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Applying for MHC-Limited Permit in NYS

Applying for your mental health counseling limited permit 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](#)
 - o Familiarize yourself with the [requirements for licensure](#) and [FAQs](#)
2. Refer to the [Checklist](#) which will show you the forms needed to fully submit for your Limited Permit (check the descriptions on the website for additional details)
 - o **Form 1 Application for Licensure**
 - o **Form 2 Certification of Professional Education**
 - o **Form 2INT Certification of Supervised Internship and Practicum**
 - o **Form 5 Application for Limited Permit**
 - o **Form 5CS Certification of Supervisor for Limited Permit**
3. Contact your school to inform them that you are applying for your limited permit and for them to send your transcript and information to the NYS office.
4. Keep on top of all the documents your supervisor, school and you need to send in for the limited permit. **Your hours only begin accumulating from the day the permit is issued.**
5. Refer to the website to ensure everything is correct and complete. To check the status with the NYS Office here is their [contact information](#).
 - o **Phone:** 518-474-3817, Press 1 then ext. 570 or there is an [electronic form](#) for questions and updates.

After Receiving Limited Permit

- Keep documentation together.
- Keep track of hours.
- Take the National Clinical Mental Health Counselor Exam (NCMHCE).
 - o [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.
 - o You can use this site for preparation [Counselingexam.com](#).
 - o **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.*
- Familiarize yourself with the forms needed for completing your licensure.
 - o [Checklist](#): Usually Form 4 & Form 4B if applying in the same jurisdiction.