



Certified Behavioral Health Technician (CBHT) Credential Application & Examination Requirements

Introduction

The Certified Behavioral Health Technician (CBHT) certification offered by the FCB is an entry-level credential for person's who assist primary counselors and therapeutic staff by providing clinical support services to adults and children who are receiving substance abuse or mental health services in residential programs, in-patient settings or community-based programs.

This document provides details about the scope of the CBHT credential, as well as the education, training, and work experiences required to take the CBHT exam. It also provides information about the exam process and the credential award itself. **Please carefully review this document BEFORE applying for certification.**

Certified Behavioral Health Technician (CBHT) Credential

The **Certified Behavioral Health Technician (CBHT)** is an entry-level credential requiring a minimum of a high school diploma or General Equivalence Degree, training, work experience, and on-the-job supervision that reflect the CBHT performance domains and core competencies specified by the FCB.

The CBHT performance domains are:

- Clinical Competence
- Maintaining Client and Personal Safety
- Documentation and Patient Confidentiality
- Ethical and Professional Responsibilities

Applicant Eligibility and Fees

Eligibility & Fees: CBHT applicants must have the formal education, training, and entry-level practice work experience and supervision established for certification by the FCB. In general, qualified applicants must have: (1) a high school diploma or General Equivalency Degree, (2) 30 hours of content specific training, (3) 1,000 hours of direct experience providing CBHT-level services, (4) 24 hours of documented on-the-job supervision, and (5) three (3) professional letters of recommendation. Applicants who can provide documentation of these qualifications will be approved to sit for the CBHT exam, and will be awarded the CBHT credential after earning a passing score on the CBHT exam.

Fee Type	Fee Amount	Notes
Application Fee	\$100	One-time fee. If CBHT credential is not earned within 12 months of application, a 12-month extension can be obtained with an extension fee
Exam Fee	\$65	Fee is due with each exam attempt
Proctoring Fee	\$35	Fee is due with each exam attempt
Annual Renewal Fee	\$75	Fee is due every 12 months, on or before the CBHT expiration date
Application Extension Fee	\$100	Fee is assessed for each 12-month application extension request

Application, Exam, and Certification Processes

Earning an FCB credential is a multi-step process that enables the FCB to validate the eligibility of applicants before allowing them to register for any certification exam. In general, applicants first complete an electronic application (e-application), then, after the FCB approves the application, applicants register and sit for the exam and, when the exam is passed, receive the credential. All steps occur online from the FCB website at www.flcertificationobard.org.



E-application: The first step is to apply for the CBHT, which requires:

- ☐ an online account
- ☐ an electronic application
- ☐ an application fee payment
- ☐ supporting documents submitted by the applicant
- ☐ supporting documents submitted directly to the FCB by others on your behalf



Examination: The second step is to register for the CBHT exam, which requires:

- ☐ official approval from the FCB to register for the exam (sent via email)
- ☐ an electronic exam confidentiality agreement, testing month request, and exam fee payment
- ☐ an electronic exam registration & proctor fee payment



Certification: The CBHT credential is issued within seven (7) business days of passing the exam. Applicants who do not pass the exam will receive directions about how to re-test.

Application and Exam Timelines

Applicants have a maximum of 12 months to earn the CBHT credential, starting from the date the FCB receives their electronic application and certification fee. Within this time, the application must be approved and the exam must be passed. Applicants who do not pass the exam may re-take it within this same 12-month period. After that, applicants can obtain a 12-month extension by paying a fee equal to the original application fee.

It is important to understand the sequence and steps of the certification process, as well as the individuals who will be involved.

The length of time it takes for an application to be processed depends on the timeliness and quality of the documents submitted in support of the CBHT application. The persons involved in the processing of an application are the applicant, the individuals providing documentation and recommendations for the applicant, and the FCB Certification Specialist, who processes the application, supporting documents, and examination requirements, and issues the CBHT credential.

