

# MARRIAGE AND FAMILY THERAPIST LICENSURE PROCESS HANDBOOK

VIRGINIA BOARD OF COUNSELING

*The DHP mission is to ensure safe and competent patient care by licensing health professionals, enforcing standards of practice, and providing information to health care practitioners and the public.*

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NOTE: The information contained in this handbook is subject to change at any time.  
All current information can be found at <http://www.dhp.virginia.gov/counseling>

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*Please read and become familiar with the [Regulations Governing the Practice of Marriage and Family Therapy](#) prior to submitting your application.*

The board primarily communicates through email. Please ensure that you add the board's email address ([coun@dhp.virginia.gov](mailto:coun@dhp.virginia.gov)) to your safe recipient list to ensure that you receive all email communication from board staff.

# LMFT SUPERVISION AND EXAMINATION LICENSURE PROCESS

You must hold the Licensed Marriage and Family Therapist (LMFT) credential in order to practice marriage and family counseling in the Commonwealth of Virginia. There are two avenues to obtain this credential:

1. Licensure by Endorsement
  - a. This process may be applicable to those who hold or have held have a marriage and family therapy license in another jurisdiction.
2. Licensure by Examination
  - a. This application process is for those who have never held a marriage and family therapy license in another jurisdiction or for those who have held a marriage and family therapy license in another jurisdiction but cannot meet the requirements for licensure by endorsement.

### ***A DETAILED LOOK AT HOW TO BECOME LICENSED AS A LMFT IN VIRGINIA:***

From start to finish, the process of becoming an LMFT in Virginia takes years to complete. There are several forms that you will need to complete and submit for consideration that are available on the Virginia Board of Counseling website ([www.dhp.virginia.gov/counseling](http://www.dhp.virginia.gov/counseling)). The information provided in this document can be a valuable tool to use throughout the process.

### ***LMFT LICENSURE BY EXAMINATION***

***ANY PERSON PURSUING A LICENSED MARRIAGE AND FAMILY THERAPY (LMFT) BY EXAMINATION WILL NEED TO COMPLETE THE FOLLOWING STEPS:***

- |         |  |
|---------|--|
| STEP 1. | Complete the education requirements.   |
| STEP 2. | <a href="#">Apply</a> for Temporary License as a Resident in Marriage and Family Therapy (Registration of Supervision) and receive licensure prior to obtaining supervised residency experience in Virginia. |
| STEP 3. | Complete supervised residency experience requirements.   |
| STEP 4. | Renew License as a Resident in Marriage and Family Therapy.  |
| Step 5. | Take and pass the National MFT examination.  |
| STEP 5. | <a href="#">Apply</a> for LMFT Licensure by Examination.   |
| STEP 6. | Receive LMFT License.  |

### ***STEP 1: EDUCATION***

#### **Degree/Program Requirements**

To become an LMFT in Virginia, the regulations require you complete 60 graduate hours or 90 quarter hours of graduate study in a program that prepares individuals to practice marriage and family therapy from a college or university that is regionally accredited and also meets the following criteria:

1. There must be a sequence of academic study with the expressed intent to prepare students to practice marriage and family therapy as documented by the institution;
2. There must be an identifiable marriage and family therapy training faculty and an identifiable body of students who complete that sequence of academic study; and,

3. The academic unit must have clear authority and primary responsibility for the core and specialty areas.

Programs that are approved by CACREP as programs in marriage and family counseling/therapy or by COAMFTE are recognized as meeting the program/degree requirements.

### **Coursework Requirements**

The 60 graduate hours or 90 quarter hours **must** include six (6) semester hours or nine (9) quarter hours in:

1. **Marriage and family studies** (marital and family development; family systems theory) These courses provide an overview of marriage and family systems theories and techniques. Courses in this area will enable students to conceptualize and distinguish the critical theories and practice in the profession of marriage and family therapy. Courses will be related conceptually to clinical concerns; and,
2. **Marriage and family therapy** (systemic therapeutic interventions and application of major theoretical approaches) These courses address contemporary issues, which include but are not limited to gender, violence, addictions and abuse in the treatment of individuals, couples and families from a relational/systemic perspective and application of major theoretical approaches.

