



State of Ohio Counselor, Social Worker and Marriage & Family Therapist Board

77 S High St., 24th Flr, Rm 2468

Columbus, OH 43215-6171

614-466-7131 - Fax 614-728-7790

www.cswmft.ohio.gov – cswmft.info@cswb.ohio.gov

MFT/IMFT Request for Application

Instructions for Licensure

This form contains the information you require to start the application process for licensure as an MFT or IMFT. Please read all information carefully. Refer to the requirements set forth in the Administrative Code, specifically 4757-25-01, 4757-25-03, 4757-25-04, 4757-25-06 and 4757-29-01.

A. Requirements for MFT license:

- Must hold a master’s or doctorate degree in MFT.
- Must pass the marital and family therapy examination.

B. Requirements for IMFT License:

- Must hold a master’s or doctorate degree in MFT.
- Must pass the marital and family therapy examination.
- Completed two years of supervision experience in marriage and family therapy that meets all of the following requirements:
 - a. Includes 1000 hours of documented client contact in marriage & family therapy, 500 of which must be relational.
 - b. During the thousand hours of client contact, the applicant must receive two hundred hours face-to-face supervision
 - c. Of the required two hundred hours of face-to-face supervision one hundred hours must be individual supervision. This supervision must be under a supervisor whose training and experience meet the standards established in 4757-29-01 of the Administrative Code.

C. Requirements for licensure by Endorsement:

- Submit a completed license verification form directly from each state board by which licensed.
- Have official transcripts sent directly to the board from the school(s) attended.
- Submit proof that applicant has passed the national examination for marital and family therapy.

E. First step in the application process:

- Submit a request to take the examination by completing and submitting the information and mail, fax or email to margaretann.adorjan@cswb.ohio.gov.
- Attach a copy of your transcripts.
- If your degree is not from a COAMFTE accredited program, complete the [coursework sheet](#). Include course descriptions and/or syllabi as needed.
- The license examination and license application materials will be sent to you once the educational requirements are reviewed and approved. The examination is given four times a year, the dates and scheduling information will be included with your approval materials.
- Upon submission of your license application have a copy of official transcripts sent directly to the board from your college/university.
- Applicants for **Endorsement or Upgrade to IMFT** can request a complete application by submitting this form and checking the appropriate box.

Examination Request
 Endorsement Request
 Application to upgrade to IMFT – I hold an Ohio MFT license currently.

Name:	Name on Transcript, if different from application name:
Street Address:	City /State/ Zip:
Phone Number during Day:	Email:
School Graduated From:	States Licensed In & first licensure date, if applicable: