

Certified E-Therapist Training Verification Form

Requirement: CET applicants must complete and document a minimum of **20 hours of training as follows:**

1. Professional Ethics in E-Therapy: 4 hours
2. Clinical Principles/Treatment Modalities in E-Therapy: 4 hours
3. Legal and Jurisdictional Implications of E-Therapy: 2 hours
4. Electives (any domain): 10 hours

All training must have been completed with the last 10 years.

How to Document: The applicant completes the Training Verification Forms, attaches copies of eligible training documentation in the same order as listed on the form and uploads (for electronic, on-line application) or mails hard-copy, original forms to the FCB office.

Training documentation must provide the following information:

- Applicant's Name
- Title of course/training/educational event*
- Event sponsor/provider
- Delivery date(s)
- Number of Contact/Clock Hours

**If the event title does not clearly identify the instructional content, please attach an official description of the event, such as an agenda or syllabus.*

In the absence of complete documentation, contact the training provider and request they provide you with the additional information on their official letterhead: you may submit these letters as supporting documentation of successful completion of training requirements.

If you use college coursework for training credit, you must provide documentation for each entry as follows: (1) Make a photo copy of your transcript, number each course you are using to meet training requirement(s), print out the course description as published by the educational institution, write the number corresponding to the course on your transcript and the course name on the course description. Place this document in the appropriate order as is appears on this form.

How to Calculate Content-specific Training Hours:

College coursework is credited at the rate of 45-clock hours per 3 semester hour course. Partial credit may be calculated for topics covered in the overall course. For example, a course on treatment planning may include partial credit for "documentation" training.

Partial-day, Full-day and Multi-day training events are credited for instructional time only. Breaks are deducted from the total hours claimed. If the total credit hours are not listed on the certificate, attach a copy of the training agenda.

Conferences are credited for break-out session and plenary sessions only. Breaks are deducted from the total hours claimed. Please attach a copy of the conference program to your application.

TRAINING TOPICS BY DOMAIN

DOMAIN	TOPICS
Professional Ethics in E-Therapy: 4 hours	<ul style="list-style-type: none"> • Professional Preparation • Sorting Quality Information from Available Information from the Web • Text-Based Communication Skills • Time Management Procedures and Professional Boundaries • Benefits and Risks of Distance-Based Service Delivery
Clinical Principles/Treatment Modalities in E-Therapy: 4 hours	<ul style="list-style-type: none"> • Assessing Client Appropriateness for E-Therapy • Conducting Distance-Based Screenings and Assessments • Establishing Online or Distance Based Client/Counselor Relationships • Conducting Therapy with Individuals You Have Not Met • Using E-mail, Individual Chat, Group Chat or Video-Conferencing to Deliver Treatment Services • Helping Clients Use Technology to Build a Support Network • Suicide Prevention and Crisis Intervention in a Virtual Environment • Referral and/or Coordination of Services
Legal and Jurisdictional Implications of E-Therapy: 2 hours	<ul style="list-style-type: none"> • Informed Consent • Confidentiality • Securing the Virtual Environment and Client Electronic Data • Jurisdictional Issues in E-Therapy
Electives: 10 hours	<ul style="list-style-type: none"> • In any of the above CET domains

Certified E-Therapist Training Verification Form (1 of 4)

Training Topic: Professional Ethics in E-Therapy

Training Requirement: Minimum of 4 hours of training in topics directly related to Professional Ethics in E-Therapy.

Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only
↓ <i>Training Report and Documentation Example</i> ↓					
<i>HIPAA 101</i>	<i>Florida Department of Health</i>	<i>4-16-13</i>	<i>4</i>	<i>Certificate of Completion</i>	
↑ <i>Training Report and Documentation Example</i> ↑					
Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only

Certified E-Therapist Training Verification Form (2 of 4)

Training Topic: Clinical Principles/Treatment Modalities in E-Therapy

Training Requirement: Minimum of 4 hours of training in topics directly related to Clinical Principles/Treatment Modalities in E-Therapy.

Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only
↓ <i>Training Report and Documentation Example</i> ↓					
<i>HIPAA 101</i>	<i>Florida Department of Health</i>	<i>4-16-13</i>	<i>4</i>	<i>Certificate of Completion</i>	
↑ <i>Training Report and Documentation Example</i> ↑					
Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only

**Certified E-Therapist
Training Verification Form (3 of 4)**

Training Topic: Legal & Jurisdictional Implications of E-Therapy

Training Requirement: Minimum of 2 hours of training in topics directly related to Legal & Jurisdictional Implications of E-Therapy.

Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only
↓ Training Report and Documentation Example ↓					
<i>HIPAA 101</i>	<i>Florida Department of Health</i>	<i>4-16-13</i>	<i>4</i>	<i>Certificate of Completion</i>	
↑ Training Report and Documentation Example ↑					
Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only

**Certified E-Therapist
Training Verification Form (4 of 4)**

Training Topic: Electives

Training Requirement: Minimum of 10 hours of training in topics directly related to CET performance domains.

Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only
↓ <i>Training Report and Documentation Example</i> ↓					
<i>HIPAA 101</i>	<i>Florida Department of Health</i>	<i>4-16-13</i>	<i>4</i>	<i>Certificate of Completion</i>	
↑ <i>Training Report and Documentation Example</i> ↑					
Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only