



FLORIDA | Board of Clinical Social Work,
Marriage & Family Therapy
and Mental Health Counseling



FLORIDA | Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

Graduate Packet MHC Applicants

The Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling is dedicated to ensuring our prospective applicants have the most current information related to licensure. This packet is designed to help those individuals about to graduate or who have recently graduated from a master's degree program in mental health counseling or a closely related field from a regionally accredited university or from a mental health counseling program accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP).

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Graduating soon or recently graduated? Congratulations! It is time to apply to become a Registered Mental Health Counselor Intern. Submit your application today using these simple steps!

01 – Prepare Your Supporting Documents:

- ✓ Official Transcript
- ✓ Clinical Practicum Letter
- ✓ Qualified Supervisor Letter

- Transcripts **must** be sealed to be official.
- Do not send transcripts prior to graduation. A degree conferred date on transcript is required.
- E-Transcripts: Program sends directly to MQA.491@flhealth.gov.
- By Mail: Board of CSW/MFT/MHC, 4052 Bald Cypress Way Bin C-08, Tallahassee, FL 32399-3258

02 - Apply Online and Pay \$150.00 Required Fee: Visit

<https://floridasmmentalhealthprofessions.gov/licensing/> and choose *Registered Mental Health Counselor Intern* then click “Apply Online.” Applications are not processed until required payment has been received.

Documents You Can Upload to Your Online Application	Documents You Need to Have Sent to the Board Office Directly
<ul style="list-style-type: none"> • Qualified Supervisor Letter • Clinical Practicum Letter (Non-CACREP Students Only) 	<ul style="list-style-type: none"> • Official Transcript

03 – Receive Deficiency Letter or Approval: You will receive a written review of your application from the Application Processing Team within **30 days** of the date you submitted the application with required payment. This review will be sent to your email if listed on application and mailing address of record.

Deficiency Letter – Applicants will receive an application review in the form of a deficiency letter outlining the missing items required. Make sure to submit these missing items as soon as possible. An incomplete application shall expire after 1 year. Incomplete applications will delay licensure.

Approval Letter: Applicant will receive application review in the form of a letter of approval including license number and additional information about internship. To expedite your application, make sure to submit a complete application.



FLORIDA | Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

LICENSING REQUIREMENTS

To become a registered mental health counselor intern in Florida you must have:

1. **OFFICIAL TRANSCRIPT:** Complete the Education Worksheet for mental health counseling enclosed to determine if you have satisfied the coursework requirements for licensure. Transcripts must be sent in the official sealed envelope from the university or they will not be considered official. Transcripts must be sent in the official sealed envelope from the university and include a degree conferred date or they will not be considered official. Transcripts may be sent via email if the program can send official digital transcripts via a secure transcript clearinghouse and the transcript download link is sent directly to MQA.491@flhealth.gov. All other supporting documents should be mailed to the address listed below:
Department of Health
Board of CSW/MFT/MHC
4052 Bald Cypress Way Bin C-08
Tallahassee, FL 32399-3258
 2. **COURSEWORK:** You must either qualify under (a) or (b) below:
 - (a) Minimum of an earned master's degree from a mental health counseling program accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP) that consists of at least 60 semester hours or 80 quarter hours of clinical and didactic instruction, including a course in human sexuality and a course in substance abuse. Ensure your program is accredited in mental health counseling by visiting <https://www.cacrep.org/>. NOTE: CACREP accredited programs that are not mental health counseling programs do not meet this requirement, i.e., community counseling, school counseling, counselor education.
 - (b) Minimum of an earned master's degree from a program related to the practice of mental health counseling that consists of at least 60 semester hours or 80 quarter hours and meets the following requirements:
 - i. Minimum of 3 semester hours or 4 quarter hours of graduate-level coursework in each of the following 12 content areas: counseling theories and practice, human growth and development, diagnosis and treatment of psychopathology, human sexuality, group theories and practice, individual evaluation and assessment, career and lifestyle assessment, research and program evaluation, social and cultural foundations, counseling in community settings, substance abuse, and legal, ethical, and professional standards issues. Courses in research, thesis or dissertation work, practicums, internships, or fieldwork are not applied toward this requirement; AND
 - ii. The equivalent of at least 700 hours of university-sponsored supervised clinical practicum, internship, or field experience as required in the standards for CACREP accredited mental health counseling programs. This experience may not be used to satisfy the post-master's clinical experience requirement. Submit a practicum letter to the Board Office on University letterhead to satisfy this requirement.
- NOTE:** You may become a registered intern having met 7 of the 12 course content areas if one of the 7 courses was in psychopathology. If you do not meet the practicum requirement, the hours may be obtained as a registered intern and must be documented on the Graduate Practicum Attestation form by your Board approved Qualified Supervisor. Any remaining courses and practicum hours must be met prior to obtaining licensure as a Mental Health Counselor.
3. **QUALIFIED SUPERVISOR:** Applicants must obtain a letter from a Board approved Qualified Supervisor and submit to the Board Office. The letter may be sent by mail or electronic mail. To submit via electronic mail, send via email to MQA.491@flhealth.gov. The correspondence must originate from the supervisor, include the supervisor's license number and the applicant's name as it appears on the application, and state that the supervisor has agreed to provide the applicant with supervision while a registered intern. **NOTE: Your registered intern number will not be issued until the Board has received this information.**



