



Certified Behavioral Health Case Manager (CBHCM) Provisional/Upgrade APPLICATION PATHWAY Requirements and Application Process

The FCB is pleased to offer the Certified Behavioral Health Case Manager Provisional (CBHCM-P) credential.

A behavioral health case manager is someone who provides direct behavioral health case management services to adults or children with serious mental health conditions, substance use disorders, and/or those whose involvement in the child welfare system requires behavioral health case management services.

Those with the CBHCM credential have completed specified training, supervised work, supervision, professional recommendation, and testing requirements in the following performance domains:

- Engagement and Assessment
- Service Planning and Development
- Coordination, Linkage and Monitoring
- Documentation
- Professional Responsibilities

The CBHCM credential is recognized for billable services by Florida’s State Medicaid Plan and meets the certification requirement in s. 394.4573, Florida Statutes. Please see the Agency for Health Care Administration (AHCA) [Mental Health Targeted Case Management Provider Requirements](#) alert for further information. This document outlines CBHCM standards, requirements, application policies, and procedures. Additional policies can be found on the FCB website and in the FCB Candidate Guides.

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Application Pathways

There are two pathways to apply for the CBHCM credential: the Standard pathway and the Provisional/Upgrade pathway.

Standard: for applicants who have completed all requirements prior to application.

Provisional/Upgrade: For applicants who have completed training and need to fulfill 2,000 hours of supervised experience, a provisional credential is available. This credential is issued after meeting the education, training and testing requirements and is valid for 12 months, providing time to complete the required work experience. Once the 2,000 hours are completed, the applicant may apply to upgrade to a full credential. The upgrade application must include documentation of work experience, on-the-job supervision, and letters of recommendation.

**This document is for applicants completing the
PROVISIONAL/UPGRADE APPLICATION PATHWAY.**

The Application Process

Step 1: Creating and Accessing Your FCB Account

Before applying for the CBHCM-P credential, you must have an FCB online account. You can create or access your FCB account and find the CBHCM-P credential applications on the website flcertificationboard.org.

Step 2: Understanding the Credentialing Process

Part 1: The process of applying for the CBHCM-P credential involves several steps:

Create or Access an FCB Account: You need an FCB account to access the CBHCM-P online application.

Complete an Online Application: Start by filling out the online application to provide initial information about yourself; note that this does not constitute the complete application.

Upload Supporting Documents: Attach all required documents to your application.

Download and Distribute Required Forms: Obtain necessary forms from the FCB website and distribute them to the appropriate individuals who must complete and submit them on your behalf.

Monitor Your Email and FCB Account: Regularly check for emails from your assigned Certification Specialist and for automatically generated system emails. Log in to your FCB account frequently and respond promptly to any inquiries or required actions to move your application process forward.

After your account, online application, and supporting documents are approved by FCB, you will be eligible to take the BHCM examination. Upon passing the exam, FCB will issue your CBHCM-P credential.

Part 2: The process of applying to upgrade the CBHCM-P to the CBHCM credential involves several steps:

Access an FCB Account: You need an FCB account to access the CBHCM-P Upgrade online application.

Complete an Online Application: Start by filling out the online application to provide initial information about yourself; note that this does not constitute the complete application.

Download and Distribute Required Forms: Obtain necessary forms from the FCB website and distribute them to the appropriate individuals who must complete and submit them on your behalf.

Monitor Your Email and FCB Account: Regularly check for emails from your assigned Certification Specialist and for automatically generated system emails. Log in to your FCB account frequently and respond promptly to any inquiries or required actions to move your application process forward.

After your account, online application, and supporting documents are approved, the FCB will issue your CBHCM credential.

Step 3: Connecting with Your Certification Specialist

After you submit the online application and fee, a Certification Specialist will be assigned to you. This specialist will serve as your primary point of contact throughout the credentialing process.

You should receive an email from your assigned Certification Specialist within 30 business days after your application submission and approval. Email is the primary means of communication; make sure to regularly check your inbox for messages from your Certification Specialist and for automatically generated system emails. These emails will instruct you to log into your account, view updates, and perform any necessary actions.

If you need immediate assistance or prefer to speak directly, you may also call the office to speak with your Certification Specialist.

Timeframes

Certification Specialists will notify applicants of the results of the initial application review within 30 days of receiving a complete, paid application. The time needed to process an application varies based on the current workload and the quality of the supporting documents submitted. Applicants have up to 12 months from the date of application acceptance to obtain their credential, including passing any required exams. If needed, a continuation fee can be paid to extend the processing period by an additional 12 months.

