



FLORIDA | Board of Clinical Social Work,  
Marriage & Family Therapy  
and Mental Health Counseling



## FLORIDA | Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

### Graduate Packet MSW Applicants

The Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling is dedicated to ensuring our prospective applicants have the most current information related to licensure. This packet is designed to help those individuals about to graduate or who have recently graduated from a master's program in clinical social work accredited by the Council on Social Work Education (CSWE).

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# FLORIDA | Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

Graduating soon or recently graduated? Congratulations! It is time to apply to become a Registered Clinical Social Worker Intern. Submit your application today using these simple steps!

## 01 Prepare Your Supporting Documents:

- Official Transcript
- Clinical Practicum Letter
- Qualified Supervisor Letter
- Advanced Standing Letter

- Transcripts must be sealed to be official.
- Do not send transcripts prior to graduation. A degree conferred date on transcript is required.
- E-Transcripts: Program sends directly to MQA.491@flhealth.gov.
- By Mail: Board of CSW/MFT/MHC, 4052 Bald Cypress Way Bin C-08, Tallahassee, FL 32399-3258

## 02 Apply Online and Pay \$150.00 Required Fee:

Visit <https://floridasmentalhealthprofessions.gov/licensing/> and choose Registered Clinical Social Worker Intern then click "Apply Online." Applications are not processed until required payment has been received.

Documents You Can Upload to Your Online Application	Documents You Need to Have Sent to the Board Office Directly
<ul style="list-style-type: none"><li>• Qualified Supervisor Letter</li><li>• Clinical Practicum Letter</li><li>• Advanced Standing Letter</li></ul>	<ul style="list-style-type: none"><li>• Official Transcript</li></ul>

## 03 Receive Deficiency Letter or Approval:

You will receive a written review of your application from the Application Processing Team within **30 days** of the date you submitted the application with required payment. This review will be sent to your email if listed on application and mailing address of record.

**Deficiency Letter** – Applicants will receive an application review in the form of a deficiency letter outlining the missing items required. Make sure to submit these missing items as soon as possible. An incomplete application shall expire after 1 year. Incomplete applications will delay licensure.

**Approval Letter:** Applicant will receive application review in the form of a letter of approval including license number and additional information about internship. To expedite your application, make sure to submit a complete application.



# FLORIDA | Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

## LICENSING REQUIREMENTS

To become a registered clinical social work intern in Florida you must have:

- 1. OFFICIAL TRANSCRIPT:** A master's degree in social work from a Council on Social Work Education (CSWE) accredited school of social work. Ensure your program is accredited by visiting <https://cswe.org/>. Transcripts must be sent in the official sealed envelope from the university and include a degree conferred date or they will not be considered official. Transcripts may be sent via email if the program can send official digital transcripts via a secure transcript clearinghouse and the transcript download link is sent directly to [MQA.491@flhealth.gov](mailto:MQA.491@flhealth.gov). All other supporting documents should be mailed to the address listed below:  
  
Department of Health  
Board of CSW/MFT/MHC  
4052 Bald Cypress Way Bin C-08  
Tallahassee, FL 32399-3258
- 2. COURSEWORK:** Completed 24 semester hours or 32 quarter hours in theory of human behavior and practice methods as courses in clinically oriented services, including a minimum of one course in psychopathology. Courses not considered to be clinically oriented are: policy, administration, organization and communities. Complete the Education Worksheet enclosed for clinical social work to determine if you have satisfied the coursework requirements for licensure. **NOTE: You may become a registered intern having met 15 semester or 22 quarter hours of the required coursework. The remaining courses must be met prior to obtaining exam approval and licensure.**
- 3. PRACTICUM:** A supervised field placement that was part of the applicant's master's program, during which the applicant provided clinical services directly to clients. An official of the school (Dean, Department Chair) that awarded your graduate degree must provide a letter on university letterhead verifying that the supervised practicum, internship, or field experience was completed. Please review the specific requirements on the Education Worksheet for clinical social work.
- 4. QUALIFIED SUPERVISOR:** Applicants must obtain a letter from a Board approved qualified supervisor and submit to the Board Office. The letter may be sent by mail or electronic mail. To submit via electronic mail, send to [MQA.491@flhealth.gov](mailto:MQA.491@flhealth.gov). The correspondence must originate from the supervisor, include the supervisor's license number and the applicant's name as it appears on the application, and state that the supervisor has agreed to provide the applicant with supervision while a registered intern. **NOTE: Your registered intern number will not be issued until the Board has received this information.**



# FLORIDA | Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

## HELPFUL INFORMATION ABOUT SUPERVISION

### ***Find A Qualified Supervisor:***

Did you know that you can obtain a list of supervisors in your area at any time 24 hours a day 7 days a week? Simply use the Department's Public Data Portal located on [www.flhealthsource.gov](http://www.flhealthsource.gov) under the Consumer Services dropdown menu to download a current list of Board approved Qualified Supervisors. For detailed instructions, use the Licensure Data Download Guide. Obtain a letter from your selected Qualified Supervisor and send to the Board Office. To submit electronically, simply email your letter to [MQA.491@flhealth.gov](mailto:MQA.491@flhealth.gov).

