisor's License Number:		First Date of Issue:
Facility or Agency:		Work Telephone Number <i>(include area code)</i> :
Mailing Address:		
City:	State:	Zip Code:

**SUPERVISION MUST EQUAL 1 HOUR/30 HOURS OF DIRECT COUNSELING SERVICE.**  
**PLEASE DOCUMENT SPECIFIC PLANS THAT COVER THE FOLLOWING:** (Use separate sheet if needed)

Goals of Plan:

Objectives of Plan:

If providing clinical supervision for a clinical license, please focus on diagnosis and treatment:

I HEREBY ATTEST THAT THE ABOVE NAMED APPLICANT IS UNDER MY SUPERVISION FOR THE PERIOD BEGINNING\_\_\_\_\_. I ALSO ATTEST THAT ALL OF THE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE.

Supervisor's Signature\_\_\_\_\_ Date\_\_\_\_\_

Applicant's Signature\_\_\_\_\_ Date\_\_\_\_\_



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**PROPOSED SUPERVISION PLAN  
CONDITIONAL COUNSELOR LICENSURE  
Page 2 of 2**

Name of Supervisor:

Number of years of counseling experience in the modality (e.g. clinical, marriage & family therapy, pastoral) which you intend to do supervision:

Answer one (1) or both of the following:

1. Describe training received in counseling supervision:

2. List the number of years and types of experiences in providing supervision to mental health professionals:

**Please provide a separate written statement detailing your supervision philosophy, orientation and experience.**

I HEREBY ATTEST THAT ALL THE INFORMATION ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Paul R. LePage  
Governor

STATE OF MAINE  
DEPARTMENT OF PROFESSIONAL  
AND FINANCIAL REGULATION  
**Board of Counseling Professionals Licensure**  
35 STATE HOUSE STATION  
AUGUSTA, MAINE  
04333-0035

Anne L. Head  
Director

**DEGREE/INTERNSHIP VERIFICATION FORM**

To: Board of Counseling Professionals Licensure 35 State House Station Augusta, ME 04333-0035	Date:
---	-------

Student Name:	Student ID Number:	
Institution:		
Mailing Address:		
City:	State:	Zip Code:

Degree Verification	
Date of Graduation:	Program:
Degree Awarded:	Concentration of Degree Awarded:
Accreditation:	

Internship Verification		
Dates of Internship:	Direct Client Contact Hours:	Total Contact Hours:
Internship Experience: Please indicate whether the counseling activities, setting and supervisor were or were not clinical in nature ("clinical" is defined as the diagnosis and treatment of mental health disorders).		
Signature of Person Verifying Degree/Internship: _____		
Printed Name: _____	Title: _____	
Department: _____	Date: _____	

OFFICE PHONE: (207)624-8674



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FAX: (207)624-8637

(888)577-6690 (HEARING IMPAIRED)  
OFFICES LOCATED AT: 76 NORTHERN AVENUE,  
GARDINER, MAINE  
[www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing)



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**VERIFICATION OF LICENSURE FORM**  
**(for use by applicants licensed or certified in another jurisdiction)**

The applicant listed below is applying for licensure to practice as a professional counselor in the State of Maine. The Maine Board of Counseling Professionals Licensure requests written verification from each state that applicant holds or has held any certification, licensure, or credential. This is your authority to release any information in your files, favorable or otherwise. **Please mail this verification directly to the Maine Board of Counseling Professionals Licensure at the above listed address.**

The section below is to be completed by the applicant and forwarded to the State Board in which you hold or have held a license to practice counseling, family therapy or pastoral counseling. Any associated fees are the responsibility of the applicant. If verification of licensure is needed for more than one (1) state, please copy form as needed.

Name:		
Mailing Address:		
City:	State:	Zip Code:
License Number:	State:	Date of Issue:
Signature of Applicant:		Date:

The remaining portion is to be completed by the State Licensing Board where the applicant holds or has held a license to practice counseling, family therapy or pastoral counseling.

Name of Licensee:	License Type:	
License Number:	Is License Current? [ ] YES [ ] NO	
Date Issued:	Original License Date:	Expiration Date:



**VERIFICATION OF LICENSURE**

Name of Exam Taken:

Date Exam Passed:

If no examination was taken, how was licensure obtained?  
 Grandfathered       Endorsement/Comity       State

What were the requirements for education and supervision at the time the license was issued?