Additionally, the 60 graduate hours or 90 quarter hours must include three (3) semester hours or four (4) quarter hours in each of the following core areas:

**3. Human growth and development across the lifespan** - This course provides an overview of contemporary theoretical perspectives regarding the nature of developmental needs and tasks from infancy through late adulthood, the influences of development on mental health and dysfunction and the promotion of healthy development across human life span.

**4. Abnormal behaviors** - This course provides students with an overview of the major categories of mental disorders including study of their etiology and progression, their prevalence and impact on individuals and society, their diagnosis according to the DSM-V and the use of diagnosis in treatment planning and counseling intervention.

**5. Diagnosis and treatment of addictive behaviors** - This course provides students with an overview of addictive disorders including the study of contemporary theories of addictive behavior, pharmacological classification and addictive substances, assessment of addictive disorders and currently preferred models of addictions treatment.

**6. Multicultural counseling** - This course provides students with an overview of the diverse social and cultural contexts that influence counseling relationships (e.g., culture, race, ethnicity, age, gender, SES, sexual orientation) including the study of current issues and trends in a multicultural society, contemporary theories of multicultural counseling, the impact of oppression and privilege on individual and groups and personal awareness of cultural assumptions and biases.

**7. Professional identity and ethics** - This course provides a foundation in marriage family therapy/professional counselor identity and ethical practice, including the study of the history and philosophy of the marriage and family therapy/counseling profession, marriage and family therapy/professional counselor function and credentialing and ethical standards for practice in the marriage and family therapy/counseling profession.

**8. Research (research methods; quantitative methods; statistics)** - This course provides students with an overview of the principles and processes of performing counseling research including the study of quantitative and qualitative research designs and methods, methods of statistical analysis used in research, and reading and interpreting research results.

**9. Assessment and treatment (appraisal, assessment and diagnostic procedures)** - This course introduces students to the selection, administration; scoring and interpretation of contemporary psychological assessments used by professional counselor and includes the study of formal and information assessment procedures, basic test statistics, test validity and reliability, and the use of test finding in the counseling process.

**10. Supervised internship** of at least 600 hours to include:

- a. 240 hours of direct client contact of which 200 hours shall be with couples and families.
- b. *Only internship hours earned after completion of 30 graduate semester hours may be counted towards residency hours.*

**Education Requirements if hold another license**

In order to be considered for LMFT licensure, you must meet education and residency requirements as outlined in the LMFT Regulations. If the applicant holds a current, unrestricted license as a professional counselor, clinical psychologist, or clinical social worker, the board may accept evidence of successful completion of 60 semester hours or 90 quarter hours of graduate study. However, the applicant must provide evidence of a minimum of 12 semester hours or 18 quarter hours completed in marriage and family therapy (marital and family development, family systems, theory systemic therapeutic interventions, and application of major theoretical approaches).

**It is the applicant's responsibility to stay aware of regulatory changes.** Applicants should consider registering with [Virginia Regulatory Town Hall](#) to keep up to date on proposed changes to the Board's regulations, meetings and Board minutes.

**NOTE:**

In order to be considered for licensure as a Resident in Marriage and Family Therapy, all education requirements outlined in Regulations 18VAC115-50-50 and 18VC115-50-55 must be met.

### **Foreign Degrees:**

Graduates of programs that are not within the United States or Canada must provide documentation from an acceptable credential evaluation service that provides information that allows the board to determine if the program meets the requirements set forth the Regulations.

### **Pre-Review of Education toward LMFT Licensure:**

If you are uncertain if your degree or coursework meets the minimum education requirements, you can submit the Pre-Review of Education application packet for review. This application is only to provide education guidance and is not an application for licensure with the Board nor is the application a pre-requisite for licensure. Any guidance provided during the pre-review education process is not a case decision under the Virginia Administrative Process Act and cannot be appealed. There is a \$75.00 fee for this service.

