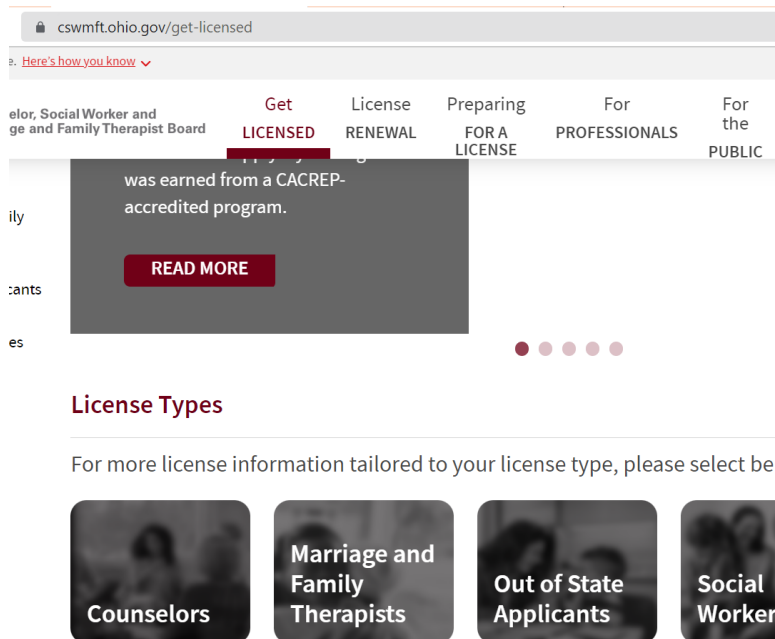


## Counselor Trainee Application Instructions

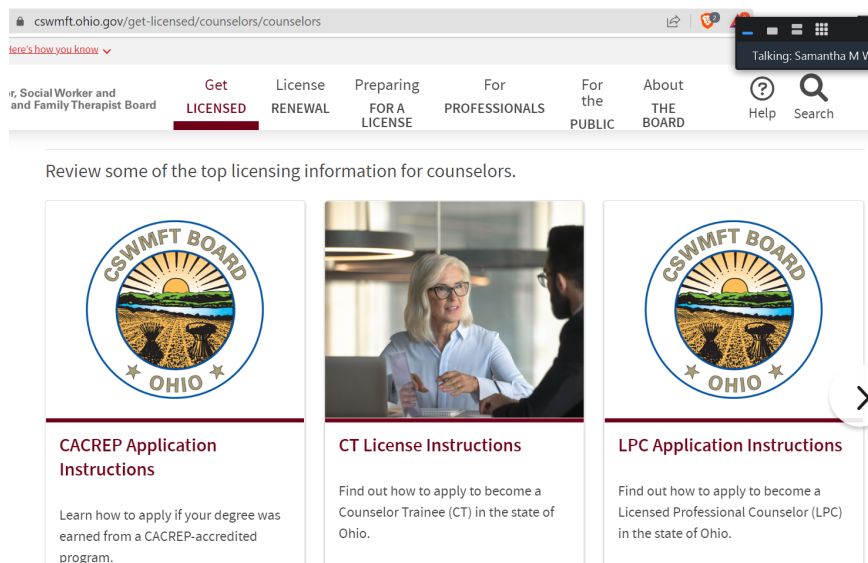
Create by the OCA Graduate Student Committee 2022-2023

Go to <https://cswmft.ohio.gov/get-licensed>

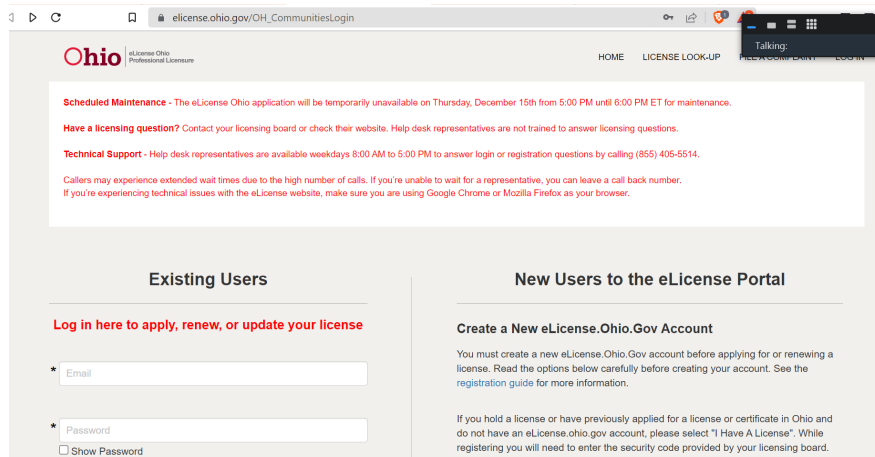
Scroll down the main page to the Counselors Tab



