

State of Utah
Department of Commerce
Division of Occupational and Professional Licensing

- Associate Clinical Mental Health Counselor
 Associate Clinical Mental Health Counselor Extern

APPLICANT INFORMATION

Full Legal Name: _____
First Middle Last

All Previous Legal Names: _____

Other DOPL Licenses Held: _____

SSN: _____ Date of Birth: _____ Gender: Male Female

Address: _____
Street Address (including Apt/Unit/Ste #) and/or PO Box

City State ZIP Code

Phone: _____ Email: _____

Please Select ONE:

- I am a United States citizen OR a non-citizen of the United States who is lawfully present.
 I am a foreign national not physically present in the United States.
 None of the above, please explain: _____

Driver License
or State ID Card: _____
State of License Number Expiration Date
Issue

NOTE: If you do not hold a US Driver License or a US State ID, you must present a legible copy of your current and valid government issued document(s) showing evidence of authorization to work in the United States.

AFFIDAVIT AND RELEASE

1. I certify that I am qualified in all respects for the license for which I am applying in this application.
2. I certify that to the best of my knowledge, the information contained in the application and all supporting document(s) are true and correct, discloses all material facts regarding the applicant, and that I will update or correct the application as necessary, prior to any action on my application.
3. I authorize all persons, organizations, governmental agencies, or any others not specifically listed, which are set forth directly or by reference in this application, to release to the Division of Occupational and Professional Licensing, State of Utah, any files, records, or information of any type reasonably required for the Division to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.
4. I understand that it is the continuing responsibility of applicants and licensees to read, understand, and apply the requirements contained in all statutes and rules pertaining to the occupation or profession for which I am applying, and that failure to do so may result in civil, administrative, or criminal sanctions.
5. I certify that I do not currently pose a direct threat to myself, to my clients, or to the public health, safety or welfare because of any circumstance or condition.
6. I understand that I am responsible to update the Division of any changes relating to my license/certification/registration.

Signature of Applicant: _____ Date: _____

QUALIFYING QUESTIONNAIRE

Read thoroughly, and answer each question. Do not leave any question blank.

A "yes" answer does not necessarily mean you will not be granted a license; however, DOPL may request additional documentation if the information submitted is insufficient.

1. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, revoked, reprimanded, or disciplined in any way?
2. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been permitted to resign or surrender your license, certificate, permit, or registration to practice in a regulated profession while under investigation or while action was pending against you by any professional licensing agency or criminal or administrative jurisdiction?
3. <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently under investigation or is any disciplinary action pending against you now by any <i>local, state or federal licensing, enforcement or regulatory agency</i> ?
4. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been declared by any court to be incompetent by reason of mental defect or disease and not restored?
5. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever had a documented case in which you were involved as the abuser in any incident of verbal, physical, mental, or sexual abuse?
6. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you been terminated, suspended, reprimanded, sanctioned, or asked to leave voluntarily from a position because of drug or alcohol use or abuse within the past five (5) years?
7. <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently using or have you recently (<i>within 90 days</i>) used any drugs (<i>including recreational drugs</i>) without a valid prescription, the possession or distribution of which is unlawful under applicable state or federal laws?
8. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever unlawfully used any drugs for which you have not successfully completed, or are not now participating in a supervised drug rehabilitation program, or for which you have not otherwise been successfully rehabilitated?
9. <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you currently have any criminal action pending?*
10. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you pled guilty to, no contest to, entered into a plea in abeyance or been convicted of a misdemeanor in any jurisdiction within the past ten (10) years? *
11. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever pled guilty to, no contest to, or been convicted of a felony in any jurisdiction?*
12. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been incarcerated for any reason in any correctional facility (<i>domestic or foreign</i>) in any jurisdiction or on probation/parole in any jurisdiction?*

***NOTE: Charges that were later dismissed and motor vehicle offenses such as driving while impaired or intoxicated must be disclosed; however, minor traffic offenses such as parking or speeding violations need not be listed.**

If you answered "Yes" to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached.

