



Rules of
Department of Insurance,
Financial Institutions and
Professional Registration
Division 2233—State Committee of Marital and
Family Therapists
Chapter 2—Licensure Requirements

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**Title 20—DEPARTMENT OF
INSURANCE, FINANCIAL
INSTITUTIONS AND
PROFESSIONAL REGISTRATION**
Division 2233—State Committee of
Marital and Family Therapists
Chapter 2—Licensure Requirements

20 CSR 2233-2.010 Educational Requirements

PURPOSE: This rule defines the educational requirements to be licensed as a marital and family therapist.

(1) To apply for licensure or supervision, an applicant shall have received a graduate degree at the master, specialist or doctoral level with either a major in marriage and family therapy or an equivalent graduate course of study in a mental health discipline from a regionally accredited institution acceptable to the United States Department of Education.

(A) A graduate program in marriage and family therapy shall consist of at least forty-five (45) semester hours or sixty (60) quarter hours of study in the area of marriage and family therapy; or

(B) An equivalent graduate course of study in a mental health discipline shall consist of at least forty-five (45) semester hours or sixty (60) quarter hours of study. The applicant shall have completed graduate or postgraduate course work in each core area as defined in 20 CSR 2233-2.010(7)(A)–(F).

(2) When evaluating transcripts based on a quarter hour system, the state committee shall consider a quarter hour of academic credit as two-thirds (2/3) of a semester hour. A semester hour of credit shall be defined as fifteen (15) clock hours of regularly scheduled classroom study.

(3) For graduate training beginning prior to January 1, 1981, an applicant shall have completed the following:

(A) Six (6) semester hours or ten (10) quarter hours of study in the area of marriage and family therapy or mental health intervention. For the purpose of this rule, mental health intervention shall be defined as course work covering therapeutic methods for the assessment and treatment of mental disorders; and

(B) Six (6) semester hours or ten (10) quarter hours of study in the areas of human development and family studies or human development; and

(C) Three (3) semester hours or five (5) quarter hours of practicum.

(D) An applicant shall meet all of the educational requirements and shall apply for supervision or licensure by August 31, 2007.

(4) For graduate training beginning after January 1, 1981 and before August 31, 2000, applicants shall have completed the following:

(A) Six (6) semester hours or (10) ten quarter hours of study in the area of marriage and family therapy; and

(B) Six (6) semester hours or (10) ten quarter hours of study in the area of human development and family studies; and

(C) Three (3) semester hours or five (5) quarter hours of research methodology; and

(D) Three (3) semester hours or five (5) quarter hours of study in the area of ethics and professional studies; and

(E) Three (3) semester hours or five (5) quarter hours of practicum.

(F) An applicant shall meet all of the educational requirements for licensure and shall apply for licensure or supervision by August 31, 2007.

(5) For graduate training beginning after August 31, 2000, the applicant shall have completed the following:

(A) Three (3) semester hours or five (5) quarter hours of study in the area of theoretical foundations of marriage and family therapy; and

(B) Twelve (12) semester hours or twenty (20) quarter hours of study in the area of the practice of marriage and family therapy; and

(C) Six (6) semester hours or ten (10) quarter hours of study in the area of human development and family studies; and

(D) Three (3) semester hours or five (5) quarter hours of study in the area of ethics and professional studies; and

(E) Three (3) semester hours or five (5) quarter hours of study in the area of research methodology; and

(F) Six (6) semester hours or ten (10) quarter hours of practicum in marital and family therapy, including at least five hundred (500) hours of client contact.

(6) Effective August 28, 2008 an applicant for supervision or licensure shall document completion of three (3) semester hours or five (5) quarter hours of study in the area of diagnostic systems either within the curriculum leading to a master, doctoral, or specialist degree, or a post master's graduate level course work prior to the issuance of a license.

(A) This regulation shall not apply to a person with an application for supervision or licensure filed with the state committee prior to August 28, 2008.

(7) Graduate course work in marriage and family therapy or a course of study in a mental health discipline from a school, college or university or other institution of higher learning outside the United States may be considered in compliance with these rules if, at the time the applicant was enrolled and graduated, the school, college, university or other institution of higher learning maintained a standard of training substantially equivalent to the standards of training of those institutions accredited by one of the regional accrediting commissions recognized by the United States Department of Education.

(A) A graduate program in marriage and family therapy shall consist of at least forty-five (45) semester hours or sixty (60) quarter hours of study in the area of marriage and family therapy; or

(B) An equivalent graduate course of study in a mental health discipline shall consist of at least forty-five (45) semester hours or sixty (60) quarter hours of study. The applicant shall have completed graduate or postgraduate course work in each core area as defined in 20 CSR 2233-2.010(8)(A)–(G).

