



**DISTRICT OF COLUMBIA
DEPARTMENT OF HEALTH
HEALTH PROFESSIONAL LICENSING ADMINISTRATION
BOARD OF PROFESSIONAL COUNSELING**

To expedite the processing of your **GRANDFATHERING CERTIFICATION APPLICATION** be sure to follow the instructions carefully before mailing your application package. It is important to send in all the required supporting documents listed below based on the method by which you are applying:

* Applicants that are applying for the Grandfathering waiver MUST have been registered (RAC) with the District of Columbia Board of Professional Counseling on or by July 7, 2007. If you do not meet this requirement, you must then apply for the Certification by Examination or Endorsement.

CAC I Grandfathering

Checklist of Supporting Documents
Required

- A complete signed application for DC Certification
- Two (2) recent passport photos (2" X 2")
- Social Security Number or a Sworn Affidavit
- Name Change Documents
- Supplemental Information Form-**Form A**
- Supervision Experience Form-**Form B**
- Fee (\$240) must be in the form of Check, Money order or Certified Check -Payable to D.C. Treasurer – *includes \$50.00 Criminal Background Fee*

***Please note: All applicants will receive approval to sit for the Jurisprudence Examination and NAADAC Examination once the complete application is reviewed. This information will be mailed to you.**

CAC II Grandfathering

Checklist of Supporting Documents
Required

- A complete signed application for DC Certification
- Two (2) recent passport photos (2" x 2")
- Social Security Number or Sworn Affidavit
- Name Change Documents
- Supplemental Information Form-**Form A**
- Supervision Experience Form-**Form B**
- Fee (\$240) must be in the form of Check, Money Order or Certified Check - Payable to D.C. Treasurer- *includes \$50.00 Criminal Background Fee*

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