



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

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### MFT Request for Application

#### Instructions for Licensure

This form contains the information and forms 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. (4757-25-01, 4757-25-03, and 4757-25-04)

#### A. Requirements for MFT license:

- Must hold a masters degree in MFT totaling 60 semester hours or 90 quarter hours, Applicants with other graduate degrees that contain 60 semester hours or 90 quarter hours **must submit written evidence** that the degree program and any additional coursework meet standards that are equivalent to a graduate degree in marriage and family therapy set forth in paragraphs (A)(3) and (A)(4) of rule 4757-25-01.
- Must pass the marital and family therapy examination.

#### B. Requirements for IMFT License:

- Must hold a masters degree in MFT totaling 60 semester hours or 90 quarter hours, Applicants with other graduate degrees that contain 60 semester hours or 90 quarter hours **must submit written evidence** that the degree program and any additional coursework meet standards that are equivalent to a graduate degree in marriage and family therapy set forth in paragraphs (A)(3) and (A)(4) of rule 4757-25-01.
- Must pass the marital and family therapy examination.
- Completed two years of 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.
  - b. During the thousand hours of client contact, the applicant must receive two hundred hours face-to-face supervision by a supervisor whose training and experience meet the standards established in 4757-29-01 of the Administrative Code.
  - c. Of the required two hundred hours of face-to-face supervision one hundred hours must be individual supervision.

#### C. Endorsement: The board shall grant a MFT or IMFT license when all of the following requirements are met:

- A completed application for the level of licensure sought. Including the appropriate fee. (\$60 MFT or \$75 IMFT)
- 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.
- Provided the board with a copy of the licensure requirements of the state where currently licensed. Demonstrate in writing the equivalence of licensing requirements between the states.
- The board has determined that the requirements for licensure in the state of current licensure are equivalent to the requirements for licensure in section 4757.30 of the Revised Code. A copy of the law and rules from the state in which the applicant is currently licensed may be requested. *Please Note: The board requires an applicant has passed the national examination for marital and family therapy.*

#### D. Failure to meet examination requirements:

- If the Marriage and Family Therapist Professional Standards Committee determines that your degree or license from another state does not meet the requirements you will not be approved to sit for the examination.

#### E. First step in the application process:

- Submit a request to take the examination by completing and submitting the information below, or email to [margaretann.adorjan@cswb.state.oh.us](mailto:margaretann.adorjan@cswb.state.oh.us).
- Attach a copy of your transcripts showing the coursework requirements have been met.
- If your degree is not from a COAMFTE accredited program complete the [coursework sheet](#). Include any course descriptions or syllabuses 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 three 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** can request a complete application using the form below or forward that information via email:

Examination Request       Endorsement Request       Application to upgrade IMFT- I already have an Ohio MFT.

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: