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**STANDARD**

**APPLICATION FORM**

**Certified Mental Performance Consultant®**

**(CMPC®)**

**Application Date:**

**I. PERSONAL INFORMATION**

**Last Name: First Name: Middle Initial:**

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**Current Affiliation and Position:**

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**Home Address:** check if preferred mailing address **Business Address:** check if preferred mailing address

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| **Home Phone:** | **Business Phone:** |

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**II. EDUCATION AND DEGREES**

List all universities/colleges attended, beginning with undergraduate college education. A master’s or doctoral degree from a regionally-accredited institution of higher education (or non-U.S. equivalent) in an area clearly related to sport science or psychology is required. An official, sealed transcript, or electronic transcript directly from the university’s registrar office, must be provided to verify degree requirements have been met.

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| **Name of Institution** | **Degree/Specialization** | **Dates Attended (From/To)** |

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**III. COURSEWORK / EDUCATIONAL EXPERIENCES**

List all coursework/educational experiences completed under the appropriate knowledge area (K1-K8) below. All coursework/educational experiences must have been completed at a regionally-accredited institution of higher education (or non-U.S. equivalent) for university credit. Courses offered by AASP (e.g., Professional Ethics and Standards in Sport and Exercise Psychology) can be used to fulfill the requirements of a knowledge area. A minimum of one course/educational experience is required for each of the knowledge areas. It is expected that the course/educational experience will be of sufficient length, breadth, and depth as that of a 3-credit semester course/educational experience in the U.S. higher educational system.

**Effective June 1, 2018 coursework/educational experience is required to fulfill K8. Graduate-level credit must be completed in the knowledge areas designated with an asterisk (\*).** **Undergraduate-level credit also can be used to fulfill the other knowledge area requirements but must be designated as upper-division** (i.e., junior/senior level) by the university. Pass/fail courses are not eligible (unless documentation provided indicates coursework/educational experience was not offered for a grade). A single course/educational experience cannot be used to fulfill more than one knowledge area. An official, sealed transcript, or electronic transcript directly from the university’s registrar office, from each institution must be provided to verify successful completion of all coursework/educational experiences listed below.

**K1. PROFESSIONAL ETHICS AND STANDARDS\***

*Studies in this area provide an understanding of the ethics and standards related to professional practice. This does not include the ethics of sport participation. Content of coursework/educational experiences in this area includes, but is not limited to, the following:*

* Ethical standards of professional practice (e.g., AASP ethics code, APA ethics code, ACA ethics code)
* Ethical/legal issues and their application to various professional activities (e.g., psychological testing, consulting, group work, research)
* Guidelines for evaluating and resolving ethical/legal dilemmas and decision making as a helping professional
* Professional orientation to sport psychology, including professional roles and functions, professional preparation standards, credentialing, and professional organizations

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**K2. SPORT PSYCHOLOGY\***

*Studies in this area provide an understanding of the theory, research, and practice of sport psychology. Content of coursework/educational experiences in this area includes, but is not limited to, the following:*

* Theoretical foundations of the psychological processes that influence human performance in athletic settings
* Empirical survey of the psychological factors related to performance and participation in sport and exercise settings
* Psychological techniques and strategies to enhance performance in sport and other domains (e.g., performing arts, military)
* Psychological theories and applied considerations related to injury in sport, team dynamics, youth sport, and athletic coaching

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**K3. SPORT SCIENCE**

*Studies in this area provide an understanding of the physiological, biomechanical, motor, sociocultural, and philosophical bases of behavior in sport. This does not include coursework in sport psychology, exercise psychology, or social psychology of sport. Content of coursework/educational experiences in this area includes, but is not limited to, the following:*

* Physiological principles relevant to the effect of sport or exercise on human functioning and performance
* Biomechanical foundations of human movement and athletic performance
* Motor control processes and mechanisms underlying the learning and performance of motor skills
* Sociocultural perspectives on sport (e.g., gender, race, economics, politics)
* Historical foundations and philosophical questions related to the development of sport and physical activity programs

