

## **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, sign the check or money order will result in a delay in reviewing the application by the State Committee. **Please complete on-line using the fillable feature or use black ink, making sure it is legible (or risk delays in having your applicant processed, including having it returned).** 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**

To complete the background check requirement go to the Missouri Automated Criminal History Site (MACHS) at <https://www.machs.mo.gov/MACHSFP/home.html> to register online. MACHS will take an applicant through the registration steps. If an applicant does not have internet access, s/he can call 844/543-9712

An applicant must have the four digit registration number. Applicants seeking licensure as a marital and family therapist, this registration number is **5408**. The registration number ties all agency/ licensure entity identifying information together to ensure the background check response is returned to the correct licensing entity. The MACHS website collects all demographic data required to complete a fingerprint based background check. Results of the background check are sent directly to the state committee office.

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