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Topic	Requirement	Applicant Actions and/or Notes
Account, Electronic Application, and Application Fee	Personal FCB account \$100 payment	Applicants open an FCB account, create an e-application for certification, and pay the \$100 application fee. <u>NOTE:</u> Applicants are assigned a dedicated Certification Specialist who processes their application, supporting documents, and examination requirements, and issues the CBHT credential. This process must be completed within a 12-month period starting from the date the application fee was paid.
Formal Education	High School Diploma or General Equivalency Degree.	Applicants enter information about the highest level of formal education they have completed. Applicants upload a copy of their diploma, degree or transcript for the highest level or formal education completed into their electronic application. <u>NOTE:</u> Eligible degrees are those issued by educational institutions holding Federal Department of Education and/or Council on Higher Education Accreditation (CHEA) at the time the degree was awarded.
Content-Specific Training	Applicants must complete 30 hours of training, as allocated across the following CBHT domains: <ul style="list-style-type: none">Clinical Competence: 8 hoursMaintaining Client and Personal Safety: 4 hours	Applicants enter information about their content-specific training and upload supporting documentation into their electronic application.

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Sample/recommended training topics within each domain are listed at the end of this document.	<ul style="list-style-type: none"> Documentation and Patient Confidentiality: 4 hours Ethical and Professional Responsibility: 4 hours Electives: 10 hours 	<p><u>NOTES:</u> Eligible training occurred in the 10 years prior to application and was offered by an FCB-recognized training provider.</p> <p>Recognized training providers are listed online on the FCB website at www.flcertificationboard.org.</p> <p>There is no time limit on college coursework claimed for training credit, as long as the course was taken as part of the applicant's degree program.</p>
On-the-Job Supervision	<p>24 hours of on-the-job supervision, delivered and documented by an FCB-approved qualified supervisor.</p> <ul style="list-style-type: none"> At least 4 hours of supervision must be documented in each CBHT performance domain. The remaining 8 hours of supervision must be allocated across any CBHT performance domain. Administrative supervision is not eligible for certification purposes. 	<p>Applicants download the <i>CBHT Supervision Verification Form</i> and send it to current and/or former qualified supervisors to complete and return directly to the FCB.</p> <p><u>NOTES:</u> Eligible supervision occurred in the 5 years prior to application and was conducted by a qualified supervisor. Qualified supervisors are a physician or physician's assistant licensed under Chapters 458 or 459, Florida Statutes; a professional licensed under Chapters 490 or 491, Florida Statutes, an Advanced Practice Registered Nurse (APRN) licensed under Part 1 of Chapter 464, Florida Statutes, a Masters-level Certified Addiction Professional (MCAP), a Certified Addiction Professional (CAP), or an individual in a supervisory position who holds a minimum of a Bachelor's degree in any field.</p> <p>Eligible supervision includes individual, one-on-one supervision and/or observation of skills OR group supervision/case staffings.</p> <p>Eligible supervision meets the FCB benchmark for reasonable supervision at the rate of 3 hours per week/no more than 156 hours per year.</p> <p>Supervision hours submitted by the applicant are not eligible for application purposes.</p>
Related Work Experience	1,000 hours of work experience providing behavioral health technician supervision	Applicants download the <i>CBHT Work Experience Verification Form</i> and send it to