### ***Before Supervision Begins:***

Verify that your intern registration number has been issued by the Department and that the Board Office has approved your qualified supervisor. Supervision experience will not count towards licensure until the intern registration number has been issued and the Board has approved your supervisor. To verify that your license has been issued, visit [www.flhealthsource.gov](http://www.flhealthsource.gov) and click "Verify a License." You will receive a letter from the Board confirming your qualified supervisor has been approved. Do not begin supervision until your Qualified Supervisor has been approved by the Board Office.

### ***During Supervision:***

Two (2) years of post-master's supervised experience under the supervision of a licensed clinical social worker is required for full licensure.

The supervision experience must have consisted of:

- At least 100 hours of supervision in no less than 100 weeks;
- 1,500 hours of face-to-face psychotherapy with clients; and,
- One (1) hour of supervision every two weeks.

NOTE: Please see Rule 64B4-2.002, F.A.C., for information regarding group supervision and supervision by electronic methods.

### **Need to Change or Add a Qualified Supervisor? Follow the steps below:**

STEP ONE: Obtain a letter from your new or additional Qualified Supervisor and send to the Board Office via email to [MQA.491@flhealth.gov](mailto:MQA.491@flhealth.gov). The correspondence must originate from and be signed by the supervisor, include the supervisor's license number and the applicant's name as it appears on the application, and state that the supervisor has agreed to provide the applicant with supervision while a registered intern.

STEP TWO: Receive letter from the Board Office stating that your supervisor has been approved and note the date of approval. Supervision under the new or additional supervisor will not count until he/she has been approved

***Need to Remove a Qualified Supervisor? Follow the steps below:***

STEP ONE: Ask the supervisor you are removing to complete the Verification of Clinical Experience Form and select “I am no longer providing this intern with supervision.” Please make sure a supervision end date is listed. For a blank form, visit [www.floridasmentalhealthprofessions.gov](http://www.floridasmentalhealthprofessions.gov) and select the Resources tab. The form is available under Forms & Requests.

STEP TWO: Submit a Verification of Clinical Experience Form to the Board Office. The Board will remove your supervisor from your intern file and place a copy of the required form on file for review upon submission of a full licensure application.

***After Supervision:***

Your post-master’s clinical experience hours obtained under supervision must be documented on the Verification of Clinical Experience Form by the qualified supervisor or they will not count towards licensure. This form is not required until the intern is ready to submit his/her full licensure application. Please limit one (1) form per qualified supervisor. For a blank form, visit [www.floridasmentalhealthprofessions.gov](http://www.floridasmentalhealthprofessions.gov) and select the Resources tab. The form is available under Forms & Requests.

NOTE: Registered interns must remain under supervision until fully licensed pursuant to Rule 64B4-3.008, F.A.C.



# FLORIDA | Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

## LICENSING LAWS AND RULES

Know your laws and rules! It is essential that each prospective applicant review the laws and rules which govern the profession. All the current laws and rules can be found online by visiting <https://floridasmentalhealth-professions.gov/resources/>.

### ***Be prepared for full licensure!***

Take an Initial 8-hour Florida Laws and Rules course listed on [www.cebroker.com](http://www.cebroker.com) and you will satisfy your laws and rules requirement for licensure. Simply submit a copy of your certificate of completion to [MQA.491@flhealth.gov](mailto:MQA.491@flhealth.gov) and you've already completed one step of your full licensure application process.

### **Florida Statutes:**

Chapter 491: 491, Clinical, Counseling, and Psychotherapy Services  
Chapter 456: Health Professions and Occupations: General Provisions  
Chapter 120: Administrative Procedure Act  
Chapter 39: Proceedings Related to Children  
Chapter 90: Evidence Code  
Chapter 394: Mental Health  
Chapter 397: Substance Abuse Services  
Chapter 415: Adult Protective Services

### **Florida Administrative Code (F.A.C.) Rules:**

Chapter 64B4: Board of Clinical Social Work, Marriage & Family Therapy & Mental Health Counseling  
Chapter 64B25-28: Certified Master Social Workers



# FLORIDA | Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

## BOARD CONTACTS

### Customer Contact Center

Monday – Friday  
8:00 a.m. to 6:00 p.m. ET  
(850) 488-0595  
FAX: 850-413-6892

### Board Office

8:00 a.m. to 5:00 p.m. ET  
(850) 245-4292

### Mailing Address:

Department of Health  
Board of Mental Health Professions  
4052 Bald Cypress Way  
Bin C-08  
Tallahassee, FL 32399-3258

### Applications and Fees ONLY:

Department of Health  
Board of Mental Health Professions  
P.O. Box 6330  
Tallahassee, FL 32314-6330



# FLORIDA | Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

## EXAM INFORMATION

To become a Licensed Clinical Social Worker, you will need to successfully pass the national **clinical level** examination developed by the Association of Social Work Boards (ASWB).