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HELPFUL INFORMATION ABOUT SUPERVISION

Find A Qualified Supervisor:

Did you know that you can obtain a list of supervisors in your area at any time 24 hours a day 7 days a week? Simply use the Department's Public Data Portal located on www.flhealthsource.gov under the Consumer Services dropdown menu to download a current list of Board approved Qualified Supervisors. For detailed instructions, use the Licensure Data Download Guide. Obtain a letter from your selected Qualified Supervisor and send to the Board Office. To submit electronically, simply email your letter to MQA.491@flhealth.gov.

Before Supervision Begins:

Verify that your intern registration number has been issued by the Department and that the Board Office has approved your qualified supervisor. Supervision experience will not count towards licensure until the intern registration number has been issued and the Board has approved your supervisor. To verify that your license has been issued, visit www.flhealthsource.gov and click "Verify a License." You will receive a letter from the Board confirming your qualified supervisor has been approved. Do not begin supervision until your Qualified Supervisor has been approved by the Board Office.

During Supervision:

Two (2) years of post-master's supervised experience under the supervision of an approved Qualified Supervisor is required for full licensure.

The supervision experience must have consisted of:

- At least 100 hours of supervision in no less than 100 weeks;
- 1,500 hours of face-to-face psychotherapy with clients; and,
- One (1) hour of supervision every two weeks.

NOTE: Please see Rule 64B4-2.002, F.A.C., for information regarding group supervision and supervision by electronic methods.

Need to Change or Add a Qualified Supervisor? Follow the steps below:

STEP ONE: Obtain a letter from your new or additional Qualified Supervisor and send to the Board Office via email to MQA.491@flhealth.gov. The correspondence must originate from and be signed by the supervisor, include the supervisor's license number and the applicant's name as it appears on the application, and state that the supervisor has agreed to provide the applicant with supervision while a registered intern.

STEP TWO: Receive letter from the Board Office stating that your supervisor has been approved and note the date of approval. Supervision under the new or additional supervisor will not count until he/she has been approved.

Need to Remove a Qualified Supervisor? Follow the steps below:

STEP ONE: Ask the supervisor you are removing to complete the Verification of Clinical Experience Form and select “I am no longer providing this intern with supervision.” Please make sure a supervision end date is listed. For a blank form, visit www.floridasmentalhealthprofessions.gov and select the Resources tab. The form is available under Forms & Requests.

STEP TWO: Submit a Verification of Clinical Experience Form to the Board Office. The Board will remove your supervisor from your intern file and place a copy of the required form on file for review upon submission of a full licensure application.

After Supervision:

Your post-master’s clinical experience hours obtained under supervision must be documented on the Verification of Clinical Experience Form by the qualified supervisor or they will not count towards licensure. This form is not required until the intern is ready to submit his/her full licensure application. Please limit one (1) form per qualified supervisor. For a blank form, visit www.floridasmentalhealthprofessions.gov and select the Resources tab. The form is available under Forms & Requests.

NOTE: Registered interns must remain under supervision until fully licensed pursuant to Rule 64B4-3.008, F.A.C.



FLORIDA | Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

LICENSING LAWS AND RULES

Know your laws and rules! It is essential that each prospective applicant review the laws and rules which govern the profession. All the current laws and rules can be found online by visiting <https://floridasmentalhealthprofessions.gov/resources/>.

Be prepared for full licensure! Take an Initial 8-hour Florida Laws and Rules course listed on www.cebroke.com and you will satisfy your laws and rules requirement for licensure. Simply submit a copy of your certificate of completion to MQA.491@flhealth.gov and you've already completed one step of your full licensure application process.

Florida Statutes:

Chapter 491: 491, Clinical, Counseling, and Psychotherapy Services
Chapter 456: Health Professions and Occupations: General Provisions
Chapter 120: Administrative Procedure Act
Chapter 39: Proceedings Related to Children
Chapter 90: Evidence Code
Chapter 394: Mental Health
Chapter 397: Substance Abuse Services
Chapter 415: Adult Protective Services

Florida Administrative Code (F.A.C.) Rules:

Chapter 64B4: Board of Clinical Social Work, Marriage & Family
Therapy & Mental Health Counseling
Chapter 64B25-28: Certified Master Social Workers



FLORIDA | Board *of* Clinical Social Work,
Marriage & Family Therapy
and Mental Health Counseling

BOARD CONTACTS

Customer Contact Center

Monday – Friday

8:00 a.m. to 6:00 p.m. ET

(850) 488-0595

Board Office

8:00 a.m. to 5:00 p.m. ET

(850) 245-4292

FAX: 850-413-6982

Mailing Address:

Department of Health

**Board *of* Mental Health
Professions**

4052 Bald Cypress Way

Bin C-08

Tallahassee, FL 32399-3258

Applications and Fees

ONLY:

Department of Health

**Board *of* Mental Health
Professions**

P.O. Box 6330

Tallahassee, FL 32314-6330



FLORIDA | Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

EXAM INFORMATION

To become a Licensed Mental Health Counselor, you will need to successfully pass the **National Clinical Mental Health Counseling Examination (NCMHCE)** offered by the National Board of Certified Counselors Center for Credentialing and Education (CCE).

Board Approval Required Prior to Scheduling Exam? **No.** You can schedule your exam at any time. You do not have to be a registered intern to schedule. **Follow the steps below:**

Step 1 – Apply to CCE to take the NCMHCE by submitting the CCE Exam Application Form and your official transcript.

NOTE: You must have a master's degree in mental health counseling or related to the practice of mental health counseling from a regionally accredited institution before you are permitted to take the examination.

Step 2 – After passing the examination, your transcript and scores will be forwarded to the FL Board 4 to 6 weeks after exam date. There is no need to submit unofficial score report to the Board Office.

CCE Contact Information

Website: <https://www.nbcc.org/Search/StateBoardDirectory/fl>

Phone: (336) 547-0607

Fax: (336) 547-0017

Email: nbcc@nbcc.org

Application for Registration as a Registered Intern for Clinical Social Work, Marriage & Family Therapy or Mental Health Counseling



**Board of Clinical Social Work, Marriage and
Family Therapy, and Mental Health Counseling**
P.O. Box 6330

Tallahassee, FL 32314-6330

Website: www.floridasmentalhealthprofessions.gov

Email: info@floridasmentalhealthprofessions.gov

Phone: (850) 245-4292

FAX: (850) 413-6982





**Application for Registration as a
Registered Intern for Clinical Social Work,
Marriage & Family Therapy or
Mental Health Counseling**

**Board of Clinical Social Work, Marriage and Family
Therapy, and Mental Health Counseling**

**P.O. Box 6330
Tallahassee, FL 32314-6330**

Fax: (850) 413-6982

**Do Not Write in this Space
For Revenue Receipting Only**

*Upon receipt of your application, you will be provided a file number that identifies your application. **This is not a license number and may not be used to practice in a counseling-related field.***

Select profession:

Clinical Social Work (5207) **\$150.00**

Marriage & Family Therapy (5208) **\$150.00**

Mental Health Counseling (5209) **\$150.00**

Fees must be paid in the form of a cashier's check or money order, made payable to the Department of Health. The \$150.00 application fee is non-refundable.

