



ALABAMA BOARD OF EXAMINERS IN MARRIAGE AND FAMILY THERAPY

P.O. BOX 24016

MONTGOMERY, AL 36124-0066

334.395.7455 FAX: 334.409.9232

Web Site: www.mft.alabama.gov

Dear Applicant:

On this web site, you will find the Marriage and Family Therapy Licensure Law, The Rules and Regulations set forth by the ABEMFT, checklists to assist your completion of the application process, official application and information forms, and a list of current ABEMFT Approved Supervisors. We encourage you to carefully read the MFT Licensure Law and the Rules and Regulations in order to familiarize yourself with them. The forms and checklists are grouped into therapist (MFT) and supervisor (SUP) categories. By first reading the Board approved marriage and family therapy designation requirements (CHAPTER 367-X-3 of the Rules and Regulations) and selecting the checklist(s) for the license and/or designations you wish to apply for, you should be able to determine which forms you will need to complete and return. Applications must be received two weeks prior to the next available Board Meeting to ensure Board Review. Applications received after the two week deadline will be reviewed at the following meeting. A calendar of Board meetings is available at www.mft.alabama.gov for your convenience (the Board Calendar is voted on at the November Board Meeting for the following calendar year and is then advertised on our web site and also the Secretary of State's web site)

The following is a list of the MFT checklists which you have to choose:

- Licensed Marriage and Family Therapist (LMFT)
- Permission to Sit for the Exam
- Endorsement for LMFT (holds MFT license elsewhere)
- Marriage and Family Therapy Associate (MFT Associate)
- Marriage and Family Therapy Intern (MFT Intern)

The supervision checklists include:

- ABEMFT Supervisor Candidate
- ABEMFT Approved Supervisor
- ABEMFT Supervisor Mentor

The ABEMFT has been given the responsibility of protecting the public safety and welfare by providing regulation and control of marriage and family therapy in the State of Alabama. That must be our number one concern. In addition, we are striving to meet the needs of the professionals who have been and who will continue to provide marriage and family services to the public. Therefore, we have attempted to make the Rules and Regulations and the application process as "user friendly" as possible. However, as you progress through the application process and, in time, the renewal process, you may have specific recommendations for improvement. We welcome these suggestions and request that you either mail them to our office in Montgomery, or send them to our office via e-mail to paula@leadership-alliance.org.

Sincerely,

Paula McCaleb
Executive Director

Application Instructions

General Statement

The ABEMFT desires to provide courteous and timely service to all applicants. To maximize its efficiency and the level of service, the Board will process complete applications only. Incomplete Applications will be returned to you. Read all instructions carefully. The Board will not act as your agent in gathering information or supporting documents necessary for the consideration of your application.

Make all checks* payable to: ABEMFT
Send to: P.O. Box 240216
Montgomery, AL 36124-0216

***The Board only accepts checks or money orders for application and initial licensing fees.**

Checklists

Locate the checklist for the appropriate license/designation for which you are applying.

Application

Applications must be typewritten or printed in ink and must be legible. Complete the entire application. Leave no space blank. If a particular question or request for information does not apply to you, put a short line in the blank space or cross out the entire section to indicate the question or section has received your attention. Failure to supply necessary information may result in denial of your application.

Your full name, social security number, and date of birth are essential for identification purposes. Social Security numbers are not public information and will be safeguarded as such. Please supply this key information. There is space for two addresses on the application: a public mailing address and a restricted use address. The public mailing address is the address where the Board will send all correspondence. The restricted use address is the street address where you reside and is not public information, unless it is the same as your public mailing address.

Application Process

Once your **complete application has been received by the application deadline date for the next board meeting**, your application will be reviewed by the Board at the next available Board meeting. You will then be notified of your status by letter following the Board's review. Please refer to www.mft.alabama.gov for a calendar of upcoming Board meetings and deadline dates for application submittal.

