

Important  
Answers to

# Frequently Asked Questions

*for Associate  
Marriage  
& Family  
Therapists  
& MFT Trainees*



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# Marriage and Family Therapist Trainee and Associate Frequently Asked Questions



The information provided in this publication is supplemental and is intended to serve as a quick answer guide for common questions for those pursuing licensure as a Licensed Marriage and Family Therapist. The Board's *Statutes and Regulations* contain the official legal code sections and language. The BBS encourages you to thoroughly read the *Statutes and Regulations* pertaining to the marriage and family therapy profession.

For information about the examination process and requirements for registered Associates, see the Board's website.

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## A. TRAINEE FAQs

(See section C for more information on supervised experience requirements for Trainees)

### 1. Am I required to register as a Trainee with the Board?

No, the Board does not register MFT Trainees.

### 2. What types of settings are Trainees allowed to work in?

Trainees are prohibited from working in a private practice setting. All other settings must comply with all of the following:

- The school in which the Trainee is enrolled must approve the site and have a written agreement with the site that details each party's responsibilities.
- The setting must lawfully and regularly provide mental health counseling or psychotherapy.
- The setting must provide oversight to ensure that the Trainee's work at the setting meets the experience and supervision requirements, and is within the scope of practice for the profession.

*Statutes cited: Business and Professions Code (BPC) sections 4980.42 and 4980.43.*

### 3. As a Trainee, when can I begin counting pre-degree hours of work experience?

Trainees can only begin counting hours of experience if the student has completed a minimum of 12 semester or 18 quarter units of coursework in a qualifying MFT degree program.

However, there is one exception for individuals who plan to gain their experience under "Option 2" (see page 8 for information on the two options). Personal psychotherapy hours may be counted beginning on the date you begin your degree program.

*Statutes cited: BPC sections 4980.03 and 4980.43*

### 4. What types of hours can I count as a Trainee?

A Trainee is permitted to earn a maximum of 1,300 hours of experience overall prior to the degree being awarded. Up to 750 hours of counseling (including diagnosing and treating couples, families and children, and individual or group psychotherapy) and supervision are permitted within the 1,300-hour maximum. The remaining 550 hours may only consist of non-clinical experience. For more information about supervised experience types and requirements, see section C.

*Statute cited: BPC section 4980.43*

## **5. Are Trainees required to be enrolled in practicum in order to counsel clients?**

It depends on when the Trainee began his or her degree program. Trainees who are enrolled a degree program that meets the “2012” requirements must be enrolled in a practicum course in order to provide counseling to clients. However, there is one exception. A Trainee may provide counseling while not enrolled in practicum if BOTH of the following are met:

- The period of time is less than 90 calendar days AND
- The 90-day (or shorter) period is immediately preceded by enrollment in practicum and immediately followed by enrollment in practicum (or completion of the degree program).

For example, if your practicum course ended on May 29, and you are not taking a summer practicum course, you may see clients for the next 90 days PROVIDED you are enrolled in another practicum course that starts by August 27, or you graduate by August 27.

If a Trainee’s practicum break is 90 days or greater, the Trainee cannot count any hours gained during that time period.

Trainees who are in a degree program that qualifies under the “pre-2012” requirements are permitted to counsel clients without the above restrictions. However, any such services provided must be part of the Trainee’s supervised course of study.

*Statutes cited: BPC sections 4980.36 and 4980.42*

## **B. ASSOCIATE REGISTRATION; LAW AND ETHICS EXAM**

### **6. Can I count hours of experience after I graduate but before I receive an Associate registration number? What is the “90-day rule”?**

If you apply for an Associate registration within 90 days of your degree award date, and are thereafter issued an Associate registration, all postdegree hours of experience may be credited. Hours gained under the “90-day rule” must comply with all experience and supervision rules for Associate MFTs. However, you will not be permitted to work in a private practice setting until your Associate registration number is issued by the Board.

*Statute cited: BPC section 4980.43*

**7. When can I begin working in a private practice setting?**

**8. Are there any limitations on working in a private practice?**

You may not work in a private practice until your Associate registration number has been issued by the Board. You may work in private practice for a maximum of six (6) years, until your first Associate registration has met its maximum length. There are no exceptions.