(8) A course shall be counted once in granting credit for a core area and shall be an in-depth study solely devoted to a particular core area. No core area credit shall be given for courses which contain only a component or some aspects of a core area. The core areas are defined as follows:

(A) Theoretical Foundations of Marriage and Family Therapy—Courses in this area cover the development, theoretical foundations, contemporary conceptual directions, and critical philosophical issues of marriage and family therapy;

(B) The Practice of Marriage and Family Therapy—Courses in this area cover the historical development, theoretical foundations, contemporary conceptual directions, and critical philosophical issues of marriage and family therapy and applied marriage and family therapy practice. Within the context of systems theory and marriage and family therapy, courses will cover assessment, evaluation and treatment of dysfunctional relationship patterns and mental disorders consistent with the scope of practice as defined in section 337.700(7), RSMo. Major marriage and family therapy assessment methods and instruments shall be covered;

(C) Human Development and Family Studies—Courses in this area cover the life cycle of individuals, couples and families and the modification of relationship dynamics over time from a systems perspective. Courses shall address issues of relationships, normal development and dysfunctional



patterns, as well as issues of sexuality, gender, ethnicity, race, socioeconomic status, religion, culture and other issues of diversity which emerge in a pluralistic society;

(D) Ethics and Professional Studies—Courses in this area cover the development of professional commitment, identity, and accountability. Studies shall include professional socialization and professional organizations, licensure and credentials, legal responsibilities and liabilities of clinical practice and research, business ethics in professional practice, family law, confidentiality, professional marital and family therapy codes of ethics, and cooperation with members of other mental health professions. The course shall be specific to the practice and profession of marriage and family therapy;

(E) Research Methodology—Courses in this area cover an understanding of research methodology and data analysis with the ability to evaluate research. Course content shall include both qualitative and quantitative research;

(F) Practicum in Marriage and Family Therapy—The practicum or internship consists of direct, face-to-face client contact to include couple and family formats. Individual supervision with one (1) or two (2) students in face-to-face consultation with a supervisor shall be provided. Students shall be trained to make relevant assessments of client systems; and

(G) Effective August 28, 2008 Diagnostic Systems—Courses in this area provide an understanding and a working knowledge of psychodiagnostics using classification systems with an emphasis on the current edition of the *Diagnostic and Statistical Manual of Mental Disorders* (DSM). Course content regarding the DSM must include understanding the organizational structure, professional terminology used in the manual, and competence in its application as it is used in the assessment process and subsequent treatment planning relative to the practice of marital and family therapy.

(9) Any course offered primarily via correspondence course, Internet (such as a chat room or discussion group), electronic mail (email), or similar delivery method or system or by audio or video tape or non-interactive communication, shall not be acceptable for course work pursuant to 20 CSR 2233-2.010 (8)(A)–(G), even if credit is awarded by the educational institution and the offering appears on the transcript.

(A) For the purpose of this rule non-interactive communication shall be defined as those courses transmitted via satellite in which the student has no means of simultane-

ously interacting with the course instructor visually and verbally during the transmission of course information.

(10) Independent studies, courses listed on the transcript as a seminar, and readings courses shall be clearly delineated on the transcript and shall be submitted to the state committee for review and approval. It shall be the applicant's responsibility to document that the course work is in compliance with the core course requirements defined in 20 CSR 2233-2.010 (8)(A)–(G). The applicant may submit course descriptions from course catalogs, syllabi, bulletins or through written documentation from an appropriate school official stating that the course was an in-depth study of a particular core area.

(11) Undergraduate level course work is in compliance with core requirements as defined in this rule if the applicant's official transcript clearly shows that the course was awarded graduate credit by the school.

(12) Courses provided by a post-degree institute accredited by an accrediting body which has been approved by the United States Department of Education may be acceptable as meeting core course requirements defined in 20 CSR 2233-2.010 (8)(A)–(G). It shall be the applicant's responsibility to document that the course work is in compliance with the core course requirements defined in this rule. The applicant may submit course descriptions from course catalogs, syllabi, bulletins or through written documentation from an appropriate official stating that the course was an in-depth study of a particular core area.

(13) The applicant has the burden of demonstrating that the academic course work and training constituted a program of study in marriage and family therapy or a mental health discipline. A final determination of whether the program of study which formed the basis of the applicant's degree was marriage and family therapy or a mental health discipline shall be within the discretion of the state committee.

