



STATE OF TENNESSEE
DEPARTMENT OF HEALTH
HEALTH RELATED BOARDS
665 MAINSTREAM DRIVE
NASHVILLE, TN 37243

TENNESSEE BOARD OF MEDICAL EXAMINERS
(800) 778-4123, ext. 532-4384 or Local (615) 532-3202, ext. 532-4384
www.tennessee.gov/health

APPLICATION INSTRUCTIONS FOR LICENSURE AS A GENETIC COUNSELOR APPLICATION CHECK SHEET

Provided below is a checklist for your personal use and convenience containing all the things you must do to receive consideration for issuance of a Tennessee license to practice. **NOTE: All submissions must be executed and dated less than one (1) year before receipt or the submission will be rejected by the Board.**

Licensure by Examination:

Done

1. Complete, sign, have notarized and mail the application pages 1 through 6. _____
2. Attach to the application a clear, recognizable, recently taken passport size photograph of yourself. _____
3. Submit proof of citizenship in the United States or Canada _____
4. Request that a graduate transcript from a genetic counseling training education program, the educational standards of which have been established by the ABGC or the ABMG, be submitted directly from the educational institution to the administrative office. The transcript must show the program has been successfully completed and carry the official seal of the institution. Complete and mail Attachment 3 to your graduate school. _____
5. If you are or have ever been licensed, certified, registered, or permitted by any state or country to practice as a genetic counselor or other health professional, you must complete and mail Attachment 1 to each and every licensing board. Copies of Attachment 1 may be duplicated to accommodate each request. _____
6. Attach to the application a check or money order in the amount of \$110 (or \$160 for a temporary license) made payable to the Board of Medical Examiners. _____
7. Cause to be submitted directly from ABGC or ABMG proof of certification. See Attachment 2. _____
8. Criminal Background Check. For instructions to obtain a criminal background check, go to <http://tn.gov/health/article/CBC-instructions>. _____
9. All applicants must complete, sign and have notarized the Declaration of Citizenship form and submit the documents required by the Declaration of Citizenship form. The Declaration of Citizenship is available online at <https://www.tn.gov/content/dam/tn/health/healthprofboards/PH-41833.pdf>. _____

Temporary License :

A temporary license may be issued to an applicant who has applied for but has yet to take the licensure examination. To obtain a temporary license an applicant must cause to be submitted to the administrative office all of items 1 through 8 above except 6 and submit Attachment 2 to the ABGC or ABMG. Applicants must have made application to sit for the licensure exam and sign the ABGC or ABMG verification release from (Attachment 2) allowing the ABGC or ABMG to release all exam scores to the Tennessee Board of Medical Examiners.

You must practice under the general supervision of a licensed genetic counselor with current ABMG certification in clinical genetics. Please submit Attachment 4 with your application. Attachment 4 must be signed by the supervising genetic counselor and must be submitted prior to beginning practice.

Licensure by Grandfather Clause

Done

Any person who is currently actively practicing genetic counselors is eligible to receive a license upon further showing satisfactory proof of the existence of all of the following requirements:

1. Cause to be submitted to the administrative office items 1 through 8, listed previously except item number 6. _____
2. Any person who has practiced as a genetic counselor since 1980 is eligible to receive a license as a genetic counselor upon further showing satisfactory proof of work history and scope of practice by submitting the following items to the Board’s administrative office, along with the licensure application:
 - (a) written job description(s) or letters from employers which cover the entire work period and explain the licensure applicant’s scope of practice; and
 - (b) photocopies of paycheck(s), paycheck stub(s), or Internal Revenue Service (IRS) Forms W-2, 1099-Misc., or Schedules C or C-EZ for IRS form 1040 to verify proof of income from the practice of genetic counseling.

All documents must be submitted directly from the employing facility or signatory to the Board’s administrative Office. _____

UNDERSTANDING THE APPLICATION PROCESS

If an address change occurs at any time, you must notify the Board's administrative office, in writing, immediately.

