



## KENTUCKY BOARD OF LICENSURE FOR MARRIAGE AND FAMILY THERAPISTS

P.O. Box 1360, Frankfort, KY 40602 ~ 500 Mero Street 2 SC 32, Frankfort, KY 40601  
Phone (502) 782-8809, Fax (502) 564-4818 ~ <http://mft.ky.gov>

### APPLICATION FOR CONTINUING EDUCATION SPONSOR

This application is for providers to receive KY LMFT Board Approved Continuing Education status as an approved sponsor. "Sponsor" means a person or an organization approved by the Kentucky Board of Marriage and Family Therapy to provide more than (1) one continuing education program over the course of 2 years. The fee for review of a "Sponsor Application for Continuing Education Credit Approval" is \$300. Approval will be in effect for a period of two (2) consecutive years. Application must be submitted at least sixty (60) days in advance of the commencement of the program. An approved continuing education sponsor shall submit an annual report of the education programs offered during the year. The following courses will need to be individually approved by the board: the six-hour supervision training course, the one and-two hour refresher supervision course, the Kentucky ethics course, and the 15-hour telehealth course.

#### **Continuing Education Sponsor Provider Information:**

Name of Organization/Provider: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Physical Address if Different from Above: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Business E-mail: \_\_\_\_\_

#### **Sponsor Administrator Information**

The applicant must designate an authorized representative to serve as sponsor administrator. (The administrator is responsible for assuring that the content of all programs offering Kentucky LMFT credit and the qualifications of all program presenters satisfy the Kentucky LMFT Board requirements). Among other responsibilities, the sponsor administrator serves as the primary contact person with the Kentucky LMFT Board concerning sponsor program matters.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Sponsor status is granted by the KY LMFT Board to eligible providers demonstrating compliance with all sponsor provider requirements. If granted sponsor status, the approved sponsor is authorized to offer KY LMFT Board approved credit for qualifying programs and courses for a period of two (2) consecutive years. Individual courses will not need to be preapproved, except the six-hour supervision training course, the one and two hour refresher supervision course, the Kentucky ethics course, and the 15-hour telehealth course. There is no additional fee for these courses.

## **Sponsor Status Eligibility Requirements**

In order to qualify for sponsor status, an application must satisfy all KY LMFT Board eligibility requirements, including the following:

- a. The applicant must present one continuing education course that would qualify for KY LMFT credit.
- b. Although only one course is presented, it is understood that it serves as an example and all courses providing KY LMFT Continuing Education credit must follow the same guidelines.
- c. The CE course presented must include the following:

Published course or similar description	Yes_____ No_____
Complete resume of each instructor(s)	Yes_____ No_____
Copy of the program indicating hours of education	Yes_____ No_____
Time agenda including coffee and lunch breaks listed	Yes_____ No_____
Copy of the evaluation tool to be used	Yes_____ No_____
Official certificate from the provider	Yes_____ No_____

The official certificate must include the following statement:

“KY LMFT Board granted approval for this program on \_\_\_\_\_(date).”

The above information **must** be kept on file for each of the programs and courses presented as KY LMFT Board approved. The Board may request a copy of the documentation at any time.

### **Check the delivery format(s) for which you are applying (You may check both):**

\_\_\_\_\_**Live Event Delivery Format:** Real-time, interactive programs either delivered in person or by electronic devices that permit the participant to interact with the presenter(s).

\_\_\_\_\_**Home Study Delivery Format:** Text-based learning materials, on demand webinars, and other audiovisual materials that include and assessment demonstrating that the participant has completed the program.

1. Describe how continuing education of MFT's support the overall goals of the provider.

2. Describe the target audience (educational level and profession) to whom you have directed your continuing education programs.

3. The applicant will provide all legally required disability accommodations to participants. **(Live Event Delivery Format Only):** All live programs offered for KY LMFT credit will be presented in facilities compliant with all federal and state laws, including The Americans with Disabilities Act (ADA).

YES \_\_\_\_\_ NO \_\_\_\_\_

4. Describe the process by which you select presenters/authors for your continuing education programs.

5. Does the provider maintain policies concerning program fees, refunds, and cancellations?

YES \_\_\_\_\_ NO \_\_\_\_\_

6. Describe the organization's procedure for verifying attendance including a sign-in/sign-out procedure.

**7.** Describe the organization's procedure for distributing certificates of completion.

**8.** Describe the record-keeping process that will be utilized to maintain all materials for a period of five years following each program.

**9.** Describe the method by which program evaluations are obtained from participants and how the evaluation results are used for future program planning.

To receive KY LMFT CE credit, the program of study must meet the Continuing Education requirements as established by KY Law 201 KAR 32:060, Section 1 which reads as follows:

- (1) Effective January 1, 2017, a minimum of fifteen (15) approved continuing education hours shall be accrued by each licensee and a minimum of ten (10) approved continuing education hours shall be accrued by each associate during each one (1) year renewal period.
- (2) All hours shall be in "the practice of marriage and family therapy" as defined by KRS 335.300 and shall relate to the professional application of psychotherapeutic and systems theories and techniques to the delivery of services to individuals, couples, and families.

KRS 335.300(4) provides: "The practice of marriage and family therapy" means the identification and treatment of cognitive, affective, and behavioral conditions related to marital and family dysfunction that involve the professional application of psychotherapeutic and systems theories and techniques in the delivery of services to individuals, couples, and families. Nothing in this section shall be construed to authorize any licensed marriage and family therapist or marriage and family therapy associate to administer or interpret psychological tests in accordance with provisions of KRS Chapter 319.

I attest that the information provided in this application is complete. If approved as a continuing education sponsor, the provider will comply with the terms set forth by the MFT Board. Board approval will be for a period of two (2) consecutive years and will include all programs and courses that meet Board regulations as stated above. The Board has the right to audit, at any time, programs and courses to evaluate if they meet requirements.

Name of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Send application, required materials, and payment to:  
Kentucky Board of Licensure for Marriage and Family Therapy  
P.O. Box 1360, Frankfort, KY 40602**