

SUBCHAPTER 7. APPLICATION FOR LICENSURE

Section

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310:400-7-1. Fitness of applicants

(a) **Purpose.** The purpose of this section is to establish the fitness of an applicant as one of the criteria for approval for licensure as an LMFT and to set forth the criteria by which the Commissioner, through the recommendations of the Advisory Board, will determine the fitness of applicants.

(b) **Fitness for licensure.** Any of the following items related to the applicant may be, as the Commissioner determines, the basis for the denial of or delay of licensure of the applicant.

- (1) Lack of necessary skills and abilities to provide adequate services.
- (2) Misrepresentation on the application or other materials submitted to the Department.
- (3) A violation of the Code of Ethics of the professional discipline espoused by the applicant.
- (4) Any violation of the Board rules in effect at the time of application which is applicable to an unlicensed person.

(c) **Materials considered to determine fitness.**

- (1) Materials considered to determine fitness of skills and abilities include:
 - (A) Evaluations of supervisors or instructors.
 - (B) Statements from persons submitting references for the applicant.
 - (C) Evaluations of employers and/or professional associations.
- (2) Materials considered to determine fitness of professional conduct includes:
 - (A) Allegations of clients.
 - (B) Transcripts or other findings from official court, hearing or investigative proceedings.
 - (C) Any other information which the Department considers pertinent to determining the fitness of applicants.

[Source: Added at 8 Ok Reg 2983, eff 6-12-91 (emergency); Added at 9 Ok Reg 1461, eff 5-1-92; Amended at 17 Ok Reg 3436, eff 8-29-00 (emergency); Amended at 18 Ok Reg 1688, eff 5-25-01]

310:400-7-2. Application procedures

(a) **General.**

(1) The purpose of this section is to insure that all applicants meet those requirements specified in Section 1925.6 of the Act.

(2) Unless otherwise indicated, an applicant must submit all required information and documentation of credentials on official Department forms.

(3) The Department will not consider an application as officially submitted until receipt of the Application, application fee, official graduate transcripts, three (3) Document of Recommendation Forms, Internship/Practicum Documentation Form, and completed criminal background check. The fee must accompany the Application Form.

(4) The Department must receive all required application materials at least 60 days prior to the date the applicant wishes to take the examination.

(b) **Application materials.** The purpose of this section is to list the materials required in the application process. All forms must be completed in full by the applicant, as per the instructions on the following individual forms:

- (1) Application form.
- (2) Official graduate transcript.
- (3) Documents of recommendation.
- (4) Internship/practicum documentation form.
- (5) Two (2) classifiable sets of fingerprints.
- (6) Fees.

(c) **Application forms**

- (1) Application form - identifying information; graduate education and course work; possession of other credentials; professional ethics and conduct.
- (2) Internship/Practicum Documentation form - identifying information; time, place, location of practicum
- (3) Document of Recommendation - identifying information; ratings of ethical and professional characteristics; circumstances and time period submitter has know applicant
- (4) Supervision Agreement - supervisor and supervisee agree to terms set forth for the accrual of supervised experience; a reproduction of the regulation regarding supervised experience
- (5) Evaluation of Supervised Experience document - identifying information; time, place and duration of supervised experience; number of hours of direct client contact with different populations; supervisor's rating of professional activity; supervisor's comment section, and record of supervised experience.
- (6) On-Site Supervisor Verification form - identifying information; name of applicant; place of employment; on-site supervisor information; a reproduction of the regulation regarding supervision accrued in a private setting.
- (7) Two (2) classifiable sets of fingerprints.

(d) **Negative references.** The Advisory Board may ask any applicant for licensure as an LMFT, whose file contains negative references of substance, to come before the Advisory Board for an interview before the licensure designation process may proceed.

[Source: Added at 8 Ok Reg 2983, eff 6-12-91 (emergency); Added at 9 Ok Reg 1461, eff 5-1-92; Amended at 17 Ok Reg 3436, eff 8-29-00 (emergency); Amended at 18 Ok Reg 1688, eff 5-25-01; Amended at 23 Ok Reg 2367, eff 6-25-06; Amended at 26 Ok Reg 2015, eff 6-25-09; Amended at 27 Ok Reg 2515, eff 7-25-10]

310:400-7-2.1. Reapplication procedures

(a) **Re-application for permanently expired license.**

(1) Re-application after license expires for non-renewal shall include the following documents:

- (A) Application form,
- (B) Three (3) Documents of Recommendation,
- (C) Supervision Agreement,
- (D) On-Site Supervisor Verification Form,
- (E) New Application Fee, and
- (F) Two (2) classifiable sets or fingerprints.

