

FREQUENTLY ASKED QUESTIONS

The information presented herein was assembled by the Missouri State Committee of Marital & Family Therapists and staff. This information is being provided for informational purposes only and shall not be construed as legal advice concerning any of the covered subject areas. To review the law and rules regarding marital and family therapists, please visit pr.mo.gov/marital and click on the icons Statutes or Regulations.

If the state committee determines course work is needed in a core area what does an applicant need to submit to verify s/he has course work in that area?

An applicant can always submit additional information such as a course description, letter from the college or university, or syllabus to clarify content of the course. If an applicant submits a course description, the description **must** be from a school catalog. Typed or handwritten notes from the applicant are not acceptable.

How is the start date for supervision determined?

Supervision is effective the date the registration of supervision or supervision change of status form is received in the state committee office and contingent upon the supervisor meeting the requirements for MFT supervision. It cannot be backdated or retroactive to the start of employment.

How does an applicant change and/or add a supervisor and/or setting?

To change or add a supervisor or setting, a person must file a change of supervision form with the \$25 change supervision fee. Like the registration of supervision, the change of supervisor or setting is effective the date the form is received in the state committee office.

When can a person take the national examination?

A person can take the examination in marital and family therapy developed by the Association of Marital and Family Therapy Regulatory Boards at any time after the master's degree is awarded. Persons interested in applying for the national exam need to contact the state committee office. Information regarding the examination is available at <http://www.amftrb.org/exam.cfm>.

When does a person apply for licensure?

An applicant has 60 months from the date approved by the State Committee to complete the required hours and months. It is recommended the applicant file for licensure no more than 30 days in advance of completion of supervision.

An applicant must complete 3,000 hours and 24 months of supervised experience in marital and family therapy. Additionally, during the period of supervised experience the applicant must complete at least 1,500 hours of direct client contact. Direct client contact is defined as face to face therapy.

How does an applicant calculate supervision hours?

Supervised marital and family therapy experience includes direct client/patient contact AND marital and family therapy related duties such as the development of a treatment plan, writing treatment notes, or attending seminars relating to MFT. Remember that all direct client/patient contact and any marital and family therapy related duties are according to the full order, control and responsibility of the supervisor approved by the state committee. The supervisor and marital and family therapist or SMFT are responsible for keeping track face-to-face meetings required for the supervised experience. The applicant must remain under supervision until permanently licensed. When calculating supervised experience here are some general guidelines.

- i. Determine start and end dates of the supervision and the number of weeks comprising that time period. If supervised in Missouri, the applicant and supervisor were sent a letter from the State Committee indicating the effective date of licensure supervision. For ease of calculation all months have four weeks.

- ii. Hours are broken down into two categories, direct client contact and MFT related hours. Remember that direct client contact hours are part of the total. Determine number of hours per week applicant was involved in direct client contact AND marital and family therapy related activities.
- iii. Multiply the number of weeks by the number of hours per week to obtain total hours of direct client contact and total hours of marital and family therapy experience.

Example: Applicant is approved for supervision effective January 1, 2005 and changes supervisors on July 1, 2005. On the average the applicant was engaged in direct client contact twenty hours per week within a forty hour work week.

Direct client contact hours for 6 months = 24 weeks (6x4) x 20 hours per week = 480 hours of direct client contact.

Total Hours = 6 months = 24 weeks (6x4) x 40 hours per week = 960 hours

Who can provide licensure supervision?

A license marital and family therapist, licensed professional counselor, licensed psychologist, psychiatrist, or license clinical social worker can provide supervision for licensure. However, there are certain requirements a supervisor must meet in order to licensure supervision. Please see Supervisor Credential Verification form.

What if supervisor for licensure is not employed at the same setting as the applicant?

If a licensure supervisor is not employed at the same setting as the applicant, there must be a document to affiliate the supervisor. The supervised marital and family therapist or SMFT, licensure supervisor and a representative of the work setting sign this document. A model contract is available from the state committee office or the state committee's website for anyone to use or amend. The model contract affiliates the supervisor to the setting for the purpose of licensure supervision.

How long will it take for the state committee to review application materials?

It can take up to sixty (60) days for materials to be reviewed. The state committee schedules a one-hour conference call meeting approximately every eight weeks. Dates for conference calls and meetings are posted on the web site <http://www.pr.mo.gov/marital-meetings.asp>. An applicant's file must be complete with all required documentation at least thirty days prior to any state committee conference call or face-to-face meeting. Once the state committee has reviewed the materials it can take approximately 1-2 weeks for the results to be mailed to the applicant. Please be advised that the results **cannot** be given out over the telephone.

CONTINUING EDUCATION INFORMATION

Are there any specific educational requirements (specific courses on specific topics) that are required?

Section 337.718.1 RSMo requires certain health care professionals to complete **at least two hours** of continuing education in suicide assessment, referral, treatment, and management training, as a condition of the renewal of the license. The provision was effective August 28, 2018. The two (2) hours are applicable to the forty (40) continuing education requirement outlined below.