1. PERSONAL INFORMATION

Name: _____ **Date of Birth:** _____
Last/Surname First Middle MM/DD/YYYY

Mailing Address: (The address where mail and your license should be sent)

Street/P.O. Box Apt. No. City

State ZIP Country Home/Cell Telephone (Input without dashes)

Practice Location: (Required if mailing address is a P.O. Box- This address will be posted on the Department of Health's website)

Street Apt. No. City

State ZIP Country Work/Cell Telephone (Input without dashes)

EQUAL OPPORTUNITY DATA:

We are required to ask that you furnish the following information as part of your voluntary compliance with 41 CFR Part 60-3-Uniform Guidelines on Employee Selection Procedure (1978); 43 FR 38295 and 38296 (August 25, 1978). This information is gathered for statistical and reporting purposes only and does not in any way affect your candidacy for licensure.

Gender:	Male	Race:	Native Hawaiian or Pacific Islander	Hispanic or Latino	White
	Female		American Indian or Alaska Native	Black or African American	Asian
			Two or More Races		

Email Notification: To be notified of the status of your application by email, check the "Yes" box and fill in your email address on the line provided. If you choose to be notified via email you will be responsible for checking your email regularly and updating your email address with the board office.

Yes No Email Address: _____

Under Florida law, email addresses are public records. If you do not want your email address released in response to a public records request, do not provide an email address or send electronic mail to our office. Instead contact the office by phone or in writing.

2. SOCIAL SECURITY DISCLOSURE

This information is exempt from public records disclosure.

Pursuant to Title 42 United States Code § 666(a)(13), the department is required and authorized to collect Social Security numbers relating to applications for professional licensure. Additionally, section (s.) 456.013(1)(a), Florida Statutes (F.S.), authorizes the collection of Social Security numbers as part of the general licensing provisions.

Last Name: _____

First Name: _____

Middle Name: _____

Social Security Number: _____
(Input without dashes)

Social Security Information- * Under the Federal Privacy Act, disclosure of Social Security numbers is voluntary unless specifically required by federal statute. In this instance, Social Security numbers are mandatory pursuant to Title 42 United States Code § 653 and 654; and s. 456.013(1), 409.2577, and 409.2598, F.S. Social Security numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to ensure compliance with child support obligations. Social Security numbers must also be recorded on all professional and occupational license applications and will be used for license identification pursuant to Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act. 104 Pub. L. Section 317). Clarification of the SSA process may be reviewed at www.ssa.gov or by calling 1-800-772-1213.

Name: _____

3. APPLICANT BACKGROUND

List any other name(s) by which you have been known in the past. Attach additional sheets if necessary.

4. DISASTER

Would you be willing to provide health services in special needs shelters or to help staff disaster medical assistance teams during times of emergency or major disaster? Yes No

5. EDUCATION HISTORY

Complete the appropriate education worksheet for your profession, found at the back of the application. The completed worksheet must be included with your application.

- A. List all schools where you completed coursework in specific content areas to receive a master's or doctoral degree in the profession for which you are applying. All schools listed below must be consistent with the schools provided on the education worksheet for your profession.

School Name	Major	Degree Conferred Date (MM/DD/YYYY)	Degree Awarded (if applicable)

Applicants must request an official transcript from the accredited educational institution(s) from which you received your degree or have taken coursework. **The transcript must be sent directly to the board office from the registrar's office of the institution and include a degree conferred date or it will not be considered official.** Transcripts may be sent via email if the institution can send official digital transcripts using a secure transcript clearinghouse or parchment service. The transcript download link can be sent directly to info@floridasmentalhealthprofessions.gov.

If the course title on your transcript does not clearly identify the content of the coursework, a course description or syllabus will be required.

- B. **For clinical social work applicants only:** Were you an advanced standing student? Yes No

If "Yes," you must provide a letter on university letterhead from an official of the school which awarded your master's degree in social work, verifying the specific courses and number of semester hours completed at the baccalaureate level which were used to waive or exempt completion of similar courses at the graduate level.