(14) The state committee shall review an applicant's educational credentials upon request from an applicant and upon receipt of official educational transcripts received directly from the university or post-degree institute accredited by an accrediting body which has been approved by the United States Department of Education and upon payment of the fee as defined in 20 CSR 2233-1.040(1)(H). All information shall be submit-

ted to the state committee no later than thirty (30) days prior to a regularly scheduled state committee meeting to be reviewed at that meeting.

(15) The state committee shall review an applicant's proposed plan for obtaining an appropriate educational degree and/or course work upon receiving a request from an individual, receipt of the photocopies of official school documents, such as course syllabi or catalog descriptions of course work and degree programs, and upon payment of the fee as defined in 20 CSR 2233-1.040(1)(H). All information shall be submitted to the state committee no later than thirty (30) days prior to a regularly scheduled state committee meeting to be reviewed at that meeting.

AUTHORITY: section 337.715, RSMo Supp. 2007 and section 337.727, RSMo 2000. This rule originally filed as 4 CSR 233-2.010. Original rule filed Dec. 31, 1997, effective July 30, 1998. Amended: Filed May 22, 2001, effective Nov. 30, 2001. Moved to 20 CSR 2233-2.010, effective Aug. 28, 2006. Amended: Filed Nov. 15, 2007, effective May 30, 2008.*

**Original authority: 337.715, RSMo 1995, amended 2004, 2007 and 337.727, RSMo 1995.*

20 CSR 2233-2.020 Supervised Marital and Family Work Experience

PURPOSE: This rule defines the requirements for obtaining supervised experience in marital and family therapy for licensure as a marital and family therapist.

(1) The phrase supervised clinical experience as used in section 337.715.1(2), RSMo shall mean post-degree training in the practice of marital and family therapy as defined in section 337.700(7), RSMo beginning after the satisfactory completion of the educational requirements set forth in 20 CSR 2233-2.010 and obtained under the supervision of an acceptable supervisor as defined in 20 CSR 2233-2.021.

(2) Supervision shall be registered on a form provided by the state committee and accompanied by the required fee, and include a background check as defined in 20 CSR 2233-2.020(2)(A). Supervised experience in marital and family therapy shall be considered effective the date the application is received in the state committee office and contingent upon the state committee's approval. For the purpose of supervision, the results of a background check shall be valid for two (2) years.



(A) For the purpose of conducting a background check the applicant shall provide proof of submission of fingerprints to the Missouri State Highway Patrol's approved vendor(s) for both a Missouri State Highway Patrol and Federal Bureau of Investigation criminal background check. Proof shall consist of any documentation acceptable to the state committee. Any fees due for the background check shall be paid by the applicant directly to the Missouri State Highway Patrol or its approved vendor(s);

(B) A supervised-marital and family therapist (S-MFT) shall notify the division within fifteen (15) days of changing supervisors or settings by filing a change of supervision form and paying the fee as defined in 20 CSR 2233-1.040(1)(J). The change of supervision shall be effective the date the change of supervision form is received in the state committee office and contingent upon the state committee's approval.

(3) An application for supervised marital and family therapy experience or a change in the supervisory experience shall be reviewed and approved by the state committee and the applicant shall be informed, in writing, of the state committee's decision.

(4) Applicants for supervised experience in marital and family therapy whose graduate training began prior to January 1, 1981, shall complete all educational requirements as defined in 20 CSR 2233-2.010(3) and shall apply for supervision by August 31, 2007.

(A) For the purpose of this rule, if an applicant for supervision is deficient in three (3) semester hours or five (5) quarter hours in the area of human development and family studies, supervised experience in marital and family therapy may be approved by the state committee and begin prior to the completion of the required course work.

(5) Applicants for supervised experience in marital and family therapy whose graduate training began after January 1, 1981, and before August 31, 2000, shall complete all educational requirements as defined in 20 CSR 2233-2.010(4) and shall apply for supervision by August 31, 2007.

(A) For the purpose of this rule, if an applicant for supervision is deficient three (3) semester hours or five (5) quarter hours in the area of human development and family studies; and/or

(B) If the applicant for supervised experience in marital and family therapy is deficient three (3) semester hours or five (5) quarter hours in the area of research methodology, supervised experience in marital and family

therapy may be approved by the state committee and may begin prior to the completion of the required course work.

(6) Applicants for supervised experience in marital and family therapy whose graduate training began after August 31, 2000, shall complete all education requirements as defined in 20 CSR 2233-2.010(5).

