



MARYLAND Department of Health

Board of Professional Counselors and Therapists

Notice Regarding **Graduate** License Applications

This Notice applies to individuals who intend to apply to the Board for a **graduate license** (LGADC, LGMFT, LGPAT, and LGPC). This **does not** apply to applications for certifications or trainee status.

In order to reduce the time in which graduate licenses are issued, the Board will accept **graduate license applications** if the applicant is enrolled in the **final** semester of a graduate degree program. The applicant must provide an unofficial transcript with the application that indicates that the applicant is currently enrolled and registered for the courses needed to complete the graduate degree. This also applies to graduate license applicants who are registered for the **final** course(s) required for licensure but who may have already earned the requisite graduate degree.

The Board will review the application and required documentation and, if the applicant is eligible, the Board will notify the applicant that he/she is approved to take the required examination(s).

Upon the completion of the graduate degree program or the required course(s), the applicant must submit an official transcript to the Board. The Board will not notify the applicant that the official transcript has not been received. **It is incumbent on the applicant to send the official transcript(s) to the Board in a timely manner.** Applicants who do not submit an official transcript will not be issued a license.

Applications submitted to the Board before completion of the graduate program or required course(s) will be closed if the official transcript is not received **within 6 months** from the date the application was received by the Board. The applicant will be required to submit a new application and pay the application fee.

Please note that a graduate license will not be issued until **all** of the requirements for licensure have been met, as provided in COMAR 10.58. An applicant who submits an application while completing the final semester of the

graduate degree program or a required course(s) is **NOT** authorized to practice until a graduate license has been issued by the Board.

If you have any questions, please contact the Board at (410) 764-4732 and ask to speak to Janice Isaac for LGADC and LGPAT, Sandra Boxley or Alexandria Langston for LGPC or Anna Sullivan for LGMFT.

Please do not respond to this email.

(8/22/19)

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