

**TITLE 86. STATE BOARD OF BEHAVIORAL HEALTH LICENSURE
CHAPTER 15. LICENSED MARITAL AND FAMILY THERAPISTS**

SUBCHAPTER 1. GENERAL PROVISIONS

86:15-1-2. Consumer information

(a) **Directory.** The Board shall provide a directory of Licensed Marital and Family Therapists (LMFTs). ~~The directory of LMFT's shall include but not be limited to the name, academic degree under which the license is held, preferred mailing address, telephone number and license number.~~ The Board shall prepare information of consumer interest which describes the regulatory functions of the Board and Board procedures to handle and resolve consumer complaints.

~~(b) **Brochure.** The Board shall prepare information of consumer interest which describes the regulatory functions of the Board and Board procedures to handle and resolve consumer complaints.~~

(eb) **Request for promulgation, amendment or repeal of a rule.**

(1) Any person may request the Board adopt, amend or repeal a rule in this chapter. The request shall be made in writing and shall include an explanation to support the request. A request shall also include:

- (A) the name, address and telephone number of the person making the request;
- (B) the name, address and telephone number of the agency or organization the person represents, if any;
- (C) the number used to identify the rule if the request is to amend or repeal an existing rule; and
- (D) the proposed language if the request is to amend an existing rule or adopt a new rule.

(2) It is the Board's policy to respond to such requests within 30 calendar days.

86:15-1-3. Definitions

When used in this Chapter, the following words or terms shall have the following meaning unless the context of the sentence requires another meaning:

"Act" means the Marital and Family Therapist Licensure Act, 59 O.S. §§ 1925.1 et seq., as amended.

"Approved LMFT supervisor" ("Supervisor") means an individual who meets the qualifications to become an approved supervisor and is approved by the Board as set forth in Section 86:15-9-3 of this Chapter.

"Board" means the State Board of Behavioral Health Licensure.

"Complainant" means any person who files a Request for Inquiry against a LMFT, Candidate, or a person who delivers marital and/or family therapy without a license.

"Complaint Committee" means one Board member who is a LMFT, the Executive Director, the Assistant Attorney General and may

include other appropriate individuals as determined by the Committee.

"Direct Client Contact Hours" means the performance of therapeutic or clinical functions that includes diagnosis, assessment and treatment of mental, emotional and behavioral disorders based primarily on verbal communications and intervention with, and in the presence of, one or more clients.

"Employee" means in accordance with 26 U.S.C. § 3121 (d),:

(A) Any officer of a corporation; or

(B) Any individual who, under the usual common law rules applicable in determining the employer-employee relationship, has the status of employee.

"Extra therapeutic relationship" means a familial, social, financial, business, professional, close personal, sexual or other non therapeutic relationship with a client, or engaging in any activity with another person that interferes or conflicts with the LMFT's or LMFT Candidate's professional obligation to a client.

"Face-to-Face learning" means the delivery of graduate coursework or continuing education through instruction that is designed to deliver education to learners who are in the direct physical presence of the educator or designed to deliver education to learners through synchronous instructional delivery methods.

"Face-to-face supervision" means the Supervisor and the Candidate shall be in the physical presence of the other during individual or group supervision.

"Forensic services" means the application of knowledge, training and experience from the mental health field to the establishment of facts and/or the establishment of evidence in a court of law or ordered by a court of law.

"Formal Complaint" means a written statement of alleged violation(s) of the Act and/or Rules which is filed by the Assistant Attorney General. The Formal Complaint schedules an Individual Proceeding before the Board in accordance with 75 O.S. §309.

"Full time" means at least ~~twenty (20)~~ five (5) hours of on-the-job experience per week.

"Group supervision" means an assemblage of three (3) to six (6) Candidates.

"Home-study" or **"technology-assisted distance learning"** refers to means the delivery of graduate coursework or continuing education through mailed correspondence or other distance learning technologies, which focuses on asynchronous instructional delivery methods.

