



**KENTUCKY BOARD OF LICENSURE FOR
MARRIAGE AND FAMILY THERAPIST**

Frequently Asked Questions

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1. General Board Information

A. *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.

B. *Where can I find forms to download?*

On the Board's website mft.ky.gov under "Forms and Documents".

C. *What is the lead time to ensure my application/document/question is reviewed at a meeting?*

All required documentation must be in the Board Office 10 business days prior to the regularly scheduled Board Meeting 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 "Quick Links" then "Board Members & Meetings". The "Meeting Schedule" is at the bottom of the page.

Ways to send information:

- Email: MFT@KY.GOV
- Applications/Fees: Mail to - Kentucky Board of Licensure for Marriage and Family Therapist, P.O. Box 1360, Frankfort, Kentucky 40602.

D. *When does the Board meet?*

Board meetings are held the third Thursday of each month in person and via zoom beginning at 12:00 p.m. EST, unless noted.

- To join via Zoom: Zoom links & agendas are linked on the Board website mft.ky.gov under "Quick Links" then "Board Members and Meetings". "Meeting Schedule" is at the bottom of the page.
- To join in person: 500 Mero Street, Frankfort, KY 40601.

E. *How can I apply to join the Board?*

Board members are appointed by the Governor. Applications are submitted through the Governor’s Board & Commissions office. Full application instructions can be found here: governor.ky.gov

2. General Permit/License Information

A. *How do I know if my application/paperwork was approved?*

Following Board meetings applicants will be informed of approval, deferral, or denial within two (2) weeks after the Board meeting. They will receive correspondence via email. If you have not received written correspondence from the board two weeks after the meeting, feel free to call. Please be advised that application and test results will not be given over the phone.

B. *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 “Quick Links” then “Disciplinary Actions”

C. *How do I verify a license online?*

This information can be found on the Board’s website under “HOW DO I?” then “[Verify a License](#)”. 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.

D. *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/place/state board 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 person/place/state board you supplied, and a copy is emailed to you at the address we have in the system.

E. *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 under “Other Services” to update your information.

3. Education Requirements

A. *Will the program I am thinking of attending or am enrolled in meet requirements for licensure?*

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 on the Board’s website under “Legal”. [KRS 335.330](#) and [201 KAR 32:020](#).

4. Marriage and Family Therapist Associate Information

A. *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. Fees can be found under [201 KAR 32:030](#).

B. *What is Individual Supervision?*

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

C. *What is Group Supervision?*

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

D. 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\(9\)](#)

E. How do I establish an initial supervision contract with my application?

A supervision contract is established by completing "[A Plan for Supervision of Clinical Experience](#)" with a [Board Approved Supervisor](#). The form can be found on the Board website (mft.ky.gov) under "Forms and Documents". This form needs to be included with your [Associate application](#). Clinical work shall not commence prior to Board approval. [201 KAR 32:025 Section 2](#)

F. How do I change/add a supervisor? (For active Associate Permit holders ONLY)

If you are adding a supervisor, whether you have an existing supervisor or changing supervisors, include a completed "[A Plan for Supervision of Clinical Experience](#)" signed by the new/additional supervisor. Once complete it should be submitted to the Board for approval through your eServices account under "Supervision".

If dropping a supervisor, advise the supervisor of this and request they remove you. Supervisors can remove Associates through the [e-services](#) portal. The system will then prompt the supervisor to enter any hours completed with you since the associates last renewal. This is so that you, the associate, do not need to track that supervisor down to verify those hours when your renewal comes around.

G. 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](#)

H. *Can I obtain supervision via live video conferencing?*

Be direct, face-to-face contact between the supervisor and supervisee or be conducted via live video conferencing if both the supervisor and supervisee have met the educational requirements of [201 KAR 32:110](#), Section 3(1) and (2).

I. *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 (Handwritten, typed, or emailed) immediately that you will be unable to comply with the frequency or intensity of your contract. [201 KAR 32:035 Section 3](#)

J. *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 use and maintain copies of the completed Board Approved “Supervision Log”. [201 KAR 32:035 Section 6](#)

K. *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 an email to you with the required information with the unique code that is generated for you within 3-5 business days. 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 email notification will also provide a link to access the application for completion. If for some reason you need to take the test again, you will have to request another code.

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 pertaining to the test, please look on the [AMFTRB website](#).