Acceptable Documents for Proof of Citizenship

- A driver's license or non-driver's identification card issued by the Alabama Department of Public Safety or the equivalent agency of another state within the United States, provided that the governmental agency of another state within the United States requires proof of lawful presence in the United States as a condition of issuance of the driver's license or non-driver's identification card.
- A birth certificate in the United States or one of its territories.
- Pertinent pages of a United States valid or expired passport identifying the person and the person's passport number, or the person's United States passport.
- United States naturalization documents or the number of the certificate of naturalization.
- Other documents or methods of proof of United States citizenship issued by the federal government pursuant to the Immigration and Nationality Act of 1952, as amended.
- Bureau of Indian Affairs card number, tribal treaty card number, or tribal enrollment number.
- A consular report of birth abroad of a citizen of the United States of America.
- A certificate of citizenship issued by the United States Citizenship and Immigration Services.
- A certification of report of birth issued by the United States Department of State.
- An American Indian card, with KIC classification, issued by the United States Department of Homeland Security.
- Final adoption decree showing the person's name and United States birthplace.

- An official United States military record of service showing the applicant's place of birth in the United States.

Questions

If, after you have completely read the application, law, and rules and regulations, you still have questions or comments, you may contact:

Phone: 334.395.7455 **FAX:** 334.409.9232

Web Site: www.mft.alabama.gov

CHECKLIST
for
Permission to Sit for the MFT Examination

- MFT 1 - General Information Form*
- MFT 2 - Application Form*
- MFT 3 - Educational Requirements Form and a copy of the graduate catalog course description and/or syllabi for all courses. (Not required for graduates of COAMFTE accredited programs.)*
- MFT 10 - Record of Supervision Form completed by the supervisor(s) for the Supervised Clinical Practicum or Internship. (Not required for graduates of COAMFTE accredited programs.)**
- Official Transcripts from any institution at which relevant graduate coursework was completed.*
- \$150 Application Review Fee - One time fee required of all first time applicants for Board review of credentials (if not previously submitted). Check or money orders only, made payable to ABEMFT.*

Note: Once your application to sit for the examination has been approved, you will be sent information regarding how to schedule and pay for the National Examination in Marital and Family Therapy administered by the Professional Examination Service (PES).

For general exam information please refer to <http://www.pteny.com/clients/AMFTRB/index.html#Dates1> for testing windows and commonly asked questions.

See application instructions for further details.
DO NOT SUBMIT AN INCOMPLETE APPLICATION.

Make a copy of all forms submitted to the Board office for your own records.

*Not required if previously submitted with prior application (i.e. MFT Intern, Associate, or Permission to Sit for Examination).

**This must be completed by an ABEMFT Approved Supervisor, ABEMFT Supervisor Candidate, AAMFT Supervisor, AAMFT Supervisor Candidate, or ABEMFT Approved Case-by-Case Supervisor (see MFT Form 9 for Case-by-Case Supervision).

**MFT 2
Application Form**

- Application for:
- Marriage and Family Therapy Intern (MFT Intern)
 - Marriage and Family Therapy Associate (MFT Associate)
 - Permission to sit for the MFT Examination
 - Licensed Marriage and Family Therapist (LMFT)
 - Licensed Marriage and Family Therapist By Endorsement

PROFESSIONAL GRADUATE EDUCATION:

List all institutions at which you obtained graduate or post-graduate degrees.

Degree Awarded	Date of Degree	Program	Name of Institution	Accreditation by the Commission on Accreditation for Marriage and Family Therapy (Yes/No)

- Yes No I have enclosed an official transcript showing completion of my degree(s)/course work. (Not required if previously submitted with application for permission to sit for the MFT examination or MFT Associate application.)

ACCREDITATION:

- Yes No Is the earned Marriage and Family Therapy degree from a COAMFTE accredited institution? If "no," complete the Educational Requirements Form (MFT 3) and submit course descriptions and/or syllabi.

