

**TEXAS STATE BOARD OF EXAMINERS OF MARRIAGE AND FAMILY THERAPISTS**
CONTINUING EDUCATION PROVIDER APPROVAL APPLICATION/RENEWAL

Provider Name
Business Address: Street, City, State, Zip
Phone Number
Name of individual responsible for program:

Please check the appropriate box below.

New Application

Reapplication: current CE Provider Approval #: _____ (View the current roster of approved MFT CE providers and their approval #'s at: http://www.dshs.state.tx.us/mft/mft_cesponsors.shtm)

Enclosed is the \$50 (check or money order) application and/or annual renewal fee (*Subject to yearly review and renewal*)

Mail this form and appropriate fee to:
Texas State Board of Examiners of Marriage and Family Therapists
Mail Code 2003
P.O. Box 149347
Austin, TX 78714-9347

*All questions about CE Provider Approval should be directed to the Board at (512) 834-6628. In accordance with §801.268 of Texas Administrative Code Title 22 Part 35, all providers of continuing education units are subject to **random audit**. If audited, CE providers must provide specific information and actual documents from any selected CE programs and/or presentations.*

I hereby certify that all programs offered by this agency will comply with the Board rules on continuing education provider approval found in Texas Administrative Code Title 22 Part 35 §801.261-801.268, and that documentation of compliance with §801.265 for each program offered for credit hours will be maintained for a period of 3 years and will be made available to the Board on request.

Signature

Date

Title 22. Texas Administrative Code
Part 35. Marriage and Family Therapists

Chapter 801. Licensure and Regulation of Marriage and Family Therapists

SUBCHAPTER K. CONTINUING EDUCATION REQUIREMENTS

§801.261. Purpose. The purpose of this subchapter is to establish the continuing education requirements for the renewal of licensure which a licensee must complete annually. These requirements are intended to maintain and improve the quality of professional services in marriage and family therapy provided to the public; and keep the licensee knowledgeable of current research, techniques, and practice; and provide other resources which will improve skill and competence in marriage and family therapy. Continuing education hours must be relevant to the practice of marriage and family therapy.

§801.262. Deadlines. Continuing education requirements for renewal shall be fulfilled during two-year periods beginning on the first day of a licensee's renewal period and ending on the last day of the licensee's renewal period.

§801.263. Requirements for Continuing Education. A Licensed Marriage and Family Therapist must complete 30 clock hours of continuing education acceptable to the board each renewal period as described in §801.262 of this title (relating to Deadlines). A Licensed Marriage and Family Therapist Associate must complete 15 clock hours of continuing education acceptable to the board each renewal period as described in §801.262 of this title (relating to Deadlines). All licensees are required to complete 6 hours of ethics each renewal period. A board-approved supervisor must complete at least 3 hours of clinical supervision education each renewal period.

§801.264. Types of Acceptable Continuing Education. Continuing education undertaken by a licensee shall be acceptable to the board as credit hours if it is offered by an approved sponsor(s) in the following categories:

(1) participation in state and national conferences such as the American Association for Marriage and Family Therapists (AAMFT) and Texas Association for Marriage and Family Therapy (TAMFT).

(2) participation in local seminars relevant to marriage and family therapy;

(3) completing a graduate or institute course in the field of marriage and family therapy;

(4) presenting workshops, seminars, or lectures relevant to marriage and family therapy (the same seminar may not be used more than once biennially);

(5) completing correspondence courses, satellite or distance learning courses, and/or audio-video courses relative to marriage and family therapy (no more than 6 hours per year); and

(6) completing the jurisprudence examination may count for one hour of the ethics requirement described in §801.263 of this title (relating to Requirements for Continuing Education).

§801.265. Continuing Education Sponsor. The board is not responsible for approving individual continuing education programs. The board will approve an institute, agency, organization, association, or individual as a continuing education sponsor of continuing education units. The board will grant approval to organizations that pay the continuing education sponsor fee, which shall permit the organizations to approve continuing education units for their marriage and family therapy courses, seminars, and conferences. These organizations do not

need prior permission from the board but must submit an annual list of their seminars, workshops, and courses with the presenter's name to the board. Any university, professional organization, or individual who meets the required criteria may advertise as approved sponsors of continuing education for licensed marriage and family therapists.

(1) Sponsors shall verify attendance of participants and provide participants with a letter or certificate of attendance.

(2) Sponsors shall maintain all continuing education records and documentation for at least three years.

(3) Sponsors shall provide participants a mechanism for evaluation of each continuing education activity.

(4) Sponsors shall pay a continuing education sponsor fee which will be effective for one year from the last day of the approval issue month.

(5) The board may evaluate approved sponsors or applicants on a regular or random basis to ensure compliance with the requirements of this subchapter.

(6) Complaints regarding continuing education programs offerings may be submitted in writing to the executive director.

(7) The board may rescind the approval status of a continuing education sponsor at any time for failure to comply with this subchapter.

(8) The board may randomly audit continuing education providers for compliance with this subchapter.

(9) A sponsor whose approval is rescinded by the board may reapply for approval the 91st day following the board action. The sponsor shall be required to submit a plan of correction regarding the non-compliance that was previously identified. The sponsor's application shall be reviewed by the Complaints Committee.

(10) Continuing education hours received from a sponsor not approved by the board or whose approval has been rescinded shall not be acceptable to fulfill the continuing education requirements of this subchapter, even if the sponsor is approved by another licensing or approval entity.

(11) Continuing education hours received from a sponsor who failed to renew the sponsor's approval status rescinded shall not be acceptable to fulfill the continuing education requirements of this subchapter, even if the sponsor is approved by another licensing or approval entity.

(12) Fees paid by a sponsor who has been denied or whose approval has been rescinded are not refundable.

§801.266. Criteria for Approval of Continuing Education Activities. Each continuing education experience submitted by a licensee will be evaluated on the basis of the following criteria.

(1) Attendance at programs shall be in accordance with §801.264 of this title (relating to Types of Acceptable Continuing Education).

(2) Completion of academic work shall be in accordance with §801.264 of this title. Official

graduate transcripts from an accredited school showing completion of graduate hours in appropriate areas for which the licensee received at least a grade of "B" or "pass" is required.

(3) Credit may be earned for clinical supervision of marriage and family therapy interns and associates. Supervision may count for no more than one-half of the biennial continuing education requirement.

(4) A presenter of a continuing education activity may earn 1.5 hours for each approved hour of continuing education presented, not to exceed one-half of the biennial continuing education requirement.

(5) An author of a book or peer reviewed article which enhances a marriage and family licensee's knowledge or skill may be granted continuing education credit not to exceed one-half of the biennial continuing education requirement.

§801.267. Determination of Clock Hour Credits. The board shall credit continuing education as follows. Parts of programs which meet the criteria §801.264 of this title (relating to Types of Continuing Education) shall be credited on a one-for-one basis with one clock-hour credit for each clock-hour spent in the continuing education activity, unless otherwise designated in §801.266 of this title (relating to Criteria for Approval of Continuing Education Activities).

§801.268. Reporting and Auditing of Continuing Education.

(a) Completion of approved continuing education of no less than 30 hours must be reported by the licensee at the time of renewal.

(b) The board shall conduct random audits of compliance with the continuing education requirements by licensees. A licensee selected for audit shall submit continuing education documentation upon request. Individual continuing education certificates of attendance shall not be submitted unless the licensee is requested to do so by the board.

(c) Continuing education from organizations which are not approved sponsors may be accepted if relevance to marriage and family therapy can be documented.