The following documentation is required for proof of Practicum, Internship, or Field Experience:

An official of the school (Dean, Department Chair) that awarded your graduate degree must provide a letter on university letterhead verifying that the supervised practicum, internship, or field experience was completed. Specific requirements for your profession can be found on the appropriate education worksheet for your profession.

Documentation must be sent to the board office at info@floridasmentalhealthprofessions.gov, or by mail to:

**Board of Clinical Social Work, Marriage and Family Therapy,
and Mental Health Counseling**
4052 Bald Cypress Way Bin C-08
Tallahassee, FL 32399-3258

Name: _____

Applicants educated outside the United States or Canada:

Any document in a language other than English must be translated into English by a board-approved translation/ education evaluation service. Accepted evaluators can be found at <https://floridasmentalhealthprofessions.gov/forms/foreign-cred-evaluators.pdf>.

Clinical Social Work- If you received your social work degree from a program outside the U.S. or Canada, documentation must be received that the program was determined to be equivalent to programs approved by the Council on Social Work Education by the International Social Work Degree Recognition and Evaluation Service provided by the Office of Social Work Accreditation (OSWA). To contact the OSWA, please visit www.cswe.org or call (703) 683-8080.

Marriage and Family/Mental Health Counseling- For the board to consider education completed outside the U.S. or Canada, documentation must be received which verifies the institution at which the education was completed was equivalent to an accredited U.S. institution and the coursework met the content and credit hour requirement for graduate level coursework in the U.S. It is the applicant's responsibility to obtain an evaluation from a recognized foreign equivalency determination service that documents the acceptability of the coursework. The board office must receive an original evaluation mailed directly from the educational evaluation service.

6. SUPERVISOR INFORMATION

List all qualified supervisor(s) who will be providing individual and/or group supervision. Attach additional sheets if necessary.

Supervisor Name	License Title	Florida License Number	Year Licensed (YYYY)

Each supervisor listed must submit written correspondence that states that the supervisor has agreed to provide you with supervision while you are a registered intern. Correspondence must come **directly** from the supervisor, and may be sent by fax to 850-413-6982, or by email to info@floridasmentalhealthprofessions.gov.

Applications will not be deemed complete until all supervisor(s) have provided correspondence confirming their agreement to supervise you as an intern.

Name: _____

This information is exempt from public records disclosure.

7. HEALTH HISTORY

Physical and Mental Health Disorders Impacting Ability to Practice

- A. During the last two years, have you been treated for or had a recurrence of a diagnosed physical or mental disorder that impaired or would impair your ability to practice? Yes No
- B. In the last two years, have you been admitted or referred to a hospital, facility or impaired practitioner program for treatment of a diagnosed mental or physical disorder that impaired your ability to practice? Yes No

Substance-Related Disorders Impacting Ability to Practice

- C. During the last five years, have you been treated for or had a recurrence of a diagnosed substance-related (alcohol or drug) disorder that impaired or would impair your ability to practice? Yes No
- D. During the last five years, were you admitted or directed into a program for the treatment of a diagnosed substance-related (alcohol or drug) disorder or, if you were previously in such a program, did you suffer a relapse? Yes No
- E. During the last five years, have you been enrolled in, required to enter, or participated in any substance-related (alcohol or drug) recovery program or impaired practitioner program for treatment of drug or alcohol abuse? Yes No

If a “Yes” response was provided to any of the questions in this section, provide the following documents directly to the board office:

A letter from a Licensed Health Care Practitioner, who is qualified by skill and training to address the condition identified, which explains the impact the condition may have on the ability to practice the profession with reasonable skill and safety. The letter must specify that the applicant is safe to practice the profession without restrictions or specifically indicate the restrictions that are necessary. Documentation provided must be dated within one year of the application date.

A written self-explanation, identifying the medical condition(s) or occurrence(s); and current status.

