

1.1 **Board of Marriage and Family Therapy**

1.2 **Adopted Permanent Rules Relating to Licensure for Marriage and Family Therapists**

1.3 **5300.0100 DEFINITIONS.**

1.4 Subpart 1. **Scope.** For the purpose of this chapter, unless the context otherwise  
1.5 requires, the following terms have the meanings given.

1.6 Subp. 2. **Advertising.** Advertising includes, but is not limited to, business  
1.7 solicitations, with or without limiting qualifications, in a card, sign, or device issued to a  
1.8 person; in a sign or marking in or on a building; or in the form of an article or publication  
1.9 in any form of print media. Advertising also includes business solicitations communicated  
1.10 by individual, radio, video, television broadcasting, or any other technological means.

1.11 [For text of subps 3 to 5, see M.R.]

1.12 Subp. 6. [See repealer.]

1.13 Subp. 6a. **Emeritus.** "Emeritus" means retired from active practice but retaining  
1.14 one's license and title.

1.15 Subp. 7. **Fee splitting.** "Fee splitting" means the practice of compensating others for  
1.16 referrals.

1.17 Subp. 7a. **LAMFT.** "LAMFT" are the initials designating a licensed associate  
1.18 marriage and family therapist as licensed by the Board of Marriage and Family Therapy to  
1.19 practice within Minnesota.

1.20 Subp. 8. **Licensee.** "Licensee" means a licensed marriage and family therapist or a  
1.21 licensed associate marriage and family therapist.

1.22 Subp. 9. **LMFT.** "LMFT" are the initials designating a licensed marriage and family  
1.23 therapist as licensed by the Board of Marriage and Family Therapy to practice within  
1.24 Minnesota.

2.1 Subp. 10. **Marriage and family therapy.** "Marriage and family therapy" has the  
2.2 meaning given in Minnesota Statutes, section 148B.29, subdivision 3.

2.3 Subp. 10a. **Multiple relationship.** "Multiple relationship" means a relationship  
2.4 between a therapist and another person that is both professional and one or more of the  
2.5 following:

2.6 A. cohabitational;

2.7 B. familial;

2.8 C. one in which there is or has been personal involvement with the person or  
2.9 a family member of the person that is reasonably likely to affect adversely the person's  
2.10 welfare or ability to benefit from services; or

2.11 D. one in which there is a significant financial involvement other than legitimate  
2.12 payment for professional services rendered that is reasonably likely to affect adversely the  
2.13 person's welfare or ability to benefit from services.

2.14 Subp. 11. **Postgraduate supervised experience.** "Postgraduate supervised  
2.15 experience" means supervised experience occurring after the educational institution  
2.16 grants the graduate degree or postgraduate certificate for licensure as shown on the  
2.17 applicant's transcript and all educational requirements specified in part 5300.0140 have  
2.18 been completed.

2.19 Subp. 12. **Regionally accredited.** "Regionally accredited" means accredited by  
2.20 a regional accrediting organization recognized by the Council for Higher Education  
2.21 Accreditation (CHEA).

2.22 Subp. 12a. **Sexual behavior.** "Sexual behavior" includes sexual contact or any  
2.23 physical, verbal, written, interactive, or electronic communication, conduct, or act that  
2.24 may be reasonably interpreted to be sexually seductive, demeaning, or harassing.

2.25 [For text of subp 13, see M.R.]

3.1 Subp. 14. **Sexual harassment.** "Sexual harassment" has the meaning given in  
3.2 Minnesota Statutes, section 363A.03, and in the case of employment, the employer  
3.3 knows or should know of the existence of the harassment and fails to take timely and  
3.4 appropriate action.

3.5 Subp. 15. **Supervisee.** "Supervisee" means an individual who is supervised while  
3.6 engaged in a graduate program practicum or internship, or postgraduate experience needed  
3.7 to obtain credentialing by the board, or to comply with a board order.

3.8 [For text of subp 16, see M.R.]

3.9 Subp. 17. **Supervisor.** "Supervisor" means an individual who has met the  
3.10 requirements in part 5300.0160, has been credentialed as a supervisor by the board, and  
3.11 takes full professional responsibility for the practice of the supervisee during a specific  
3.12 time to enable the supervisee to:

3.13 A. complete a practicum or internship;

3.14 B. complete a postgraduate supervised experience to obtain credentialing by  
3.15 the board; or

3.16 C. satisfy a board requirement or order.

3.17 [For text of subp 18, see M.R.]

3.18 Subp. 19. **Therapist.** "Therapist" means a licensee or applicant.

3.19 Subp. 20. **Variance.** "Variance" means permission from the board to comply with a  
3.20 rule in a manner other than that generally specified in this chapter.

