

5300.0190 PROCEDURES FOR ADMISSION TO WRITTEN EXAMINATION.

Subpart 1. **Information required.** To be admitted to the national examination, an applicant must submit to the board the information in items A to D.

A. The applicant must submit a completed, notarized application for admission to the national examination on a form provided by the board. The application must include:

- (1) a photograph of the applicant; and
- (2) an affirmation by the applicant that the statements made in the application are true and correct to the best knowledge of the applicant.

B. The applicant must submit the required, nonrefundable fee for application for admission to the national examination specified in Minnesota Statutes, section 148B.17, subdivision 2, made payable to the Board of Marriage and Family Therapy.

C. The applicant must submit official transcripts of all postbaccalaureate education, including verification of the degrees and certificates granted. The transcripts must be sent directly to the board from the institution granting the degrees and certificates.

- (1) The applicant must demonstrate that the degree, program, or coursework documented by the official transcripts submitted meets the requirements of part 5300.0130, subpart 1, item A.

- (2) The institution granting the degree or certificate must be regionally accredited at the time the degree or certificate is granted or coursework is completed.

D. An applicant for licensure must inform the board within 30 days of any changes in name, public or mailing address, business address, or other contact information provided.

Subp. 2. **Verification of information; board's powers.** The board has authority to verify the authenticity of the information in the application for admission to the national examination and to require the applicant to provide verification.

Subp. 3. **Time requirements.** An applicant's file shall be closed if the applicant fails to complete the application for admission to the national examination and provide all information required within six months from the date the board receives the application or requests information from the applicant.

Subp. 4. **Admission to the national examination.** Upon the board's approval of an application to take the national examination, an applicant is authorized to register for the national examination. An applicant may register for the national examination only after the board notifies the examination administration that the application has been approved by the board.

Subp. 5. **Denial of admission to written examination.** The board shall deny an applicant admission to the national examination if for any reason the applicant has not met the requirements of part 5300.0130, subpart 1, item A. The board shall notify the applicant of the denial in writing and state the reasons for the denial. Any subsequent application for admission to the national examination submitted after denial is deemed a new application for admission to the national examination which must be accompanied by the fee for application for admission to the national examination specified in Minnesota Statutes, section 148B.17, subdivision 2.

Statutory Authority: *MS s 148B.31; 148B.37; 214.06*

History: *15 SR 1782; 23 SR 1540; 41 SR 87*

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