Section RSMo 337.718.1 RSMo of the licensure law states, "...Effective August 28, 2008, as a prerequisite for renewal, each licensee shall furnish to the committee satisfactory evidence of the completion of the requisite number of hours of continuing education as defined by rule, which shall be no more than forty contact hours biennially. The continuing education requirements may be waived by the committee upon presentation to the committee of satisfactory evidence of illness or for other good cause." Continuing education can be taken at any time within the biennial cycle however all hours must be completed prior to the expiration of the license.

Continuing education consists of two formats; **formal** and **self-study**. A licensee **must** obtain at least twenty (20) hours of formal continuing education. Formal hours include workshops, seminars, meetings, on-line (must have certificate or letter documenting date, hours & topic) post degree graduate course work, and in-service presentations provided by employers. The remaining hours in continuing education can be obtained via self-study or through additional formal CE. In general, if a licensee receives a certificate, letter, or transcript of completion documenting date, topic, provider, and number of hours, the continuing education is considered formal.

Do MFTs need to have official CE credits that are paid for through an institution, or can it be verified through a Certificate of Attendance?

- Any **formal** continuing education must be verified with a certificate of attendance or similar document that includes the name of the seminar, date, and number of continuing education hours. Formal continuing education hours are defined in the regulations as one or a combination of any of the following;
 1. **Post graduate course work offered by a regionally accredited educational institution.** Such course work shall be relevant to marital and family therapy as defined in section 337.700 (7) and (8) RSMo and shall not be part of the graduate course work required for licensure. One (1) semester hour of graduate credit constitutes fifteen (15) hours of continuing education.
 2. **Presenting research at a formal professional meeting.** A presentation shall include a paper presented in a professional journal, book, or original chapter in an edited book. No credit would be granted for any subsequent presentation on the same subject matter during the same renewal period;
 3. **Attending relevant professional meetings when such meetings include verification of attendance.** Such meetings can be international, national, regional, state, or local, and must be related to the profession.
 4. **Attending work shops, seminars, or continuing education courses relevant to marital and family therapy as defined in section 337.700 (7) and (8) RSMo.** Upon request by the state committee the licensee shall provide verification of attendance such as a certificate or letter of attendance indicating the date, time, and number of hours of continuing education from the work shop, seminar or course provider.
 5. **Written contributions to relevant professional books, journals, or periodicals.** A licensee shall be eligible to receive three (3) hours of continuing education for publication in a non referee journal, six (6) hours of continuing education for publication in a referee journal, eight (8) continuing education hours for each chapter in a book, ten (10) continuing education hour for editing a book, and fifteen (15) continuing education hours for the publication of a book.
 6. **Presenting at relevant professional meetings such as international, national, regional, state, or local professional associations.** A licensee would be eligible for CE based upon number of hours licensee attended a meeting.
 7. **A licensee who is a faculty member at an accredited educational institution may receive up to a maximum of twenty (20) hours per year of continuing education credit for teaching at the educational institution.** The area(s) taught by the licensee must relate to the following core areas; Theoretical Foundations of Marriage and Family Therapy, The Practice of Marriage and Family Therapy, Human Development and Family Studies, Ethics and Professional Studies and Research Methodology.
 8. **A licensee teaching formal continuing education hours may receive CE during a biennial cycle.** The CE must relate to the following core areas; Theoretical Foundations of Marriage and Family Therapy, The Practice of Marriage and Family Therapy, Human Development and Family Studies, Ethics and Professional Studies, and Research Methodology.
- A licensee may obtain at up to twenty (20) hours of self study continuing education. Self study of professional material includes relevant books, journals, periodicals, tapes, and other materials and preparation for relevant lectures and talks to public groups. Preparation credit may not be claimed

pursuant to this regulation for presentations that are used for CE in the aforementioned 1, 2, 6, 7, or 8.

Providing marital and family therapy, workshops on personal growth, supervision of individuals for licensure or employment, or services provided to professional associations or organizations will not be considered for continuing education contact hours.

- Included, but not limited to the following, is a list of approved continuing education providers:
American Association for Marriage and Family Therapy and any chapter or division of AAMFT;
American Counseling Association and any chapter or division of ACA;
American Medical Association and any chapter or division of AMA;
American Mental Health Counselors Association and any chapter or division of AMHCA;
Local, state, regional, or national psychological associations;
Local, state, regional, or national social worker associations;
National Board for Certified Counselors (NBCC);
Regionally accredited colleges and universities.

If an MFT obtains continuing education in order to satisfy another licensure (e.g., LCSW, LPC or licensed psychologist), would that be able to satisfy for LMFT CE hours as well?

As long as the licensee can document the required hours meet MFT requirements, in the time frame required for MFT, continuing education obtained for other licensed professions can apply to the MFT requirement.

SUMMARY

- Total of forty (40) hours of continuing education must be completed, prior to the expiration date of the license.
 - At least twenty (20) hours of continuing education must be formal CE, documented with a certificate or letter of completion listing seminar/workshop title, date, number of hours and provider.
 - At least two (2) hours in suicide prevention training must be completed. These hours can be formal continuing education or self-study.
- Remaining CE hours can be completed via self study, formal or a combination of formal and self study.