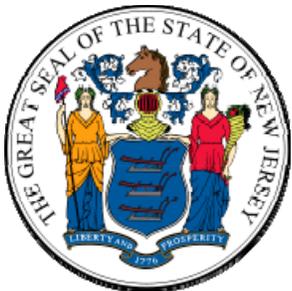


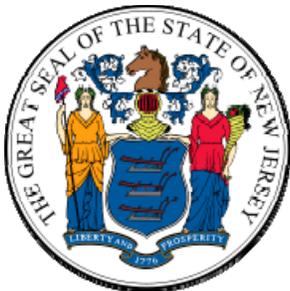
State Board of Marriage and Family Therapy Examiners

Application Process Overview



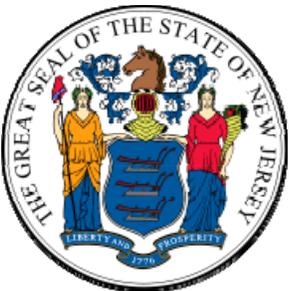
State Board of Marriage and Family Therapy Examiners

- License qualified individuals
- Regulates the practice of marriage and family therapy
- Investigates complaints and takes disciplinary action



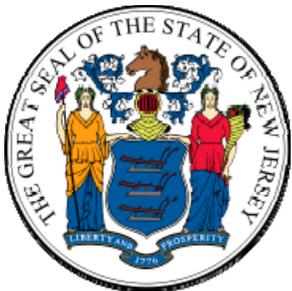
License to Practice

- No one may practice as a marriage and family therapist without a current, active license
- You worked hard to complete your educational program, but you cannot practice unless you have a license
- Once you get your license, you need to keep it active and in good standing



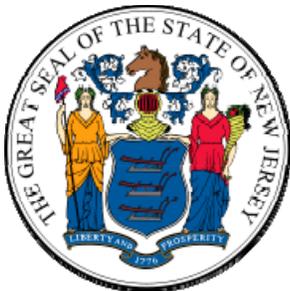
License to Practice

- How do you get a license?
- How do you keep a license in good standing?



When Should I Begin the Application Process?

- When your graduate degree has been awarded
- You have completed your internship/experiential hours
- Download the application



How Do I Get an Application Form?

Applications can be downloaded from the Board's website at:

<http://www.njconsumeraffairs.gov/mft/Pages/applications.aspx>



The screenshot shows the website for the New Jersey Division of Consumer Affairs. The page title is "State Board of Marriage and Family Therapy Examiners". The main content area includes a description of the board, its purpose, and contact information. The purpose of the board is to protect the health, safety and well-being of the people of New Jersey; to regulate the practice of marriage and family therapy; and to take action against the unprofessional, improper, unauthorized or unqualified practice of marriage and family therapy and guard against unprofessional conduct by the licensed individuals who practice marriage and family therapy.

State Board of Marriage and Family Therapy Examiners

The State Board of Marriage and Family Therapy Examiners was established on January 10, 1969 (pursuant to N.J.S.A. 45:8B-34 et seq.) to oversee New Jersey's licensed marriage and family therapists. Board members, who are appointed by the Governor, must be New Jersey residents. The Board consists of six licensed practicing marriage and family therapists; one licensed professional counselor serving on the Professional Counselor Examiners Committee; one licensed alcohol and drug counselor serving on the Alcohol and Drug Counselors Committee; three members of the general public, and one state executive department member. Except for the state executive department member, all members are appointed for three-year terms. The Professional Counselor Examiners Committee and the Alcohol and Drug Counselor Committee are committees of the State Board of Marriage and Family Therapy Examiners.

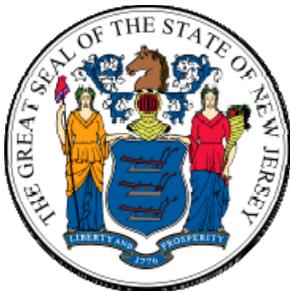
Regular meetings of the Board are held on the second Thursday of every month at 124 Halsey Street, Newark, New Jersey, beginning at 9:30 a.m.

The purpose of the Board is:

- to protect the health, safety and well-being of the people of New Jersey;
- to regulate the practice of marriage and family therapy;
- to take action against the unprofessional, improper, unauthorized or unqualified practice of marriage and family therapy and guard against unprofessional conduct by the licensed individuals who practice marriage and family therapy.

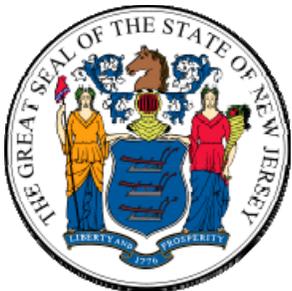
Contact Us

- Email: Ask Consumer Affairs
- Call: (973) 504-6415
- Inquiries about the Board may be forwarded to: **Milagros B. Collazo**, Executive Director, P.O. Box 45007, Newark, New Jersey 07101. Directions



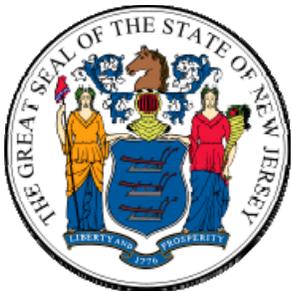
Application Process

1. Submit an application
2. Send supporting documents to the Board
 - a. Official graduate transcript from your school
 - b. Verification of licensure (if licensed in another state)
3. Submit additional information as requested



