



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
BOARD OF MEDICAL LICENSURE AND DISCIPLINE

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

APPLICATION FOR LICENSURE AS A GENETIC COUNSELOR INSTRUCTION SHEET

Read all instructions carefully before completing and submitting your application. If your application is not complete within six months of filing, it may be considered abandoned and discarded.

General Information

The documentation that you are required to submit in support of your application depends in part on the type of application you are filing. Therefore, it is important to correctly identify the type of application:

- **Original License** – Apply for an original license if you
 - have certification from the American Board of Genetic Counselors (ABGC) or the American Board of Medical Genetics and Genomics (ABMGG), **but**
 - do not meet the requirements for a license by reciprocity.
- **Reciprocity** – Apply for a license by reciprocity when all of the following are true:
 - You hold a *current* license to practice genetic counseling in another jurisdiction (state, U.S. territory or District of Columbia), **and**
 - A jurisdiction where you hold a current license has licensing requirements that are at least equal to Delaware's requirements, **and**
 - No outstanding or unresolved complaints are pending against you.

Even if you hold a current license in another jurisdiction, you cannot be licensed by reciprocity if either of the other requirements is not met. For example, if you apply by reciprocity but the Council determines that no jurisdiction where you hold a current license has licensure requirements equal to those of Delaware, you would have to meet the requirements for original licensure, instead of reciprocity.

- **Provisional License** – Apply for a provisional license if ABGC has granted you Active Candidate Status.

Requirements for All Applicants

The following summarizes the documentation requirements for all applicants. The application form may request additional documentation based on your answers to the questions.

- Submit completed, signed and notarized [Application for Licensure as a Genetic Counselor](#) form.
 - Make sure all questions are answered unless the instructions tell you to skip a question.
 - Read the AFFIDAVIT section.
 - Sign the application in front of a notary public.
 - Forms that are incomplete, unsigned or not notarized will be rejected.
- Enclose the non-refundable [processing fee](#) by check or money order made payable to "State of Delaware."
 - Applications submitted without this processing fee will be rejected.
- Complete the *Criminal History Record Check Authorization* form to request State of Delaware and Federal Bureau of Investigation criminal background checks. Follow the instructions on the form to arrange to be fingerprinted.
 - You must meet this requirement *even if* you recently had a criminal background check done for some other reason.

- Complete, sign and submit the *Delaware Child Protection Registry Request Form* to the Department of Services for Children, Youth & Their Families following the instructions on the form.
- If you already have ABGC or ABMGG certification, arrange for the Council office to receive verification that you are certified as either a genetic counselor by the ABGC or ABMGG or a medical geneticist by the ABMGG. The certifying organization must send the verification *directly* to the Council office.
 - To request ABGC verification, see ABGC's [Credential Verification](#) form.
 - To request ABMGG verification, see ABMGG's [Verification of Certification Status](#) web page.
- If you have ever been licensed to practice genetic counseling in another jurisdiction, arrange for the Council office to receive a "letter of good standing" sent *directly* from *each* jurisdiction where you have ever held a genetic counselor license.
 - Internet or faxed verifications will not be accepted because the state seal must be affixed to the document.
- If you have never been issued a U.S. Social Security Number (SSN), submit a [Request for Exemption from Social Security Number Requirement](#).
The Privacy Act of 1974, Section 7, requires the following information to be given to all applicants: Applicants for any Delaware professional or occupational license, permit, registration or certificate (other than Gaming permits) are required to provide a U.S. SSN (29 *Del. C.* §8735(m)). The Division of Professional Regulation uses the SSN primarily to verify identity and safeguard personal information. It may also be used to enforce child support obligation (13 *Del. C.* §2216) and for other lawful purposes.

Additional Requirement for *Reciprocity* Applicants

- Submit copies of the licensing/practice statutes and regulations pertaining to the practice of genetic counseling from each jurisdiction where you hold a current license.
 - The Council will determine the equivalency of the licensing requirements of the jurisdictions where you are currently licensed to those of Delaware.

Additional Requirement for *Provisional License* Applicants

When you become an active candidate for ABGC certification, you may apply for a provisional license to practice genetic counseling.

- A provisional license is valid for up to one year from date of issuance.
 - When you pass the certification examination, you must apply for an original license or license by reciprocity. When your original or reciprocity license is issued, the provisional license will automatically expire.
 - ***If you fail the examination, you must notify the Council office.*** You may renew the provisional license one time only.
- Arrange for the Council office to receive verification of your active candidate status, sent *directly* from ABGC to the Council office.
 - To request verification of active candidate status, see ABGC's [Credential Verification](#) form and instructions on ABMGG's [Verification of Certification Status](#) web page.



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APPLICATION FOR LICENSURE AS A GENETIC COUNSELOR

TYPE OF APPLICATION

1. Select the type of application you are filing (check one):

- Original Licensure** – I hold certification from the American Board of Genetic Counselors (ABGC) or the American Board of Medical Genetics and Genomics (ABMGG), but I do not meet the requirements for a license by reciprocity.
- Reciprocity** – I hold a *current, active* license to practice genetic counseling in another jurisdiction that has licensing requirements equal to or exceeding the requirements for Delaware licensure.
- Provisional License** – I have Active Candidate Status with the American Board of Genetics Counselors.

IDENTIFYING AND CONTACT INFORMATION

2. Full Name: _____
Last First Middle

3. Other Names Used: _____ None
Include maiden, former married, alternate spellings.

4. Date of Birth (month/day/year): _____ Gender: Male Female

5. Have you been issued a U.S. Social Security Number? Yes No **If yes, enter your SSN:** _____
If no, you must file a [Request for Exemption from Social Security Number Requirement](#).

6. Mailing Address: _____
City State Zip

7. Phone: _____ day time or cell _____ fax _____ Email: _____ None

EDUCATION & CERTIFICATION INFORMATION

8. Enter the following information about your genetics counseling or medical genetics education.

INSTITUTION	LOCATION	DATES ATTENDED		DEGREE
		From	To	

9. Do you hold certification as a medical geneticist or genetics counselor from ABGC or ABMGG? Yes No
- **If yes, arrange for the Council office to receive verification that you are certified as either a genetic counselor by the ABGC or ABMGG or a medical geneticist by the ABMGG, sent *directly* from the certifying organization.** Then skip to the INFORMATION ABOUT LICENSURE & PRACTICE section.
 - If no, continue to the next question.

10. Do you have active candidate status from ABGC? Yes No If yes, arrange for the Council office to receive verification of your active candidate status, sent *directly* from ABGC to the Council office.

INFORMATION ABOUT LICENSURE & PRACTICE

11. Are any disciplinary actions or complaints pending against you before any body that regulates the practice of genetic counseling Yes No **If yes, on a separate sheet, identify where the action is pending, describe the complaint/action, and include the anticipated date of resolution, if known. Enclose the sheet with this application.**

12. Have you ever had a genetic counseling license denied, revoked, suspended or limited or placed on probation? Yes No **If yes, explain on a separate sheet and enclose it with this application. Also, enclose a copy of the disciplinary order.**

13. Do you now hold, or have you ever held, a license as a genetic counselor in any State, District of Columbia, or US territory? Yes No If yes, enter information about each license:

JURISDICTION	LICENSE NUMBER	EXPIRATION DATE

Arrange for the Council office to receive a “letter of good standing” *directly* from each jurisdiction where you have ever held a genetic counselor license. If you are applying by reciprocity, also submit copies of the licensing/practice laws and regulations pertaining to the practice of genetic counseling from all jurisdictions where you hold a *current* license.

HEALTH AND DISABILITY

14. Within the two years preceding this application, have you had a physical or mental disability which could reasonably be thought to interfere with your practice as a genetic counselor, including use or abuse of dangerous or addicting substances? Yes No

- **If yes, explain on a separate sheet and enclose it with this application.** Continue with the next question.
- If no, skip to the **DISCLOSURES** section.

15. Are the limitations or impairments caused by your medical condition reduced or ameliorated because you receive ongoing treatment (with or without medications) or participate in a monitoring program? Yes No **If yes, explain on a separate sheet and enclose it with this application.**

DISCLOSURES

16. Have you ever been convicted or entered a plea of guilty or *nolo contendere* (no contest) to any felony or misdemeanor or any other criminal offense, including any offense for which you have received a pardon, in any jurisdiction? Yes No **If yes, submit a signed statement explaining fully.**

Arrange for the Board office to receive State of Delaware and Federal Bureau of Investigation criminal background checks.

17. Are any criminal charges pending against you in any jurisdiction? Yes No **If yes, submit a signed statement explaining fully.**

18. Have you ever been disciplined by a healthcare facility or any entity governing genetic counseling licensure? Yes No **If yes, explain on a separate sheet and enclose it with this application. Also, enclose a copy of the disciplinary action.**

19. Have you ever been the subject of an investigation by a licensing authority, medical association, hospital or other healthcare institution? Yes No **If yes, provide a copy of any documents in your possession related to the final disposition of the investigation and continue with the next question.** If no, skip to the DUTY TO REPORT section.

20. Do you agree to sign an authorization for the Board of Medical Licensure and Discipline and the Division of Professional Regulation to obtain any and all information concerning the disposition of the investigation directly from the licensing authority, medical association, hospital or other healthcare institution? Yes No

DUTY TO REPORT

21. To obtain a license in Delaware, you must certify that you understand that you have a **mandatory** obligation to file a written report with the Board of Medical Licensure and Discipline within 30 days if you have any reason to believe that a medical practitioner *other than yourself* is (or may be) guilty of unprofessional conduct as defined in 24 Del. C. §1731 OR that he/she is (or may be):

- medically incompetent
- mentally or physically unable to engage safely in the practice of medicine
- excessively using or abusing drugs including alcohol.