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**K4. PSYCHOPATHOLOGY**

*Studies in this area provide an understanding of abnormal human behavior. Content of coursework/educational experiences in this area includes, but is not limited to, the following:*

* Theories of psychopathology and etiology of mental disorders
* Assessment of psychopathology
* Diagnosis of abnormal human behavior
* Counseling strategies for ameliorating psychopathology

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**K5. HELPING RELATIONSHIPS\***

*Studies in this area provide an understanding of helping and consulting processes. Content of coursework/educational experiences in this area includes, but is not limited to, the following:*

* Counseling and consultation theories
* Basic listening, interviewing, assessment, and counseling/consulting skills
* Helper and client characteristics and behaviors that influence professional helping relationships (e.g., age, gender, ethnic differences; verbal and non-verbal behaviors; personal characteristics, orientations, and skills)
* Supervised practica in counseling, clinical, or consulting psychology

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### K6. RESEARCH METHODS AND STATISTICS\*

*Studies in this area provide an understanding of research methodology and statistical analysis. Content of coursework/educational experiences in this area includes, but is not limited to, the following:*

* Basic types of research methods and design (e.g., qualitative, quantitative)
* Issues related to tests and measurement (e.g., reliability, validity)
* Descriptive techniques, inferential statistics, and parametric procedures
* Ethical application of research methods and analyses

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**K7. PSYCHOLOGICAL FOUNDATIONS OF BEHAVIOR**

*Studies in this area provide an understanding of the biological, cognitive, affective, social, and individual difference bases of behavior. This does not include coursework that focuses on sport-specific principles (e.g., exercise physiology, motivation in sport, sociology of sport, sport psychology, social psychology of sport). Content of coursework/educational experiences in this area includes, but is not limited to, the following:*

* Fundamentals of neuroanatomy, brain development, neuropsychology, neurophysiology, and psychopharmacology
* Theories of cognition and affect and an examination of how various aspects of thinking and feeling influence behavior
* Survey of social influences (e.g., group processes, persuasion, prosocial behavior) and impact on behavior
* Theories of personality, individual difference, and human lifespan development
* Concepts in positive psychology (e.g., mindfulness, flow, grit) and factors that enhance meaning and well-being

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**K8. DIVERSITY AND CULTURE**\* (effective June 1, 2018)

*Studies in this area provide an understanding of diversity, multiculturalism, and cultural awareness. This does not include a single-context, or population-specific, diversity course (e.g., gender and sport, disability in sport). Content of coursework/educational experiences in this area includes, but is not limited to, the following:*

* Conceptual frameworks for sociopolitical and cultural factors that impact human behavior
* Dimensions of personal identity and individual differences (e.g., race, ethnicity, sexual orientation) that influence the professional helping relationship
* Intervention strategies for addressing needs of individuals from unique racial/ethnic backgrounds, religious affiliations, gender identity, etc.
* Culturally-competent approaches to counseling and consultation

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**IV. MENTORED EXPERIENCE**

Complete the Record of Mentored Experience Hours Form by following the instructions provided. Documentation and verification of a 400-hour mentored experience is required. The 400-hour mentored experience consists of a minimum of 200 hours spent in direct client contact, a maximum of 150 hours spent in support activities, and a minimum of 50 hours spent in mentorship (i.e., face-to-face mentorship, electronic mentorship, and direct knowledge of services). A minimum of 200 hours across these categories must be spent with competitive sport populations. See the instructional page for complete descriptions of these categories and specific hours requirements. Mentored experiences can be completed during the applicant’s graduate education or as a post-graduate experience. A [Mentorship Verification Form](https://appliedsportpsych.org/certification/application-forms/) must be completed by each mentor listed on the Record of Mentored Experience Hours Form.

