

**ASSOCIATE MENTAL HEALTH COUNSELOR
PROVISIONAL LICENSE**

Frequently Asked Questions

1) What is the difference between a Mental Health Counselor License and an Associate Mental Health Counselor Provisional License?

Individuals with a Hawaii Mental Health Counselor License may practice mental health counseling independently without clinical supervision.

Associate mental health counselors practice under a licensed clinical supervisor in good standing with the Department of Commerce and Consumer Affairs (Department).

2) Who requires a provisional license?

Licensure is required for any individual who either uses a protected title — "licensed mental health counselor," "mental health counselor," "licensed associate mental health counselor," or "associate mental health counselor" — **or** who engages in the practice of mental health counseling.

Licensure is **not** required for:

- Individuals whose work overlaps with the practice of mental health counseling, provided they do not use, or imply that they hold, a protected title or describe their services as "mental health counseling."
- Members of the clergy acting within their religious role, provided they do not use a protected title or describe their services as mental health counseling.
- Students completing a supervised practicum as part of an accredited program, identified by an appropriate trainee title.
- Government employees (federal, state, or county) acting in a counseling capacity within their government role.
- Individuals obtaining supervised clinical experience toward licensure as a psychologist, social worker, marriage and family therapist, or other licensed profession, provided their title indicates trainee or intern status.

Individuals uncertain whether their role, title, or services require licensure are encouraged to contact PVL directly for guidance.

3) What are the requirements to become provisionally licensed as an Associate Mental Health Counselor in Hawaii?

Please be advised that the approval of a provisional license as an Associate Mental Health Counselor does not constitute or guarantee eligibility for full licensure as a Mental Health Counselor. Applicants are responsible for reviewing all applicable licensure requirements and ensuring full compliance with all statutory regulation.

- a. **Education:** A master's or doctoral degree from an accredited educational institution in counseling or in an allied field related to the practice of mental health counseling.

Note: The Mental Health Counselor License contains additional education requirements for full licensure. Please refer to the [Mental Health Counselor License Forms](#) for more details.

- b. **Practicum:** The master's or doctoral degree includes, or is supplemented by, at least two academic terms of supervised mental health practicum intern experience for graduate credit of at least six semester hours or ten quarter hours in a mental health counseling setting, with a total of 300 hours of supervised client contact. The practicum experience was completed under the clinical supervision of a clinical supervisor who was licensed as a mental health counselor, psychologist, clinical social worker, APRN with a specialty in mental health, marriage and family therapist, or psychiatrist during the entire supervised period.
- c. **Post-Graduate Experience:** Obtain a clinical supervisor who is licensed in Hawaii and in good standing as a mental health counselor, psychologist, clinical social worker, APRN with a specialty in mental health, marriage and family therapist, or psychiatrist.

You can verify a supervisor's licensure by using the [Public License Search](#) feature on PVL's website.

See the [Associate Mental Health Counselor Provisional License Forms](#) for detailed instructions.

4) How do I apply?

You can submit your application online, in person, or by mail.

- a. **Online**
- Download the [Associate Mental Health Counselor Provisional License Forms](#).
 - Complete the forms.
 - Log in to [MyPVL](#) to upload your forms, submit your application, and pay online.
- b. **In Person**
- Download the [Associate Mental Health Counselor Provisional License Forms](#).
 - Complete the forms.
 - You can pay by check, cash, or card.
 - Drop off at our office:
335 Merchant St., Room 301
Honolulu, HI 96813
- c. **By Mail**
- Download the [Associate Mental Health Counselor Provisional License Forms](#).
 - Complete the forms.
 - Include one check with the correct fee total (use a paper clip to attach, not a staple).

- Mail the forms and check to:
Mental Health Counselors Program
DCCA, PVL Licensing Branch
P.O. Box 3469
Honolulu, HI 96801

5) What documents do I need to submit with my application?

- a. Completed [Associate Mental Health Counselor – Application \(form MHCP-01\)](#).
- b. Official transcript of your master's or doctoral degree from an accredited educational institution in counseling or in an allied field related to the practice of mental health counseling sent directly to our office either by email or mail.

Email:
counselor@dcca.hawaii.gov

OR

Mail:
Mental Health Counselor Program
DCCA, PVL Licensing Branch
P.O. Box 3469
Honolulu, HI 96801

- c. Completed [Associate Mental Health Counselor – Practicum Verification Form \(form MHCP-02\)](#), which requires your supervisor's signature and notarization.
- d. Completed [Associate Mental Health Counselor – Post-Graduate Verification Form \(form MHCP-03\)](#) which requires your supervisor's signature and notarization. Only the applicant's **current** supervisor is required to complete the supervision verification form. Applicants may voluntarily provide a list of former supervisors but are not required to do so.

Please note that e-signatures and e-notarizations on forms are acceptable.

