



# Certified Mental Health Professional – Requirements

The FCB is pleased to offer the Certified Mental Health Professional (CMHP) credential. CMHP’s are educated, trained, and experienced providers who work directly with people with mental health conditions. A CMHP is an unlicensed practitioner qualified to provide direct counseling and related services in community mental health centers and related inpatient or outpatient settings.

The CMHP requires a minimum of a bachelor’s degree in a related field and demonstrated competency through training, experience, and supervision in the following performance domains:

- Assessment
- Person Centered Service/Recovery Planning
- Counseling
- Service Coordination
- Ethical and Professional Responsibilities

Individuals holding the CMHP credential have met all FCB administrative requirements and all credential specific standards and eligibility requirements that have been established for the credential. Applicants complete training, supervised work, and examination requirements. All requirements are approved before taking the exam and the credential is issued when the exam is passed. To maintain the credential, Certified Mental Health Professionals complete 20 hours of annual continuing education and renew the CMHP on an annual basis. The following table (Table 1) presents a brief overview of the specific requirements necessary to achieve the CMHP.

**Table 1 Requirements for Certified Mental Health Professionals**

Requirement	Certified Mental Health Professional (CMHP)
Hold a Bachelor’s degree in a related field	Yes
Complete training requirements	Yes
Complete related work experience requirements	Yes
Complete direct supervision requirements	Yes
Apply for the CMHP	Yes
Pass the CMHP competency exam	
<i>The CMHP is issued after earning a passing score on the exam.</i>	
<i>After credential award, CMHPs must:</i>	
Follow the FCB Code of Ethical and Professional Conduct	Yes
Complete annual continuing education (20 hours)	Yes
Renew the credential biennially	Yes

This document provides the Certified Mental Health Professional (CMHP) standards, requirements and application policies and procedures. Additional policies are in the FCB Candidate Guides:

- Candidate Guide: Application Process
- Candidate Guide: Examination Process Credential Award
- Candidate Guide: Maintenance and Renewal Process

Disclaimer: A CMHP is a designation of advanced competency in mental health services; it does not allow for independent practice. All CMHP’s must work for a licensed treatment agency or community mental health center.

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### STEP 1: CREATING AND ACCESSING YOUR FCB ACCOUNT

You must have an FCB online account before you can begin to apply for the CMHP credential. You can create or access your FCB account and find the applications for the CMHP credential online at [flcertificationboard.org](http://flcertificationboard.org).

### STEP 2: UNDERSTANDING THE CREDENTIALING PROCESS

The process of applying for the CMHP credential has several parts, which requires you to:

- have an FCB account to access the CMHP online applications.
- create an CMHP online application. The online application tells us information about you; it is not the complete application.
- upload supporting documents required for your application.
- download required forms from the FCB website and send them to others to submit on your behalf.
- monitor your email for automatically generated system emails, login to your FCB account, and take action to resolve questions and/or proceed through the application process.

You will take the CMHP examination after your account, electronic application, and supporting documents have been approved by the FCB. Once you earn a passing score, the FCB will issue your CMHP credential.

### STEP 3: CONNECTING WITH YOUR CERTIFICATION SPECIALIST

After submitting the online application and accompanying fee, you will be assigned a Certification Specialist, who will be your point of contact and assist you through the credentialing process as needed.

You can expect to be contacted by your assigned Certification Specialist within 30 business days of submitting your application and receiving approval to go forward. The primary means of communication with your Certification Specialist is email; monitor your email for messages from (1) your Certification Specialist and (2) automatic system generated emails as the application is processed. The system emails direct you to login to your account, view the update, and take necessary action.

You may also call the office to speak directly to your Certification Specialist.

## CMHP REQUIREMENTS

The requirements for the Certified Mental Health Professional (CMHP) are provided in Table 1: CMHP Requirements.

Please note that applicants are approved to register for the examination after the CMHP application and supporting documents have been approved by the FCB. Once a passing score is earned, the FCB will issue the CMHP credential. For additional information, please see Table 3: Credential Award and Maintenance Requirements.

