

Nebraska Application Information by Reciprocity

License/Certification Types in Nebraska

Independent Mental Health Practitioner (LIMHP)
Mental Health Practitioner (LMHP)
Marriage and Family Therapist (CMFT)
Professional Counselor (CPC)
Master Social Worker (CMSW)

To Qualify by Reciprocity, you must:

- Have been in the active and continuous practice of mental health, marriage and family therapy, counseling or social work under a credential in another State, Territory or District of Columbia for at least 1 year **AND**
- Have been actively engaged in the practice under such credential OR in an accepted residency or graduate training program for at least 1 of the 3-years immediately prior to the application for a Nebraska credential.

Additionally you must meet the requirements found at: <http://dhhs.ne.gov/publichealth/pages/crIMHPSWAppReqsMHP.aspx>

Licenses: Nebraska offers 2 types of mental health practice licenses:

- Independent Mental Health Practitioner
- Mental Health Practitioner.

Read the following information carefully to help you decide which license best matches the current license you hold in another state. **Note: the Independent license allows you to diagnose major mental illnesses or disorders.**

1. Independent mental health practice, defined: (1) Independent mental health practice means the provision of treatment, assessment, psychotherapy, counseling, or equivalent activities to individuals, couples, families, or groups for behavioral, cognitive, social, mental, or emotional disorders, including interpersonal or personal situations.

(2) **Independent mental health practice includes diagnosing major mental illness or disorder**, using psychotherapy with individuals suspected of having major mental or emotional disorders, or using psychotherapy to treat the concomitants of organic illness, with or without consultation with a qualified physician or licensed psychologist.

(3) Independent mental health practice does not include the practice of psychology or medicine, prescribing drugs or electroconvulsive therapy, treating physical disease, injury, or deformity, or measuring personality or intelligence for the purpose of diagnosis or treatment planning.

2. Mental health practice, defined: (1) Mental health practice means the provision of treatment, assessment, psychotherapy, counseling, or equivalent activities to individuals, couples, families, or groups for behavioral, cognitive, social, mental, or emotional disorders, including interpersonal or personal situations.

(2) Mental health practice does not include:

- (a) The practice of psychology or medicine;
- (b) Prescribing drugs or electroconvulsive therapy;
- (c) Treating physical disease, injury, or deformity;
- (d) Diagnosing major mental illness or disorder except in consultation with a qualified physician, a psychologist licensed to engage in the practice of psychology as provided in section 38-3111, or a licensed independent mental health practitioner;
- (e) Measuring personality or intelligence for the purpose of diagnosis or treatment planning;
- (f) Using psychotherapy with individuals suspected of having major mental or emotional disorders except in consultation with a qualified physician, a licensed psychologist, or a licensed independent mental health practitioner; or
- (g) Using psychotherapy to treat the concomitants of organic illness except in consultation with a qualified physician or licensed psychologist.

(3) Mental health practice includes the initial assessment of organic mental or emotional disorders for the purpose of referral or consultation.

(4) Nothing in sections 38-2114, 38-2118, and 38-2119 shall be deemed to constitute authorization to engage in activities beyond those described in this section. Persons certified under the Mental Health Practice Act but not licensed under section 38-2122 shall not engage in mental health practice.

Certifications:

Nebraska also offers certifications in social work, professional counseling and marriage and family therapy.

The term "social worker" 'certified professional counselor' and certified marriage and family therapy' is title protected, which means, if you WISH TO USE ANY OF THESE TITLES, you must also obtain the applicable certification(s).

(See attached application).

Use the following checklist to help organize your application.

MHP by Reciprocity Checklist Continued, page 2

Checklist of Required Documents: You must submit:

1. **US Citizenship/Lawful Presence** (must also be at least 19 years old):

U.S. Citizens, a PHOTOCOPY of one of the following:

- Birth certificate (Hospital issued keepsake birth certificates cannot be accepted).
- U.S. Passport (unexpired or expired).
- Certificate of Naturalization.
- Other documents that show U.S. Citizenship.

A Driver's License is NOT acceptable.

NOT a U.S. Citizen, a PHOTOCOPY of one of the following:

- Green Card, otherwise known as a Permanent Resident Card (Form I-551), both front and back of the card;
- Form I-94 (Arrival-Departure Record) **AND** an unexpired foreign passport with a valid unexpired US visa; or
- Employment Authorization Card **AND**
 - An approved deferred action status (DACA);
 - A pending application for asylum in the United States;
 - A pending or approved application for temporary protected status in the United States; or
 - A pending application for adjustment of status to that of an alien lawfully admitted for permanent Residence in the United States or conditional permanent resident status in the United States.

NOTE: Documents (other than those for U.S. Citizenship) are verified by our office through the Department of Homeland Security. This process may take 4-6 weeks.

2. **Examination:** You must submit an **official** copy of your examination scores to this office. To be official they must come directly from the testing agency or another licensure board. The following identifies the examination required based on the degree you hold:

a. Social Work Degree or Equivalent Degree:

Must have passed the Clinical Category of the ASWB examination; pass score is 75.

b. Marriage and Family Therapy Degree or Equivalent Degree:

Must have passed the Association of Marital and Family Therapy Regulatory Boards (AMFTRB) examination; pass score is set at the National Pass Point.

c. Counseling Related Degree:

Must have passed the National Board of Certified Counselor's National Counselor Examination (NBCC/NCE) or the National Clinical Mental Health Counselor Examination (NBCC/NCMHCE); pass score is set at the National Cut Score or an examination determined by the Board as equivalent.

