

Ohio CT License / LPC Licensure-Related Information

for Wright State University Counseling Student Field Placement
CNL/RHB 8650 = Practicum | CNL/RHB 8670 = Internship

All of the forms you need are located on the Counselor, Social Worker, and Marriage and Family Therapist Board Website:
<http://cswmft.ohio.gov/>

The Board's contact information is:

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Practicum (CNL/RHB 8650)

Before beginning Practicum

To ensure that your CT license is active in a timely manner, please note that you must start the following process as soon as a Practicum site is identified and before you are working at the site; suggested at least 6 weeks in advance. Two people handle processing these requests for the entire state of Ohio and they are constantly inundated with requests and phone calls. This process can take some time.

Start the process to get your Counselor Trainee (CT) status as follows:

1. Submit the *electronic application* to the Board. The application form can be retrieved by going to this site and creating an account by clicking on "I don't have a license" under New Users. Follow the prompts to create an account. Please be sure to note and remember your password.
 - https://elicense.ohio.gov/OH_CommunitiesLogin
2. After you set up an account and fill out the application, upload an *unofficial copy of your WSU transcript* and *proof of enrollment for CNL/RHB 8650 Practicum*. Proof of enrollment can be a copy of your course schedule specifically showing enrollment in the CNL/RHB 8650 course for the semester, located under "Student Detail Schedule" on

WINGS, or a letter from your school confirming enrollment in that course. Also upload a Statement of Duties obtained from your Practicum site that includes the name and address of your field placement, a brief description of the duties you will perform, and whether those duties include the diagnosis and treatment of mental and emotional disorders.

3. Obtain a ***BCI and FBI criminal background check***. This is available at the ERC located at 116 Allyn Hall. Have this (a hard copy) sent directly to the board. Note: The background check **MUST** come from the issuing source and it cannot be mailed by you to the board. Any fees to obtain the background check must be paid by the student.
 - Please see this link for details related to this process:
 - <https://cswmft.ohio.gov/BCIFBIBackgroundChecks.aspx>
 - If you have completed your criminal records checks and want to check the status, contact BCI&I at 877-224-0043 ext. 0

It states, in part this: “Section 4757.101 of the Ohio Revised Code requires all individuals applying for a license issued by the CSWMFT Board to submit fingerprints for a criminal records check completed by the Ohio Bureau of Criminal Identification and Investigation (BCI&I) and the federal Bureau of Investigation (FBI).”

Internship (CNL/RHB 8670)

CT status must be renewed prior to each semester as follows:

1. To renew your Counselor Trainee Status: Log into your account in eLicense and complete a renewal request as soon as your schedule is available. Upload a copy of your Student Detail Schedule for the current semester and an updated Statement of Duties with your request.
2. The Board will send you an email indicating that your CT status has been extended which includes the dates for the next period.
3. It is your responsibility to ensure that you receive that letter as the university cannot be held responsible for ensuring you receive it.
4. Please note that your signed Internship Contract and the syllabus indicates that **you are required to maintain your CT status throughout your field placement.**

5. It is important that you register as early as possible for internship courses.
6. If you switch field placement supervisors and/or site, you will need to submit via e-mail (to the Board) the new supervisor and/or site information. Go to the site below for further directions:
 - <https://cswmft.ohio.gov/Counselors/CounselorTrainee/CTInitialApplication.aspx>

Important information about your last semester of internship

1. During your final semester of courses, you are strongly urged to schedule your LPC licensure examination. You will need to pass the LPC licensure examination or the [Skilled Comps Examination](#) offered by the College of Education and Human Services Department in order to graduate.
 - Please review the information and instructions on the Board's website:
 - <https://cswmft.ohio.gov/Counselors/LPC>
 - For more information on the Skilled Comps Examination, contact the department's administrative specialist, Karla Truman at (937)775-4207. Please note that passing the Skilled Comps Examination allows you to graduate, but does NOT result in licensure.
2. You will need to contact the department chair at Stephen.Fortson@wright.edu to receive a pre-approval e-mail, stating that you are on good academic standing and that you are registered in your final term. A copy of this e-mail will be required during the application process.
3. Apply for the LPC at elicense.ohio.gov. This will cost approximately \$83.50. When prompted as to whether or not you have a master's degree from a CACREP-accredited counseling program, please select "yes." Once the application has been completed and submitted, wait for an approval letter.
4. You will receive an e-mail approval, follow the link to the NBCC website and apply to register for the exam. Make sure to take a screen shot of the approval letter to upload, which will be required. The exam registration request will cost approximately \$275.00.
5. Wait for an approval letter from PearsonVUE. This typically takes 4 weeks from the date of submission.

6. Once you get the PearsonVUE e-mail, you follow the link to actually register for the exam. Make sure you click “SUBMIT” in order to be registered!

Upon completion of internship and passing the NCE:

Applying for your LPC License:

1. As soon as you have taken and passed the exam, submit a copy of your results to the Department Chair, Dr. Stephen Fortson at Stephen.Fortson@wright.edu
2. You will apply for your LPC licensure by submitting the following to the Board within 30 days of completing your internship:

Document Checklist required to complete your LPC licensure application:

- NCE test results, e-mailed to counseling@cswb.ohio.gov
 - Official transcript showing your **conferred** graduate degree in counseling. The Board prefers electronic delivery (counseling@cswb.ohio.gov), but mail and fax are also accepted. Your license cannot be issued until they have received your transcript directly from your school’s registrar.
 - Complete a BCI & FBI Criminal Records Check (depending on when your background check was completed for your CT, you may not need a new background check. However, the Board cannot issue a license if the background check is more than 12 months old at the time of license issuance, not submission of the application).
 - Complete online LPC application
 - https://elicense.ohio.gov/OH_CommunitiesLogin
 - Watch the Board’s online Laws and Rules video
3. If you are immediately pursuing a counseling job and need an LPC license, it is suggested that you send this information in as soon as you complete your internship hours.
 4. You may use your CT status for no more than 60 days beyond the end of the semester.
 5. If the Board has all of the correct documents/information, they can grant you a provisional/temporary license.

For more information, go to the Counselor, Social Worker and Marriage and Family Therapist Board Website at <https://cswmft.ohio.gov/Home.aspx>