



Board Certified-TeleMental Health
PROVIDER[™]

Application Packet

**This application form is interactive.
Download the form to your computer to fill it out.**



CENTER FOR
CREDENTIALING
& EDUCATION[™]
3 TERRACE WAY
GREENSBORO, NC 27403-3660 USA
TEL: +1 336.482.2856 FAX: +1 336.482.2852
cce-global.org credentialinfo@cce-global.org

The Board Certified-TeleMental Health Provider (BC-TMH) mark is a trademark of the Center for Credentialing & Education, CCE and NBCC® are registered trade and service marks of the National Board for Certified Counselors, Inc.

The Center for Credentialing & Education, Inc. (CCE) values diversity.
There are no barriers to credentialing on the basis of gender, race, creed, age, sexual orientation, or national origin.



Board Certified-TeleMental Health
PROVIDER[™]

TABLE OF CONTENTS

Value of the BC-TMH Credential	3
Eligibility Requirements	3
Applying for the BC-TMH	5
Maintaining the BC-TMH	6
BC-TMH Application Form	7–9
Payment Voucher.....	10

WHY THE BC-TMH CREDENTIAL?

The BC-TMH helps credential holders demonstrate their skills, knowledge, and credibility to their employers and the public. CCE designed the credential to give mental health professionals a mark of distinction, showing their clients that they have the training and ability to provide telemental health services. Our commitment to the safe and effective practice of telemental health, reliance on peer-reviewed training materials, and the rigorous enforcement of industry standards provides the solid ground that gives the BC-TMH its value.

ELIGIBILITY REQUIREMENTS

LICENSURE OR CREDENTIAL

- Qualifying active and current mental health licensure in the state or country in which the candidate resides or works.

OR

- Current associate or equivalent mental health licensure under supervision to practice working toward a qualifying independent practice license in the state or country in which the candidate resides or works. Applicant must have a contract registered with their state board for obtaining experience under direct supervision.

DISCLOSURE REQUIREMENT

All credential holders and BC-TMH applicants are required to notify the CCE Ethics Department of any of the following matters. Disclosures must be made in writing within 60 days of the individual's knowledge of the complaint or charge, unless you are the applicant and are disclosing a previously concluded matter. In such cases, the disclosure and required documentation must be submitted with your application.

Required Disclosure Matters:

- Criminal charge(s)
(Note: You do not need to disclose traffic charges unless they involve drugs or alcohol or injury to a person or property.)
- Legal action(s) related to business or occupational activities in which you are named as a defendant
- Grievance(s) by any government entity (e.g., licensure board) or professional organization (e.g., professional credentialing organization)
- Employment termination due to conduct
- Probation or removal from any graduate program for reasons unrelated to grades

Review of required disclosed matters are processed in accordance with current CCE policies and procedures, including the *CCE Credential Eligibility Policy-Ethics*.

APPLICANTS WITH NON-U.S. CREDENTIALS OR LICENSES

If you hold a credential or license from outside the United States, you will need to arrange to have a notarized English translation of the document sent directly to CCE from a translation service. CCE accepts translations completed by CHICLE Language Institute (chi-cle.com).

APPROVED TRAINING PROGRAMS AND TELEMENTAL HEALTH EXAM

All applicants must successfully complete the approved telemental health training and pass the TMH exam. Approved trainers are listed on the website at Required Training. Applicants who have completed the training and need free TMH exam access must submit training certificate(s) with the BC-TMH application packet. Examinees who have already passed the TMH exam must submit a copy of the final TMH exam certificate dated within the previous two years.

For more information, visit cce-global.org/credentialing/bctmh/training.

APPLYING FOR THE BC-TMH

THE APPLICATION PROCESS

APPLICATION PROCESSING TIMELINE

General timeline once your application is received:

Processing Step	Business Days
Payment processing and account setup	3–5
Data entry and application review*	12–13
Total Processing Time:	15–18

*All applications are reviewed in the order received. If your application requires additional review or if additional information is needed to complete the review, your application review will be delayed.

