

LPC-MHSP

A ROADMAP TO LICENSURE

Segment 2



Purpose of Presentation

- The purpose of this presentation is to provide direction to individuals who are navigating the LPC-MHSP licensure process.
- This presentation was the brainchild of individuals in the Clinical Counseling: Teaching and Supervision doctoral program at Trevecca Nazarene University. Initial contributors were Melissa McGee, Jennifer Castner, Lynece Benton-Stewart, Frankie Fachilla, and Stephanie Evans with oversight from Dr. Peter Wilson. This presentation was initially presented in 2018 as a breakout session for the TLPCA and TNAMFT Counseling and Therapy Summit.
- This presentation was updated by Stephanie Evans in 2024 to reflect current information and processes for pursuing LPC-MHSP licensure in Tennessee.
- This presentation is being presented in partnership with Tennessee Licensed Professional Counselors Association (TLPCA). For more information about TLPCA or to become a member of TLPCA please visit **www.tlpca.net**.

The Roadmap

TOPICS TO BE COVERED

- Academic Requirements
 - Licensure Exams
 - Post-Master's Experience
 - Supervision Requirements
 - Application Process
 - Counseling Compact
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- Segment 1
- Segment 2

DISCLOSURE

- This presentation does not replace the Statutes, the Rules and Regulations, or any Policy Statements of the Tennessee Licensure Board
- This presentation is designed to bring clarity and highlight various aspects of the licensure process
- Individuals should always consult the Tennessee Department of Health, Board for Licensed Professional Counselors, Licensed Marital and Family Therapists, and Licensed Clinical Pastoral Therapists for specific requirements and information



Supervision Requirements

- All unlicensed individuals engaged in the practice of professional counseling under Rule 0450-01-.01 (29) and the practice of counseling as a mental health service provider under Rule 0450-01-.01 (30) are required to maintain appropriate clinical supervision
- It is the **applicant's responsibility** to ensure that their clinical supervisor is approved by the Board

"Clinical supervision is about supporting the therapists of today and cultivating the therapists of tomorrow so that both therapists and clients experience growth."

Supervision Requirements

WHAT IS SUPERVISION?

- Ongoing, direct, clinical oversight for the purpose of training or teaching
- May include the review of case presentations, audio tapes, video tapes, clinical documentation, and direct observation

TYPES OF SUPERVISION

- Individual Supervision
 - One Supervisor to One Supervisee
- Triadic Supervision
 - One Supervisor to Two Supervisees
 - Allowed to count as individual supervision towards the 150 needed for licensure
- Group Supervision
 - One Supervisor with a minimum of three supervisees and a maximum of eight supervisees
 - No more than 50 hours may be group supervision

Supervision Requirements

QUALIFICATIONS FOR SUPERVISORS

- Currently, the following licensures may provide supervision of post-master's experience:
 - Licensed Professional Counselor with Mental Health Service Provider designation or equivalent
 - Licensed Marital and Family Therapists
 - Licensed Clinical Pastor Therapists
 - Licensed Clinical Social Workers
 - Licensed Psychologists with Health Service Provider Designation

LPCs without the MHSP designation cannot supervise an applicant working toward the MHSP designation

Supervision Requirements

QUALIFICATIONS FOR SUPERVISORS

- Of the 150 contact hours required, 75 must come from an approved supervisor who is licensed as an LPC-MHSP
 - ***Note that this may change**
- All supervisors must have been licensed at least five years and be in good standing with their respective licensure boards and professional associations
- Supervisors must provide documentation of the successful completion of one or more of the following:
 - A passing grade at an accredited college/university in an academic course specific to supervision
 - Supervision certification by either AAMFT – Approved Supervisor, AAPC – Approved Supervisor, NBCC – Approved Clinical Supervisor, or any other organization designated by the Board
 - Documentation of 12 contact hours related to counseling supervision and other related supervision topics

Supervision Requirements

QUALIFICATIONS FOR SUPERVISORS

- Supervisors must obtain three clock hours of continuing education in counseling supervision or related supervision topics every two-year renewal cycle
- The **applicant is responsible** for submitting evidence at the time the application is submitted that their supervisor meets eligibility requirements
- Supervisors must not have a conflict of interest with the supervisee:
 - No relatives
 - No spouses/former spouses
 - No in-laws (or “out-laws”)
 - No employees
 - No one sharing the same household as the applicant

