

# Board Certified TeleMental Health Provider (BC-TMH) Registered Credential Training Provider (RCTP) Program

## Part 1

For your convenience, this is a fillable application.  
Please download the form to your computer to fill it out.

Name of University: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

# RCTP Application (Part I) Checklist

All of the following materials must be received by CCE before the review process for Part 1 of the RCTP Application can begin:

- RCTP Requirements**  
Please check here to indicate that you have read all of the requirements for the RCTP Program. The requirements can be found in the [CCE Registered Credential Training Provider Program Policy](#).
- RCTP Application (Part 1)**  
The application form must be *completed, signed, and dated*. Applications will be returned if incomplete.
- Application Fee**  
This fee is nonrefundable and nontransferable. Please see p. 5 of the RCTP Application for details on how to submit the application fee. CCE accepts payment via our online portal, [Xpress-pay](#).
- Provider Policies**  
Provide copies of the following policies. Refer to Section B of the [CCE Registered Credential Training Provider Program Policy](#) for specific details.
  - Fees, refunds, and cancellations (Section B.11)
  - Complaints, disputes resolutions (Section B.12)
  - Disability accommodations (Section B.7)

*CCE will take reasonable measures to keep all information shared as part of the credential training application process confidential. Such information will only be distributed to and/or reviewed by CCE staff who have a need to review and evaluate the information.*

# BC-TMH RCTP for Universities Application (Part I)

The Board Certified-Telemental Health (BC-TMH) Registered Credential Training Provider (RCTP) application is for counseling programs seeking RCTP status. The RCTP application process includes two parts: Part 1 of the application reviews the overall administration and structure of the supervision training courses, and Part 2 reviews program documentation and course content. Following an initial evaluation of your application, CCE will notify the authorized representative on the outcome and how to proceed with the documentation phase to complete the review process.

Submission of a completed application does not guarantee approval. CCE will not pre-review applications or programs. Application or program management cannot be delegated to another entity.

## University Counseling Graduate Program Information

Name of University: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City, State, ZIP Code: \_\_\_\_\_  
Physical Address (if different from above): \_\_\_\_\_  
Name of Degree Program: \_\_\_\_\_  
Program Website (URL): \_\_\_\_\_  
Business Email(s): \_\_\_\_\_ Tel. no(s): \_\_\_\_\_

## BC-TMH Program Administrator Information

*The university must designate a representative to serve as program administrator. The program administrator must hold a master's degree or higher in a mental health field from an accredited educational institution. The program administrator is responsible for assuring that the content of all training programs offering CCE credit and the qualifications of all course instructors satisfy CCE requirements. This individual serves as the primary contact with CCE for all program-related communications.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Program Telephone: \_\_\_\_\_

## RCTP Representative Information Check here if this person is also the program administrator

*The university must designate a representative to serve as the primary contact person with CCE concerning all matters related to the [CCE Registered Credential Training Provider Program Policy](#).*

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Educational Degree and Field of Study: \_\_\_\_\_

BC-TMH RCTP for Universities Application	Program Delivery Format	Fee
Application Fee	Includes review of one delivery format (Either live event or on-demand)	\$500
Additional Delivery Format	To apply for both live event and on-demand delivery formats, add this additional fee.	Additional \$250

**Application fees are nonrefundable and nontransferable.  
Application will be processed upon receipt of payment.**

# BC-TMH RCTP for Universities Approval Requirements

RCTP status is granted by CCE to eligible counseling graduate degree programs demonstrating compliance with all RCTP provider and program requirements, including all applicable terms of the [CCE Registered Credential Training Provider Program Policy](#). CCE retains the sole authority to determine if a university program qualifies for RCTP status.

A program that has been granted RCTP status for the BC-TMH credential is registered as meeting the educational and training eligibility requirements for this credential in the approved delivery format.

The guiding principle and operational goal of the RCTP process is to identify qualified programs consistent with the content requirements of the BC-TMH credential and the requirements of the CCE Registered Credential Training Provider Program Policy. RCTP status is limited to organizations and individuals that can function independently and have the resources to satisfy all policy requirements.

