INSTRUCTIONS
MFT REGISTRATION OF SUPERVISION APPLICATION

In order to assure all sections are accurate, the applicant and supervisor are encouraged to work together when completing the Registration of Supervision form. All sections on the registration of supervision form must be completed, unless otherwise noted. If additional space is necessary, please include additional information on a separate sheet of paper. Failure to complete application, submit the required fee, complete a background check or request graduate transcripts be sent to the State Committee will result in delaying application review.

SECTION I - APPLICANT DATA
Section I must be completed by the applicant for supervision as it relates to personal data.

SECTION II – EDUCATIONAL EXPERIENCE
Section II relates to graduate degrees. Please list masters, specialist, or doctoral degree(s) only. Transcripts documenting graduate course work must be sent to the State Committee by the college or university. Items A – F are the core areas of education. Complete this section by comparing the graduate transcript(s) 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 areas.

SECTION III - SUPERVISOR DATA
Section III relates to the licensure supervisor. This section must be completed by the licensure supervisor. If the supervisor is not employed at the supervision site listed in Section IV-Supervised Practice Setting, a contract affiliating the supervisor to the site must be submitted to the State Committee. A model contract is available by contacting the State Committee office or at the web site pr.mo.gov/marital.

SECTION IV - SUPERVISED PRACTICE SETTING
Section IV provides information regarding the location where the applicant will provide marital and family therapy.
NOTE: If the supervision site is a private practice, numbers 18-20 must be completed.

SECTION V - NATURE OF SUPERVISION
Section V must be completed by the applicant and reviewed by the licensure supervisor. This section identifies clients receiving marital and family therapy from the applicant, related duties performed by the applicant, and how the supervisor will oversee the progress of the applicant.

APPLICANT INFORMATION
Questions 27 a-f relate to the applicant's background. If “yes” is marked for any of the answers, the applicant must submit a separate explanation in writing with the signature notarized or submit a written statement attached to the application.

STATEMENT OF EMPLOYER
This information must be signed and dated by a representative of the supervision site if both the supervisor and applicant are employed at the site. A human resource or personnel representative, clinic director etc. may sign this section. If you are obtaining supervision from someone not employed at this setting, skip this section and submit a contract affiliating the supervisor to the setting.

SECTION VII - STATEMENT OF APPLICANT
Signing and dating this form confirms that the applicant understands the law and regulations associated with the supervision process.

SECTION VIII – STATEMENT OF SUPERVISOR
Signing and dating this form confirms that the supervisor understands the law and regulations associated with the supervision process.
CORE AREA DEFINITIONS – SECTION II EDUCATIONAL EXPERIENCE ITEMS A-F

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.mshp.dps.mo.gov/MAChSFP/wizard.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 insure 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 THE RESULTS OF THE BACKGROUND CHECK MUST BE REVIEWED BY THE STATE COMMITTEE AS PART OF THE APPLICATION PROCESS.