











### III. INFORMATION REGARDING BACKGROUND

*Please answer Yes or No to each question.*

**YES    NO**

1. Has any state licensing or disciplinary board ever taken any disciplinary action against your license or certification, including, but not limited to, charges, admonishment, reprimand, revocation, or suspension?

*If yes, attach a separate page with a complete explanation of each occurrence (include date, time, location, disposition, etc.) and a copy of the disciplinary/court document from the issuing agency, if applicable.*

2. Have you pled guilty, nolo contendere, or been convicted of, received probation before judgment or had a conviction set aside for any criminal act in any state, territory, or jurisdiction (excluding minor traffic violations)?

*If yes, attach a separate page with a complete explanation of each occurrence (include date, time, location, disposition, etc.) and a certified copy of the disciplinary/court document from the issuing agency.*

*Please note that if you do not answer this question or fail to disclose and provide the requested information your application will be administratively closed without further review. You will be required to submit a new application and pay the required fee. In addition, you may be required to appear before the Board regarding your failure to provide the required information.*

3. Are you currently on parole, probation or under any other court ordered supervision in any state, territory, or jurisdiction related to a criminal conviction? If so, you must submit official documentation indicating the terms and conditions, start and end dates, compliance and/or completion of the parole, probation or court ordered supervision with your application.

*Please note that if you fail to disclose and provide the requested information your application will be administratively closed without further review. You will be required to submit a new application and pay the required fee.*

**IV. EDUCATION:** List colleges or universities attended to satisfy academic requirements for licensure or certification. Do not list degrees unrelated to counseling. Please list the most recent colleges/universities first and provide **official** transcripts. Attach additional sheets, if necessary.

A. \_\_\_\_\_  
*Name of School* \_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_  
Dates attended: From (mo./yr.) \_\_\_\_\_ To (mo./yr.) \_\_\_\_\_  
Degree awarded: \_\_\_\_\_ Date awarded: \_\_\_\_\_  
Major field of study: \_\_\_\_\_

B. \_\_\_\_\_  
*Name of School* \_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_  
Dates attended: From (mo./yr.) \_\_\_\_\_ To (mo./yr.) \_\_\_\_\_  
Degree awarded: \_\_\_\_\_ Date awarded: \_\_\_\_\_  
Major field of study: \_\_\_\_\_

C. \_\_\_\_\_  
*Name of School* \_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_  
Dates attended: From (mo./yr.) \_\_\_\_\_ To (mo./yr.) \_\_\_\_\_  
Degree awarded: \_\_\_\_\_ Date awarded: \_\_\_\_\_  
Major field of study: \_\_\_\_\_

**V. COURSES:** Complete the chart below. If the title of your course differs from those listed, you must include a catalog course description or syllabus for each course. A course applied to one topic area **may not** be used to fulfill another topic area. Each course must be 3 semester or 5 quarter credit hours. Official transcript(s) must be attached to this application. You may attach separate sheet(s) for additional relevant coursework.

Topic Area	Course Title and Number (Must appear on transcript)	Credits Earned	College/Univ.	Date	Grade
Prof., Legal, Ethical Resp.					
Diagnosis and treatment of mental and emotional disorders					
Appraisal					

**VI. EXAMINATIONS**

- A. Have you passed the ATCBE?  Yes  No If yes, please include a copy of test score.
- B. Have you completed the Maryland law assessment?  Yes  No If yes, please include a copy of the certificate of completion.

**VII. PROFESSIONAL REFERENCES (3):** List at least 3 professional references who can attest to your counseling skills, professional standards of practice and supervised clinical work. You must include three (3) Professional Reference assessment forms in their original sealed envelopes with the application. Forms are attached.

A. Name of Reference: \_\_\_\_\_

Degree: \_\_\_\_\_ Certification/License: \_\_\_\_\_

Position: \_\_\_\_\_ Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Will this reference be verifying some or all of your supervised clinical experience?  Yes  No

B. Name of Reference: \_\_\_\_\_

Degree: \_\_\_\_\_ Certification/License: \_\_\_\_\_



Position: \_\_\_\_\_ Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Will this reference be verifying some or all of your supervised clinical experience?  Yes  No

C. Name of Reference: \_\_\_\_\_

Degree: \_\_\_\_\_ Certification/License: \_\_\_\_\_

Position: \_\_\_\_\_ Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Will this reference be verifying some or all of your supervised clinical experience?  Yes  No

**VIII. PROFESSIONAL CLINICAL EXPERIENCE:** Applicant must include a completed Professional Experience Verification(s) with this application. Forms are attached to application.

**IX. ART THERAPY CREDENTIALS BOARD:** Applicant must provide a copy of certification.

**X. AFFIDAVIT**

In making this application to the Maryland Board of Professional Counselors and Therapists (the "Board") for the issuance of a Licensed Clinical Professional Art Therapist credential:

- I agree to abide by the rules and regulations of the Board and to take all examinations necessary for the processing of my application;
- Upon issuance of certification, I agree to abide by the Code of Ethics as set forth in COMAR;
- I understand that the fee submitted with this application is **NON-REFUNDABLE**;
- I agree to hold the Board, its members, officers, agents, and examiners free from any damage or claim of damage or complaint by reason of any action taken in connection with this application, the attendant examination, the grades with respect to any examination, and/or the failure or refusal of the Board to issue me a license or certificate.
- I grant permission to the Board to seek any information or references it deems appropriate or necessary in verifying my credentials as it pertains to this application.
- I understand, by law, it is my responsibility to notify the Board, in writing, of any change of contact information including address, phone number, and/or email address.

