



# Temp Mental Health Counselor Licensure in Iowa

# Iowa Board of Behavioral Science

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Umbrella Agency, Iowa Department of Public Health

Bureau of Professional Licensure, 19 Boards and 60+ Professions

12 Member Board Established in 1991 to Protect the Public through Licensure  
of

Temp Mental Health Counselors, Mental Health Counselors, Temp Marital and  
Family Therapists, Marital and Family Therapists, Behavior Analysts, Assistant  
Behavior Analysts



# Iowa's Licensure Application Process for New Graduates

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- The Board requires four things to issue your license:
  - Application – Complete an application and pay the appropriate fee online.  
<https://ibplicense.iowa.gov> (\$123)
  - Education - Official transcript conferring your mental health counseling degree.
  - Exam – Pass one of the following exams offered by NBCC: National Counselor Exam – NCE, or National Clinical Mental Health Counselor Exam – NCMHCE
  - Supervision Plan

# Applying online

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- You will need to create an iowaid account. <https://ibplicense.iowa.gov>
- If you need assistance with your iowaid account the state help desk can be reached at 1-800-532-1174
- Your first time logging in you will be asked for your SSN and DOB. These are used to create a record specific to you in the licensure software system.
- Select your board and license type, complete the application form, pay the application fee.



# Education requirements

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- Masters degree in Mental Health Counseling or Clinical Mental Health Counseling
- The MHC program was accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP) at the time of graduation.
- Transcripts are received directly from the university. Transcripts can be sent electronically to [plpublic@idph.iowa.gov](mailto:plpublic@idph.iowa.gov) or via mail to:

**Iowa Board of Behavioral Science**

**Bureau of Professional Licensure**

**321 E 12<sup>th</sup> Street**

**Des Moines, IA 50319**

# Education Requirements

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- Graduates of Non-CACREP accredited programs. Degree must have an emphasis in mental health counseling. The applicant is required to contact the Center for Credentialing and Education, Inc. (CCE) to obtain a content equivalency evaluation and report. Applicants are responsible for the cost of the CCE curriculum evaluation. Expect up to six weeks for the CCE review to be completed after submission of CCE required materials.

<https://cce-global.org>



# National Exam

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- Applicants will need to register directly with NBCC  
<https://www.nbcc.org/licensure/examregistration>
- Applicants should register for either the NCE or NCMHCE exam. Please Note: For the full license, the Board requires the NCMHCE, for the temp license the Board will accept either.
- Passing the national exam will not guarantee Iowa licensure, applicants will still need to meet all other licensure requirements.

# Supervision

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- A supervision plan form will need be completed and submitted to the Board.
- The Supervisor Plan form can be found on the Board's application page:  
<https://idph.iowa.gov/Licensure/Iowa-Board-of-Behavioral-Science/Licensure>



# Iowa's Licensure Application Process

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- Required licensing documents can be sent electronically to [plpublic@idph.iowa.gov](mailto:plpublic@idph.iowa.gov)
- You can log into your online account at any time to check the status of your application.
- Documents received are generally reviewed and the online status updated within 5 business days.
- After issuing the license the Board will mail your wall certificate; your wallet card can be printed by the licensee at any time.
- The Board sends updates via email to the email associated with your online account. Licensees can update their email on their online profile.

# Iowa's Licensure Application Process FAQs

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- Q: How long does it take to get a **Mental Health Counselor** license?
- A: Review and issuance is running approximately 5 business days after the Board office receives the final required document. Applicants will receive a wall certificate mailed to the address on file within 3 business days of the issuance of the license.
- Q: How do I expedite this process?
- A: There is not an option to expedite the licensure review. No license may be issued until each requirement has been met by a verified document.  
*Submit everything as early as possible. Students are encouraged to apply in their last semester.*



# Iowa's Licensure Application Process FAQs

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- Q: I passed the NBCC exam in another state, do I have to take it again?
- A: No. We will accept the transferred scores as long as the exam level is the same as the license being applied for.
- Q: What could be holding up the issuance of my license?
- A: Delays occur when the Board is waiting for exam scores, transcripts, verification letters or court documents. For instance the Registrar office can take up to a month to confer the degree and mail the transcript to the Board office.