*Statutes cited: BPC sections 4980.43 and 4984.01; Regulation cited: Title 16, California Code of Regulations (CCR) section 1833*

**9. Now that my Associate registration has been issued, can I start practicing independently or open my own office?**

No. Independent practice cannot begin until you have completed all licensure requirements and the Board issues you a license as a LMFT. Independent practice by an Associate MFT or MFT Trainee is considered unlicensed practice and is subject to disciplinary action by the Board. Additionally, Associates and Trainees cannot bill clients directly.

*Statutes cited: BPC sections 4980, 4980.10 and 4982*

**10. When am I required to renew my Associate registration?**

Registrations expire annually and have a total six (6)-year time limit. Your registration's expiration date will be printed on your registration certificate. You will be mailed a courtesy renewal application 100 days prior to your expiration date. You can also renew online.

*Statute cited: BPC section 4984.01*

**11. Are Associates required to take an exam to renew?**

Yes. Associates MUST take the LMFT California Law and Ethics examination in order to renew. There are no exceptions. To apply for the exam, download the exam application from the Board's website.

*Statute cited: BPC section 4980.399*

**12. What happens if I don't pass the California Law and Ethics Exam?**

You do not need to pass the exam in order to renew your registration; you just need to have taken it. You may retake the exam after at least 90 days have passed from the date you last took the exam. The *Application for Re-Examination* is available on the Board's website.

If you don't pass the exam prior to your registration's expiration date, you must complete a 12-hour course in California Law and Ethics before you will be allowed to retake the exam during your NEXT renewal cycle. You will not be allowed to retake the exam after your registration expires until you submit proof of completion.

*Statute cited: BPC section 4980.399; Regulation cited: Title 16, CCR section 1805.05*

### **13. Where can I take the 12-hour California Law and Ethics course?**

The course must be taken through a continuing education (CE) provider, a county, state or other governmental entity, or a college or university.

*Statute cited: BPC section 4980.399*

### **14. What happens if I haven't passed the Law and Ethics Exam by my registration's 6-year time limit?**

California law permits a registration to be renewed a maximum of five (5) times before being cancelled. Associates may then apply for a subsequent (second or third) registration number. You cannot be issued a subsequent number unless you have passed the Law and Ethics Exam. There are no exceptions.

*Statute cited: BPC section 4984.01*

### **15. How do I obtain a second or third Associate registration number?**

### **16. Can I work in a private practice under a subsequent Associate registration number?**

Download the *Associate LMFT Subsequent Registration* application from the Board's website and submit it with the required fee. Be sure to submit it in advance of your registration's expiration date to allow time for processing.

Only those who have been issued a first Associate registration number may work in a private practice. Associates issued a subsequent registration may NOT work in a private practice setting. There are no exceptions. All other work settings are permissible.

*Statute cited: BPC section 4984.01*

### **17. What happens once I pass the Law and Ethics Exam?**

If you are still earning your hours of supervised experience, you will continue as a registrant until you have completed your hours. No further exams are required until you apply for licensure. You may submit your *Application for Licensure and Examination* once you have met all education and experience requirements. Upon approval of your *Application for Licensure and Examination*, you will be required to take and pass the California Clinical LMFT Exam.

*Statutes cited: BPC sections 4980.397 and 4980.399*



## C. EXPERIENCE HOURS, SUPERVISION AND EMPLOYMENT

### 18. What is the breakdown for the required hours of experience to become a Licensed Marriage and Family Therapist (LMFT)?

California law currently requires 3,000 hours of supervised professional experience, including 104 supervised weeks, in order to qualify for LMFT licensure.

Applicants have two different options for gaining supervised experience. Hours can qualify under either Option 1 (new streamlined categories) or Option 2 (pre-existing multiple categories) as described below.

Applicants must fully qualify under either Option 1 OR Option 2. There is no “mixing and matching” between the two categories. Individuals who wish to qualify under Option 2 must submit an *Application for Licensure and Examination* **postmarked** no later than December 31, 2020. Otherwise the applicant must fully qualify under Option 1.

