

MARYLAND BOARD OF PROFESSIONAL COUNSELORS AND THERAPISTS  
4201 PATTERSON AVENUE – 316  
BALTIMORE, MARYLAND 21215 410-764-4732  
[www.dhmf.state.md.us/bopc/](http://www.dhmf.state.md.us/bopc/)

## - INSTRUCTIONS - LCPC OUT-OF-STATE APPLICANTS

- (1) **Application**: Submit a completed Out-of-State Board Application
- (2) **Fee**: Submit application fee of (\$250.00) with the "Out of State Board Application" Make Check Payable to: Board of Professional Counselors and Therapists.
- (3) **Out of State Verification Form**: Applicants must submit documentation that applicant is currently licensed in good standing to practice professional counseling in another state, territory or jurisdiction. Applicants must complete items 1-10 and send this form to the state(s) where applicant is currently licensed. The licensing state must complete items 11-17 and then send this form directly to the Maryland Board of Professional Counselors and Therapists.
- (4) Applicants must submit a copy of the current license from each state, territory or jurisdiction where applicant has been licensed or authorized to practice clinical professional counseling.
- (5) **Education**: Submit an official, sealed transcript from an accredited college verifying a degree in professional counseling showing one of the following:
  - a. MA Degree with 60 credits or 90 quarter credits; or
  - b. MA with less than 60 credits or less than 90 quarter credits; or
  - c. Doctorate Degree

In lieu of transcripts, the Board may accept documentation that the applicant is registered with the National Credentials Registry (NCR) of the American Association of State Counseling Boards (AASCB) or its successor as meeting the out-of-state requirements. Applicants must pass the Maryland law test.

- (6) **Professional Experience:** Please provide (3) professional experience verification forms from employers, supervisors or colleagues verifying experience as outlined below. (In the case of colleague, colleague must have mental health credentials).
- a. Master's degree with 60 graduate credits or 90 quarter credits- applicants must have 3 years licensed as a LCPC and 3,000 hours of supervised experience of which 2 years completed after the award of MA degree
  - b. Master's Degree with less than 60 credits or less than 90 quarter credits - applicants must have 3 years as LCPC and 3,000 hours of clinical professional counseling experience
  - c. Doctorate degree must have 2 years licensed as a clinical professional counselor and 2,000 hours of professional counseling experience
- (7) **Coursework:** Applicants must submit transcript(s) showing a minimum of 3 graduate credit hours or 5 quarter hours covering each of the following primary topic or content areas:
- a. Diagnosis and Psychopathology
  - b. Psychotherapy and treatment of mental and emotional disorders
  - c. Professional, legal and ethical responsibilities
- (8) **Examination:** Submit documentation of having taken and passed the National Counselors Examination (NCE) or National Clinical Mental Health Counselors Examination (NCMHCE)
- (9) Take and pass the Maryland Law Test. The Maryland Law Test is administered at the Board's office twice monthly.