**Board Approval Required Prior to Scheduling Exam? Yes.** You can request exam approval by sending an email to [MQA.491@flhealth.gov](mailto:MQA.491@flhealth.gov) with your intern license number. If the letter you receive from us after you applied for your registered intern license gave you that approval; you do not need to call our office.

Step 1 – Receive exam approval from the Board Office. This will be included on your approval letter at the time you receive your intern license if you have satisfied all education requirements for full licensure.

Step 2 – Register by phone or at the ASWB website at [www.aswb.org](http://www.aswb.org) for the clinical level of the ASWB National Social Work Exam. The exam is offered Monday through Saturday by individual appointment computer-based format worldwide. For a location near you, go to the ASWB website and click on Test Sites. A sample test booklet and online practice exam are available for purchase from ASWB at 800/225-6880. The ASWB website includes an outline of the clinical level exam content, exam site list, and a candidate handbook.

### ASWB Contact Information

Website: [www.aswb.org](http://www.aswb.org)

Phone: (888) 579-3926

Email: [info@aswb.org](mailto:info@aswb.org)



## **DEPARTMENT OF HEALTH**

### **Board of Clinical Social Work, Marriage and Family Therapy and Mental Health Counseling**

### **Intern Registration Application and Instructions**

Department of Health  
Florida Board of CSW/MFT/MHC  
4052 Bald Cypress Way, C-08  
Tallahassee, FL 32399-3258  
Telephone: (850) 245-4474

[www.floridasmentalhealthprofessions.gov](http://www.floridasmentalhealthprofessions.gov)

Email: [MQA.491@flhealth.gov](mailto:MQA.491@flhealth.gov)

# **INTERN REGISTRATION APPLICATION INSTRUCTIONS**

## **COMPLETING THE APPLICATION FOR INTERN REGISTRATION [5 PAGES]**

### **Section I – Applicant Profile Data:**

- List your legal name as it should appear on your license.
- Your mailing address is used whenever you are sent documents, renewals, licenses, etc. from the Department of Health. When you become a registered intern, your name, license number and

**STEP 1** practice location address will be shown on our Internet License Verification.

- If you do not want your mailing address on the website, fill in the “practice location address” on the Intern Registration Application as you want it to appear on the website. If you only provide one address, it will be used for both the mailing address and the practice location address. Please note that the practice location address must be a street address.
- Answer the question concerning name change(s).
- Indicate the registration category for which you are applying by checking one box. If you wish to apply for more than one category, you must submit a separate application, application fee, and supporting documents.
- Check appropriate box or fill in requested information on remainder of Section I.

### **Section II - Post-Secondary Education Background:**

- List the degree(s) you hold, beginning at the master’s level. Identify your program of study at the college or university where you received this degree. Include the month, day, and year in which the degree was received. List any schools where you completed additional graduate or post-graduate coursework.

### **Section III - Qualified Supervisor(s):**

- List the qualified supervisor(s) who will be providing individual and/or group supervision, their license title, Florida license number, and the year they received their license. You may attach additional sheets, if necessary.
- Each supervisor you list must provide our office with written correspondence. This correspondence must state that the supervisor has agreed to provide you with supervision while you are a registered intern. The correspondence may be faxed or e-mailed, but it must originate from the supervisor.  
**Your file will not be complete until we have received this documentation.**

### **Section IV - Applicant History – General:**

- If you answer “yes”, you must provide complete details and certified copies of court records/dispositions.

### **Section V - Applicant History – Professional:**

- If you answer “yes” to any question in this section, you must provide complete details. A “yes” answer does not mean the application will be denied, however, failure to provide the correct information may result in licensure denial.

### **Section VI – Applicant History Pursuant to Section 456.0635, Florida Statutes:**

- **IMPORTANT NOTICE:** Applicants for licensure, certification or registration and candidates for examination may be excluded from licensure, certification or registration if their felony conviction falls into certain timeframes as established in Section 456.0635(2), Florida Statutes.

## **Section VII - Certification:**

- Your signature is required. By signing you are attesting that you have provided true and correct information on the application and supporting documents, as well as having read the laws and rules.

## **Section VIII – Social Security Number:** Your social security number is required.

## **Section IX – Applicant History – Health:**

- The Board reviews each applicant's history to determine that the applicant is able to practice the profession with reasonable skill or competence. If you answer "YES" to any of the questions in this section, you must submit a current mental health status report from a licensed mental health professional, wherein this professional practitioner opines that you are able to practice with reasonable skill and safety to patients or clients.
- The report should include: a description and summary of the diagnosis, onset, course of treatment, medications, inpatient treatments, outpatient treatments, group settings, factors which have triggered setbacks, compliance with treatment, prognosis, and recommendations for continued treatment.

### **EDUCATION WORKSHEET: CSW, MFT OR MHC**

- Locate the worksheet for the profession for which you are applying: CSW **or** MFT **or** MHC. Write your name at the top and complete the form.
- STEP 2**
- The education worksheet must be filled out completely in order for the Board to determine if your education meets the requirements of Chapter 491, F.S. All coursework listed on this worksheet must be supported by official transcripts and course descriptions.