On the next page select “CT License Instructions”



From this new page, follow the step by step instructions. First create an account (or login if you have a previous license e.g. chemical dependency)



The screenshot shows the eLicense Ohio login page. At the top, there is a navigation bar with the Ohio logo and links for HOME and LICENSE LOOK-UP. Below the navigation bar, there is a section for "Existing Users" with a login form. The form has fields for Email and Password, and a checkbox for "Show Password". To the right of the login form, there is a section for "New Users to the eLicense Portal" with a link to "Create a New eLicense.Ohio.Gov Account".

**Existing Users**

**Log in here to apply, renew, or update your license**

\* Email

\* Password

☐ Show Password

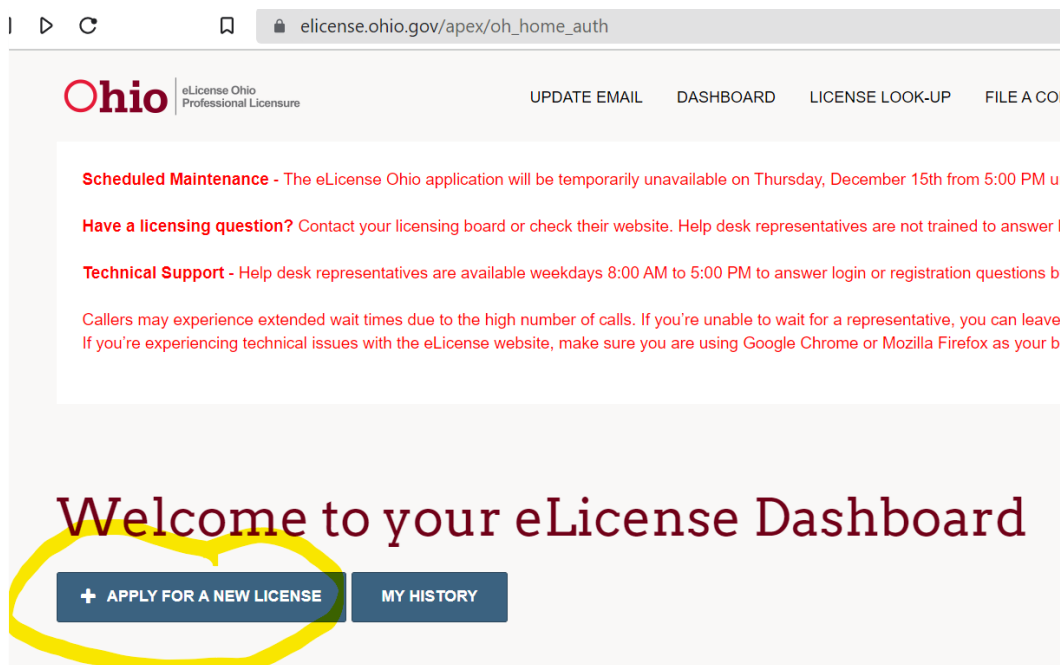
**New Users to the eLicense Portal**

**Create a New eLicense.Ohio.Gov Account**

You must create a new eLicense.Ohio.Gov account before applying for or renewing a license. Read the options below carefully before creating your account. See the [registration guide](#) for more information.

If you hold a license or have previously applied for a license or certificate in Ohio and do not have an eLicense.ohio.gov account, please select "I Have A License". While registering you will need to enter the security code provided by your licensing board.

Once you have your account, login. You will be directed to your dashboard, and you will see the link right away to "Apply for a New License"



The screenshot shows the eLicense Ohio dashboard. At the top, there is a navigation bar with the Ohio logo and links for UPDATE EMAIL, DASHBOARD, LICENSE LOOK-UP, and FILE A CO. Below the navigation bar, there is a section for "Welcome to your eLicense Dashboard". The dashboard has two main buttons: "+ APPLY FOR A NEW LICENSE" and "MY HISTORY".

**Ohio** | eLicense Ohio Professional Licensure

UPDATE EMAIL DASHBOARD LICENSE LOOK-UP FILE A CO

**Welcome to your eLicense Dashboard**

**+ APPLY FOR A NEW LICENSE** **MY HISTORY**

On this next page, select the options in each drop down as shown below:

Ohio eLicense Ohio Professional Licensure

UPDATE EMAIL DASHBOARD LICENSE LOOK-UP FILE A COMPLAINT

**Scheduled Maintenance** - The eLicense Ohio application will be temporarily unavailable on Thursday, December 15th from 5:00 PM until 6:00 PM ET.