#### OPTION 1 – NEW STREAMLINED CATEGORIES

Under Option 1, the supervised work experience categories break down into just two overall types:

- Direct counseling experience (*Minimum 1,750 hours*)
  - A minimum of 500 of the above hours must be gained diagnosing and treating couples, families and children.
- Non-clinical experience (*Maximum 1,250 hours*)
  - May consist of direct supervisor contact, administering and evaluating psychological tests, writing clinical reports, writing progress or process notes, client centered advocacy, and workshops, seminars, training sessions, or conferences directly related to marriage, family, and child counseling.

#### OPTION 2 – PRE-EXISTING MULTIPLE CATEGORIES

**This option expires on December 31, 2020**

- A. Individual Psychotherapy (*No minimum or maximum hours required*)
- B. Couples, Families, and Children (*Minimum 500 hours - up to 150 may be double-counted*)
- C. Group Therapy or Counseling (*Maximum 500 hours*)
- D. Telehealth Counseling (*Maximum 375 hours*)
- E. Workshops, seminars, training sessions, or conferences directly related to marriage, family, and child counseling (*Maximum 250 hours*)
- F. Personal Psychotherapy Received (*Maximum 100 hours, triple counted*)

	2010 and 2011	2012 and Later
G. Administering and evaluating psychological tests of counselees, writing clinical reports and progress or process notes	<i>Max 250 hours</i>	<i>Max 500 hours combined</i>
H. Client-Centered Advocacy	<i>Max 1,250 hours</i>	
I. Direct Supervisor Contact	<i>Combined Max 1,250 hours</i>	<i>Max 1,000 hours</i>

## IMPORTANT INFORMATION APPLICABLE TO BOTH OPTIONS

### **Limitations on Experience Hours:**

- Maximum 1,300 hours gained pre-degree
- Maximum 750 hours of counseling and direct supervisor contact gained pre-degree
- Maximum 40 hours of experience earned in any week between all settings
- Maximum six (6) hours of individual or group supervision in any week

### **104 Supervised Weeks Required:**

These 104 weeks must contain:

- One (1) hour of individual or two (2) hours of group supervision during **any** week in which experience is claimed
- 52 weeks in which the applicant received at least one (1) hour of **individual** supervision

An applicant for licensure cannot be approved to sit for the clinical exam without completing both the 3,000 hours of experience AND 104 supervised weeks.

*Statute cited: BPC section 4980.43; Regulation cited: Title 16 CCR section 1833*

### **19. I'm gaining hours under Option 2. How do I log or get credit for the conjoint couples and family incentive hours?**

When completing Weekly Logs and *Experience Verification* forms, document the total couples, families and children hours on the category titled "Couples, families, and children." In the subsection below, record the amount of actual conjoint couples and families hours. This subsection is only for recording purposes and will not affect your supervision requirements or increase your weekly totals.

Only document actual hours. Do not double count the hours on your forms. Once your application is received by the Board, those hours will be evaluated, and up to the first 150 hours of conjoint couples and family hours will be double counted to a maximum of 300 hours.

For example: If you completed 10 couples, families and children hours, and 6 of those hours were conjoint couples and family, you would record 10 hours in the couples, families and children category and 6 hours below in the conjoint couples and family subsection.

## **20. What is the definition of “telehealth counseling”?**

## **21. How many telehealth hours can I gain?**

Telehealth refers to the mode of delivering health care services and public health via information and communication technologies to facilitate the diagnosis, consultation, treatment, education, care management, and self-management of a patient’s health care while the patient is at the originating site and the health care provider is at a distant site. Trainees and Associates are encouraged to familiarize themselves with the “Standards of Practice for Telehealth,” available in the Board’s Statutes and Regulations.

*Experience Option 1:* There is no limit on the number of telehealth hours.

*Experience Option 2:* Up to 375 hours of supervised experience may be gained providing personal psychotherapy, crisis counseling, or other counseling services via telehealth. This may include telephone counseling.

*Statutes cited: BPC sections 2290.5 and 4980.43; Regulation cited: Title 16, CCR section 1815.5*

## **22. How far back can experience hours be counted? What is the 6-year rule?**

The Board cannot accept hours of experience (including personal psychotherapy and workshops, training or conferences) that are older than six (6) years from the date the Board receives your *Application for Licensure and Examination*, EXCEPT that up to 500 hours of supervised experience obtained as a Trainee while enrolled in practicum can be older than six (6) years.

