



Guam Board of Allied Health Examiners

Department of Public Health and Social Services
Health Professional Licensing Office
194 Hernan Cortez Ave. Terlaje Professional Building, Suite 213
Hagatna, Guam 96910-5052

***Requirements for Licensed Professional Counselor (LPC),
Licensed Mental Health Counselor (LMHC), and Marriage & Family Therapist (MFT)
(10 GCA, Chapter 12, Article 8 and Public Law 32-054)***

GENERAL REQUIREMENTS.

- ___1. List all jurisdictions in the U.S. or foreign country where you are licensed or have applied for licensure to practice (§12805 (a) (4) (See Application Form);
- ___2. Document detailed chronological life history, including dates and places of residence (§12805 (a) (8));
- ___3. Document detailed employment history, including military service in the U.S. or foreign country (§12805 (a) (8));
- ___4. Document detailed educational history, including places, institutions, dates, and program descriptions (§12805 (a)(7);
- ___5. All official graduate transcripts must be sent directly to the Board (§12805 (a);
- ___6. Three (3) letters of recommendation, original or notarized copies, one (1) of which must be a letter provided by your immediate supervisor of your most recent employer or by a practice associate if you are in private practice (§12805 (b)(3), sent directly to the Board;
- ___7. Police clearance from the Guam Police Department (GPD) if you have resided on Guam for more than one (1) year or a police clearance from your last place of residence (§12805 (b)(4);
- ___8. A set of fingerprints (paid by the applicant) and a sample of handwriting, *if* requested by the Board; *and*
- ___9. Any other information or documentation that the Board determines necessary (§12805 (a)(10);
- ___10. Submit to a physical, mental, or professional competency examination or a drug dependency evaluation *if* deemed necessary by the Board.

QUALIFICATIONS FOR SPECIFIC DISCIPLINE.

Licensed Professional Counselor (LPC)

- ___1. A doctorate or master's degree from an accredited school in the U.S. or Territory.
- ___2. Must be able to show documentation of a minimum of seventy-two (72) quarter hours or forty-eight (48) semester hours of graduate studies (official transcripts).
- ___3. Course content in the following areas:
 - ___ i. Human Growth and Development;
 - ___ ii. Social/Cultural Foundations;
 - ___ iii. Counseling Theories and Techniques;
 - ___ iv. Group Work;
 - ___ v. Career and Lifestyle Development;
 - ___ vi. Appraisal (test and measurements for individuals and groups);
 - ___ vii. Research and Program Evaluation;
 - ___ viii. Professional Orientation (to counseling);
 - ___ ix. Professional Ethics;
 - ___ x. Practicum, consisting of a minimum of one hundred (100) hours;



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- ___ xi. Internship, consisting of a minimum of six hundred (600) hours; and
- ___ 4. Pass the National Counselor Examination (NCE).
- ___ 5. Three hours of culturally competent counseling practices with Micronesian communities in Guam.
- ___ 6. One (1) hour Mandated Reporting.
- ___ 7. Three thousand (3,000) clock hours documented of client service of post-graduate experience under the supervision of a psychiatrist or Clinical Psychologist for the past three (3) years in Guam and a Licensed Professional Counselor, Licensed Mental Health Counselor, or Licensed Marriage and Family Therapist, and Licensed Clinical Social Worker in Guam for the five (5) years. *Public Law 37-142*.

REQUIREMENT OF 3,000 CLINICAL HOURS*

- 1. Face-to-face contact of 1,500 hours with
 - a. Individual
 - b. Group
 - c. Couple
 - d. Family
- 2. Direct supervision (minimum of 100 hours required)

***Applicant must complete the GBAHE-established Clinical Hours FORM**

Licensed Mental Health Counselor (LMHC)

