

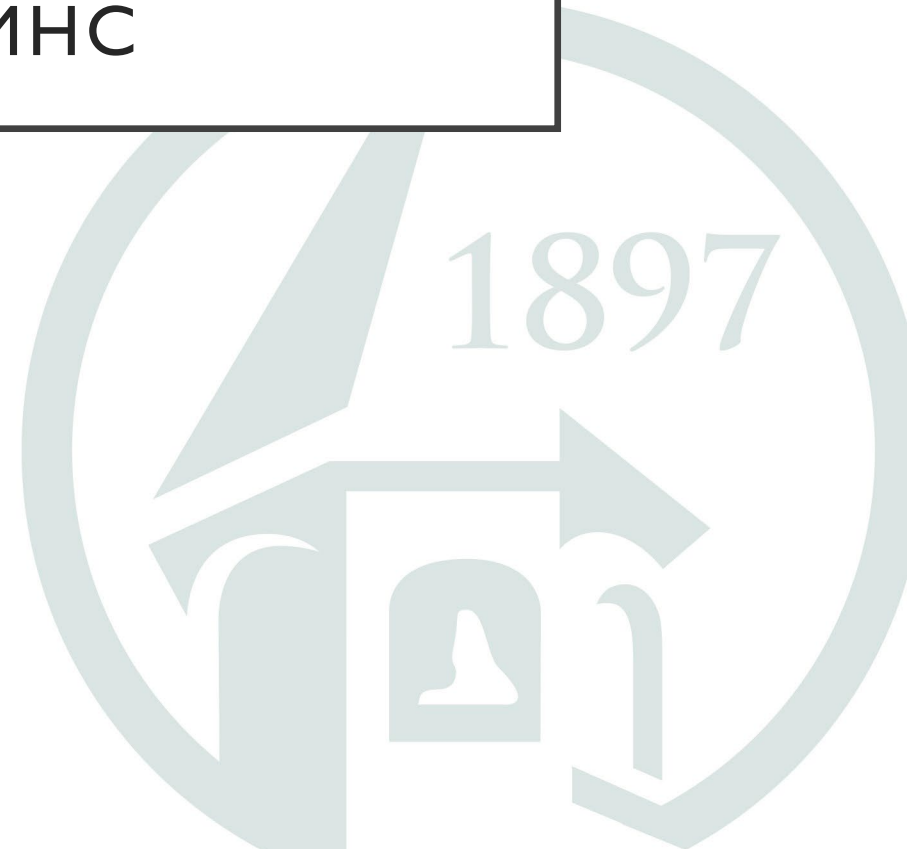


THE PATH TO LICENSURE: STEPS TO TAKE FOR THE INDIANA LMHCA/LMHC

Huntington University

Clinical Mental Health Counseling Dept.

Updated 5/5/2023



A photograph of a forest path with wooden stairs and railings, overlaid with a white text box. The path is made of wooden planks and is surrounded by trees and greenery. The text box is centered and contains the title "STEPS TO LICENSURE: AN OVERVIEW".

STEPS TO LICENSURE: AN OVERVIEW



Finish your Master's degree

60-hour graduate program with at least 700 hours of clinical practice



Submit your LMHCA Application

You may begin your application 3 months before graduation
The Board will approve you to take the NCE



Take the NCE exam

Upon passing the NCE and completing your application, you achieve the LMHCA designation.