"Licensed marital and family therapist" or **"LMFT"** or **"Licensee"** means a person holding a current license issued pursuant to the provisions of the Marital and Family Therapist Licensure Act;

"Licensed marital and family therapist candidate" (**"Candidate"**) means a person whose application for licensure has

been accepted and who is under supervision for licensure as provided in 59 O.S. §1925.6;

"Licensure Committee" means two LMFT Board members, the Executive Director, and may include other appropriate individuals as determined by the Committee.

"OAC" means the Oklahoma Administrative Code.

"On-site supervisor" means a person who may not be an approved LMFT supervisor but is licensed in the State of Oklahoma as a Licensed Marital and Family Therapist, Licensed Professional Counselor, Licensed Behavioral Practitioner, Psychologist, Clinical Social Worker, Psychiatrist, or Licensed Alcohol and Drug Counselor employed by the agency employing the LMFT Candidate whose assigned job duties include acting as the immediate supervisor to the LMFT Candidate and who is available to the candidate at all times when counseling services are being rendered by the LMFT Candidate.

"On-the-job experience" means the performance of marital and family therapy as described in Section 1925.2 of the Act and includes the application of assessment, diagnosis and treatment of disorders, whether cognitive, affective, or behavioral, within the context of marital and family systems. Marital and family therapy involves the professional application of family systems theories and techniques in the delivery of services to individuals, marital pairs, and families for the purpose of treating such disorders

"Supervised relational contact" means clinical contact with two or more members of the relational system present in the session.

"Request for Inquiry" ("RFI") means a written or oral statement of complaint from any person alleging possible violation(s) of the Act and/or Rules.

"Respondent" means the person against whom an Individual Proceeding is initiated.

"Semi-Annual" means every six (6) months.

"Staff" means the personnel of the Board.

"Technology-assisted supervision" refers to supervision that occurs through video teleconferencing, over secure internet connections, wherein a Supervisor and a Candidate are in separate physical locations.

SUBCHAPTER 5. APPLICATION FOR LICENSURE

86:15-5-2.1. Application procedures

(a) **Application for permanently expired license.**

(1) Application after license expires for non-renewal shall include the following documents:

- (A) Application form,
- (B) Application Fee, and
- (C) Completed criminal background check.

(2) Applicant shall provide a passing score on:

- (A) The Licensing Examination in Marital and Family Therapy Professional Testing Center) or another equivalent examination as determined by the Board, and
- (B) An oral and/or written examination covering the LMFT law and regulations as approved by the Board.

(3) Exam results accrued prior to date of this application shall not be considered.

(4) The Internship/Practicum Documentation Form on file shall carry over.

(5) All previously submitted and approved Supervised Experience shall carry over to a new application.

(b) Application for revoked license.

(1) No Application for a revoked license will be considered for a period of 5 years following the revocation. Application after license is revoked as a result of administrative action shall include the following documents:

- (A) Application form,
- (B) Official transcript(s),
- (C) Internship/Practicum Documentation form,
- (D) Application Fee, and
- (E) Completed criminal background check.

(2) Applicant shall provide a passing score on:

- (A) The Licensing Examination in Marital and Family Therapy (Professional Testing Center) or another equivalent examination as determined by the Board, and
- (B) An oral and/or written examination covering the LMFT law and regulations as approved by the Board.

(3) All previously submitted and approved Supervised Experience shall not carry over to a new application.

(4) Application materials shall be reviewed by the License Committee.

(5) At the time of application, applicant must provide additional documentation to demonstrate rehabilitation relating to the cause of the revocation of licensure.

(6) The Board may impose reasonable practice limitations that are in addition to the requirements for completion of approved supervised experience.

(c) Application for voided application for failure to provide a passing score on examinations.

(1) Application after application is voided for failure to provide a passing score on examinations shall include the following documents:

- (A) Application form,
- (B) Official transcript(s),
- (C) Application Fee, and
- (D) Completed criminal background check.