L. *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.”

M. *If you hold an active permit and have applied for full licensure status, what happens next?*

- Application will go before the Board for review.
- If approved, the active permit status will change to “Not Active – Surrendered” (Please note, this will prompt a Cease-and Desist e-mail to be sent out – pay attention to the license number in the e-mail. There is no need to panic. This just means your full licensure was issued and you can verify that under the “[active directory](#)” on the board website.)
- If approved, your full licensure certificate will be mailed out to you within 2 weeks following the Board meeting.

N. *What happens if I do not pass the National Exam within the 5-year Associate permit limit & my permit will expire?*

Associates can only hold a [permit for 5 years](#) and must meet licensure requirements during that time. If you are unable to pass the National Exam during that time, you have two options.

- **Option 1:** Apply for a new associate permit. By doing this, you will start the 5-years again BUT you will have to start the supervision and clinical hours over. You will not be able to use hours from your previous permit toward licensure.
- **Option 2:** Apply for full licensure. By doing this, we hold the application for 12 months. During those 12 months, you will be able to request and

receive a code for the national exam from us. If the exam is passed during those 12 months, then you can inform the Board & your completed full licensure application will go on to Board review. Keep in mind, you are unable to practice until you are approved for full licensure.

5. Marriage and Family Therapist License

A. What are the fees for licensure as a 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](#)

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

Per regulation: [201 KAR 32:081](#)

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.

Inactive status can be held for up to 3 years at a time. You must renew your inactive status yearly at renewal.

C. How do I reactivate my inactive license?

If you are wishing to reactive your license during your renewal period, you may log into your eServices account and begin the renewal 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.

NOTE: Only licenses may be placed inactive; permits may not be inactive.

If you are reactivating outside of your renewal period, you will need to fill out the “[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. [201 KAR 32:081 Section 1\(2\)](#)

NOTE: Only licenses may be reactivated; permits may not be reactivated.

D. *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](#)

E. *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](#)

F. *How do I retire my license?*

You may request retirement 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 retire and the system will take you to the end of your renewal. Please note this will take effect immediately regardless of your license expiration date.

6. Renewal

- A. Associate:** 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. Fees can be found under [201 KAR 32:030](#).
- B. Full License:** There is an annual renewal fee of \$150 each renewal year, there is a late fee of \$75 for any Licensee who renews during their 90-day grace period. Fees can be found under [201 KAR 32:030](#).
- C. What are the procedures, requirements, and fee for renewing my Marriage and Family Therapy License?**

Licenses/permits are renewed annually on the anniversary date the license was issued. Any license/permits not renewed, by the end of the allotted grace period, will expire. A licensee/permit holder 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](#)

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

D. 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 everyone 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 Therapy termination/cancellation of licensure. Licenses not renev

7. Continuing Education Information

A. *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\(3\)](#).

B. *How do I recognize CEUs that meet regulatory requirements?*

Per [KRS 335.300](#), "The practice of marriage and family therapy" means the identification and treatment of cognitive, affective, and behavioral conditions related to marital and family dysfunctions that involve the professional application of psychotherapeutic and systems theories and techniques in the delivery of services to individuals, couples, and families. The board approves CEs based on their application of systems theories and techniques.

The Board keeps an updated list of trainings approved by the Board on its website under "[Continuing Education](#)". Other trainings that provide certificates verifying approval by [AAMFT](#) or its chapters/branches/affiliates, or any training provided 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](#)". 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. **(NOTE: This is for after a course is completed.)**

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

C. *How often do I need to take suicide training?*

Suicide training is required every 6 years and is in addition to your required 15/10 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.

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

Domestic Violence must be taken within the first three years of your permit and your license. This is the only time you’re required to take the course. If you took the Domestic Violence course while being an associate, then that course will carry over to your full license once you achieve that.

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.

8. Supervisor Information

A. *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.

B. How do I become a Board Approved Supervisor?

There are several pathways to becoming a Board Approved Supervisor:

[\(201 KAR 32:035 Section 2\)](#)

- 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.

- 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 completed “Supervisor Candidate Verification Form” (It is found under “Supervision Forms” on the [AAMFT website](#)), and a certificate of completion of 1 CEU of Kentucky Law Training (If available).

- 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.

9. Complaint Information

A. *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. Fill out the form and submit it to the Board, along with any additional documentation you want to provide. Complaints must be made in writing on the complaint form, additional paper if needed, and must be signed by the person making the complaint. [201 KAR 32:070 Section 2.](#)

B. *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.](#)