### ***STEP 2: APPLYING FOR AND GAINING A TEMPORARY LICENSE AS A RESIDENT IN MARRIAGE AND FAMILY THERAPY.***

Once you meet the education requirements as outlined above, you must apply for and be licensed as a Resident in Marriage and Family Therapy prior to counting hours toward LMFT licensure. Supervised residency experience in all settings obtained in Virginia, without holding a Resident in Marriage and Family Therapy license (or being Board approved prior to 12/23/2019), will NOT be accepted toward LMFT licensure. The application review process can take up to 30 days once your application is considered complete.

### **Finding a Supervisor**

In accordance with §54.1-3505(8), the Board of Counseling has posted a [registry](#) of persons who meet the requirements for supervision of residents. This list should be used as a tool to assist with your search for a supervisor. Please note that the [Supervisor Registry](#) is updated weekly. It is your responsibility to ensure that the supervisor has an active, unrestricted license. If your proposed supervisor is not on the registry, please have your supervisor submit the [Supervisor Approval Application](#).

### **Supervisor Requirements**

A person who provides supervision for a resident in marriage and family therapy shall:

1. Must hold an active, unrestricted license as a **marriage and family therapist (LMFT)** or **professional counselor (LPC)** *in the jurisdiction where supervision is being provided*;
2. Document two years of post-licensure marriage and family therapy (LMFT) or professional counseling (LPC) experience;
3. Have received professional training in supervision, consisting of three (3) credit hours or four (4) quarter hours in graduate-level coursework in supervision or at least 20 hours of continuing education in supervision offered by a provider approved under 18VAC115-20-106.

At least one-half of the 200 hours of supervision shall be rendered by a licensed marriage and family therapist (LMFT).

**NOTE:** LCSWs or Psychologists cannot supervise a Resident in Marriage and Family Therapy toward licensure.

### **Supervisor Responsibilities**

The supervisor of a resident assumes full responsibility for the clinical activities of that resident specified within the supervisory contract for the duration of the residency. The supervisor shall complete [quarterly evaluation forms](#) to be given to the resident at the end of each 3-month period. These evaluation forms are available on the Board website. It is advisable that both the supervisor and the resident keep copies of these evaluations. Additionally, on the [verification of supervision form](#), the supervisor must report the total hours of residency and must evaluate the resident's competency. The resident should hold the quarterly evaluations and verification of supervision forms until the resident completes the residency requirements, passes the National MFT exam and applies for LMFT licensure by examination. Supervision by any individual whose relationship to the resident compromises the objectivity of the supervisor is prohibited. If supervision terminates, the supervisor or the resident should complete the Termination of Supervision form (available on the Board website) for their records.

### **Gaining Board Approval as a Licensed Resident in Marriage and Family Therapy**

Once you have identified a supervisor and a location, submit the Temporary License as a Resident in Marriage and Family Therapy online application, supplemental documentation, along with the fee, to the Board for approval. Specifically, a complete registration packet will include the following:

- [Temporary License as a Resident in Marriage and Family Therapy application](#)
  - Please NOTE, this application contains an ethics portion.
    - If you answered “yes” to any of the ethics questions, you must submit a statement regarding the circumstances and any court documents, employment records, etc. Please refer to [Guidance Document 115-2](#).
    - If you answered “yes” for a criminal conviction, we must have court documentation. If the conviction is not available with the courts, you may provide a criminal history check from the Virginia State Police. Please refer to [Guidance Document 115-2](#).
- \$65.00 application processing fee
- Coursework and Internship Verification form to be completed by your graduate program with an original signature and sent to the Board within your application packet.
- Official transcript
  - Do NOT send undergraduate transcripts.
  - Your transcript MUST show your master's degree conferred.
  - Your transcript must be official.
  - Faxes and photocopies will NOT be accepted.
  - Transcripts must be mailed with your application packet or received directly from the university by secured electronic methods such as eSCRIPT-SAFE or Parchment.
- Verification of your supervisor's training in clinical supervision (this is only necessary if your supervisor is not listed on the [Supervisor Registry](#))
- Supervisory Contract agreement (An example of a [Supervisory Contract](#) can be found on our website)
- National Practitioners Data Bank (NPDB) self-query
- Out-of-state license verification (only applicable, if you hold or have held a license, certification or registration as a mental health or health professional in another state)
- Degree Information (only applicable, if your degree is not COAMFTE or CACREP or is not specifically in the practice of marriage and family therapy)
- Name change documentation (if applicable)

We strongly encourage you verify that your packet is complete and includes all required forms. A completed application packet provides the best opportunity to avoid delays in approving your information. You should make every effort to mail this information in one complete packet to our board office for consideration.