CBHCM PROVISIONAL APPLICATION Requirements

Table 1 outlines the requirements to earn the provisional Certified Behavioral Health Case Manager (CBHCM-P) credential under the provisional-upgrade application pathway. Table 3 describes the supporting documents and submission protocols.

Table 1: CBHCM-P Requirements – Provisional-Upgrade Application

Topic	Certified Behavioral Health Case Manager Provisional (CBHCM-P) Requirements														
Background Screening	Applicants are required to pass a Level 2 employment background screening as specified by section 397.417(4) F.S. The FCB does not perform these background checks; instead, it verifies the applicant’s eligibility to work with the credential’s target population through access to the state’s Background Clearinghouse. The Certification Specialist will guide the applicant on the necessary steps to take.														
Formal Education	Applicants are required to hold a bachelor’s or higher. Eligible degrees are recognized by the Council for Higher Education Accreditation (CHEA). Official college transcripts must be submitted by the educational institute to fulfill the requirement.														
Content Specific Training	<p>Applicants are required to complete and document 50 hours of content-specific training that took place within the five years prior to the application date. However, coursework from a degree does not expire.</p> <table border="1" data-bbox="399 1052 1487 1402"> <thead> <tr> <th data-bbox="399 1052 1260 1115">Training Topic</th> <th data-bbox="1260 1052 1487 1115">Training Hours</th> </tr> </thead> <tbody> <tr> <td data-bbox="399 1115 1260 1163">Engagement and Assessment</td> <td data-bbox="1260 1115 1487 1163">10</td> </tr> <tr> <td data-bbox="399 1163 1260 1211">Service Planning and Development</td> <td data-bbox="1260 1163 1487 1211">8</td> </tr> <tr> <td data-bbox="399 1211 1260 1260">Coordination, Linkage and Monitoring</td> <td data-bbox="1260 1211 1487 1260">12</td> </tr> <tr> <td data-bbox="399 1260 1260 1308">Documentation</td> <td data-bbox="1260 1260 1487 1308">10</td> </tr> <tr> <td data-bbox="399 1308 1260 1356">Professional Responsibilities</td> <td data-bbox="1260 1308 1487 1356">10</td> </tr> <tr> <td data-bbox="399 1356 1260 1402">Total Training Hours</td> <td data-bbox="1260 1356 1487 1402">50</td> </tr> </tbody> </table> <p>Eligible training must be taken within the last 10 years (no time limit on college coursework taken as part of a degree program). FCB Eligible Training Providers are listed online at http://flcertificationboard.org/resources/approved-education-providers/</p>	Training Topic	Training Hours	Engagement and Assessment	10	Service Planning and Development	8	Coordination, Linkage and Monitoring	12	Documentation	10	Professional Responsibilities	10	Total Training Hours	50
Training Topic	Training Hours														
Engagement and Assessment	10														
Service Planning and Development	8														
Coordination, Linkage and Monitoring	12														
Documentation	10														
Professional Responsibilities	10														
Total Training Hours	50														
Exam	Achieve a passing score on a 100-item multiple-choice exam. The exam blueprint, available online, details the performance domains and core competencies for the credential. It specifies the number of questions per domain and further breaks down the number of questions for each competency within those domains. Information on passing scores can also be found online.														
Provisional Credential Award	The provisional credential is awarded upon achieving a passing score on the exam. The provisional period is 12 months, starting on the day the credential is processed in the online system. All work, supervision, and upgrade application requirements are met during the 12-month provisional period.														

CBHCM PROVISIONAL APPLICATION Documents and Submission Protocols

Overview

As a CBHCM-P applicant, you are required to submit documentation for each credential requirement. These supporting materials are critical for verifying your eligibility and must be submitted in accordance with FCB policies.

Required Documentation

The following documentation must be provided as part of your application:

Education

- A copy of your official college transcript.

Training

- Content specific training certificates.

Application Forms

The documents listed above must be submitted **with or on the appropriate FCB forms**, all of which are available on the FCB website. The following forms are **required** for the CBHCM application process:

- CBHCM Training Verification Form**

Each form must be **accurately completed** and accompanied by the relevant documentation. Incomplete or incorrectly submitted forms may delay your application review.