Supervision Requirements

- Individuals may have more than one supervisor over the course of their post-master's experience
- Each supervisor must complete a separate form
- If utilizing two supervisors, applicants may not "double dip" on clinical

Description of Clinical Experience: _____

_____ Total Individual Supervision Hours	_____ Total Clinical Hours (Individual, Group, Family)
_____ Total Group Supervision Hours	_____ Total Other Hours (Paperwork, Training, Etc.)
_____ Total ALL Supervision Hours	_____ Total All Hours

VERIFICATION OF SUPERVISED POST-MASTERS EXPERIENCE
(If you had more than one supervisor, please have each supervisor complete a separate form)

SUPERVISOR: PLEASE COMPLETE THIS FORM AND RETURN IT TO THE ADDRESS AT THE END OF THE FORM. **TYPE OR PRINT LEGIBLY.**

THE SUPERVISOR MUST COMPLY WITH THE FOLLOWING:

1. **Been licensed as an LPC, LPC-MHSP, for MHSP status one may not be superv**
2. **Comply with Section F of the current extent that it conflicts with the laws of t**
3. **Complete twelve hours (12) training in the hours with this form.**
4. **Provide supervision based on the defini**

Name Of Applicant: _____
Supervisor's Name: _____
Supervisor's Address: _____

Supervisor's Email address: _____

Approved Supervisor Yes No

Supervisor's License Number _____ State _____

If License is M.D. Or D.O., are you certified by The

Date of initial license: _____

Is your license in good standing? Have you c

If Yes, Please Explain: _____

What was the job title of applicant during the time c

Dates Of Supervision: From _____

I CERTIFY THAT THE INFORMATION GIVEN IS CORRECT.

Supervisor's Signature _____ License No. _____ Date _____

SWORN TO BEFORE ME THIS _____ DAY OF _____,

NOTARY PUBLIC

MY COMMISSION EXPIRES _____ AFFIX SEAL HERE

Send to: Board for LPC/MFT/CPT
665 Mainstream Drive
Nashville, TN 37243

This Form May Be Duplicated



The Application Process

- LPC
- **LPC-MHSP**
- Temporary
- Reciprocity

The Application Process

LPC

- Scope of Practice
 - May provide individuals, groups, organizations, or the general public any services involving the principles, techniques, methods, or procedures of the counseling professional including appraisal activities
 - **May not** treat, assess, or diagnose under the DSM **or** treat, counsel, or develop plans of treatment for those with a diagnosis under the DSM
 - May only provide counseling on normal social and family dysfunctions

LPC-MHSP

- Scope of Practice
 - May prevent, diagnose, and treat mental, emotional, and/or behavioral disorders and associated disorders which interfere with mental health
 - May also provide counseling on normal social and family dysfunctions
 - May not prescribe medications or use “psychological and clinical tests designed to identify and classify abnormal or pathological behavior”
 - Independent practitioner

The Application Process

(Which application do I choose?)

LPC

- Degree requirements
 - 60 graduate hours
 - Practicum/internship – 500 clock hours
- Post-master's experience
 - Two years of professional experience consisting of 1,000 hours of face-to-face professional counseling work
 - 50 hours of consultation with approved supervisor per year
- Exams: NCE, TJPEC

LPC-MHSP

- Degree requirements
 - 60 graduate hours, nine hours specific to diagnosis, treatment, appraisal and assessment of mental disorders
 - Practicum/internship - 500 clock hours
- Post-master's experience
 - Two years of professional experience consisting of 1,500 hours of face-to-face counseling and 1,500 hours of clinically related activities
 - 150 hours of consultation with an approved supervisor in an appropriate clinical setting
- Exams: NCE, NCMHCE, TJPEC

The Application Process

(Which application do I choose?)

LPC-MHSP (TEMP)

- Once an individual has met the academic requirements for licensure and has passed the NCE exam (or GSA-NCC) they can apply for the LPC-MHPS (temp)
- Advantages of LPC-MHSP (temp)
 - Keeps your application open and active
 - Board is aware of the individual practicing and the individual's supervisor
 - Can be paid directly for services
- Requires supervision from a licensed mental health service provider until upgraded to LPC-MHSP

REASONS FOR INVALIDATION

- Failure to become fully licensed, the temporary license expires after four years, Tenn. Code Ann. § 63-22-121(a)
- Failure to continue in supervision during the four-year period
- Failure to notify the Board of any change in supervisors, individuals must submit credentials of the proposed supervisor and obtain the Board's approval
- If temporary license becomes invalid the holder must return the license to the Board within 10 days

Licensure and Regulatory System

Returning User

"*" are required.


