

Examination Information

ABEMFT contracts with the Professional Examination Service (PES) to administer the National Examination in Marital and Family Therapy. The following is a timeline of events and information in order to assist you as you progress through the examination process.

The Professional Examination Service schedules three testing windows each year. Each testing window is open for four weeks. PES requires ABEMFT to submit a list of eligible candidates approved by the Board approximately two months in advance of each testing window. Specific examination dates and locations are scheduled through PES. Examination Results are calculated by PES at the close of the Examination Window. PES mails the examination results directly to ABEMFT in approximately six weeks after the close of the testing window. Upon receipt of these results, ABEMFT mails examination results to each applicant. Examination Windows can be found under the Calendar tab on the Board web site at www.mft.alabama.gov

General Outline of Steps in Examination Scheduling:

- An application to sit for the examination is submitted to the Board office. ABEMFT has the responsibility of reviewing this application at the next available Board Meeting (Board Meeting Dates are available at www.mft.alabama.gov). The applicant will be written of the results of the Board review indicating if more information is required or if approved to sit for the examination.
- Once approved by ABEMFT to sit for the examination, the Board will upload a list of eligible examination candidates to PES. If the candidate provides an email address, an email will be sent to inform candidates that they can apply for the MFT exam. This email will include all necessary information needed to schedule an examination with PES. If there is no email address provided, PES will send a paper letter. That letter will assign a unique URL for the candidate to use to access the system and apply for the exam.
- Candidates will submit their application and payment directly through PES. After the application process is complete, candidates will be notified by PES of the procedures to schedule their examination.
- PES tabulates the results of the examination upon the close of the testing window and mails this information to ABEMFT in approximately five weeks from the closing date of the testing window.
- Upon receipt of the examination scores, ABEMFT mails a letter of notification directly to the examination candidate.
- Examination candidates who pass the examination will be scheduled for review at the next available Board Meeting. Any additional supervision hours, etc. the applicant wishes for the Board to review should be submitted prior to the Board Meeting.

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- Examination candidates who do not pass the examination are automatically approved by ABEMFT to sit for the next available testing window with the same scheduling procedure.

General PES Information:

Examinations are administered via computer, through Prometric Tompson Learning Centers at multiple locations throughout the country. The total fee for the Marital and Family Therapy examination is \$295. The candidates submit \$220 to PES with their scannable application upon registration and \$75 to Prometric when scheduling the date and time of their examination. If a candidate's application is processed and he/she does not take the test during the scheduled window, the candidate will receive a refund from PES in the amount of \$190 after the close of the window. There is a new set-up for each testing window so a candidate cannot apply fees from one administration to another. The candidate is required to submit a new application to PES and the Board must add the candidate's name to the approved list for the next available testing window.

PES Customer Service Contact Information:

Phone: 212-367-4389

E-mail: amftrb@proexam.org or
mft@proexam.org

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2014 Testing Schedule (Examination Window)

MFT Examination Administration Window Dates for 2014

Candidates remain eligible until they pass the exam or eligibility is withdrawn by Board
Candidates may register for either of the next two (2) Exam Windows

| Candidate Registration Opens* | Candidate Registration Closes** | <u>Exam Administration Dates & Forms</u> | | Score Reports Due to Boards*** |
|-------------------------------------|---------------------------------------|--|--------------------|--------------------------------------|
| | | Test Window Opens | Test Window Closes | |
| 10/14/13 | 1/6/14 | 1/13/14 | 2/8/14 | 2/23/14 |
| | | 5896220 | | |
| 12/20/13 | 5/12/14 | 5/19/14 | 6/14/14 | 6/29/14 |
| | | 5896230 | | |
| 3/17/14 | 8/4/14 | 8/11/14 | 9/6/14 | 9/21/14 |
| | | 5896240 | | |
| 7/14/14 | 10/13/14 | 10/20/14 | 11/15/14 | 11/30/14 |
| | | 5896250 | | |

* Candidate registration opens 1 week after posting scores from 2 windows ago.

** Candidate registration closes week before opening of administration window.

*** Score reports post to boards 3 to 4 weeks from end of window.

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