For example, the Board receives an *Application for Licensure and Examination* on 03/24/2018. The Board can only accept hours earned by this applicant between 03/24/2012 and 03/24/2018 (except that up to 500 counseling and supervision hours obtained while a Trainee will be accepted even if they are older than 03/24/2012).

It is important to note that if your *Application for Licensure and Examination* is abandoned, you will be required to re-apply. Your six-year period will be recalculated to six years back from the date your new application is received. For more information on abandonment, see question 41.

*Statute cited: BPC section 4980.43*

- 23. How do I determine the amount of supervision I need each week?**
- 24. What is the difference between the supervision requirements for MFT Trainees and Associates?**
- 25. What is the required ratio of supervision to client contact hours?**

*“One unit” of supervision = one (1) hour of individual OR two (2) hours of group.*

Trainees and Associates must receive at least one (1) unit of supervision, as defined above, during any week in which experience is gained in each work setting. In addition:

Trainees: One (1) additional unit of supervision is required if the Trainee provides more than five (5) hours of direct counseling in a single week in a work setting. Trainees must receive one (1) additional unit of supervision for every five (5) hours of direct counseling provided in a single week in a work setting.

Associates: If an Associate provides more than 10 hours of direct counseling in a single week in a work setting, the Associate must receive one (1) additional unit of supervision in that setting.

The above supervision ratios only apply to direct counseling/psychotherapy hours (Under Option 2, this includes Individual Psychotherapy; Couples, Family, and Children; Group Psychotherapy; and Telemedicine/Telehealth Counseling).

Note that Trainees can calculate ratios based on the average number of hours gained over the entire period of time a Trainee works in a particular setting. Supervision ratios cannot be averaged for individuals gaining hours postdegree.

TRAINEE - EXAMPLE #1:

A Trainee works one job and provides 16 hours of psychotherapy during a single week. This Trainee must receive four (4) units of supervision during that week.

TRAINEE - EXAMPLE #2:

A Trainee works two jobs, and provides 4 hours of psychotherapy at Job A, and 7 hours at Job B during a single week. This Trainee must receive three (3) units of supervision during that week (one (1) unit at Job A and two (2) units at Job B).

ASSOCIATE - EXAMPLE #1:

An Associate works one job and provides 25 hours of psychotherapy during a single week. This Associate must receive two (2) units of supervision during that week.

ASSOCIATE - EXAMPLE #2:

An Associate works two jobs, and provides 12 hours of psychotherapy at Job A and nine (9) hours at Job B during the same week. This Associate is required to receive a total of three (3) units of supervision during that week (two (2) units at Job A and one (1) unit at Job B).

*Statute cited: BPC section 4980.43*

## **26. Can I be paid as a 1099 / independent contractor while a Trainee or Associate?**

## **27. Can I be employed as a volunteer?**

All Associates and Trainees must either be a paid W-2 employee or a volunteer employee. Trainees and Associates may also not bill clients directly.

*Statute cited: BPC section 4980.43; Regulation cited: Title 16, CCR section 1833*

## **28. Who can supervise MFT Trainees or Associates?**

Only licensed mental health professionals can supervise Trainees, Associates, and Associate applicants. Licensed mental health professionals include any of the following:

- Licensed Marriage and Family Therapists (LMFTs)
- Licensed Clinical Social Workers (LCSWs)
- Licensed Professional Clinical Counselors (LPCCs) (must have met education and experience requirements that allow the LPCC to treat couples and families)
- Licensed Clinical Psychologists
- Licensed Physicians certified in Psychiatry by the American Board of Psychiatry and Neurology

Additionally, the supervisor must meet all of the following:

- Maintain a current valid California license
- Have held that license for at least two (2) years prior to the commencement of supervision\*
- Have practiced psychotherapy or directly supervised Trainees, Associates, or associate clinical social workers who perform psychotherapy as part of their clinical practice for at least two (2) years within the last five (5) years.
- Complete a minimum of six (6) hours of supervision training or coursework within 60 days of commencement of supervision and every two-year renewal period thereafter (Psychologists and Psychiatrists are exempt from this training requirement).