*User ID:

*Password:

[Forgot Password/User ID?](#)

New User

[Begin Here For Sign-up](#)

 You must create an online account even if you already use e-Services. Your online account is separate from your e-Services account.

[Frequently Asked Questions](#)



Sign-up and manage licenses

Welcome to LARS the Tenn Department of Health online Regulatory System. If you please sign up using the link you are an existing user, sign your credentials.

⚠ If you have forgotten your password, select the appropriate left-hand side of your screen to recover your account. If you have forgotten or do not know the email address used to create your account, please call your board to update your email address. **Please create a new account.**

⚠ To avoid a delay in submission payment, please allow pop-ups.

For optimal performance and to avoid a delay in submitting your payment, we recommend using the latest versions of the following browsers:

- Microsoft Edge
- Chrome
- Firefox
- Safari

⚠ The email domains below may not be supported by LARS. Please add LARS@tn.gov to your Address Book, Contacts and/or SafeSendersList before signing up to avoid any communication delays.

- @outlook.com
- @hotmail.com
- @live.com
- @aol.com

If submitting transcripts by mail, please ask your school to mail your transcripts to the address below:

Division of Health Licensure and Regulation
165 Mainstream Drive, Second Floor
Nashville, TN 37243

The Licensure and Regulatory System will be unavailable on Saturday, 02/10, from 05:15 AM until 11:30 AM CST for routine maintenance. Applications should be saved or submitted before 5:00 AM CST on Saturday, 02/10, to prevent loss of unsaved information. The system will be available to resume submission of your information after 11:30 AM CST. Thank you for your patience and we apologize in advance for the inconvenience.

The Licensure and Regulatory System will be unavailable on Tuesdays from 4:45 PM until 6:00 PM CST for routine weekly maintenance. Applications should be saved or submitted before 4:30 PM CST on Tuesdays to prevent loss of unsaved information. The system will be available to resume submission of your information after 6:00 PM CST. Thank you for your patience and we apologize in advance for the inconvenience.

LPC-MHSP Application

- Individuals can locate the application online at

<https://www.tn.gov/health/health-program-areas/health-professional-boards/pcmft-board/pcmft-board/applications.html>

- Above link directs individuals to the new Licensure and Regulatory System

(LARS)



LPC-MHSP Application

YOU SEND

- Completed application*
- Fee
- Photograph (passport style photo taken within the past 12 months)
- Notarized declarations of citizenship form
<https://www.tn.gov/content/dam/tn/health/healthprofboards/PH-41833.pdf>
- Birth certificate (certified copy)
- Two letters of recommendation from licensed mental health service providers

- Completed course work summary sheet
- Completed Mandatory Practitioner Profile Questionnaire*
<https://www.tn.gov/content/dam/tn/health/healthprofboards/PH-3585.pdf>
- Verification of Supervised Post-Master's Experience
- Proof of supervisor's qualifications (CE certificates showing 12 hours in supervisory training)*

LPC-MHSP Application

REQUEST OTHERS SEND

- Official transcript(s) showing a completed master's degree equaling at least 60 credit hours
- Verification of additional licenses (if applicable)
- Criminal background check

<https://www.tn.gov/health/health-professionals/criminal-background-check.html>

- NCE exam results
- NCMHCE exam results
- TJEPC exam results

LPC-MHSP Application

APPLICATION FEES

- Application for LPC
 - \$200
- Mental Health Service Provider Upgrade
 - \$75
- Application for LPC-MHSP (temp)
 - \$150
- Application for LPC-MHSP
 - \$200
- State Regulatory (Biennial)
 - \$10

RENEWAL FEES

- Renewal (Biennial)
 - \$115
- Late Renewal (in addition to above)
 - \$75
- Replacement License
 - \$25

LPC-MHSP Application

PROCESS

- Applications are accepted throughout the year
- Allow at least 14 **working days** for information mailed to be reviewed and placed in an applicant's file
- Files are reviewed by board's administrator, initial approval or denial is made by at least one board member or their designee
- Files which are completed on or before the 30th day prior to Board meeting will ordinarily be processed at the next board meeting for purpose of reviewing files and either ratifying or reversing initial decision

LPC-MHSP Application

PROCESS

- Files which are incomplete will receive an initial deficiency letter via email or mail
- Deficient items must be addressed by applicant within 60 days of the date on that deficiency letter
- If file continues to remain incomplete, it will be closed within 60 days will be closed