3. **Education:**

Transcript: An official college/university transcript verifying receipt of a masters/doctoral degree which the degree focus is primarily therapeutic mental health. This transcript may be submitted with your application in a sealed envelope or electronically sent by your school/college directly to cindy.L.kelley@nebraska.gov.

Coursework: If you received a masters/doctoral degree **from a program other than those listed below, you must submit a syllabus for each course listed on the application and it must be from the time you completed that course.**

- Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE)
- Council for Accreditation of Counseling and Related Educational Programs (CACREP)
- Council on Social work Education (CSWE)

NOTE: Applicants for the Independent Mental Health Practice license must have completed at least 60 semester hours in a counseling related program (refer to pages 8-11 of the application).

Practicum/Internship: You must submit the affidavit of practicum/internship (page 5 of the application). **This practicum or internship must have been completed as part of your degree program (not as work experience after your degree was issued.**

NOTE: Applicants for the **Independent Mental Health Practice** license must have completed at least 700 clock hours of Practicum and/or Internship as part of his/her master's or doctoral degree program, which included at least 280 hours of direct service with clients.

4. **Conviction Information:** If you have **EVER** had a misdemeanor or felony conviction, you are required to list ALL convictions (regardless of when they occurred) on the application; you are NOT required to list infractions, diversions or dismissals. Misdemeanor and felony convictions can either be processed through traffic or criminal court, so when you check with the county court/district court, you should ask for both traffic and criminal court misdemeanor/felony convictions.

You must submit:

- (a) A copy of the court record;
- (b) Your explanation of the events leading to the conviction (what, when, where, why) and a summary of actions you have taken to address the behaviors/actions related to the conviction;
- (c) If the conviction involved a drug and/or alcohol related offense and drug/alcohol treatment was obtained or required, all evaluations/discharge summaries; and
- (d) If currently on probation, a letter from your probation officer addressing the terms and current status of your probation.

The following provides **SOME** examples of convictions; this is **NOT** an all exclusive list:

<ul style="list-style-type: none"> • MIP • DUI / DWI • Controlled Substance • Open Container • Tobacco Use by Minor • Shoplifting / Theft / Burglary • Unauthorized use of a Financial Transaction • Disturbing the Peace • Assault • Disorderly Conduct / Disorderly House • Reckless Driving 	<ul style="list-style-type: none"> • Driving under Suspension / Revocation • License Vehicle without Liability Insurance • Fail to Appear in Court • False Information or Reporting • Leave the Scene of an Accident • Operator not Carrying License • Unlawful Display of Plates/Renewal tabs • Park Rule Violation / Curfew Violation • Dog at Large / Fail to Vaccinate Animal • Littering / Fireworks • Bad Check
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5. **Other Licensing Information:** Since you hold or have held a credential to provide health or environmentally related services in a state/jurisdiction **other than Nebraska**, you must request that a certification of each credential you hold/held be submitted to our office from the State Licensing Board(s) (even if that credential is no longer current). **You must also provide a copy of the statutes and or regulations regulating your profession in the jurisdiction/state that you are reciprocity from to prove they are equivalent to those required in Nebraska.**
- Disciplinary Action:** If you have had any disciplinary action(s) taken against your credential, you must submit a copy of the disciplinary action(s), including charges and findings.
6. **Fees:** See the application for a listing of fees. **Pay by check or money order (your cancelled check is your proof of receipt). We are unable to accept electronic payments.** Check should be made payable to: Licensure Unit. Please note: payment is processed upon receipt.

Any documents written in a language other than English must be accompanied by a complete translation into the English language. The translation must be an original document and contain the notarized signature of the translator. An individual may not translate his/her own documents.

Application Processing:

You can check the receipt of your application at: <https://www.nebraska.gov/LISSearch/search.cgi>
 If your file shows that the 'status is pending'; this means your application has been received by the Department.

All applications will be processed in date order received.
License/Certification Review: Approximately 2-3 weeks from our receipt of an application.



RECIPROCITY APPLICATION

LICENSED INDEPENDENT and/or MENTAL HEALTH PRACTITIONER and CERTIFICATION as CMFT, CPC, and/or CMSW

You must complete all sections of this application

Check below the type of license/certification that you are requesting:

Licensure:

Fees:

<input type="checkbox"/> Independent Mental Health Practitioner (LIMHP) <input type="checkbox"/> Mental Health Practice License (LMHP)	<p><u>If applying for ONLY 1 license type:</u> \$155 \$38.75 (if applying March-August Even # Year)</p> <p><u>If applying for BOTH license types:</u> \$205 \$63.75 (if applying March-August Even # Year)</p>
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Certifications:

Fees:

<input type="checkbox"/>	Marriage and Family Therapist	If requesting CMFT, you must also be applying for or have a MHP or Independent MHP License in Nebraska)	\$50 \$25 (if applying March-August Even # Year)
<input type="checkbox"/>	Professional Counselor	If requesting CPC, you must also be applying for or have a MHP or Independent MHP license in Nebraska)	\$50 \$25 (if applying March-August Even # Year)
<input type="checkbox"/>	Master Social Worker	If requesting CMSW and will be providing mental health services, must also be applying for or have a MHP or Independent MHP license in Nebraska)	\$50 \$25 (if applying March-August Even # Year)
<input type="checkbox"/>	Master Social Work Certification Only (NOT requesting a MHP or Independent MHP License) If you select this certification and do not request or hold a Nebraska mental health practice license, you cannot provide mental health therapy; you may ONLY provide social work activities. A description of Social work activities can be found at: http://www.sos.ne.gov/rules-and-regs/regsearch/Rules/Health_and_Human_Services_System/Title-172/Chapter-094.pdf		\$125 \$31.25 (if applying March-August Even # Year)

Make fee payable to: Licensure Unit

NOTE: All credentials expire 9/1 of even years

SECTION A – PERSONAL INFORMATION				
1	You must provide your Legal Name below			
	First:	Middle:	Maiden Name:	Last Name:
	List any other names you are or have been known as (AKA):			
2	Mailing Address:	Street/PO/Route:		
	City:	State or Country:	Zip:	
3	Date of Birth (Month/Day/Year):		Place of Birth (City/State or COUNTRY):	

Contact Information: Licensure Unit, 301 Centennial Mall South, P.O. Box 94986, Lincoln, Nebraska 68509-4986
 Telephone: 402-471-4905 / FAX: 402-742-1106 / E-Mail cindy.L.kelley@nebraska.gov

SECTION A CONTINUED – PERSONAL INFORMATION		
4	Phone #: (optional)	Additional Phone #: (optional)
5	E-Mail Address: (Preferred method of correspondence, but optional)	
6	Check the correct box(s) and provide your number:	<input type="checkbox"/> Social Security Number (SSN):
	Providing your SSN is mandatory	<input type="checkbox"/> Alien Registration Number (“A#”):
Neb. Rev. Stat. 38-123 mandates the disclosure of your social security number to DHHS. Although your number is not public information, DHHS may disclose it for child support enforcement purposes and to the Department of Revenue, the Department of Labor and for other Administrative purposes.		

SECTION B - EXAMINATION CATEGORY					
1	Examination Type (Check all that apply)				
	<input type="checkbox"/>	National Board for Certified Counselor Examination (NBCC)	NCE <input type="checkbox"/>	NCMHCE <input type="checkbox"/>	
	<input type="checkbox"/>	Association of Marital and Family Therapy Regulatory Boards (AMFTRB) Examination			
	<input type="checkbox"/>	American Association of State Social Work Boards (AASSWB)	Clinical <input type="checkbox"/>	Advanced <input type="checkbox"/>	Level C <input type="checkbox"/>
	<input type="checkbox"/>	Other Examination, Name:			
2	Date of Examination:				

SECTION C – EDUCATION

YOU MUST SUBMIT *an* official transcript verifying receipt of your master’s or doctorate degree. This transcript may be submitted with your application in a sealed envelope or by your college/university electronically to cindy.L.kelley@nebraska.gov.

Name of College/University:	
Type of Degree Received:	
Date of Degree:	
Degree Major:	

If you received a master’s or doctorate degree from one of the following accredited programs, **Check applicable accreditation:**

- Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE)
- Council for Accreditation of Counseling and Related Educational Programs (CACREP)
- Council on Social work Education (CSWE)

SECTION D – CONVICTION, CREDENTIAL AND PRACTICE INFORMATION

Failure to list any conviction(s) or disciplinary action(s), regardless of when the action occurred, could result in disciplinary action.

CONVICTION INFORMATION: You must list ALL misdemeanor or felony convictions (regardless of when they occurred or whether you previously listed them on a prior application); you are NOT required to list infractions, diversions or dismissals. Misdemeanor and felony convictions can either be processed through traffic or criminal court, so when you check with the county court/district court, you should ask for both traffic and criminal court misdemeanor and felony convictions.

1	Have you EVER been convicted of a misdemeanor or felony?	Type of Crime	Date of Action	Name of Court / Entity Taking Action
	Yes <input type="checkbox"/> No <input type="checkbox"/>			

NOTE: If you have any criminal charges or credential disciplinary actions pending that result in a conviction or credential discipline, you are required to report such action to the Investigative Unit **within 30 days of the conviction or disciplinary action**. Reporting forms can be obtained at: http://dhhs.ne.gov/Pages/reg_investi.aspx or by phone 402-471-0175.

LICENSURE INFORMATION: The following questions relate to a license/certificate/registration that you currently **hold or have held** to provide health or environmental related services in a state/jurisdiction **other** than Nebraska.

2	What state(s) are/were you credentialed in?	What type of credential(s) do you hold or have you held?		
	You must also provide a copy of the statutes and or regulations regulating to your profession in the other jurisdiction/state to prove they are equivalent to those required in Nebraska.			
	Has your credential ever been denied, refused renewal, limited, suspended, revoked or had other disciplinary measures taken against it?	Type of Licensure Action	Date of Action	Name of Entity Taking Action
	Yes <input type="checkbox"/> No <input type="checkbox"/>			
	If you have disciplinary charges pending or if your credential has been revoked, suspended, limited, is on probation or disciplined in any way, please contact the state(s) taking the action and request a copy of the disciplinary action be sent to the Nebraska Licensure Unit.			
3	Have you ever been denied the right to take a licensure examination?	If yes, please explain below.		
	Yes <input type="checkbox"/> No <input type="checkbox"/>			

PRACTICE, RESIDENCY OR GRADUATE PROGRAM: You must have active and continuous practice under a credential in the State, Territory, or District of Columbia, for at least 1-year; AND have been actively engaged in the practice under such credential **OR** in an accepted residency or graduate training program for at least 1 of the 3 years immediately prior to this application.

