

# humantold

## Applying for Licensure in NYS for Mental Health Counselors

Applying for your mental health counseling **licensure** can be a confusing process. This guide hopefully can provide some additional detail to help.

1. Your main source for information/forms is the [NYS Office of the Professions](#)
  - Familiarize yourself with the [checklist](#), [requirements for licensure](#) and [FAQs](#)
2. Take the National Clinical Mental Health Counselor Exam (NCMHCE).
  - [NBCC website](#) for information, some preparation material, and registration (**check handbook for details**).
    - The registration site is [ProCounselor](#). Once approved you can schedule an exam date with PearsonVUE.
  - You can use this site for preparation [Counselingexam.com](#).
  - **After passing the exam make sure you instruct NBCC to send the examination score verification to the NYS office.**
    - *If you give yourself at least 4 weeks time before your hours are complete and begin submitting for your full license the cost will be cheaper. There is a 2 day more expensive option.*

**Once you are approaching 3,000 hours of experience** (at least half being direct client hours)

3. Refer to the [Checklist](#) which will show you the forms needed to fully submit for your license (check the descriptions on the website for additional details)
  - **Fully submitted Form 1** along with the \$371 licensure and first registration fee.
  - **Form 4 Applicant Experience and Endorsement Record**
    - Complete both pages and sign/date item 9
    - You may include your hours tracker/log with this form.
    - Send to the Office of Professions address at the end of the form.
  - **Form 4B Certification of Supervised Experience**
    - Complete Section I.
    - Forward entirety of Form 4B to supervisor along with Appendix A to each supervisor(s) listed in item 8 of Form 4.
    - **The supervisor(s)** will send it to the Office of Professions address at the end of the form. They will not accept this form if submitted by the applicant.
4. Refer to the [website](#), [requirements for licensure](#) and [FAQs](#) to ensure everything is correct and complete. If there are any inconsistencies, it will delay the processing of your licensure application.

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5. After you have submitted all your documentation, please allow 6 weeks before submitting a Contact Us Form to request a status update.
- To check the status with the NYS Office here is their [contact information](#).
  - **Address:** New York State Education Department, Office of the Professions, Division of Professional Licensing Services, Mental Health Counseling Unit, 89 Washington Avenue, Albany, NY 12234-1000.
  - **Phone:** 518-474-3817, Press 1 then ext. 570 or there is an [electronic form](#) for questions and updates.
  - Another way to check if you license number has been made is by using the [NYS Verification Search](#)