3.21 **5300.0110 LICENSE REQUIREMENT.**

3.22 Subpart 1. **License required.** No person, other than those individuals exempt  
3.23 in Minnesota Statutes, sections 148B.32, subdivision 2, and 148B.38, shall engage in  
3.24 marriage and family therapy practice, advertise the performance of such services, or use

4.1 a title or description denoting marriage and family therapist without obtaining a license  
4.2 issued under Minnesota Statutes, sections 148B.29 to 148B.39, and this chapter.

4.3 Subp. 2. **Engaging in marriage and family therapy practice, defined.** An  
4.4 individual engages in marriage and family therapy practice if the individual performs or  
4.5 offers to perform marriage and family therapy or if the individual is presented as one who  
4.6 is able to perform such a service.

4.7 **5300.0120 EXCEPTIONS TO LICENSE REQUIREMENT.**

4.8 Under Minnesota Statutes, section 148B.38, those qualified individuals of other  
4.9 licensed or certified professions or occupations who are performing services consistent  
4.10 with their training are exempt from ~~parts 5300.0110 to 5300.0350~~ this chapter so long as  
4.11 they do not represent themselves by a title denoting marriage and family therapist, such as  
4.12 marriage and family therapist, marriage therapist, family therapist, marriage and family  
4.13 counselor, marriage counselor, or family counselor unless specifically allowed to do so  
4.14 under Minnesota Statutes, section 148B.32, subdivision 2. Those qualified individuals  
4.15 listed in Minnesota Statutes, section 148B.38 may advertise their qualifications to perform  
4.16 marriage and family therapy services.

4.17 **5300.0130 REQUIREMENTS FOR LICENSURE AS A LICENSED MARRIAGE**  
4.18 **AND FAMILY THERAPIST.**

4.19 Subpart 1. **Requirements.** To be eligible for licensure, an applicant must meet the  
4.20 following requirements:

4.21 A. complete the education requirements in Minnesota Statutes, section 148B.33,  
4.22 subdivision 1, clause (5), ~~items (i) and (ii)~~, and defined in part 5300.0140;

4.23 [For text of items B to E, see M.R.]

4.24 F. pass the national and state examinations listed in part 5300.0240.

5.1 Subp. 2. **Denial of licensure to applicant.** An applicant who fails to meet all  
5.2 requirements in this part shall be denied a license.

5.3 **5300.0135 REQUIREMENTS FOR LICENSURE AS A LICENSED ASSOCIATE**  
5.4 **MARRIAGE AND FAMILY THERAPIST.**

5.5 Subpart 1. **Requirements.** To be eligible for licensure, an applicant must meet the  
5.6 following requirements:

5.7 A. complete the education requirements in Minnesota Statutes, section 148B.33,  
5.8 subdivision 1, clause (5), ~~items (i) and (ii)~~, and defined in part 5300.0140;

5.9 B. be 18 years of age;

5.10 C. agree to conduct all professional activities as a licensed associate marriage  
5.11 and family therapist as specified in the code of ethics for marriage and family therapists in  
5.12 part 5300.0350; and

5.13 D. pass the national examination as listed in part 5300.0240.

5.14 Subp. 2. **Denial of licensure to applicant.** An applicant who fails to meet all  
5.15 requirements in this part shall be denied a license.

5.16 **5300.0140 EDUCATIONAL REQUIREMENTS; DETERMINATION OF**  
5.17 **EQUIVALENT DEGREE.**

5.18 [For text of subp 1, see M.R.]

5.19 Subp. 2. **Degrees; course work requirements.** A master's or doctoral degree, or  
5.20 postdegree graduate certificate or coursework, is equivalent to a master's or doctoral  
5.21 degree in marriage and family therapy if the degree or graduate coursework is from a  
5.22 regionally accredited institution, if the degree or graduate coursework is in a related  
5.23 subject field including mental health, family studies, or human development, and if the  
5.24 degree contains the following coursework:

6.1           A. nine semester hours in human development covering human development  
6.2 over the life span, child and adolescent or adult development, human behavior, personality  
6.3 theory, human sexuality, psychopathology including the assessment and diagnosis of  
6.4 child, adolescent, and adult mental illness, and behavioral disorders;

6.5           B. nine semester hours in marital and family studies covering theories of family  
6.6 development, theories of family functioning, the family life cycle, sociology of the family,  
6.7 including gender, race, ethnicity, class, and religion, families under stress, contemporary  
6.8 family forms, family subsystems, and theories of marital and family interaction;

6.9           C. nine semester hours in marital and family therapy covering marital and family  
6.10 communication, family psychology, couples or family therapy, methods of intervention,  
6.11 couples or family assessment, treatment planning, and sex therapy, all informed by current  
6.12 research and professional standards of practice. Foundational theories of marriage and  
6.13 family therapy and other emerging models of therapy are included in these hours;

6.14           D. three semester hours in research covering current research design, methods,  
6.15 statistics, and special issues research in marital and family studies or a related mental  
6.16 health field;

6.17           E. three semester hours in ethical and professional studies covering professional  
6.18 ethics, family law, professional socialization, professional organizations, legal issues, and  
6.19 interprofessional cooperation; and

6.20           F. a clinical practicum in marriage and family therapy of at least 300 hours  
6.21 of clinical client contact including assessment, diagnosis, and treatment of individuals,  
6.22 couples, and families. Of the 300 hours, at least 150 hours must be with couples, families,  
6.23 or similar relational groups. This clinical experience must be supervised on site or at  
6.24 the academic institution by a licensed marriage and family therapist or an American  
6.25 Association for Marriage and Family Therapy approved supervisor.