4	ACTIVE PRACTICE: List below the location, address, and dates actively engaged in the practice of mental health.		
	Facility	Address	Dates

OR

5	RESIDENCY OR GRADUATE PROGRAM: List the name of the facility or graduate program, address, and dates actively engaged in the practice of mental health.		
	Facility or Graduate Program	Address	Dates

SECTION E – PRACTICE OR USE OF A PROTECTED TITLE PRIOR TO BEING CREDENTIALLED BY NEBRASKA

An individual who practices or uses a protected title in Nebraska prior to issuance of a credential is subject to assessment of an Administrative Penalty of \$10 per day up to \$1,000, or other action as provided in the statutes and regulations governing mental health practice.

1	<u>Mental Health Practitioner:</u>	<input type="checkbox"/> No. I have NOT practiced mental health in Nebraska without a credential before submitting this application? <input type="checkbox"/> Yes. I have practiced mental health in Nebraska without a credential before submitting the application?								
2	<u>Social Work, Marriage and Family Therapy, Professional Counseling:</u>	<input type="checkbox"/> No. I have NOT used the title Social Worker, Certified Marriage and Family Therapist or Certified Professional Counselor in Nebraska without a credential before submitting this application? <input type="checkbox"/> Yes. I have used the title Social Worker, Certified Marriage and Family Therapist or Certified Professional Counselor in Nebraska without a credential before submitting this application?								
3	If yes to either question above, what are the actual number of days you practiced mental health or used the title SW, CMFT or CPC in Nebraska without a credential and what is the business name, location and telephone number of the practice:	<table border="1" style="width: 100%;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%;">Number of days:</td> </tr> <tr> <td></td> <td>Name of Business:</td> </tr> <tr> <td></td> <td>City:</td> </tr> <tr> <td></td> <td>Telephone #:</td> </tr> </table>		Number of days:		Name of Business:		City:		Telephone #:
	Number of days:									
	Name of Business:									
	City:									
	Telephone #:									

SECTION F – ATTESTATION

Attestation: For the purpose of complying with Neb. Rev. Stat. §§4-108 through 4-114 and 38-129 (*check ONE of the boxes below*):

I attest that:

I am a citizen of the United States.

OR

I am a qualified alien under the Federal Immigration and Nationality Act.

I am a nonimmigrant lawfully present in the United States.

Check this box if you are **NOT** a citizen of the United States, a nonimmigrant, nor a qualified alien under the Federal Immigration and Nationality Act. You may still be eligible for a credential if you provide a photocopy of your unexpired Employment Authorization Document (EAD) and evidence of meeting section 202(c)(2)(B)(i) through (ix) of the Federal REAL ID Act of 2005.

Application Attestation: I attest that:

1. I have read the application or have had the application read to me; and
2. All statements on this application are true and complete.

Print Name: _____

Signature: _____

Date: _____

**MASTER'S/DOCTORATE PRACTICUM OR
INTERNSHIP VERIFICATION**

This practicum or internship must have been completed as part of your degree program
(Work experience gained after the degree was issued, is not acceptable towards the practicum/internship)

SUPERVISOR INFORMATION:

Name of Supervisor: _____ Credential #: _____

Name of Applicant: _____

The practicum/internship was completed at: _____ (name of business),
in _____ (city) _____ (state).

The applicant completed the following hours:

Total Clock Hours of Direct Client Contact: _____

Total Clock Hours of Face-to-Face Client Contact in a work setting: _____

Supervised Practicum/Internship Requirements:

- **Mental Health Practice Applicants:** Must have completed at least **300 clock** hours of direct client contact of which 150 clock hours must be face-to-face in a work setting, providing mental health services (if completed after 9/1/1995). If completed prior to 9/1/1995 there is no hour requirement.
- **Independent Mental Health Practice Applicants:** Must have completed at least **700 clock** hours of Practicum and/or Internship as part of his/her master's or doctoral degree program, which included at least 280 hours of direct service with clients.

MFT: Check this box if the applicant is also applying for a marriage and family therapy certification:

Marriage and Family Therapy: If the applicant is also applying for certification as a Marriage and Family Therapist, the above named applicant has at least 300 clock hours of supervised direct client contact with individuals, couples and families. Of these 300 hours, no more than 150 hours were with individuals.

ATTESTATION: I state that I am the person completing this form and the statements are true and complete.

I further verify that the applicant has completed a **practicum/internship as part of his/her Master's Degree Program**, including the clock hours listed above, providing mental health services under my supervision.