**Mentor Approval:** Mentors for the mentored experience must be approved by the Certification Council. All Certified Mental Performance Consultants who document the completion of required continuing education in mentorship/ supervision are listed in the [Registry of Approved Mentors](https://appliedsportpsych.org/certification/mentor-directory/) and are approved to provide mentorship. Non-certified mentors can be approved for listing by submitting the [Registry of Approved Mentors Application Form](https://appliedsportpsych.org/certification/application-forms/#RegistryofApprovedMentors) and can maintain their listing through the completion of required continuing education in mentorship/supervision and other professional practice areas. It is the applicant’s responsibility to ensure that mentors for their mentored experience are approved by the Certification Council. Applicants are encouraged to confirm that mentors are approved before beginning their mentored experience and maintain approval throughout to avoid the risk of the accumulated hours not being eligible to be counted.

**Eligible Activities:** Only time spent in direct client contact, support activities, and mentorship in an applied sport/performance psychology setting are eligible to be counted toward the mentored experience hours. If in doubt, please provide detailed information and/or contact the Chair of the Certification Council for clarification. Examples of activities that are considered eligible and ineligible for the required mentored experience include but are not limited to:

**Examples of eligible activities:**

1. Working with individual athletes, performing artists, military personnel, and other relevant performers on performance-related issues (e.g., motivation, confidence, performance anxiety, arousal control, injury rehabilitation).
2. Consulting directly with an athletic or performance team and teaching mental skills such as goal-setting, relaxation/activation, concentration, imagery, self-talk, and performance routines.
3. Consulting with an administrator (e.g., athletic director, general manager) about how to effectively incorporate mental skills development programs into operating routines of the particular organization
4. Serving as a consultant to a youth sports organization and educating parents, athletes, and/or coaches about healthy competition patterns, moral reasoning, and life skills.
5. Working as an academic counselor and providing formal training (e.g., stress management, problem-solving, goal setting, time management) to athletes related to performance enhancement.
6. Working as an intern in a corporation and providing exercise intervention programs to improve the psychological well-being of employees.

Example of ineligible activities:

* Serving as an athletic coach, athletic trainer, or strength coach for a team.
* Working in an alcohol rehabilitation center that happens to have athletes or other performers as clients.
* Providing marital and family counseling to athletes, dancers, or soldiers and their family.
* Contracting with professional sports teams to do a psychometric work-up of players to make a psychological diagnosis.
* Being part of a general counseling practice treating an athlete or other performer for an eating disorder.
* While completing an internship in psychology, prescribing running as part of clinical therapy.
* While serving as an academic counselor, providing academic support services to athletes.
* As an intern hired by a corporation you use performance enhancement interventions to address mental health issues of their employees.

## V. EXAM

Applicants are required to obtain a passing score on the certification exam. Applicants are eligible to take the exam following review and approval of the applicant’s degree, coursework/educational experiences, and mentored experience requirements by the Certification Council. Application review follows approximately a 10-12 week timeline. Please note reviews can extend beyond this timeframe pending any questions or concerns that require the Council reviewers to deliberate longer on the submission materials. Applicants are required to schedule and take the exam onsite at a Scantron testing center or via live-online proctoring within 6 months of their application approval. Applicants will receive exam scheduling instructions when they are notified of their application approval.

## VI. CONDUCT, ATTESTATION, AND ETHICAL CODE

Answer the following questions and provide an explanation and supporting documentation where appropriate:

1. Have you ever had membership in a professional association denied or revoked?  Yes  No

If yes, please provide an explanation:

2. Have you ever had an application for a professional license, certification, or registration denied?  Yes  No

If yes, please provide an explanation:

3. Are you currently the subject of any formal complaint or have you ever had any disciplinary action  Yes  No

taken against your professional license, certification, or registration?

If yes, please provide an explanation:

4. Are your currently awaiting trial or under indictment for or have you ever been convicted of, pled no  Yes  No

contest to, or pled guilty to any felony or a misdemeanor other than a minor traffic violation (driving

under the influence is not a minor traffic offense)?

