The DHP mission is to ensure safe and competent patient care by licensing health professionals, enforcing standards of practice, and providing information to health care practitioners and the public.

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9960 MAYLAND DRIVE
SUITE 300
HENRICO, VA 23233-1463

QMHP and RPRS PHONE NUMBER: (804) 367–3053
FAX: (804) 977-9772

EMAIL QMHP and RPRS QUESTIONS TO: qmhp@dhp.virginia.gov

NOTE: The information contained in this handbook is subject to change at any time. All current information can be found at https://www.dhp.virginia.gov/counseling/

Revised December 2019
Applying as a Qualified Mental Health Professional (QMHP) and as a Registered Peer Recovery Specialist (RPRS)

Step 1
Review the Regulations and FAQs in order to ensure that you are submitting the proper application. You can also refer to the distinctions between each registration made on the website.

Note: All application fees are non-refundable; therefore, it is important that you select the correct application.
Online Application Handbook

Step 2
Visit [https://www.dhp.virginia.gov/counseling/counseling_forms.htm](https://www.dhp.virginia.gov/counseling/counseling_forms.htm) and select “Click here to begin” in order to access the application.

Step 3
Once you have identified the appropriate application, select **Continue to the online application process** at the bottom of the page to begin the application.

Step 4
If it is the first time that you are accessing the application enter your last name and social security number in the provided boxes at the bottom of the page and click **Search**.
Online Application Handbook

**Step 5**
If there are no matching records found, you will need to enter the required fields to create a user id and password.

![Initial Registration form]

**Step 6**
Once you have entered the required fields, click **Register** to create an account.

![Register button]

**Step 7**
Click **login** to go to the login page.

![Menu with login page option]

You have successfully registered! Please **login**...
Step 8
Log in using your newly created user id and password.

Step 9
Once you have logged into the system, you will be brought to the Initial Applications Page. Select the Initial Applications in the upper left hand corner.

Step 10
For the category “Profession”, select Counseling.
Online Application Handbook

**Step 11**
For the category “License Type”, select the appropriate registration type.

*Note: “License Type” is a general term used by the Department of Health Professions. If you are applying for a Qualified Mental Health Professional or Peer Recovery Specialist, you are applying for a registration and not a license.*

**Step 12**
Select the Initial Application for the Obtained by Method.
Online Application Handbook

What are the different types of obtained by methods?

**Board of Counseling**

**Qualified Mental Health Professional (QMHP) and Registered Peer Recovery Specialists (RPRS)**

- **Initial Application for QMHP-Adult and QMHP-Child:** You should apply with an initial application if you have completed the required education and supervised experience.
- **Initial Application for QMHP-Trainee:** You should apply with an initial application if you are starting or are currently accruing your supervised experience towards QMHP-A or QMHP-C and have completed the required education.
- **Initial Application for Registered Peer Recovery Specialist:** You should apply with an initial application if you have completed the education and experience in accordance with 12VAC35-250 to provide collaborative services to assist individuals in achieving sustained recovery from the effects of mental illness, addiction, or both.

**Step 13**

Once you have selected your license type, click **Start Application**.

![Start Application Button](image)

**Step 14**

Select **Click Here to Begin Your Application Process**. Please remember that you must pay the online application fee at the end of the online application process in order for your application to download to the Board of Counseling queue.

![Click Here to Begin Your Application Process](image)

**APPLICATION FOR LICENSURE IN VIRGINIA**

- Complete online application and pay the required fee.
- During the online application process, you may be required to submit additional forms to the Board depending on your answer to certain questions. You will be given another opportunity at the conclusion of the application process to download any additional forms and instructions.

![Click Here to Begin Your Application Process](image)

**Step 15**

Please read the entire page for information and instructions on the online application process.
In the middle of the page, select the **CLICK HERE for the full instructions** in order to access the instructions and supplemental documents that are required in complete the application.

**DO NOT SKIP THIS STEP**
Your application will not be complete without it.

In addition to completing this online process, applicants are required to complete additional steps, **CLICK HERE for the full instructions**. You will be given another opportunity at the conclusion of the application process to download these instructions.

**Step 16**
After thoroughly reading the instructions provided, click the **Start** button at the bottom of the page. Proceeding to the application signifies that you have read and acknowledge your responsibility in making sure that you understand the regulatory requirements and registration process.

**Instructions for All Applicants:**
You will need to complete each of the steps listed on the Initial Application Menu on the left. To begin, please click the Start button below:
- Please use the Next and Back buttons at the bottom of each step to navigate through the initial application process. You may click the “Save and finish later” button at any time during the application process. This will allow you to log out of the application, then log back in at a later time without losing any of the information that you have provided.
- After completing all of the items in the Initial Application Menu, you will be able to submit your payment.
- Your application will not be submitted to the Board of Counseling for review until you have submitted your online application fee. Once you have completed the online application, you will be prompted to pay the application fee by credit card or debit card.
- Your application will not be submitted to the Board of Counseling for review until you have submitted your online application fee. Once you have completed the online application, you will be prompted to pay the application fee by credit card or debit card.
- Please allow adequate processing time for applications. Applications that are complete, fully documented and meet the minimum requirements of the Regulations Governing the Practice of Counseling will be processed within 30 days after the Credentials Review of your application. The Board office provides individual feedback to each applicant by email.
- **All fees are non-refundable.** Applications can remain pending for up to one year from the date that you submit your application fee.

