

Mental Health License Application Processing

Applications Must Include:

1. Application Form – completely filled out with all questions answered and **signed**

2. US Citizenship/Lawful Presence
 - Birth certificate
 - US Passport
 - Certificate of Naturalization

 - I-551: Permanent Resident Card (Green Card)
 - Form I-94 (Arrival-Departure Record)
 - Form I-94 (Arrival-Departure Record) and Unexpired Foreign Passport
 - I-766: Employment Authorization Card
 - Machine Readable Immigrant Visa
 - I-20: Certificate of Eligibility for Nonimmigrant (F-1) Student Status
 - DS2019: Certificate of Eligibility for Exchange Visitor (J-1) Status
 - Temporary I-551 Stamp on Passport or I-94
 - I-327: Reentry Permit
 - I-571: Refugee Travel Document
 - **Social Security Card or Driver's License copies do not meet the requirements to prove citizenship or lawful presence**

3. Fee
 - Mental Health Practitioner \$155
 - Independent Mental Health Practitioner (without LMHP) \$155
 - Independent Mental Health Practitioner (with LMHP) \$50
 - Marriage and Family Therapist \$50
 - Professional Counselor \$50
 - Master Social Worker (with LMHP or LIMHP) \$50
 - Master Social Worker (without LMHP or LIMHP) \$125
 - Social Worker \$125
 - Provisional Mental Health Practitioner \$125
 - Provisional Master Social Worker (without PLMHP) \$125
 - Alcohol and Drug Counselor \$175
 - Provisional Alcohol and Drug Counselor \$275
 - Fees are pro-rated to require only $\frac{1}{4}$ of the licensing fee if the license is issued within 90 days prior to the expiration date

4. Education

- Transcript sent **directly from the school with degree conferred**
- Non-accredited education must submit syllabus for each course from the time the course was completed

5. Examination

- Examination scores must come **directly from the testing entity**
- Applicants must make sure to request that their examination scores be sent to Nebraska

6. Conviction Information

- Misdemeanor or felony convictions outside of Nebraska – court documents including statement of charges and final disposition
- Explanation of events (what, when, where, why) and summary of actions taken to address the behaviors/actions related to the conviction
- Letter from probation officer addressing current status of probation if currently on probation
- Applicants applying for the Counseling Compact (LIMHP and CPC) or for a psychology license must complete a national fingerprint background check

7. Other License Information

- Verification of the license sent directly by the other state
- If disciplinary action has been taken, other state must send copy of discipline

8. Verification of Internship or Supervised Experience Forms

- Must be completed and signed by supervisor
- Must include specific hours earned under supervision
- Must include Month-Day-Year of beginning and ending dates of supervision
- Must not have edits, cross-outs, or white-out used on the form
- The internship course must be on the educational transcript
- **Supervised experience must be earned during the time an applicant has an active provisional license OR its equivalent in another state**