Date

(Print/type) Name of Supervisor or Internship Director

SIGNATURE OF SUPERVISOR or INTERNSHIP DIRECTOR

SECTION G - MENTAL HEALTH PRACTICE COURSEWORK

COMPLETE THIS COURSEWORK INFORMATION IF YOU ARE REQUESTING A MENTAL HEALTH PRACTICE LICENSE

If your program is accredited by one of the following, you **ARE NOT** required to complete the following coursework information.

- Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE)
- Council for Accreditation of Counseling and Related Educational Programs (CACREP)
- Council on Social work Education (CSWE)

MHP COURSEWORK REVIEW
Non-Accredited Programs

If you received a master's or doctorate degree from a program **OTHER THAN** those listed as accredited:

1. your degree must consist of course work and training which was primarily therapeutic mental health in content
2. your degree must be from an institution of higher education approved by the Council for Higher Education Accreditation (CHEA) or its successor
3. you must submit course descriptions for each course(s) listed below from the time you completed such course; a syllabus is preferred and must be from the time you completed each course

(LIST the name of the course, the course number and the name of the institution in which the course was completed).

PRACTICUM OR INTERNSHIP (must be part of your degree)

Course Definition: (If completed after September 1, 1995, the practicum or internship must include a minimum of 300 clock hours of direct client contact of which 150 clock hours must be face-to-face in a work setting under the supervision of a qualified supervisor – Any artificial situation where a person presents a problem, such as role playing, is not acceptable)

Your supervisor or internship director must submit Page 5 of this application to verify completion of the practicum/internship requirement.

Name of Course	Course Number	College/University

If your **practicum** was completed prior to **September 1, 1995**, there is no hour requirement and Page 5 of this application is not required to be completed or submitted; however, you must still list the practicum/internship above.

Coursework Areas Required by Nebraska

1. THEORIES AND TECHNIQUES OF HUMAN BEHAVIOR INTERVENTION: (6 semester hours or 9-quarter hours)

Course Definition: Courses that cover therapeutic techniques and strategies for human behavioral intervention. This includes major contributions of the biological, behavioral, cognitive, and social sciences relevant to understanding assessment and treatment of the person and his/her environment with emphases on the social systems framework, personality theories and individual development through the life cycle, and their application.

Name of Course(s)	Course Number	College/University

2. PROFESSIONAL ETHICS AND ORIENTATION: (3 semester hours or 4.5-quarter hours)

Course Definition: The application of ethical and legal issues to the practice. Examples are: family law, codes of ethics, boundaries, peer review, record keeping, confidentiality, informed consent, and duty to warn.

Name of Course(s)	Course Number	College/University

3. ASSESSMENT TECHNIQUES REQUIRED FOR MENTAL HEALTH PRACTICE: (3 semester hours or 4.5-quarter hours)

Course Definition: Includes the process of collecting pertinent data about client or client systems and their environment and appraising the data as a basis for making decisions regarding treatment and/or referral. Examples are ability to make a clinical diagnostic impression, knowledge of psychopathology, and assessment of substance abuse and other addictions.

Name of Course(s)	Course Number	College/University

4. HUMAN GROWTH AND DEVELOPMENT: (3 semester hours or 4.5-quarter hours)

Course Definition: The integration of the psychological, sociological and biological approaches within the life cycle. Examples are awareness of culture, gender, or human sexuality at developmental levels, human behavior (normal and abnormal), personality theory, and learning theory.

Name of Course(s)	Course Number	College/University

5. RESEARCH AND EVALUATION: (3 semester hours or 4.5-quarter hours)

Course Definition: Includes such areas as statistics or research design and development of research and demonstration proposals.

Name of Course(s)	Course Number	College/University

Undergraduate Courses

Undergraduate courses can only be considered if the Graduate program accepted an undergraduate course(s) as meeting the above graduate course criteria. The school must submit a notarized letter, on institutional letterhead, from an authorized person, i.e., the Department Chair of the program, stating the undergraduate course(s) was accepted to meet the educational requirement(s) of the master's degree.

For Office Use Only
Date reviewed: _____ by: _____

SECTION H – INDEPENDENT MENTAL HEALTH PRACTICE COURSEWORK or EXPERIENCE

COMPLETE THIS COURSEWORK INFORMATION IF YOU ARE REQUESTING AN INDEPENDENT MENTAL HEALTH PRACTICE LICENSE

If your program is accredited by one of the following, you **ARE NOT** required to complete the following coursework information.

- Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE)
- Council for Accreditation of Counseling and Related Educational Programs (CACREP)
- Council on Social work Education (CSWE)

Non-Accredited Programs: If you graduated with a masters' or doctoral degree from an educational program which was NOT accredited by CACREP, but you believe it is equivalent in didactic content and supervised clinical experience to a program accredited by CACREP, you must complete this eligibility worksheet which sets out the CACREP accreditation standards.

LIMHP COURSEWORK REVIEW – complete if applying by coursework

YOU MUST SUBMIT A COURSE SYLLUBUS FOR EACH COURSE AT THE TIME OF COURSE COMPLETION. This information will be reviewed by the Board of Mental Health Practice for equivalency; such review may take up to 60 days to complete.

Program Hours Required by CACREP:

A minimum of 60 semester hours is required in the following areas. If the master's degree is less than the required hours specified, additional hours can be attained outside of the program to equal the required semester hours – these additional hours must be graduate hours and have a mental health focus.

