

Wisconsin Department of Safety and Professional Services

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MARRIAGE AND FAMILY THERAPY, PROFESSIONAL COUNSELING, AND SOCIAL WORK EXAMINING BOARD

INFORMATION FOR MARRIAGE AND FAMILY THERAPIST APPLICATION

To practice as a marriage and family therapist you must possess one of the following credentials: Training License, Temporary license, or Marriage and Family Therapist license

THE FOLLOWING ITEMS ARE REQUIRED FOR ALL TYPES OF MFT CREDENTIALS, UNLESS OTHERWISE NOTED:

- A. Completed application, form #1973.
- B. Fee(s) attached to application.
- C. Addendum to Application (Social Security Number).
- D. Convictions and Pending Charges Form, if applicable.
- E. Court documents regarding malpractice suits stating allegations and settlements, if applicable.
- F. Verification of Credential, form #2572, if credentialed in other state(s) or territory(ies), active or inactive status.
- G. Report of passing score - AMFTRB examination. (*Not required for temporary license, training license or reciprocal license.*)
- H. Certificate of Professional Education, form #1972.
 - 1. Not required for reciprocal license.
 - 2. If enrolled in an approved post-graduate institute for marriage and family therapy, submit letter of verification from institution.
- I. If degree is not in MFT from an accredited institution, the following are also required (*not required for reciprocal license*):
 - 1. Curriculum Requirements, form #2238 (*not required if related degree AND coursework completed at an approved post graduate training institute for marriage and family therapy*).
 - 2. Official transcript showing master's or doctorate degree.
 - 3. Course descriptions.
- J. Wisconsin Statutes and Rules Examination, booklet and answer sheet (*not required for training license*).
- K. Employer Affidavit (Form #2571) (*Required for training license only*)
- L. Supervised Practice Experience, form #2574 (*Not required for training license or reciprocal license*).
- M. Copy of rules and statutes describing credentialing requirements of other states or territories that were in effect at the time you were licensed. (*Required for reciprocal license only.*)

Items H and/or I are required for a temporary license, a training license and a MFT license. You need to submit them only once. You may refer to the DSPS website (<http://dps.wi.gov>) to determine the items you have already filed.

Items A, B, C, D, E, H and/or I must be received and approved by the AMFTRB examination deadline date before you will be authorized to take the AMFTRB examination.

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TYPES OF MARRIAGE AND FAMILY THERAPY CREDENTIALS ISSUED BY THE STATE OF WISCONSIN

TRAINING LICENSE

A Marriage and Family Therapy Training License allows a person to use the title “marriage and family therapist” while acquiring the supervised experience required for licensure. You must possess a training license in order to practice marriage and family therapy until you are licensed as a Marriage and Family Therapist. Per s. MPSW 16.03, Wis. Admin. Code, only those individuals who hold a valid marriage and family therapist training license may begin accumulating hours towards their post-graduate supervised practice requirements.

The Wisconsin Statutes provide that the Marriage and Family Therapist Section will grant a Marriage and Family Therapist Training license to any applicant who submits an application, pays the required fee, satisfies the educational requirement, and submits evidence satisfactory to the Marriage and Family Therapist Section that he or she is in a position, or has an offer for a position, as a Marriage and Family Therapist in a supervised Marriage and Family Therapist practice, or in a position which the applicant will, in the opinion of the Marriage and Family Therapist Section, receive training and supervision equivalent to the training and supervision received in a supervised Marriage and Family Therapist practice.

To satisfy this requirement, an employer must complete the affidavit to verify that the applicant will be receiving acceptable supervision by a qualified supervisor as specified per s. MPSW 16.05(2), Wis. Admin. Code.

A Marriage and Family Therapy Training Certificate is valid for 48 months and may be renewed at the discretion of the Marriage and Family Therapist Section. The holder of a Marriage and Family Therapist Training Certificate may use the title “Marriage and Family Therapist” and may practice Marriage and Family Therapy within the scope of his or her training or supervision during the period in which the certificate is valid.

TEMPORARY LICENSE:

A temporary license allows a person to use the title “marriage and family therapist” during the period between completion of all the requirements for licensure except passing the national exam, and the receipt of a score from the exam. A temporary license for the use of the title “marriage and family therapist” shall be issued to a person who pays the fee for a temporary license, has passed the Wisconsin Statutes and Rules examination and has completed the educational and supervised practice requirements. The temporary license is valid for a period not to exceed 9 months from the date of its issuance, and it may be renewed once upon receipt of a written request and any required renewal fee. If a temporary license is returned to the department prior to its expiration along with a written request that it be placed on hold, the temporary license may later be reissued to the holder for the remainder of the 9-month period.

MARRIAGE AND FAMILY THERAPY LICENSE

The Wisconsin Statutes provide that the Marriage and Family Therapist Section will grant a Marriage and Family Therapist license to any applicant who submits an application, pays the required fee, satisfies the education and supervised experience requirements, passes the Wisconsin Statutes and Rules examination, and passes the required Association of Marital and Family Therapy Regulatory Board (AMFTRB) examination to qualify for licensure.

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LICENSE IF YOU HOLD A CURRENT MARRIAGE AND FAMILY THERAPY LICENSE IN ANOTHER STATE (RECIPROCAL LICENSE)

Applicants who have a current credential as a marriage and family therapist or the substantial equivalent in another state or territory of the United States may be eligible for Wisconsin licensure. **If your credential was obtained without having taken a national exam or its equivalent, you may not be eligible for licensure by reciprocity in Wisconsin.**

EXAMINATIONS REQUIRED FOR LICENSURE

ASSOCIATION OF THE MARITAL AND FAMILY THERAPY REGULATORY BOARDS (AMFTRB) EXAMINATION

You may elect to take the AMFTRB examination when you apply for your training license, temporary license, or your marriage and family therapy license.

Training license holders who take and fail this examination are eligible to retake it. Individuals who hold a temporary license and who fail AMFTRB examination must immediately return the temporary license and stop practicing. You must pass the AMFTRB examination to be licensed as a marriage and family therapist.

The AMFTRB examination is administered by computer within several testing windows each year. You may access a schedule of testing windows and deadline dates at our website <http://dsps.wi.gov>. Your fee must be received and your application and degree program materials reviewed and approved by the deadline date to be eligible to test.

Score transfers:

With the exception of individuals applying for licensure by reciprocity, applicants must request the AMFTRB to forward their scores directly to the Department of Safety and Professional Services, Marriage and Family Therapist Section, P.O. Box 8935, Madison, WI 53708-8935.

WISCONSIN STATUTES AND RULES EXAMINATION:

All applicants are required to take an open book examination on the Wisconsin Statutes and Administrative Code relating to the practice of marriage and family therapy. If you fail this open book examination, an additional fee will be required for you to retake it.

MAILING INFORMATION

MAILING ADDRESS:

Marriage and Family Therapy Section
Wisconsin Department of Safety & Professional Services
P.O. Box 8935
Madison, WI 53708-8935

EXPRESS DELIVERY:

Marriage and Family Therapy Section
Wisconsin Department of Safety & Professional Services
1400 E. Washington Ave.
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