Accumulate 3,000 hours of post-Master's experience

3,000 hours of counseling-related work in no less than 24 months and no more than 48 months
100 hours of supervision
Take the NCMHCE

STEPS TO LICENSURE



INDIANA LMHCA APPLICATION INSTRUCTIONS

APPLICATION INSTRUCTIONS

1. You may begin the online application submission process up to 3 months before graduation. **Note: Online, rather than mailed, applications are preferred.
2. Within 30 days of graduation date, complete the current LMHCA application from the State Licensing Board's website (<http://www.in.gov/pla/>). Indicate on application that you are also applying for a temporary license.
3. Complete the top half of Section P and I from the LMHCA application and email it to Julia Springer (jspringer@huntington.edu). Julia and Dr. Caulk will complete it and forward it directly to the state.
4. Contact the Huntington University registrar and request that your official graduate transcripts be sent directly to the Professional Licensing Agency. This can be done by logging into the portal or downloading the transcript request form from the HU website and mailing it in.
5. When your application and documents have been received, you will receive an email from the PLA. Review is generally completed within 10 business days of receipt. For documents submitted through mail, allow an additional 10 business days.
6. If all your documents have been received, the email will give you permission and instructions to schedule your background check.
7. Once you have been fingerprinted and the results are processed by the PLA, you will receive another email stating that your application is ready for review by the board.
8. When your application has been reviewed by the board, you will receive another email from them. If you have been approved to take the National Counselor Examination, the email will provide instructions on how to register for the test.
**Note: Your approval to register to take the NCE expires after a year. If you fail to take the test within a year, you will need to re-start the LMHCA application process.
9. Register for and take the NCE. If you take the computer version of the test, you will know your test results the same day you take it. Your results will automatically be sent to the PLA for processing (this can take a few weeks). You will be given the option to order a certificate and ID card.

BE SURE TO KEEP COPIES OF ALL MATERIALS SENT TO THE PLA OFFICE. ALSO, WHEN SENDING THROUGH REGULAR MAIL, IT IS A GOOD IDEA TO SEND IT AS REGISTERED MAIL. THAT WAY YOU WILL GET CONFIRMATION THAT IT WAS DELIVERED.

A dark, dimly lit scene featuring several LEGO Star Wars figures. In the center, a white Stormtrooper is holding a yellow and black blaster, aiming it towards another white Stormtrooper on the right. To the left, a white Stormtrooper is kneeling. In the background, another white Stormtrooper is visible, and a yellow and black blaster lies on the ground. The scene is set on a wooden floor. A white rectangular box is overlaid on the center of the image, containing the text 'HELPFUL RESOURCES'.

HELPFUL RESOURCES

HELPFUL RESOURCES

LICENSURE

- **PLA Behavioral Health & Human Services Licensure Information:**
<https://www.in.gov/pla/professions/behavioral-health-and-human-services/behavioral-health-and-human-services-licensing-information/>
- **Q&A with Board Chair, Kimble Richardson:**
<https://indianacounseling.org/Q&A-Kimble-Richardson>

TAKING THE NCE

- **About the NCE:**
<https://www.nbcc.org/exams/nce>
- **NCE Prep Workshop:**
<https://www.indianacounseling.org/NCE-Prep-Workshop>
- **About the NCMHCE:**
<https://www.nbcc.org/exams/ncmhce>
- **Exam Study Materials:**
<https://www.nbcc.org/exams/examprep>

CONTACT INFORMATION

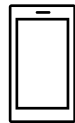
PLA BHHS (LICENSURE)



<https://www.in.gov/pla/professions/behavioral-health-and-human-services/>



pla8@pla.IN.gov

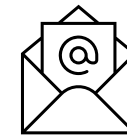


(317) 232-2960

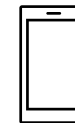
NBCC (EXAMS)



<https://www.nbcc.org/>



nbcc@nbcc.org



(336) 547-0607

QUESTIONS OR CONCERNS? PLEASE REACH OUT TO YOUR FACULTY!

Dr. Michelle Caulk / Director of Clinical Experiences, Assistant Professor, Practicum Supervisor

E: mcaulk@huntington.edu

P: 260.359.4166



Dr. Elijah Lee / CMHC Program Director, Assistant Professor, Internship Supervisor

E: elee@huntington.edu

P: 260.359.4138



Dr. Chase McKinney / Assistant Professor, Internship Supervisor

E: cmckinney@huntington.edu

P: 260.359.4036