# Iowa's Licensure Application Process FAQs

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- **Q: How does an applicant check the status of an application?**
- **A:** Applicants may visit [ibplicense.iowa.gov](http://ibplicense.iowa.gov) to check for status updates. Document receipt and validation is noted online in comments. If an email address is on file the applicant will receive updates as documents have been accepted as valid. Third parties may request updates from the applicant. Board staff do not provide updates.



## Iowa Licensure for Mental Health Counselor

AMANDA Batch Emails x



licensure-noreply@idph.iowa.gov

Fri, May 31, 2019, 9:02 PM



The professional licensing board has received the following required items for licensure.

- Official transcript (s) sent directly to this office from the college or university.
- Notification from the Center for Credentialing and Education (CCE) regarding academic approval.

To review the remaining items required, log in to your online account by clicking on this link: <https://ibplicense.iowa.gov/mystatus>. Use your @iowaID account and password to sign in. Click on the More Info link located at the bottom left of the My Licenses page, under the Action column. On the next page select Pending in the status column of the License Details.

In an effort to be as efficient as possible, staff cannot provide status updates over the phone. The Board office requests your patience as new documents must be reviewed before they can be marked as received.

Sincerely,

Bureau of Professional Licensure

Email: [PLPublic@idph.iowa.gov](mailto:PLPublic@idph.iowa.gov)

Phone: (515) 281-0254 | Fax: (515) 281-3121

PL Website: [www.idph.iowa.gov/licensure](http://www.idph.iowa.gov/licensure)

Online Licensure Services: <https://ibplicense.iowa.gov>

# Iowa's Licensure Application Process FAQs

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- **Q: The school/agency/test center sent my documents but it doesn't look like anything has been received?**
- **A:** Trust your postal carrier verification. Documents are validated and marked as reviewed within 5 business days of receipt. If it doesn't appear to have been validated by business day 10, email the office at [plpublic@idph.iowa.gov](mailto:plpublic@idph.iowa.gov). Please be aware of the requirements for the license. A comment will be added online to note if the document meets Board requirements.



## License Process Check List

### IMPORTANT INFORMATION:

Documents received in the office must be reviewed before the checklist item can be moved from 'N' to 'Y'. Review of the document(s) does not happen the same day the item is received in the Board office. Items are always reviewed in the order they are received.

The Board office requests your patience as it may take several days before staff can process your document(s).

Please continue to log in and check this page for the most up-to-date information regarding the status of your application. Staff is not able to provide updates by phone.

*Note: If some sections are blank, then it may not be applicable to you*

Application Review Checklist Item	RESULT: 'Y' - Received AND Reviewed  'N' - Not Yet Received or Not Reviewed	Comment
Completed fingerprint card. (This was mailed to the address on file. Please allow 5-7 days for receipt).	N	
DCI SING Background check waiver form. (This was mailed to the address on file. Please allow 5-7 days for receipt).	N	
FBI Background Check waiver form. (This was mailed to the address on file. Please allow 5-7 days for receipt).	N	
FBI Background Results Received. (Allow 8 weeks from the time prints are submitted to the Board. License can NOT be issued until results are received from the FBI).	N	
Letters from employers/supervisors verifying at least one year of full time (2,080 hours) PT practice within the last 2 years. Or proof of 40 hours of continuing education completed within the same period. Copies of payroll records are not accepted.	Y	
Official state license verification(s).	N	AR, MO
Official transcript(s) sent directly to this office from the college or university.	N	The transcript received is not acceptable. Transcript must be sent by the school.
Passing NPTE examination scores sent directly to this office from the FSBPT Score Transfer Service.	Y	

# Resources for Students, Licensees & Employers

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[The Iowa Board of Behavioral Science](#)

[Iowa Laws and Rules](#)

[Discipline and Public Actions](#)

[Online Verification](#)

[NBCC](#)

[CCE](#)



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*Lucas State Office Building*

321 E. 12<sup>th</sup> St.

Des Moines, IA 50319

515.281.0254