(2) Applicant shall provide a passing score on:

- (A) The Licensing Examination in Marital and Family Therapy (Professional Testing Center) or another equivalent examination as determined by the Board, and
- (B) An oral and/or written examination covering the LMFT law and regulations as approved by the Board.

(3) Exam results accrued prior to date of application shall not be considered.

~~(34)~~ The Internship/Practicum Documentation Form on file shall carry over to a new application.

(45) All previously submitted and approved Supervised Experience shall be voided with prior application and shall not carry over to a new application.

(d) **Application procedures for voided application for inactivity.**

(1) Application after application is voided for remaining inactive for 24 months, in accordance with 86:15-5-2.3, shall include the following documents:

- (A) Application form,
- (B) Official transcript(s),
- (C) Application Fee, and
- (D) Completed criminal background check.

(2) Applicant shall take and pass two examinations:

- (A) The National Examination in Marriage and Family Therapy or another equivalent examination as determined by the Board; and
- (B) The Oklahoma LMFT Examination (OLMFTE).

(3) Exam results accrued prior to date of application shall not be considered.

~~(34)~~ The Internship/Practicum Documentation Form on file shall carry over.

(5) All previously submitted and approved Supervised Experience shall be voided with prior application and shall not carry over to a new application.

(e) **Application for denied application.**

(1) Application after application has been denied as prescribed in Section 1925.15 of the Act shall include the following documents:

- (A) Application form,
- (B) Official transcript(s),
- (C) Internship/Practicum Documentation form,
- (D) Application Fee, and
- (E) Completed criminal background check.

(2) Application materials shall be reviewed by the LMFT License Committee.

(3) Applicant shall provide a passing score on:

- (A) The National Examination in Marital and Family Therapy (Professional Testing Corporation) or another equivalent examination as determined by the Board, and
- (B) An oral and/or written examination covering the LMFT law and regulations as approved by the Board.

- (4) Exam results accrued prior to date of this application shall not be considered.
- (5) Applicant shall be required to accrue an additional 500 hours of supervised experience.
- (6) Internship/Practicum Documentation Form on file shall carry over to a new application.
- (7) All previously submitted and approved Supervised Experience shall carry over to a new application.
- (8) At the time of application, applicant must provide additional documentation to demonstrate rehabilitation relating to the cause of denial of licensure application.
- (9) The Board may impose reasonable practice limitations that are in addition to the requirements for completion of approved supervised experience.

(f) Application for voided application for failure to complete supervised experience

(1) Application after application is voided for failure to complete the supervised experience requirement within sixty (60) months as described in OAC Rule 86:15-9-4(e) shall include the following documents:

- (A) Application form,
- (B) Official transcripts,
- (C) Application Fee, and
- (D) Completed criminal background check.

(2) Applicant shall provide a passing score on:

- (A) The National Counselor Examination or another equivalent examination as determined by the Board; and
- (B) The Oklahoma Legal and Ethical Responsibilities Examination.

(3) Exam results accrued prior to date of this application shall not be considered.

(4) The Internship/Practicum Documentation Form on file shall carry over to a new application.

(5) All previously submitted and approved Supervised Experience shall be voided with prior application and shall not carry over to a new application.

86:15-5-4. Additional forms

~~(a) Out of State License Verification Form — identifying information; type of credential held in other state; license number; issue and expiration date of license; current standing of license; past complaints or sanctions; exam information; supervision information; graduate education; internship documentation; signature and identifying information of person verifying from out-of-state.~~

~~(b) The Termination of Supervision Agreement requires the following information:~~

- ~~(1) name of candidate;~~
- ~~(2) current place of employment of candidate;~~

- ~~(3) address of current place of employment of candidate;~~
- ~~(4) phone number of candidate;~~
- ~~(5) email address of candidate;~~
- ~~(6) signature and signature date of candidate, (if available);~~
- ~~(7) name of supervisor;~~
- ~~(8) license number of supervisor;~~
- ~~(9) current place of employment of supervisor;~~
- ~~(10) phone number of supervisor;~~
- ~~(11) email address of supervisor;~~
- ~~(12) signature and signature date of supervisor, (if available); and~~
- ~~(13) effective date of termination of supervision agreement.~~

