LARA
LICENSING AND REGULATORY AFFAIRS

BUREAU OF PROFESSIONAL LICENSING

MICHIGAN MARRIAGE AND FAMILY THERAPIST EDUCATIONAL LIMITED (LLMFT) LICENSING GUIDE

OVERVIEW:

The marriage and family therapist educational limited license type allows a licensee to obtain experience and/or client care hours under the supervision of a fully licensed marriage and family therapist.

NOTE: The content contained below is a general overview of licensing requirements. Links to access the Occupational Code and Administrative Rules for this profession can be found at the end of this guide.

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LICENSURE REQUIREMENTS CHECKLIST

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 applications can be completed by visiting www.michigan.gov/miplus
- ☐ Application Fee + 1 year license fee (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card):

  Marriage and Family Therapist Educational Limited: $93.60

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- ☐ 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).

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- Good Moral Character Questions – Documentation and explanation 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 Training – Beginning March 17, 2021, completion of a one-time training to identify victims of human trafficking is required for individuals seeking licensure that meets the standards of Administrative Rule 338.7202.

- Implicit Bias Training– Beginning June 1, 2022, completion of 2 hours of implicit bias training within the 5 years immediately preceding issuance of the license or registration is required.

- Social Security Number (SSN) – 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 an SSN or you do not have an SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.

- Verification of Licensure – Verification of licensure must be submitted directly to our office by the licensing agency of any state of the United States or country in which you hold or ever held a license. The verification must show that disciplinary proceedings are not pending against the applicant and sanctions are not in force at the time of application. 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.

- English Language Proficiency – An individual applying for licensure must demonstrate a working knowledge of the English language. This can be established if either the applicant's required health professional educational program was taught in English, a transcript establishes the applicant earned not less than 60 college level credits from an English-speaking graduate or undergraduate school, or that the applicant obtained a passing score on an approved English proficiency exam as established by the department under R 338.7002b(2) of the Public Health Code – General Rules.

ADDITIONAL REQUIREMENTS FOR LICENSURE
(These are in addition to the requirements stated above that apply to ALL applicants)

- 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.

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The form can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

- ☐ Supervisor's Evaluation of Applicant's 300 Hours of Direct Client Contact Form – The form must be completed by the supervisor and can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

  - 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 THOSE APPLYING FOR RELICENSURE
(These are in addition to the requirements stated above that apply to All applicants)

- ☐ Online application can be completed by visiting www.michigan.gov/miplus and selecting **MiPLUS Login**. Once logged in, select "**Modification**" next to your license number and this will start the relicensure process.

- ☐ Marriage and Family Therapist Educational Limited Relicensure Application and Fee: $113.60 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

RENEWAL REQUIREMENTS CHECKLIST

- ☐ Online Application for a Marriage and Therapy Educational Limited License Renewal – Must be completed by visiting **www.michigan.gov/miplus** no sooner than 90 days prior to the expiration date of current license.

- ☐ Marriage and Family Therapy Educational Limited License Renewal Application Fee: $60.60 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

- ☐ Renewal Cycle: 1 year (may renew a maximum of 5 times)

- ☐ Good Moral Character Questions – Documentation and explanation 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 Training – Licensees seeking renewal must certify on their renewal application that prior to renewing their license they have completed a one-time training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.7202.

- ☐ Implicit Bias Training – Licensees and registrants are required to complete 1 hour of implicit bias training for each year of their license or registration cycle. Please note, this is not a one-time training and must be completed for each renewal cycle prior to the renewal being completed.

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HELPFUL RESOURCES AND FORMS

- By visiting www.michigan.gov/healthlicense and clicking on the marriage & 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

FREQUENTLY ASKED QUESTIONS

1. **How long are Limited Marriage and Family Therapist licenses valid? Can I renew my license early? How will I know when I need to renew?**

   Your initial Limited Marriage & Family Therapist license is valid for 1 year. All subsequent renewals will also be valid for 1 year and may be renewed up to 5 times.

   You will be mailed and emailed a renewal notification postcard to your mailing and email addresses on record approximately 90 days prior to the expiration date of your license. Remember to notify the Department of any address change by submitting a MiPLUS modification. It is your responsibility as a licensed health professional to renew your license on time. **Failure to receive the renewal postcard or email notification, or to notify to Department of an address change does not exempt you from renewing your license on time.**

   You can renew online by logging into your MiPLUS account at www.michigan.gov/miplus. You may pay your renewal fee by using a debit or credit card containing a Discover, MasterCard, American Express, or Visa logo.

2. **How do I become eligible to take the AMFTRB MFT National Examination?**

   In order to be eligible to take the AMFTRB MFT National Examination, an individual must hold or have previously held either an educational limited license OR have applied for and met all other requirements for a full license.

   If you are eligible and are ready to test, please notify our office by e-mail at bplhelp@michigan.gov. Afterwards, you will receive instructions on how to apply with Professional Testing Corporation (PTC).

3. **How do I file a complaint against a health care professional?**
   Information on how to File an Allegation Against a Health Care Licensee can be located on the Bureau of Professional Licensing's website at www.michigan.gov/bpl.