MARYLAND
Department of Health

Wes Moore, Governor · Aruna Miller, Lt. Governor · Laura Herrera Scott, M.D.,M.P.H., Secretary

TRANSFER FROM LGPC to LCPC

APPLICATION INSTRUCTIONS

** IMPORTANT **

This form is to be used ONLY if you are a Maryland Licensed Graduate Professional Counselor (LGPC) with an active license, in good standing, and are seeking licensure as a Licensed Clinical Professional Counselor (LCPC).

BEFORE submitting your application, please:

□ Retain a copy of all documents for your records. Documents **will not** be returned once received by the Board.

□ All forms must be legible, complete, signed, and dated (where applicable) or processing may be delayed. If information and documentation was provided to the Board with your LGPC application, you do not need to provide it again. However, Maryland law requires that you obtain another criminal history record check (CHRC) even though you obtained one when you applied for LGPC. Forms for the CHRC are included with this application.

□ Include a check or money order in the amount of $350 payable to: *Board of Professional Counselors and Therapists*. Fees are **non-refundable and non-transferable.**

□ Applications **may not** be submitted via fax or email. Please mail to:

Board of Professional Counselors and Therapists
Attn: Licensing Coordinator
4201 Patterson Avenue, Suite 316
Baltimore, MD 21215

ELIGIBLITY/REQUIREMENTS: *The following is a summary only. For complete requirements and definitions, see Md. Code Ann. Health Occ., §17-101, et. seq. which may be found on the Board's website,* www.health.maryland.gov/bopc.

□ **Education:** Applicant shall:

Hold a master's degree (minimum of 60 credits) or a doctoral degree (minimum of 90 credits) in a professional counseling or related field from an accredited educational institution approved by the Board.

Documentation of graduate coursework as set forth in COMAR 10.58.12.04A(2), which includes 3 semester credits in each of the following areas:

- Human growth and personality development;
- Social and cultural foundations of counseling;

- Counseling theory;
- Counseling techniques;
- Group dynamics, processing, and counseling;
- Lifestyle and career development;
- Appraisal;
- Research and evaluation;
- Professional, legal, and ethical responsibilities;
- Marriage and family therapy;
- Supervised field experience;
    - -A supervised clinical internship, externship, field experience, or practicum
    - -Minimum of 125 direct clinical counseling service hours
- Alcohol and drug counseling;
- Diagnosis and psychopathology;
- Psychotherapy and treatment of mental and emotional disorders.

□ **Clinical Supervision Requirements**:

If you hold a master's degree, you must have not less than three (3) years and a minimum of 3,000 hours of supervised clinical experience in clinical professional counseling. Of these required hours:

- At least 2 years and 2,000 hours must have been completed after the award of the master's degree;
- No more than 1,000 hours may be acquired before the award of the degree; and
- At least half of all required direct and indirect hours must be completed under the supervision of a Board-approved supervisor who is a Licensed Clinical Professional Counselor (LCPC). See COMAR 10.58.12.05A(2).

If you hold a doctoral degree, you must have not less than two (2) years and a minimum of 2,000 hours of supervised clinical experience in clinical professional counseling, of which:

- At least 1,000 hours must have been completed after the award of the doctoral degree;
- Up to 1,000 hours may be acquired before the award of the degree; and
- At least half of all required direct and indirect hours must be completed under the supervision of a Board-approved supervisor who is a Licensed Clinical Professional Counselor (LCPC). See COMAR 10.58.12.05A(3)

□ **Examinations.** Applicant must pass the following:

1) The National Counselors Exam (NCE); ***and***

2) Maryland Law Assessment.

1) **NCE**: Upon review of your application, the Board will determine if you are eligible to take the NCE. Once you are deemed eligible, the Board will send you written authorization and instructions on how to register for the exam. The exam is computerized. Exam dates and locations can be found on the Board's website. If you have already passed the NCE, please include a copy of your scores with the application.

2) **Maryland Law Assessment**

The purpose of the assessment is to determine if a candidate is familiar with the state laws and ethical code related to safe and effective practice across several content areas. The MLA is a no-fail, no score assessment. Content areas include supervision and ethics questions based on excerpts from the Code of Maryland Regulations (COMAR) and Md. Code Ann., Health Occupations Art., Title 17.