**Have a licensing question?** Contact your licensing board or check their website. Help desk representatives are not trained to answer licensing questions.

**Technical Support** - Help desk representatives are available weekdays 8:00 AM to 5:00 PM to answer login or registration questions by calling (855) 855-8555.

Callers may experience extended wait times due to the high number of calls. If you're unable to wait for a representative, you can leave a call back number. If you're experiencing technical issues with the eLicense website, make sure you are using Google Chrome or Mozilla Firefox as your browser.

## License Selection

Select the Board for which you are seeking a license. Next, select the license type, individual license, and application type.

If you are applying with the Board of Pharmacy, the Chemical Dependency Board, or the Speech and Hearing Professionals Board and are unsure of what license to apply for, click [here](#) to access the license questionnaire.

Select a Board

Counselor, Social Worker & MFT Board

Select a License

Counselor Trainee

Select an Application Type

General Application

After you select these three options, the page will open up more information for the steps you need to take next.

Ohio eLicense Ohio Professional Licensure

UPDATE EMAIL DASHBOARD LICENSE LOOK-UP FILE A COMPLAINT

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## Application Instructions

Provide the information necessary for the license application. Once finished, click which type of Save option desired.

Welcome to the Counselor, Social Worker & Marriage and Family Therapist Board. This application is valid for 2 years upon receipt by the Board. If you do not complete all steps for licensure within those two years, you will need to complete a new application. Unfinished applications that have not been submitted will be deleted after 90 days.

Documents required for completing your Counselor Trainee file:

- 1) Online Counselor Trainee application
- 2) BCI & FBI Criminal Records Checks
- 3) Proof of enrollment in a graduate level Counseling internship course.

You may submit either:

- 1) A copy of the university's online quarter/semester course schedule showing your enrollment in an internship course, with start and end dates, or
- 2) a letter, email or fax from the professor or counseling program office stating that you are enrolled in an internship.

Instructions on how to complete the remaining steps required for licensure can be found on our website here: <https://cswmft.ohio.gov/wps/portal/gov/cswmft/get-licensed/licensing-resources/>. Once all items are on file with the Board, your application can be approved. Applicants with a criminal record or other issue requiring Board review may need to wait to be considered at the next Board meeting following completion of the application file. You can review the Board meeting schedule at <https://cswmft.ohio.gov/wps/portal/gov/cswmft/about-the-board/news-and-events/>. Licensure and regulation of Counselors, Social Workers and Marriage and Family Therapists in the State of Ohio are governed by Chapter 4757, Ohio Revised Code and Chapter 4757, Ohio Administrative Code. These laws and rules are available at <https://cswmft.ohio.gov/wps/portal/gov/cswmft/>.

CANCEL SAVE AND CONTINUE

Select "Save and Continue"

1. Continue to follow steps as outlined.
2. When getting your BCI & FBI Criminal Records Check, be sure to have the place you are getting these done at send these **DIRECTLY to the OCSWMFT board**. Some agencies list just “Social Work Board” which is the correct place. Here is the website for more information and to find a location to get these fingerprints completed  
<https://cswmft.ohio.gov/get-licensed/licensing-resources/BCI+and+FBI+Background+Checks>
3. Be sure to save your Proof of enrollment in a graduate level Counseling Internship (or Practicum) Course as a **PDF**. You will be prompted to attach and upload this document. The document you upload needs to show an **institution’s logo** (CSU, Univ of Akron, etc.)

You will also have to attach a document that consists of the “Internship Description” - be sure to include address and phone number of your internship site (a suggestion would be to use placement site letterhead)

The board will email you in 4-6 weeks (sometimes sooner) regarding your status. Please check your application during that time and check your email (and your junk/spam) because the board will reach out to you if they need you to submit a different version of some of your documentation. Your status may show up as pending, then active once your application is complete and the CT issued.

If you have further questions you can contact Yolanda Berry, the Counselor Trainee, Counseling Supervision Endorsement, and Out-of-State Counseling Licensure Coordinator. Phone: 614-995-0548 Email: [yolanda.berry@cswb.ohio.gov](mailto:yolanda.berry@cswb.ohio.gov)

You can also find some general information regarding verifying your license here:  
<https://cswmft.ohio.gov/about-the-board/board-resources/online-license-verification>