1. All application fees and temporary licensure fees are non-refundable.
2. All documents and fees required to be submitted by you or which must be requested from the appropriate institutions in this application process, must be mailed directly to:
Board of Medical Examiners
Genetic Counselors
665 Mainstream Drive
Nashville, TN 37243
3. Allow fourteen (14) working days for information mailed to our office to be received and placed in your file. Federal Express or special courier services will not appreciably reduce the processing time. Additionally, if Federal Express or special courier services are used you will be responsible for charges incurred. The Board asks that you please give the administrative office every consideration in this matter.
4. If necessary documentation has not been received when your application has been received by the Board's administrative office, an initial deficiency letter will be sent to you. The supporting documentation requested in the letter must be received in the Board's administrative office sixty (60) days from the date of the initial deficiency letter. Files not completed within sixty (60) days will be closed.
5. Absent any complicating factors, the average application processing time is six weeks. Once the application is completed, your file will be promptly reviewed and an initial licensure determination made. You will be promptly notified by letter of the initial determination and if your application is approved, you will be able to view licensure approval on the Internet at www.tennessee.gov/health.
6. It is strongly recommended that you do not make arrangements to accept employment as a genetic counselor in Tennessee until you are granted a license by the Board of Medical Examiners.
7. You have the option to receive all correspondence from the Department of Health electronically. Should you "opt in," you will no longer receive physical mail from this office. Opting in does not discharge your obligation to provide the Department with a current physical address and email address. You are required by statute and rule to notify the Department of an address change within thirty (30) days of any such change.
8. All documents which are provided to this office in conjunction with your request for a medical license becomes part of the public record and must be released pursuant to a public records request.

Thank you for your cooperation. We will make every effort to expedite your application in an efficient manner.

IMPORTANT: You must have a Tennessee license issued by the Board of Medical Examiners in your possession before you may lawfully practice.

ATTACH A
CURRENT FULL-
FACE
PHOTOGRAPH



FOR OFFICIAL USE
ONLY

Full License

1678-001 \$100.00
1678-006 \$ 10.00

Temporary License

1678-001 \$100.00
1678-001 \$ 50.00
1678-006 \$ 10.00

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APPLICATION FOR LICENSED GENETIC COUNSELORS

Please **check** the appropriate category for which you are applying:

License by Exam - \$110.00 License by Grandfather Clause -\$110.00 Temporary License - \$160.00

PERSONAL INFORMATION

Name as it will appear on license: _____
(First) (Middle) (Last)

Have you been known by any other name? Y N If yes, list names: _____

Date of Birth: Mo. ____ Day ____ Yr. ____ Social Security Number: ____ - ____ - ____

U.S. Citizen: Y N Gender: M F Race: _____

Are you entitled to Live and Work in U.S.? Y N

Are you a member of the U.S. armed forces who has, within the preceding 180 days, retired from the armed forces, received any discharge other than a dishonorable discharge from the armed forces, or been released from active duty to a reserve component of the armed forces? Y N (If yes, please provide proof of status.)

Are you the spouse of a member of the armed forces who has been transferred by the military to Tennessee or who has, within the preceding 180 days, retired from the armed forces, received a discharge other than a dishonorable discharge from the armed forces or been released from active duty to a reserve component (If yes, please provide proof of same.) Y N

Present Mailing Address: _____ Home Phone: (____) _____ - _____

_____ Work Phone: (____) _____ - _____

Email address: _____

Do you wish to receive notification, including renewal notification, from the Department of Health via email? Y N

Please note, by opting in, all correspondence from the Department of Health will be delivered to the email address on file for you. You will no longer receive physical mail from our office.

EDUCATIONAL AND EMPLOYMENT INFORMATION

Please provide the following information for all educational institutions you have attended beyond high school. Use the back of this page if you need additional space. (Send Attachment 3 to the educational institution where you completed your program.)

From:	_____	To:	_____	_____	_____
	MM/YY		MM/YY	Educational Institution	Location
From:	_____	To:	_____	_____	_____
	MM/YY		MM/YY	Educational Institution	Location
From:	_____	To:	_____	_____	_____
	MM/YY		MM/YY	Educational Institution	Location
From:	_____	To:	_____	_____	_____
	MM/YY		MM/YY	Educational Institution	Location

Please complete your entire employment history starting with the most current position first. Use the back of this page if you need additional space.