7.1 Four quarter credit hours shall be equivalent to three semester hours in meeting the  
7.2 requirements in items A to E. This curriculum may be completed during the qualifying  
7.3 master's or doctoral degree programs; or additional course work may be taken at a college  
7.4 or university accredited by a regionally accredited educational institution after receiving the  
7.5 graduate degree in order to fulfill the requirements for each of the areas described in items  
7.6 A to F. An applicant may not use a course for more than one area described in items A to F.

7.7 Subp. 3. **Proof of equivalency.** The burden is on the applicant to prove by a  
7.8 preponderance of the evidence that the coursework is equivalent to the requirements in  
7.9 subpart 2.

#### 7.10 **5300.0145 DEGREES FROM FOREIGN INSTITUTIONS.**

7.11 In addition to meeting all other licensure requirements, an applicant for licensure  
7.12 whose degree was received from a foreign degree program or from a foreign institution  
7.13 of higher education shall demonstrate to the satisfaction of the board that the degree  
7.14 meets the requirements of part 5300.0140. The applicant shall provided the board with  
7.15 a comprehensive evaluation of the degree performed by a credential evaluation service  
7.16 that is a member of the National Association of Credential Evaluation Services (NACES)  
7.17 and any other documentation the board deems necessary. The evaluation must be sent  
7.18 directly to the board from the evaluating agency. The applicant shall be responsible for the  
7.19 expenses incurred as a result of the evaluation.

#### 7.20 **5300.0150 EXPERIENCE REQUIREMENTS; FOR PERSONS IN ELIGIBLE** 7.21 **TO COMMENCE POSTGRADUATE SUPERVISED EXPERIENCE PRIOR TO** 7.22 **AUGUST 1, 2016.**

7.23 Subpart 1. **Supervised experience required.** The two years supervised, postgraduate  
7.24 experience required by Minnesota Statutes, section 148B.33, subdivision 1, clause (4),  
7.25 must meet the requirements in subparts 2 to 6.

7.26 Subp. 2. **Years of experience; computation.** In calculating two years of supervised  
7.27 postgraduate experience in marriage and family therapy, the board shall accept not less

8.1 than 4,000 hours of supervised professional experience including at least 1,000 hours  
8.2 of clinical client contact including the assessment, diagnosis, and treatment of mental  
8.3 illness, and cognitive, emotional, and behavioral disorders, as specified in subpart 3 with  
8.4 200 hours of clinical supervision by a board-approved, Minnesota licensed marriage  
8.5 and family therapist supervisor over a period of not less than 24 months. All additional  
8.6 work used to complete this 4,000 hours must be supervised in a legal and ethical manner  
8.7 by a licensed mental health professional listed in Minnesota Statutes, section 245.462,  
8.8 subdivision 18, clauses (1) to (5), or 245.4871, subdivision 27, clauses (1) to (5), or both.

8.9 Subp. 3. **Clinical client contact; requirements.** The applicant must document at  
8.10 least 500 hours of ~~direct~~ clinical client contact in working with couples, families, or  
8.11 other relational groups.

8.12 This contact shall include experience in the assessment, diagnosis, and treatment of  
8.13 mental illness and cognitive, emotional, and behavioral disorders.

8.14 Subp. 4. **Supervision; setting.** The supervision by a board-approved, Minnesota  
8.15 licensed marriage and family therapist supervisor shall take place in individual and group  
8.16 settings, according to items A and B.

8.17 [For text of items A and B, see M.R.]

8.18 Subp. 5. **Supervision requirements.** Supervision must involve:

8.19 A. at least 200 hours of contact between the supervisor and supervisee of which  
8.20 at least 150 hours must be face-to-face; no more than 50 hours of supervision may be  
8.21 ~~conducted through~~ received via secure synchronous electronic communication means;

8.22 B. at least 100 hours of contact between the supervisor and supervisee must be  
8.23 in an individual setting;

8.24 C. no more than 100 hours of supervision may be logged toward the 200-hour  
8.25 requirement in item A in any 12-month period; and



9.1 D. a focus on the raw data from the supervisee's clinical work that is made  
9.2 directly available to the supervisor through means of written clinical materials, direct  
9.3 observation, audio or video recordings, or other reporting methods.