\*Licensees who provide supervision ONLY to Trainees at an academic institution which offers a qualifying degree program, may use time licensed in another state to count toward the total two (2) years of licensure required.

*Statute cited: BPC section 4980.03; Regulation cited: Title 16, CCR section 1833.1*

### **29. How many supervisees can participate in a session of group supervision?**

Group supervision sessions shall include no more than eight (8) persons receiving supervision, even if there are two or more supervisors present.

*Statute cited: BPC section 4980.43; Regulation cited: Title 16, CCR section 1833*

### **30. Can group supervision be broken into one-hour increments?**

Group supervision can be broken into one-hour sessions, as long as both increments (full two hours) are provided in the same week as the experience being claimed.

*Statute cited: BPC section 4980.43*

### **31. Can I receive supervision via videoconferencing or over the telephone?**

An Associate working for a governmental entity; school, college, or university; or an institution that is both nonprofit and charitable may obtain supervision via live two-way videoconferencing. The supervisor is responsible for ensuring that the client confidentiality is preserved. Trainees are not permitted to receive supervision in this manner.

Individual or group supervision may not be provided over the telephone, as supervision must consist of face-to-face contact.

*Statute cited: BPC section 4980.43*

### **32. Do my supervisor and I have to be employed by the same employer?**

### **33. Does my supervisor need to be on site?**

Only in a private practice setting does a supervisor need to be employed by, and practice at, the same site as the registrant's employer. In a setting that is not a private practice, the supervisor may be employed by the Trainee's, Associate's, or applicant's employer on either a paid or voluntary basis. If such employment is on a voluntary basis, a written agreement that addresses the supervisor's and employer's legal responsibilities must be signed by the supervisor and the employer prior to commencement of supervision.

The agreement must contain an acknowledgement by the employer that the employer:

- Is aware of the licensing requirements that must be met by the Associate or Trainee and agrees not to interfere with the supervisor's legal and ethical obligations to ensure compliance with those requirements; and
- Agrees to provide the supervisor access to clinical records of the clients counseled by the Associate or Trainee.

Please see the Board’s website for a sample “letter of agreement.”

In any setting, Trainees, Associates, and applicants may only perform services at the place where their employers regularly conduct business, which may include performing services at other locations, so long as the services are performed under the direction and control of their employer and supervisor, and in compliance with the laws and regulations pertaining to supervision.

Whether a supervisor is required to be on site depends on the situation. Supervisors must consider their responsibilities as defined in the LMFT statutes and regulations, which includes taking responsibility for, and control of, the quality of services being provided. Among other responsibilities, supervisors are required to do all of the following, whether they are on site or off site:

- Ensure that the extent, kind and quality of counseling performed by the Associate or Trainee is consistent with the education, training and experience of the person being supervised.
- Review client/patient records and monitor and evaluate assessment, diagnosis and treatment decisions of the Associate or Trainee.
- Monitor and evaluate the ability of the Associate or Trainee to provide services at the site(s) where he or she will be practicing and to the particular clientele being served.
- Ensure compliance with all laws and regulations governing the practice of marriage and family therapy.

Upon request by the Board, a supervisor is required to provide the Board with documentation that verifies the supervisor’s compliance with all requirements.

*Statute cited: BPC section 4980.43; Regulations cited: Title 16, CCR sections 1833 and 1833.1*

### **34. Where can I find more information about supervision?**

Please see the Board’s *Guide to Supervision*, available on our website.

### **35. What forms must I use to record my experience hours and supervision?**

While gaining your hours of experience you must use the following forms, available on the Board’s website:

*Responsibility Statement for Supervisors of an MFT Trainee or Intern (Associate):* Your supervisor must sign this form prior to commencing supervision and provide you with the original. Retain for later submission with your *Application for Licensure and Examination*.

*Weekly Summary of Experience Hours (“Weekly Log”):* Log your hours on this form on a weekly basis and have your supervisor sign weekly. You will retain the original logs. Do not submit *Weekly Logs* to the Board except upon request.