The Verification of Academic Standing requires the following information:

- (1) Name of applicant;
- (2) Name of university;
- (3) Name of graduate program;
- (4) Name of degree;
- (5) Total number of graduate coursework hours required to receive diploma;
- (6) Date of graduation;
- (7) Signature and signature date of applicant;
- (8) Name of administrator and/or school official;
- (9) Title/position of administrator and/or school official;
- (10) Telephone number of administrator and/or school official;
- (11) Email address of administrator and/or school official;
- Signature and signature date of administrator and/or school official.

SUBCHAPTER 7. LICENSURE EXAMINATIONS

86:15-7-1. Eligibility

An LMFT applicant ~~is~~may be eligible to sit for the licensing examination(s) following the submission and approval of:

- (1) Application Form and fee
- (2) Practicum/Internship Documentation Form
- (3) Official transcript(s) showing completion of all academic requirements listed in Subchapter 5 of this Chapter or a Board approved Verification of Academic Standing from the administrator of the student's degree program indicating that the student is expected to fulfill all degree requirements by the expected graduation date. Verification of Academic Standing shall not be signed and dated or submitted more than 60 days prior to the expected date graduation; and
- (4) Completed criminal background check.

86:15-7-4. Application

(a) The Board shall ~~mail~~send notification of eligibility to sit for examination(s) to the last known address of applicant no later than

sixty (60) days after receiving the required and completed application materials.

~~(b) An applicant's eligibility to sit for the Oklahoma LMFT Examination shall be valid once the application has been Board approved.~~

(eb) An applicant's eligibility to sit for the ~~national~~ examination(s) shall be valid for three years, at which time if the applicant has failed to provide a passing score for the Licensing Examination in Marital and Family Therapy and the Oklahoma LMFT Examination, the licensure application shall be voided and the applicant shall be mailed notification at last known address notified. ~~An applicant may apply with an additional requirement of a plan of remediation acceptable to the License Committee.~~

SUBCHAPTER 9. SUPERVISED EXPERIENCE REQUIREMENTS

86:15-9-2. Acceptable supervised experience

Supervised experience is acceptable when:

(1) it begins after all applicable academic requirements as stated in Subchapter 5 have been completed, verification of Oklahoma LMFT Examination passing score and National Examination passing score has been received by the Board, and supervision agreement has been approved by the Board.

(2) official application for licensure has been made. This includes Application, application fee, Internship/Practicum Documentation Form, official graduate transcript, completed criminal background check, and Supervision Agreement. Applicants who have met part or all of supervision experience requirements for clinical membership in AAMFT will be considered to have met part or all of the supervision requirements for licensure in Oklahoma.

(3) it consists of the performance of therapy activities as described in Section 1925.2, subsection 7 and 9 of the LMFT Act and contains the following characteristics:

(A) supervision focuses on the raw data from a supervisee's continuing clinical practice, which may be available to the supervisor through a combination of direct observation, co-therapy, written clinical notes, and audio and video recordings and the LMFT Act and Regulations.

(B) supervision is a process clearly distinguishable from personal psychotherapy, and is contracted in order to serve professional/vocational goals.

(C) individual supervision or technology-assisted supervision shall be face-to-face with one (1) supervisor and one (1) or two (2) supervisees.

(D) group supervision or technology-assisted supervision may include three (3) to six (6) supervisees and a supervisor.

(E) technology-assisted supervision must be approved by the Board prior to the accrual of hours. Factors to be considered by the Board include: distance between approved supervisor and candidate; financial hardship on approved supervisor or candidate; physical hardship on approved supervisor or candidate; specialty credentials; and other pertinent factors.

(4) supervised experience hours may be accrued in academic, governmental, or private practice settings.