The MLA consists of 36 questions. You will be presented with readings and questions until all items are answered correctly. Upon successful completion, you will receive a Certificate of Completion that you will submit to the Board with your application for licensure or certification.

Prior Board approval is not required to take the MLA. However, if you take the MLA before you submit an application for licensure/certification with the Board, please note the following:

- Should you later decide not to apply for licensure/certification with the Board, the MLA fee will not be refunded.

- You are responsible for submitting the MLA Certificate of Completion to the Board with your application for licensure/certification. Do not email, fax or mail the certificate of completion separately to the Maryland Board. MLA Certificates of Completion received without a completed application will not be retained.

- MLA Certificates of Completion are valid for one year from the date of the MLA. If you do not apply for licensure/certification within one year from the date of the MLA, you will be required to re-take the MLA at your additional expense.

To take the MLA, use the following link: www.academy.cce-global.org.

If you experience any issues, please contact the assessment administrator, CCE, Monday thru Friday 8:30am – 5pm at 336.482.2856. You may also email for technical support at support@cce-global.org. Please do not contact the Board regarding technical support issues.

<u>If you have already taken and passed the previous Maryland Law Exam, this notice does not apply to you and no further action is necessary.</u>

□ **Criminal History Records Check** (instructions and form attached). All applicants must complete a criminal history records check (CHRC). Applicant must include a **<u>copy of the receipt</u>** from the CHRC with this application. This allows the Board to access the report online from the Criminal Justice Information System.

Please note: A license will not be issued unless and until the Board determines that the applicant has completed **ALL** requirements including required coursework, examinations, CHRC, and any other requirements set by the Board in accordance with Maryland law.

TRANSFER FROM LGPC TO LCPC

APPLICATION

Please type or print all information.

I. VETERANS AND SPOUSAL PREFERENCE

Are you an active service member or the spouse of any active service member? □ Yes □ No

Are you a veteran or the spouse of a veteran who was discharged from active duty under circumstances other than dishonorable within one year of filing this application? □ Yes □ No

II. DEMOGRAPHIC INFORMATION

Name: _____
Last *First* *MI* *Maiden*

SSN: _____ Date of Birth: _____ LGPC Lic.# _____

Home Phone: _____ Work: _____ Cell: _____ Email: _____

Home Address: _____
Street *City* *State* *Zip*

Prior address: _____
(If less than 3 years at current address) *Street* *City* *State* *Zip*

Mailing Address: _____
(If different than above) *Street* *City* *State* *Zip*

Business: _____
Name *Street* *City* *State* *Zip*

Gender and Ethnicity: *This information is optional and may be used for statistical purposes by authorized personnel.*

Gender: □ Male □ Female

Ethnicity: Are you of Hispanic or Latino origin? □ Yes □ No

Check all that apply:

□ American Indian or Alaska Native □ Asian □ White

□ Black or African American □ Native Hawaiian or Pacific Islander

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 contender, 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 the Board, in its discretion, may determine that your application cannot proceed if you do not answer this question, fail to disclose and provide the requested information, or you have not successfully completed parole, probation or other court ordered supervision.

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: _____

VI. EXAMINATIONS

A. Have you passed the NCE exam? □ Yes □ No If yes, please include a copy of test score.

B. Have you passed the Maryland Law Assessment? □ Yes □ No Date of exam: _____

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. SUPERVISED CLINICAL EXPERIENCE: I have:

□ attained at least 3 years and 3000 hours of supervised clinical experience, two years of which was earned after the award of my master's degree OR

□ attained at least 2 years and 2000 hours of supervised clinical experience, one year of which was earned after the award of my doctoral degree; as set forth below:

A. Practicum/Internship (Clinical counseling hours that were obtained as part of masters/doctoral program. Up to 1000 hours may be applied toward the total 3000 hours required for licensure)

1. Agency/school/organization where internship was obtained: _____
Name and credential of supervisor: _____
Inclusive dates of experience: from (mo./yr.) _____ to (mo.yr.) _____
Total number of months worked: _____ Total number of hours per week: _____
Total number of hours worked during practicum/internship (No. of months x 4 x no. hours worked each week: _____ ; _____ hours direct clinical counseling services and _____ hours of indirect clinical counseling services.

