Training Requirement

Within five years before application for the CTP credential, applicants must have completed a total of 18 credit hours of training on CTP competencies within the five years before applying. Credit hours are distributed across the following performance domains:

- Client Care in a Virtual Environment (10 credit hours)
- Technology and Telepresence (4 credit hours)
- Legal and Ethical Responsibilities in a Virtual Environment (4 credit hours)

Verification of Training

Applicants must verify that they have fulfilled the CTP training requirement by completing the attached Attestation of Compliance Form and Documentation of Training Form and, if necessary, the Additional Page for Documentation of Training Form.

- *Attestation of Compliance Form*: Applicants must sign this form to confirm that the information and supporting documents they have provided are true and accurate.

- *Documentation of Training Form*: Applicants must use this form and provide all requested information concerning the training(s) in which they have participated. The *Additional Page for Documentation of Training Form*(s) must be used if needed.

  Applicants **must** submit supporting documents along with their *Documentation of Training Form*(s). Examples of eligible supporting documents include certificates of completion, transcripts, course outlines, learning management system reports, or other evidence of having participated in training that is relevant to the credential. Every supporting document must include the: (1) name of applicant, (2) title of training, (3) training delivery dates, (4) number of hours of training, and (5) name and qualifications of training provider.

How to Submit Verification of Training

Applicants must submit the form and supporting documentation to apps@nationalcertificationboard.com

Supporting documentation must be provided in the same order as they are listed on the form.

Include your first and last name when naming the training verification form and supporting documentation to the Board.

Include your name and "CTP training" in the email subject line.

Attestation of Compliance Form

Training and Attestation

_____   _____
Applicant Name*   Applicant Email Address

I have read and understand the Certified Telehealth Practitioner (CTP) Training Requirement, which is the completion of a total of 18 credit hours of training on telehealth practitioner competencies distributed across three performance domains/topics in the following amounts: Client Care in a Virtual Environment (10 credit hours), Technology and Telepresence (4 credit hours), and Legal and Ethical Responsibilities in a Virtual Environment (4 hours).

I understand that I am responsible for completing and uploading this form <u>and</u> supporting documentation to apps@nationalcertificationboard.com

Further, I will include my first and last name when naming the training verification files I submit to the Board.
By my signature, I attest that the information provided on this form and in the supporting documentation is true, and I consent to an interview to discuss the documentation if requested by Board staff.

_____   _____
Signature *(The Board accepts both manual and electronic signatures)*   Date

Documentation of Training Form

List each training event below. Link each training event to its training topic. Client Care in a Virtual Environment (10 credit hours), Technology and Telepresence (4 credit hours), and Legal and Ethical Responsibilities in a Virtual Environment (4 hours).

Training Report/Documentation Form				
Course Title	**Training Topic***	**End Date**	**Credit Hours**	**Documentation Type**
Establishing a Helping Relationship in a Virtual World	*Client Care in a Virtual Environment*	*02/12/2022*	*2*	*Training Certificate*

To submit additional training documentation, please use the *Additional Documentation of Training Form* on the Board website, at behavioralhealthprofessional.com