- Counseling
- Gerontological Counseling
- School Counseling
- Student Affairs

Please list the total # of credits you earned _____

A minimum of 60-semester credit hours or 90-quarter credit hours required of all students in the following areas:

- Mental Health Counseling and Marital
- Couple and Family Counseling/Therapy

(Please list the name of the course, the course number and the name of the institution in which the course was completed).

Coursework Areas Required by CACREP:

Area 1 - PROFESSIONAL IDENTITY - studies that provide an understanding of all of the following aspects of professional functioning:

- a) history and philosophy of the counseling profession, including significant factors and events;
- b) professional roles, functions, and relationships with other human service providers;
- c) technological competence and computer literacy;
- d) professional organizations, primarily ACA, its divisions, branches, and affiliates, including membership benefits, activities, services to members, and current emphases;
- e) professional credentialing, including certification, licensure, and accreditation practices and standards, and the effects of public policy on these issues;
- f) public and private policy processes, including the role of the professional counselor in advocating on behalf of the profession;
- g) advocacy processes needed to address institutional and social barriers that impede access, equity, and success for clients; and
- h) ethical standards of ACA and related entities, and applications of ethical and legal considerations in professional counseling.

Name of Course(s)	Course Number	College/University

Area 2 - SOCIAL AND CULTURAL DIVERSITY - studies that provide an understanding of the cultural context of relationships, issues and trends in a multicultural and diverse society related to such factors as culture, ethnicity, nationality, age, gender, sexual orientation, mental and physical characteristics, education, family values, religious and spiritual values, socioeconomic status and unique characteristics of individuals, couples, families, ethnic groups, and communities including all of the following:

- a) multicultural and pluralistic trends, including characteristics and concerns between and within diverse groups nationally and internationally;
- b) attitudes, beliefs, understandings, and acculturative experiences, including specific experiential learning activities;
- c) individual, couple, family, group, and community strategies for working with diverse populations and ethnic groups;
- d) counselors' roles in social justice, advocacy and conflict resolution, cultural self-awareness, the nature of biases, prejudices, processes of intentional and unintentional oppression and discrimination, and other culturally supported behaviors that are detrimental to the growth of the human spirit, mind, or body;
- e) theories of multicultural counseling, theories of identity development, and multicultural competencies; and
- f) ethical and legal considerations.

<i>Name of Course(s)</i>	Course Number	College/University

Area 3 - HUMAN GROWTH AND DEVELOPMENT - studies that provide an understanding of the nature and needs of individuals at all developmental levels, including all of the following:

- a) theories of individual and family development and transitions across the life-span;
- b) theories of learning and personality development;
- c) human behavior including an understanding of developmental crises, disability, exceptional behavior, addictive behavior, psychopathology, and situational and environmental factors that affect both normal and abnormal behavior;
- d) strategies for facilitating optimum development over the life-span; and
- e) ethical and legal considerations.

<i>Name of Course(s)</i>	Course Number	College/University

Area 4 - CAREER DEVELOPMENT - studies that provide an understanding of career development and related life factors, including all of the following:

- a) career development theories and decision-making models;
- b) career, vocational, educational, occupational and labor market information resources, visual and print media, computer-based career information systems, and other electronic career information systems;
- c) career development program planning, organization, implementation, administration, and evaluation;
- d) interrelationships among and between work, family, and other life roles and factors including the role of diversity and gender in career development;
- e) career and educational planning, placement, follow-up, and evaluation;
- f) assessment instruments and techniques that are relevant to career planning and decision making;
- g) technology-based career development applications and strategies, including computer-assisted career guidance and information systems and appropriate world-wide web sites;
- h) career counseling processes, techniques, and resources, including those applicable to specific populations; and
- i) ethical and legal considerations.

<i>Name of Course(s)</i>	Course Number	College/University

Area 5 - HELPING RELATIONSHIPS - studies that provide an understanding of counseling and consultation processes, including all of the following:

- a) counselor and consultant characteristics and behaviors that influence helping processes including age, gender, and ethnic differences, verbal and nonverbal behaviors and personal characteristics, orientations, and skills;
- b) an understanding of essential interviewing and counseling skills so that the student is able to develop a therapeutic relationship, establish appropriate counseling goals, design intervention strategies, evaluate client outcome, and successfully terminate the counselor-client relationship. Studies will also facilitate student self-awareness so that the counselor-client relationship is therapeutic and the counselor maintains appropriate professional boundaries;
- c) counseling theories that provide the student with a consistent model(s) to conceptualize client presentation and select appropriate counseling interventions. Student experiences should include an examination of the historical development of counseling theories, an exploration of affective, behavioral, and cognitive theories, and an opportunity to apply the theoretical material to case studies. Students will also be exposed to models of counseling that are consistent with current professional research and practice in the field so that they can begin to develop a personal model of counseling;
- d) a systems perspective that provides an understanding of family and other systems theories and major models of family and related interventions. Students will be exposed to a rationale for selecting family and other systems theories as appropriate modalities for family assessment and counseling;
- e) a general framework for understanding and practicing. Student experiences should include an examination of the historical development of consultation, an exploration of the stages of consultation and the major models of consultation, and an opportunity to apply the theoretical material to case presentations. Students will begin to develop a personal model of consultation;
- f) integration of technological strategies and applications within counseling and consultation processes; and ethical and legal considerations.