- ___ 1. A doctorate or master's degree from an accredited school in the U.S. or Territory.
- ___ 2. Must be able to show documentation of a minimum of ninety (90) quarter hours or sixty (60) semester hours of graduate studies (official transcripts).
- ___ 3. Course content in the following areas:
 - ___ i. Foundations;
 - ___ ii. Counseling, Prevention, and Intervention;
 - ___ iii. Diversity and Advocacy;
 - ___ iv. Assessment;
 - ___ v. Research and Evaluation;
 - ___ vi. Diagnosis;
 - ___ vii. Practicum, consisting of a minimum of one hundred (100) hours;
 - ___ viii. Practicum, consisting of a minimum of six hundred (600) hours; and
- ___ 4. Pass the National Counselor Examination (NCE).
- ___ 5. Three hours of culturally competent counseling practices with Micronesian communities in Guam.
- ___ 6. One (1) hour Mandated Reporting.
- ___ 7. Three thousand (3,000) clock hours documented of client service of post-graduate experience under the supervision of a psychiatrist or Clinical Psychologist for the past three (3) years in Guam and a Licensed Professional Counselor, Licensed Mental Health Counselor, or Licensed Marriage and Family Therapist, and Licensed Clinical Social Worker in Guam for the five (5) years. *Public Law 37-142*. Document evidence of one thousand (1,500) hours of post-master clinical work in diagnostic and treatment planning.



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Marriage and Family Therapist (MFT)

- ___ 1. A doctorate or master's degree from an accredited school in the U.S. or Territory.
- ___ 2. Must be able to show documentation of a minimum of ninety (90) quarter hours or sixty (60) semester hours of graduate studies (official transcripts).
- ___ 3. Course content in the following areas:
 - ___ i. Professional Identity;
 - ___ ii. Social and Cultural Diversity;
 - ___ iii. Human Growth and Development;
 - ___ iv. Career Development;
 - ___ v. Helping Relationships;
 - ___ vi. Group Work;
 - ___ vii. Assessment;
 - ___ viii. Research and Program Development;
 - ___ ix. Professional Ethics;
 - ___ x. Foundations of Marital; Couple, and Family Counseling/Therapy;
 - ___ xi. Contextual dimensions of Marital, Couple, and Family Counseling/Therapy;
 - ___ xii. Knowledge and skill requirements for Marital, Couple, and Family Counselor/Therapist; and
- ___ 4. Pass the National Marriage and Family Therapy Exam.
- ___ 5. Three hours of culturally competent counseling practices with Micronesian communities in Guam.
- ___ 6. One (1) hour Mandated Reporting.
- ___ 7. Three thousand (3,000) clock hours documented of client service of post-graduate experience under the supervision of a psychiatrist or Clinical Psychologist for the past three (3) years in Guam and a Licensed Professional Counselor, Licensed Mental Health Counselor, or Licensed Marriage and Family Therapist, and Licensed Clinical Social Worker in Guam for the five (5) years. *Public Law 37-142*. Document evidence of one thousand (1,500) hours of post-master clinical work in diagnostic and treatment planning.

QUALIFICATIONS FOR INTERN LICENSE.

1. **Licensed Professional Counselor**
Please reference the above items from the checklist number 1 to 3.
2. **Mental Health Counselor Intern License**
Please reference the above items from the checklist number 1 to 3.
3. **Marriage and Family Therapist Intern License**
Please reference the above items from the checklist number 1 to 3.

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Tel: 671-735-7409-12

APPLICATION FORM FOR INITIAL LICENSE

General Instructions:

- a. Please type or print legibly.
- b. Submit a recent (not more than 90 days old) 2" x 2" photograph (signed at back).
- c. Applications for Licensure Form(s) must be notarized. See, 10 GCA § 12824(c).
- d. Attach a signed Authorization for Release of Employment Records.
- e. All FEES paid to the Treasurer of Guam are non-refundable.
 1. On-island applicants must pay the applicable fees to the Treasurer of Guam prior to submitting application/renewal form to the Health Professional Licensing Office. Receipt of payment must be attached to this Application Form.
 2. Off-Island applicants must pay the applicable fees with a Cashier's check payable to Treasurer of Guam. Attach cashier's check to this completed application and send to HPLO at the address shown above.
- f. The Allied Health Practice Act does not provide for the issuance of temporary or conditional licenses.
- g. Undergraduate and graduate transcripts, certifications, and verification of licensure by other jurisdictions, are to be sent directly from the educational institution and licensing agency to the Board. Copies of transcripts or licenses delivered by the applicant are not acceptable.
- h. Applicants and Licensees are responsible for updating any change in the information provided in their application, in writing, to the Board.