I certify that I have read and understand the provisions of [24 Del. C. §1730](#), [24 Del. C. §1731](#) and [24 Del. C. §1731A](#) and that I understand my *duty to report*. Yes No

22. To obtain a license in Delaware, you must certify that you understand that you have a **mandatory** obligation to make an immediate oral report to the Department of Services for Children, Youth and Their Families if you know of, or you suspect, child abuse or neglect under Chapter 9 of Title 16 and to follow up with any requested written reports.

I certify that I have read and understand [16 Del. C. §903](#) and that I understand my *duty to report*. Yes No

23. To obtain a license in Delaware, you must certify that you understand that you have a **mandatory** obligation to self report all of the following:

- Any change in hospital allied healthcare privileges and any disciplinary action taken by any medical society against you within 30 days (24 Del. C. §1730(b)(1))
- Any civil or criminal investigation in any jurisdiction which concerns your certification or license or other authorization to practice medicine within 30 days (24 Del. C. §1730(b)(2))
- All information concerning medical malpractice claims settled or adjudicated to final judgment, as provided in Chapter 68 of Title 18, within 60 days. (24 Del. C. §1730 (c))
- Each final judgment, settlement, or award against you regardless whether you have malpractice insurance, within 30 days of the final judgment, settlement, or award. (24 Del. C. §1731A (f))
- Any reports filed against you with the Department of Services for Children, Youth and Their Families under Chapter 9 of Title 16 concerning child abuse or neglect (24 Del. C. §1730 (d))
- Any reports filed against you to the Division of Long Term Care Residents Protection under Chapter 85 of Title 11 concerning adult abuse, neglect, mistreatment or financial exploitation (24 Del. C. §1730 (d))

I certify that I have read and understand all of provisions in the [Delaware Medical Practice Act](#), including those listed above, and understand my *duty to self report*. Yes No

Complete, sign and submit the *Delaware Child Protection Registry Request Form* to the Department of Services for Children, Youth & Their Families following the instructions on the form.

The Board office must receive all of these items no later than 4:30 PM ten full working days before the Council's next meeting date in the event that your application requires the Council's review:

- **Completed, signed and notarized application form**
- **Fee payment**
- **All required supporting documentation.**

Applications that are not complete within 12 months of filing may be considered abandoned and discarded. When your application is complete, please allow 4-8 weeks to receive your license.

AFFIDAVIT

I swear all of the following:

- I am the person who executed this application.
- The statements contained on this application are true in every respect.
- I have not suppressed or withheld information that might affect this application.
- I will abide by the laws and the ethical standards of this profession.
- I have read and understand this statement.

I further understand that by filing this application for a Genetic Counselor in the State of Delaware, I hereby authorize and consent to have an investigation conducted to determine my professional qualifications, to determine if I have previously engaged in unprofessional conduct as defined in 24 Del. C. §1731 or the Board of Medical Licensure and Discipline and Council's Rules and Regulations and to determine that I am physically and mentally capable of engaging in the practice of genetic counseling with safety to the public.

I authorize the Council of the Board of Medical Licensure and Discipline and request every person, hospital, clinic, community, governmental agency (local, state, federal or foreign), court, association, institution or other organization having control of any documents, records or other information pertaining to me, to furnish to the Board of Medical Licensure and Discipline any such information, including document, records regarding charges or complaints filed against me, formal or informal, pending or closed, other pertinent data and to permit the Board of Medical Licensure and Discipline or any of its agents or representatives to inspect and make copies of such documents, records, and other information, in connection with this application, subsequent licensure or practice thereunder.

Signature of Applicant: _____ Date: _____

City of _____ County of _____

Sworn to before me and subscribed in my presence this _____ day of _____, 2____.

Signature of Notary: _____

SEAL

My Commission Expires: _____

APPLICATIONS THAT ARE UNSIGNED, NOT NOTARIZED, INCOMPLETE OR NOT ACCOMPANIED BY THE REQUIRED FEE WILL BE REJECTED.

Instructions for Requesting a Criminal Background Check

Both State of Delaware and Federal Bureau of Investigation criminal background checks are required.

Applicant Notification

Your fingerprints will be used to check the criminal history records of the Federal Bureau of Investigation (FBI). You have the opportunity to challenge the accuracy of the information contained in the FBI identification record. See [Title 28, CFR 16.34](#) for the procedure to obtain a change, correction or update in the FBI record.