2. Agency/school/organization where internship was obtained: _____
Name and credential of supervisor: _____
Inclusive dates of experience: from (mo./yr.) _____ to (mo.yr.) _____
Total number of months worked: _____ Total number of hours per week: _____
Total number of hours worked (No. of months x 4 x no. hours worked each week: _____ ; _____ hours direct clinical counseling services and _____ hours of indirect clinical counseling services.

□ As further set forth in the attached Supervised Clinical Experience (Internship) Verification(s).

Summary of Internship/Practicum Hours:

Total number of **direct** clinical counseling services accrued during Internship/Practicum to be applied toward licensure: _____ hours.

Total number of **indirect** clinical counseling services accrued during Internship/Practicum to be applied toward licensure: _____ hours.

B. Clinical counseling experience obtained ***after*** the award of master's or doctoral degree. Per COMAR 10.58.12.05, at least half of the requisite direct and indirect hours included as supervised clinical experience hours shall be completed under the supervision of a Board-approved supervisor who is a licensed clinical professional counselor:

1. Agency/ /organization name and address: _____
Name and credential of supervisor: _____ Phone:_____
Inclusive dates of experience: from (mo./yr.) _____ to (mo.yr.) _____
Applicant's job title and duties: _____
Total number of months worked: _____ Total number of hours per week: _____

Total number of hours worked (No. of months x 4 x no. hours worked each week): _____ ;
_____ hours direct clinical counseling services and _____ hours of indirect clinical counseling services.

2. Agency/ /organization name and address: _____
Name and credential of supervisor: _____ Phone:_____
Inclusive dates of experience: from (mo./yr.) _____ to (mo./yr.) _____
Applicant's job title and duties: _____
Total number of months worked: _____ Total number of hours per week: _____
Total number of hours worked (No. of months x 4 x no. hours worked each week): _____;
_____ hours direct clinical counseling services and _____ hours of indirect clinical counseling services.

□ As further set forth in the attached Supervised Clinical Experience (Post-Graduate) Verification(s).

□ Summary of Post-Graduate Hours Accrued:

Total number of post-graduate **direct** clinical counseling services to be applied toward licensure: _____ hours.

Total number of post-graduate **indirect** clinical counseling services to be applied toward licensure: _____ hours.

Total number of post-graduate supervision hours by a Board-approved supervisor:
Individual supervision: _____ hours.
Group supervision: _____ hours.

IX. AFFIDAVIT

In making this application to the Maryland Board of Professional Counselors and Therapists (the "Board") for the issuance of a Licensed Clinical Professional Counselor 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 my license, 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 understand that providing false or misleading information may result in denial of my application, disciplinary action by the Maryland Board of Professional Counselors and Therapists, and/or criminal prosecution as permitted by law.

I hereby attest under penalty of perjury that all statements made in this application and documents are true and correct to the best of my knowledge, information, and belief. I consent to a thorough review of the information in this application and other activities verifying my qualifications for licensure.

_____ _____

Applicant's Signature Date

ATTACH
APPLICANT PHOTO

(Recent 2"x2")

CLINICAL SUPERVISION EXPERIENCE VERIFICATION

(Internship/Practicum Supervised Clinical Counseling Experience)

***To Applicant*:** You must submit this form for each clinical counseling experience that you intend to apply toward the hours required for licensure. Please make additional copies as needed.

I hereby attest that, to the best of my knowledge, information, and belief, that

_____ obtained clinical experience under my
Applicant's Name

supervision, as part of his/her internship/practicum, from _____ to _____
mo./yr. *mo./yr.*

at _____.
Name and Address Agency/Org.

as set forth below:

1. Direct Clinical Counseling Services*: _____ hours.
2. Indirect Clinical Counseling Services**: _____ hours.

As the Supervisor of this applicant, do you have any reservations about the applicant receiving a license for the independent practice of counseling?