(A) For the purpose of this rule, if an applicant for supervision is deficient three (3) semester hours or five (5) quarter hours in the area of human development and family studies; and/or

(B) If the applicant for supervision is deficient three (3) semester hours or five (5) quarter hours in the area of research methodology; and/or

(C) If the applicant for supervision is deficient three (3) semester hours or five (5) quarter hours of practicum, supervision may be approved by the state committee and may begin prior to the completion of all required course work.

(7) A supervisor shall not be a relative of the applicant. For the purpose of this rule a relative shall be defined as a parent, spouse, child, sibling of the whole or half blood, grandparent, grandchild, aunt, uncle or cousin of the applicant, or one who is or has been related by marriage.

(8) A supervisor shall be licensed as marital and family therapist, professional counselor, psychologist, clinical social worker, or psychiatrist in Missouri for supervised experience in this state to be considered for licensure. For the purpose of this regulation an inactive, provisional, expired, temporary, or retired license shall not meet this requirement.

(9) The characteristics of acceptable supervision shall include in no more than sixty (60) calendar months:

(A) A minimum of three thousand (3,000) hours of supervised experience in marital and family therapy; and

(B) A minimum fifteen hundred (1,500) hours of the three thousand (3,000) hours of supervised experience in marital and family therapy shall be direct client contact.

1. For the purpose of these rules, direct client contact shall be defined as face-to-face interaction between the client and S-MFT in the same room; and

(C) A minimum of twenty-four (24) calendar months of supervised experience. The S-MFT must obtain at least fifteen (15) hours of supervised experience within a calendar month in order for the experience to be con-

sidered by the state committee and must be in compliance with 20 CSR 2233-2.020(1), (2), (4) or (5) or (6), (7) and (8); and

(D) A minimum of two (2) hours every two (2) weeks of individual face-to-face supervision with the registered supervisor.

1. At least half of the supervision shall be individual face-to-face supervision which may consist of no more than two (2) S-MFTs meeting with the registered supervisor.

2. The remaining supervision may be group supervision. For the purpose of this rule, group supervision may consist of at least three (3) and no more than six (6) S-MFTs.

3. The S-MFT must complete a minimum of two hundred (200) hours of supervision, at least half of which one hundred (100) hours must be in individual face-to-face supervision.

4. The use of electronic communication is not acceptable for meeting supervision requirements of this rule unless the communication is verbally and visually interactive between the supervisor and S-MFT; and

(E) The services provided by an S-MFT shall be performed under the registered supervisor's full order, control, oversight and guidance. The S-MFT shall remain under the supervision until licensed as a marital and family therapist.

1. An S-MFT shall not engage in independent, private practice and shall not offer therapy from any office that is not affiliated with a mental health group, practice, mental health agency, mental health clinic, school or hospital.

2. An S-MFT shall not engage in marketing or advertising services without including the name and license number of the registered supervisor.

3. An S-MFT shall not bill clients for therapeutic services. Billing and remuneration for marital and family therapy provided by the S-MFT shall be facilitated by the organization employing or affiliated with the S-MFT or the registered supervisor.

4. A therapist shall use one (1) of the following terms while under supervision for licensure: S-MFT, or supervised marital and family therapist.

5. The registered supervisor shall read and cosign all written reports, to include their license number, including treatment plans and progress notes prepared by the S-MFT. If the setting prohibits the cosign/signing of reports, it shall be the responsibility of the S-MFT to document that written reports, to include treatment plans and progress notes, have been reviewed by the registered supervisor; and



(F) Effective August 28, 2008 an S-MFT shall demonstrate supervision of diagnosis as a core component of the postgraduate supervised experience. 20 CSR 2233-2.020(9)(F) shall not apply to individuals with an application for supervision or licensure filed with the state committee prior to August 28, 2008.

(10) The supervisor and applicant shall be employed by or affiliated by contract with the same professional setting and the professional setting shall not include private practice in which the S-MFT operates, manages or has an ownership interest in the private practice.

(11) During the period of supervised experience in marital and family therapy, the S-MFT shall inform the client that the S-MFT is under supervision for licensure, along with the name and address and license number of the registered supervisor.

(12) Within two (2) months of completing supervision as defined in this rule, the S-MFT shall submit an application for licensure. Any S-MFT who does not apply for licensure within that period of time shall be prohibited from providing services pursuant to section 337.700(7), RSMo.

