

MARRIAGE AND FAMILY THERAPIST EDUCATIONAL LIMITED LICENSING GUIDE

LICENSURE REQUIREMENTS CHECKLIST
 (Listed below are the minimum requirements needed to obtain a Marriage and Family Therapist Educational Limited License.)

APPLICATION AND FEES

- Online Application for a Marriage and Family Therapist Educational Limited License - Complete all fields, answer all questions and upload any supporting documentation. Online application can be completed by visiting www.michigan.gov/miplus.
- Application Fee (Must be paid by Visa, Mastercard, or Discover credit or debit card.):
 LLMFT – \$91.85
 LLMFT Relicensure – \$111.85

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS (EXCEPT RENEWAL)

- Criminal Background Check – Once the online application is completed and submitted you will be emailed an Application Confirmation letter containing instructions to complete the Criminal Background Check (except those applicants seeking relicensure, if the license expired within the last three years.)
- Good Moral Character Questions – Documentation will be required if you answer “yes” to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking a license.
- Human Trafficking – Beginning March 17, 2021, individuals seeking licensure must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.7202 prior to being issued a license. The training must only be completed one time.
- Social Security Number – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining a SSN or do not have a SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- Verification of Licensure – If you hold a current license or ever held a license as a marriage and family therapist, verification of licensure will be required to be submitted directly to this office by the licensing agency of any state of the United States in which you hold or ever held a license. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- Professional Education – Name of School Attended and Name of Educational Program Completed

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ADDITIONAL REQUIREMENTS FOR LLMFT LICENSURE

- Final, Official Transcripts – Transcripts must be submitted directly to our office from the school attended and meet the standards set forth by the Board. Transcripts can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- Certification of Marriage and Family Therapy Education Form – This must be submitted directly to our office from the school attended and meet the following standards:
 - Graduate from an educational program that is accredited by the Commission on Accreditation for Marriage and Family Education (COAMFTE), OR 1) Graduate with a master's or doctoral degree from a regionally accredited institution that includes a) three courses (at least 6 semester or 9 quarter hours) in family studies; b) three courses (at least 6 semester or 9 quarter hours) in family therapy methodology; c) three courses (at least 6 semester or 9 quarter hours) in human development, personality theory, or psychopathology; d) at least 2 semester or 3 quarter hours in ethics, law and standards of professional practice; e) at least 2 semester or 3 quarter hours in research.
- Supervisor's Evaluation of Applicant's 300 Hours of Direct Client Contact Form – This must be completed by the supervisor.
 - Complete an eight-month supervised practicum experience that includes at least 300 direct client contact hours and meets the standards set forth by the Board. This requirement does not apply to those with a doctoral degree from a COAMFTE-accredited program.

ADDITIONAL REQUIREMENTS FOR LLMFT RELICENSURE

- Online application can be completed by visiting www.michigan.gov/miplus. Once logged in, select **Licenses**, select "**Modification**" next to your license number and then select "**Relicensure.**"

RENEWAL REQUIREMENTS CHECKLIST

- Online Application For Marriage and Family Therapy Renewal – Can be completed by visiting www.michigan.gov/miplus
- Renewal Application Fee (Must be paid by Visa, Mastercard, or Discover credit or debit card.):
Marriage and Family Therapist -Educ LTD (LLMFT) - \$59.45
- Renewal Cycle:
Marriage and Family Therapist -Educ LTD (LLMFT) – 1 Year (may renew a maximum of 5 times)
- Good Moral Character Questions – Documentation will be required if you answer “yes” to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking license renewal.
- Disciplinary Question – Documentation will be required if you answer “yes” to having sanctions imposed against you by a similar licensure, registration, certification, or disciplinary board of another state or country you have not previously reported to the department.
- Human Trafficking – Beginning in 2019, and all renewals thereafter, licensees seeking renewal must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.7202 prior to renewing their license. The training must only be completed one time.

HELPFUL RESOURCES AND FORMS

- By visiting www.michigan.gov/healthlicense and clicking on the Marriage and Family Therapy link you can access the following helpful resources and forms:
 - Resources:
 - Public Health Code
 - Administrative Rules for Marriage and Family Therapy
 - Forms:
 - 300 Hour Supervision Evaluation Form
 - Certification of Marriage and Family Therapy Education Form