



**The Process to Becoming an LPC-MHSP in Tennessee:
Collaborative information provided by TLPCA and the TN Licensure Board**



Getting there by the numbers...

Current Requirements:

3,000 experiential hours:

- Total hours required for LPC-MHSP = 3,000 which is divided between two (2) categories
- 1,500 face to face client hours
 - * Must be obtained in a “clinical setting” with focus on mental health (see Rule 0450-01-.01, (11) for definition of clinical setting)
 - * Should average 10 hours client hours per 1 hour of supervision
 - * All client hours must be accrued under the supervision of an “approved supervisor” [see Rule 0450-01-.01 (39); Rule 0450-01-.10]
- 1,500 ancillary activities such as: licensure supervision, trainings, workshops, etc. Better defined as “required activities outside of face to face hours necessary for completion of licensure requirements”

60 hours of graduate course hours in counseling or related field: (If degree is not in counseling, it is suggested that the candidate receive a consultation from TLPCA. For more information, visit <https://tlpca.net/about/licensure-process-consultation-services/>. The Board will make the final determination if coursework meets the requirements.)

- 9 of 60 hours must include courses involving diagnosis, treatment, appraisal and assessment of mental disorders [See Rule 0450.-01-.04 (3)]

150 hours of supervision: (Standard=1hour of supervision per 10 clinical hours)

- 75 of 150 hours conducted by an LPC/MHSP or highest level of equivalent licensure in another state
- 100 hours of individual or triadic supervision (1:1 or 1:2)
- 50 hours of group supervision (3-8 supervisees)
- “Approved supervisor” must
 - be licensed a minimum of 5 years;
 - have passed a graduate level course in supervision; **OR** hold a Supervision Certification from an approved organization; **OR** have completed a minimum of 12 hours of training related to counseling supervision;
 - maintain 3 continuing education hours in counseling supervision every 2 years
- It is up to the applicant to show proof at the time of application that their supervisor meets these requirements. Consider entering into a contract with your supervisor to ensure requirements are met at the time of application. TLPCA offers a sample supervision contract for members. To verify supervisor’s credentials, visit <https://apps.health.tn.gov/Licensure/default.aspx>.

2 to 4 years to complete process of licensure:

- Licensure process begins when licensure supervision begins
- Minimum 2 years of experience to be eligible for licensure
- Must request approval from Board if an extension is needed due to extenuating circumstances

3 Exams:

- NCE (National Counselors Exam) – offered through NBCC (National Board for Certified Counselors)
 - * Register for the exam online at <https://nbcc.org/search/stateboarddirectory/tennessee>.
 - * A study guide is available and may be purchased at www.nbcc.org.
 - * Exam is offered regularly (in-person or online)
 - * 200 questions (160 top score possible-40 test questions)
 - * Computerized; 4 hours
- NCMHCE (National Clinical Mental Health Exam) – offered through NBCC
 - * Register for the exam online at <https://nbcc.org/exams/ncmhce>
 - * Study guide available and may be purchased at www.nbcc.org
 - * Exam is offered regularly (in-person or online)
- Jurisprudence Exam – offered through NBCC
 - * Exam is offered online only
 - * Register for the exam online at <https://academy.cce-global.org/jurisprudence/tennessee>
 - * Exam is competency based; not pass/fail
 - * 2 study materials for exam: Current rules and regulations for LPC/MHSP licensure in Tennessee AND current American Counseling Association (ACA) *Code of Ethics* (<https://www.counseling.org/resources/aca-code-of-ethics.pdf>).

60 Days:

- Total amount of time a submitted application will remain active after receiving a notice of deficiency in the application— incomplete files will be purged 60 days after receipt
- Consideration—Do not apply until you have completed all required coursework, taken and passed all 3 exams, have completed required supervisory hours and hours of practice under supervision
- **Note: If applying for temporary license**, all that is needed is completion of the NCE exam before applying along with transcripts, etc. Must fill out complete application for licensure

4 times per year:

- Licensure board meets 4 times each year to review complete applications
- Typically meet once per quarter. These meetings can change dates but usually do not.
- You can find their schedule at: <https://www.tn.gov/health/health-program-areas/health-professional-boards/pcmft-board.html>.

1 picture:

- Current “passport” sized photo of yourself to attach to your application prior to submission

1 background check:

- Download the criminal background check instructions from <https://www.tn.gov/health/health-professionals/criminal-background-check.html>. The OCA code is required and is **3166**. Note: Sometimes this process may take up between 6-8 weeks. Allow plenty of time for processing.
- Be sure to send to *Department of Health*, not Department of Mental Health and Substance Abuse.

1 application for licensure:

- Download the rules and regulations and applications for licensure from <https://www.tn.gov/health/health-program-areas/health-professional-boards/pcmft-board.html>. This is the direct link to the board's webpage and there is much information to be found.
- Online application is encouraged. (<https://lars.tn.gov/datamart/login.do>.)
- Complete Coursework Summary Form (https://www.tn.gov/content/dam/tn/health/healthprofboards/LPC_COURSE_WORK_SUMMARY.pdf).

1 completed application:

- Fees
- Picture
- NCE Scores – must come directly from NBCC
- NCMHCE Scores (not needed at this time if applying for Temporary License) – must come directly from NBCC
- Jurisprudence Scores (not needed at this time if applying for Temporary License) - must come directly from NBCC
- 2 letters of recommendation (from mental health professionals) on professional letterhead
- Transcripts from institution showing 60 semester/90 quarter graduate hours
- Other States verification (if applicable)
- Copy of birth certificate
- Declaration of Citizenship form (must be notarized)
- Criminal Background Check
- Mandatory Practitioner Profile form (complete online)
- LPC Verification of Supervision Form (https://www.tn.gov/content/dam/tn/health/healthprofboards/lpc-mft/lpc_verification_of_supervision.pdf).

More information about this process can be located at the TN Board of Licensed Professional Counselors, Licensed Marital and Family Therapists and Licensed Pastoral Therapists website at <https://www.tn.gov/health/health-program-areas/health-professional-boards/pcmft-board.html>.

Disclaimer: *This document was developed in partnership between TLPCA and the TN Board of Licensed Professional Counselors, Licensed Marital and Family Therapists and Licensed Pastoral Therapists. It is only intended to serve as a guide for the process of becoming licensed. Licensure applicants are responsible for remaining current on the State of Tennessee Rules and Regulations for becoming an LPC/MHSP.*

Neither organization shall be held responsible for any interpretation errors in or of this document.