

## **INSTRUCTIONS MFT APPLICATION FOR LICENSURE**

All sections of the application for licensure form must be completed, unless otherwise noted. If additional space or information is necessary, please include the information on a separate sheet of paper. Failure to complete the application, complete a background check, or include the \$100 application fee will result in a delay in reviewing the application by the State Committee. A background check is required. See instructions below for making an appointment for fingerprinting.

### **SECTION I – GENERAL INFORMATION**

Section I must be completed by the **applicant** for licensure as it relates to personal data. Check **EXAMINATION** if applying based upon being scheduled to take the national examination as established by the Association of Marital and Family Therapy Regulatory Boards. Check **SCORE ENDORSEMENT** if applying based upon passing the national examination as established by the Association of Marital and Family Therapy Regulatory Boards. (See item #16 Exam Score Endorsement for detailed information regarding the national examination). Check **RECIPROCITY** if applying based upon currently licensure as an MFT in another state.

### **SECTION II – EDUCATIONAL INFORMATION**

If the applicant registered supervision with the Missouri State Committee of Marital & Family Therapists, please skip this section and complete Section III and the remainder of the application form. Otherwise this section must to be completed by the applicant. If the applicant needs to complete items A-G of this section compare the graduate transcript to this form. Remember, a course can be used only once. The applicant may refer to page 2 (reverse side) of these instructions for a definition of the core courses or 20 CSR 2233-2.010 of the regulations.

### **SECTION III – PROFESSIONAL EXPERIENCE**

Section III relates to supervision obtained after an advanced degree is conferred. Supervision obtained in Missouri must have been registered and approved by the State Committee. If submitting supervision from an licensed marital and family therapist, licensed professional counselor, licensed clinical professional counselor, licensed clinical social worker, licensed psychologist, or psychiatrist in another state, the applicant must submit a Verification of Post Degree Experience form or request the state of licensure send a copy of the applicant's file to the State Committee. Supervisors from another state must be compliance with the education, licensure and supervisor training requirements of Missouri. If the State Committee determines that the supervisor requirements in another state are substantially the same as Missouri, supervised months and hours may apply toward Missouri's licensure requirements. If the applicant has more than three supervised work sites, please include the additional information on a separate sheet of paper.

### **APPLICANT INFORMATION**

This section relates to an applicant's background. If "yes" is marked for any of the answers, the applicant must either submit a separate, written explanation with the signature notarized or attach the explanation to the application. If this information was included on the Registration of Supervision form, please make a note of that in this section of the application.

### **STATEMENT OF APPLICANT**

The applicant must read the statement and sign in the presence of a notary public. Signing, dating, and notarizing this form confirms that the applicant has truthfully and accurately completed the form to the best of her/his ability.

## CORE AREA DEFINITIONS – SECTION II EDUCATIONAL EXPERIENCE

**Theoretical Foundations of Marriage and Family Therapy**—Courses in this area cover the development, theoretical foundations, contemporary conceptual directions, and critical philosophical issues of marriage and family therapy;

**Practice of Marriage and Family Therapy**—Courses in this area cover the historical development, theoretical foundations, contemporary conceptual directions, and critical philosophical issues of marriage and family therapy and applied marriage and family therapy practice. Within the context of systems theory and marriage and family therapy, courses will cover assessment, evaluation and treatment of dysfunctional relationship patterns and mental disorders consistent with the scope of practice as defined in section 337.700(7), RSMo. Major marriage and family therapy assessment methods and instruments shall be covered;

**Human Development and Family Studies**—Courses in this area cover the life cycle of individuals, couples and families and the modification of relationship dynamics over time from a systems perspective. Courses shall address issues of relationships, normal development and dysfunctional patterns, as well as issues of sexuality, gender, ethnicity, race, socioeconomic status, religion, culture and other issues of diversity which emerge in a pluralistic society;

**Ethics and Professional Studies**— Courses in this area cover the development of professional commitment, identity, and accountability. Studies shall include professional socialization and professional organizations, licensure and credentials, legal responsibilities and liabilities of clinical practice and research, business ethics in professional practice, family law, confidentiality, professional marital and family therapy codes of ethics, and cooperation with members of other mental health professions. The course shall be specific to the practice and profession of marriage and family therapy;

**Research Methodology**—Courses in this area cover an understanding of research methodology and data analysis with the ability to evaluate research. Course content shall include both qualitative and quantitative research;

**Practicum in Marriage and Family Therapy**—The practicum or internship consists of direct, face-to-face client contact to include couple and family formats. Individual supervision with one (1) or two (2) students in face-to-face consultation with a supervisor shall be provided. Students shall be trained to make relevant assessments of client systems;

**Effective August 28, 2008 Diagnostic Systems**—Courses in this area provide an understanding and a working knowledge of psychodiagnostics using classification systems with an emphasis on the current edition of the *Diagnostic and Statistical Manual of Mental Disorders* (DSM). Course content regarding the DSM must include understanding the organizational structure, professional terminology used in the manual, and competence in its application as it is used in the assessment process and subsequent treatment planning relative to the practice of marital and family therapy.