PROFESSIONAL EXAMINATION REQUIREMENT:

- Yes No I am requesting permission to sit for the Marriage and Family Therapy Examination.
- Yes No I have passed the Marriage and Family Therapy Examination. (Only required for LMFT Applications.)
- Yes No I have enclosed an official copy of my test results showing a passing score. (Only required for LMFT Applications)

**MFT 3
Educational Requirements Form**

This form is to be completed by all applicants who have not graduated from a COAMFTE accredited curriculum in Marriage and Family Therapy. To ensure your application is processed in a timely manner, please consider the following:

- You can only apply one course to a single category on this form.
- Use the detailed description of required course work in the Rules and Regulations CHAPTER 536-X-5 titled *Board Course Requirements* to complete this form. If courses listed do not match the description of the requirements, your application may be denied for insufficient Board course requirements.
- The Board will not act as your agent in completing this form properly for you.

(S=Semester, Q= Quarter)

1. Marriage and Family Studies (minimum of 6 semester/8 quarter hours)

Courses in this area should present a fundamental introduction to systems theory. The student should learn to think in systems terms across a wide variety of family and other social structures and a diverse range of presenting issues (i.e., gender, culture, substance abuse). Topic areas include: systems theory, family development, subsystems, blended families, gender issues in families, cultural issues in families, etc. All courses in this area must have a major focus from a systems theory orientation. Survey or overview courses in which systems is one of several theories covered do not qualify for this area. Courses in which systems theory is the major focus and other theories are studied in relation to systems theory are acceptable.

Course Title	Course No.	Institution	Year	S / Q	Credits Rec'd

Total Credits: _____

MFT Form 3 (cont.)

2. Marriage and Family Therapy (minimum of 9 semester/12 quarter hours)

Courses in this area should have a major focus on advanced family systems theories and systemic therapeutic interventions. This area is intended to provide a substantive understanding of the major theories of systems change and the applied practices evolving from each theoretical orientation. Major theoretical approaches might include: strategic, structural, object relations family therapy, behavioral family therapy, communications family therapy, intergenerational family therapy, and systemic sex therapy. Survey or overview courses in which family therapy is one of several types of theories covered do not qualify for this area.

Course Title	Course No.	Institution	Year	S / Q	Credits Rec'd

Total Credits: _____

3. Human Development (minimum of 6 semester/8 quarter hours)

Courses in this area should provide knowledge of individual personality development and its normal and abnormal manifestations. The student should have relevant coursework in human development across the life span which includes special issues that effect an individual's development (i.e., culture, gender, and human sexuality). The material should be integrated with systems concepts. Topic areas may include human development, child/adolescent development, psychopathology, personality, theory, human sexuality, etc. Test and measurements courses do not qualify for this area.

Course Title	Course No.	Institution	Year	S / Q	Credits Rec'd

Total Credits: _____

MFT 3 (cont.)
Educational Requirements continued

4. **Professional Ethics** (minimum of 3 semester/4 quarter hours)

Courses in this area are intended to contribute to the professional development of the therapist. Areas of study should include the therapist's legal responsibilities and liabilities, professional issues and ethics as a marriage and family therapist, professional socialization, and the role of the professional organization, licensure or certification legislation, independent practice and interprofessional cooperation. Religious ethics courses and moral theology courses do not qualify for this area.

Course Title	Course No.	Institution	Year	S / Q	Credits Rec'd

Total Credits:

5. **Research** (minimum of 3 semester/4 quarter hours)

Courses in this area should assist in understanding and performing research. Topic areas may include: research methodology, quantitative methods, and statistics. Individual personality, test and measurement and library research courses do not qualify for this area.

Course Title	Course No.	Institution	Year	S / Q	Credits Rec'd

Total Credits:

MFT 3 (cont.)
Educational Requirements continued

6. **Mental Health Diagnosis** (minimum of 3 semester/4 quarter hours)

The course in this area should assist in understanding and treating psychological diagnoses related to the International Classification of Diseases and/or the Diagnostic and Statistical Manual of Mental Disorders. Topic areas may include: major mental disorders and learning disorders, personality disorders, intellectual disabilities, acute medical conditions, addictions, sexual disorders, and psycho-developmental and environmental factors contributing to disorders. This course will be required for all licensees beginning January 1, 2013.

