

DIRECTIONS

This form allows for one employer to document work hours as required for the CMHP credential. Provide a separate form to each employer who will document experience for certification purposes. All information must be TYPED. <u>Handwritten forms will be denied</u>. This is a two-part form.

- Part One is completed by the applicant and provided to the employer.
- Part Two is completed by the employer and provided to FCB by mail, email or fax (see below).

Upon completion, please submit the form and supporting documentation directly to the FCB. *Work Experience Verification Forms* will not be accepted from the applicant.

Mail:	Florida Certification Board	Email:	Certification Specialist's email or
	Attn: Certification Operations		admin_assist@flcertificationboard.org
	1715 South Gadsden Street	Fax:	850-222-6247
	Tallahassee FL 32301	Subject Line:	Work Experience Verification (applicant name)

REQUIREMENT

CMHP Description	An unlicensed practitioner who possesses competence in providing direct services in mental health inpatient and outpatient settings.
Related Work Experience Requirement	 4,000 hours Volunteer experience and non-clinical internships are not eligible for certification purposes. Eligible work experience occurred within the last 5 years.
Supporting Documentation	Attach a position description that directly relates to the core competencies of the credential. Must be on agency letterhead.



All information must be typed. Handwritten forms will be denied.

Part 1: To be completed by the applicant prior to providing to employer for completion.

Applicant Information: Please list the position you held for which you are requesting credit for certification and verification by your employer. Report employment dates in the following format: MM/DD/YYYY to MM/DD/YYYY. Use a separate form for each position/employer documenting work experience.

Applicant Name:						
Employer:						
Employen						
Type of Position:	Full-time	Part-Time				
Position Title:						
Immediate Supervisor:						
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Part 2: To be completed by the employer's personnel officer or designee only.

Section A: Verifier's Contact Information				
Last Name:	First Name:			
Title:	Employer:			
Email Address:	Business Phone:			
Work Address:				
City:	State:			
Zip Code:	County:			

Section B: Experience Attestation

I have read and understand the on-the-job experience requirements for Certified Mental Health Professional (CMHP) certification. The following information can be verified by employment records maintained by the agency. I consent to an audit of such records if requested.

Applicant's Position Description Attached:	Yes	No		Type of Position:	Full-time	Part-time	
Applicant's Employment Dates (use MM/DD/	YYYY forr	nat): F	From:	To:			
Average worker of herve new work was diding related convision.							

Average number of hours per week providing related services:

By my signature, I attest that the above material is true to the best of my knowledge

Verifier's Signature