

# Wisconsin Department of Safety and Professional Services

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

### CREREDENTIALING INFORMATION FOR MARRIAGE AND FAMILY THERAPIST LICENSE/TRAINING LICENSE APPLICANTS

#### AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:

- Complete application and pay applicable fee(s) online via LicensE
- Certificate of Professional Education, (**Form #1972**), not required for reciprocal license
- If degree is not in MFT from a COAMFTE 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, and
  3. Course Descriptions
- Wisconsin Statutes and Rules Examination (**reciprocity only**), instructions will be provided upon receipt of application, not required for training license
- Employer Affidavit, (**Form #2571**), required for training license only
- Supervised Practice Experience, (**Form #2574**), not required for training license or reciprocal license
- Report of passing score of the AMFTRB examination, not required for temporary license, training license, or reciprocal license
- Convictions and Pending Charges, (**Form #2252**), if applicable
- Malpractice Suits and Claims, (**Form #2829**), and court documents regarding malpractice suits stating allegations and settlements, if applicable

#### 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 Wis. Admin. Code § MPSW 16.03, only those individuals who hold a valid **marriage and family therapist training license** may begin accumulating hours towards their post-graduate supervised practice requirements.

A marriage and family therapy training license 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 license 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 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.

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

- Complete application and pay applicable fee(s) online via LicensE
- Certificate of Professional Education, (**Form #1972**), not required for reciprocal license. If enrolled in an approved post-graduate institution for marriage and family therapy, submit letter of verification from institution.
- If degree is not in MFT from an accredited institution, the following are also required (not required for reciprocal license):
  - Curriculum Requirements, (**Form #2238**), not required if related degree **and** coursework completed at an approved post-graduate training institution for marriage and family therapy.
  - Official transcript showing Master's or Doctorate degree
  - Course Descriptions
- Wisconsin Statutes and Rules Exam, not required for training license (Reciprocity Only)
- Employer Affidavit, (Form #2571), required for training license only
- Supervised Practice Experience, (**Form #2574**), not required for training license or reciprocal license
- Report of Passing Score - AMFTRB examination, not required for temporary license, training license, or reciprocal license.
- Letters from all State Boards where licensed, active and inactive
- Convictions and Pending Charges (**Form #2252**), if applicable
- Malpractice Suits or Claims (**Form #2829**) and copies of malpractice suit, court documents with allegations and settlement, if applicable
- Is name on all credentials the same? If not, submit certified copy of marriage certificate, divorce decree, etc.