If you answered "Yes" to Questions 9,10,11 or 12 you must submit the following for **EACH** and **EVERY** incident:

- Personal account of the incident
- police report(s)
- court record(s)
- probation/parole officer report(s)

If you are unable to obtain any of the records required above, you must submit documentation on official letterhead from the police department and/or court indicating that the information is no longer available.

PROFESSIONAL LICENSES

List all other licenses, registrations or certification issued by any state which you now hold or have ever held in any profession. (Use additional sheets if necessary.)

Profession: _____ License Number: _____

Issuing State: _____ License Status: _____ Issue Date: _____

Profession: _____ License Number: _____

Issuing State: _____ License Status: _____ Issue Date: _____

MEDICAL QUALIFYING QUESTIONNAIRE

Read thoroughly, and answer each question. Do not leave any question blank.

A "yes" answer does not necessarily mean you will not be granted a license; however, DOPL may request additional documentation if the information submitted is insufficient.

1. Have your rights, privileges, and/or participation ever been denied, conditioned, curtailed, limited, restricted, suspended or revoked in any way by:

- Yes No a hospital or health care facility
 Yes No Medicaid, Medicare or any other state or federal health care payment reimbursement program
 Yes No the Federal Drug Enforcement Administration or any state drug enforcement agency
 Yes No malpractice insurance coverage
 Yes No other entity: _____

2. Have you ever been permitted to resign or surrender any rights, privileges and/or participation while under investigation or while action was pending against you from:

- Yes No a hospital or health care facility
 Yes No Medicaid, Medicare or any other state or federal health care payment reimbursement program
 Yes No the Federal Drug Enforcement Administration or any state drug enforcement agency
 Yes No malpractice insurance coverage
 Yes No other entity: _____

3. Is any action pending against you now by:

- Yes No a hospital or health care facility
 Yes No Medicaid, Medicare or any other state or federal health care payment reimbursement program
 Yes No the Federal Drug Enforcement Administration or any state drug enforcement agency
 Yes No malpractice insurance coverage
 Yes No other entity: _____

4. Yes No Have you been named as a defendant in a malpractice suit?

5. Yes No Have you ever had office monitoring, practice curtailments, individual surcharge assessments based upon specific claims history, or other limitation, restrictions or conditions imposed by any malpractice carrier?

If you answered "**Yes**" to question 4 you must submit a complete narrative of the circumstances and a National Practitioner Data Bank report outlining all professional liability claims made against your license and any settlements paid by or on your behalf. NPDB website: <http://www/npdb.hrsa.gov>.

If you answered "**Yes**" to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached.

COURSEWORK REQUIREMENTS

Graduates from a CACREP accredited clinical mental health counseling program are not required to complete this section. Refer to Utah Administrative Code R156-60c-302a for the complete and official education requirements for this license.

Use each course only once. Use additional sheets if necessary.

Counseling Orientation and Ethical Practice: (minimum 2 semester or 3 quarter hours)

Course Title: _____ Course # _____ University: _____

Course Title: _____ Course # _____ University: _____

Social and Cultural Diversity: (minimum 2 semester or 3 quarter hours)

Course Title: _____ Course # _____ University: _____

Course Title: _____ Course # _____ University: _____

Group Counseling and Group Work: (minimum 2 semester or 3 quarter hours)

Course Title: _____ Course # _____ University: _____

Course Title: _____ Course # _____ University: _____

Human Growth and Development: (minimum 2 semester or 3 quarter hours)

Course Title: _____ Course # _____ University: _____

Course Title: _____ Course # _____ University: _____

Career Development: (minimum 2 semester or 3 quarter hours)

Course Title: _____ Course # _____ University: _____

Course Title: _____ Course # _____ University: _____

Counseling and Helping Relationships: (minimum 6 semester or 8 quarter hours)

Course Title: _____ Course # _____ University: _____

Course Title: _____ Course # _____ University: _____

Course Title: _____ Course # _____ University: _____

Substance-related and Addictive Disorders: (minimum 2 semester or 3 quarter hours)

Course Title: _____ Course # _____ University: _____

Course Title: _____ Course # _____ University: _____

Assessment and Testing: (minimum 2 semester or 3 quarter hours)

Course Title: _____ Course # _____ University: _____

Course Title: _____ Course # _____ University: _____

Mental Status Examination and the Appraisal of DSM Maladaptive and Psychopathological Behavior:

(minimum 4 semester or 6 quarter hours)

Course Title: _____ Course # _____ University: _____

Course Title: _____ Course # _____ University: _____

Course Title: _____ Course # _____ University: _____

Research and Program Evaluation: (minimum 2 semester or 3 quarter hours)

Course Title: _____ Course # _____ University: _____

Course Title: _____ Course # _____ University: _____

Continued on next page.