(5) the supervised experience is accrued in a private for-profit or private not-for-profit therapy setting, only if:

(A) The LMFT Candidate is an employee, as defined by 86:15-1-3, of the same facility as a person licensed in the state of Oklahoma as a Licensed Professional Counselor, a Licensed Marital and Family Therapist, a Licensed Behavioral Practitioner, a Psychologist, a Psychiatrist, a Clinical Social Worker, or a Licensed Alcohol and Drug Counselor, whose assigned job duties include being immediately available to the LMFT Candidate for supervision at any time the LMFT Candidate is engaging in the practice of therapy or therapy-related services.

(B) The LMFT Candidate is receiving supervision for licensure from an approved LMFT supervisor who is not required to work at the same location as the LMFT Candidate.

86:15-9-4. Duration of supervised experience

(a) Three thousand (3000) clock hours of on-the-job experience, which is supervised by an approved LMFT supervisor, shall be completed. Work experience under supervision must extend over a minimum of 24 months. ~~This marital and family therapy related experience must include a minimum of 1000 hours of direct client contact. The candidate must have a minimum of 250 relational hours with two or more members of the relational system present in the session.~~ Included in the three thousand (3000) clock hours of on-the-job experience, a minimum of one thousand (1000) hours shall be from direct client contact, two hundred and fifty (250) hours shall be from supervised relational contact, one hundred (100) hours must be face-to-face or technology-assisted supervision.

(b) ~~Supervision sessions:~~

~~(1) should be scheduled weekly and shall be no less than 6.25 hours of supervision for each 42 hours of direct client contact. No more than 42 hours of direct client contact can be counted in a four week period of time, or~~

~~(2) may be arranged on a different schedule upon:~~

~~(A) written request of the supervisor and supervisee in advance, and~~

~~(B) approval of the schedule by the Board.~~

Weekly, face-to-face supervision or technology-assisted supervision shall be accrued under a Board approved LMFT supervisor at a minimum of forty-five (45) minutes of supervision every week.

~~(c) Total number of face-to-face supervision hours must be at least 150. Supervision in group sessions shall equal no more than 75 hours of the total requirement.~~

~~(d) Approved LMFT Supervisors shall meet with LMFT candidate(s) in person at least once every six month evaluation period when performing technology-assisted supervision.~~

~~(e) Supervisors shall perform at least two (2) observations, (live or tape) per each six (6) month evaluation period for each supervisee.~~

~~(f) Approved supervisors shall consult with on-site supervisor at least once per supervisee during each reporting period.~~

(e) Candidates shall complete supervised experience requirements within sixty (60) months of the date of the approval of the first supervision agreement or the application shall be voided.

86:15-9-5. Documentation of supervised experience

(a) An LMFT Supervision Agreement between supervisor and supervisee must be received and approved by the Board prior to the accrual of supervision hours.

~~(b) Semi-annual documentation of supervision hours, evaluation of competence, date of observations (live or tape), and date of consultation between approved supervisor and on-site supervisor must be submitted by the supervisor and co-signed by the supervisee on official Supervision Evaluation Forms. Incomplete evaluations will not be accepted by the Board until all requirements for the semi-annual evaluation period have been completed. The supervisor and supervisee shall sign and submit the "Evaluation of Supervised Experience," including documentation of observations and date of consultation between approved supervisor and on-site supervisor, semi-annually beginning as of the date of the approval of the first supervision agreement.~~

(c) Any Evaluation of Supervised Experience form submitted beyond 60 days of the semi-annual due date will not be credited towards the duration of supervision as described in 86:15-9-5(b).

~~(d) Upon completing the supervision requirement, the supervisee must complete and submit the Final Evaluation of Supervision Experience by Supervisee form for each supervisor. The Final Evaluation of Supervision Experience by Supervisee Form shall include the name of the supervisee and supervisor; period covered by supervision; ratings of supervision; recommendation of supervisor to other supervisees. Supervised experience shall be reported in quarter credit hours.~~

(e) Supervisors shall maintain supervision records for at least seven (7) years beyond termination of supervision.