*Experience Verification*: This form is completed upon the termination of your supervised experience with your supervisor, and must indicate the total hours completed in each category under your supervisor, your supervisor's license information and certain information about your employer. Your supervisor will sign the form and provide you with the original for submission with your *Application for Licensure and Examination*.

Be sure to use the *Experience Verification* and *Weekly Log* forms that are designed for the option under which you are gaining hours (Option 1 or Option 2).

**Submission of forms as directed in this FAQ will lessen the possibility that the licensing evaluator will need to request additional information from you, which delays the approval of your application.**

**36. Where do I record Personal Psychotherapy hours received under Option 2?**

**37. Must I be under supervision while receiving Personal Psychotherapy?**

The Board does not have a specific form for recording Personal Psychotherapy hours, which can only be claimed under Option 2 (see page 8). These hours are logged on the *Application for Licensure and Examination*, available on the Board's website. Personal Psychotherapy received is not classified as "work experience" and therefore does not require supervision.

*Statute cited: BPC section 4980.43*

**38. Do I need to report hours gained pre-degree separately from hours gained postdegree?**

The Board strongly recommends that you submit your pre-degree and postdegree hours on separate *Experience Verification* forms, and maintain separate *Weekly Logs*.

**39. How do I fill out *Experience Verification* forms or *Weekly Logs* if I have more than one supervisor in the same work setting?**

If you are receiving supervision from two individuals in one employment setting, document the hours from each supervisor on separate forms. As long as the time periods on the two forms overlap and the employment setting is the same, the BBS will combine the experience and supervision together when evaluating your experience.

**40. When do I need to send in supervision-related forms?**

All supervision-related forms (*Supervisor Responsibility Statement* and *Experience Verification* forms) must be submitted with your *Application for Licensure and Examination*. Do not send these forms in with your Associate application. Do not send the *Weekly Summary of Experience Hours* form ("*Weekly Log*") unless the Board requests you to do so.

*Regulations cited: Title 16, CCR sections 1833 and 1833.1*



## D. APPLYING FOR LICENSURE

### 41. Should I be concerned about abandonment of my *Application for Licensure and Examination*?

Yes – and abandonment could have major consequences. Once an application is abandoned, an applicant may reapply, but must pay a new application fee and meet all current requirements. One of those requirements is that your hours are less than six (6) years old.

**If an *Application for Licensure and Examination* is abandoned, you would lose any hours of experience that are more than six (6) years old** (exception: see question 22), based on the date the board receives the new *Application for Licensure and Examination*. See question 22 for more information about the six-year rule.

In accordance with Title 16, California Code of Regulations section 1806, an application shall be deemed abandoned in any of the following circumstances:

- Applicant does not submit the remaining documents or information requested in the application deficiency letter within one (1) year from the date of the deficiency letter
- Applicant does not complete the application within one (1) year after it has been filed.
- Applicant who has submitted experience hours does not sit for an examination within one (1) year after being notified of initial eligibility to take the examination.
- Applicant who has submitted experience hours does not take an examination within one (1) year from the date the applicant was notified of failing an examination
- The applicant fails to pay the initial license fee within one (1) year after notification by the board of successful completion of MFT licensing requirements.

*Regulation cited: Title 16, CCR section 1806*

### 42. What type of employment documentation does the Board require with my *Application for Licensure and Examination*?

If a Paid Employee: You must provide a W-2 for each year of paid employment with your *Application for Licensure and Examination*. W-2s are required for all tax years during which you gained experience. For the current tax year, include a photocopy of your most recent pay stub. A copy of your 1040 or other tax filing form is not acceptable.

If a Volunteer Employee: You must provide a letter from your employer verifying your status as a volunteer with your *Application for Licensure and Examination*. A sample letter verifying volunteer status is available on the Board's website.

*Statute cited: BPC section 4980.43; Regulation cited: Title 16, CCR section 1833*

#### 43. Do I need to send in originals of my W-2s or most recent pay stub?

Originals are not required - photocopies are acceptable.