## RCTP Status Eligibility Requirements

In order to qualify for RCTP status, the university must satisfy all CCE RCTP eligibility requirements, including the following:

- a. The university must conduct all activities and qualified courses consistent with the [CCE Registered Credential Training Provider Program Policy](#), and related CCE agreements and requirements. All eligibility requirements are presented in this policy and must be fulfilled by the university.
- b. The university must submit to CCE complete and accurate application and continuing registration information, materials, agreements, and fees in a timely manner as required by CCE. All such information and materials become the property of CCE, and all application and continuing registration fees are not refundable or transferable.
- c. The university organizational governance documents and operational principles must be consistent with CCE policy and agreement requirements, and applicable legal rules. The university's organizational governance documents and operational principles must not include or promote any unlawful discriminatory policies, rules, or practices.
- d. In the event that a university fails to satisfy, or acts contrary to, the requirements of this Policy, or a related CCE agreement or requirement, CCE has the sole authority and discretion to impose conditions or sanctions on any such Provider, including suspension or termination of RCTP status.

# RCTP Application Requirements

*Incomplete or unsigned applications will not be reviewed. Correct payment must accompany the application.*

## Check the delivery format(s) for which you are applying:

*BC-TMH credential applicants are required to complete at least 9 clock hours of an approved, telemental health training program or courses.*

- Live Interactive Course Delivery Format:** Live, in-person courses may be delivered in person or by an electronic device that permits trainees to interact with the presenter(s), including qualified programs delivered solely for in-service training directly related to employment.
- Virtual, On-Demand Course Delivery Format:** Virtual, on-demand courses may be delivered by recorded electronic device or in print format, which include video, audio, and/or text materials.

### 1. Do you require students to hold either of these?

- Master's degree or higher
- Master's degree or higher in a mental health field

Do you require an official transcript for admission for your program?  Yes  No

### 2. Which of these accreditations does your university or counselor education program hold?

- CACREP  Regional accreditation  Institutional accreditation

### 3. Has the university previously been denied approval as a training provider or had a program denied?

- Yes  No

If yes, by which organization(s) was the university or program denied and why?

### 4. Will you have university faculty members teach the courses specific to telemental health?

- Yes  No

If no, please describe the process of selecting the course instructors.

### 5. Does the university maintain policies concerning program fees, refunds, and cancellation?

- Yes  No

### 6. Does the university maintain a published policy concerning the review and resolution of complaints and disputes related to programs?

- Yes  No

7. The university will provide all legally required disability accommodations to students in compliance with Section B.7 (Provider Americans With Disabilities Act (ADA) Requirement) of the [CCE Registered Credential Training Provider Program Policy](#).

Yes  No

All counseling courses offered for CCE eligibility credit will be presented in a manner compliant with all federal and state laws, including the Americans with Disabilities Act (ADA).

Yes  No

Describe the process in which students request appropriate accommodations. Include a description or URL where this process is published.

I attest that I understand the [CCE Registered Credential Training Provider Program Policy](#) (Policy), and that the information provided in this application is complete, and that I must provide documentation to support my responses in this application if requested by CCE. I understand that submission of this application does not indicate approval. If approved as an RCTP, the university will comply with the terms set forth in the policy.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## RCTP Application Payment

Please follow the steps below to make payment:

- Go to <https://pay.xpress-pay.com/?pk=11471>
  - o Payment on Behalf of: RCTP Name
  - o Reason for Payment: BC-TMH RCTP Application
  - o Credential Number: Date of payment
  - o Credential Holder or Examinee Name: University Name
  - o Amount: \$500 Application fee for **either** live event or on-demand delivery format or \$750 Application fee for **both** live event and on-demand delivery formats
- Click "Next"
- Enter your credit card information

Please send application and proof of payment to [ccebusiness@cce-global.org](mailto:ccebusiness@cce-global.org).