

KENTUCKY BOARD OF LICENSURE FOR MARRIAGE AND FAMILY THERAPIST

Frequently Asked Questions

General Board Information

1. What is the best way to submit a formal question to the Board of Licensure for Marriage and Family Therapist?

The best way to submit a formal question to the Board is in writing, either by letter or email. Letters should be addressed to: Kentucky Board of Licensure for Marriage and Family Therapist, P.O. Box 1360, Frankfort, Kentucky 40602. Emails should be sent to the Board's email at mft@ky.gov.

2. Where can I find forms to download?

On the Board's website mft.ky.gov under "Resources" and choose "Applications and Forms".

3. What do I do if my computer does not provide dropdown boxes or won't leave the main page?

Users of Apple products may experience problems with the website. While we are working to fix this, the issue is not resolved at this time. You may contact the Board Administrator at the Board's email address, mft@ky.gov, and links can be sent if you are having difficulties finding the information.

4. What is the lead time to ensure my application is reviewed at a licensure meeting?

All required documentation must be in the Board Office 10 calendar days prior to the regularly scheduled Board Meeting in order to be reviewed at said meeting. Once the agenda is completed, nothing will be added to the agenda. Applications that are incomplete will not be reviewed by the Board until all information is received. A list of the Board Meeting dates can be found on the website, mft.ky.gov, under the "About Us" tab.

Complaint Information

1. What is the procedure to file a complaint?

A complaint can be filed against a Licensed Marriage and Family Therapist or a Marriage and Family Therapist Associate using the "Complaint Form" found on the website under the "Quick Links" section on the main page, or under "Resources" and

“Applications and Forms”. Fill out the form and submit it to the Board. Complaints must be made in writing and must be signed by the person making the complaint. 201 KAR 32:070 Section 2.

2. What is the complaint process?

Once a complaint is received by the Board, the Board Administrator will mail a copy of the complaint to the Licensee/Associate, who has 20 days to respond. After the response has been received from the Licensee/Associate, the Board Administrator will mail a copy of that response to the person who filed the complaint. They have 7 days to respond to this response. Once all responses have been received back in the Board Office, the Board will review the complaint at the next scheduled Board Meeting during the Complaint Committee Review. 201 KAR 32:070 Section 2 and Section 3.

Continuing Education Information

1. Are CEUs in ethics required every time I renew my license?

Three hours of Board Approved ethics are required as part of the total CEU requirement with each license renewal. 201 KAR 32:060 Section 1(3).

2. How do I recognize CEUs that meet regulatory requirements?

The Board keeps an updated list of trainings approved by the Board on its website under “Resources” and “Continuing Education”. Other trainings that provide certificates verifying approval by AAMFT or its chapters/branches/affiliates, or any training provide by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) accredited institutions are automatically accepted.

In addition, individual approval can be requested for trainings where documentation can be provided that verifies that regulatory requirements are met. For an individual seeking post-approval, you will fill out the “Continuing Education Application – Individual” found in the “Applications and Forms” section under “Resources”. Submit the completed application along with the course description, presenter bio(s), timed agenda (or outline if it is an online course), and the certificate of completion.

CEU’s approved by licensure boards other than our own do not automatically received approval and must be individually applied for.

3. How often do I need to take suicide training?

Suicide training is required every 6 years and is in addition to your required 15 CEU hours. 201 KAR 32:060 Section 1(4)

The online system does not distinguish between board approved training and the required 6 hours, so you cannot count suicide as part of your 15 when you are renewing if you are wanting to count it for this requirement. If you have taken a Board Approved Suicide Course that you are wanting to count towards both, please mark the course "None" when renewing and then contact the Board Administrator after your renewal has been approved to have your suicide training date updated in the system.

4. When am I required to take domestic violence and why does the system tell me that it has to be in a three year block?

Domestic Violence has to be taken within the first three years of your permit **and** your license. This is the only time you required to take the course.

If you have taken an additional domestic violence course and are counting that towards your 15 CEU hours, please mark it "None" on the course type. This will place it in your hours instead of the system trying to place it within the required years.

Education Requirements

1. I am currently looking into attending an online program for the Master of Arts in Marriage and Family Therapy. I wanted to make sure that the program would qualify me to be licensed through the LMFT Board in Kentucky.

The Board cannot give guidance on what schools will or will not qualify for the education requirements for the Marriage and Family Therapist Associate/Therapist. The requirements can be found in the Board's Statutes and Regulations. KRS 335.330 and 201 KAR 32:020.

License Information

1. How can I find out if someone has a disciplinary action against him or her?

This information can be found on the Board's website, mft.ky.gov, under "Verification". Fill out the search criteria to locate the license in question. Once you locate the license, look for the line labeled "Discipline Action".