9.4 Subp. 6. **Verifying supervised experience.** A supervisee must verify the required  
9.5 supervised experience by completing a form supplied by the board. The form must be  
9.6 signed by the applicant's supervisor. The form must include the setting, nature, and extent  
9.7 of the supervised experience, the time period involved, the number of hours of clinical  
9.8 client contact, the number of hours of supervision, and the name and qualifications of  
9.9 the board-approved supervisor.

9.10 **5300.0155 EXPERIENCE REQUIREMENTS FOR PERSONS COMMENCING**  
9.11 **THE ELIGIBLE TO COMMENCE POSTGRADUATE SUPERVISED**  
9.12 **EXPERIENCE ON OR AFTER AUGUST 1, 2016.**

9.13 Subpart 1. **Supervised experience required.** The two-year supervised, postgraduate  
9.14 experience required by Minnesota Statutes, section 148B.33, subdivision 1, clause (4),  
9.15 must meet the requirements in subparts 2 to 6.

9.16 Subp. 2. **Application to written examination.** Within six months of commencement  
9.17 of the supervised experience, an applicant must apply to the board to take the national  
9.18 examination specified in part 5300.0190.

9.19 Subp. 3. **Years of experience; computation.** The postgraduate experience shall  
9.20 include not less than 4,000 hours, and must be completed in no less than two and no  
9.21 more than seven years from the filing of the application to take the national examination.  
9.22 This experience must include the following:

9.23 A. A minimum of 1,000 hours of ~~direct~~ clinical client contact supervised by a  
9.24 board-approved, Minnesota-licensed marriage and family therapist supervisor. The 1,000  
9.25 hours shall include at least 500 hours of face-to-face therapy with couples, families, or  
9.26 similar relational groups.

10.1 B. A minimum of 200 hours of supervision as described in subpart 4.

10.2 C. No more than 2,800 hours supervised by a licensed mental health professional  
10.3 as defined in Minnesota Statutes, section 245.462 or 245.4871. This experience shall  
10.4 include the assessment, diagnosis, and treatment of mental illness, and cognitive,  
10.5 emotional, and behavioral disorders, as well as all other professional responsibilities.

10.6 D. A detailed log ~~on a form provided by the board~~ shall be maintained of all  
10.7 professional activity during this time period. This log shall be permanently maintained by  
10.8 the applicant.

10.9 Subp. 4. **Supervision requirements.** The 4,000 hours of postgraduate experience  
10.10 must comply with the following requirements:

10.11 A. All ~~direct~~ clinical client contact must be supervised by a board-approved,  
10.12 Minnesota-licensed marriage and family therapist supervisor. The supervision must be  
10.13 obtained at an average rate of one hour of supervision per five hours of ~~direct~~ clinical  
10.14 client contact, for a minimum total of 200 hours of supervision.

10.15 B. No more than ~~120~~ 100 hours of supervision ~~per year will be~~ may be logged  
10.16 in any 12-month period to be accepted toward the licensure requirement and must comply  
10.17 with the average rate of supervision stated in item A.

10.18 C. At least 100 hours of supervision shall be received in an individual setting.  
10.19 The remaining 100 hours may be received in a group setting. For purposes of this  
10.20 paragraph, individual supervision is defined as a setting in which the supervisor and no  
10.21 more than two supervisees are present. Group supervision is defined as a setting in which  
10.22 the supervisor and no more than six supervisees are present.

10.23 D. Up to 25 percent of the required supervision may be received via secure,  
10.24 synchronous electronic means.

11.1 E. Supervisees must make data from their clinical work directly available to  
11.2 the supervisor through written clinical materials, direct observation, audio or video  
11.3 recordings, or other reporting ~~methodologies~~ methods.

11.4 Subp. 5. **Verification of supervised experience.** A supervisor must verify all  
11.5 supervised experience by completing a form supplied by the board. The form must be  
11.6 signed by the supervisor. The form must include the setting, nature, and extent of the  
11.7 supervised experience, the time frame of the supervision, the number of hours and type of  
11.8 clinical client contact, the number of hours of supervision, and the name and credentials  
11.9 of the supervisor. The supervisor must attest that the performance, competence, and  
11.10 adherence to the standards of practice and ethical conduct of the supervisee are satisfactory.

11.11 **5300.0160 REQUIREMENTS FOR SUPERVISOR.**

11.12 Subpart 1. **Requirements.** A supervisor is acceptable to the board if the supervisor  
11.13 was listed by the board under this part prior to August 1, 2016, except that those  
11.14 supervisors must meet the continuing education requirement specified in part 5300.0170,  
11.15 item D. After August 1, 2016, new supervisors are acceptable to the board if the supervisor  
11.16 meets the requirements of either subpart 2 or 3.