Final Reminders

- All documentation should be uploaded or attached to the appropriate application forms.
- Maintain personal copies of all submitted documents.

Table 2: CBHCM-P Supporting Documents Requirements

Topic	Documentation Requirements
Background Screening	The Certification Specialist will guide the applicant on the necessary steps to take.
Formal Education	Applicants are required to document their formal education in the online application by filling out the necessary data fields. Applicants with foreign degrees may upload their official degree evaluations in this section.

Topic	Documentation Requirements
	Applicants with U.S. degrees must request to have official transcripts submitted directly to the FCB or their assigned certification specialist. Official transcripts submitted by the applicant will not be accepted.
Content-Specific Training	Applicants must document their content-specific training within the online application. They will complete the appropriate training verification form, available online, and upload both the completed form and the training certificates for each event listed on the form to the online application.
Exam	Achieve a passing score on a 100-item multiple-choice exam. The exam blueprint, available online, details the performance domains and core competencies for the credential. It specifies the number of questions per domain and further breaks down the number of questions for each competency within those domains. The passing score is 70%.

CBHCM EXAM Registration, Exam Overview, Scoring, and Retesting

Registration Process

You may register for the CBHCM exam only after the Board has approved all components of your application and supporting documentation. Once approved, you will receive a system-generated email confirming that you are eligible to register for the exam.

Your assigned Certification Specialist will assist you throughout the registration process. They will provide you with two important documents:

- **Exam Confidentiality Agreement**
- **Exam Pre-Registration Form**

After you complete these documents, they will be uploaded to your application record. The Exam Pre-Registration Form will also be sent to the Board's Testing Unit.

Next, you will receive an email from the Testing Unit with instructions on how to complete your exam registration online. You will:

1. Select a test site.
2. Click the provided link to access their testing calendar.
3. Choose your preferred test date and time.
4. Pay the **proctoring fee** (note: this fee is paid directly to the test site via the registration system; the FCB does not collect this fee).

Important:

Bring a valid government-issued photo ID to the test site. Your name on the ID must match exactly with the name used during exam registration. If there is a mismatch, you will be denied entry and will need to reschedule.

- You will **not** be charged a second exam fee.
- However, the **test site may charge another proctoring fee.**

If you need to reschedule your exam, contact the Board at least **three business days** before your scheduled test date. The Board will assist you with the rescheduling process.

Test Preparation

The CBHCM exam assesses the essential knowledge and skills needed to fulfill the core responsibilities of a behavioral health case manager. The exam blueprint outlines the number of questions related to each core competency.

To help you prepare:

- The required **CBHCM training** is designed to teach the foundational knowledge needed to pass the exam.
- The **CBHCM Training Self-Assessment and Test Preparation Guide** offers:
 - Tips for taking online multiple-choice exams

- Study strategies and anxiety management techniques
- A self-study workbook aligned with the CBHCM Exam Blueprint

Additionally, the Board offers a **CBHCM Exam Study Guide**, available for purchase on our website.

Exam Overview

- **Format:** 100 multiple-choice questions
- **Delivery:** Computer-based, at approved statewide testing sites (typically colleges/universities)
- **Fees:**
 - **Exam fee** is paid to the Board
 - **Proctoring fee** (maximum \$35) is paid directly to the test site
- **Question structure:**
 - One correct and two plausible but incorrect answers per item
 - All questions are equally weighted (1 point each)
- **Passing score:** 70%

Scoring and Retesting

- You will see your **unofficial score immediately** after completing the exam.
- **Official scores** are processed weekly and added to your application record.
 - If you **pass**, you'll receive a congratulatory email confirming your CBHCM credential and outlining next steps.
 - If you **do not pass**, you'll receive a **Strengths and Opportunities Report**. This report shows how many questions you answered correctly by:
 - Performance domain
 - Cognitive level (recall, comprehension, analysis) Use this report to guide your study for a retest.

Retesting Guidelines

- Contact your Certification Specialist to schedule a retest.
 - Retests require payment of both the **exam fee** and the **proctoring fee**.
 - There is a **30-day waiting period** between test attempts.
 - You must request a retest **before the 12-month application period expires**. If you do not, your record will be closed, and a continuation fee will be required to reopen it.

CBHCM-P Credential Award

Your CBHCM-P credential is issued for a 12-month period once a passing exam score is recorded.

You will receive an award notification via email, which includes:

- Immediate access to print your wallet card from your FCB account.
- Instructions for verifying your certification online.

