

**POLICY ON APPROPRIATE METHOD TO UPGRADE LICENSURE TO INCLUDE
MENTAL HEALTH SERVICES PROVIDER DESIGNATION**

A currently licensed professional counselor may upgrade their license to include the Mental Health Services Provider (MHSP) designation by completing the following steps:

- (a) An application shall be requested from the Board's administrative office or shall be downloaded from the Internet.
- (b) Requests for upgrade will be accepted throughout the year and files which are completed on or before the 30th day prior to the meeting will ordinarily be processed at the next board meeting scheduled for the purpose of reviewing files. Supporting documents requested in these instructions must be received in the board office within 60 days of receipt of the application or the file will be closed.
- (c) An individual seeking to upgrade shall pay the nonrefundable upgrade review fee, currently \$75.00 plus the state regulatory fee of \$10.00, upon submission of the upgrade application.
- (d) An applicant shall respond truthfully and completely to every question or request for information contained in the form and submit it along with all documentation and fees required by the form and this rule to the board administrative office. It is the intent of this rule that steps necessary to accomplish the filing of the application and that all documentation be filed simultaneously.
- (e) An individual currently registered with the board may upgrade his or her licensure to include MHSP designation by providing a copy of his or her current license and:
 - 1. Show compliance with the requirements pursuant to rules 0450-01-.04(4)(c) and (d), and
 - 2. Pass the National Counselors Examination, the National Clinical Mental Health Counseling Examination (NCMHCE), and the Tennessee Jurisprudence Exam pursuant to Rule 0450-01-.08.
- (f) Upgrade review and licensure decisions shall be governed by rule 0450-01-.07.
- (g) A criminal background check must be completed by applicant and submitted with the upgrade application.
- (h) Personal resumes are not acceptable and will not be reviewed.
- (i) The burden is on the applicant to prove by a preponderance of the evidence that he or she possesses the qualifications to upgrade to MHSP status.

*Ratified by the Board of Licensed Professional Counselors, Marital and Family Therapists, and
Clinical Pastoral Therapists on December 4, 2015*