Are there any pending complaints against this licensee?  
If yes, please explain:

[ ] Yes    [ ] No

Have there been any other actions taken against this licensee?  
If yes, please explain:

[ ] Yes    [ ] No

Is the licensee considered to be in good standing in your state?  
If no, please explain:

[ ] Yes    [ ] No

State Board Seal

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
State: \_\_\_\_\_ Phone Number \_\_\_\_\_  
Date: \_\_\_\_\_



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## Examination Information

### The National Counselors Examination

To qualify for conditional licensure as a Professional Counselor, a Clinical Professional Counselor, or a Pastoral Counselor applicants must achieve a passing score on The National Counselor Examination (NCE) administered by NBCC. The computer-based NCE is offered monthly. After the Board approves your eligibility for examination, a registration form will be sent to you. This form will list the exam dates, registration dates and exam location.

- There is a study guide available for the NCE. More information is available at the following website: <http://www.nbcc.org/extras/pdfs/nceprepguideorder.pdf>

### The National Clinical Mental Health Counseling Examination

As of January 1, 2008, to qualify for full licensure as a Clinical Professional Counselor or a Pastoral Counselor applicants must achieve a passing score on The National Clinical Mental Health Counseling Examination (NCMHCE) administered by NBCC. The computer-based NCMHCE is offered monthly. After the Board approves your eligibility for examination, a registration form will be sent to you. This form will list the exam dates, registration dates and exam location.

- There is a study guide available for the NCMHCE. More information is available at the following website: <http://www.nbcc.org/extras/pdfs/nceprepguideorder.pdf>

### The Marital and Family Therapy Examination

To qualify for either a conditional or full license as a Marriage and Family Therapist applicants must achieve a passing score on The Marital and Family Therapy Examination administered by AMFTRB.

- A request for examination (next page) must be submitted at least ninety (90) days prior to exam.
- Please note, applicants who apply for examination must submit all materials required for licensure before approval to sit for an examination will be granted.
- More information regarding this exam is available at the following website: <http://www.amftrb.org/exam.cfm>



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**REQUEST FOR EXAMINATION**  
**APPLICANTS WHO APPLY FOR EXAMINATION MUST SUBMIT ALL MATERIALS REQUIRED FOR LICENSURE BEFORE APPROVAL TO SIT FOR AN EXAMINATION WILL BE GRANTED.**

Please fill in the information requested below and **return this form** with all other required application materials to the Board at the above address.

**Check Appropriate Category**

- NCE** (applicants for conditional licensure as a Professional, Clinical, or Pastoral Counselor)
- NCMHCE** (applicants for full licensure as a Clinical Counselor or Pastoral Counselor)
- PES** (applicants for conditional/full licensure as a Marriage and Family Therapist)

**Marriage and Family Therapist applicants only:**

	<b>Approval Deadline</b>	<b>Registration Deadline</b>	<b>Exam Dates</b>
<b>Please circle requested date</b>	11/30/2010	12/24/2010	1/10/2011 to 2/5/2011
	3/7/2011	4/30/2011	5/16/2011 to 06/11/2011
	7/11/2011	8/26/2011	9/12/2011 to 10/8/2011

If you require special accommodations, please fill out the **Accommodation Request Form** and return it with your application materials.

Name of Applicant:			
Mailing Address:			
City:	State:	Zip Code:	
Telephone (work):		Telephone (home):	
Date of Birth:		Today's Date:	



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**Educational Requirements Worksheet for  
 Licensed Professional Counselor**

**Applicant's Name:** \_\_\_\_\_ **Applicant's School:** \_\_\_\_\_

**INSTRUCTIONS:** Place the relevant course(s) from your transcripts into the appropriate category on the worksheet. A course cannot be used twice to fulfill more than one (1) content area. **NOTE:** You must attach a college catalog, description or syllabus to substantiate the specific material included in each course listed on the worksheet.

Content Area	Course No.	Course Title	Credit Hours	
			Qrt.	Sem.
1. Human Growth and Development				
2. Social and Cultural Foundations				
3. Helping Relationships				
4. Groups				
5. Lifestyle and Career Development				
6. Measurement				
7. Research and Evaluation				
8. Professional Orientation				
9. Practicum				
10. Internship				

**NOTE:** The following page contains the definitions of the above content areas

**PLEASE BE SURE TO INCLUDE THIS COMPLETED WORKSHEET WITH YOUR APPLICATION**



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# **EDUCATIONAL REQUIREMENTS FOR LICENSED PROFESSIONAL COUNSELOR**

## **Chapter 2, Section 1**

**Human Growth and Development:** Studies that provide an understanding of the nature and needs of individuals at different developmental levels throughout the life span.