**Table 2: CMHP Requirements**

TOPIC	CERTIFIED MENTAL HEALTH PROFESSIONAL (CMHP) REQUIREMENTS
<b>Background Screening</b>	<p>FCB policy requires all applicants to pass a Level 2 Background Screening that is conducted through the Department of Children and Families OR verification from the applicant’s employer that they have passed a legislatively mandated criminal background check and are eligible to work with the target population.</p>
<b>Formal Education</b>	<p>Applicants must hold a minimum of a bachelor’s degree or higher in a related field. Related fields are divided into two categories: Tier 1 and Tier 2 degrees. Training, experience, and supervision requirements vary, depending on the applicant’s degree tier.</p> <p><b><u>Tier 1 Degrees:</u></b></p> <ul style="list-style-type: none"> <li>• Counseling</li> <li>• Psychology</li> <li>• Social Work</li> <li>• Behavioral Health</li> </ul> <p><b><u>Tier 2 Degrees:</u></b></p> <ul style="list-style-type: none"> <li>• Child Development</li> <li>• Criminal Justice</li> <li>• Education</li> <li>• Child and Family Studies/Services</li> <li>• Guidance Counseling</li> <li>• Health Education/Health Sciences</li> <li>• Human Services</li> <li>• Nursing</li> <li>• Pharmacy/Pharmaceutical Sciences</li> <li>• Public Health/Community Health</li> <li>• Specialized Therapy (art, music, dance, equine, etc.)</li> <li>• Sociology</li> <li>• Vocational/Occupational Counseling-Rehabilitation-Therapy</li> </ul> <p>Eligible degrees are issued by educational institutions holding United States Department of Education and/or the Council on Higher Education Accreditation (CHEA) recognized accreditation at the time of degree award. An official transcript must be submitted to the FCB by the degree-granting institution.</p>

TOPIC	CERTIFIED MENTAL HEALTH PROFESSIONAL (CMHP) REQUIREMENTS
<p><b>Content Specific Training</b></p>	<p>Applicants must complete and document content specific training. Hours and topics vary based on degree tier.</p> <p><b>Tier 1 Degrees: 150 hours of training, allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Understanding Mental Health Conditions - Treatment Knowledge = 80 hours; with 24 on trauma, suicide, and crisis intervention. (6 hrs each)</li> <li>• Application to Practice - Professional Readiness = 25 hours; 8 on psychopharmacology.</li> <li>• Documentation = 15 hours</li> <li>• Recovery-oriented Systems of Care/Person-Centered Counseling= 15 hours</li> <li>• Case Management/Care Coordination = 15 hours</li> </ul> <p><b>Tier 2 Degrees: 250 hours, as follows:</b></p> <ul style="list-style-type: none"> <li>• Understanding Mental Health Conditions/Treatment Knowledge = 80 hours; with 24 on trauma, suicide, and crisis intervention (6 hours each topic)</li> <li>• Application to Practice/Professional Readiness = 25 hours; with 6 on client-family-community education</li> <li>• Documentation = 15 hours</li> <li>• Recovery-oriented Systems of Care/Person-Centered Counseling = 15 hours</li> <li>• Case Management/Care Coordination = 15 hours</li> <li>• Clinical Evaluation = 25 hours</li> <li>• Treatment Planning = 15 hours</li> <li>• Counseling = 30 hours</li> </ul>
<p><b>Related Work Experience</b></p>	<p>Applicants must complete related work experience requirements. Eligible work experience occurred in the five years prior to application and is documented by current or former employers on the applicant’s behalf. Hours vary based on degree tier, as follows:</p> <p>Tier 1 Degrees: 2,000 hours</p> <p>Tier 2 Degrees: 4,000 hours</p>
<p><b>Direct Supervision</b></p>	<p>Applicants must complete direct supervision requirements. Eligible work experience occurred in the five years prior to application and is documented by current or former supervisors on the applicant’s behalf. Hours vary based on degree tier, as follows:</p> <p>Tier 1 Degrees: 100 hours</p> <p>Tier 2 Degrees: 150 hours</p>
<p><b>Recommendations for Certification</b></p>	<p>3 professional letters of recommendation for certification as a CMHP. Eligible recommendations are provided by people with direct knowledge of the applicant’s work</p>

TOPIC	CERTIFIED MENTAL HEALTH PROFESSIONAL (CMHP) REQUIREMENTS
	history and job performance. Recommendations are provided on a FCB recommendation form and submitted directly to the FCB on the applicant's behalf.
<b>Exam</b>	Applicants are approved to register for the exam when background check, education, training, work experience, supervision, and letters of recommendation are approved by the FCB.
<b>Credential Award</b>	The CMHP credential is issued after passing the exam. Please see Table 3: Credential Award, Maintenance, and Renewal for additional information.

**Table 3: Credential Award, Maintenance, and Renewal Requirements**

TOPIC	MINIMUM REQUIREMENT
<b>Credential Award</b>	The CMHP credential is issued for a one-year period. Credentials are issued year-round, so the first expiration date may be slightly more or less than one full year. After the first renewal, the credential will be renewed on June 30, every year.
<b>Maintenance</b>	Follow the FCB Code of Ethical and Professional Conduct and complete annual continuing education requirements.
<b>Continuing Education</b>	20 hours per year due each renewal period. Training content must be related to at least one of the CMHP performance domains.  CE credits or hours must be non-repetitive (i.e., the same course cannot be claimed more than one time during each credentialed period, even if the course is taken annually).
<b>Renewal</b>	Annual on June 30 <sup>th</sup> of the renewal year.