Course Title	Course No.	Institution	Year	S / Q	Credits Rec'd

Total Credits:

Educational Requirements Total Credits: _____

Additional Information Required:

- Applicants must provide a copy of a graduate catalog course description and/or syllabus of any identified courses. If the Board does not have sufficient information of course content, your application may be delayed while we request further information. (Not required for graduates of COAMFTE accredited programs.)
- In addition to this form, applicants must send official transcripts from any institution at which relevant graduate coursework was completed.

MFT 4
(Professional Employment Experience Form)

List in chronological order all places of professional employment experience (most recent first). PLEASE SHOW MONTH AND YEAR FOR EACH.

1.
Position: _____ Telephone: _____
Organization: _____
Address: _____
Dates of Employment: _____ to _____ Contact Person: _____
Primary Responsibilities/Activities: _____

of hours providing clinical services per week: _____

2.
Position: _____ Telephone: _____
Organization: _____
Address: _____
Dates of Employment: _____ to _____ Contact Person: _____
Primary Responsibilities/Activities: _____

of hours providing clinical services per week: _____

3.
Position: _____ Telephone: _____
Organization: _____
Address: _____
Dates of Employment: _____ to _____ Contact Person: _____
Primary Responsibilities/Activities: _____

of hours providing clinical services per week: _____

MFT 5
Marriage and Family Therapist Qualifying Questionnaire

Check "Yes" or "No" for each question. Do not leave any questions unanswered. If the answer to any question is "yes," please explain below. Use an additional sheet if necessary (MFT 5b is provided for your convenience). Include complete information with respect to all circumstances and the final result, if such has been reached. **A "Yes" answer does not necessarily mean the applicant will not be granted a license.** However, additional documentation may be requested by the Board if the information submitted is insufficient.

1. Yes No Have you ever had a license, certificate, permit or registration to practice denied, conditioned, curtailed, limited, restricted, suspended, or revoked in any way?
2. Yes No Have you ever been permitted to resign or surrender your license to practice while under investigation or while action was pending against you by any licensing agency, hospital or other health care facility, professional association, or criminal or administrative jurisdiction?
3. Yes No Is any disciplinary action pending against you now by any licensing agency or professional association?
4. Yes No Is any action related to your conduct or client care pending against you now at any hospital, mental health care facility, agency, or individual private practice?
5. Yes No Have you ever been reported for child abuse or domestic violence?
6. Yes No Within the last five years, have you been addicted to or excessively used alcohol, narcotics, barbiturates or habit-forming drugs?
If yes, have you enrolled in a recovery program? Yes No
7. Yes No Have you had any malpractice judgments brought against you?
8. Yes No Have you ever been convicted of a felony?
9. Yes No Have you ever misrepresented your professional qualifications?

Item #: _____ Explanation: _____

MFT 5b

Marriage and Family Therapist Qualifying Questionnaire Explanation Sheet

Item #: _____ Explanation: _____

Item #: _____ Explanation: _____

Item #: _____ Explanation: _____

Item #: _____ Explanation: _____

MFT 6 (cont.)
Supervisor Reference Form (continued)

4. To your knowledge, is the applicant of good moral character? Yes No

If no, please explain: _____

5. To your knowledge, within the last five years, has the applicant been addicted to or excessively used alcohol, narcotics, barbiturates, or habit-forming drugs?

Yes No

If yes, do you know if the applicant is in a recovery program? Yes No

Please explain: _____

6. To your knowledge, has the applicant ever been reported for child abuse or domestic violence? Yes No If yes, please explain: _____

7. To your knowledge, has the applicant had any malpractice judgments brought against him/her? Yes No If yes, please explain: _____

8. To your knowledge, has the applicant ever misrepresented his or her professional qualifications? Yes No If yes, please explain: _____

9. To your knowledge, has the applicant ever been convicted of a felony?

Yes No If yes, please explain: _____

MFT 6 (cont.)
Supervisor Reference Form (continued)

10. If you answered "yes" to any of the above questions, has that information or your concerns been discussed with the supervisee? Yes No

Signature of Supervisor or Professional Colleague

Date

INSTRUCTIONS TO SUPERVISOR/COLLEAGUE: Place the completed form in a sealed envelope and sign your name across the seal. You may then return the envelope to your supervisee in order for them to complete their application materials.

