

KENTUCKY BOARD OF LICENSURE FOR MARRIAGE AND FAMILY THERAPISTS
MEETING MINUTES
Regulation Meeting
June 30, 2025

A meeting of the Kentucky Board of Licensure for Marriage and Family Therapists was held at the Department of Professional Licensing located at 500 Mero Street, Frankfort, KY 40601 on June 30, 2025.

MEMBERS PRESENT

Michelle Oak
Jennifer Kendrick
Amanda B. Villaveces

DEPARTMENT OF PROFESSIONAL LICENSING

Jolene Shearer, Board Administrator
Kristen Lawson, Commissioner
April Alsabrook, Administrative Supervisor

OTHERS

MEMBERS NOT PRESENT

Daniel Leffel, Legal Counsel

GUESTS

Sara Melton
Amber Morton Stout

CALL TO ORDER

Michelle Oak called the meeting to order at 2:01 p.m.

NEW BUSINESS

Discussion of the way the new forms should look.

- Forms – Associate Permit Application
 - #3 add Kentucky and why re-applying
 - Non-COAMFTE – need course description
- Supervision Plan
 - Part A – highlight what must be included
 - Add statement that “ABorC” not being complete will result in additional information being requested.
 - Part B – shorter – add regulation
 - Part C – make clearer about its supervisory relationship who termination is supposed to go to
 - Remove Part D – Remove Administrator Supervisor Statement page 3
 - Possible removal of page 4
- Supervision Log
 - Page total of hours
 - Change Supervisory to Supervision
 - Full Date
- Continuing Education
 - Post Approval should be more prominent on the application

- Add certificate of completion
- Add fee
- Provider
 - Remove sponsor language
 - Rolling calendar – 1 year from approval date
 - 60 days more present
 - Remove copy of program
 - Application to primary contact
- Sponsor
 - 2 or more classes submitted instead of 1 or more
 - Make clear 4 courses not included
 - Why no fee for 4 courses
 - Remove copy of program
 - State systemic requirement

Set next meeting

- July 7, 2025, at 2 p.m.

ADJOURN

Motion was made by Amanda Bommer-Villaveces to adjourn the meeting at 3:00 p.m. Motion, seconded by Michelle Oak, carried.