(13) For individuals applying for supervised experience in marital and family therapy on the basis of a doctoral or specialist's degree, additional supervised experience in marital and family therapy shall include in no more than twenty-four (24) calendar months:

(A) At least fifteen hundred (1,500) hours of supervised experience in marital and family therapy; and

(B) At least seven hundred fifty (750) hours of supervised experience in marital and family therapy shall be direct client contact in which the applicant for supervision shall engage in the practice of marital and family therapy as defined in section 337.700(7), RSMo; and

(C) A minimum of twelve (12) calendar months of supervised experience. The S-MFT must obtain at least fifteen (15) hours of supervised experience within a calendar month in order for the experience to be considered by the state committee and must be in compliance with 20 CSR 2233-2.020(10), (11), and (12); and

(D) The committee may grant credit for up to twelve (12) months and fifteen hundred (1,500) hours of supervised clinical experience as part of the specialist's or doctoral program. In order to complete the requirement, the applicant shall obtain supervised experience in marital and family therapy pursuant to 20 CSR 2233-2.020(13)(A).

(14) Effective August 28, 2008 an S-MFT shall demonstrate supervision of diagnosis as a core component of the postgraduate supervised experience. 20 CSR 2233-2.020(9)(F) shall not apply to individuals with an application for supervision or licensure filed with the state committee prior to August 28, 2008.

(15) Applicants with supervised experience in marital and family therapy completed before August 28, 1995, may submit supervised experience in marital and family therapy for review and approval on a form pursuant to 20 CSR 2233-2.020. Verification of supervision shall include an attestation form signed by the supervisor.

(A) If a supervisor is deceased or cannot be located by the applicant, the applicant shall provide documentation verifying supervised hours and time providing marital and family therapy.

AUTHORITY: section 337.715, RSMo Supp. 2007 and section 337.727, RSMo 2000. This rule originally filed as 4 CSR 233-2.020. Original rule filed Dec. 31, 1997, effective July 30, 1998. Amended: Filed May 22, 2001, effective Nov. 30, 2001. Moved to 20 CSR 2233-2.020, effective Aug. 28, 2006. Amended: Filed Nov. 15, 2007, effective May 30, 2008.*

**Original authority: 337.715, RSMo 1995, amended 2004, 2007 and 337.727, RSMo 1995.*

20 CSR 2233-2.021 Registered Supervisors and Supervisory Responsibilities

PURPOSE: This rule outlines the requirements for individuals to supervise a marital and family therapist seeking supervision for licensure.

(1) In order to provide supervision for a supervised-marital and family therapist (S-MFT), a supervisor shall document the following:

(A) A graduate degree in a mental health discipline from a regionally accredited institution acceptable to the United States Department of Education; and

(B) Five (5) years clinical experience in providing marital and family therapy as defined in section 337.700(7), RSMo; and

(C) For supervision occurring in Missouri the supervisor must be currently licensed in Missouri as a marital and family therapist, professional counselor, psychologist, clinical social worker, or psychiatrist for at least two (2) years. For the purpose of this regulation an inactive, provisional, expired, tempo-

rary, or retired license shall not meet this requirement; and

(D) Applicants for licensure or supervision may submit current or past postgraduate supervised experience from another state for consideration by the state committee. The supervisor must be licensed in the state and during the time of supervision in the state where supervised experience occurred as a marital and family therapist, professional counselor, psychologist, clinical social worker, or psychiatrist. For the purpose of this regulation an inactive, provisional, expired, temporary, or retired license shall not meet this requirement; and

(E) When considering supervision from another state, the state committee shall determine whether the requirements for supervisors in that state are substantially the same as those of Missouri. If the state committee determines the requirements are not substantially the same, the supervisor from another state shall document credentials pursuant to 20 CSR 2233-2.021(1)(A), (B), (D), (2)(A) and (3)(E).

(2) A supervisor in Missouri completing a graduate degree before January 1, 1990, shall comply with 20 CSR 2233-2.021(1)(A)-(C) and shall document training and experience in marital and family therapy and in supervisory activities involving marital and family therapy with a resume or vitae detailing course work, workshops, supervision-of-supervision and supervisory experience in marital and family therapy supervision.

(A) A supervisor from another state completing a graduate degree before January 1, 1990, shall document training and experience in marital and family therapy and in supervisory activities involving marital and family therapy with a resume or vitae detailing course work, workshops, supervision-of-supervision and supervisory experience in marital and family therapy supervision.