A physical wall certificate is not issued until the CBHCM-P Upgrade application is approved.

CBHCM-P UPGRADE APPLICATION Requirements

The CBHCM-P is valid for a 12-month period. Table 3 outlines the requirements to apply for an upgrade from the provisional to the full Certified Behavioral Health Case Manager (CBHCM) credential. Table 4 outlines the supporting documents and submission protocols.

Overview

As a CBHCM-P Upgrade applicant, you are required to have **all documentation submitted by third parties** on your behalf. These supporting materials are critical for verifying your eligibility and must be submitted in accordance with FCB policies.

Required Documentation

Work Experience

- Verification of related work experience in a targeted case management setting.

Supervision

- Verification of on-the-job supervision specific to your case manager responsibilities.

Recommendations

- Letters of recommendation in support of your certification.

Application Forms

The documents listed above must be submitted **with or on the appropriate FCB forms**, all of which are available on the FCB website. The following forms are **required** for the CBHCM-P Upgrade application process:

- CBHCM Work Experience Verification Form**
- CBHCM On-the-Job Supervision Verification Form**
- Recommendation for Certification Form**

Each form must be **accurately completed** and accompanied by the relevant documentation. Incomplete or incorrectly submitted forms may delay your application review.

Third-Party Submission Requirements

Please be aware that the following documents **must not be submitted by the applicant directly**. Instead, they **must be submitted by appropriate third parties** (e.g., supervisors, employers, professional contacts) **directly to the FCB**:

- Verifications of work experience
- Verifications of on-the-job supervision
- Letters of recommendation

The FCB will not accept these documents if they are submitted by the applicant. Ensuring that third parties submit these materials on your behalf is your responsibility.

Final Reminders

- All documentation should be uploaded or attached to the appropriate application forms.
- Verify submission requirements and methods with each third-party contributor early in the process.
- Maintain personal copies of all submitted documents.

Table 3: CBHCM-P Upgrade Requirements – Provisional-Upgrade Application

Topic	CBHCM-P Upgrade Requirements
Related Work Experience	<p>Applicants must complete 2,000 hours of relevant work experience. Eligible CBHCM work experience must document the applicant’s non-clinical responsibility to provide targeted case management services to individuals with substance use disorders or mental health conditions.</p> <p>To qualify, the experience must (1) have occurred within the 10 years preceding the application and (2) be verified by current or former employers.</p> <p>Cross-over Work Experience: only behavioral health case management experience will be credited for the CBHCM credential.</p>
On-the-Job Supervision	<p>Applicants must complete 50 hours of direct supervision. To qualify, the supervision must (1) have occurred within the 10 years prior to the application, (2) not exceed 3 hours per week or 156 hours per year, and (3) be documented by current or former qualified supervisors.</p> <p>Qualified Supervisors are:</p> <ul style="list-style-type: none"> • A physician or physician’s assistant licensed under Chapters 458 or 459, F.S. • A professional Licensed under Chapters 490 or 491, F.S. • An Advanced Registered Nurse Practitioner licensed under Part 1 of Chapter 464, F.S. and meeting the Board of Nursing requirements for an ARNP designation. • A CAP, MCAP or CBHCMS with the Florida Certification Board

Recommendations
for Certification

Applicants must submit three professional letters of recommendation for certification. These recommendations should be (1) written by individuals familiar with the applicant's work history and job performance, (2) completed using an FCB recommendation form, and (3) sent directly to the FCB on the applicant's behalf. Eligible recommenders must know the applicant in a professional capacity and should not be subordinates, relatives, or anyone else who might have a conflict of interest.

CBHCM-P UPGRADE APPLICATION Documents and Submission Protocols

Applicants DO NOT submit any documents to the FCB in support of their application to upgrade to the CBHCM credential. All mandatory forms and supporting documentation are submitted to the FCB by third parties on the applicant's behalf. The necessary documents include:

1. Verification of related work experience – documented on the CBHCM Work Experience Verification Form
2. Verification of direct supervision – documented on the CBHCM On-the-Job Supervision Verification Form
3. Recommendation for Certification Form – documented on the Recommendation for Certification Form

All forms are posted online.

It's important to note that the FCB will not accept verifications of work experience, on-the-job supervision, or letters of recommendation if submitted by the applicant themselves. These must be provided by appropriate third parties directly to the FCB.