COURSEWORK REQUIREMENTS (continued)

Coursework related to the practice of counseling: (minimum 34 semester or 52 quarter hours of coursework related to the practice of counseling. Up to 6 semester or 8 quarter hours of project, thesis and dissertation may be counted for this area.)

Use each course only once. Use additional sheets if necessary.

Course Title: _____	Course # _____	University: _____
Course Title: _____	Course # _____	University: _____
Course Title: _____	Course # _____	University: _____
Course Title: _____	Course # _____	University: _____
Course Title: _____	Course # _____	University: _____
Course Title: _____	Course # _____	University: _____
Course Title: _____	Course # _____	University: _____
Course Title: _____	Course # _____	University: _____
Course Title: _____	Course # _____	University: _____
Course Title: _____	Course # _____	University: _____
Course Title: _____	Course # _____	University: _____
Course Title: _____	Course # _____	University: _____

Internship/Practicum: (minimum 4 semester or 6 quarter hours, that includes combined completion of at least 1,000 hours of supervised clinical training, of which at least 400 hours include providing mental health counseling directly to clients.)

Course Title: _____	Course # _____	University: _____
Course Title: _____	Course # _____	University: _____

Complete the following regarding your Internship/Practicum. Use additional sheets if necessary.

Placement Site: _____ Total number of hours: _____

Description of services provided: _____

Supervisor Name: _____ Supervisor License #: _____

Placement Site: _____ Total number of hours: _____

Description of services provided: _____

Supervisor Name: _____ Supervisor License #: _____

NOTE: It is recommended graduates from non-CACREP mental health counseling programs or related fields include the graduate catalog course description and/or syllabus for each course listed above from the year the course was completed.

APPLICATION CHECKLIST AND INSTRUCTIONS

This checklist is for your convenience, you do not need to include it with your application.

NOTE: Incomplete applications will be denied.

Your application is classified as a public record and may be available for inspection by the public, except with regard to the release of information which is sub-classified as controlled, private, or protected under the Government Records Access and Management Act or restricted by other law.

ALL APPLICANTS

All applicants are required to submit the following items to complete the application:

- \$85.00 non-refundable application processing fee, made payable to "DOPL".
- Supporting documentation for any "yes" answers provided on either of the qualifying questionnaires. See pages 2 and 3 of the application for more information.
- Documentation of meeting the education requirement (*submit one of the options below*):
 - Official transcripts documenting completion of a master's or doctorate degree in mental health counseling or counselor education and supervision from a program accredited by CACREP.
 - Official transcripts documenting completion of a master's or doctorate degree in clinical mental health counseling or a field equivalent to clinical mental health counseling from a program of an institution accredited by CHEA.

EXTERN APPLICANTS

Applicants who have a degree in mental health counseling or a related field, but who are deficient in no more than six credit hours of coursework, may apply for an extern license. An extern license expires in three years or upon the issuance of an associate license, whichever comes first. Extern applicants must submit all the items listed under "All Applicants". Make sure to identify any deficiencies in coursework on pages 4 and 5 of the application. Once the deficiencies in coursework have been remedied, externs must submit a new application for the associate license. If the extern license expires, they must cease practicing until an associate license or CMHC license has been issued.

Please submit completed applications and any supporting documentation to:

In person or via express delivery:

Division of Occupational and Professional Licensing
Heber M Wells Building, 1st Floor Lobby
160 E 300 S
Salt Lake City, UT 84111

US Postal Service:

Division of Occupational and Professional Licensing
PO BOX 146741
Salt Lake City, UT 84114-6741

If you have questions, please contact the Division via our direct email address, dopl.bureau3@utah.gov, or via the phone or fax listed below.