(2) Applicant shall re-take two examinations:

- (A) The Licensing Examination in Marital and Family Therapy (Professional Examination Service) or another equivalent examination as determined by the Department, and
- (B) An oral and/or written examination covering psychopathology and the LMFT law and regulations as approved by the Department.

(3) The Internship/Practicum Documentation Form on file shall carry over to a new application.

(4) All previously submitted and approved Supervised Experience shall carry over to a new application.

(5) Applicant shall obtain approved supervision until the exams are taken and passed. Failure to do so may constitute

(b) **Re-application for revoked license.**

(1) No re-application for a revoked license will be considered for a period of 5 years following the revocation. Re-application after license is revoked as a result of administrative action shall include the following documents:

- (A) Application form,
- (B) Official university or college transcript,
- (C) Three (3) Documents of recommendation.
- (D) Internship/Practicum Documentation form,
- (E) Supervision Agreement,
- (F) On-Site Supervisor Verification Form,
- (G) New Application Fee, and
- (H) Two (2) classifiable sets of fingerprints.

(2) Applicant shall re-take two examinations:

- (A) The Licensing Examination in Marital and Family Therapy (Professional Examination Service) or another equivalent examination as determined by the Department, and

- (B) An oral and/or written examination covering psychopathology and the LMFT law and regulations as approved by the Department.
- (3) All previously submitted and approved Supervised Experience shall not carry over to a new application.
- (4) Application materials shall be reviewed by the advisory board.
- (5) At the time of application, applicant must provide additional documentation to demonstrate rehabilitation relating to the cause of the revocation of licensure.
- (6) The Department may impose reasonable practice limitations that are in addition to the requirements for completion of approved supervised experience.

(c) Re-application for voided application.

- (1) Re-application after application is voided for failure to take scheduled examinations or after the eligible applicant fails an examination and does not take subsequent scheduled examinations shall include the following documents:
 - (A) Application form,
 - (B) Three (3) Documents of Recommendation,
 - (C) Supervision Agreement,
 - (D) On-Site Supervisor Verification Form,
 - (E) New Application Fee, and
 - (F) Two (2) classifiable sets of fingerprints.
- (2) Applicant shall take two examinations:
 - (A) The Licensing Examination in Marital and Family Therapy (Professional Examination Service) or another equivalent examination as determined by the Department, and
 - (B) An oral and/or written examination covering psychopathology and the LMFT law and regulations as approved by the Department.
- (3) The Internship/Practicum Documentation Form on file shall carry over to a new application.
- (4) All previously submitted and approved Supervised Experience shall carry over to a new application.
- (5) Applicant shall obtain approved supervision until the exams are taken and passed. Failure to do so may constitute a violation of OAC Rule 310:400-17-7.

(d) Re-application for denied application.

- (1) Re-application after application has been denied as prescribed in Section 1925.15 of the Act shall include the following documents:
 - (A) Application form,
 - (B) Official university or college transcripts,
 - (C) Three (3) Documents of Recommendation,
 - (D) Internship/Practicum Documentation form,
 - (E) Supervision Agreement,
 - (F) On-Site Supervisor Verification Form,
 - (G) New Application Fee, and
 - (H) Two (2) classifiable sets of fingerprints.
- (2) Application materials shall be reviewed by the LMFT Advisory Board.
- (3) Applicant shall be required to take necessary examinations.
- (4) Applicant shall be required to accrue an additional 500 hours of supervised experience.
- (5) Internship/Practicum Documentation Form on file shall carry over to a new application.
- (6) All previously submitted and approved Supervised Experience shall carry over to a new application.
- (7) Applicant shall obtain approved supervision until the exams are taken and passed. Failure to do so may constitute a violation of OAC Rule 310:400-17-7.
- (8) At the time of application, applicant must provide additional documentation to demonstrate rehabilitation relating to the cause of denial of licensure application.
- (9) The Department may impose reasonable practice limitations that are in addition to the requirements for completion of approved supervised experience.

[Source: Added at 21 Ok Reg 1038, eff 5-13-2004; Amended at 21 Ok Reg 2745, eff 7-12-2004; Amended at 23 Ok Reg 2367, eff 6-25-2006; Amended at 25 Ok Reg 2412, eff 7-11-2008; Amended at 26 OK Reg 2015, eff 6-25-09]

310:400-7-2.2. Hearing upon denial of licensure application

Following the denial of a licensure application by the Department, as prescribed in Section 1925.15 of the Act, the applicant may request an administrative hearing to contest the denial of his/her application within 15 days of receiving notification from the Department. If a hearing is not requested within 15 days, the denial will be final.

[Source: Added at 24 Ok Reg 1957, eff 6-25-2007]

310:400-7-3. Academic and experience requirements on or before September 1, 1991 [REVOKED]

[Source: Added at 8 Ok Reg 2983, eff 6-12-91 (emergency); Added at 9 Ok Reg 1461, eff 5-1-92; Revoked at 10 Ok Reg 1993, eff 6-1-93]

310:400-7-4. Academic and experience requirements

(a) Fulfillment of Section 1925.6, subsection B of the LMFT Act.