**AFTER YOUR APPLICATION HAS BEEN RECEIVED:**

- When your packet is received, it is date stamped and your check is processed.
- An administrative review is completed on your file to ensure it is complete.
- Within 7-10 days, you are notified of any deficiencies found in your application.
- Upon receipt of corrections and/or additional required documentation your file then receives another administrative review. This process continues until it appears that your file is complete.
- When your file appears to be complete, it is reviewed for approval to begin supervision. Please allow 30 days for approval of initial supervision.
- If you are approved and licensed as a Resident in Marriage and Family Therapy, you and your supervisor will be emailed an approval letter (which will include the code to sit for the National MFT examination) with your initial license issue date which will enable you to begin counting hours toward LMFT licensure. You will also receive a hard copy Temporary License as a Resident in Marriage and Family Therapy in the mail. At this point, you will be a Licensed Resident in Marriage and Family Therapy and may begin supervision!

**NOTE:** Incomplete applications will be kept active for one year from the date of payment. If your application is not completed in the one year timeframe, you will be required to re-apply by submitting a new application.

If your application is complete but does not appear to meet the minimum requirements, you will be notified by email and your application is denied. If your application is denied, you will be sent an email and will be given the opportunity to request an Informal Conference with the Board. Requesting an Informal Conference is a lengthy process and can take from several months to a year to schedule. Please review Guidance Document 115-3: [Credential Appeals FAQ's](#) for more information on the Informal Conference process.

**IMPORTANT SUPERVISION NOTICES!**

Once your Resident in Marriage and Family Therapy license is approved, your supervisor is responsible for your marriage and family therapy activities at the location indicated on your supervisory contract.

Providing clinical marriage and family therapy services without holding licensure in Virginia is unlawful, unless you are providing clinical services in an exempt setting as indicated in § 54.1-3501 of the Code of Virginia.

Residents may not call themselves professional counselors, directly bill for services rendered, or in any way represent themselves as independent, autonomous practitioners or professional counselors. During the residency, residents shall use their names and the initials of their degree, their resident license number, and the title "Resident in Marriage and Family Therapy" in all written communications. Clients shall be informed in writing that the resident does not have authority for independent practice and is under supervision and shall provide the supervisor's name, professional address, and phone number.

**Adding or Changing Registration Supervision:**

After issuance of a temporary resident license, a resident will not be required to submit an application, pay a fee or notify the Board in order to add/change a supervisor or worksite. However, a resident must have a signed and established [supervisory contract](#) for each supervisor and worksite prior to providing clinical marriage and family therapy services and before counting hours toward licensure. A copy of each supervisory contract is to be retained by the resident and supervisor. Residents are responsible for making sure their supervisor is approved by the Board.

**Termination of Supervision:**

If supervision terminates, you or your supervisor should complete the [Termination of Supervision form](#) (which can be found on the Board website) for your records. Your supervisor should also complete the last [Quarterly Evaluation form](#) and the [Verification of Supervision form](#). You, the resident, must keep this form in your records until you are ready to apply for LMFT licensure. This Verification of Supervision and Quarterly Evaluation forms are necessary pieces of your application and serves as documentation of your supervision and residency hours.

***STEP 3: COMPLETE THE SUPERVISED RESIDENCY REQUIREMENTS***

Once the Board issues you a temporary License as a Resident in Marriage and Family Therapy, you have achieved the status of “Resident in Marriage and Family Therapy” and you can count your supervised residency experience hours towards LMFT licensure. To achieve LMFT licensure you must meet all of the residency requirements.