(3) A supervisor in Missouri completing a graduate degree after January 1, 1990, shall comply with 20 CSR 2233-2.021(1)(A)-(C) and shall document the following:

(A) A three (3)-semester hour or five (5)-quarter hour graduate course in marriage and family therapy supervision or a comparably organized and integrated series of workshops and supervised studies of marital and family therapy supervision; and

(B) Documentation of at least thirty (30) hours of supervision-of-supervision and/or in the process of receiving supervision-of-supervision; and

(C) The supervisor of an S-MFT shall have completed 20 CSR 2233-2.021(3)(A) prior to



completing thirty (30) hours of supervision-of-supervision; and

(D) The supervisor of an S-MFT shall have completed the educational requirements defined in 20 CSR 2233-2.010(3) or (4); and

(E) A supervisor from another state completing a graduate degree after January 1, 1990, whose supervisor requirements are not substantially the same as those of Missouri shall comply with 20 CSR 2233-2.021(1)(A)–(C) along with documenting the following:

1. A three (3) semester hour or five (5) quarter hour graduate course in marriage and family therapy supervision or a comparably organized and integrated series of workshops and supervised studies of marital and family therapy supervision; and

2. Documentation of at least thirty (30) hours of supervision-of-supervision and/or in the process of receiving supervision-of-supervision; and

3. The supervisor of an S-MFT shall have completed 20 CSR 2233-2.021(3)(A) prior to completing thirty (30) hours of supervision-of-supervision; and

4. The supervisor of an S-MFT shall have completed the educational requirements defined in 20 CSR 2233-2.010(3) or (4).

(4) An individual with a state-issued professional license which has been subject to probation, suspension or revocation may be prohibited from providing supervision for an S-MFT.

(5) The supervisor and/or applicant for supervision shall have the burden of demonstrating that the supervisor has the required education and experience outlined within this rule.

*AUTHORITY: section 337.715, RSMo Supp. 2007 and section 337.727, RSMo 2000. * This rule originally filed as 4 CSR 233-2.021. Original rule filed Dec. 31, 1997, effective July 30, 1998. Amended: Filed May 22, 2001, effective Nov. 30, 2001. Moved to 20 CSR 2233-2.021, effective Aug. 28, 2006. Amended: Filed Nov. 15, 2007, effective May 30, 2008.*

**Original authority: 337.715, RSMo 1995, amended 2004, 2007 and 337.727, RSMo 1995.*

20 CSR 2233-2.030 Application for Licensure

PURPOSE: This rule outlines the procedure for application for licensure as a marital and family therapist.

(1) Applications for licensure shall be made on the forms provided by the state committee and may be obtained by writing the state committee at PO Box 1335, Jefferson City, MO 65102 or by calling (573)751-0870. The TDD number is (800)735-2966.

(2) An application shall not be considered as officially filed unless it is typewritten or printed in black ink, signed, notarized, accompanied by all documents required by the state committee to include a background check, and the applicant pays the application fee. The application fee shall be in the form of a cashier's check, personal check or money order. For the purpose of licensure the results of a criminal background check shall be valid for two (2) years.

(A) For the purpose of conducting a background check the applicant shall provide proof of submission of fingerprints to the Missouri State Highway Patrol's approved vendor(s) for both a Missouri State Highway Patrol and Federal Bureau of Investigation criminal background check. Proof shall consist of any documentation acceptable to the state committee. Any fees due for the background check shall be paid by the applicant directly to the Missouri State Highway Patrol or its approved vendor(s).

(3) The completed application, including all documents, supporting material, and official transcripts sent by the school and required by the division, shall be received at least thirty (30) days before the meeting of the State Committee of Marital and Family Therapists. Applications received less than thirty (30) days before a state committee meeting may be reviewed at the state committee's discretion.

(4) Following review, the applicant shall be informed in writing of the decision regarding the application for licensure.

(5) Communication, such as a letter of intent to apply for licensure pursuant to section 337.706.1, RSMo Cum. Supp. 1997, shall have been postmarked no later than February 28, 1996. To complete the application process for licensure pursuant to section 337.706.1, RSMo Cum. Supp. 1997, the following information shall be submitted to the state committee within one (1) year of the effective date of this rule following the receipt of the letter of intent postmarked by February 28, 1996.

(A) The applicant shall provide proof of verification of licensure as a marriage and family therapist from another state.

(6) An applicant with a license to engage in the practice of marital and family therapy in another state or territory as defined in section 337.715.2, RSMo Cum. Supp. 1997, may apply for licensure in Missouri upon submitting acceptable evidence of his/her qualifications to the division.

(A) An application for licensure shall be reviewed by the state committee and the applicant shall be informed, in writing, of the state committee's decision.

(7) For the purpose of this rule, "acceptable evidence" shall include, but not be limited to, a completed application for licensure on forms provided by the division, documentation of licensure which shall contain information concerning the requirements for licensure, the method of licensing including examination results, date of original licensure, current status of the applicant's license and payment of the applicable fee.