<u>DATES</u>		<u>LOCATION</u>	<u>POSITION AND DUTIES</u>
From:	_____	To:	_____
	MM/YY		MM/YY
		(City)	(State)
From:	_____	To:	_____
	MM/YY		MM/YY
		(City)	(State)
From:	_____	To:	_____
	MM/YY		MM/YY
		(City)	(State)
From:	_____	To:	_____
	MM/YY		MM/YY
		(City)	(State)
From:	_____	To:	_____
	MM/YY		MM/YY
		(City)	(State)
From:	_____	To:	_____
	MM/YY		MM/YY
		(City)	(State)
From:	_____	To:	_____
	MM/YY		MM/YY
		(City)	(State)

PRACTICE AND LICENSURE INFORMATION

YES NO

Are you or have you ever been licensed in this profession in another state?

Are you or have you ever been licensed in any other profession in Tennessee or another state?

List below all states, countries or provinces in which you have ever been or currently are licensed, permitted or certified. Submit a copy of **Attachment 1** to all such states, countries, or provinces regarding such licensure, certification or permit. Use the back of this page if you need additional space.

STATE	PROFESSION	LICENSE NUMBER	DATE ISSUED	CURRENT STATUS
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

YES NO

Have you ever previously applied for a genetic counselor license in Tennessee?

COMPETENCY INFORMATION

PLEASE ANSWER THE FOLLOWING QUESTIONS. If any answers to the questions in this part are in the affirmative, attach an explanation on a separate sheet. In support of your explanation, the final documents or orders from the issuing states, courts, or agencies must be submitted along with this application.

For the purposes of these questions, the following phrases or words have the following meanings:

- 1. "Ability to practice your profession" is to be construed to include all of the following:
 - a. The cognitive capacity to make appropriate clinical diagnoses, exercise reasoned medical judgments, to learn, and keep abreast of medical developments;
 - b. The ability to communicate those judgments and medical information to patients and other health care providers, with or without the use of aids or devices, such as voice amplifiers; and
 - c. The physical capability to perform professional tasks and procedures required of your profession, with or without the use of aids or devices, such as corrective lenses or hearing aids.
- 2. "Medical Condition" includes physiological, mental or psychological conditions including, but not limited to: orthopedic, visual, speech and/or hearing impairments, emotional or mental illness, specific learning disabilities, drug addiction, and alcoholism.
- 3. "Minor Traffic Offense" generally means moving and non-moving violations punishable by fines only and does not include offenses such as driving under the influence or while intoxicated or reckless driving.
- 4. "Chemical substances" is to be construed to include alcohol, drugs, or medications, including those taken pursuant to a valid prescription for legitimate medical purposes and in accordance with the prescriber's direction, as well as those used illegally.
- 5. "Currently" does not mean on the day of or even in the weeks or months preceding the completion of this application. Rather it means recently enough so that the use of drugs or alcohol may have an ongoing impact on one's functioning as a licensee or within the past two (2) years.
- 6. "Illegal use of illicit or controlled substances" means the use of substances obtained illegally (e.g., heroin or cocaine) as well as the use of controlled substances that are not obtained pursuant to a valid prescription or not taken in accordance with the directions of a licensed health care practitioner

QUESTIONS

YES NO

- 1. Do you currently have any physical or psychological limitations or impairments caused by an existing medical condition which are reduced or ameliorated by ongoing treatment or monitoring, or the field of practice, the setting or the manner in which you have chosen to practice? ___ ___
- 2. Do you currently use any chemical substances which in any way impair or limit your ability to practice your profession with reasonable skill and safety? ___ ___

If so, please list: _____

[If you receive such ongoing treatment or participate in such a monitoring program, the Board will make an individual assessment of the nature, the severity and the duration of the risks associated with an ongoing medical condition so as to determine whether an unrestricted license should be issued, whether conditions should be imposed or whether an unrestricted license should be issued, whether conditions should be imposed or whether you are not eligible for licensure.]

COMPETENCY INFORMATION CONTINUED

QUESTIONS: Please respond to ALL questions. If you answer "YES" to any question, please attach a written explanation.

