

Dual-Certification Guidelines

1. Certified sends a written request to obtain a dual-certification application and the \$40.00 application fee. **Request must state dual certification**
2. Once the request is received, staff reviews current certification on file to determine any additional education hours, degree, exams needed to meet the requirements for the certification being applied for & sends a letter stating necessary requirements along with the application and other information necessary.
3. Applicant returns completed application with all applicable documentation and the \$150.00 certification fee.
4. Once completed application is received, staff reviews and approves or sends written notification of any areas lacking appropriate documentation. Applicant may then schedule to sit for any exams needed to complete certification.
5. Portfolio will be sent to the next available quarterly Board meeting for final approval, if material presented is questionable.
6. Dual-certification will be issued once all requirements are met.

Dual-certification only occurs from professional level to professional level.

You must have completed certification at one of the professional levels before applying for a second certification. ***Certifications gained through a grandfathering process are not eligible.***

Documentation of work experience & supervision hours is waived as hours have been met through prior certification.

Applicant must document any additional education hours where applicable for the certification they are seeking.

Applicant must take any exams when applicable.