*Statute cited: BPC section 4980.43; Regulation cited: Title 16, CCR section 1833*

#### 44. What additional coursework do I need to complete?

In addition to holding a qualifying degree, an applicant must complete specific courses prior to submitting an *Application for Licensure and Examination*. The requirements are different depending on the following:

- **Applicants who attended a California school and began graduate study on or AFTER August 1, 2012:**

If your degree was earned in California, ALL “additional coursework” **must be incorporated into your degree program** as specified in Business and Professions Code section 4980.36. There are no exceptions. Please check with your school if you have any concerns.

- **Applicants who earned a degree in another state OR**
- **Applicants who attended a California school and began graduate study PRIOR TO August 1, 2012 (and complete that study prior to December 31, 2018):**

You may apply for an Associate MFT registration without completing all of the required additional coursework listed on the following page. This coursework only needs to be complete at the time you submit your *Application for Licensure and Examination*.

In-State Applicants: Most graduates from in-state programs have already met the additional coursework requirements, which are noted by Board staff when your Associate application is evaluated (though not required at that time). If you have not completed a course, you must submit documentation of completion when submitting your *Application for Licensure and Examination*.

Some schools cover these topics within the degree program. If you are unsure whether a course was part of your degree program, a list of schools and coursework not included is available on the Board’s website.

Out-of-State Applicants: Graduates from out-of-state programs must complete the courses listed in the chart prior to submitting an *Application for Licensure and Examination*.

*Statutes cited: BPC sections 4980.39, 4980.395, 4980.41, 4980.80 and 4980.90; Regulations cited: Title 16, CCR sections 1807, 1807.2 and 1810*

## ADDITIONAL COURSEWORK REQUIRED

Course	Required of:	Length / Content Required
<b>Child Abuse Assessment and Reporting</b>	Applicants who entered a degree program prior to 08/01/2012*	<ul style="list-style-type: none"> <li>• 7 hours</li> <li>• Must be based on California law</li> <li>• See Title 16, CCR section 1807.2</li> </ul>
<b>Human Sexuality</b>	Applicants who entered a degree program prior to 08/01/2012*	<ul style="list-style-type: none"> <li>• 10 hours</li> <li>• See Title 16, CCR section 1807</li> </ul>
<b>Alcoholism, Chemical Substance Abuse and Dependency</b>	Applicants who entered a degree program prior to 08/01/2012*	<ul style="list-style-type: none"> <li>• 15 hours</li> <li>• See Title 16, CCR section 1810</li> </ul>
<b>Aging, Long Term Care and Elder/Dependent Adult Abuse</b>	Applicants who entered a degree program prior to 08/01/2012*	<ul style="list-style-type: none"> <li>• 10 hours</li> <li>• See BPC section 4980.39</li> </ul>
<b>Spousal/Partner Abuse Assessment, Detection and Intervention</b>	<b>IN-STATE APPLICANTS</b> who entered a degree program between 01/01/1995 & 08/01/2012*	<ul style="list-style-type: none"> <li>• No specific number of hours for those who entered a degree program prior to 12/31/03, but must be of sufficient length to cover the topics of assessment, detection and intervention</li> <li>• 15 hours for those who entered a degree program after 1/1/2004</li> <li>• See BPC section 4980.41</li> </ul>
	<b>OUT-OF-STATE APPLICANTS</b> (those with out-of-state education or licensure)	<ul style="list-style-type: none"> <li>• 15 hours</li> <li>• See BPC section 4980.41</li> </ul>
<b>Psychological Testing</b>	<b>IN-STATE APPLICANTS</b> who entered a degree program between 01/01/2001 & 08/01/2012*	<ul style="list-style-type: none"> <li>• 2 semester or 3 quarter units</li> <li>• See BPC section 4980.41</li> </ul>
	<b>OUT-OF-STATE APPLICANTS</b> (those with out-of-state education or licensure)	<ul style="list-style-type: none"> <li>• 2 semester or 3 quarter units</li> <li>• See BPC sections 4980.80 &amp; 4980.90</li> </ul>
<b>Psychopharmacology</b>	<b>IN-STATE APPLICANTS</b> who entered a degree program between 01/01/2001 & 08/01/2012*	<ul style="list-style-type: none"> <li>• 2 semester or 3 quarter units</li> <li>• See BPC section 4980.41</li> </ul>
	<b>OUT-OF-STATE APPLICANTS</b> (those with out-of-state education or licensure)	<ul style="list-style-type: none"> <li>• 2 semester or 3 quarter units</li> <li>• See BPC sections 4980.80 &amp; 4980.90</li> </ul>