11.17 Subp. 2. **Board-approved supervisor requirements.** An applicant for  
11.18 board-approved LMFT supervisor status will be approved by the board if the applicant:

11.19 A. is licensed as a marriage and family therapist in Minnesota;

11.20 B. has at least four years and 4,000 hours of experience in clinical practice as a  
11.21 licensed marriage and family therapist; and

11.22 C. provides evidence of training in supervision. Evidence must be shown  
11.23 through completion of a board-approved MFT supervisor training course equivalent to  
11.24 three semester hours from a graduate program of a regionally accredited institution, 30

12.1 hours of an AAMFT-approved supervisor training course, or 30 hours of coursework in a  
12.2 board-approved MFT supervision education course.

12.3 Subp. 3. **AAMFT-approved supervisor status.** An applicant for board-approved  
12.4 LMFT supervisor status will be approved by the board if the applicant is designated an  
12.5 approved supervisor by the American Association for Marriage and Family Therapy  
12.6 (AAMFT).

12.7 Subp. 4. **Application.** An application for board-approved LMFT supervisor status  
12.8 must be filed with the board prior to approval of supervisor status by the board.

12.9 **5300.0170 RESPONSIBILITIES OF SUPERVISOR.**

12.10 A supervisor must:

12.11 A. be knowledgeable of current clinical skills required for effective delivery  
12.12 of marriage and family therapy services;

12.13 B. be knowledgeable of current literature in the field of marriage and family  
12.14 therapy, including professional ethics, and be knowledgeable of the basic skills and  
12.15 service delivery of supervision;

12.16 C. see that all supervised work is conducted in an appropriate professional  
12.17 setting, with adequate administrative and clerical controls, so as to assure the quality and  
12.18 competency of supervised activities; and

12.19 D. devote at least ten percent of the required continuing education hours to  
12.20 supervision training and skills.

12.21 **5300.0175 LICENSURE PROCESS FOR LICENSED ASSOCIATE MARRIAGE**  
12.22 **AND FAMILY THERAPISTS.**

12.23 A licensed associate marriage and family therapist is one who has completed the  
12.24 educational requirements in part 5300.0140 and who has passed the national examination  
12.25 specified in part 5300.0240. A licensed associate marriage and family therapist must

13.1 practice under the supervision of a board-approved LMFT supervisor as specified in  
13.2 parts 5300.0160 and 5300.0170. A licensed associate marriage and family therapist  
13.3 must observe all laws and rules that govern the practice of licensed marriage and family  
13.4 therapists. The licensed associate marriage and family therapist status shall be granted for  
13.5 one year upon completion of the board's application form and payment of the required  
13.6 fee. Licensed associate marriage and family therapist status may be renewed on a yearly  
13.7 basis for up to six additional years. An applicant must apply for ~~and be issued~~ a licensed  
13.8 associate marriage and family therapist license ~~by the board~~ upon receiving notice of  
13.9 passage of the national examination specified in part 5300.0240.

13.10 **5300.0180 LICENSURE PROCESS FOR LICENSED MARRIAGE AND FAMILY**  
13.11 **THERAPISTS.**

13.12 The process of licensure by the board as a licensed marriage and family therapist  
13.13 consists of two separate parts:

13.14 A. successful completion of the national examination following completion of  
13.15 all educational requirements; and

13.16 B. successful completion of the state examination, following completion of all  
13.17 specified experience requirements.

13.18 **5300.0190 PROCEDURES FOR ADMISSION TO WRITTEN EXAMINATION.**

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

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

13.23 (1) a photograph of the applicant; and

13.24 (2) an affirmation by the applicant that the statements made in the  
13.25 application are true and correct to the best knowledge of the applicant.

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

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

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

14.10 (2) The institution granting the degree or ~~postdegree~~ certificate must be  
14.11 regionally accredited at the time the degree or certificate is granted or ~~postdegree work~~  
14.12 coursework is completed.

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

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

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

14.23 Subp. 4. **Admission to the national examination.** Upon the board's approval of  
14.24 an application to take the national examination, an applicant is authorized to register  
14.25 for the national examination. An applicant may register for the national examination

15.1 only after the board notifies the examination administration that the application has been  
15.2 approved by the board.

15.3 Subp. 5. **Denial of admission to written examination.** The board shall deny an  
15.4 applicant admission to the national examination if for any reason the applicant has not  
15.5 met the requirements of part 5300.0130, subpart 1, item A. The board shall notify the  
15.6 applicant of the denial in writing and state the reasons for the denial. Any subsequent  
15.7 application for admission to the national examination submitted after denial is deemed a  
15.8 new application for admission to the national examination which must be accompanied by  
15.9 the fee for application for admission to the national examination specified in Minnesota  
15.10 Statutes, section ~~148.17~~ 148B.17, subdivision 2.

15.11 **5300.0200 PROCEDURES FOR APPLICATION FOR STATE LMFT LICENSURE.**

15.12 Subpart 1. **Information required.** To be eligible for licensure, an applicant must  
15.13 submit to the board the information in items A to E.

15.14 A. The applicant must submit evidence of having passed the national  
15.15 examination in part 5300.0240, subpart 3.

15.16 [For text of item B, see M.R.]