If yes, please provide an explanation:

I have read and understand the Candidate Handbook and agree to abide by the policies of the Certification Council and AASP as described therein, including the confidentiality and disciplinary rules. I understand that the information I provide to the Council may be audited, and I authorize the Council to make any necessary inquiries in this regard.

By applying for certification I agree to adhere to the AASP Ethics Code. I understand that any violation of any portion of the Ethics Code may result in disciplinary action as outlined in the Disciplinary and Complaints Policy.

I certify that the information contained in this application is true, complete, and correct to the best of my knowledge. I understand that submission of false or misleading information at any time may be cause for withdrawal or revocation of this application and/or certification without refund of any fees.

Signature of Applicant Date

**Instructions for Completing the Record of Mentored Experience Hours Form**

**1. Dates of Service:** List the starting and ending month/year related to time spent in the sport or activity.

**2. Name of Mentor:** List the name of your mentor who provided mentorship related to time spent in the sport or activity.

**3. Level/Setting of Sport or Activity:** Specify the type of sport or activity in which time was spent along with the level of participants. For example: college baseball team; recreational marathon runner; junior high school wrestler; basic training military unit; professional musician. **A minimum of 200 hours (direct client contact + support activities + mentorship) of the total 400 hours must be spent with competitive sport populations.** The remaining 200 hours can be spent with sport or non-sport (e.g., exercisers, performing artists, military service organizations, high-risk occupations) populations.

**4. Hours Spent in Direct Client Contact:** Record the number of hours spent in in-person contact with individuals (e.g., athlete, coach, exerciser, performing artist, soldier) or groups (e.g., sport team, coaching staff, fitness class, dance troupe, military unit) working on mental skills to optimize performance, involvement, enjoyment, and/or personal development. Activities include individual consultation, group facilitation and consultation, psychoeducational workshops, and team-building exercises. **A minimum of 200 hours of the 400 total hours must be spent in direct client contact.**

**5. Hours Spent in Support Activities:** Record the number of hours spent in activities that pertain to individual or group clients, but do not involve direct client contact. Activities include onsite observation of individual or group clients, record keeping and report writing, reviewing case notes or video/audio recordings, researching and preparing materials for intervention sessions, assessment scoring and interpretation, and case management (e.g., referral, consultation with other professionals). **A maximum of 150 hours of the 400 total hours can be spent in support activities.**

**6. Hours Spent in:**

**a. Face-to-Face Mentorship:** Record the number of hours spent meeting with your mentor either in-person or from a distance via synchronous video and audio technology (e.g., Skype, FaceTime) that approximates in-person contact (e.g., mentor and mentee are able to attend to verbal and non-verbal behavior).

**b. Electronic Mentorship:** Record the number of hours spent communicating with your mentor in a manner that does *NOT* meet the definition of face-to-face mentorship above (e.g., telephone, email, texting).

***A minimum of 40 hours of required 50 mentorship hours must be spent in face-to-face and/or electronic mentorship. A minimum of 30 of these 40 hours must be spent in face-to-face mentorship, and the remaining 10 of these 40 hours can be spent in either face-to-face or electronic mentorship.***

**7. Hours of Direct Knowledge of Services:** Record the number of hours your mentor observed your skills and provision of services via samples of your work using modalities such as onsite observation, audio or video recordings, live streaming, test and questionnaire protocols, client homework, and/or other client-generated materials. For novice mentees (see definition provided in Candidate Handbook), a minimum of 10 hours of audio recording, video recording, or live observation onsite or via distance video technology must be recorded on the form. For advanced mentees (see definition provided in Candidate Handbook), a minimum of 10 hours of samples provided to the mentor using an acceptable combination of the modalities listed above based on the judgment of the mentor must be recorded on the form. **While more hours of direct knowledge of services can be accumulated, only 10 hours are allowed to be counted toward the required 50 mentorship hours.**

**8. Skills Employed During Interventions:** Record the types of skills or interventions used with individuals or groups. For example: goal setting, relaxation training, attentional focus, imagery, team building, relationship-building, etc.

