



Certified Mental Health Professional – Tier 2 Work Experience Verification Form

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. Handwritten forms will be denied. 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
Attn: Certification Operations
1715 South Gadsden Street
Tallahassee FL 32301

Email: Certification Specialist’s email or
admin_assist@flcertificationboard.org
Fax: 850-222-6247
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.