If you have questions regarding the BC-TMH application or credential, contact CCE:

Telephone: +1 336.482.2856

Fax: +1 336.482.2852

Email: credentialinfo@cce-global.org

For information about other opportunities with CCE, visit cce-global.org.

SUBMITTING YOUR APPLICATION

You have three options for submitting your application:

Mail: CCE; PO Box 63223; Charlotte, NC 28263-3223

Fax: +1 336.482.2852

Email: credentialinfo@cce-global.org

- Please be sure to include the application fee. This fee is nonrefundable and nontransferable.
- All application materials must be submitted in English.
- All application materials should be submitted to CCE in one packet.
- If you are mailing your application, be sure to make copies of all your application materials before submitting the originals to CCE.

BC-TMH CREDENTIAL APPLICATION AND MAINTENANCE FEES

Fees are **nonrefundable** and **nontransferable**.

Application fee: \$150 U.S.

Annual maintenance fee: \$45 U.S.

To maintain the BC-TMH, credential holders must:

Stay current in the field: Telemental health is a dynamic field. Therefore, BC-TMH credential holders should stay current by obtaining four continuing education (CE) clock hours every year, with a minimum of 20 CE clock hours specific to telemental health during every five-year recertification period. CCE conducts random audits yearly. To maintain a record, please download a continuing education log. You must also retain copies of your certificates of completion (dates, titles, providers, hours awarded, approver required) or other approved activity verification. For more information, please visit the continuing education section on our website.

Disclose: Each year with renewal, the credential holder attests to compliance with CCE policies and procedures, including disclosure about any criminal, legal, or disciplinary related matters. However, if something happens during the year, do not wait to disclose. CCE requires all applicants and credential holders to disclose any criminal, legal, or disciplinary related matters within 60 days of the occurrence of any such matter, unless otherwise specified to CCE in writing.

Update information and remit annual fees: Annual fees are \$45 and due in your BC-TMH anniversary month. In order to receive notifications, please keep your contact information with CCE current, including email. Payment indicates you agree to comply with CCE policies and procedures, including adherence to the BC-TMH disclosure requirements.

Upgrade associate or equivalent licensure status: If you were under supervision for licensure at the time of initial application, you must submit a copy of your active full licensure during your first five-year recertification period. Alternatively, you can submit proof of an eligible current, active status credential as described under the BC-TMH requirements. Failure to verify full licensure or eligible credential will result in the expiration of your BC-TMH credential. To regain active status, you will be required to submit a reinstatement application and meet all reinstatement requirements.

Recertification: At the end of each five-year period, the recertification agreement must be reviewed, signed, dated, and then submitted with the annual fee. CCE may select you for an audit and require you to submit your CE documentation. Payment indicates you agree to comply with CCE policies and procedures, including adherence to the BC-TMH disclosure requirements.

REINSTATEMENT REQUIREMENTS

If your BC-TMH becomes inactive or expires, you will need to take the following steps:

1. Submit a completed BC-TMH Reinstatement Application
2. Pay the BC-TMH reinstatement fee (\$50)
3. Pay any past-due fees
4. If inactive, document four continuing education clock hours per year of your credentialing period in which you were inactive (if not taken during the inactive period, must be obtained prior to requesting reinstatement)
5. Review and sign the Applicant Agreement and Release Authorization

PLEASE FILL OUT ELECTRONICALLY OR PRINT CLEARLY

1. **First Name, MI:** _____

Last Name: _____

Previous Name(s): _____

2. **Street Address:** _____

City, State/Province: _____

3. **ZIP/Postal Code, Country:** _____

Home Telephone: _____ **Business Telephone:** _____

Fax: _____

4. **Email:** _____

Check here if you do NOT want your contact information shared with continuing education providers.