Name: _____

8. DISCIPLINE HISTORY

- A. Have you ever been denied a psychotherapy or counseling-related license or the renewal thereof in any state? Yes No
- B. Have you ever been denied the right to take a psychotherapy or counseling-related licensure examination? Yes No
- C. Have you ever had a license to practice any profession revoked, suspended, or otherwise acted against in a disciplinary proceeding in any state? Yes No
- D. Is there currently pending, in any jurisdiction, a complaint or investigation against your professional conduct or competency? Yes No
- E. Have you ever been involved in, reprimanded for or disciplined by an employer or educational institution for misconduct including fraud, misrepresentation, academic misconduct, theft or sexual harassment? Yes No

If you responded "Yes" to any of the questions in this section, complete the following:

Name of Agency	State	Action Date (MM/DD/YYYY)	Final Action	Under Appeal?
				Y N
				Y N
				Y N
				Y N

If you responded "Yes" to any of the questions in this section, you must provide the following:

A written self-explanation, describing in detail the circumstances surrounding the disciplinary action.

A copy of the **Administrative Complaint** and **Final Order**.

9. CRIMINAL HISTORY

Have you ever been convicted of, or entered a plea of guilty, nolo contendere, or no contest to any crime in any jurisdiction other than a minor traffic offense? You must include all misdemeanors and felonies, even if adjudication was withheld.

Reckless driving, driving while license suspended or revoked (DWSLR), driving under the influence (DUI) or driving while impaired (DWI) are not minor traffic offenses for purposes of this question. Yes No

If you responded "Yes," complete the following:

Offense	Jurisdiction	Date (MM/DD/YYYY)	Final Disposition	Under Appeal?
				Y N
				Y N
				Y N

If you responded "Yes" in this section, you must provide the following:

A written self-explanation, describing in detail the circumstances surrounding each offense; including dates, city and state, charges and final results.

Final Dispositions and **Arrest Records** for all offenses. The Clerk of the Court in the arresting jurisdiction will provide you with these documents. Unavailability of these documents must come in the form of a letter from the Clerk of the Court.

Completion of Sentence Documents. You may obtain documents from the Department of Corrections. The report must include the start date, end date, and that the conditions were met.

Name: _____

5. Are you currently listed on the United States Department of Health and Human Services' Office of the Inspector General's List of Excluded Individuals and Entities (LEIE)? Yes No
- a. If you responded "Yes" to the question above, are you listed because you defaulted or are delinquent on a student loan? Yes No
- b. If you responded "Yes" to question 5.a., is the student loan default or delinquency the only reason you are listed on the LEIE? Yes No

If you responded "Yes" to any of the questions in this section, you must provide the following:

A written explanation for each question including the county and state of each termination or conviction, date of each termination or conviction, and copies of supporting documentation.

Supporting documentation including court dispositions or agency orders where applicable.

Documentation for sections 7, 8, 9 and 10 must be sent to the board office at info@floridasmentalhealthprofessions.gov, or by mail to:

**Board of Clinical Social Work, Marriage and Family Therapy,
and Mental Health Counseling**
4052 Bald Cypress Way Bin C-08
Tallahassee, FL 32399-3258

11. APPLICANT SIGNATURE

I, the undersigned, state that I am the person identified in this application for licensure in the state of Florida.

I understand that providing false information may result in disciplinary action against my license or criminal penalties pursuant to s. 456.067, F.S.

I acknowledge that Florida law requires me to immediately inform the board of any material change in any circumstances or condition stated in the application which takes place between the initial filing and the final granting or denial of the license and to supplement the information on this application as needed.

I acknowledge that I have read the regulations in ch. 491, F.S., and related rules. I understand that I am under a continuing obligation to keep informed of any changes to ch. 491, F.S., and related rules.

Section 456.013(1)(a), F.S., provides that an incomplete application shall expire one year after the initial filing with the department.

Applicant Signature _____ Date _____
You may print this application and sign it or sign digitally. MM/DD/YYYY

Board of Clinical Social Work, Marriage and Family Therapy, and Mental Health Counseling



CLINICAL SOCIAL WORK EDUCATION WORKSHEET FOR INTERN

Name: _____

1. GENERAL INFORMATION

You are required to complete 24 semester hours or 32 quarter hours of graduate level coursework in theory of human behavior, and practice methods as courses in clinically oriented services within an accredited school of social work program. (Only one research course may be counted towards the coursework requirement). Do **not** list fieldwork.