2. What is the procedure to change my name/address/e-mail address?

This information is updated through your eServices account. Just log in as if you are going to renew your license and click on the "Record Correction" link to update your information.

3. What is the procedure to get a verification of my license sent to another state?

This is done through your eServices account. Log in and select the “Verification for Other States” link. You will need the email address for the person you are sending the verification to. There is a \$10 charge for verifications. Once you have submitted your request it is sent instantly to the state you supplied and a copy is emailed to you at the address you have in the system.

4. How do I verify my license online?

This information can be found on the Board’s website, mft.ky.gov, under “Verification”. Fill out the search criteria to locate the license in question. This document is a legal and binding document and can be used as verification of a license.

Marriage and Family Therapist Associate Information

1. What are the fees to apply for a Marriage and Family Therapist Associate Permit?

The fee to apply for a Marriage and Family Therapy Associate Permit is a \$50 application fee and a \$25 licensing fee. There is an annual renewal fee of \$50 each renewal year, there is a late fee of \$20 for any Associate who renews during their 30-day grace period.

2. What is Individual Supervision?

Individual Supervision means supervision of one or two Associates by the Board Approved Supervisor. 201 KAR 32:035 Section 1(2)

3. What is Group Supervision?

Group Supervision means supervision of three to six Associates with their Board Approved Supervisor. 201 KAR 32:035 Section 1(1)

4. What constitutes raw data?

Raw data is video recorded sessions, co-therapy with the Board Approved Supervisor or the Board Approved Supervisor is present in the room while the therapy is occurring. Audio recorded sessions do not constitute raw data. Raw data hours are counted only by the clinician who recorded the session with the client, even though it may be presented in group supervision. 201 KAR 32:010 Section 1(9)

5. How do I establish a supervision contract?

A supervision contract is established by completing “A Plan for Supervision of Clinical Experience” with a Board Approved Supervisor. The form can be found under “Resources” and “Applications and Forms”. Once complete it should be submitted to the Board for approval. This form needs to be included with your Associate application if you are submitting it for the first time. Clinical work shall not commence prior to Board approval. 201 KAR 32:025 Section 2

6. Can I have more than one supervisor and/or setting during the time I am acquiring experience to meet the criteria for independent licensure as an LMFT?

All Associates must have a minimum of one Board Approved Supervisor and one clinical setting until such time as (s)he becomes independently licensed. Any additional Board Approved Supervisor and/or settings must meet all regulatory requirements including an approved “Plan for Supervision of Clinical Experience” for each Board Approved Supervisor. No Supervisor is designated as “primary” or “supervisor of record”. 201 KAR 32:010 and 201 KAR 32:035

7. Can I obtain supervision online or via Skype?

Supervision must be direct fact-to-face between the supervisor and the supervisee. 201 KAR 32:035 Section 1(4) and 201 KAR 32:035 Section 3(1)(d)

8. What if I become unable to meet the “Plan for Supervision of Clinical Experience” as approved for any reason?

By regulation supervision must occur an average of 4 hours per month and be evenly distributed. If you are unable to meet these requirements for any reason, notify the Board in writing immediately that you will be unable to comply with the frequency or intensity of your contract. 201 KAR 32:035 Section 3

9. As a Marriage and Family Therapist Associate or Board Approved Supervisor, am I specifically required to use the “Supervision Log” form that is found on the Board’s website?

Yes, the Board Approved Supervisor and Marriage and Family Therapist Associate shall maintain copies of the completed Board Approved “Supervision Log”. 201 KAR 32:035 Section 6

10. How do I change my supervisor or setting?

To change the setting, send a cover letter stating the desired change. If you are adding a supervisor/setting to the already existing supervisor/setting, include a completed "Plan for Supervision of Clinical Experience" signed by that supervisor. If dropping a supervisor, advise the supervisor, send a letter of termination to the Board, and ask him/her to also send a letter making the change clear.

11. How do I obtain information to take the national exam?

You will need to email the Board's email, mft@ky.gov, and state that you would like to take the national exam. The Board Administrator will then send you the required information with the unique code that is generated for you. The code may **NOT** be shared; to share the code with anyone constitutes an ethical violation and will be viewed as such by the Board. The notification will also provide a link to access the application for completion. If for some reason you need to take the test a second time, you may use this same code again.

Test results will be sent directly from the testing company to each candidate within 4 weeks from the close of each testing period. The Board will also receive all candidate information.

For more information please look on the Board's website for the AMFTRB National Exam information located on the main page.

12. Can I use MFTA to identify myself?

No. While KRS 335.305(1)(a) allows licensed therapist to use the title LMFT, KRS 335.305(1)(b) only allows associates to use the title "marriage and family therapist associate."