## APPLICATION DOCUMENTS AND SUBMISSION PROTOCOLS

Applicants must obtain documentation verifying each credential requirement. While some documents are provided directly by the applicant\*, some are submitted directly to the FCB by others on the applicant’s behalf. The required documents include (1) evidence of a Level 2 background check, (2) an official transcript of a related bachelor’s degree or higher, (3) content-specific training certificates, (4) verification of related work experience, (5) verification of direct supervision, and (6) letters of recommendation for certification.

\*You submit documentation for requirement 3 (above) directly to FCB; documentation supporting all other requirements are submitted by others directly to the FCB on your behalf. The FCB will not approve Level 2 background check, related work experience verification, direct supervision verification, or letters of recommendation submitted by the applicant.

**Table 4: Supporting Documents Requirements**

Topic	Requirements
Criminal Background Check	<p>The applicant must document the existence of any criminal background in the online application. This information will be verified by the applicant’s employer or volunteer supervisor, who will attest to the applicant’s eligibility to work with children and youth, as determined by the state of Florida through a Level 2 background check.</p> <p>You can meet this requirement in either of two ways:</p> <ol style="list-style-type: none"> <li>1. Give a Level 2 Verification Form to your employer or volunteer supervisor to complete and submit to the FCB on your behalf.</li> <li>2. Ask your certification specialist to initiate a L2 Background Check and complete the screening process.</li> </ol>
Formal Education	<p>Applicants must document their formal education in the online application by uploading a copy of their college transcript.</p> <p>Applicants must also request an official transcript from the degree issuing institution; official transcripts must be provided directly to the FCB on the applicant’s behalf.</p>
Content-Specific Training	<p>Applicants must have 150 – 250 hours of content specific training.</p> <p>Content specific training is documented by the applicant and uploaded into the online application. Applicants must complete an FCB Content Specific Training form (posted online) and upload training certificate(s) to document each training event entered on the training form.</p> <p>Eligible training was completed within 5 years of application for certification.</p>
Related Work Experience	<p>Applicants must have 2,000 – 4,000 hours of related work experience.</p> <p>Related work experience is documented by the applicant in the online application and is verified by the applicant’s employer who will attest the applicant has met 2,000 hours or 4,000 hours of related work experience (depending on degree tier).</p> <p>Applicants provide an FCB Related Work Experience form (posted online) to employers to complete and submit to the FCB on their behalf.</p> <p>Eligible work experience was completed within 5 years of application for certification.</p>

Topic	Requirements
<b>Direct Supervision</b>	<p>Applicants must have between 100 – 150 hours of direct supervision.</p> <p>Direct supervision is documented by the applicant in the online application and is verified by the applicant’s supervisor who will attest the applicant has met 100 or 150 hours of direct supervision providing mental health services.</p> <p>Applicants provide an FCB Direct Supervision form (posted online) to supervisors to complete and submit to the FCB on their behalf.</p> <p>Eligible supervision was completed within 5 years of application for certification.</p>
<b>Recommendations</b>	<p>Applicants must have three letters of recommendation for certification.</p> <p>Individuals who will submit recommendations for certification are identified by the applicant in the online application.</p> <p>Applicants provide an FCB Recommendation for Certification form (posted online) to references to complete and submit to the FCB on their behalf.</p> <p>Eligible recommendations are sent to the FCB on the applicant’s behalf.</p>



# CERTIFICATION APPLICATION PROCESS CHECKLIST

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## Account

- Create an online FCB account.

## Application

- Create an online CMHP application.

## Documentation

- Identify the highest level of education you completed and upload a copy of your unofficial college transcript.
- Ask your college or university to send an official transcript to the FCB on your behalf.
- Upload completed Training Verification Form(s) and supporting documentation to demonstrate compliance with the content-specific training requirement.
- Identify current and/or past employers who will verify work experience. Download the Related Work Experience Verification Form and give one to each employer to complete and submit to the FCB on your behalf.
- Identify current and/or past supervisors who will verify direct supervision. Download the Direct Supervision Verification Form and give one to each supervisor to complete and submit to the FCB on your behalf.
- Identify individuals who will submit a letter of recommendation for certification in support of your application as a CMHP. Download the Recommendation for Certification Form and give one to each reference to complete and submit to the FCB on your behalf.
- Pay the non-refundable application fee.

## Examination

- Receive approval to register for the examination.
- Pay the examination fee.
- Register for the examination.
- Take the examination.