### **PRACTICUM/INTERNSHIP/FIELD PLACEMENT VERIFICATION**

- STEP 3**
- Contact your university and request that an official of the university submit a letter, on university letter head, that verifies you completed at least one supervised clinical practicum, internship, or field experience which meets the requirements outlined in the corresponding law for your profession. This letter may be mailed to the board office by the university. If the letter accompanies your application, it must be in a sealed envelope bearing the signature of the official across the flap.
  - The practicum, internship, or field experience requirement is part of the educational requirements for your profession. This requirement must be met for your education to be certified complete.
  - The education worksheet for your profession includes the practicum/internship/field placement requirement. Read the appropriate definition for your profession in the statute section listed below:

CSW: 491.005(1)(b)2.a., F.S. and s. 491.005(2)(b), F.S.

MFT 491.005(3)(b)1.d., F.S.

MHC 491.005(4)(b)1.c., F.S.

- STEP 4**
- You may access the Florida Statutes through our website at <http://floridasmmentalhealthprofessions.gov> and click on "Resources".

### **TRANSCRIPTS**

- You must request an official transcript from the regionally accredited institution(s) from which you received your degree or have taken coursework. These transcripts must be sent directly to the board office from the registrar's office of the institution or they will not be considered official. You may submit your official transcript with your application, but only if the official transcript is in a sealed envelope with a school official's signature across the flap.
- If the course title on your transcript does not clearly identify the content of the coursework, a course description or syllabus will be required.

- **FOREIGN EDUCATION for CSW Intern Applicants**  
If you received your social work degree from a program outside the U.S. or Canada, documentation must be received that it was determined to have been a program equivalent to programs approved by the Council on Social Work Education by the Foreign Equivalency Determination Service of the Council on Social Work Education.
- **FOREIGN EDUCATION for MFT and MHC Intern Applicants**  
For the Board to consider education completed outside the U.S. or Canada, documentation must be received which verifies the institution at which the education was completed was equivalent to a regionally accredited U.S. institution and the coursework met the content and credit hour requirement for graduate level coursework in the U.S. It is the applicant's responsibility to obtain an evaluation from a recognized foreign equivalency determination service that documents the acceptability of the coursework. The board office must receive an original evaluation mailed directly from the educational evaluation service.
- **DOCUMENTS IN A FOREIGN LANGUAGE** – A certified translator who is not related to the applicant must translate any document in a foreign language into ENGLISH.

**MAKE COPIES OF ALL DOCUMENTS THEN MAIL THE ORIGINALS TO THE BOARD OFFICE**

**STEP 5 MAILING THE INFORMATION AND REQUIRED FEE OF \$150.00**

- Make your cashier's check or money order payable to the Department of Health and securely attach to the application.
- You may pay by credit or debit card if you submit your application online at [www.flhealthsource.com](http://www.flhealthsource.com) and click on "Apply for a License".
- Mail the intern registration application and nonrefundable application fee of \$150.00 to:

BOARD OF CSW, MFT, MHC  
P O Box 6330  
TALLAHASSEE, FL 32314-6330

- Any additional documentation that you mail, or others mail on your behalf, should be sent to the address shown below. Any variation or abbreviation of this address may cause a delay in processing. If information is mailed from a source other than the applicant, the applicant's full name must appear on the correspondence or documentation.

BOARD OF CSW, MFT, MHC  
4052 BALD CYPRESS WAY, BIN #C08  
TALLAHASSEE, FL 32399-3258

**DEPARTMENT OF HEALTH**

**Board of Clinical Social Work  
Marriage and Family Therapy  
& Mental Health Counseling**

**Intern  
Registration  
Application**

<b>Section I APPLICANT PROFILE DATA</b> (TYPE OR PRINT NEATLY IN BLACK INK)			
Name	Last	First	Middle
Mailing Address	Street Address or P.O. Box		Apt. No.
	City	State	Zip
*Practice Location Address	Street Address Required		Apt. No.
	City	State	Zip
			Date of birth: ____/____/____
Have you ever changed your name through marriage or through action of a court, or have you ever been known by any other name? <input type="checkbox"/> YES <input type="checkbox"/> NO   If "YES" list name(s)			<b>REGISTRATION CATEGORY - CHECK ONE:</b> <input type="checkbox"/> CLINICAL SOCIAL WORKER Intern (5207) <input type="checkbox"/> MARRIAGE & FAMILY THERAPIST Intern (5208) <input type="checkbox"/> MENTAL HEALTH COUNSELOR Intern (5209)
Primary Telephone: area code (       )		Business Telephone: area code (       )	
E-Mail Address (Optional. Will be public record if provided.):			May we send correspondence through e-mail? <input type="checkbox"/> YES <input type="checkbox"/> NO
			Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Equal Opportunity Data:</b> We are required to ask that you furnish the following information as part of your voluntary compliance with Section 2, Uniform Guidelines on Employee Selection Procedure (1978) 43 FR 38296 (August 25, 1978). This information is gathered for statistical and reporting purposes only and does not in any way affect your candidacy for licensure.			
SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female   U.S. Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No   RACE: <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian/Pacific <input type="checkbox"/> Hispanic <input type="checkbox"/> Other			
<b>SECTION II POST-SECONDARY EDUCATION BACKGROUND</b>			
DEGREE (If Applicable)	MAJOR	COLLEGE OR UNIVERSITY	DEGREE CONFERRED DATE
			/   /
			/   /
			/   /
<b>For clinical social work applicants only. Were you an advanced standing student?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			