Locations

Kent County – Primary Facility

State Bureau of Identification
Blue Hen Mall & Corporate Center
655 S. Bay Rd. Suite 1B
Dover, DE 19901

Walk-ins accepted: Mon 8:30 am – 6:30 pm, Tue - Fri 8:30 am – 3:30 pm
Customer Service: (302) 739-2134

New Castle County - Satellite Facility

State Police Troop Two
100 LaGrange Ave
Newark, DE 19702
(between Rts. 72 and 896 on Rt. 40)

By appointment only
Scheduling: (302) 739-2528 (local)
(800) 464-4357 (toll free)

Sussex County – Satellite Facility

Thurman Adams State Service Center
546 S. Bedford Street, Rm. 202
Georgetown DE 19947
(across from DelDOT & Troop 4)

By appointment only
Scheduling: (302) 739-2528 (local)
(800) 464-4357 (toll free)

Applicants in Delaware

1. If you are using the New Castle County or Sussex County locations, call **(800) 464-HELP (4357)** to schedule an appointment. No appointments are needed at the Kent County location.
2. Take the completed *Authorization for Release of Information* form to one of the offices listed above with the fee of \$65.00, to cover both the State of Delaware and Federal Bureau of Investigation criminal checks. Money orders and credit cards other than American Express are accepted at all locations. New Castle and Kent Counties accept cash; Sussex County does not accept cash. **Personal checks are not accepted in any county.** As fees are subject to change, contact the agency where you plan to submit your forms for current fees.

Applicants Not in Delaware (including Out-of-State or Outside the United States)

1. Your local police agency can fingerprint you. All types of fingerprint cards are accepted. Or, you may print a [FD-258 fingerprint form](#) available on the FBI website at www.fbi.gov – click *Services*, then *Identity History Summary Checks*, then scroll down to Option 1, Step 2, and click the link for *standard fingerprint form (FD-258)*. You may print the form on regular paper.
2. Your *Authorization for Release of Information* form and the fingerprint card must be complete. If identifying information is missing (such as name, date of birth, race, gender, etc.), your form will be returned.
3. **Mail** the *Authorization* form, fingerprint card, and *certified* check or money order (**personal checks are not accepted**) for \$65.00 made payable to “Delaware State Police” to:

**Delaware State Police
State Bureau of Identification (SBI)
PO Box 430
Dover, DE 19903-0430**

**DO NOT SEND THIS FORM OR FEE TO YOUR PROFESSION'S BOARD OFFICE.
DO NOT SEND THIS FORM OR FEE TO THE DIVISION OF PROFESSIONAL REGULATION.
⇒ ALLOW FOUR WEEKS FOR RECEIPT OF RESULTS.**



DELAWARE CHILD PROTECTION REGISTRY REQUEST FORM



Fax or Mail Request to: OCCL, Criminal History Unit
 Concord Plaza, Hagley Building
 3411 Silverside Road
 Wilmington, DE 19810
 Phone: 302-892-5800 Fax: 302-633-5191

When requesting Child Protection Registry checks:

- **Allow 15 working days for results to be processed.**
- **Do not use a cover sheet.**
- **Do not send duplicate requests.**
- **Form must be submitted to DSCYF within 90 days of signature date in order to be processed.**

PART I. APPLICANT INFORMATION – Type or print clearly.

Name: _____
Last First Middle

Other Name(s) Used: _____ DE Drivers License #: _____

Social Security #: _____ - _____ - _____ Date of Birth: ____ / ____ / ____ Sex: Male Female: Race: _____
mm / dd / yyyy

Address: _____
Street City State Zip

Have you ever been involved in a substantiated case of child abuse or neglect? Yes No If Yes, explain:

I hereby authorize The Delaware Department of Services for Children, Youth and Their Families to provide the below named agency/organization with all substantiated cases of child abuse or neglect concerning me contained in the Child Protection Registry. I further release the Delaware Department of Services for Children, Youth and Their Families, its officers and employees from any and all claims arising out of or in any way connected to the release or dissemination of any information concerning me.

Signature: _____ Date: _____

Parent or Guardian Signature if applicant is under the age of 18: _____

PART II. AGENCY/ORGANIZATION INFORMATION

Please check only <u>one</u>:			
<input type="checkbox"/> EDUCATION	<input type="checkbox"/> HEALTH CARE FACILITY	<input type="checkbox"/> CHILD CARE	<input checked="" type="checkbox"/> OTHER: <u>State Agency</u>

Agency Identification Number (if applicable): 1179
 Requesting Agency Name: **Division of Professional Regulation**
 Address: Cannon Building, 861 Silver Lake Boulevard, Suite 203, Dover, DE 19904
 Phone: (302) 744-4500 Fax: (302) 739-2711 Contact Person: Nicole Williams

DSCYF USE ONLY	
The individual listed above (___ is listed) (___ is NOT listed) on the Delaware Child Protection Registry.	
Date: _____	DSCYF Criminal History Unit _____