Table 4: CBHCM-P Upgrade Application – Supporting Documents Requirements

Topic	Documentation Requirements
Related Work Experience	Applicants are required to enter details of their work experience in the online application. They must provide their employers with the CBHCM Work Experience Verification Form, which is available online. Employers are then responsible for completing this form and submitting it to the FCB on the applicant's behalf, along with an attached position description for the role they are verifying.
On-the-Job Supervision	Applicants must record details about their direct supervision and supervisors in the online application. They should provide their supervisors with the CBHCM On-the-Job Supervision Verification Form, available online, to be filled out and submitted directly to the FCB on the applicant's behalf.
Recommendations	Applicants must list individuals who will provide recommendations for certification in the online application. They should give each reference an FCB Recommendation for Certification form, available online, to complete and submit directly to the FCB on the applicant's behalf.

CBHCM Award, Maintenance, and Renewal Requirements

The CBHCM credential is awarded when all requirements are approved in the certification database. To maintain certification, you must meet the maintenance and renewal requirements detailed in Table 3.

Table 5: Credential Award, Maintenance, and Renewal Requirements

Topic	Minimum Requirement
CBHCM-P (Provisional) Credential Award	<p>The CBHCM-P credential is issued for a 12-month period. All CBHCM-P upgrade application requirements are due before the provisional credential expires.</p> <p>A provisional credential is not eligible to renew. If extenuating circumstances exist, contact the FCB to discuss the possibility of a provisional extension for cause.</p>
CBHCM Credential Award	<p>The CBHCM credential is issued for a two-year period. Since credentials are issued throughout the year, the initial expiration date may be slightly more or less than a full two years from the issue date. After the first renewal, the credential will expire biennially on March 31st.</p>
Ethical Conduct	<p>Uphold the FCB Code of Ethical and Professional Conduct and comply with reporting, investigation, and disciplinary procedures.</p>
Continuing Education	<p>Twenty hours (20) of continuing education are required each renewal (10 hours per year) and must be submitted to the FCB during the renewal period. The training must be relevant to at least one of the CBHCM performance domains. CE credits or hours must be non-repetitive, meaning the same course cannot be counted more than once during each credentialing period, even if it is taken annually.</p>
Renewal	<p>Timely renewal requires submitting an online renewal application, paying the renewal fee, and confirming compliance with continuing education requirements. The credential expires biennially on March 31. A 30-day grace period is allowed for late payments, but any renewal submitted in April must include CE documentation. Credentials not renewed by May 1 will be placed in inactive status. To reactivate or reinstate an inactive credential, applicants must contact the FCB directly.</p>

CBHCM-P and Upgrade Application Process Checklist

Account & CBHCM-P Application

- Create an online FCB account.
- Create an online CBHCM-P application.

Documentation

- Identify the highest level of education you have completed and request an official copy of college transcript.
- Upload completed Training Verification Form(s) and supporting documentation to demonstrate compliance with the content-specific training requirements.

Fee Payment

- Pay the non-refundable application fee. This is the final step in the online application process. Applications that remain unpaid for 30 days will be automatically deleted, requiring the applicant to start the process over. The application will enter the work queue once the online payment is completed.

Monitor Email

- Within 30 days, you will receive an email from your assigned Certification Specialist with the status of your application, indicating whether the requirements are approved, pending, or denied.
- Continue to monitor your email for updates and information from your Certification Specialist. Applicants have 12 months to resolve any deficiencies and pass the exam.

Examination

- Receive approval to register for the examination.
- Follow exam pre-registration and registration procedures (directions are given after application approval).
- Take the examination.

CBHCM Upgrade Application

- Access your online account.
- Create an online CBHCM -P Upgrade application.

Documentation

- Identify current and/or past employers who will verify your work experience. Download the CBHCM Work Experience Verification Form, provide it to each employer, and have them complete and submit it to the FCB on your behalf.
- Identify current and/or past supervisors who will verify your direct supervision. Download the CBHCM Supervision Verification Form, provide it to each supervisor, and have them complete and submit it to the FCB on your behalf.

- Identify individuals who will submit a letter of recommendation in support of your CBHCM certification application. Download the Recommendation for Certification Form, provide it to each reference, and have them complete and submit it to the FCB on your behalf.

