

FACCT Licensure Process

- 1.) Become a member of FACCT. The organization offers 5 different levels of membership, depending upon degree level, educational background, and specific life situation.
- 2.) Once you receive your membership certificate, go on the FACCT website (www.facct93.com) and download the "Pre-Application for Licensure" form. Complete the form, making sure to list in order of preference (1,2,3) which licenses you are most interested in applying for. Mail that form to the FACCT headquarters office with the required \$35.00 fee.
- 3.) Once we receive the Pre-App form w/payment, you will then be sent an email attachment with the FACCT 27-page Full Application. The Full Application will ask you to list your education, experience, supervision hours, etc. Please complete the Full Application in all areas that apply, and also begin sending in copies of your degrees, college transcripts, certificates, awards, etc. The Full Application will also ask you for 3 letters of recommendation, and you will be responsible to ask three people to mail-in their letters to the FACCT headquarters office.
- 4.) If you are an Ordained Minister, please submit a copy of your Ordination Certificate. If you are not ordained, please let us know so that we can email you a "sample template" of the Licensed Minister of Counseling Certificate (which FACCT accepts in lieu of an Ordination Certificate for men, or for women who belong to a denomination that does not ordain their women, for example Baptists). The Licensed Minister of Counseling Certificate would be issued to you by your local church leadership. In so doing, your church declares that they are vouching for your character, are helping to hold you accountable for doctrine, and helping to oversee your spiritual conduct at the local level (see Florida Statute 490.014).
- 5.) As the licensure process continues, FACCT will reach out to you at the appropriate time to conduct the required Background Screening. You will be emailed a consent form to complete, sign, and return to our office. This form grants FACCT your permission to perform the screening. Please note that the Background Screening only pertains to county, state, and federal criminal background records and does not affect one's credit score or credit rating.
- 6.) Once the FACCT office has received copies of everything requested for the licensure process, and your Background Screening comes back OK'd, your entire FACCT file is then given to the FACCT License Board Chair for their final review and approval. At this time, you will be issued a copy of the License Fee Schedule for your particular license so that you are made aware of the final cost of the license.

7.) FACCT does not accept any payments for license until such time as your license has been approved and issued by the FACCT Licensing Board. Upon your license's approval, you will be contacted by the FACCT Administrator and directed to make payment at that time.

8.) All FACCT-issued licenses are valid for 12 months from the date of issue, and remain the property of FACCT. Should the FACCT Licensure Board ever deem it necessary, licenses must be surrendered to the Licensure Board upon their request in writing.

9.) Email reminders regarding annual renewal of certifications or licenses are generated and sent by FACCT 45 days ahead of your license's expiration date.