(8) Applicants for licensure from states without marital and family therapy laws or states with marital and family therapy laws which are not substantially equivalent to Missouri's requirements may qualify for licensure pursuant to section 337.715.1, RSMo Cum. Supp. 1997.

*AUTHORITY: section 337.706.2, RSMo Supp. 2007 and sections 337.727.1(6) and (10), RSMo 2000. * This rule originally filed as 4 CSR 233-2.030. Original rule filed Dec. 31, 1997, effective July 30, 1998. Moved to 20 CSR 2233-2.030, effective Aug. 28, 2006. Amended: Filed Nov. 15, 2007, effective May 30, 2008.*

**Original authority: 337.706, RSMo 1995, amended 2004 and 337.727, RSMo 1995.*

20 CSR 2233-2.040 Examination Requirements

PURPOSE: This rule establishes the examination for licensure required by the division and the passing score.

(1) The division shall adopt the Examination in Marital and Family Therapy developed by the Association of Marital and Family Therapy Regulatory Boards or its successor organization.

(A) The division shall adopt the passing score, known as the criterion referenced passing point on the national examination in marital and family therapy, as established by the Association of Marital and Family Therapy Regulatory Boards or its successor



organization, as the minimum passing score for Missouri applicants.

(2) In order to apply to take the Examination in Marital and Family Therapy, a person must have an application for supervision or licensure filed with the state committee.

(3) An applicant for licensure by examination shall submit a request to take the examination on a form provided by the Missouri Division of Professional Registration or the state committee and may be obtained by writing the division or state committee at PO Box 1335, Jefferson City, MO 65102 or by calling (573) 751-0870. The TDD number is (800) 735-2966.

(4) The applicant shall submit the required examination fee to the examination service responsible for administering the examination.

AUTHORITY: section 337.727.1(1), (3), (6) and (10), RSMo 2000. This rule originally filed as 4 CSR 233-2.040. Original rule filed Dec. 31, 1997, effective July 30, 1998. Amended: Filed May 22, 2001, effective Nov. 30, 2001. Moved to 20 CSR 2233-2.040, effective Aug. 28, 2006. Amended: Filed Nov. 15, 2007, effective May 30, 2008.*

**Original authority: 337.727.1, RSMo 1995.*

20 CSR 2233-2.050 Renewal of License

PURPOSE: This rule provides information to marital and family therapists licensed in Missouri regarding annual renewal of that license.

(1) A license may be renewed on or before the expiration of the license by submitting the signed renewal notice and fee to the division as set forth in 20 CSR 2233-1.040(1)(D).

(A) Renewal fees postmarked after the expiration date of the license shall be subject to a late fee as defined in 20 CSR 2233-1.040(1)(D)1. or 2., in addition to paying the renewal fee.

(2) Failure to receive the notice and application to renew his/her license shall not excuse the licensee from the requirement of section 337.712.2, RSMo Supp. 1997, to renew that license.

(3) Any licensee who fails to renew the license shall not practice marital and family therapy as defined in section 337.700(7), RSMo Supp. 1997.

(4) Any individual failing to renew the license within the sixty (60)-day period set forth in section 337.712.2, RSMo and wishing to restore the license shall make application to the division by submitting an application for reinstatement of license and the delinquency fee as set forth in 20 CSR 2233-1.040(1)(D)1. or 2. and shall document compliance with the continuing education requirements of this regulation.

(5) Effective August 28, 2008 a licensee shall obtain forty (40) contact hours of continuing education (CE) prior to the expiration date of a license and such hours should consist of at least twenty (20) hours of formal continuing education hours with the balance of hours to be self-study. For the purpose of this regulation a contact hour shall consist of fifty (50) minutes.

(A) Formal continuing education shall consist of one (1) or a combination of any of the following:

1. Postgraduate course work offered by a regionally accredited educational institution. Such course work shall be relevant to marital and family therapy as defined in section 337.700(7) and (8), RSMo and shall not be part of the graduate course work required for licensure. One (1) semester hour of graduate credit constitutes fifteen (15) hours of continuing education.

2. Presenting research at a formal professional meeting. A presentation shall include a paper presented in a professional journal, book, or original chapter in an edited book. Credit will be given at the rate four (4) hours for each paper or presentation. No credit would be granted for any subsequent presentation on the same subject matter during the same renewal period;

3. Attending relevant professional meetings when such meetings include verification of attendance. Such meetings can be international, national, regional, state, or local, and must be related to the profession. The licensee shall be eligible to receive three (3) hours of continuing education credit for a full day of meeting attendance.

