

5300.0320 CONTINUING EDUCATION REQUIREMENTS.

Subpart 1. **Purpose of continuing education.** The purpose of mandatory continuing education is to:

- A. promote the health and safety of the residents of Minnesota who receive services from licensees; and
- B. promote the continuing professional competence of providers of these services.

The continued development and maintenance of competence are ongoing activities and the ethical responsibility of each licensee. Continuing education is only required of licensed marriage and family therapists. Licensed associate marriage and family therapists are not required to complete continuing education for license renewal.

Subp. 2. **Continuing education requirements.** Licensees must complete a minimum of 40 hours of board-approved continuing education every two years. Three hours in ethical and professional studies education covering professional ethics, family law, professional socialization, professional organizations, legal issues, or interprofessional cooperation must be included in the required 40 hours. Board-approved supervisors must meet the continuing education requirements specified in part 5300.0170, item D. The required number of hours shall be prorated for persons who are initially licensed during a given reporting period. Licensed marriage and family therapists must attest to the board as to completion of the required hours upon renewal of the license in each odd-numbered year.

Subp. 3. **Attestation of continuing education completion.** At time of license renewal in each odd-numbered year or at the time of application for reinstatement of a license, a licensed marriage and family therapist must attest to completion of a minimum of 40 approved continuing education hours since last renewal or the minimum number required for reinstatement. Failure to complete the attestation required will result in nonrenewal of licensure.

Subp. 4. **Documentation.** All licensees shall retain original documentation of completion of continuing education hours for a period of five years. The information must include:

- A. course or activity title;
- B. name of sponsor of the course or activity;
- C. continuing education approval number assigned by the board;
- D. date the licensee attended or completed the program or activity;
- E. number of continuing education hours for the program or activity; and
- F. signed certificate of attendance.

For purposes of this subpart, a receipt for payment of the fee for the program or activity is not sufficient evidence of completion of the required hours of continuing education.

A copy of a transcript demonstrating successful completion can be used to document academic coursework. Individual activities may be documented with a copy of the program where the licensee is a presenter, a notice of publication of written material, or other material requested by the board.

In the case of independent study, a summary of the topic, a comprehensive list of resources used to study the topic, the hours (including dates) spent in independent study, and the applicability of the study to the licensee's work must be included.

Subp. 5. **Audit of continuing education.** The board may conduct random audits for the purpose of verifying continuing education each reporting year. A licensee who is being audited must provide verification of the required number of continuing education hours by submitting documentation described in subpart 4. Failure to submit required documentation shall be grounds for disciplinary action.

Subp. 6. **Courses; board approval required.** Continuing education activities must be approved by the board. Activities may be approved for all attendees when submitted by the sponsor as prescribed in subpart 7 or a licensee may request individual approval as prescribed in subpart 8.

The board shall consider the following factors in determining whether an activity should be approved:

A. the activity's relevance to the therapeutic practices of marriage and family therapy;

B. the activity's relevance to the development and maintenance of professional skills or marriage and family therapists;

C. whether the activity is structured on sound educational principles and fits into one of the following categories:

(1) structured educational programs with an instructor as a part of conventions, workshops, seminars, lectures, interactive media, and graduate and postgraduate courses from regionally accredited institutions. All course work must include the areas described in item D; and

(2) home study courses related to marriage and family therapy as described in item D. Programs must have an independently graded test component;

D. relation of the activity's proposed topics to the body of marriage and family therapy knowledge, emphasizing systemic approaches or theory, research, or practice of psychotherapeutic work with couples or families;

E. continuing education for marriage and family therapy that includes the following areas:

(1) historical and theoretical foundations and contemporary conceptual directions of the field of marriage and family therapy;

(2) assessment, diagnosis, and treatment in marriage and family therapy including both dysfunctional relationship patterns and cognitive, affective, behavioral, or nervous disorders;

(3) family studies including the life cycle of the family, the process and modification of family structures over time, and issues related to ethnicity, race, socioeconomic status, culture, gender, and sexuality;

(4) human development including human behavior, personality theory, sexuality, psychopathology, behavior pathology, and physical and mental impairments and disabilities that affect normal development;

(5) ethics and professional studies covering legal responsibilities and liabilities of licensure, responsible business practices, clinical practice, research, family law, and confidentiality issues; and

(6) supervision in marriage and family therapy including theories and practices;

F. whether the instructors or developers of the activity are qualified by practical or academic experience to teach, lecture, make presentations, or develop courses; and

G. whether the activity is at least one hour in length. Time for home study activities is based on developer's research on average time required for completion.

Subp. 7. **Sponsor's application for course approval.** Individuals, organizations, associations, corporations, educational institutions, or groups intending to offer a continuing education activity must submit to the board a completed application on a form provided by the board accompanied by the appropriate nonrefundable fee. The sponsor must comply with items A to D to receive activity approval.

A. The application for approval must be submitted at least 60 days before the activity is scheduled to begin if the sponsor wishes to receive notification of board approval prior to the commencement of the program.