**Step 17**
Enter your personal information as requested. Asterisks to the right of the input boxes indicate fields that must be completed before the next step can be accessed. The address provided in this section is subject to disclosure under the Freedom of Information Act (FOIA). If you do not want your private address disclosed, you can use your agencies address or PO Box address.
Step 18

Enter your address of record. This address will remain undisclosed by the board, however, all notices from the board, registrations, and legal documents will be sent to the address provided in this section.
Online Application Handbook

Step 19

You will be prompted to enter the name of each bachelors or graduate institution that you have attended, as well as the type of degree which you received from that institution. Please list this information in chronological order. Click “ADD” in order to add your education to your application.

![Image of an application form]

Step 20

After reading each statements of assurance, please enter your initials. Be sure to read the questions thoroughly before attesting to them.

Note: The Board does not offer refunds or transfer of funds to another application. By selecting “YES” to this question, you have indicated that you have researched your registration, sought advice from your employer and/or supervisor that you selected the correct application, and feel that you meet the requirements as outlined in the Regulations. All applications are NONREFUNDABLE. If you selected and pay for the incorrect application type you will be required to submit a new online application and fee.
Step 21

Use the drop down menu to choose whether or not you have held or hold a mental health or health professional license, certification or registration in any jurisdiction, including Virginia. You should select “YES” even if your license, certification or registration is expired. If the answer is “YES”, refer to the Step 22 in the guide for more information. If the answer is “NO”, proceed to Step 23.

Step 22

List in order of attainment, all the states in which you now hold or have ever held licensure, certification or registration as a mental health or health professional in any state, whether current, inactive, expired, suspended, or revoked. You will be prompted to input the jurisdiction of the license/certifications/registration(s) you hold, the type of license/registration/certification, the number for these license/certification/registration(s), their status, and the date issued. Click Add at the bottom of the screen to add each entry to your application.
A verification of licensure, certification or registration must be submitted to the Board. This verification can be printed directly from the licensing jurisdiction’s website. Please note that the verification must indicate if you have any disciplinary actions against your license, certification or registration. If this information is not available online, please contact the licensing jurisdiction directly. (Licenses issued by the Department of Health Professions does not require a verification of license be printed or mailed to the Board.)

**Step 23**

Using the drop down menus for each question, select “Yes” or “No” to answer each question provided. With exception to the final questions regarding military spouses or active duty military, each question answered with **YES** will require you to enter contextual information regarding the nature of the incident. If you have a criminal conviction, you will be required to submit additional information as listed in Guidance Document 115-2.

Note: **Failure to disclose any information related to these questions may be grounds for denial, reprimand, or imposition of terms, suspension or revocation of your license and/or registration.**
Use the link provided to access the guidance documents that outlines documentation that must be submitted in order to be considered for registration.

By clicking on this link, you will be able to review Guidance Document 115-2, where you can review the required information that must be submitted in order for the Board to consider your registration application.

The following information will be requested from an applicant with a criminal conviction:

- A certified copy of all conviction orders (obtained from the courthouse of record);
- Evidence that all court ordered requirements were met (i.e., letter from the probation officer if on supervised probation, paid fines and restitution, etc.);
- A letter from the applicant explaining the factual circumstances leading to the criminal offense(s); and
- Letters from employers concerning work performance (specifically from Counseling-related employers, if possible).
Online Application Handbook

**NOTE:** Ensure that you have completed all the questions and have printed the instructions and supporting documentation that is required.

![Image of application process]

11. The Board requires that you submit supporting documentation following the completion of your online application. Have you successfully printed the supporting documentation needed for this application?  

In addition to completing this online process, applicants are required to complete additional steps. **CLICK HERE** for the full instructions and a checklist of required documents. You are required to submit your supporting documentation to the Board in one complete packet to the following address:

**Virginia Board of Counseling**, 9960 Mayland Drive, Suite 300, Henrico, VA 23233

Incomplete applications will remain pending for one year from the date of receipt.

**Step 24**

Review the information that you have submitted by scrolling through the summaries of each section that you completed. Use the back button to edit any information that may be incorrect.

![Image of application process]

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Online Application Handbook

**Step 25**

Type your name for the electronic signature and mark that you agree to the above certification. Then select **Finish** when you are ready to submit your application.

![Image of electronic signature and certification]

**NOTE:** Once you have finished the initial application, you will be prompted to complete the workforce survey. In order to **PAY FOR YOUR APPLICATION**, you must complete the survey. After you complete the survey, you will be prompted to enter your payment information.

**Step 26**

Complete the workforce survey by entering your information as prompted.

![Image of workforce survey]
Online Application Handbook

Step 27
Review the information you entered into the survey using the summary page.

Step 28
Once you have reviewed all of your information on the application summary page, select the pay fees button at the bottom of the page.

Step 29
Use the fields to enter your payment information. Select the **Pay Fees** button at the bottom of the screen and fill out the form in order to complete your application.