SUBCHAPTER 13. ISSUANCE AND MAINTENANCE OF LICENSE

86:15-13-1. Issuance of license

(a) **Certificate.** The license issued by the Board shall contain the licensee's name, license number, ~~highest accredited therapy-related academic degree~~ and date of issuance.

(b) **Signature.** Official licenses shall be signed by the Chair of the Board and be affixed with the seal of the Board.

(c) **Property of the Board.** All licenses issued by the Board shall remain the property of the Board and must be surrendered on demand.

(d) **Notification.** After having fulfilled all requirements for licensure, the Board shall ~~mail~~send notification to the licensee, ~~at last known address,~~ of qualification for licensure; and when the license fee is received and the Board approves the candidate for licensure, ~~the license will be mailed to the licensee~~license certificate shall be issued.

~~86:15-13-2. Replacement of certificate~~

~~The Board will replace a license certificate that is lost, damaged, or is in need of revision upon written request from the LMFT and payment of the license replacement fee. Requests must include the LMFT's original license or be accompanied by the damaged certificate, if available.~~

86:15-13-3. License renewal

(a) **Responsibility.** Each LMFT is responsible for renewing his/her license before the expiration date.

(b) **Initial licensing period.** The renewal date of the original license shall be two (2) years from the last day of the month in which the license was originally issued.

(c) **Annual renewal.** Subsequent renewals will be yearly, on or before January 1. License fees will be prorated on a quarterly basis for the first renewal.

(d) **Interim renewal.** The notice for the initial renewal shall solicit the required continuing education documentation and invoice the LMFT for the interim period between the original renewal date and the following December 31 so that subsequent renewals shall be on a calendar year basis. The renewal notice shall inform the licensee of the number of continuing education hours required by December 31. Fees and continuing education hours shall be prorated according to the schedule below.

(1) For a license expiring during January, February or March the following shall apply:

(A) The renewal fee shall be \$100.00; and

(B) Continuing education of 20 hours shall be due by December 31.

- (2) For a license expiring during April, May or June the following shall apply:
 - (A) The renewal fee shall be \$75.00; and
 - (B) Continuing education of 15 hours shall be due by December 31.
- (3) For a license expiring during July, August or September the following shall apply:
 - (A) The renewal fee shall be \$50.00; and
 - (B) Continuing education of 10 hours shall be due by December 31.
- (4) For a license expiring during October or November, the following shall apply:
 - (A) The renewal fee shall be \$25.00; and
 - (B) Continuing education of 5 hours shall be due by December 31.
- (5) Licenses expiring in December are not prorated.

- (e) **Requirements for renewal.** Requirements for renewal are:
 - (1) Compliance with the Act and Board rules.
 - (2) Documentation of the required continuing education. (See 86:15-13-4 for information regarding C.E.).
 - (3) Payment of the renewal fee(s).

~~(f) **Display of renewal certificate.**~~

- ~~(1) License renewal verification cards shall be displayed on the original (or replaced) license certificate.~~
- ~~(2) A current license verification card shall be readily available on the LMFT's person at any time marital and therapy services are being provided.~~

86:15-13-4. Continuing education

- (a) **Purpose.** The purpose of the requirements in this Section is to establish the continuing education requirements necessary for license renewal.
- (b) **Number of hours required.**
 - (1) Licensees shall complete and furnish documentation to the Board of twenty (20) clock hours of acceptable continuing education per year. One college credit hour is equal to fifteen (15) clock hours.
 - (2) A minimum of three (3) clock hours of continuing education hours must be in mental health ethics from programs approved by the Board or its designee. Continuing education in mental health ethics is acceptable as meeting the approved requirements by the Board when the continuing education program:
 - (A) Addresses ethics issues specifically pertaining to the practice of therapy, as defined in Section 1925.2(7) of this Act;
 - (B) Addresses regulations as promulgated in Subchapter 3 of this Chapter; and

(C) Meets all requirements of subsections (b) through (e) of OAC 86:15-13-4 of this Chapter.