B. The application must include the following information to enable the board to determine whether the course meets the standards for board approval specified in subpart 6:

(1) a statement of the objectives of the activity and the knowledge the participants will have gained upon completion of the activity;

- (2) a description of the content and methodology of the activity which will allow the participants to meet the objectives;
- (3) a description of the method to be used by the participants to evaluate the activity;
- (4) a list of the qualifications of each instructor or developer that shows current knowledge and skill in the activity's subject;
- (5) a description of the certificate or other form of verification of attendance distributed to each participant upon successful completion of the activity;
- (6) a statement that the sponsor agrees to retain attendance lists for a period of five years from the date the activity occurs; and
- (7) a copy of any proposed advertisement or other promotional literature for the activity.

C. If the board approves an activity, the sponsor shall receive a board approval number. The approval remains in effect for one year from the date of initial approval. Upon expiration, a sponsor must submit to the board a new application for activity approval as required by this subpart.

D. Materials advertising approved activities may include a statement that the program has been approved by the Minnesota Board of Marriage and Family Therapy for a certain number of continuing education hours.

E. The sponsor must submit proposed changes in an approved activity to the board for its approval.

F. The board shall deny approval of an activity if it does not meet the criteria in subpart 6. The board shall notify the sponsor in writing of its reasons for denying approval of an activity.

G. The board shall revoke approval of an activity if a sponsor fails to comply with this subpart, or if a sponsor falsifies information requested by the board in the application for approval of an activity.

Subp. 8. A licensee's application for course approval.

A. A licensee must apply individually for approval of continuing education activities that have not been approved by the board. The licensee must submit information required in item B, as well as other information the board deems necessary to evaluate the course for approval.

B. A licensee shall complete and submit to the board, on a form provided by the board, the following information:

- (1) the name and address of the organization sponsoring the activity;

- (2) a detailed description of the content of the activity;
- (3) the name and credentials of each instructor or presenter; and
- (4) the location, including the name and address of the facility, at which the activity will be conducted.

C. Licensees seeking approval for an activity not previously approved by the board are encouraged to seek board approval before attending the activity.

D. If the activity does not meet the standards in subpart 6, the board shall deny approval. The board shall notify the licensee in writing of its reasons for denying approval of an activity under this subpart.

Subp. 9. **Sources of credit.** Continuing education credit may be applied for the following programs that comply with the requirements of subpart 6:

- A. programs specifically listed in subpart 6, item C;
- B. teaching a marriage and family course in an institution accredited by a regional accrediting association. Continuing education hours may be earned only for a single time the licensee teaches the course. The course must be related to marriage and family therapy as described in subpart 6. Ten continuing education hours may be earned for each semester credit hour taught. Documentation of this activity will consist of verification by the institution's department that the licensee taught the course for an assigned number of credits or hours;
- C. development and conducting of original research directly related to marriage and family therapy as described in subpart 6. This activity must be preapproved by the board. Hours of credit for this activity shall be determined by the board based on the nature of the project;
- D. authoring, editing, or reviewing in an area of marriage and family therapy as described in subpart 6. Continuing education hours may be earned only in the year of publication. The maximum hours earned are as follows:
 - (1) author of a professional book, 40 hours;
 - (2) author of a professional book chapter or journal article, 20 hours;
 - (3) editor of a professional book or journal, 40 hours; and
 - (4) journal article review, three hours per manuscript;
- E. developing and delivering presentations at workshops, seminars, symposia, meetings of professional organizations, or postgraduate institutes. The presentation must be related to marriage and family therapy as described in subpart 6. One hour of development time equals one continuing education hour and up to three hours of development time may

be claimed for each hour of presentation. Continuing education hours may be earned only for a single presentation by the licensee on the subject developed; and

F. individually designed continuing education activity. Licensees may submit proposals for continuing education activities that do not meet the guidelines in this part. The proposal request must include the following:

- (1) the rationale for pursuing an individually designed activity;
- (2) specific goals and objectives, and an explanation of how the goals and objectives are related to the enhancement of the licensee's professional skills;
- (3) an outline of the topics addressed in the activity;
- (4) a description of related resources and activities;
- (5) the proposed documentation of completion of activity; and
- (6) the estimate of time to be expended on the activity and the number of continuing education hours requested. The board shall determine the number of hours credited for completion of such activity.

Items D to F require preapproval. The applicant must obtain preapproval forms from the board.

Subp. 10. **Hours of credit.** Continuing education shall be credited on an hour-for-hour basis except as noted in subpart 9.

Subp. 11. **Exemption from continuing education requirements.** A licensee whose license has not expired and who meets any of the following conditions is exempt from continuing education requirements in this part if the licensee files with the board an affidavit specifying that the licensee:

- A. is retired from practice and does not perform marriage and family therapy services on a volunteer or free basis;
- B. is permanently disabled and unable to practice marriage and family therapy, accompanied by a signed statement from the licensee's physician; or
- C. has been granted emeritus status as specified in part 5300.0315.

Subp. 12. **Discontinuance of exemption from continuing education requirements.** A licensee claiming exemption under subpart 11 who later decides to resume practice must submit to the board, before resuming practice, a written notice that the licensee intends to resume practice. The licensee must also submit evidence that the licensee has completed continuing education requirements that are equivalent to what the requirements would have been without the exemption for the five years or any portion of the five years immediately preceding the date of the notice of intent to resume practice.

Statutory Authority: *MS s 148B.31; 148B.33; 148B.37; 214.06*

History: *15 SR 1782; 16 SR 865; 23 SR 1540; 41 SR 87*

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