5. **Gender:** Male Female Other

6. **Date of Birth (mm/dd/yyyy):** _____

Ethnic Origin (optional—for statistical purposes only):

African American Native American Asian Caucasian
 Hispanic/Latino Native Hawaiian Multiracial Other

FOR OFFICE USE ONLY
REF.#1: _____
BATCH#1: _____
DATE: _____
AMOUNT: _____

7. **I am interested in volunteering for** marketing efforts standards development.

8. **I am applying for this credential based on (choose one):**

- Qualifying current, active mental health licensure
- Qualifying current, active associate or equivalent mental health licensure under supervision to practice
- Qualifying current, active mental health credential or certification

9. **How did you hear about the BC-TMH?** _____

10. **Licenses/Credentials (A copy of license/credential required except for current NCC, ACS, and DCC.)**

State	License/Certificate Type	Yes/No	Under Supervision?		Issue Date	Expiration Date
			License/Certificate Number			
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

11. **I am applying with the following training or TMH exam verification:**

- Final TMH Exam certificate dated within prior two years (completed after the Telemental Health Professional Training Series).
- Active DCC with certificates of approved TMH training for module content three and five.
- Training certificate(s) of an in-person, webinar, or online approved course.

Applicant's Name: _____ Date: _____

12. Disclosure Requirements:

BC-TMH credential holders are required to abide by the ethical guidelines established by their licensing or credentialing board(s). Additionally, whether you are an applicant or credential holder, you are required to disclose any of the following types of matters to CCE:

- Criminal charge (Note: You do not need to disclose traffic charges unless they involve drugs or alcohol or injury to person or property.)
- Legal action related to business or occupational activities in which you are named as a defendant
- Grievance by any government entity or professional organization
- Employment termination due to conduct
- Probation or removal from any graduate program for reasons unrelated to grades

Written disclosures must be received within 60 days of you becoming aware of the required disclosure, unless you are an applicant and are disclosing a previously concluded matter. In such cases, the disclosure and required documentation must be submitted with your application.

13. Attestation:

(Please respond to each statement below)

1. Have you ever been or are you currently charged with a criminal offense? Yes No
2. Have you ever been or are you currently a defendant in any type of legal action related to your business or occupational activities? Yes No
3. Have you ever been or are you currently the subject of any complaint matter or disciplinary review by any government entity or professional organization? Yes No
4. Have you ever been terminated or discharged from employment for conduct reasons? Yes No
5. Have you ever been placed on probation or removed from any graduate program in which you were enrolled for reasons unrelated to grades? Yes No

If you answered "YES" to any of the above questions, you must include a complete, detailed explanation related to the response. You must also provide copies of relevant documentation, such as copies of the complaint, pleadings, and compliance with final orders.

Place these materials in a sealed envelope marked "Attention: CCE Ethics Department" and return with your application.

Failure to provide required information will delay the processing of your application.



Applicant's Name: _____ Date: _____

14. Application Agreement & Release Authorization

All information I provided in this application, including supporting documentation, is accurate to the best of my knowledge. If I have knowledge of any changes concerning my responses in this application, including my responses in the Attestation above, I agree to report this to CCE in writing within 60 days.

I agree that CCE has the right to contact any person or organization regarding this application, and I authorize the release of any information requested by CCE to verify the accuracy. I understand that all application materials become the property of CCE and will not be returned.

I understand that credentialing through CCE depends upon my fulfillment of all required criteria and compliance with CCE policies including the CCE Credential Eligibility Policy-Ethics, and the CCE credential mark and trademark use policy. I understand that credentialing does not create membership in CCE. I understand that CCE credentialing is personal to me and may not be transferred to another individual or group.

I understand that professional biographical and credential data is considered public information and will be made available in response to public inquiries. I agree that data related to my participation in CCE credentialing may be used for research and statistical purposes.

I recognize that any credential granted by CCE does not represent licensure or other authorization to practice business activities for a fee. I release CCE from all liability and claims arising from any professional activity.

Applicant Signature
(please print and sign)

Date (mm/dd/yyyy)