I do hereby affirm that all of the statements made herein are true and correct to the best of my knowledge and belief. I voluntarily consent to a thorough review of the information in this application and other activities for the purpose of verifying my qualifications for certification or licensure.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

ATTACH  
APPLICANT PHOTO  
  
(Recent 2"x2")

**NOTARY**

State of \_\_\_\_\_

City/County of \_\_\_\_\_

I HEREBY CERTIFY that on this \_\_\_\_\_ day of \_\_\_\_\_, before me, a

Notary Public of the State and City/County aforesaid, personally appeared \_\_\_\_\_ and

made oath in due form that the contents of the foregoing Affidavit are true.

Notary Public \_\_\_\_\_ Commission Expires: \_\_\_\_\_

**PROFESSIONAL REFERENCE ASSESSMENT**

Applicant's Name: \_\_\_\_\_

The above-named individual has applied to the Maryland State Board of Professional Counselors and Therapists to become a licensed professional art therapist. Your assessment will help determine the Applicant's eligibility for licensure. Please answer all questions to the best of your knowledge, information, and belief.

***PLEASE RETURN THE COMPLETED FORM TO THE APPLICANT IN A SEALED ENVELOPE.***

Reference's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

Degree: \_\_\_\_\_ Title: \_\_\_\_\_

Professional Certification/License: \_\_\_\_\_ State/Certifying Org.: \_\_\_\_\_

Relationship to Applicant:  Educator  Prof. Colleague  Supervisor (must sign Supervision Verification form)  Other: \_\_\_\_\_

Length of time you have known Applicant: From (mo./yr.) \_\_\_\_\_ To (mo./yr.) \_\_\_\_\_

Please rate the Applicant on the following skills/characteristics. Place a check $\checkmark$ in each category. <i>(Applicants who are counselor educators should be evaluated on the basis of their ability to train students in counseling skill areas).</i>	<i>Outstanding</i>	<i>Above Avg.</i>	<i>Average</i>	<i>Below Avg.</i>	<i>Poor</i>	<i>Cannot evaluate</i>
<i>Individual counseling skills</i>						
<i>Appropriate referral making skills</i>						
<i>Group counseling skills</i>						
<i>Personal integrity</i>						
<i>Consulting skills</i>						
<i>Insight to client's problems</i>						
<i>Ability to relate to co-workers</i>						
<i>Objectivity on the job</i>						
<i>Ethical conduct</i>						
<i>Concern for welfare of clients</i>						
<i>Sense of responsibility</i>						
<i>Recognition of own limits</i>						
<i>Supervisory ability</i>						
<i>Ability to keep material confidential</i>						

Additional Comments (optional): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_





















**STATE OF MARYLAND**  
**DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES**  
**CRIMINAL JUSTICE INFORMATION SYSTEMS – CENTRAL REPOSITORY**

**LIVESCAN PRE-REGISTRATION APPLICATION**

**APPLICANT INFORMATION** *(PLEASE TYPE OR PRINT CLEARLY)*

Name:						
Date of birth:		SSN:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <i>(Please check)</i>		
Height:	ft.	inches	Weight:	lbs.	Eye Color:	Hair Color:
Race:	<input type="checkbox"/> Black	<input type="checkbox"/> White	<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Native American	<input type="checkbox"/> Other <i>(Please check)</i>	
Place of Birth:				Citizenship:		
Current address:						
City:			State:		ZIP Code: -	
Daytime Phone:		Evening Phone:			Driver's License #:	

**AGENCY INFORMATION**

Agency Authorization #: 1300005490	
ORI # (if required): MD 920512Z	Reason fingerprinted? LICENSURE / REGISTR.
Position Applied for: MDH - MD STATE BOARD OF PROFESSIONAL COUNSELORS	
Request Type: <i>(Choose one ONLY)</i>	
<input type="checkbox"/> Adult Dependent Care <input type="checkbox"/> Attorney/Client <input type="checkbox"/> Child care <input type="checkbox"/> Criminal Justice <input type="checkbox"/> Gold Seal/ Adoption <input type="checkbox"/> Gold Seal/Letter/VISA <input type="checkbox"/> Government Employment	<input checked="" type="checkbox"/> Government Licensing or Certification <input type="checkbox"/> Immigration/VISA <input type="checkbox"/> Individual Challenge <input type="checkbox"/> Individual Review <input type="checkbox"/> MSP Licensing <input type="checkbox"/> Private Party Petition <input type="checkbox"/> Public Housing

**Mail Response to:**

*(Mailing option only available for Visa Gold Seal and/or Individual Review)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip code: \_\_\_\_\_

CHECKLIST FOR Out of State LCPAT APPLICATION

- Official transcript(s) in the sealed envelope sent to you from educational institution.
- ATCBE and Maryland Law Assessment exam scores (if applicable).
- Three (3) completed Professional Reference Assessment forms in sealed envelopes to you from each professional reference.
- Professional Experience Verification(s).
- Application is signed and notarized.
- Recent photo (2"x2").
- Copy of receipt from criminal history records check.
- Check or money order in the amount of \$250 payable to the Board of Professional Counselors and Therapists.
- \*\* Remember to make a copy of completed application and attachments for your records.