DO NOT WRITE IN THIS SPACE  
FOR OFFICE USE ONLY

APPLICANT NAME \_\_\_\_\_

### SECTION III QUALIFIED SUPERVISOR(S)

*NAME	LICENSE TITLE	FLORIDA LICENSE NO.	YEAR

You must provide our office with written correspondence from each supervisor you list. The correspondence must state that the supervisor has agreed to provide you with supervision while you are a registered intern.

### SECTION IV APPLICANT HISTORY – GENERAL

Have you ever been convicted of, or entered a plea of guilty, nolo contendere, or no contest to a crime in any jurisdiction other than a minor traffic offense? You must include all misdemeanors and felonies, even if adjudication was withheld by the court so that you would not have a record or conviction. Driving under the influence or driving while impaired is not a minor traffic offense for purposes of this question.

☐ YES ☐ NO

**If you answered "Yes" to the question above you are required to send the following items:**

- ☐ **Self Explanation** describing in detail the circumstances surrounding each offense; including dates, city and state, charges and final results.
- ☐ **Final Dispositions and Arrest Records** for all offenses. The Clerk of the Court in the arresting jurisdiction will provide you with these documents. Unavailability of these documents must come in the form of a letter from the Clerk of the Court.
- ☐ **Completion of Sentence Documents.** You may obtain documents from the Department of Corrections. The report must include the start date, end date and that the conditions were met.

### SECTION V APPLICANT HISTORY - PROFESSIONAL

A. Have you ever been denied a psychotherapy or counseling-related license or the renewal thereof in any state? ☐ YES ☐ NO

B. Have you ever been denied the right to take a psychotherapy or counseling-related licensure examination? ☐ YES ☐ NO

C. Have you ever had a license to practice any profession revoked, suspended, or otherwise acted against in a disciplinary proceeding in any state? ☐ YES ☐ NO

D. Is there currently pending, in any jurisdiction, a complaint against your professional conduct or competency in a psychotherapy or counseling-related profession? ☐ YES ☐ NO

E. Have you ever been involved in, reprimanded for or disciplined by an employer or educational institution for misconduct including:

1. Acts of dishonesty, fraud, or deceit	1. <input type="checkbox"/> YES <input type="checkbox"/> NO
2. Lying on a resume or misrepresentation	2. <input type="checkbox"/> YES <input type="checkbox"/> NO
3. Academic misconduct, including acts such as cheating or plagiarism	3. <input type="checkbox"/> YES <input type="checkbox"/> NO
4. Theft	4. <input type="checkbox"/> YES <input type="checkbox"/> NO
5. Sexual harassment	5. <input type="checkbox"/> YES <input type="checkbox"/> NO

If you answered "YES" to any question in Section V, you must provide the Board complete details.

APPLICANT NAME \_\_\_\_\_

**SECTION VI APPLICANT HISTORY PURSUANT TO SECTION 456.0635, FLORIDA STATUTES**

**IMPORTANT NOTICE:** Applicants for licensure, certification or registration and candidates for examination may be excluded from licensure, certification or registration if their felony conviction falls into certain timeframes as established in Section 456.0635(2), Florida Statutes. If you answer YES to any of the following questions, please provide a written explanation for each question including the county and state of each termination or conviction, date of each termination or conviction, and copies of supporting documentation. Supporting documentation includes court dispositions or agency orders where applicable.

1. Have you been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under Chapter 409, F.S. (relating to social and economic assistance), Chapter 817, F.S. (relating to fraudulent practices), Chapter 893, F.S. (relating to drug abuse prevention and control) or a similar felony offense(s) in another state or jurisdiction? ☐ YES ☐ NO

(If you responded "no", skip to # 2.)

a. If "yes" to 1, for the felonies of the first or second degree, has it been more than 15 years from the date of the plea or conviction, and completion of any sentence or subsequent period of probation? ☐ YES ☐ NO

b. If "yes" to 1, for the felonies of the third degree, has it been more than 10 years from the date of the plea, sentence and completion of any subsequent probation? (This question does not apply to felonies of the third degree under Section 893.13(6)(a), Florida Statutes). ☐ YES ☐ NO

c. If "yes" to 1, for the felonies of the third degree under Section 893.13(6)(a), Florida Statutes, has it been more than 5 years from the date of the plea, sentence and completion of any subsequent probation? ☐ YES ☐ NO

d. If "yes" to 1, have you successfully completed a drug court program that resulted in the plea for the felony offense being withdrawn or the charges dismissed? (If "yes", please provide supporting documentation). ☐ YES ☐ NO