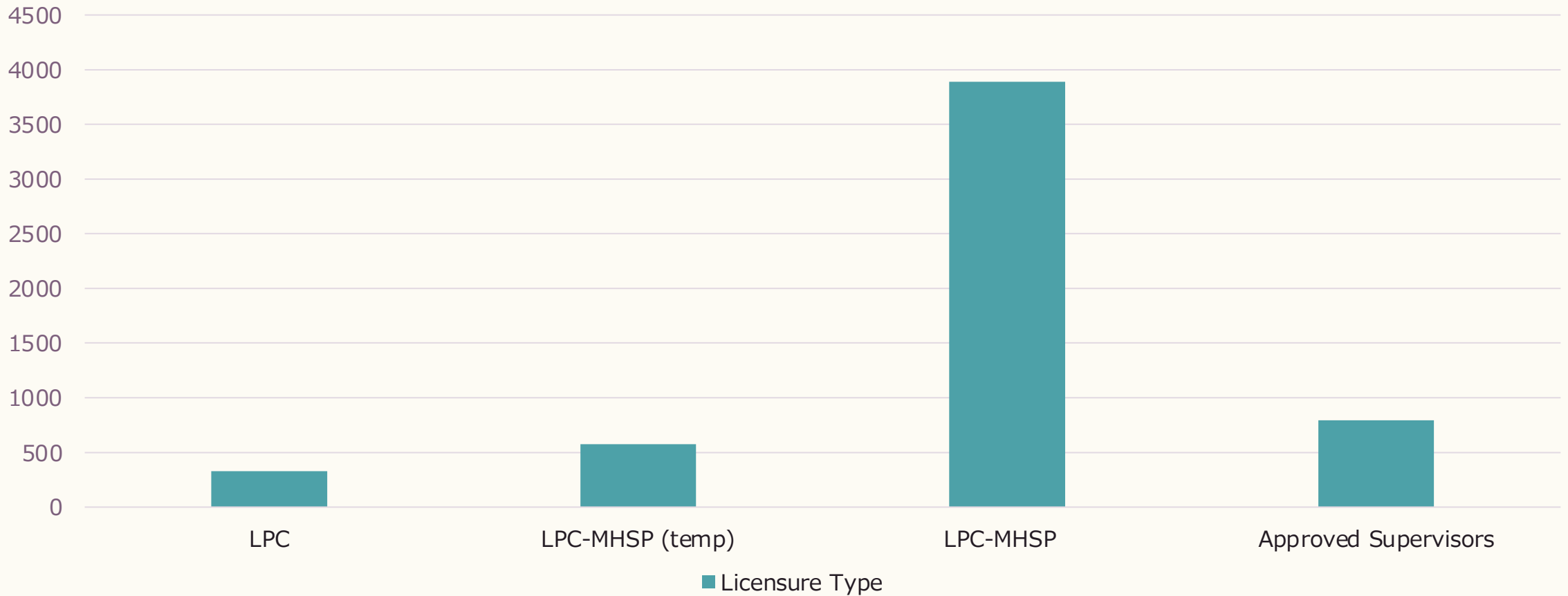
**Remember, the application fee
is non-refundable!**

LPC-MHSP Application

PROCESS

- The average processing time is four to six weeks
- Once completed the file will be reviewed and an initial licensure determination made
- Individuals will be notified by letter of this initial determination

Number of Providers in Tennessee



<https://apps.health.tn.gov/licensureReports>

Board for Licensed Professional Counselors, Licensed Marital and Family Therapists, and Licensed Clinical Pastoral Therapists

- Phone: (615) 741-5735, local, or 1 (800) 778-4123, nationwide
- Email: Unit1HRB.Health@tn.gov
- Mailing Address: 665 Mainstream Drive, 2nd Floor
Nashville, TN 37243