□ Yes (please use additional sheets to explain) □ No

_____ _____
Name (printed) Lic. Type, Number and State of Issuance

_____ _____
Signature Date

Business Address: _____

Phone: _____ Email: _____

*” Direct ***Clinical Counseling Services”*** means the provision of face to face clinical professional counseling services to clients and their significant others that includes, but is not limited to, the following:

a. Individual counseling;
b. Group counseling;
c. Family counseling;
d. Couples counseling;
e. Evaluation;
f. Intake and assessment;
g. Diagnosis;
h. Treatment planning with client; and
i. Crisis management/intervention.

** ***“Indirect Clinical Counseling Services”*** means all case management and professional development activities related to the provision of clinical professional counseling services to a client that include, but are not limited to, the following:

a. Referral;
b. Intake or assessment by telephone or other means when client is not face to face;
c. Receiving individual or group supervision at site;
d. Consultation with other professionals;
e. Treatment planning with other professionals
f. Case staffing;
g. Staff meetings;
h. Related trainings and seminars;
i. Record keeping;
j. Report writing;
k. Case notes;
l. Telephone triage; and
m. Other clinical counseling administrative duties as required by the setting in which the clinical hours are accrued.

CLINICAL SUPERVISION EXPERIENCE VERIFICATION

(Post-Graduate Supervised Clinical Counseling Experience)

***To Applicant*:** You must submit this form for each clinical counseling experience that you intend to apply toward the hours required for licensure. Please make additional copies as needed.

I hereby attest that, to the best of my knowledge, information, and belief, that

_____ obtained post-graduate clinical counseling experience
Applicant's Name

under my supervision, as a Board-approved Supervisor, from _____ to _____
(mo./yr.) *(mo./yr.)*

at _____,
Name and Address Agency/Org.

as set forth below:

3. Direct Clinical Counseling Services*: _____ hours.
4. Indirect Clinical Counseling Services**: _____ hours.
5. Face to face*** Supervision between Board Approved Supervisor and Supervisee:
   a. Individual face to face supervision: _____ hours.
   b. Group face to face supervision: _____hours.

As the Board-approved supervisor of this applicant, do you have any reservations about the applicant receiving a license for the independent practice of counseling?

□ Yes (please use additional sheets to explain) □ No

_____ _____
Name (printed) Lic. Type, Number and State of Issuance

_____ _____
Signature Date

Business Address: _____

Phone: _____ Email: _____

*” Direct ***Clinical Counseling Services”*** means the provision of face to face clinical professional counseling services to clients and their significant others that includes, but is not limited to, the following:

a. Individual counseling;
b. Group counseling;
c. Family counseling;
d. Couples counseling;
e. Evaluation;
f. Intake and assessment;
g. Diagnosis;
h. Treatment planning with client; and
i. Crisis management/intervention.

** ***“Indirect Clinical Counseling Services”*** means all case management and professional development activities related to the provision of clinical professional counseling services to a client that include, but are not limited to, the following:

a. Referral;
b. Intake or assessment by telephone or other means when client is not face to face;
c. Receiving individual or group supervision at site;
d. Consultation with other professionals;
e. Treatment planning with other professionals
f. Case staffing;
g. Staff meetings;
h. Related trainings and seminars;
i. Record keeping;
j. Report writing;
k. Case notes;
l. Telephone triage; and
m. Other clinical counseling administrative duties as required by the setting in which the clinical hours were accrued.

*** ***“Face-to-face”*** means in the physical presence of the individuals involved in the supervisory relationship during either individual or group supervision or using video conferencing which allows individuals to hear and see each other in actual points of time. It does not include telephone supervision; or internet communication that does not involve actual or real-time video conferencing such as instant messaging services and social networking sites. COMAR 10.58.12.02

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

Additional Comments (optional): _____

_____

_____

_____

I recommend this Applicant for licensure as a clinical professional counselor: □ Yes □ No

The information provided above is based on my best knowledge, information, and belief. I agree to answer additional questions regarding this evaluation if requested by the Board.

_____ _____

Reference's signature Date

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

Additional Comments (optional): _____

_____

_____

_____

I recommend this Applicant for licensure as a clinical professional counselor: □ Yes □ No

The information provided above is based on my best knowledge, information, and belief. I agree to answer additional questions regarding this evaluation if requested by the Board.