Persons applying for licensure must have fulfilled the requirements listed in Section 1925.6, Subsection B of the LMFT Act.

(b) Academic requirements. Applicants must possess at least a masters degree in marital and family therapy or in a mental health, behavioral science, or counseling related field from a college or university accredited by one of the following six regional accrediting associations recognized by the U.S. Department of Education: The New England Association of Schools and Colleges, The Middle States Association of Colleges and Schools, The North Central Association of Colleges and Schools, The Northwestern Association of Schools and Colleges; The Western Association of Schools and Colleges, or The Southern Association of Colleges and Schools which is content-equivalent to a graduate degree in marital and family therapy. In order to qualify as a "content-equivalent" degree, a graduate transcript must document the minimum number of graduate hours and knowledge areas listed below. Academic courses (3 semester hours or 4 quarter credit hours) must include a minimum of 45 class hours for each course.

(1) Theoretical Foundations of Marital and Family Systems - any course which deals primarily in areas such as family life cycle; theories of family development; marriage and/or the family; sociology of the family; families under stress; the contemporary family; family in a social context; the cross-cultural family; youth/adult/aging and the family; family subsystems; individual, interpersonal relationships (marital, parental, sibling). (3 courses: 9 semester or 12 quarter hours.)

(2) Assessment and Treatment in Marital and Family Therapy -any course which deals primarily in areas such as family therapy methodology; family assessment; treatment and intervention methods; overview of major clinical theories of marital and family therapy such as: communications, contextual, experiential, object relations, strategic, structural, systemic, transgenerational. (3 courses: 9 semester or 12 quarter hours.)

(3) Human Development - any course which deals primarily in areas such as human development; personality theory; human sexuality, psychopathology; at least one of which must be in psychopathology or abnormal human behavior. (3 courses: 9 semester or 12 quarter hours.)

(4) Ethics and Professional Studies - any course which deals primarily in areas such as professional socialization and the role of the professional organization; legal responsibilities and liabilities; independent practice and interprofessional cooperation; ethics; family law. (1 course: 3 semester or 4 quarter hours.)

(5) Research - any course which deals primarily in areas such as research design, methods, statistics; research in marital and family studies and therapy. (1 course: 3 semester or 4 quarter hours.)

(6) Practicum/Internship (at least 300 clock hours.)

(c) International degrees. For applicants with international degrees, the Department shall review the applications of applicants for licensure under this Chapter who have received a post-secondary degree from an educational institution outside the United States. The Department shall determine whether the applicant's experience, command of the English language, and completed academic program meet the standards of an academic program of an accredited educational institution.

(d) Experience requirement.

(1) Applicants must complete two (2) calendar years of work in marital and family therapy following the receipt of the qualifying degree.

(2) These two years must be completed under a supervisor approved by the Department.

(e) Examination. Applicants must achieve a passing score on the LMFT examinations.

[Source: Added at 8 Ok Reg 2983, eff 6-12-91 (emergency); Added at 9 Ok Reg 1461, eff 5-1-92; Amended at 10 Ok Reg 1993, eff 6-1-93; Amended at 11 Ok Reg 1529, eff 4-12-94 (emergency); Amended at 11 Ok Reg 3165, eff 6-27-94; Amended at 17 Ok Reg 3436, eff 8-29-00 (emergency); Amended at 18 Ok Reg 1688, eff 5-25-01; Amended at 25 Ok Reg 2412, eff 7-11-2008]

310:400-7-5. Additional forms

(a) Licensure Verification Request Form – name of licensee; licensee license number; and licensee license type.

(b) Out-of-State License Verification Form – identifying information; type of credential held in other state; license number; issue and expiration date of license; current standing of license; past complaints or sanctions; exam information;

supervision information; graduate education; internship documentation; signature and identifying information of person verifying from out-of-state.

(c) Mailing Addresses Request/Order Form – type of licensure list requested; format requested; identifying information of person making request.

(d) Licensure Reactivation Request Form – licensure type, identifying information; employment information; graduate education; license type and number; dates of inactivation and reactivation of license.

(e) LMFT Continuing Education Approval Application Form – name of workshop; program context; program knowledge area; name of presenter; presenter qualifications; date of presentation; number of hours requested; sponsoring agency; name of contact; phone number of contact; signature and signature date of contact; program content in relation to mental health ethics; program content in relation to therapy supervision; number of hours requested for mental health ethics; number of hour requested for therapy supervision.

[Source: Added at 25 Ok Reg 2412, eff 7-11-2008]