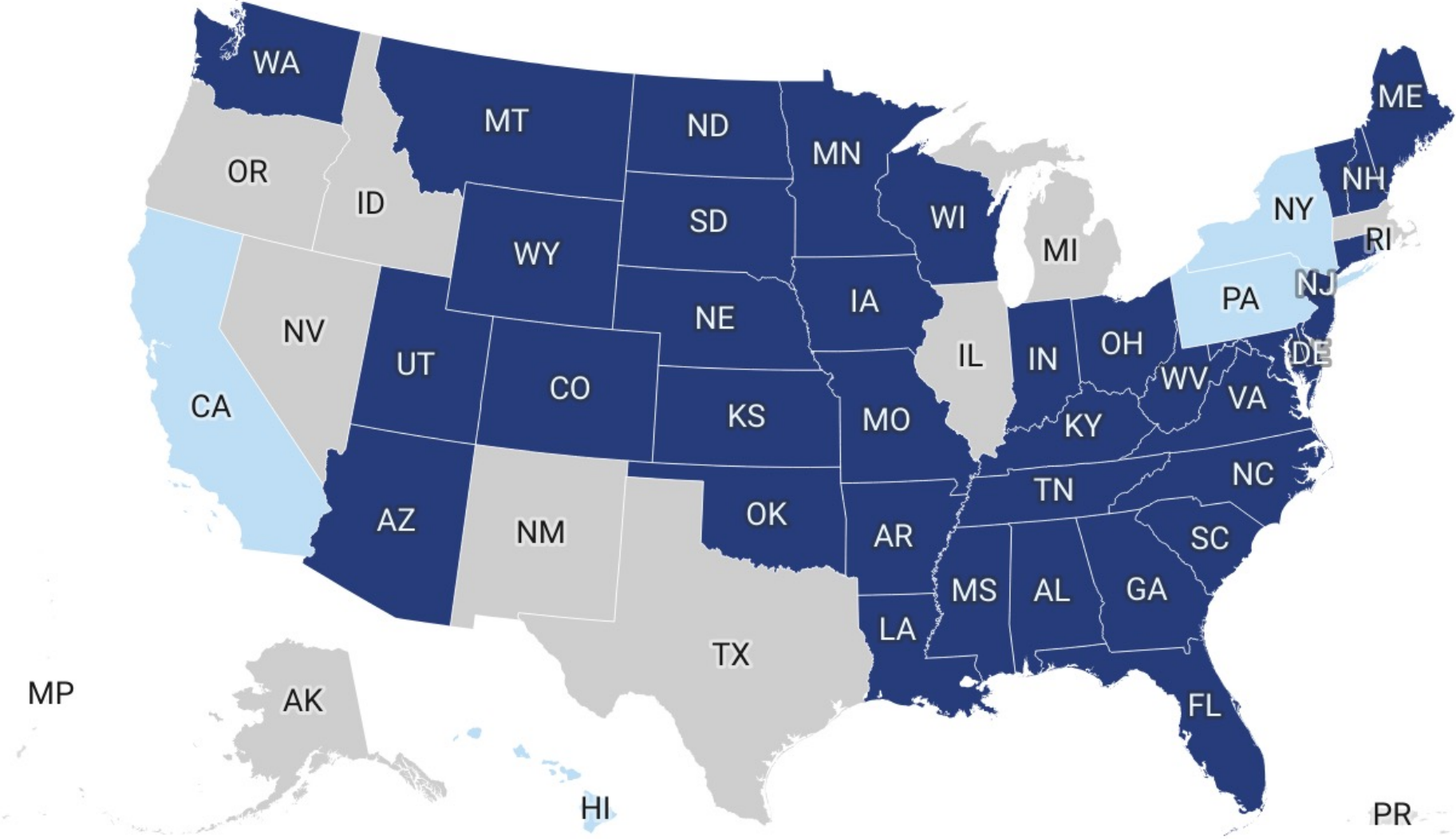
<https://www.tn.gov/health/health-program-areas/health-professional-boards/pcmft-board.html>

Counseling Compact

- The Counseling Compact came about to assist counselors wishing to provide mental health services in a state other than the state for which their licensure was initially obtained.
- Through the Counseling Compact counselors use the counseling license granted by their state of residence to apply for the privilege to practice in other member states
- To see which states are members of the Counseling Compact visit <https://counselingcompact.org/map/>
- Applications are expected to open in January 2025
- Applicants can only apply if their home state (where they reside) is a member of the compact.
 - For example, if you lived in TX (but wish to have the privilege to practice in LA) you would not be able to apply for the compact due to TX not being a member of the Counseling Compact

Counseling Compact Map

■ Enacted ■ Legislation Filed ■ No Active Legislation





What's next?

- Get involved in professional organizations
 - Tennessee Licensed Professional Counselor's Association (TLPCA)
 - Tennessee Counseling Association (TCA)
 - American Counseling Association (ACA)
- Get involved in advocacy efforts that concern our profession
- Collaborate and network with other mental health service providers
- **Engage in self-care**

Questions?

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