**Residency Requirements:**

1. A 3,400 hour supervised residency in the role of marriage and family therapist to include:
  - a. 200 hours of in-person supervision with the supervisor in the consultation and review of marriage and family services provided by the resident.
    - i. In-person may also include the use of technology that maintains client confidentiality and provides real-time, visual contact between the supervisor and the resident.
    - ii. At least half of the 200 hours of supervision shall be rendered by a LMFT.
  - b. Residents shall receive a minimum of one hour and a maximum of 4 hours of supervision for every 40 hours of supervised work experience.
  - c. No more than 100 hours of the supervision may be acquired through group.
    - i. Group consists of no more than 6 residents.
    - ii. One hour of group supervision is equivalent to one hour of individual supervision.
2. The residency shall include documentation of at least 2,000 hours of face-to-face client contact hours of clinical marriage and family services
  - a. 1,000 hours of the 2,000 hours must be in face-to-face client contact with couples or families, or both.
  - b. The remaining 1,400 hours of the 3,400 total residency hours may be spent in the performance of ancillary counseling services. (Supervision sessions with your supervisor can be considered toward ancillary counseling services.)
  - c. For applicants who hold current, unrestricted licensure as a professional counselor, clinical psychologist, or clinical social worker, you must document that you have a minimum of 1,000 hours of face-to-face client contact with couples and families with

at least 100 hours of supervision under a Board approved LMFT supervisor. The remaining hours may be waived.

3. The residency shall consist of practice in the core education areas.
4. You must complete your residency in no less than 21 months and no more than four years. Residents who began their residency before August 24, 2016 must complete the residency by August 24, 2020. If you unable to complete your residency after four years, you must submit the Resident in Marriage and Family Therapy Supervised Experience Extension Request form and provide evidence to the board showing why the supervised experience should be allowed to continue prior to August 24, 2020. (Please email the Board at [coun@dhp.virginia.gov](mailto:coun@dhp.virginia.gov) for a copy of the Extension Request form.)
5. A graduate-level internship in excess of 600 hours that was approved as part of the education requirements may count for up to an additional 300 hours towards the requirements of a residency.
6. Up to 20 hours of the supervision received during the supervised internship may be counted towards the 200 hours of in-person supervision if the supervision was provided by a licensed marriage and family therapist or a licensed professional counselor.

**NOTE:** Supervision that is not concurrent with a residency will not be accepted, nor will residency hours be accrued in the absence of approved supervision.

Once you receive your resident license, you must post a copy of their license in a conspicuous place as stated in section § 54.1-3506.1 of the Code of Virginia.

Random audits will be conducted to verify the Licensed Resident in Marriage and Family Therapy is meeting the minimum requirements which would include verification of a signed supervisory contract.

Effective September 6, 2019, the Regulations state that supervised practicum and internship hours from a COAMFTE-accredited or a CACREP-accredited doctoral program in marriage and family therapy or counseling may be accepted for up to 900 hours of the residency requirement and up to 100 of the required hours of supervision provided the supervisor holds a current, unrestricted license as a marriage and family therapist or professional counselor.

*What should be in a supervisory contract?* A supervisory contract is an agreement that outlines the expectations and responsibilities of the supervisor and resident in accordance with regulations of the board. An example of a [supervisory contract](#) can be found on the website.

*What are clinical marriage and family services?* The Board's definition means activities such as assessment, diagnosis, treatment planning, and treatment implementation for couples and families.

*What is ancillary counseling services?* "Ancillary counseling services" means activities such as case management, recordkeeping, referral, and coordination of services.

*What is face-to-face client contact?* The Board's definition means the in-person delivery of clinical marriage and family services for a client.

*What is in-person supervision?* It is the supervision between supervisor and resident in the consultation and review of marriage and family services provided by a resident. In-person supervision may include the use of secured technology that maintains client confidentiality and provides real-time, visual contact between the supervisor and the resident. For more information on technology-assisted supervision please refer to [Guidance Document: 115-1.4](#).

What is group supervision? The Board's definition means the process of clinical supervision of no more than six **persons** in a group setting provided by a qualified supervisor.