15.17 C. The applicant must submit the required, nonrefundable application for  
15.18 licensure fee specified in Minnesota Statutes, section 148B.17, subdivision 2, made  
15.19 payable to the Minnesota Board of Marriage and Family Therapy.

15.20 D. The applicant must submit completed forms provided by the board, verifying  
15.21 the applicant's postgraduate, supervised experience, conforming to the requirements of  
15.22 part 5300.0150, subpart 6, or 5300.0155, subpart 5.

15.23 E. The applicant must submit two endorsements attesting to the applicant's  
15.24 professional and ethical character. The endorsements must be completed and signed by

16.1 individuals who meet the requirements for endorser under part 5300.0230, subparts 1 and  
16.2 2. The endorsements must be on forms provided by the board.

16.3 Subp. 2. **Verification of information; board's powers.** The board has authority to  
16.4 verify the authenticity of the information in the application for licensure and to require the  
16.5 applicant to provide verification.

16.6 Subp. 2a. **Time requirements.** An applicant's file shall be closed if the applicant fails  
16.7 to complete the application for licensure and provide all information required within six  
16.8 months from the date the board receives the application or requests additional information  
16.9 from the applicant. An application for licensure submitted following closure of a prior  
16.10 file is considered a new application for licensure and must be accompanied by the fee for  
16.11 application for licensure as specified in Minnesota Statutes, section 148B.17, subdivision 2.

16.12 Subp. 3. **Denial of application for licensure.** An applicant who fails to meet all the  
16.13 requirements in subpart 1 shall be denied licensure. An applicant who is denied licensure  
16.14 shall be informed in writing of the denial and the reasons for it. An application for  
16.15 licensure submitted following denial is considered a new application for licensure and  
16.16 must be accompanied by the fee for application for licensure specified in Minnesota  
16.17 Statutes, section 148B.17, subdivision 2.

16.18 **5300.0230 REQUIREMENTS FOR ENDORSEMENT.**

16.19 Subpart 1. **Endorser; requirements.** For an endorsement to meet the requirements  
16.20 of parts 5300.0130, subpart 1, item D, and 5300.0200, subpart 1, item E, the endorser must:

16.21 A. be licensed by the board as a LMFT; or

16.22 B. be licensed to practice marriage and family therapy in another jurisdiction  
16.23 whose licensure standards are equivalent to or exceed the requirements for licensure  
16.24 in Minnesota.



17.1 Subp. 2. **Limitations.** An endorser must not be an employee, client, former client,  
17.2 or be related in any way to the applicant.

17.3 **5300.0240 EXAMINATION METHODS; SUBJECTS AND PROCEDURES.**

17.4 Subpart 1. **National and state examination required.** Examination of an applicant  
17.5 for a license as a marriage and family therapist consists of:

17.6 A. a national examination designed and scored by a professional examination  
17.7 service approved by the Association of Marriage and Family Therapy Regulatory Boards;  
17.8 and

17.9 B. a state licensure examination provided by the board.

17.10 Subp. 2. **Examination fee.** An applicant who is admitted to the national examination  
17.11 under part 5300.0190 must pay an examination fee directly to the test administrator before  
17.12 taking the examination.

17.13 Subp. 3. **National part of examination.** The national examination is the  
17.14 examination approved by the Association of Marriage and Family Therapy Regulatory  
17.15 Boards. The national examination shall be offered on dates established by the Association  
17.16 of Marriage and Family Therapy Regulatory Boards.

17.17 Subp. 4. **State part of examination.** The state examination of an applicant for  
17.18 licensure shall be conducted according to methods determined by the board. The state  
17.19 examination of an applicant shall take place after the applicant's application for licensure  
17.20 has been approved by the board. The state examination of an applicant shall cover:

17.21 A. the applicant's knowledge of the statutes and rules governing marriage and  
17.22 family therapists;

17.23 B. the applicant's knowledge of the code of ethics;

17.24 C. the applicant's awareness of the responsibilities to the board and to the  
17.25 public; and

18.1 D. other practice-related areas.

18.2 Subp. 5. [See repealer.]

18.3 Subp. 6. **Passing score required on examination.** The passing score of the national  
18.4 examination is determined by the Association of Marriage and Family Therapy Regulatory  
18.5 Boards. The passing score for the state examination shall be determined by the board. An  
18.6 applicant must pass both parts of the examination to qualify for licensure as a marriage  
18.7 and family therapist.

18.8 Subp. 7. **Reexamination permitted.** An applicant who has failed the national or  
18.9 state examination may be reexamined, but not more than five times without a variance.  
18.10 Each time an applicant is reexamined on the national examination, the applicant must pay  
18.11 an examination fee to the test administrator.

18.12 **5300.0250 RECIPROCITY.**

18.13 Subpart 1. **Other states or countries recognized.** The board shall issue a marriage  
18.14 and family therapist license to an individual who holds a current license as a marriage and  
18.15 family therapist from another jurisdiction if the board determines that the standards for  
18.16 licensure in effect when the individual was licensed in the other jurisdiction are at least  
18.17 equivalent to or exceed the current requirements for licensure in Minnesota.