Course numbers and titles should be listed as they appear on your official transcripts. **You must submit a course description photocopied from a school catalog, or a course syllabus for all courses listed below.**

If you were admitted to an advanced standing program, an official of the school which awarded your master's degree in social work must provide a letter on university letterhead, verifying the specific courses completed at the baccalaureate level which were used to waive or exempt completion of similar courses at the graduate level.

School Name	Course Number	Course Title	Credit Hours

2. PSYCHOPATHOLOGY

List the graduate level psychopathology course you completed within an accredited school of social work program. You must submit a course description photocopied from a school catalog, or a course syllabus for the course listed.

School Name	Course Number	Course Title	Credit Hours

3. ADVANCED SUPERVISED FIELD PLACEMENT

You are required to complete a supervised field placement which was part of your advanced concentration in direct practice, during which you provided clinical services directly to clients. An official of the school (Dean, Department Chair) which awarded your graduate degree must provide a letter on university letterhead verifying:

1. that the supervised field placement was completed during the master's or doctorate program; and
2. the setting in which you provided clinical services directly to clients.

School Name	Course Number	Advanced Supervised Field Placement Course Title	Field Placement Dates: From-To (MM/DD/YYYY)
			to

Submit worksheet with your application.

Board of Clinical Social Work, Marriage and Family Therapy, and Mental Health Counseling



MARRIAGE AND FAMILY THERAPY EDUCATION WORKSHEET FOR INTERN

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Name: _____

If you graduated from a program accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE), check the box verifying your degree. You will not be required to verify your coursework.

I graduated from a COAMFTE accredited program.

If you graduated from a counseling program accredited by the Council for Accreditation of Counseling and Related Education Programs (CACREP), complete the coursework information below.

1. COURSEWORK VERIFICATION

You must indicate the graduate level course(s) you completed that satisfy the educational requirement in the content areas listed. Course numbers and titles should be listed as they appear on your official transcripts. If the course title on your transcript does not clearly identify the content of the coursework, a course description or syllabus may be required.

Each of the following content areas must have a minimum of three semester hours or four quarter hours in graduate level coursework.

Content Area	School Name	Course Number	Course Title	Credit Hours
<i>Dynamics of Marriage and Family Systems</i>	1.			
	2.			
<i>Marriage Therapy and Counseling Theory and Techniques</i>	1.			
	2.			
<i>Family Therapy and Counseling Theory and Techniques</i>	1.			
	2.			
<i>Individual Human Development Theories Throughout the Life Cycle</i>	1.			
	2.			
<i>Personality Theory or General Counseling Theory and Techniques</i>	1.			
	2.			
<i>Psychopathology</i>	1.			
	2.			
<i>Human Sexuality Theory and Counseling Techniques</i>	1.			
	2.			
<i>Psychosocial Theory</i>	1.			
	2.			
<i>Substance Abuse Theory and Counseling Techniques</i>	1.			
	2.			

Board of Clinical Social Work, Marriage and Family Therapy,
and Mental Health Counseling



MARRIAGE AND FAMILY THERAPY
EDUCATION WORKSHEET FOR INTERN

Page 2 of 2

Name: _____

The following courses must be a minimum of one graduate-level course of three semester hours or four quarter hours.

Content Area	School Name	Course Number	Course Title	Credit Hours
<i>Legal, Ethical, Professional Standards Issues in the Practice of Marriage & Family Therapy</i>				
<i>Diagnosis, Appraisal, Assessment, and Testing for Individual or Interpersonal Disorder or Dysfunction</i>				
<i>Behavioral Research (Course must focus on the interpretation and application of research data as it applies to clinical practice)</i>				

Submit worksheet with your application.

Board of Clinical Social Work, Marriage and Family Therapy, and Mental Health Counseling

MENTAL HEALTH COUNSELING EDUCATION WORKSHEET FOR INTERN

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Name: _____

If the program you graduated from was not accredited by the Council for Accreditation of Counseling and Related Education Programs (CACREP) **or** if the program you graduated from was a CACREP accredited program that was not mental health counseling, then **sections 1, 2, and 3 apply to you.** (There are CACREP accredited programs in community counseling; marital, couple, and family counseling; and school counseling, for example.) If you graduated from a CACREP **clinical mental health counseling/mental health counseling program**, then **only section 4** applies to you.