Name of Course(s)	Course Number	College/University

Area 6 - GROUP WORK - studies that provide both theoretical and experiential understandings of group purpose, development, dynamics, counseling theories, group counseling methods and skills, and other group approaches, including all of the following:

- a) principles of group dynamics, including group process components, developmental stage theories, group members' roles and behaviors, and therapeutic factors of group work;
- b) group leadership styles and approaches, including characteristics of various types of group leaders and leadership styles;
- c) theories of group counseling, including commonalities, distinguishing characteristics, and pertinent research and literature;
- d) group counseling methods, including group counselor orientations and behaviors, appropriate selection criteria and methods, and methods of evaluation of effectiveness;
- e) approaches used for other types of group work, including task groups, psychoeducational groups, and therapy groups;
- f) professional preparation standards for group leaders; and
- g) ethical and legal considerations.

Name of Course(s)	Course Number	College/University

Area 7 - ASSESSMENT - studies that provide an understanding of individual and group approaches to assessment and evaluation, including all of the following:

- a) historical perspectives concerning the nature and meaning of assessment;
- b) basic concepts of standardized and nonstandardized testing and other assessment techniques including norm-referenced and criterion-referenced assessment, environmental assessment, performance assessment, individual and group test and inventory methods, behavioral observations, and computer-managed and computer-assisted methods;
- c) statistical concepts, including scales of measurement, measures of central tendency, indices of variability, shapes and types of distributions, and correlations;
- d) reliability (i.e., theory of measurement error, models of reliability, and the use of reliability information);
- e) validity (i.e., evidence of validity, types of validity, and the relationship between reliability and validity);
- f) age, gender, sexual orientation, ethnicity, language, disability, culture, spirituality, and other factors related to the assessment and evaluation of individuals, groups, and specific populations;
- g) strategies for selecting, administering, and interpreting assessment and evaluation instruments and techniques in counseling;
- h) an understanding of general principles and methods of case conceptualization, assessment, and/or diagnoses of mental and emotional status; and
- i) ethical and legal considerations.

Name of Course(s)	Course Number	College/University

Area 8 - RESEARCH AND PROGRAM EVALUATION - studies that provide an understanding of research methods, statistical analysis, needs assessment, and program evaluation, including all of the following:

- a) the importance of research and opportunities and difficulties in conducting research in the counseling profession,
- b) research methods such as qualitative, quantitative, single-case designs, action research, and outcome-based research;
- c) use of technology and statistical methods in conducting research and program evaluation, assuming basic computer literacy;
- d) principles, models, and applications of needs assessment, program evaluation, and use of findings to effect program modifications;
- e) use of research to improve counseling effectiveness; and
- f) ethical and legal considerations.

Name of Course(s)	Course Number	College/University

Practicum or Internship Required by CACREP: Practicum and internship experiences are required for all students

You must submit evidence of at least a total of 700 hours of practicum/internship clock hours as part of your master's or doctoral degree program, of which at least 280 must be direct client hours. Your supervisor or internship director must submit Attachment 2-A (or similar documentation) to verify fulfillment of the practicum/internship requirement.

Name of Practicum Course(s)	Course Number	College/University

Name of Internship Course(s)		

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SECTION I - MARRIAGE AND FAMILY THERAPY COURSEWORK

COMPLETE THIS COURSEWORK INFORMATION IF YOU ARE REQUESTING CERTIFICATION AS A MARRIAGE AND FAMILY THERAPIST

COAMFTE: If you graduated from a marriage and family therapy program that was approved by COAMFTE you **ARE NOT** required to complete the following coursework information.

MFT COURSEWORK REVIEW

For related MFT programs or NON-COAMFTE programs, list the name of the course, the course number and the name of the institution in which the course was completed. **An official course description must be attached for each course listed.**

1. MARRIAGE AND FAMILY STUDIES (9 semester or 13.5 quarter or a combination of these hours)

Course Definition: Courses in this area should be a fundamental introduction to systems theory. The student should learn to understand family structures and functioning within the social systems framework (including environmental context) and regarding diverse range of presenting issues (i.e. gender, cultural, substance abuse). Topic areas may include: systems theory, family development, family subsystems, blended families, gender issues in families, cultural issues in families, etc.

This area must have a major focus from systems theory orientation and encompass the social systems orientation. Survey or overview courses in which systems in one of several theories covered is not appropriate. Courses in which systems theory is the overarching framework and other theories are studied in relations to systems theory are appropriate.

Course Name	Course #	College/University

2. MARRIAGE AND FAMILY THERAPY (9 semester or 13.5 quarter or a combination of these hours)

Course Definition: Courses in this area should have a major focus on family systems theory and systemic therapeutic interventions. This area is intended to provide a substantive understanding of the major theories of systems change, the applied practices evolving from each theoretical orientation, including diagnosis/assessment of individuals, couples and families. Major theoretical approaches might include: strategic, structural, object relations, cognitive behavioral, intergenerational, and integrative models of therapy with individuals, couples, and families.