*Continued on next page*

Course	Required of:	Length / Content Required
<b>California Law and Professional Ethics</b>	<b>IN-STATE APPLICANTS</b> who entered a degree program prior to 08/01/2012*	<ul style="list-style-type: none"> <li>• 2 semester or 3 quarter units</li> <li>• See BPC section 4980.41</li> </ul>
	<b>LICENSED OUT-OF-STATE APPLICANTS</b>	<ul style="list-style-type: none"> <li>• If degree contains a 2 semester or 3 quarter unit course on law and ethics, applicant must complete an 18-hour California course. See BPC section 4980.80</li> <li>• If degree does not contain a 2 semester or 3 quarter unit course on law and ethics, applicant must take 2 semester or 3 quarter unit California course</li> </ul>
	<b>UNLICENSED OUT-OF-STATE APPLICANTS</b>	<ul style="list-style-type: none"> <li>• Must take a 2 semester unit or 3 quarter unit California Law and Ethics course. See BPC section 4980.90</li> </ul>

*\*This topic is still required for those who entered a degree program after 08/01/2012, however, it must be incorporated into the degree program.*

**45. How can I provide verification of my experience if my supervisor can no longer be located?**

The Board will review documentation on a case by case basis in order to make a determination. However, we recommend that you submit all of the following:

- Documentation of your attempts to locate and contact your supervisor
- If your supervisor is deceased, documentation such as a copy of the obituary
- The previously signed, original *Supervisor Responsibility Statement*
- The previously signed, original *Weekly Logs*
- Documentation by the employer verifying employment of the supervisor and supervisee
- The letter of agreement for supervision if your supervisor was not employed by your employer

*Statute cited: BPC section 4980.43; Regulation cited: Title 16, CCR section 1833*

**46. Do I need to resubmit fingerprints with my *Application for Licensure and Examination*?**

Applicants do not need to resubmit fingerprints if one or more of the following applies at the time the Board receives the application:

- Applicant still possesses a current Associate registration number; or
- Applicant's Associate number has been cancelled for less than 30 days.

*Regulation cited: Title 16, CCR section 1815*

#### **47. What happens once I submit my *Application for Licensure and Examination*?**

The Board will evaluate your application and notify you either that:

- There are one or more deficiencies in your application. You will have one (1) year from the date of the initial deficiency notice to clear all deficiencies

OR

- You have been found eligible for examination, and will be provided with information on how to register.

Once you pass both required exams: Download the *Request for Initial License Issuance* form from the Board's website, and submit it with the required fee. Your license will be issued within 30 business days from the date of receipt.

*Regulation cited: Title 16, CCR section 1806*

#### **48. Do I need to maintain a current Associate registration number to participate in the clinical exam?**

No. Once your hours have been approved the Board no longer requires you to retain an Associate registration except under certain circumstances. You are required to keep an active and current registration if you are continuing to gain hours of experience, or if you are working in any setting OTHER THAN a school, a government agency, or an institution that is both nonprofit and charitable. Also, you may want to check with your employer to see if they require you to remain registered.

*Statutes cited: BPC sections 4980.01 and 4980.43*

#### **49. Must I continue to have supervision after my experience hours have been approved?**

All applicants, Trainees, and Associates must be under supervision at all times by an acceptable licensed mental health professional.

*Statute cited: BPC section 4980.43*

#### **50. Once I pass my exams, can I start practicing independently?**

No. A successful examinee still must submit a *Request for Initial License Issuance* form and fee before the Board will issue a MFT license. You will need to download and submit this form and fee upon completion of all licensure requirements. Your license will be issued within 30 business days from the date of receipt. Independent practice cannot begin until the Board issues a license. Otherwise it is considered unlicensed practice, which is subject to disciplinary action by the Board.

*Statutes cited: BPC sections 4980 and 4982*