(D) Current LMFT Board members shall receive clock hours of acceptable continuing education in mental health ethics for attendance and participation in Board or Committee meetings.

(3) Approved LMFT Supervisors are required to complete a minimum of three (3) clock hours of continuing education in therapy supervision specific to Oklahoma law provided by the Board or its designee. Continuing education in Therapy Supervision is acceptable as meeting the approved requirements by the Board when the continuing education program:

(A) Addresses issues specifically related to the practice of therapy supervision pursuant to regulations promulgated in Subchapter 9 of this Chapter; and

(B) Contains content in one or more of the following knowledge areas:

(i) Overview of a supervision model;

(ii) Supervisors' areas of focus and roles in supervision;

(iii) Supervisors' process and practical application;

(iv) Ethical dilemmas involved in therapy supervision;

(v) Methods of effectively addressing and preventing ethical dilemmas in therapy supervision;

(vi) Overview of AAMFT standards of supervision; or

(vii) Overview of Oklahoma LMFT Rules and Regulations regarding therapy supervision; and

(C) Meets all requirements of subsections (b) through (e) of OAC 86:15-13-4 of this Chapter.

(c) **Acceptable continuing education.** Continuing education is acceptable to the Board when it:

(1) approximates the content of any of the academic areas listed under Subchapter 5 of this Chapter and;

(2) is presented by a person who meets one of the following qualifications:

(A) is licensed or certified by therapy related professions;

(B) is a licensed or certified member of a non-therapy field (i.e. medicine, law) if the content of the presentation is therapy related and falls within the presenter's area of training;

(C) has experience teaching, at the graduate level, in a regionally accredited college or university from any of the knowledge areas listed in OAC 86:15-5-3 of this Chapter;

(D) the person is presenting or has presented at a national mental health conference provided by the

American Association for Marriage and Family Therapy (AAMFT), American Psychological Association (APA), American Counseling Association (ACA), or any of its divisions, National Association for Social Workers (NASW), the Association for Addiction Professionals (NAADAC), or other nationally recognized professional organization in the mental health field;

(E) is presenting in a program sponsored or provided by a state or federal government agency with responsibility for mental health and substance abuse services; and

(3) takes place in the context of one of the following:

(A) a college course, in-service training, institute, seminar, workshop, conference or a ~~Board pre-approved~~ technology-assisted distance learning or home-study course;

(B) a national mental health conference provided by the American Association for Marriage and Family Therapy (AAMFT), American Psychological Association (APA), American Counseling Association (ACA), or any of its divisions, National Association for Social Workers (NASW), the Association for Addiction Professionals (NAADAC), or other nationally recognized professional organization in the mental health field;

(C) a program approved or offered by a state or federal government agency with responsibility for mental health and substance abuse services; or

(D) Board or Committee meetings, for current Board members.

(d) **Continuing education accrual from teaching.** Continuing education may also be accrued when the LMFT teaches in programs such as institutes, seminars, workshops, and conferences, when the content conforms to OAC 86:15-13-4(c) of this subchapter, provided that such teaching is not required as part of the LMFT's regular employment. Two hours of C.E. is credited for each hour taught.

(e) **Continuing education accrual from technology-assisted distance learning or home-study courses.** Continuing education may be accrued when the LMFT completes technology-assisted distance learning or home-study programs that are approved by the Board.

(f) **Professional audience.** Continuing education, whether received or presented by the LMFT must be targeted toward a professional audience.

(g) **Documentation of attendance.** LMFT's shall retain verification of attendance documents for all C.E. hours claimed for a period of two (2) years. Acceptable C.E. verification of attendance documents are:

(1) an official continuing education validation form furnished by the presenter, or,

(2) a letter on the sponsoring presenter's letterhead giving the name of the program, location, dates, subjects taught,

total number of hours attended, participant's name and presenter's name and credentials, or,

(3) an official college transcript showing courses or audit credit, or

(4) (For teaching) a letter on sponsoring agency's letterhead giving the name of the program, location, dates, subject taught and total number of hours taught.