Marriage and Family Therapist License

1. What is the fees for licensure as Marriage and Family Therapist?

The application fee for a Marriage and Family Therapist is \$50 application fee and \$175 licensing fee for a total of \$225. 201 KAR 32:030 Section 1 and 2

2. What are the procedures, requirements and fee for renewing my Marriage and Family Therapy License?

Licenses are renewed annually on the anniversary date the license was issued. The fee to renew is \$150. There is a late fee of \$75 in addition to the renewal fee if the license is renewed during the 90-day grace period. Any license not renewed during

this time will expire at the end of the grace period. A licensee applying for renewal shall show evidence of completion of the required CEUs per renewal period which includes 3 hours of Board Approved Ethics Training (CEUs must be obtained between your renewal dates, you cannot count a CEU that you took the year before if the training occurred before your renewal). KRS 335:340 and 201 KAR 32:060 Section 1 and 2.

Renewals are done online through your eServices account. If you have forgotten your username or password, please contact the Board Administrator to obtain that information.

3. What if I get audited?

If you are audited you will see the word (AUDITED) beside your OP-ID number in the renewal e-mail you receive when your renewal opens. You will renew through your eServices account like every one else, but you will need to upload your documents to the system for renewal.

OP ID Number: [REDACTED] --- (AUDITED) ---

Dear Licensee:

The renewal date for your Marriage and Family Therapist license is [REDACTED]. Failure to renew on time may result in the termination/cancellation of licensure. Licenses not renewed on time may be reinstated at the discretion of the Board.

4. How do I place my license on inactive status?

201 KAR 332:081

You may request inactive status by logging into your eServices account and beginning your renewal process. At one point it will state that your license is active and what status would you like to request. You may select inactive and the system will take you to the end of your renewal.

If you are requesting inactive status outside of your renewal cycle, you may email the Board at mft@ky.gov and request the inactive status. Please note, that as this is a Board decision, your request will be taken to the next scheduled Board Meeting for a vote. Once approved, the system will be updated accordingly.

5. How do I reactivate my inactive license?

There are two ways to do this. If you are wishing to reactive your license during your renewal period you may log into your eServices account and begin the renewal process.

process. At one point it will state that your license is inactive and what status would you like to request. You can request active from there and complete your reactivation process.

If you are reactivating outside of your renewal period, you will need to fill out that “MFT Application for License Reactivation”, and submit that to the Board with the current renewal fee and evidence of meeting the CEU requirements for each year during which inactive status was held. **NOTE: Only licenses may be reactivated; permits may not be reactivated.** 201 KAR 32:081 Section 1(2)

6. How do I reinstate my expired/lapsed license?

Reinstatement may be requested by completing the “License Reinstatement Application”, the reinstatement fee of \$100 plus the annual renewal fee of \$150 for each year since the date your license expired, and evidence that you have completed the CEU requirements. 201 KAR 32:030 Section 8

7. What is the procedure to reinstate my expired license due to the result of a disciplinary action?

Reinstatement may be requested by completing the “License Reinstatement Application”, the reinstatement fee of \$100 plus the annual renewal fee of \$150 for each year since the date your license expired, and evidence that you have completed the CEU requirements. 201 KAR 32:101 Section 2

Supervisor Information

1. Can I count the six hours of training to become a Board Approved Supervisor as part of the total CEUs to renew my license?

The initial 6 hours of supervision training may not be included in the total CEUs required for license renewal. However, subsequent Board Approved Supervisor renewal training of 2 CEUs may be included in the total CEU requirement for license renewal.

2. How do I become a Board Approved Supervisor?

There are several pathways to becoming a Board Approved Supervisor (201 KAR 32:035 Section 2):

1. Be an AAMFT Approved Supervisor in good standing, who is licensed in Kentucky and has a minimum of 2 years post-licensure experience in the practice of marriage and family therapy.

In this case, please forward to the Board a current and active AAMFT Supervisor Certificate **and** a certificate of completion of 1 CEU of Kentucky Law Training.

2. An AAMFT supervisor candidate in good standing who is licensed in Kentucky and has a minimum of 5 years of post-licensure experience in the practice of marriage and family therapy, with the last 18 months of experience being in Kentucky.

In this case, please forward to the Board a letter signed by you and your AAMFT supervisor mentor stating that you are a supervisor candidate under his/her mentorship, and a certificate of completion of 1 CEU of Kentucky Law Training.

3. A marriage and family therapist in good standing who is licensed in Kentucky and has a minimum of 5 years post-licensure experience in the practice of marriage and family therapy, with the last 18 months of experience being in Kentucky.

In this case, please forward to the Board proof of completion of the basic 6 hour board-approved CEU in supervision. This course shall be taken within the two years preceding the date of request to become a board-approved supervisor. Please also forward the certificate of completion of the 1 CEU of Kentucky law.