MFT 9 (cont.)
Case-By-Case Approved Supervision Request Form continued

The remainder of this form (comprising the next 2 ½ pages) should be completed by the proposed supervisor.

This completed form is required to document the MFT training and supervisory experience of case-by-case supervisors. Additional information comments that may qualify you as a case-by-case supervisor may be provided on a separate sheet and attached to this form. Please return this form along with supporting materials to the applicant.

SUPERVISOR INFORMATION:

Name: _____

Address: _____

Home Phone: () _____ Work Phone: () _____

Are you a current LMFT? Yes No

Are you a current or former AAMFT Clinical Member? Yes No

Have you previously submitted a request to be a case-by-case supervisor?
 Yes No

EDUCATION (This section is not required of Licensed MFTs or current AAMFT clinical members.)

Graduate degree in MFT or allied mental health field required. Please begin with your graduate college education and include relevant post-degree training.

Name of Institution	Major Area of Study	Dates Attended	Degree/ Certificate	Date Earned
		to		

MFT 9 (cont.)
Case-By-Case Approved Supervision Request Form continued

List graduate courses or continuing education specific to marriage and family studies and marriage and family therapy you have completed. Six (6) graduate level courses or 270 hours of professional MFT workshops/seminars or a combination of courses and workshops/seminars taken or taught are recommended.

Educational Institution	Graduate Course/ Workshop/ Seminar	Dates	Credit Hours	Contact Hours
		To		

MFT Clinical Training and Experience: To be completed by supervisor(s). If you are not an LMFT or AAMFT clinical member, please provide information regarding your MFT clinical training and supervision. *These sections must be completed by all case-by-case supervisors.*

1. Dates you received supervision of your clinical work: _____
2. Total number of hours of supervision you received with your MFT clinical work: _____
3. Setting in which you received your MFT supervision: _____

4. Who supervised your MFT clinical work? (MFT, Psychologist, Social Worker, etc): _____

5. Number of years you have been in the clinical practice of MFT: _____
6. Percentage (%) of your current clinical work that is MFT: _____

MFT 9 (cont.)
Case-By-Case Approved Supervision Request Form continued

Supervisory Training and Experience

1. Dates you received supervision of your supervision of MFT trainees or other allied mental health providers: _____
2. Total number of hours of supervision you have received of your supervision: _____
3. Setting in which you received supervision of your supervision: _____

4. Who supervised your supervision? (MFT, Psychologist, Social Worker, etc.): _____

5. List courses or workshops on supervision that you have completed: _____

6. Number of years you have supervised MFT trainees or other trainees prior to the applicant for which this request is being made: _____

Licensure/Certification Verification

Are you licensed in your profession? Yes No

Type of License: _____ License Number: _____

Date(s): _____ Date of Issue: _____ Expiration Date: _____

I affirm that the statements made in this request are true. I have not been expelled or asked to resign from any professional association for ethical violations or resigned upon notification of a pending ethics inquiry or had any occupational license suspended or revoked.

Signature: _____

Date: _____

I certify that the above applicant conducted direct client contact hours and gained supervision hours concurrently during the period of

_____ to _____
(month) (year) (month) (year)

During this period, the applicant completed:

_____ hours of direct client contact with individuals in MFT and

_____ hours of direct client contact with couples or families (relational hours) in MFT.

During this same period, I provided:

_____ hours of individual MFT supervision to the applicant and

_____ hours of group supervision to the applicant.

I certify that the applicant's hours were conducted with a ratio of 1 supervision hour for every five direct client contact hours for Interns or 1 supervision hour for every ten direct client contact hours for LMFT. Yes No

I certify that the direct client contact hours and supervision hours were conducted concurrently:

Yes No

Supervisor's Signature

Date

Sworn to and subscribed before me this _____ day of _____, _____

Signature of Notary Public

My Commission Expires

**MFT Form 10A
Supervision Log**

Start Date: _____ **End Date:** _____

Applicant's Name: _____

This form is to record concurrent client contact hours and supervision hours toward completion of the Internship/Associate requirements. Complete one form per 2 years while accruing either client contact hours and/or supervision hours. In each row, indicate the supervisor's initials, the date, the number of client contact hours conducted for this supervisory period (number of hours conducted in individual (Ind) MFT or with couples/families (C/F) present), the number of supervision hours conducted (individual or group, and the mode in which supervision was conducted (face to face (F-F) with supervisor, raw data (RD) supervision, or supervision by electronic (Elect) communications). Note: electronic supervision is limited to 25% of the total supervision hours. Please refer to the Board Rules and Regulations CHAPTER 536-X-1-(11) Supervision – which details acceptable supervision. Complete a minimum of 8 lines (more if needed).

Initials of Supervisor	Quarter	Client Contact Hours		Supervision Type		Supervision Mode		
		Ind	C/F	Ind	Group	F-F	RD	Elect
Example	1	20	5	4		X		
	1							
	2							
	3							
	4							
	5							
	6							
	7							
	8							
	Totals:							



**Alabama Board of Examiners in Marriage and Family Therapy
Proof of Citizenship (POC) Form – for Initial MFT License**



Instructions:

This form is to be completed by applicants for licensure in order to comply with Ala. Code § 31-13-7 (1975 as amended). Please mail this completed form with a **copy** of the required documentation proving citizenship or legal presence to:

MFT
P.O. Box 240216
Montgomery, AL 36124

Do not send originals or faxes of citizenship/legal presence documents.

Name (Please Print): _____ License #: _____

Track I: Please complete this section if you are a United States Citizen. Check all that apply below:

- o I am a United States Citizen. I am submitting the attached COPY of my document to prove citizenship:
Please check and submit one of the following:
- o Alabama Driver's License or Identification issued by the Department of Public Safety
- o Driver's License from other state that required proof of lawful presence
- o Birth Certificate indicating U.S. Birth
- o Valid U.S. Passport
- o Military Identification showing U.S. as place of Birth
- o Naturalization documents
- o Certificate of Citizenship
- o Consular report of birth abroad of U.S. Citizen
- o Bureau of Indian Affairs Identification
- o American Indian Card issued by Homeland Security
- o Final adoption decree showing person's name and place of U.S. Birth
- o A valid Uniformed Services Privileges and Identification Card
- o Extract from a United States hospital record of birth created at the time of the person's birth indicating the place of birth in the United States
- o Certification of Birth Issued by U.S. Department of State

I hereby declare that I am a citizen of the United States of America. I sign this declaration under penalty of perjury; making a false or fictitious statement or representation in this declaration is perjury in the second degree, pursuant to Ala. Code § 13A-10-102.

Signature

Date

Track II: Please complete this section if you are not a United States Citizen. Check all that apply below:

- o I am not a United States Citizen. I am submitting the attached COPY of my document to prove legal presence in the United States:
Please check and submit one of the following:
- o I-327 Re-entry Permit
- o I-551 Permanent Resident Card
- o I-571 Refugee Travel Document
- o I-766 Employment Authorization Card
- o I-94 Arrival/Departure Record
- o Unexpired Foreign Passport
- o Temporary I-551 Stamp (on passport or I-94)
- o I-20 Certificate of Eligibility for non-immigrant (F-1) student status
- o DS 2019 Certificate of Eligibility for Exchange Visitor (J-1) status
- o Machine-readable immigrant Visa (with temporary I-551 language)
- o Other: Explain: _____

I hereby declare that I am an alien lawfully present in the United States of America. I sign this declaration under penalty of perjury; making a false or fictitious statement or representation in this declaration is perjury in the second degree, pursuant to Ala. Code § 13A-10-102.

Signature

Date