2. Have you been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under 21 U.S.C. ss. 801-970 (relating to controlled substances) or 42 U.S.C. ss. 1395-1396 (relating to public health, welfare, Medicare and Medicaid issues)? ☐ YES ☐ NO

(If "No", do not answer 2a.)

a. If "yes" to 2, has it been more than 15 years before the date of application since the sentence and any subsequent period of probation for such conviction or plea ended? ☐ YES ☐ NO

3. Have you ever been terminated for cause from the Florida Medicaid Program pursuant to Section 409.913, Florida Statutes? ☐ YES ☐ NO

(If "No", do not answer 3a.)

a. If you have been terminated but reinstated, have you been in good standing with the Florida Medicaid Program for the most recent five years? ☐ YES ☐ NO

4. Have you ever been terminated for cause, pursuant to the appeals procedures established by the state, from any other state Medicaid program? ☐ YES ☐ NO

(If "No", do not answer 4a or 4b.)

a. Have you been in good standing with a state Medicaid program for the most recent five years? ☐ YES ☐ NO

b. Did the termination occur at least 20 years before the date of this application? ☐ YES ☐ NO

5. Are you currently listed on the United States Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities? ☐ YES ☐ NO

**SECTION VII CERTIFICATION**

I understand that it is my duty and responsibility as an applicant for licensure to supplement my application after it has been submitted if and when any material change in circumstances or conditions occur which might affect the Board’s decision concerning my eligibility for registration or licensure. Such supplement is required by sections 456.072, F.S., and 456.013(1)(2), F.S. Failure to do so may result in disciplinary action by the Board including denial of licensure.

I hereby authorize all hospitals, institutions, or organizations, personal physicians, employers (past or present), business and professional associates (past or present), and all government agencies and instrumentalities (local, state, federal, or foreign) to release to the Department of Health any information, files, or records requested by the Department in connection with the processing of this application. I further authorize the Department to release to the organizations, individuals, and groups listed above any information which is material to my application.

I have carefully read the questions in the foregoing application and have answered them completely, without reservations of any kind. I declare that these statements are true and correct and recognize that providing false information may result in disciplinary action against my license pursuant to s. 456.067, F.S., or criminal penalties pursuant to s. 775.082, s. 775.083, or s. 775.084, F.S. Should I furnish any false information on this application, I hereby acknowledge that such act may constitute cause for denial, suspension, or revocation of any license to practice in the State of Florida.

I hereby acknowledge that I have read the regulations in Chapter 491, F.S., and related rules. I understand that I am under a continuing obligation to keep informed of any changes to Chapter 491, F.S., and related rules.

I understand that pursuant to section 456.013(1)(a), F.S., an incomplete application shall expire 1 year after initial filing.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**DEPARTMENT OF HEALTH**

## **EDUCATION WORKSHEET**

### **CLINICAL SOCIAL WORK**

Print clearly or type the following information.

APPLICANT NAME \_\_\_\_\_

#### **I. GENERAL INFORMATION**

You are required to complete 24 semester hours or 32 quarter hours of graduate level coursework in theory of human behavior and practice methods as courses in clinically oriented services within an accredited school of social work program. (Only one research course may be counted towards the coursework requirement). Do NOT list fieldwork. Course numbers and titles should be listed as they appear on your official transcripts. You must submit a course description photocopied from a school catalog or a course syllabus for all courses listed below. If you were admitted to an advanced standing program, an official of the school which awarded your master's degree in social work must provide a letter, on university letterhead, verifying the specific courses completed at the baccalaureate level, which were used to waive or exempt completion of similar courses at the graduate level.

SCHOOL	COURSE NUMBER	COURSE TITLE	CREDIT HOURS

#### **II. PSYCHOPATHOLOGY**

List the graduate level psychopathology course you completed within an accredited school of social work program. You must submit a course description photocopied from a school catalog or a course syllabus for the course listed.

SCHOOL	COURSE NUMBER	COURSE TITLE	CREDIT HOURS

#### **III. ADVANCED SUPERVISED FIELD PLACEMENT**

You are required to complete a supervised field placement which was part of your advanced concentration in direct practice, during which you provided clinical services directly to clients. An official of the school (Dean, Department Chair) which awarded your graduate degree must provide a letter on university letterhead verifying: 1) that the supervised field placement was completed during the master's or doctorate program; and 2) the setting in which you provided clinical services directly to clients.

ADVANCED SUPERVISED FIELD PLACEMENT COURSE TITLE	COURSE NUMBER	SCHOOL	DATES

# **EDUCATION WORKSHEET**

## **MARRIAGE AND FAMILY THERAPY**

Print clearly or type the following information.

APPLICANT NAME \_\_\_\_\_

### **I. COURSEWORK VERIFICATION**

You must indicate the graduate level course(s) you completed that satisfy the educational requirement in the content areas listed. Course numbers and titles should be listed as they appear on your official transcripts. If the course title on your transcript does not clearly identify the content of the coursework, a course description or syllabus may be required.