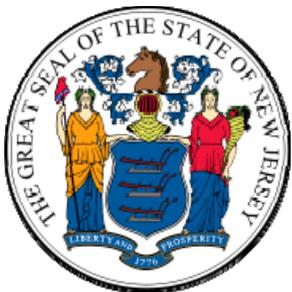
Application Fees

- Application Fee:
 - \$75
 - Payable by check or money order
 - **NO CASH**



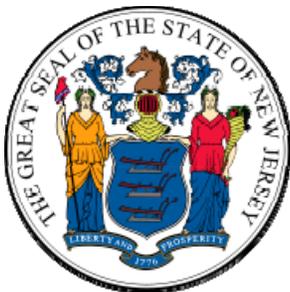
Application Questions

- Moral Character – Arrests/Convictions
- Student Loans
- Child Support
- Ability to Practice – Physical/Cognitive
- Use of Illegal Chemical Substances



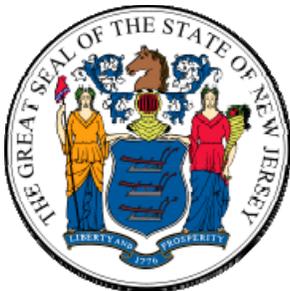
National Examination

- You will be notified of approval to take the national examination for marriage and family therapy examiners
- Letter will provide your approval code and link for registration and exam scheduling
- Statutes and Regulations are available on the Board's website:
<http://www.njconsumeraffairs.gov/mft/Pages/regulations.aspx>
- Remember to review the statutes, regulations and uniform regulations



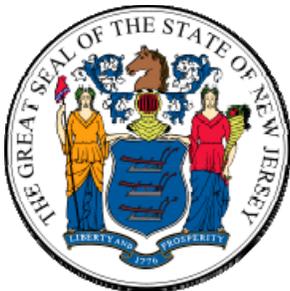
Criminal History Background Check

- You must complete the “*Certification and Authorization Form*” as part of the application
- You will receive a letter with instructions on how to schedule an appointment to have your fingerprints digitally recorded once you have been approved for licensure
- Go online to schedule an appointment and pay the fee directly to the MorphoTrust



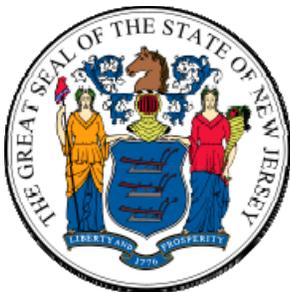
Criminal History Background Check “Tips”

- This can be the longest part of the application process
- You can schedule an appointment as soon as you receive the notice to schedule
- Processing time is 7-10 days after the digital scan



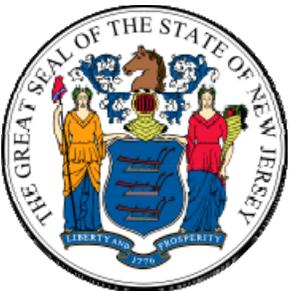
Initial Licensing Fee

- Once your application has been approved you will receive a letter of approval, along with an invoice for your licensing fee *(with a return envelope)* and fingerprinting.
- You must verify the information and return with the appropriate fee
(\$75 permit holders/\$250 for Licensed Marriage and Family Therapist)



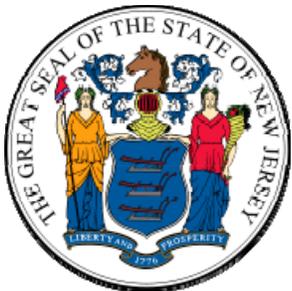
Keeping Your License Current

- Licenses are valid for 2 years
- Every marriage and family therapist expires in June 30 of even-numbered years
- You must keep your address current with the Board to receive renewal notices
- Renewals are done online and require a renewal fee
(\$250 for marriage and family therapists)



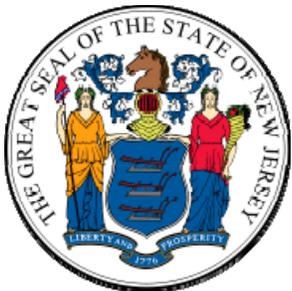
Continuing Education

- You must complete your continuing education prior to renewal
(June 30 of every even-numbered year)
- 40 Continuing Education units are required for all licensees



Communication

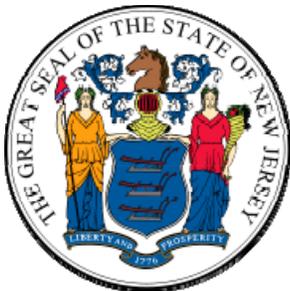
- If you get a letter from the Board – *read it*
- If the Board asks for you to respond to it – *do it in a timely fashion (duty to cooperate)*
- If you move, change your name, start working in a new location – *contact the Board and update your information*



Where Do I Send Mail for the State Board of Marriage and Family Therapy Examiners?

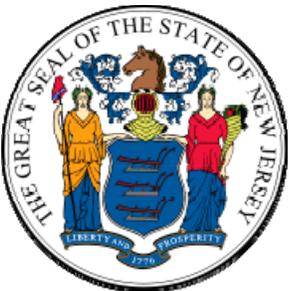
Mailing Address: State Board of
Marriage and Family Therapy Examiners
P.O. Box 45005
Newark, NJ 07101

Physical Address: State Board of
Marriage and Family Therapy Examiners
124 Haley Street
Newark, NJ 07102



Tips for the Application Process

- Mail the application with as much supporting information as possible
- Be clear about what name(s) appear on your application and supporting documents
- Use the P.O. Box to mail items to the Board
- Submit as much information as possible, if you answer “yes” to any of the questions



Useful Links

Board of Marriage and Family Therapy Examiners

www.NJConsumerAffairs.gov/mft

Application Status

www.NJConsumerAffairs.gov/Pages/licensingboards.aspx

License Verifications

www.NJConsumerAffairs.gov/Pages/licensingboards.aspx