See the [Associate Mental Health Counselor Provisional License Forms](#) for detailed instructions.

6) What are the fees associated with the Associate Mental Health Counselor Provisional License?

- Application fee (non-refundable): \$60
- License fee (non-refundable): \$100
- Compliance Resolution Fund: \$43
- Total: \$203

7) Is there an examination requirement?

No, there is no examination requirement for the Associate Mental Health Counselor Provisional License.

8) How long does an Associate Mental Health Counselor Provisional License remain valid?

The provisional license is valid for one year from the date of issuance, provided the provisional

licensee remains under the clinical supervision of a Hawaii-licensed supervisor who is approved by and remains in good standing with the Department.

9) Can I renew my provisional license?

Yes, the provisional license can be renewed for an additional one-year period.

10) When can I renew my provisional license?

Applicants are encouraged to renew 1-2 months before their provisional license expires.

11) How do I renew my provisional license?

Renewal Instructions

- a. Renewal applications may be submitted in person or by mail to the DCCA Professional & Vocational Licensing Branch. These renewal applications are not accepted online.

Deliver in Person:

335 Merchant St., Room 301
Honolulu, HI 96813

Mail to:

Mental Health Counselor Program
DCCA, PVL Licensing Branch
P.O. Box 3469
Honolulu, HI 96801

- b. Carefully review the renewal application in its entirety.
- c. Update any contact information, including email, residential, and mailing address.
- d. Answer every applicable question on the form.
- e. Before submitting, verify that all applicable questions are answered, all required documents accompany your renewal application, and the correct fees are submitted. Missing or incorrect information, or incorrect fees, will delay processing.
- f. Sign and return.

What to Submit:

- a. A completed [Associate Mental Health Counselor – Application \(form MHCP-01\)](#). This serves as your renewal form.
- b. If you answer “Yes” to any question on the renewal form (MHCP-01), provide a detailed explanation. Supporting documentation may be required.
- c. If your supervisor has changed, a completed [Associate Mental Health Counselor – Post-Graduate Verification Form \(form MHCP-03\)](#) with your new supervisor’s information. This form requires your supervisor’s signature and notarization (e-signatures and e-notarizations are acceptable).
- d. If paying by check, include one check with the correct fee total (use a paper clip to attach, not a staple).

Please note that once your provisional license is issued, a change in supervisor will trigger an inactivation of your license if a new MHCP-03 form is not submitted with your new

supervisor's information. To reactivate your license, you will need to provide a [reactivation application \(LB-52\)](#), a [new MHCP-03 form](#), and a reactivation fee.

Renewal Fees

- Renewal fee (non-refundable): \$60
- Compliance Resolution Fund: \$43
- Total: \$103

Reactivation Fee

- Reactivation: \$12

12) Are there continuing education (CE) requirements for provisional licensure renewal?

No, continuing education is not required to renew the Associate Mental Health Counselor Provisional License.

13) I am licensed in another state. Can I transfer my license to Hawaii? Is there reciprocity?

Currently, Hawaii does not have a mental health counselor reciprocity agreement with any state. Individuals licensed in another state must apply for Hawaii licensure and demonstrate that they meet Hawaii's licensure requirements.

14) What if I am in the midst of completing my post-graduate experience requirements? Will the hours I have already accrued count towards provisional licensure?

Any post-graduate experience obtained under supervision prior to the provisional licensure requirement effective date of July 1, 2026, will count towards provisional licensure requirements, so long as they meet the requirements for clinical supervision.

15) What if I am accruing my post-graduate hours outside of Hawaii? Do I need to be provisionally licensed in Hawaii before I can be fully licensed as a Mental Health Counselor?

Provided that you meet all requirements for full licensure as a Mental Health Counselor, post-graduate experience obtained outside of Hawaii is acceptable.

Post-graduates obtaining experience outside of Hawaii are not required to obtain provisional licensure.

16) How do I check the status of my application?

You can use the [Public License Search](#) feature on PVL's website or call 1-844-808-DCCA (3222), option 1.

17) How do I confirm if I am provisionally licensed as an Associate Mental Health Counselor?

Once you have been approved to be provisionally licensed as an Associate Mental Health

Counselor, you will receive a [Notice of Licensure](#) by email or mail. This notice will include your name and provisional license number; the name, title and license number of your clinical supervisor; as well as the effective and expiration dates of your license.

You may also verify by using the [Public License Search](#) feature on PVL's website.

18) After submitting an Associate Mental Health Counselor Provisional License application, is there a grace period allowing me to continue accruing post-graduate hours while I wait for approval?

If it is July 1, 2026, or later, you must be provisionally licensed before continuing to accrue post-graduate hours.

19) What if I have other questions?

For more information visit the [Mental Health Counselor Licensing Program page](#) or call 1-844-808-DCCA (3222), option 1.