The Process of Becoming a Licensed Mental Health Counselor in Rhode Island

STEP ONE: AT <u>LEAST</u> ONE SEMESTER BEFORE YOU PLAN TO APPLY FOR LICENSURE, CONSULT THE LICENSING BOARD'S WEBSITE:

http://www.health.state.ri.us/hsr/professions/mf_counsel.php

Make sure you know:
1. When the board meets to review applications
2. When the NCMHCE (licensing exam) is offered
3. What materials (including supervisor signatures, current supervisor CVs, etc.) you will have to submit in your licensing packet

STEP TWO: MAKE SURE YOU'VE COMPLETED YOUR COURSEWORK AND CLINICAL WORK REQUIREMENTS

Make sure you have:
1. 60 credits of coursework (consult website for specific course content areas required)
2. 2 years of supervised clinical work <u>POST-MASTERS</u> totaling 2000 hours

STEP THREE: TOWARD THE END OF YOUR LAST SEMESTER OF COURSEWORK, AND <u>ONE MONTH</u> BEFORE NEXT BOARD MEETING, SEND IN APPLICATION WITH COPY OF CURRENT TRANSCRIPT

Remember:
1. The Board will review your materials to determine whether you are eligible to take the exam
2. You will have to submit a final transcript once you have completed all your coursework (for now, just submit a copy of your current transcript)
3. Consult website for specific information, signatures, etc. that must be included in your application packet

STEP FOUR: RECEIVE APPROVAL FROM BOARD TO SIT FOR EXAM (NOTIFICATION USUALLY OCCURS WITHIN ONE WEEK AFTER BOARD MEETS)

STEP FIVE: SIT FOR AND PASS NCMHCE EXAMINATION

STEP SIX: RECEIVE LICENSE NUMBER! PROVIDE VERIFICATION TO CEP DEPARTMENT FOR CAGS COMPLETION

You can check website (http://www.health.ri.gov/hsr/professions/license.php) to confirm that you have passed the exam and are now listed as a currently licensed mental health counselor

Questions? Contact: *Charles Alexandre, MS, RN, Chief, Health Professions Regulation, (401) 222-2828; (401) 222-1272 fax; Charles.Alexandre@health.ri.gov*