1. GENERAL INFORMATION

Your overall degree program must be a minimum of 60 semester hours or 80 quarter hours. Within the degree program, you will be required to complete three semester hours or four quarter hours of individualized graduate level coursework at an accredited educational institution in each of the content areas listed below. Course numbers and titles should be listed as they appear on your official transcripts. **If the course title on your transcript does not clearly identify the content of the coursework, a course description or syllabus will be required.**

2. COURSEWORK VERIFICATION

You must indicate below the graduate level course you completed that satisfies the education requirement in the specific content area. You must have a **minimum of three semester hours or four quarter hours** to satisfy each content area. To qualify for mental health counseling intern registration, you must have completed a **minimum of seven** of the required course content areas below, one of which must be a course in psychopathology or abnormal psychology. Refer to Section 491.005(4).

Content Area	School Name	Course Number	Course Title	Credit Hours
<i>Counseling Theories and Practice</i>				
<i>Human Growth and Development</i>				
<i>Diagnosis and Treatment of Psychopathology</i>				
<i>Human Sexuality</i>				
<i>Group Theories and Practice</i>				
<i>Individual Evaluation and Assessment</i>				
<i>Career and Lifestyle Assessment</i>				
<i>Research and Program Evaluation</i>				
<i>Social and Cultural Foundations</i>				
<i>Substance Abuse</i>				
<i>Legal, Ethical & Professional Standards</i>				

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MENTAL HEALTH COUNSELING EDUCATION WORKSHEET FOR INTERN

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3. UNIVERSITY-SPONSORED SUPERVISED CLINICAL PRACTICUM, INTERNSHIP OR FIELD EXPERIENCE

You must complete **at least** 700 hours of university-sponsored supervised clinical practicum, internship, or field experience that includes at least 280 hours of direct clinical services as required in the accrediting standards of CACREP for mental health counseling programs.

If you completed **fewer** than 700 practicum/internship hours in your master's program, this requirement may be met outside the university setting by completing supervised practice experience that meets the CACREP standards below and is under the supervision of a qualified supervisor or equivalent.

Document non-university experience on the Graduate-Level Practicum, Internship, or Field Experience Verification Form for Mental Health Counseling found at <https://floridasmmentalhealthprofessions.gov/forms/mhc-graduate-practicum-form.pdf>. You **cannot** begin your post-master's supervision experience until you meet the 700 hours of practicum/internship requirement. The accrediting standards of CACREP for these hours are:

- At least 280 of these hours must be in direct service with actual clients that contributes to the development of counseling skills, including experience leading groups.
- An average of one hour per week of individual and/or triadic supervision.
- The opportunity to become familiar with a variety of professional activities and resources in addition to direct service (e.g., record keeping, assessment instruments, supervision, referral, staff meetings, etc.).
- The opportunity to develop program-appropriate audio/video recordings for use in supervision or to receive live supervision of the applicant's interactions with clients.
- Evaluation of counseling performance throughout the practicum/internship, including a formal evaluation after the completion of the practicum/internship hours.

An official of the school (Dean, Department Chair) which awarded your graduate degree must provide a letter **on university letterhead** verifying that the supervised practicum/internship was completed in accordance with CACREP standards. **The practicum letter should also include the following:**

- a. Course Title(s) of Practicum/Internship/Field Experience
- b. Course Number(s)
- c. School or Site Where Experience was Completed
- d. Dates of Practicum/Internship or Field Experience
- e. Total Number of Clock Hours Completed
- f. Total Number of Direct Client Service Hours Completed

4. GRADUATE OF A CACREP MENTAL HEALTH COUNSELING PROGRAM

If you graduated from a **mental health counseling program** accredited by CACREP, your overall degree program must be a minimum of 60 semester hours or 80 quarter hours, including a course in human sexuality and a course in substance abuse.

Indicate below the graduate level course you completed that satisfies the two specific content areas.

You must have a minimum of three semester hours or four quarter hours in each content area.

Content Area	School Name	Course Number	Course Title	Credit Hours
Human Sexuality				
Substance Abuse				

Submit worksheet with your application.