Course Name	Course #	College/University

3. HUMAN DEVELOPMENT (9 semester or 13.5 quarter or a combination of these hours)

Course Definition: Courses in this area should provide knowledge of individual personality development and its normal and abnormal manifestations. The student should have relevant course work in human development across the life span, which includes special issues that effect an individual's development (i.e. culture, gender, and human sexuality). Topic areas may include human development, child/adolescent development, psychopathology, personality theory, human sexuality, etc. This material should be integrated with systems concepts. Test and measurement courses are not accepted toward this area.

Course Name	Course #	College/University

4. PROFESSIONAL STUDIES (3 semester or 4.5 quarter or a combination of these hours)

Course Definition: Courses in this area are intended to contribute to the professional development of the therapist. Areas of study should include the therapist's legal responsibilities and liabilities, professional ethics relevant to marriage and family issues, professional values and socialization, and the role of the professional organization, licensure or certification legislation, independent practice and interpersonal cooperation. Religious ethics courses and moral theology courses are not accepted toward this area.

Course Name	Course #	College/University

5. RESEARCH (3 semester or 4.5 quarter or a combination of these hours)

Course Definition: Courses in this area should assist students in understanding and performing research. Topic areas may include research methodology, quantitative methods and statistics. Individual personality and test and measurement courses are not accepted toward this area.

Course Name	Course #	College/University

PRACTICUM (minimum 6 semester hours or 9 quarter hours, 300 hours of supervised direct client contact with individuals, couples and families, and of this 300 hours, no more than 150 hours may be with individuals)

Course Name	Course #	College/University

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SECTION J - PROFESSIONAL COUNSELOR COURSEWORK

COMPLETE THIS COURSEWORK INFORMATION IF YOU ARE REQUESTING A CERTIFICATE AS A PROFESSIONAL COUNSELOR

CACREP: If your program is accredited by **CACREP**, you **ARE NOT** required to complete the following coursework information.

NON-ACCREDITED CACREP PROGRAM: THE FOLLOWING MUST BE COMPLETED BY APPLICANTS APPLYING WITH A MASTER'S DEGREE FROM A NON-CACREP COUNSELING RELATED FIELD OFFERED BY A REGIONALLY ACCREDITED HIGHER EDUCATIONAL INSTITUTION

Please list the name of the course, the course number and the name of the institution in which the course was completed
An official course description must be attached for each course listed.

COURSEWORK REVIEW - NON-ACCREDITED CACREP PROGRAM

COUNSELING THEORY (3 semester hours)		
Course Definition: Includes a study of basic theories principles and techniques of counseling and their application to professional counseling settings.		
Course Name	Course #	College/University
SUPERVISED COUNSELING PRACTICUM		
Course Definition: Mental Health Practice Applicants: Refers to supervised counseling experience in a work/community based setting of at least one semester in duration for a minimum of 3 hours academic credit as part of a master's program component		
Independent Mental Health Practice Applicants: Must have completed at least 700 clock hours of Practicum and/or Internship as part of his/her master's or doctoral degree program, which included at least 280 hours of direct service with clients.		
Course Name	Course #	College/University

ADDITIONAL COURSEWORK REQUIRED:

PROFESSIONAL COUNSELING CERTIFICATION, you must provide evidence of meeting at least 3 semester hours in 5 of the following areas.

1. HUMAN GROWTH AND DEVELOPMENT		
Course Definition: Includes studies that provide a broad understanding of the nature and needs of individuals at all developmental levels. Emphasis is placed on biopsychosocial approaches. Also included are such areas as human behavior (normal and abnormal), personality theory and learning theory		
Course Name	Course #	College/University
2. SOCIAL AND CULTURAL FOUNDATIONS		
Course Definition: Includes studies of change, ethnic groups, subcultures, changing roles of women, sexism, urban and rural societies, population patterns cultural mores, use of leisure time and differing life patterns. Such disciplines as the behavioral sciences, economics and political science are involved.		
Course Name	Course #	College/University

3. HELPING RELATIONSHIP		
Course Definition: Includes philosophic bases of the helping relationship; consultation theory, practice, and application; and an emphasis on development of counselor and client (or consultee) self-awareness.		
Course Name	Course #	College/University
4. GROUP DYNAMICS, PROCESSING AND COUNSELING		
Course Definition: Includes theory and types of groups, as well as descriptions of group practices, methods, dynamics, and facilitative skills. This also includes supervised practice.		
Course Name	Course #	College/University
5. LIFESTYLE AND CAREER DEVELOPMENT		
Course Definition: Includes such areas as vocational choice theory, relationship between career choice and lifestyle, sources of occupational and educational information, approaches to career decision making processes and career exploration techniques.		
Course Name	Course #	College/University
6. APPRAISAL OF INDIVIDUALS		
Course Definition: Includes the development of framework for understanding the individual including methods of data gathering and interpretation, individual and group testing, case study approaches, and the study of individual differences. Ethnic, cultural and sex factors are also considered.		
Course Name	Course #	College/University
7. RESEARCH AND EVALUATION		
Course Definition: Includes such areas as statistics, research design and development of research and demonstration proposals. It includes understanding legislation relating to the development of research, program development and demonstration proposals, as well as the development and evaluation of program objectives		
Course Name	Course #	College/University
8. PROFESSIONAL ORIENTATION		
Course Definition: Includes goals and objectives of professional organizations, codes of ethics legal considerations, standards of preparation, certification, licensing, and role identity of counselors and of other personal services specialists.		
Course Name	Course #	College/University

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