4. Attending work shops, seminars, or continuing education courses relevant to marital and family therapy as defined in section 337.700(7) and (8), RSMo. Upon request by the state committee the licensee shall provide verification of attendance such as a certificate or letter of attendance indicating the date, time, and number of hours of continuing education from the workshop, seminar or course provider.

5. Written contributions to relevant professional books, journals, or periodicals. A licensee shall be eligible to receive three (3)

hours of continuing education for publication in a nonreferee journal, six (6) hours of continuing education for publication in a referee journal, eight (8) continuing education hours for each chapter in a book, ten (10) continuing education hours for editing a book, and fifteen (15) continuing education hours for the publication of a book.

6. Presenting at relevant professional meetings such as international, national, regional, state, or local professional associations. A licensee would be eligible for a maximum of three (3) hours per presentation.

7. A licensee who is a faculty member at an accredited educational institution may receive up to a maximum of twenty (20) hours per year of continuing education credit for teaching at the educational institution. The area(s) taught by the licensee must relate to the following core areas: Theoretical Foundations of Marriage and Family Therapy, The Practice of Marriage and Family Therapy, Human Development and Family Studies, Ethics and Professional Studies, and Research Methodology. For the purpose of this regulation, the licensee must teach a minimum of four (4) clock hours.

8. A licensee teaching formal continuing education hours may receive up to a maximum of four (4) hours per biennial cycle of continuing education credit. The CE must relate to the following core areas: Theoretical Foundations of Marriage and Family Therapy, The Practice of Marriage and Family Therapy, Human Development and Family Studies, Ethics and Professional Studies, and Research Methodology. For the purpose of this regulation the licensee must teach a minimum of four (4) clock hours.

(B) A licensee may obtain up to twenty (20) hours of self-study continuing education. Self-study of professional material includes relevant books, journals, periodicals, tapes, and other materials and preparation for relevant lectures and talks to public groups. Preparation credit may not be claimed pursuant to this regulation for presentations that are used for CE in the aforementioned paragraphs 1., 2., 6., 7., or 8.

(6) Providing marital and family therapy, workshops on personal growth, supervision of individuals for licensure or employment, or services provided to professional associations or organizations will not be considered for continuing education contact hours.

(7) Included, but not limited to the following, is a list of approved continuing education providers:

(A) American Association for Marriage and Family Therapy (AAMFT) and any



chapter or division of AAMFT;

(B) American Counseling Association (ACA) and any chapter or division of ACA;

(C) American Medical Association (AMA) and any chapter or division of AMA;

(D) American Mental Health Counselors Association (AMHCA) and any chapter or division of AMHCA;

(E) Local, state, regional, or national psychological associations;

(F) Local, state, regional, or national social worker associations;

(G) National Board for Certified Counselors (NBCC); and

(H) Regionally accredited colleges and universities.

(8) For the license renewal the licensee shall verify the number of CE hours earned during the last two (2) years immediately preceding the expiration date of the license on a form provided by the state committee. The licensee shall not submit the actual record of CE attendance to the state committee except in the case of a continuing education audit or when requested by the state committee.

(9) Each licensee shall maintain a complete record of all CE hours earned for four (4) years. Formal CE credit hours shall be documented by the sponsor or CE provider and maintained by the licensee. The licensee is responsible for maintaining the record of formal self-study CE hours earned and such documentation shall contain, at a minimum, the number of hours earned and these hours shall be separated in the various categories defined in subsection (5)(A) of this regulation. The state committee may conduct an audit of licensees to verify compliance with the continuing education requirement. Licensees shall assist the state committee in its audit by providing timely and complete responses to the state committee's inquiries. A response is considered timely if received in the committee office within thirty (30) days of a written request by the state committee for such information.

(10) A licensee who cannot complete the requisite number of CE hours because of personal illness, military service or other circumstances beyond the licensee's control may apply to the state committee for an extension of time to complete the continuing education requirements or a waiver. Any extension of time to complete the continuing education requirements or waiver shall be granted solely in the discretion of the state committee. The licensee must make a written application for extension of time at least thirty (30) days before the expiration date of the license. The

licensee shall provide full and complete written documentation of the grounds supporting the reasons for which an extension or waiver is sought.

AUTHORITY: sections 337.727.1(1) and (10), RSMo 2000. This rule originally filed as 4 CSR 233-2.050. Original rule filed Dec. 31, 1997, effective July 30, 1998. Moved to 20 CSR 2233-2.050, effective Aug. 28, 2006. Amended: Filed Nov. 15, 2007, effective May 30, 2008.*

**Original authority: 337.727.1(1) and (10), RSMo 1995.*