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INITIAL LICENSE APPLICATION

Attach Recent 2" X 2" Photo
Signed at the back (Not More
than 90 Days Old)

A. Date of Application: _____ **By Endorsement** _____ **By Examination** _____

B. IDENTIFICATION:

NAME: _____
Last First Middle (Maiden)

OTHER NAMES / ALIASES _____

Sex: M___ F___ AGE: ___ Date of Birth: _____ Citizenship: _____ SOCIAL SECURITY #: _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

CURRENT PRACTICE / CLINIC ADDRESS: _____

(Any change of office/clinic/practice address must be reported promptly to the Board)

WORK PHONE: _____ HOME PHONE: _____ CELL PHONE: _____ Email: _____

C. Discipline for Which You Are Seeking License:

- | | | |
|---|---|---|
| <input type="checkbox"/> Acupuncture | <input type="checkbox"/> Nursing Home Administrator | <input type="checkbox"/> Respiratory Therapy (Registered) |
| <input type="checkbox"/> Audiology | <input type="checkbox"/> Occupational Therapy | <input type="checkbox"/> Respiratory Therapy (Certified) |
| <input type="checkbox"/> Chiropractic | <input type="checkbox"/> Occupational Therapy Assistant | <input type="checkbox"/> Speech Language Pathology |
| <input type="checkbox"/> Clinical Psychology | <input type="checkbox"/> Physical Therapy | <input type="checkbox"/> Nutritionist/Clinical Dietitian |
| <input type="checkbox"/> Licensed Mental Health Counselor | <input type="checkbox"/> Physical Therapy Assistant | <input type="checkbox"/> Veterinary Medicine |
| <input type="checkbox"/> Licensed Professional Counselor | <input type="checkbox"/> Podiatric Medicine | |
| <input type="checkbox"/> Marriage & Family Therapist | <input type="checkbox"/> Physician Assistant | |

D. EDUCATIONAL INFORMATION: Attach additional sheets if necessary. **Note:** Transcripts must be sent directly from the educational institution.

Educational Information	Address of Institution	Date Graduated	Degree/ Certificate
High School			
Undergraduate School			

Graduate School			
Post Graduate School			
Field Work Experience			
Post Graduate Training (Internship/ Residency)			
Others			

E. PROFESSIONAL INFORMATION:

1. Professional Licenses: List all licenses from any state(s), territory or foreign countries. Provide date, place, type, and license number of license issued. Indicate the present status of license (active, inactive, suspended, revoked, or lapsed). Attach additional sheets if necessary.

FROM (DATE)	TO (DATE)	STATE, TERRITORY, COUNTRY	TYPE OF LICENSE / LICENSE # / STATUS	REASON FOR LEAVING PRACTICE

2. Professional / Work History: List all places of professional employment since you have been licensed, completed your professional education, or 15 years, whichever is longest. Attach additional sheets if necessary. Initial applicants are required to provide a signed and notarized (otherwise blank) AUTHORIZATION FOR RELEASE OF EMPLOYMENT RECORDS.

FROM (DATE)	TO (DATE)	JOB TITLE	EMPLOYER NAME STREET ADDRESS	CITY, STATE ZIP CODE	TELEPHONE NO.	REASON FOR LEAVING

FROM (DATE)	TO (DATE)	JOB TITLE	EMPLOYER NAME STREET ADDRESS	CITY, STATE ZIP CODE	TELEPHONE NO.	REASON FOR LEAVING

3. Professional Memberships: List current membership in any professional association. (Attach additional sheets if necessary)

FROM (DATE)	TO (DATE)	MEMBERSHIP / ASSOCIATION	LOCATION IF NOT NATIONAL

F. ADDITIONAL PERSONAL INFORMATION :

Detailed Chronological History (required by 10 GCA § 12805(a)(8)): Please provide the addresses and dates of residence since graduation from high school. Attach additional sheets if necessary.

FROM (DATE)	TO (DATE)	PHYSICAL & MAILING ADDRESS

AUTHORIZATION FOR RELEASE OF EMPLOYMENT RECORDS

Employee's Name: _____

Date of Birth: _____ Social Security No. _____

TO: _____ (to be completed by GBAHE)

The employee identified above and whose signature appears below has filed an application for licensure before the Guam Board of Allied Health Examiners. You have been identified by this individual as a present or former employer. By copy of this Authorization for Release of Employment Records, signed by this present or former employee below, you are hereby authorized to disclose, make available upon request, and furnish to:

The Guam Board of Allied Health Examiners, their agents, representatives, and attorneys, all records, including confidential personnel files, regarding this individual's employment with your organization.

A facsimile, photocopy, or scanned image of this authorization shall also authorize you to release the records herein.