**Out-of-State Supervision:** Supervision completed in another jurisdiction can possibly count toward licensure if it meets the requirements outlined in Virginia's Regulations. The board will not review this supervision until you have completed your supervised experience, pass the National MFT examination and apply for LMFT licensure by examination. You must have your past supervisor(s) complete Virginia's Verification of Supervision form. You should keep this information until you are ready to apply for LMFT licensure by examination. Additionally, you will be required to submit your supervisor's license verification in order to verify that they meet the supervisor requirements.

#### ***STEP 4: RENEW YOUR RESIDENT IN MARRIAGE AND FAMILY THERAPY LICENSE***

The resident license will expire annually in the month the resident license was initially issued and may be renewed up to five times. (For example, if you were approved for a resident license on January 15, 2020, you will be required to renew your license on or before January 31 each year that you are in residency) Annual Renewal fee is \$30.00.

On the annual renewal, the resident must attest that a supervisory contract is in effect with a board-approved supervisor for each of the locations at which the resident is currently providing clinical marriage and family therapy services.

Additionally, the Resident in Marriage and Family Therapy must complete **three (3) hours in continuing education courses that emphasize the ethics, standards of practice, or laws governing behavioral science professions in Virginia**, offered by an approved provider as set forth in subsection B of 18VAC115-20-106 of the [Regulations](#).

#### **NOTE:**

Residents providing clinical marriage and family services in a non-exempt setting must remain in residency by holding a current active License as a Resident in Marriage and Family Therapy and practicing under supervision until the resident has passed the licensure examination and been granted a license as a marriage and family therapist (LMFT).

#### ***STEP 5: TAKE AND PASS THE EXAMINATION***

To become licensed as an LMFT by the Board you must pass the National Marriage and Family Examination (National MFT exam) administered by AMFTRB, unless you are applying for licensure by endorsement.

You must pass the National MFT examination within six (6) years from the date of initial issuance of the resident license. A licensed resident can take the examination at any point during the residency without Board pre-approval. An extension request after the six (6) year time period will not be considered.

You can [registering online](#) with AMFTRB and submit your payment for the examination fee. You will work directly with the testing agency until you pass the examination. You can take the examination every 90 days. Your scores will be forwarded to the Board office in four to six weeks following the examination.

### **SPECIAL EXAMINATION ACCOMODATIONS**

All requests for special accommodations must be reviewed and approved by the Virginia Board of Counseling. Documentation supporting the accommodation request must be provided by a qualified professional, who has made an individualized assessment of the candidate, familiar with the current impact of the disability on the examinee's ability to take the examination, and must include the following information:

- The examinee's full name and date of birth.
- The specific, diagnosed disability and impairment.
- The specific accommodation(s) requested related to the disability.
- The substantial limitations of the examinee, e.g., adverse effects on major life activities, resulting from the impairment, as supported by test results or examination.
- The tests or methods used to diagnose the disability.
- Why the recommended accommodation(s) is needed, including information explaining how the accommodation(s) addresses the substantial limitation.
- Whether the disability was diagnosed or reconfirmed within five (5) years preceding the date of the request.
- The relevant credentials of the qualified professional, including his/her licensure or certification, education, and area(s) of practice or specialization related to the disability.

### **STEP 6: SUBMIT APPLICATION FOR LMFT LICENSURE BY EXAMINATION**

Once residency hours are completed and National MFT examination passed, submit the LMFT by Examination application, required documentation and \$175 application fee. Specifically, at this stage, submit the following:

- Online application for a licensed marriage and family therapist by examination
- \$175.00 application processing fee
- Verification of Clinical Supervision form to be submitted by each of your Board approved supervisors. This form is available on our website and must be notarized. (Verification forms completed and signed prior to 12/23/2019 are not required to be notarized.)
- Quarterly Evaluations which should have been completed by your supervisors during your residency must be submitted with original signatures.
- National Practitioners Data Bank (NPDB) query is required for every licensure application.
- Supervision Summary Form.
- Out-of-state license verification (only applicable, if you hold or have held a license, certification or registration as a mental health or health professional in another state)
- Licensure verification of out-of-state supervisor (if applicable)
- Name change documentation (if applicable)

- Clinical Scores: Official verification of passing score on the National MFT examination (Scores must be received directly from AMFTRB)
- Education documentation is only required if you were not approved as a Licensed Resident in Marriage and Family Therapy in Virginia.