*If additional space for entries is needed, download additional copies of the Record of Mentored Experience Hours Form at* [*www.appliedsportpsych.org/certification/application-forms/*](http://www.appliedsportpsych.org/certification/application-forms/)*.*

**RECORD OF MENTORED EXPERIENCE HOURS FORM**

(See instructional page for guidelines in completing this form)

The Record of Mentored Experience Hours Form should be completed before the Mentor Verification Forms. First, complete this Hours Form with all documented hours and then send this with the Mentor Verification Forms to your approved mentor(s) for sign-off.

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| Dates of Service | Name of Mentor | Level / Setting of Sport or Activity | Hours Spent in Direct Client Contact | Hours Spent in Support Activities | Hours Spent in Face-to-Face Mentorship (Zoom, Skype, FaceTime, In-Person) | Hours Spent in Electronic Mentorship (Phone Calls, Email, Text) | Total Hours Spent in this Sport / Activity | Hours of Direct Knowledge of Services | Skills Employed During Interventions with Individuals and/or Groups |
| 01/2017 to 01/2018 | Dr. Sport Psych | College baseball team | 20.00 | 15.00 | 3.00 | 1.00 | 39.00 | 1.00 | Goal setting, attentional focus, negative thought stopping, team building |
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### Application Checklist

**Please review and check the following:**

Completed Standard Application Form (typed).

Official transcripts from university/college of qualifying master’s or doctoral degree. List name of institution and check method of submission:

Name of Institution:

Emailed directly from institution  Mailed directly from institution  Sealed envelope

Official transcripts from each university/college at which coursework/educational experience listed was completed. List name of institution and check method of submission:

1. Name of Institution:

Emailed directly from institution  Mailed directly from institution  Sealed envelope

2. Name of Institution:

Emailed directly from institution  Mailed directly from institution  Sealed envelope

3. Name of Institution:

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4. Name of Institution:

Emailed directly from institution  Mailed directly from institution  Sealed envelope

5. Name of Institution:

Emailed directly from institution  Mailed directly from institution  Sealed envelope

Completed Record of Mentored Experience Hours Form

Signed Mentorship Verification Form from each mentor

Reporting of hours on the Mentored Experience Hours Form match the hours reported on the Mentor Verification Form(s). Please check all totals to ensure they align before submitting your application.

Signed Attestation/Ethical Code statement, including answers and explanations in response to professional conduct and criminal behavior questions where appropriate

Application Fee ($375). Payment can be made online at <https://www.appliedsportpsych.org/payment/>.

**To submit application:**

1. Combine and convert the following into a single PDF: (a) completed Standard Application Form, (b) completed Record of Mentored Experience Hours Form, (c) all signed Mentorship Verification Forms, and (d) completed Application Checklist.
2. Email PDF to [certification@appliedsportpsych.org](mailto:certification@appliedsportpsych.org) with the subject line “CMPC Certification Application\_First Initial Last Name.”
3. Request all official transcripts from each university/college to be emailed to [certification@appliedsportpsych.org](mailto:certification@appliedsportpsych.org) or mailed to the address listed below. Alternatively, official transcripts in a sealed envelope can be mailed by the applicant to the address listed below. Only transcripts that are received directly from the university/college registrar or from the applicant in a sealed envelope are considered official:

Certification Council

Association for Applied Sport Psychology

8365 Keystone Crossing, Suite 107

Indianapolis, IN 46240

1. Application review follows approximately a 10-12 week timeline. Please note reviews can extend beyond this timeframe pending any questions or concerns that require the Council reviewers to deliberate longer on the submission materials. Incomplete application materials will not be reviewed.