18.18 If an applicant for licensure by reciprocity has been licensed continuously as a  
18.19 marriage and family therapist in a United States jurisdiction for the five years preceding  
18.20 the application, the educational requirements for licensure are considered satisfied. If  
18.21 licensed for any period less than five years, the board will determine whether educational  
18.22 requirements are satisfied.

18.23 If an applicant for licensure by reciprocity has been licensed continuously as a  
18.24 marriage and family therapist in a United States jurisdiction for the five years preceding  
18.25 the application, and the jurisdiction has taken no adverse action against that license, the  
18.26 postgraduate, supervised clinical experience requirements are considered satisfied. If

19.1 licensed for any period less than five years, or if adverse action against the license has  
19.2 been taken, the board shall determine whether the experience requirements for licensure  
19.3 are satisfied.

19.4 If an applicant for licensure by reciprocity was licensed in another jurisdiction  
19.5 without passing the national examination specified in part 5300.0240, subpart 3, but meets  
19.6 all other Minnesota requirements, the applicant may submit an application for licensure  
19.7 by reciprocity, and must also pass the national examination according to part 5300.0240,  
19.8 subpart 6, before the reciprocity application may be approved. All applicants for licensure  
19.9 by reciprocity must pass the state examination specified in part 5300.0240, subpart 4.

19.10 Subp. 2. **Application required.** An individual who holds a current license as a  
19.11 marriage and family therapist from another jurisdiction must file a completed application  
19.12 for licensure by reciprocity and must pay the fee for application for licensure by reciprocity  
19.13 specified in Minnesota Statutes, section 148B.17, subdivision 2. The application must be  
19.14 on a form provided by the board. The application must include a notarized statement that  
19.15 the information in the application is true and correct to the best knowledge of the applicant  
19.16 and an agreement by the applicant that the applicant will conduct all professional activities  
19.17 according to the code of ethics in part 5300.0350.

19.18 Subp. 3. **Verification from other jurisdiction required.** The applicant must direct  
19.19 the licensing entity in the jurisdiction in which the license is held to send to the board  
19.20 directly a statement that the license is in effect and in good standing on a form provided by  
19.21 the board, and a copy of the state's current licensing law and rules.

19.22 Subp. 4. **Discipline in another jurisdiction; effect on licensing.** The board may  
19.23 refuse to grant a license or may impose disciplinary action as described in Minnesota  
19.24 Statutes, section 148B.37, subdivision 1, for:

19.25 A. revocation, suspension, restriction, limitation, or other disciplinary action  
19.26 against the applicant's license in another jurisdiction;

20.1 B. failure to report to the board that charges regarding the applicant's license  
20.2 have been brought in another jurisdiction; or

20.3 C. having been refused a license by another jurisdiction.

20.4 Subp. 5. **Proof of equivalency.** The burden is on the applicant to establish, by  
20.5 a preponderance of the evidence, that the standards for licensing in effect when the  
20.6 individual was licensed in the other jurisdiction are at least equivalent to or exceed the  
20.7 current licensing requirements in Minnesota.

20.8 **5300.0260 TERM OF LICENSE.**

20.9 Subpart 1. **Effective date.** A license is valid for the period beginning with the date  
20.10 on which the license is originally granted and effective immediately upon the board's  
20.11 issuance of the initial license and payment of the initial license fee.

20.12 Subp. 2. **Initial licensure period; term of license.**

20.13 A. An initial license of marriage and family therapy granted by the board is valid  
20.14 for a period beginning with the effective date in subpart 1 and ending on the date indicated  
20.15 on the license card issued by the board. Thereafter, the license is renewable for a one-year  
20.16 period. The license must be renewed according to the procedures in part 5300.0280.

20.17 B. An initial license of associate marriage and family therapy granted by the  
20.18 board is valid for a period beginning with the effective date in subpart 1 and ending on the  
20.19 date indicated on the license card issued by the board. Thereafter, the license is renewable  
20.20 for a one-year period and may be renewed for up to six additional years.

20.21 **5300.0270 DISPLAY OF LICENSE.**

20.22 A licensed marriage and family therapist or licensed associate marriage and family  
20.23 therapist must display evidence of current license status in a conspicuous place in the  
20.24 therapist's office, or place of business or employment. This requirement may be satisfied  
20.25 by display of the initial licensure certificate issued by the board or the annual licensure

21.1 card issued by the board. Evidence of current renewal will be provided by the board upon  
21.2 renewal of the license. A duplicate license shall be issued to a licensee after the licensee  
21.3 requests a duplicate license from the board and pays the duplicate license fee in Minnesota  
21.4 Statutes, section 148B.17, subdivision 2.