### ***STEP 7: RECEIVE LMFT LICENSE***

Once you licensed as a LMFT, you will be mailed a permanent hard copy license and a wall certificate. You will be required to renew your license on or before June 30<sup>th</sup> of each year and complete 20 hours of continuing education for each annual license renewal. A minimum of two (2) of these hours must be in courses that emphasize ethics, standards of practice, or laws governing behavioral science professions in Virginia. A LMFT who was licensed by examination is exempt from meeting continuing competency requirements for the first renewal following initial licensure

### ***LMFT ENDORSEMENT LICENSURE PROCESS***

Virginia does not have reciprocity with any state. All applicants are required to complete the application process. You may apply at any time. It is not required that you have a Virginia address in order to apply for licensure.

#### **PREREQUISITES FOR APPLYING BY ENDORSEMENT FOR A VIRGINIA LMFT CREDENTIAL:**

To apply for licensure by endorsement, you must have or have held an independent equivalent marriage and family therapy license in another U. S. jurisdiction and meet one of the following:

1. Have 24 of the last 60 months of post-licensure active practice with an independent clinical marriage and family therapy licensed.
  - a. Provide evidence of post-licensure clinical practice in marriage and family therapy for 24 of the last 60 months immediately preceding your application in Virginia.
    - i. Clinical practice shall mean the rendering of direct clinical marriage and family therapy services or clinical supervision of marriage and family therapy services.
  - a. Documentation of education and supervised experience that met the requirements of the jurisdiction in which you were initially licensed as verified by an official transcript and a certified copy of the original application materials
2. If you **do not** have 24 of the last 60 months of post-licensure active practice with an independent clinical marriage and family license, your education and supervision experience must be consistent with those required by Virginia Code and Regulations. Please refer to the education and residency requirements outlined previously in the handbook.

#### **APPLYING FOR LMFT BY ENDORSEMENT:**

To apply for LMFT by Endorsement, you must submit the following to the Virginia Board of Counseling:

1. A completed online application;
2. The application processing fee and initial licensure fee of \$175;
3. Verification of all mental health or health professional licenses or certificates ever held in any other jurisdiction.
  - In order to qualify for endorsement, you must have no unresolved action against a license or certificate. The board will consider history of disciplinary action on a case-by-case basis.
4. Official transcript;

5. Documentation of having completed education and supervision experience;
6. Verification of a passing score on an examination required for marriage and family licensure in the jurisdiction in which licensure was initially obtained; and
7. An affidavit of having read and understood the regulations and laws governing the practice of marriage and family therapy in Virginia.
8. Verification of post-licensure clinical active practice (if applicable);
9. Certified copy of licensure application from the jurisdiction where you were originally licensed (if applicable);
10. National Practitioners Data Bank (NPDB) query is required for every licensure application.

***GROUND TO DENY AN APPLICATION:***

Grounds to deny a license may be found in Regulation 18VAC115-50-110 of the board's Regulations Governing the Practice of Marriage and Family Therapy. If grounds exist to deny an application for licensure, your application will not be approved by board staff, and you will be so notified and offered an opportunity to meet with an Special Conference Committee of the board to determine if the license should be denied, issued, or issued conditionally.

**IMPORTANT NOTES:**

THE APPLICATION/REGISTRATION PROCESS IS NOT A SHORT PROCESS. THE LENGTH OF TIME IT TAKES VARIES FOR EVERY APPLICANT. THE MORE COMPLETE YOUR APPLICATION IS UPON RECEIPT, THE SMOOTHER THE PROCESS WILL GO. IT IS THE RESPONSIBILITY OF THE APPLICANT TO FOLLOW ALL DIRECTIONS AND COMPLETE ALL FORMS IN THEIR ENTIRETY.

ALL FEES ARE NON-REFUNDABLE, NON-TRANSFERABLE AND SUBJECT TO CHANGE

Applications/registrations and fees are valid for one (1) year from the date of receipt. If your application/registration is not approved within one (1) year, a new application/registration and fee will be required.