You are required to complete 36 semester hours or 48 quarter hours of graduate level coursework.

**Each of the following content areas must have a minimum of 3 semester hours or 4 quarter hours in graduate level coursework.**

CONTENT AREA	SCHOOL	COURSE NUMBER	COURSE TITLE
Dynamics of Marriage & Family Systems	1. _____ 2. _____	1. _____ 2. _____	1. _____ 2. _____
Marriage Therapy & Counseling Theory & Techniques	1. _____ 2. _____	1. _____ 2. _____	1. _____ 2. _____
Family Therapy & Counseling Theory & Techniques	1. _____ 2. _____	1. _____ 2. _____	1. _____ 2. _____
Individual Human Development Theories Throughout the Life Cycle	1. _____ 2. _____	1. _____ 2. _____	1. _____ 2. _____
Personality Theory or General Counseling Theory & Techniques	1. _____ 2. _____	1. _____ 2. _____	1. _____ 2. _____
Psychopathology	1. _____ 2. _____	1. _____ 2. _____	1. _____ 2. _____
Human Sexuality Theory & Counseling Techniques	1. _____ 2. _____	1. _____ 2. _____	1. _____ 2. _____

Psychosocial Theory	1. _____ 2. _____	1. _____ 2. _____	1. _____ 2. _____
Substance Abuse Theory & Counseling Techniques	1. _____ 2. _____	1. _____ 2. _____	1. _____ 2. _____

**The following courses must be a minimum of one graduate-level course of 3 semester or 4 quarter hours.**

Legal, Ethical, Professional Standards Issues in the Practice of Marriage & Family Therapy	1. _____	1. _____	1. _____
Diagnosis, Appraisal, Assessment, and Testing for Individual or Interpersonal Disorder or Dysfunction	1. _____	1. _____	1. _____
Behavioral Research (Course must focus on the interpretation and application of research data as it applies to clinical practice)	1. _____	1. _____	1. _____

## **II. SUPERVISED CLINICAL PRACTICUM, INTERNSHIP, FIELD EXPERIENCE**

You are required to complete a minimum of one supervised practicum, internship, or field experience in a marriage and family counseling setting, during which you provided 180 direct client contact hours of marriage and family services under the supervision of a qualified supervisor.

This requirement may be met by a supervised practice experience which took place outside the academic arena but is certified (by the University) as equivalent to a graduate-level practicum with 180 direct client contact hours of marriage and family services offered within an academic program of an accredited college or university. An official of the school (Dean, Department Chair) which awarded your graduate degree must provide a letter **on university letterhead** verifying that the supervised practicum was completed in a **marriage and family counseling setting, during which you provided 180 direct client contact hours of marriage and family services.**

The practicum letter should also include the following:

- Course Title of Practicum/Internship/Field Experience
- Course Number
- Setting (was it a marriage and family counseling setting)
- Total Number of Direct Client Contact Hours in Marriage and Family Services

# **EDUCATION WORKSHEET**

## **MENTAL HEALTH COUNSELING**

Print clearly or type the following information:

APPLICANT NAME \_\_\_\_\_

If the program you graduated from was not accredited by the Council for Accreditation of Counseling and Related Education Programs (CACREP) **or** if the program you graduated from was a CACREP accredited program that was not mental health counseling, then **sections I, II, and III apply to you.** (There are CACREP accredited programs in community counseling; marital, couple, and family counseling; and school counseling, for example.) If you graduated from a CACREP mental health counseling program, then section IV applies to you

### **I. GENERAL INFORMATION**

Your overall degree program must be a minimum of 60 semester hours or 80 quarter hours. Within the degree program, you'll be required to complete 3 semester hours or 4 quarter hours of individualized graduate level coursework at an accredited college or university in each of the content areas listed below. Course numbers and titles should be listed as they appear on your official transcripts. If the course title on your transcript does not clearly identify the content of the coursework, a course description or syllabus WILL be required.

### **II. COURSEWORK VERIFICATION**

You must indicate below the graduate level course you completed that satisfies the education requirement in the specific content area. You must have a minimum of 3 semester hours or 4 quarter hours to satisfy each content area.

<b>Content Area</b>	<b>School</b>	<b>Course Number</b>	<b>Course Title</b>
Counseling Theories and Practice			
Human Growth and Development			
Diagnosis and Treatment of Psychopathology			
Human Sexuality			
Group Theories and Practice			
Individual Evaluation and Assessment			
Career and Lifestyle Assessment			
Research and Program Evaluation			
Social and Cultural Foundations			
Counseling in Community Settings			
Substance Abuse			
Legal, Ethical & Professional Standards			

**To qualify for mental health counseling intern registration, an applicant must have completed a minimum of 7 of the above required course content areas, one of which must be a course in psychopathology or abnormal psychology. Please see s. 491.005(4)(c), F.S.**

### III. UNIVERSITY SPONSORED SUPERVISED CLINICAL PRACTICUM, INTERNSHIP OR FIELD EXPERIENCE.

You must complete at least 1,000 hours of university-sponsored supervised clinical practicum, internship, or field experience as required in the accrediting standards of CACREP for mental health counseling programs.