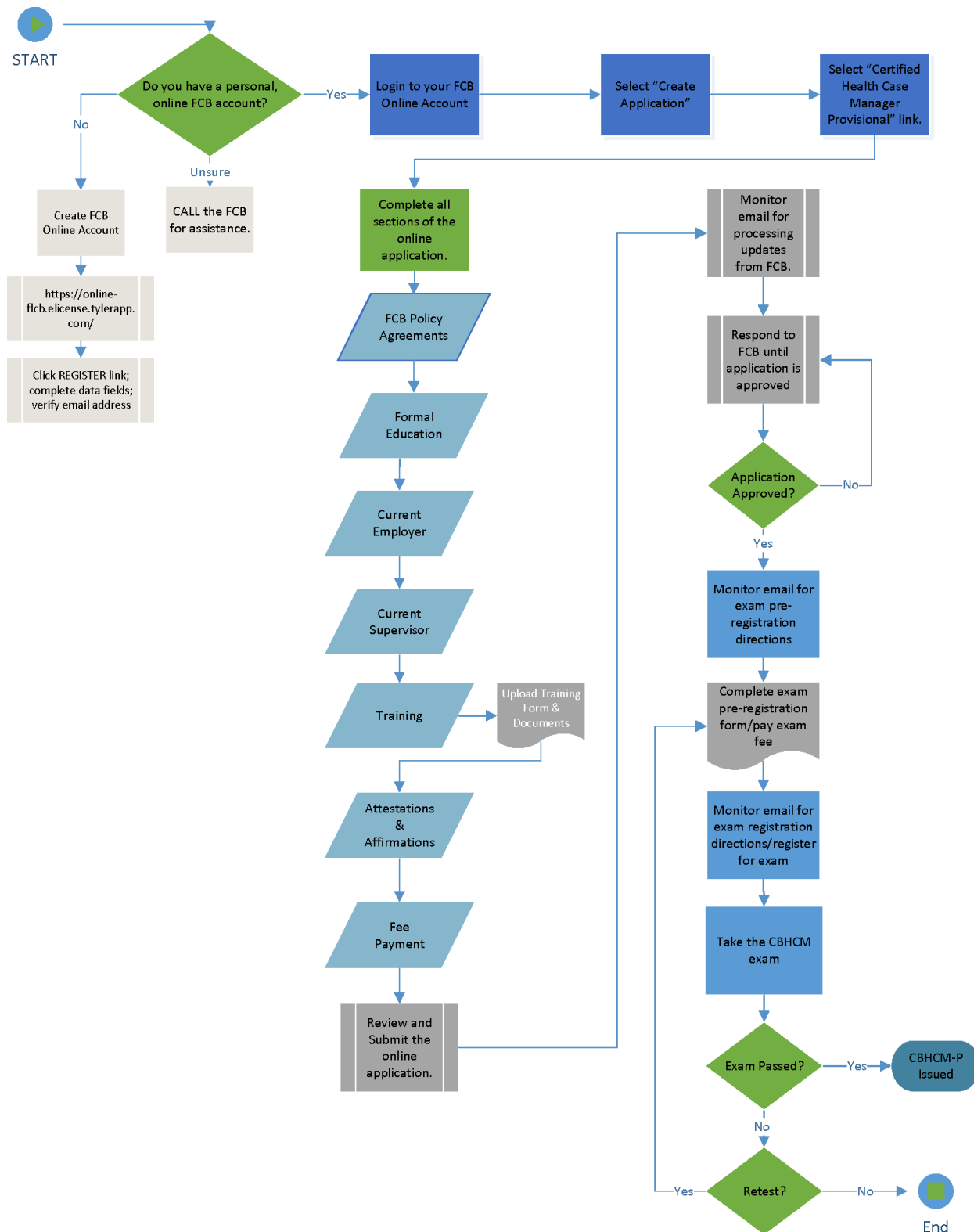
Fee Payment

- Pay the non-refundable application fee. This is the final step in the online application process. Applications that remain unpaid for 30 days will be automatically deleted, requiring the applicant to start the process over. The application will enter the work queue once the online payment is completed.

Monitor Email

- Within 30 days, you will receive an email from your assigned Certification Specialist with the status of your application, indicating whether the requirements are approved, pending, or denied.
- Continue to monitor your email for updates and information from your Certification Specialist. Applicants must resolve any deficiencies and meet upgrade requirements before the provisional credential expires.

CBHCM Provisional (CBHCM-P) Application Flowchart



CBHCM-P Upgrade Application Flowchart