**Social and Cultural Foundations:** Studies that provide an understanding of societal changes and trends, human roles, social mores, and interaction patterns, and differing life styles.

**Helping Relationships:** Studies that provide an understanding of philosophic bases of helping processes, counseling theories and their applications, basic and advanced counseling skills, consultation theories and skills, self-understanding and self-development, and facilitation of client or consultee change.

**Groups:** Studies that provide an understanding of group development, dynamics, group counseling theories, group leadership styles, and group counseling methods and skills.

**Lifestyle and Career Development:** Studies that provide an understanding of career development theories, occupational and educational information services, career counseling, and career decision-making.

**Measurement:** Studies that provide an understanding of group and individual educational and psychometric theories and approaches to measurement, data and information-gathering methods, validity, reliability, psychometric statistics, factors influencing measurements, and use of measurement results in the helping process.

**Research and Evaluation:** Studies that provide an understanding of the types of research, basic statistics, research report development, research implementation, program evaluation, needs assessment, and ethical and legal consideration associated with research and evaluation.

**Professional Orientation:** Studies that provide an understanding of professional roles and functions, professional organizations and associations, history and trends within the profession, ethical and legal standards, and professional preparation standards and professional credentialing.

**Practicum:** A course of instruction that provides practical experience in counseling for the purpose of developing individual and group counseling skill. These studies include some counseling activities that a regularly employed licensed professional counselor would be expected to perform.

**Internship:** A supervised counseling experience of at least 600 clock hours. The internship provides an opportunity for the student to perform all the activities that a regularly employed counselor would be expected to perform.

## SUGGESTED FORMAT FOR DISCLOSURE STATEMENT

### Disclosure Statement

- A.** Name, license number  
Such-and-such Counseling Service  
555 Main Street  
City, Maine (207) 666-7777  
Business hours
- B. Licensure:** Please indicate here the license/registration category, date of initial licensure and current license expiration date. (Example: LCPC, first issue: 12/09 expiration: 12/11) Note: Applicants may show prospective dates of licensure.
- C. Degrees:** List each postsecondary degree held, the name of the degree, the date awarded and the area of study in which the degree was earned, and the name of the institution that conferred the degree.
- D. Confidentiality** - A statement indicating the limits and scope of confidentiality. The following exceptions **must** be included:
1. Threat of serious harm to self or others.
  2. Reasonable suspicion of child abuse, or neglect of a child, or abuse, neglect or exploitation of an incapacitated or dependent adult;
  3. Court order;
  4. Voluntary release signed by client or guardian; and
  5. During supervisory consultations.
- E. Conditional Licensure** – If conditionally licensed, include a statement to that effect and an explanation that reads “A conditional licensee has met the initial requirements for this license and is working under professional supervision to obtain the experience necessary for full licensure. The counselor may discuss your case with the supervisor. The counselor may ask you for permission to allow the supervisor to sit in on a session. You are free to refuse if this would make you uncomfortable.”
- F. Areas of competence** - I am trained for work with individuals, couples, and... (continued concisely, but with as much detail as necessary to give clients an idea of the range of your skills and scope of your license/registration).
- G. Course of Action**- A statement that includes a description of your usual process of intake, assessment, and goal setting. If clinically licensed, please also explain your process for diagnosing and treating. This is designed to give your prospective client an idea of what to expect in counseling.
- H. Fee schedule, method of billing and terms of payment** – explained with words that are clearly understood.
- I. Fee modifications**– A statement outlining the extent to which you perform pro bono work or offer sliding scale modifications of the fee schedule;
- J. Insurance** – A statement outlining the extent to which your services can be paid for by insurance coverage, MaineCare and other third-party payment plans;
- K. Accountability** – A statement that reads “The practice of counseling is regulated by the Board of Counseling Professionals Licensure. The board is authorized by law to discipline counselors who violate the board’s law or rules. To learn about the complaint process, or to file a complaint against a counselor, contact:
- Complaint Coordinator  
Office of Licensing & Registration  
35 State House Station  
Augusta, ME 04333  
(207) 624-8660  
Web: [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing)”