YES NO

- | | | | |
|-----|---|-------|-------|
| 3. | At any time within the past two years, have you engaged in the illegal use of illicit or controlled substances? | _____ | _____ |
| 4. | Are you currently participating in a supervised rehabilitation program or professional assistance program that monitors you to assure that you do not consume alcohol and/or do not engage in the illegal use of illicit or controlled substances? | _____ | _____ |
| 5. | Have you ever been diagnosed as having or have you ever been treated for pedophilia, exhibitionism, voyeurism or other diagnosis of a predatory nature? | _____ | _____ |
| 6. | Have you ever held or applied for a license or certificate to practice as a genetic counselor in any state, country, or province, that has been or was ever denied, reprimanded, suspended, restricted, revoked, otherwise disciplined, curtailed, or voluntarily surrendered under threat of investigation or disciplinary action? | _____ | _____ |
| 7. | Have you ever had staff privileges at any hospital or health care facility that were ever revoked, suspended, curtailed, restricted, limited, otherwise disciplined, or voluntarily surrendered under threat of restriction or disciplinary action? | _____ | _____ |
| 8. | Have you ever applied for or held a state or federal controlled substance certificate that was ever denied, revoked, suspended, restricted, voluntarily surrendered or otherwise disciplined or surrendered under threat of restriction or disciplinary action? | _____ | _____ |
| 9. | Have you ever been convicted (including a nolo contendere plea or guilty plea) of a felony or misdemeanor (other than a minor traffic offense) whether or not sentence was imposed or suspended? | _____ | _____ |
| 10. | Have you ever been rejected or censured by a medical society? | _____ | _____ |
| 11. | In relation to the performance of your professional services in any profession: | | |
| a. | Have you ever had a final judgment rendered against you; | _____ | _____ |
| b. | Have you ever entered into any settlement of any legal action; or | _____ | _____ |
| c. | Are there any legal actions pending against you or to which you are a party? | _____ | _____ |
| 12. | Have you ever held a license or certificate in any health care profession that has ever been reprimanded, suspended, restricted, revoked, otherwise disciplined, curtailed, or voluntarily surrendered under threat of investigation or disciplinary action? | _____ | _____ |
| 13. | My name has been placed on the registry of persons who have abused, neglected or misappropriated the property of vulnerable individuals (Tennessee abuse registry or an abuse registry in another state) | _____ | _____ |

AFFIDAVIT AND RELEASE

I, _____, of _____,
(Applicant's Name) *(City)* *(State)*

being duly sworn and identified as the person referred to in this application and signed photos, attests to the truth of each statement made in said application. I further swear that I have read and understand the law and the rules and regulations for genetic counselors and agree to abide by them in the practice of my profession in the State of Tennessee.

I HEREBY:

SIGNIFY my willingness to appear to answer such questions as the Board may find necessary which may include an interview.

RELEASE to the Board, its staff and their representatives, any and all documentation necessary now and in the future to establish my physical and mental capabilities to safely practice my profession.

AUTHORIZE the Board, its staff and their representatives to consult with my prior and current associates and others who may have information bearing on my professional competence, character, health status, ethical qualifications, ability to work cooperatively with others and any other qualifications;

RELEASE from liability the Board, its staff and all their representatives and any and all organizations which provide information for their acts performed and statements made in good faith and without malice concerning my competence, ethics, character and/or other qualifications for licensure.

ACKNOWLEDGE that I, as an applicant for licensure, have the burden of producing adequate information for a proper evaluation of my professional, ethical and/or other qualifications and for resolving any doubts about such qualifications.

AUTHORIZE release, use and disclosure of otherwise HIPAA protected health information to the limited extent necessary for my application to receive full consideration up to and including discussion in a public forum should that become necessary.

AUTHORIZE the American Board of Genetic Counseling or American Board of Medical Ethics National Office to release my exam scores directly to the State Board of Medical Examiners.

THIS CERTIFIES THAT THE INFORMATION SUBMITTED BY ME IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SIGNATURE

DATE

ATTACHMENT 1



STATE OF TENNESSEE
DEPARTMENT OF HEALTH
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665 MAINSTREAM DRIVE
NASHVILLE, TN 37243

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CLEARANCE FROM OTHER STATE LICENSURE BOARDS

APPLICANT: Please provide the information requested in the top box and then mail one form to the licensure board in EACH state where you **hold or have ever held** a license to practice any profession. (Copies of this form can be used). **NOTE:** Some states require a fee for providing clearance information. To expedite your application, you may wish to contact the applicable state(s).