I declare under penalty of perjury that the foregoing is true and correct.

Signature of Employee (Date)

Print or Type Name



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CERTIFICATE OF EDUCATION

THE APPLICANT BELOW IS APPLYING FOR A LICENSE TO PRACTICE IN GUAM. PLEASE SUPPLY THE FOLLOWING INFORMATION AND RETURN **DIRECTLY** TO THE BOARD OF ALLIED HEALTH EXAMINERS AT THE ADDRESS ABOVE.

PART A - TO BE COMPLETED BY APPLICANT:

CURRENT NAME: _____
(Last Name) (First Name) (Middle)

PREVIOUS NAME USED: _____
(Last Name) (First Name) (Middle)

SOCIAL SECURITY NO.: _____

1. AREA OF SPECIALTY/PROFESSION: (CHECK ONE)

- | | | |
|--|--|--|
| <input type="checkbox"/> Acupuncture | <input type="checkbox"/> Marriage & Family Therapist | <input type="checkbox"/> Physician Assistant |
| <input type="checkbox"/> Audiology | <input type="checkbox"/> Nursing Home Administrator | <input type="checkbox"/> Podiatric Medicine |
| <input type="checkbox"/> Chiropractic | <input type="checkbox"/> Nutritionist/Clinical Dietitian | <input type="checkbox"/> Respiratory Therapy (Certified) |
| <input type="checkbox"/> Clinical Psychology | <input type="checkbox"/> Occupational Therapy | <input type="checkbox"/> Respiratory Therapy (Registered) |
| <input type="checkbox"/> Euthanasia Technician (Certified) | <input type="checkbox"/> Occupational Therapy Assistant | <input type="checkbox"/> Speech Language Asst (Registered) |
| <input type="checkbox"/> Licensed Mental Health Counselor | <input type="checkbox"/> Physical Therapy | <input type="checkbox"/> Speech Language Pathology |
| <input type="checkbox"/> Licensed Professional Counselor | <input type="checkbox"/> Physical Therapy Assistant | <input type="checkbox"/> Veterinary Medicine |

I HEREBY AUTHORIZE RELEASE OF A COPY OF MY ACADEMIC RECORD TO THE BOARD

SIGNATURE OF APPLICANT

DATE

PART B - TO BE COMPLETED BY THE SCHOOL ADMINISTRATOR: Indicate (X) where applicable.

1. NAME OF APPLICANT: _____
(Last Name) (First Name) (Middle)

2. NAME AND ADDRESS OF COLLEGE/UNIVERSITY: _____
(Name)

(Address)

3. WAS THE SCHOOL BOARD-APPROVED OR STATE REGULATOR AGENCY-APPROVED DURING THE APPLICANT'S ENROLLMENT? () YES () NO
IF YES, BY WHOM: _____

4. THE APPLICANT ENTERED THE EDUCATION PROGRAM ON _____ AND COMPLETED _____ MONTHS ON _____.

5. NUMBER OF THEORY HOURS _____: NUMBER OF SUPERVISED CLINICAL/FIELDWORK HOURS _____.

6. WAS APPLICANT A GRADUATE FROM HIGH SCHOOL? _____ YES _____ NO; EQUIVALENT _____

7. ATTACHED IS THE OFFICIAL COPY OF APPLICANT'S TRANSCRIPT.

SEAL
OF
SCHOOL

SIGNATURE: _____
NAME: _____
TITLE: _____
DATE: _____



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VERIFICATION OF INTERNSHIP

THE APPLICANT BELOW IS APPLYING FOR A LICENSE TO PRACTICE IN GUAM. PLEASE SUPPLY THE FOLLOWING INFORMATION AND RETURN **DIRECTLY** TO THE BOARD OF ALLIED HEALTH EXAMINERS AT THE ADDRESS ABOVE.

PART A - TO BE COMPLETED BY APPLICANT:

CURRENT NAME: _____
(Last Name) (First Name) (Middle)

PREVIOUS NAME USED: _____
(Last Name) (First Name) (Middle)

AREA OF SPECIALTY/PROFESSION: _____

I HEREBY AUTHORIZE RELEASE OF INFORMATION TO THE GUAM BOARD OF ALLIED HEALTH EXAMINERS RELATIVE TO MY COMPLETION OF THE INTERNSHIP PROGRAM

SIGNATURE OF APPLICANT

DATE

PART B - TO BE COMPLETED BY THE INSTITUTION:

1. NAME OF APPLICANT: _____
(Last Name) (First Name) (Middle)

2. NAME OF INSTITUTION _____

3. ADDRESS OF INSTITUTION ON _____
(Street or PO Box #)

(City) (State) (Zip Code)

4. THE ABOVE NAMES APPLICANT SERVED HIS/HER INTERNSHIP PROGRAM FROM _____ TO _____
(Date) (Date)
FOR A TOTAL OF _____ MONTH(S), _____ YEAR(S).