_____ _____

Reference's signature Date

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

Additional Comments (optional): _____

_____

_____

_____

I recommend this Applicant for licensure as a clinical professional counselor: □ Yes □ No

The information provided above is based on my best knowledge, information, and belief. I agree to answer additional questions regarding this evaluation if requested by the Board.

_____ _____

Reference's signature Date

BOARD OF PROFESSIONAL COUNSELORS AND THERAPISTS
4201 Patterson Avenue, Baltimore, Maryland 21215

NOTICE OF CRIMINAL HISTORY RECORDS CHECK

Please read carefully: Effective January 1, 2014, the Maryland Board of Professional Counselors and Therapists (the Board) requires that all applicants for licensure, certification and trainees status complete a criminal history records check in accordance with SS17-501 and 17-501.1 of the Health Occupations Article, Annotated Code of Maryland.

A Criminal History Records Check (CHRC) includes a national and state criminal history background search. The criminal history records check requires you to be fingerprinted. In order to be fingerprinted, you will need to complete and present the LiveScan Pre-Registration Form (attached).

You must present this form to the fingerprinting site because it provides the Criminal Justice Information System (CJIS) authorization number **#1300005490** and the FBI ORI number **#MD920512Z** assigned specifically to the Board. This allows the information to be forwarded directly to the Board.

For additional information contact CJIS at **410-764-4501**. For current listings of the fingerprinting providers, please go to https://dpscs.maryland.gov/publicservs/fingerprint.shtml

FOR FAST AND ACCURATE SERVICE

1. When requesting a criminal history records check for licensing purposes, you must have an agency name and authorization number (see above).
2. Your background check is being sent to the Board.
3. You must bring with you a valid form of government identification (e.g. driver's license, Certificate of Naturalization, passport, Alien Registration Card, or Military Identification).
4. Complete the LiveScan Pre-registration Application and bring it to any fingerprinting center/provider.
5. Bring payment as indicated above. The Board will receive the results from the criminal history records check directly from CJIS within 5-7 business days. The Board will contact you if it has any questions regarding the report. Please do not contact the Board to check whether the report has been received.
6. Please do not send the Live Scan Pre-registration Application to the Board. You must present it at the fingerprint center/provider location.

7. If you live out of State and need to complete your fingerprints, please contact the Board at 410-764-4732 to have a fingerprint card mailed to you.
8. For those who are renewing their license, please notify the Board that you have completed your fingerprints so that we may update the licensing database.

FBI PRIVACY & APPLICANT RIGHTS STATEMENTS

For all applicants and licensees completing a CHRC: Please sign and date the FBI Privacy Rights Statement to acknowledge receipt of the FBI Privacy Act Statement and Noncriminal Justice Applicant's Privacy Rights (attached). Please include a copy of the signed form with your license application.

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: ☐ Male ☐ Female *(Please check)*	
Height: ft. inches	Weight: lbs.	Eye Color:	Hair Color:
Race: ☐ Black ☐ White ☐ Asian/Pacific Islander ☐ Native American ☐ Other *(Please check)*			
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): MD920512Z	Reason fingerprinted? Licensing/Cert.
Position Applied for: N/A	

Request Type: *(Choose one ONLY)*

- ☐ Adult Dependent Care
- ☐ Attorney/Client
- ☐ Child care
- ☐ Criminal Justice
- ☐ Gold Seal/ Adoption
- ☐ Gold Seal/Letter/VISA
- ☐ Government Employment
- ☒ Government Licensing or Certification
- ☐ Immigration/VISA
- ☐ Individual Challenge
- ☐ Individual Review
- ☐ MSP Licensing
- ☐ Private Party Petition
- ☐ Public Housing

Mail Response to:
(Mailing option only available for Visa Gold Seal and/or Individual Review)

Name: _____

Address: _____

City, State, Zip code: _____

Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing. [1] These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained. [2]
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at **https://www.fbi.gov/services/cjis/identity-history-summary-checks** and **https://www.edo.cjis.gov**.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via **https://www.edo.cjis.gov**. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.[3]

Updated 11/6/2019

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I acknowledge receipt of the FBI Privacy Act Statement and Noncriminal Justice Applicant's Privacy Rights.

Print Name	Signature	Date

1 Written notification includes electronic notification, but excludes oral notification. 2 https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement
3 See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).