



Ohio Administrative Code

Rule 4757-13-08 Approval of applications for professional counselor licenses.

Effective: December 26, 2023

Applications for professional counselor licenses shall be approved per sections 4757.04, 4757.16, 4757.22 and 4757.23 of the Revised Code and this rule.

(A) Applications that meet the basic requirements as detailed below shall be approved upon receipt of all applicable parts.

(B) Applications for professional counselor license that meet the basic requirements for licensure in section 4757.23 of the Revised Code and rules 4757-1-04 and 4757-13-01 of the Administrative Code shall be approved if the following conditions are met:

(1) A complete application for professional counselor per rule 4757-1-04 of the Administrative Code is received with no questions requiring additional review by the counselor professional standards committee "CPSC" such as felony convictions, loss of license in another state, etc.

(2) Transcript(s) from an accredited educational institution of a master's or doctoral degree in professional counseling that meets paragraph (A) of rule 4757-13-01 of the Administrative Code.

(3) Proof of passing an examination acceptable to the CPSC for the purpose of determining ability to practice as a professional counselor.

(4) Documentation of internship experience on a form prescribed by the CPSC per paragraph (A)(4)(d) of rule 4757-13-01 of the Administrative Code.

(C) Voluntary applications by students for counselor trainee that meet the basic requirements for registration per section 4757.10 of the Revised Code and rules 4757-1-04 and 4757-13-09 of the Administrative Code shall be approved if the following conditions are met:

(1) A complete application for counselor trainee per rule 4757-1-04 of the Administrative Code is



received with no questions requiring additional review by the CPSC such as felony convictions, loss of license in another state, etc.;

(2) Transcript(s) or class enrollment document is provided showing registration in a practicum or internship from an accredited educational institution of a master's or doctoral degree in counseling that meets the first paragraph of rule 4757-13-01 of the Administrative Code or paragraph (A) of rule 4757-13-01 of the Administrative Code; and

(3) Documentation of agreement to provide supervision from a professional clinical counselor with training supervision designation.

(D) Applications for professional clinical counselor license that meet the basic requirements for licensure in section 4757.22 of the Revised Code and rules 4757-1-04 and 4757-13-03 of the Administrative Code shall be approved if the following conditions are met:

(1) A complete application for professional clinical counselor per rule 4757-1-04 of the Administrative Code is received with no questions requiring additional review by the CPSC such as felony convictions, loss of license in another state, etc.

(2) Transcript(s) is provided directly from an accredited educational institution of a master's or doctoral degree in counseling that meets paragraph (A) of rule 4757-13-01 of the Administrative Code.

(3) Proof of completion of at least two years of post-licensure professional counselor experience as required in paragraph (A) of rule 4757-13-03 of the Administrative Code.

(4) Proof of passing examination acceptable to the CPSC for the purpose of determining ability to practice as a professional clinical counselor.

(5) Proof of passing a field evaluation per paragraph (B) of rule 4757-13-03 of the Administrative Code.

(E) Applications that meet the requirements of rule 4757-13-06 of the Administrative Code.



(F) Applications that meet the following conditions shall be prepared for the next CPSC meeting, if received at least ten days prior to the meeting. Additional documentation is required from applicants concerning the issues delineated in this paragraph to provide the information needed for the CPSC to complete its review and approval, unless authority to approve is specifically delegated by the board to staff.

(1) Applications that have answered questions such that a more detailed review by the CPSC is required such as felony convictions, loss of license in another state, etc.

(2) Applications with questionable qualifying degrees.

(3) Applications for which staff believe additional information is required for the CPSC's review.