### **BACKGROUND CHECK**

Missouri's vendor for digital fingerprinting is Cogent. The company has fingerprint service sites located throughout Missouri. Cogent will accept debit or credit cards or on-site payment by check, money order, or cash. If cash is to be paid, an applicant **must have the exact amount** as the vendor may not have change available.

- ✓ With the new registration system, all applicants will log into the Missouri Automated Criminal History Site (MACHS) at [www.machs.mo.gov](http://www.machs.mo.gov). An appointment to be fingerprinted must be made online via MACHS. The automated registration system walks an applicant through the steps to make an appointment. If an applicant does not have internet access, s/he can call 877/862-2425 and a representative will make the online appointment.
- ✓ An applicant must have the four digit registration number. **This registration number is 5408 for individuals applying for supervision, provisional licensure, or licensure as a marital and family therapist.** The registration number ties all agency identifying information together to insure the background check response is returned to the correct agency.

- ✓ Once the registration process is complete, an applicant will receive a Transaction Control Number (TCN) that is used to track the appointment. Applicants need to take the transaction control number document to the fingerprinting site along with a current photograph.
- ✓ Applicants must have a recent photograph to present to the vendor prior to being fingerprinted.

At the fingerprinting appointment, applicants will be fingerprinted and have their photos taken. A receipt containing the TCN is provided after printing is completed. A copy of this receipt is to be sent to the board office to verify the background check is in process. The results of the fingerprinting will be sent directly to the agency office.

**PLEASE BE ADVISED THAT UNTIL THE RESULTS OF THE BACKGROUND CHECK ARE RECEIVED AND REVIEWED BY THE STATE COMMITTEE, A LICENSE WILL NOT BE ISSUED.**

## **Important Notice Concerning Your Fingerprint-based Background Check**

As an applicant who is the subject of a state and/or national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you must understand that by mailing your fingerprints to the Missouri State Highway Patrol or to Cogent, the Missouri Fingerprint Services vendor, you hereby agree to the following:

- Your fingerprints will be used to check the criminal history record files of the Missouri State Highway Patrol (MSHP) and/or the Federal Bureau of Investigation (FBI).
- Any criminal history information returned as a result of this search will be made available to requestors pursuant to Chapter 43 RSMo.
- All information, including your fingerprints, photograph, and any demographic data collected during the course of your fingerprint-based record check may be stored in MSHP and/or FBI files. Such data will be subject to comparisons against other submissions received by the MSHP and/or the FBI and to further disseminations by the MSHP or the FBI as may be authorized under the Federal Privacy Act (5USC 552a(b)) or Missouri Revised Statutes.
- Any future updates made to your arrest record may also be shared with the agency requesting this fingerprint-based background check if the requesting agency is a subscriber to the state and/or federal Rap Back program.

Questions about this notice may be directed to the Missouri State Highway Patrol Criminal Justice Information Services Division at 573-526-6153 or [machs@mshp.dps.mo.gov](mailto:machs@mshp.dps.mo.gov)

## AGENCY REQUIREMENTS FOR NONCRIMINAL JUSTICE APPLICANTS

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as a job or license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant's privacy.

- Officials must provide to the applicant written notice<sup>1</sup> that his/her fingerprints will be used to check the criminal history records of the FBI.
- Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the job, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.
- Officials must advise the applicant that procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- Officials should not deny the job, license, or other benefit based on information in the criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.<sup>2</sup>

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant notice, what constitutes "a reasonable time" for the applicant to correct or complete the record, and any applicant appeal process that is afforded the applicant. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

If you need additional information or assistance, contact the CJIS Audit Unit, Missouri State Highway Patrol CJIS Division, at (573) 526-6153 extensions 2630, 2625 or 2655.

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<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

## NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification<sup>1</sup> that your fingerprints will be used to check the criminal history record of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.<sup>2</sup>

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>3</sup>

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

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<sup>2</sup> See 28 CFR 50.12(b).

<sup>3</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).