To Be Completed By Applicant (Please Print In Ink)

I, the undersigned applicant, was granted a (circle one) license or certificate to practice _____ (Profession)
numbered _____ on _____ in the State of _____ (Date)

The Board of Medical Examiners of Tennessee requests that I submit evidence of the current status of that license in your state.

You are hereby authorized to release any information in your files, favorable or otherwise, directly to the Tennessee Board of Medical Examiners.

Date: _____ Applicant's Signature _____
Applicant's typed or printed name _____

To Be Completed By Administrative Office of State Licensure Board

Name In Full As it Appears On License/Certificate or Permit:

(First) (M.I.) (Last)

License/Certificate/Permit Number: _____ Profession: _____

Date Issued: _____ Expiration Date: _____

Basis of Issuance: _____ Endorsement/Reciprocity with _____ (State)
(Check One) _____ Written Examination _____

Is the license currently active and registered? Yes ___ No ___
Is there any derogatory information on file? Yes ___ No ___ If yes, please attach supporting documentation.

Authorized Signature _____ Title _____ Date _____

Please mail directly to: Board of Medical Examiners' Genetic Counselors
665 Mainstream Drive
Nashville, TN 37243



STATE OF TENNESSEE
DEPARTMENT OF HEALTH
HEALTH RELATED BOARDS
665 MAINSTREAM DRIVE
NASHVILLE, TN 37243

BOARD OF MEDICAL EXAMINERS' GENETIC COUNSELORS
(800) 778-4123, ext. 532-4384 or Local (615) 532-3202, ext. 532-4384
<http://tennessee.gov/health>

ABGC/ABMG VERIFICATION

Please complete this form and mail it to one of the addresses below:

Send to:

American Board of Genetic Counseling
P.O. Box 14216
Lenexa, KS 66285

American Board of Medical Genetics
9650 Rockville Pike
Bethesda, MD 20814-3998

To Be Completed By Applicant (Please Print In Ink)

Dear ABGC/ABMG Official:

I am applying for a license to practice as a genetic counselor in the State of Tennessee. By signing this document I authorize you to release my exam scores and proof of my certifications directly to the State Board of Medical Examiners.

Applicant's Name: _____
(First) (Middle) (Last)

Social Security No: _____ - - _____
Signature for Release of Information

PLEASE MAIL SCORES DIRECTLY TO:

Board of Medical Examiners' Genetic Counselors
665 Mainstream Drive
Nashville, TN 37243

ATTACHMENT 3



**STATE OF TENNESSEE
DEPARTMENT OF HEALTH
HEALTH RELATED BOARDS
665 MAINSTREAM DRIVE
NASHVILLE, TN 37243**

BOARD OF MEDICAL EXAMINERS
(800) 778-4123, ext. 532-4384 OR (615) 532-3202, ext. 532-4384
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TRANSCRIPT REQUEST

APPLICANT: Supply the information requested in this box and then mail this entire form to your graduate school.

Full Name: _____		
(Last)	(First)	(Middle/Maiden)
Address: _____	Social Security Number: _____ - ____ - ____	

Student Identification Number: _____		
Year of Graduation: _____		
Degree Obtained: _____		

TO WHOM IT MAY CONCERN:

I am applying for a license to practice as a genetic counselor in the State of Tennessee. Please forward an original graduate transcript bearing the institution's official seal to:

Tennessee Board of Medical Examiners' Genetic Counselors
665 Mainstream Drive
Nashville, TN 37243

Thank you for cooperation and prompt response.

Applicant's Signature

Date



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SUPERVISING GENETIC COUNSELOR

This section must be completed by the supervising GENETIC COUNSELOR(s).
(This page may be duplicated if necessary)

List all practice settings:

1) Setting:

Supervising Genetic Counselor

Printed Name

Address

Tennessee License Number

2) Setting:

Supervising Genetic Counselor

Printed Name

Address

Tennessee License Number

3) Setting:

Supervising Genetic Counselor

Printed Name

Address

Tennessee License Number

4) Setting:

Supervising Genetic Counselor

Printed Name

Address

Tennessee License Num