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	and support to people receiving residential or non-residential behavioral health services in a State-licensed or approved facility for behavioral health services in Florida or another state.	<p>current and/or former employers to complete and return directly to the FCB.</p> <p><u>NOTES:</u> Eligible work experience occurred in the 5 years prior to application, is supported by an official position description, and demonstrates that the applicant had primary responsibility for providing behavioral health technician services in a State-licensed or approved facility for behavioral health services in Florida or another state.</p> <p>Work experience submitted by the applicant is not eligible for application purposes.</p>
Recommendation for Certification	Three (3) professional letters of recommendation for certification.	<p>Applicants download the <i>CBHT Recommendation for Certification Form</i> and send it to three (3) recommenders to complete and return directly to the FCB.</p> <p>Recommendations submitted by the applicant are not eligible for application purposes.</p>
Exam Pre-Registration and Pay Exam Fee	Agreement to follow exam confidentiality policies, identify the requested testing month, and pay the exam fee.	<p>Applicants receive an automatic email from the FCB when their application is approved in the system. Applicants then login to their account and complete the Exam Pre-Registration activities and pay the exam fee of \$65 (per exam attempt).</p> <p><u>NOTE:</u> APPLICANTS SHOULD NOT PAY THE EXAM FEE WITHOUT COMPLETING THE EXAM PRE-REGISTRATION STEPS. The next step will happen ONLY after the exam pre-registration is processed and the exam fee is paid.</p>
Complete Exam Registration and Pay Proctoring Fee	Completion of the exam registration process by selecting a test site, date, and time and paying the proctoring fee. The fee is \$35 and is paid directly to the test site when completing the exam registration.	Applicants watch for an email from the FCB with EXAM INSTRUCTIONS in the subject line. Applicants click on the link in this email to complete the exam registration process.
Exam	A passing score on the 100-item multiple-choice CBHT exam.	Applicants arrive at their selected exam site and follow proctor directions to take the exam. The exam software will provide an unofficial score at the end of the exam; the score cannot be printed. An official score will

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		be provided by the FCB within seven (7) days of the exam date.
Retest	Decision whether to request a re-test after failing the exam.	<p>Applicants who fail the exam may decide whether to take the exam again.</p> <p>NOTE: Applicants may re-test every 30 calendar days if they wish. Information about re-testing directions and fees can be obtained from their Certification Specialist.</p>
The CBHT credential is awarded when the applicant receives a passing score on the exam.		

Credentialing Checklist

- ☐ Online account opened
- ☐ Electronic application for certification created
 - Formal education documentation uploaded into electronic application
 - Content Specific Training documentation uploaded into electronic application
 - CBHT *Work Experience Verification Form* downloaded and provided to employers to submit to the FCB
 - CBHT *Supervision Verification Form* downloaded and provided to employers to submit to the FCB
 - CBHT *Recommendation for Certification Form* downloaded and provided to references to submit to the FCB
- ☐ Application fee paid
- ☐ Exam pre-registration information submitted online
- ☐ Exam fee paid
- ☐ Exam registration completed online (select exam site, date, time, and pay proctor fee)
- ☐ Exam taken
- ☐ Re-test requested, if desired

Once you earn your CBHT, you should keep certain responsibilities in mind. CBHT credential holders are expected to ...

- ☐ Comply with CBHT continuing education requirements
- ☐ Follow the FCB Code of Ethical and Professional Conduct
- ☐ Renew the CBHT prior to expiration

Credential Award, Maintenance, and Renewal

The CBHT credential is awarded within seven (7) business days after applicants pass the CBHT exam. Generally, the CBHT credential is issued for a one-year period. Because credentials renew on June 30th of the renewal year—versus one year from the date of award—the first expiration date will be pro-rated as described in the table below. After the first renewal, the credential will be issued for a one-year period, expiring on June 30th of each year.

Two-Year Credentials – October Renewal		
Issue Date	First Expiration Date	Ongoing Expiration Date
July 1 st – March 31 st	June 30 th of the year following the current renewal period	June 30 th every year
April 1 st – June 30 th	June 30 th two years following the current renewal period	June 30 th every year

After earning the CBHT credential, certificate holders must complete at least 10 continuing education (CE) credits every 12 months, with 10 CE units due each renewal period.

An electronic renewal application must be completed. The electronic renewal application includes a personal attestation that continuing education hours have been met and documentation is available in case of audit. The FCB will conduct an audit of CE credits the quarter after the renewal period closes to verify the certificate holder's compliance with requirements. The FCB does not dictate CE content; credential holders are expected to ensure that their training is directly linked to one or more of the CBHT competencies.

CBHTs are subject to the FCB Code of Ethical and Professional Conduct. The FCB accepts and investigates allegations of misconduct by all FCB-certified professionals. Failure to follow the FCB Code of Ethical and Professional Conduct may result in disciplinary action.