

REQUEST FOR VERIFICATION FORM (QMHP C or A)

Instructions for completing verification form:

Please complete the SESL Department Release of Information form with the information necessary for the VA Board of Counseling verification of courses and internship requirements. Sign and date on Page 2, then return via email to the department administrative assistant at **amwiggins@nsu.edu** with your contact information. Because these documents contain sensitive personal information, a verification form to release this information must be completed by the applicant and returned first before their request is put into queue. Please allow **10 business days** for Norfolk State University (NSU) to process and submit forms electronically to the Virginia Licensure Board of Counseling to be added to the applicant's online portal.

Please note documents are emailed directly from NSU to the Virginia Licensure Board of Counseling's secure electronic dropbox. Once NSU submits the applicant's documents to the Dropbox, it is the applicant's responsibility to follow-up with the Virginia Licensure Board of Counseling to confirm the submission of documents and with any questions the applicant may have. The applicant is responsible for contacting the Virginia Licensure Board of Counseling to inquire about receiving a copy of what was submitted. Per NSU policy and Virginia Licensure Board of Counseling regulations, our department is unable to provide copies of paperwork that was sent electronically through email to the Virginia Licensure Board of Counseling.

Additional Information:

I graduated from the program when it was less than 60 hours. Can I return to complete my degree?

- No, you completed a degree already. You can return as a non-degree seeking student by submitting a graduate non-degree seeking student application to the Office of Graduate Studies to take the additional courses needed for a QMHP depending on your degree transcript.

I graduated from the program when it was 36 or 39 hours, what additional courses do I need?

- All internships at 36 and 39 hours were only 400 hours which will be reflected on the internship verification form. To apply for a QMHP-C or QMHP-A in Virginia a **500-hour** internship is required meaning an additional internship may be needed if the extra 200 hours were not verified through work experience.

I graduated from the program when it was 48 hours, what additional courses do I need?

- None. When the program was 48 hours, a 600-hour internship was included in the degree.

Is there any financial aid for the extra courses past my degree?

- No. Only degree seeking students receive financial aid. However, students are encouraged to search for scholarships both locally and nationally to assist with tuition. Check to see if your employer provides tuition reimbursement. When enrolling in additional courses, the university requires payment within 48 hours of registration of courses to secure placement in the course.

NORFOLK STATE UNIVERSITY
OFFICE OF THE REGISTRAR
700 Park Avenue
Norfolk, VA 23504
(757) 823-8229 • Fax: (757) 823-8907

REQUEST FOR VERIFICATION

DATE: ____/____/____

NAME: _____ ID: _____
 LAST FIRST MI

TELEPHONE: (____) _____ Undergraduate Graduate Both

I hereby authorize Norfolk State University to release the information indicated below to the designated agency/ person:

_____ _____
Signature of Student Date

- | | |
|--|---|
| <input type="checkbox"/> Dates of Attendance | <input type="checkbox"/> Degree Earned |
| <input type="checkbox"/> Major | <input type="checkbox"/> Expected Date of Graduation |
| <input type="checkbox"/> Grade Point Average (GPA) | <input type="checkbox"/> Statement of "good standing" |
| <input type="checkbox"/> Current Registration | <input type="checkbox"/> Additional Information |

Please mail the above requested information to the address below:

Please fax the above requested information to:

(____) _____

ATTENTION: _____