(h) **Submission of continuing education.** Only C.E. accrued in the preceding license renewal period is acceptable.

(i) **Audit of continuing education submissions.** In November of each year, the Board will randomly select from two (2) to twenty-five (25) percent of the number of LMFT's on active status the previous year for an audit of their claimed Continuing Education credits. These selected LMFT's must then provide the Board with verification of all credits claimed on their Continuing Education Roster on or before the renewal deadline. The Board may, at its discretion, audit and require verification of any credits claimed which it may consider questionable or fraudulent.

(j) **Penalty for failure to submit continuing education.** Failure to fulfill the C.E. requirement by the renewal date renders the license in suspension. All rights granted by the license are null and void until the requirement is fulfilled and a late renewal fee is paid. The LMFT has 12 months from the date of suspension to become reinstated. If not reinstated, the license shall be revoked.

(k) **Submission of fraudulent continuing education.** The submission of fraudulent C.E. hours will be reviewed by the License Committee for disciplinary action and may result in suspension or revocation of license.

(l) **Responsibility.** The licensee is ultimately responsible for providing or arranging for sponsors to provide the information necessary for the Board to make a determination of the suitability of the program for continuing education requirements.

(m) **Continuing Education for LMFT Approved Supervisors.**

(1) Effective January 1, 2020, approved LMFT Supervisors are required to complete a minimum of three (3) clock hours of continuing education in therapy supervision each renewal period. Approved Supervisor designation will not be renewed until the continuing education requirement for each missed renewal period is met.

(2) If continuing education requirement is not met within five (3) years of expiration, approved supervisor status will be permanently expired and the LMFT must apply and meet the requirements in Subchapter 9, including the retaking of 86:15-9-3(a) (2) (B) to become an approved supervisor.

86:15-13-5. Inactive status

(a) An active license may be placed on inactive status by written request and payment of a one-time twenty-five dollar (\$25.00) fee.

An inactive license forfeits all rights and privileges granted by the license.

~~(b) When a license is placed on inactive status, the license and active verification cards shall be returned to the Board.~~

(~~e~~b) A license that has remained inactive for at least one (1) year may be reactivated upon payment of a prorated renewal fee and submission of prorated continuing education hours required during the renewal year, in accordance with this Chapter, if there are no impediments to licensure.

(~~e~~c) A license placed on inactive status may be reactivated within one (1) year when submitted with the required renewal fee and continuing education, in accordance with this Chapter, if there are no impediments to licensure.

86:15-13-6. Late license renewal; reapplication

(a) **Renewal notification.** The Board shall ~~mail~~send a notice of expiration to ~~licensee's~~the licensee ~~last known address,~~ 45 days prior to the expiration date of the LMFT's license.

(b) **Failure to renew.** If the licensee fails to renew his/her license by the expiration date:

(1) the license will expire and the rights and privileges granted by the license will be forfeited.

(2) the LMFT has the right to reinstate the license by payment of the renewal fee and the late renewal fee and fulfillment of all other renewal requirements for up to one year following the expiration of the license.

(3) licenses not renewed within the 1 year renewal period shall not be reinstated and shall be permanently expired. ~~The license must be returned to the Board.~~

(c) **Reapplication.** It shall be the responsibility of the former licensee to reapply for licensure. Reapplication means making application, payment of all fees, taking and passing the exam and fulfillment of all requirements for licensure in effect at the time of reapplication. No contact will be initiated by the Board.

(d) **Retirement of license.** An LMFT whose license is current and in good standing, who wishes to retire the license, may do so by informing the Board in writing and returning the license to the LMFT office. A license so retired shall not be reinstated but does not prevent a person from applying for a license at a future date.