5. THIS APPLICANT WAS SUPERVISED BY: _____
(Name of Supervisor) (Profession/Specialty) (License No.)

6. DURING THIS PERIOD SAID APPLICANT'S PERFORMANCE WAS: ___ Satisfactory and without filed complaints
___ Unsatisfactory - please explain on separate sheet

I CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION PROVIDED IS TRUE, AND ATTEST TO THE TRUTH AND ACCURACY OF STATEMENTS, ANSWERS AND REPRESENTATIONS MADE IN SUPPORT OF THE ABOVE-NAMED APPLICANT SEEKING LICENSE TO PRACTICE IN GUAM.

SEAL

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____



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RECORD OF PAYMENT

I. IDENTIFICATION:

Name: _____
(Last Name)
(First Name)
(M.I.)

II. VERIFICATION OF LICENSURE: If you are requesting verification, please print your complete name used on your original Guam License.

Name on Original License: _____
 License #: _____ Signature: _____ Date: _____

III. FEE: Fees paid are **NON-REFUNDABLE**. Make check or money order payable to **TREASURER OF GUAM**.

		Initial Application	Biennial Application
1.	Acupuncture and Oriental Medicine	\$350	\$250
2.	Audiology	\$250	\$200
3.	Chiropractic	\$350	\$250
4.	Clinical Psychology	\$350	\$250
5.	Psychology Associate	\$200	\$150
6.	Licensed Professional Counselor	\$250	\$200
7.	Licensed Professional Counselor Intern	\$200	\$150
8.	Licensed Mental Health Counselor	\$300	\$250
9.	Licensed Mental Health Counselor Intern	\$200	\$150
10.	Marriage and Family Therapist	\$300	\$250
11.	Marriage and Family Therapist Intern	\$200	\$150
12.	Occupational Therapist	\$250	\$200
13.	Occupational Therapist Assistant	\$200	\$100
14.	Physical Therapy	\$300	\$250
15.	Physical Therapy Assistant	\$200	\$100
16.	Speech-Language Pathologist	\$300	\$250
17.	Speech-Language Assistant	\$200	\$150
18.	Respiratory Therapist	\$250	\$200
19.	Certified Respiratory Therapist	\$200	\$100
20.	Veterinary Medicine	\$350	\$250
21.	Nursing Home Administrator	\$250	\$200
22.	Nutritionist	\$300	\$250
23.	Clinical Dietician	\$200	\$100
24.	Euthanasia Technician (Annual)	\$150	\$100
25.	Examinations When Required by Law or Rule	\$250	\$250
26.	Application for Prescriptive Authority	\$250	\$250
27.	Late Renewal Penalty (Up to One Year)		\$100
28.	Late Renewal Penalty (One Year and a Day to Two Years)		\$200
29.	Late Renewal Penalty (Two Years and a Day to Three Years)		\$300
30.	Late Renewal Penalty (Three Years and a Day to Four Years)		\$400
31.	Name Change Certificate Request		\$100
32.	Replacement (Lost) Identification Card		\$100
33.	Reinstatement of Suspended License		\$300
34.	Petition for Reinstatement of Expired License		\$500
35.	Petition for Reinstatement of Revoked License		\$500
36.	Verification of Guam License (Certificate of Good Standing)		\$50
37.	Inactive License	one-half (1/2) the renewal fee	
38.	Returned Check Fee		\$40
39.	Other (Balance)		\$ _____

NOTE: Please make a copy for Treasurer of Guam and return this original Form to HPLO/GBAHE with your receipt of payment. For off-island Applicants or Licensees, please enclose this form with your application and make check or money order payable to "Treasurer of Guam".

FOR GUAM BOARD OF ALLIED HEALTH EXAMINERS OFFICE USE ONLY:

PAYMENT TYPE: Check Money Order Cash Credit Card

FIELD RECEIPT #: _____ DATE PAID: _____