The accrediting standards of CACREP for these hours are:

- At least 280 of these hours must be in direct service with actual clients that contributes to the development of counseling skills, including experience leading groups
- An average of one hour per week of individual and/or triadic supervision
- The opportunity for the applicant to become familiar with a variety of professional activities and resources in addition to direct service (e.g., record keeping, assessment instruments, supervision, information and referral, in-service and staff meetings)
- The opportunity for the applicant to develop program-appropriate audio/video recordings for use in supervision or to receive live supervision of the applicant's interactions with clients
- Evaluation of the applicant's counseling performance throughout the practicum/internship, including a formal evaluation after the completion of the practicum/internship hours

An official of the school (Dean, Department Chair) which awarded your graduate degree must provide a letter **on university letterhead** verifying that the supervised practicum/internship was completed in accordance with CACREP standards. The practicum letter should also include the following:

- a. Course Title(s) of Practicum/Internship/Field Experience
- b. Course Number(s)
- c. School or Site Where Experience was Completed
- d. Dates of Practicum/Internship or Field Experience
- e. Total Number of Clock Hours Completed

If you did not complete a minimum of 1,000 hours in your master's program, you may complete the practicum/internship requirement outside the university setting. When completing practicum/internship hours outside the university setting, the above listed CACREP standards must be met. In addition, you must be supervised by a qualified supervisor. If you have fewer than 1,000 practicum/internship hours when you register as an intern, you will be sent a form for documenting these hours outside the university setting. This form must be completed and signed by your qualified supervisor. You cannot begin your post-master's supervision experience until you meet the 1,000 hours of practicum/internship requirement.

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**IV.** If you graduated from a **mental health counseling program** accredited by CACREP, your overall degree program must be a minimum of 60 semester hours or 80 quarter hours, including a course in human sexuality and a course in substance abuse.

Indicate below the graduate level course you completed that satisfies the two specific content areas. You must have a minimum of 3 semester hours or 4 quarter hours in each content area.

Content Area	School	Course Number	Course Title
Human Sexuality			
Substance Abuse			

**EDUCATION WORKSHEET**  
**CLINICAL SOCIAL WORK**

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ADVANCED SUPERVISED FIELD PLACEMENT COURSE TITLE	COURSE NUMBER	SCHOOL	DATES

# SAMPLE PRACTICUM LETTER

## PROGRAM LETTERHEAD/LOGO

Date

Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling  
4052 Bald Cypress Way  
Bin #C-08  
Tallahassee, FL 32399

Dear Sir or Madam:

This is to confirm that **(NAME OF APPLICANT)**, **(FILE NUMBER OR SOCIAL SECURITY NUMBER)** was awarded a master's degree on **(DEGREE CONFERRED DATE)**. He/she completed a minimum of one supervised clinical practicum, internship, or field experience, during which the student provided direct clinical services to clients.

If you have any additional questions, please contact me at **(PHONE NUMBER OR EMAIL ADDRESS)**.

Sincerely,

**(PROGRAM OFFICIAL)**  
**(TITLE OF PROGRAM OFFICIAL)**

PROGRAM INFORMATION/LETTERHEAD FOOTER

## PROGRAM LETTERHEAD/LOGO

### DATE

Board of CSW, MFT, MHC  
4052 Bald Cypress Way Bin #CO8  
Tallahassee, FL 32399

Dear Sir or Madam:

This is to confirm that **(NAME OF APPLICANT) (FILE NO. OR SSN)** was awarded the Master of Social Work degree on **(DEGREE CONFERRED DATE)**. They received their Bachelor of Social Work degree from **(NAME OF BSW PROGRAM)**; a CSWE-accredited baccalaureate level social work program.

The following courses taken at the undergraduate level are equivalent to the graduate level courses indicated; therefore, he/she was exempt from retaking them for the MSW degree.

Undergraduate Courses Taken	Graduate Equivalent
SOW XXXX BSW COURSE TITLE (#Hrs)	SOW XXXX: MSW EQUIVALENT TITLE (#Hrs)
SOW XXXX BSW COURSE TITLE (#Hrs)	SOW XXXX: MSW EQUIVALENT TITLE (#Hrs)
SOW XXXX BSW COURSE TITLE (#Hrs)	SOW XXXX: MSW EQUIVALENT TITLE (#Hrs)
SOW XXXX BSW COURSE TITLE (#Hrs)	SOW XXXX: MSW EQUIVALENT TITLE (#Hrs)
SOW XXXX BSW COURSE TITLE (#Hrs)	SOW XXXX: MSW EQUIVALENT TITLE (#Hrs)

Sincerely,

**(PROGRAM OFFICIAL)**

**(TITLE OF PROGRAM OFFICIAL)**

PROGRAM INFORMATION/LETTERHEAD FOOTER