21.5 **5300.0280 RENEWAL OF LICENSE.**

21.6 Subpart 1. **Renewal every year.** A license issued by the board must be renewed every  
21.7 year upon the payment of the required renewal fee, completion of a renewal application,  
21.8 and attestation to completion of the continuing education requirements in part 5300.0320.

21.9 Subp. 2. **Notice of renewal.** The board shall send the licensee a renewal notice  
21.10 identifying the amount of the renewal fee. The notice shall be sent to the licensee's last  
21.11 known address on record with the board. The notice may be sent electronically.

21.12 Failure to receive the renewal notice does not relieve the licensee of the obligation to  
21.13 renew the license.

21.14 Subp. 3. **Renewal application required.** The licensee must complete the renewal  
21.15 application required by the board. The licensee must complete the renewal application  
21.16 so that the application is postmarked or electronic renewal is completed on or before  
21.17 the expiration date of the current license.

21.18 Subp. 4. **Fee.** The renewal fee must accompany the renewal application for the  
21.19 renewal application to be complete.

21.20 Subp. 5. **Affirmation.** The renewal application must include a statement by the  
21.21 licensee that the information in the application is true and correct to the best knowledge  
21.22 and belief of the licensee.

21.23 Subp. 6. **Late fee.** A licensee must pay a late renewal fee and the renewal fee specified  
21.24 by the board if the licensee's application for renewal is postmarked after the expiration

22.1 date of the license, or received by the board by nonpostal means after the expiration of the  
22.2 license, but is postmarked or received within 30 days of the license expiration date.

22.3 **5300.0290 FAILURE TO RENEW.**

22.4 Subpart 1. **Procedures.** The following procedure applies if a licensee fails to submit  
22.5 the renewal application according to part 5300.0280, ~~subparts 3, 4, 5, and 6, or fails to~~  
22.6 ~~fulfill or report continuing education requirements in part 5300.0320.~~

22.7 Subp. 2. **Expiration of license.** If the licensee fails to submit to the board the  
22.8 required renewal application, required continuing education information, or the renewal  
22.9 and late renewal fees specified by the board within 30 days after the license expiration  
22.10 date, the license expires and the licensee's right to practice terminates.

22.11 A. The board shall mail to the former licensee a written notice that the license  
22.12 has expired and the licensee's right to practice has terminated. The board shall send the  
22.13 notice to the licensee's last known address on record with the board.

22.14 B. A license that expired under this part may be reinstated under part 5300.0300.

22.15 **5300.0300 REINSTATEMENT OF LICENSE.**

22.16 Subpart 1. **Requirements for reinstatement.** A former licensee seeking  
22.17 reinstatement of a license that has expired under part 5300.0290 may be reinstated if:

22.18 A. no fact, circumstance, or condition exists which, if the license were  
22.19 reinstated, would justify its revocation or suspension;

22.20 B. the former licensee verifies that the former licensee has not engaged in  
22.21 the practice of marriage and family therapy in any jurisdiction, or used a title denoting  
22.22 marriage and family therapist since expiration of the license unless also licensed in  
22.23 another jurisdiction. The verification must be accompanied by a notarized affirmation that  
22.24 the statement is true and correct to the best knowledge and belief of the former licensee;

23.1 C. the former licensee submits to the board a completed application for  
23.2 reinstatement on a form provided by the board;

23.3 D. the former licensee pays the reinstatement fee and required renewal fees  
23.4 specified by the board;

23.5 E. the former licensee includes with the application for reinstatement a letter  
23.6 stating the reasons for applying for reinstatement; and

23.7 F. the former licensee complies with the applicable provisions of subparts  
23.8 2 and 3.

23.9 Subp. 2. **Expiration of less than five years.** A former licensee whose license expired  
23.10 under part 5300.0290 less than five years previous to the application for reinstatement must:

23.11 A. submit evidence of meeting the continuing education requirements that  
23.12 would have applied to the former licensee if the license had not expired; and

23.13 B. pay the renewal fee specified by the board, for each annual license term  
23.14 the license was expired.

23.15 Subp. 3. **Expiration of five years or more.** A former licensee whose license expired  
23.16 under part 5300.0290 five years or more before the application for reinstatement must:

23.17 A. meet the current education and experience requirements for licensure;

23.18 B. retake and pass the national examination and state examination required for  
23.19 licensure of marriage and family therapists according to part 5300.0240, subpart 3;

23.20 C. submit evidence of meeting a minimum of five years of the continuing  
23.21 education requirements that would have applied to the former licensee if the license had  
23.22 not expired; and

23.23 D. pay the renewal fee specified by the board for each of the five years  
23.24 immediately preceding application for reinstatement.

24.1 [For text of subps 4 and 5, see M.R.]

24.2 **5300.0310 VOLUNTARY TERMINATION OF LICENSE.**

24.3 A license may be voluntarily terminated at any time upon written request by the  
24.4 licensee to the board, unless a complaint is pending against the licensee. If a complaint is  
24.5 pending against a licensee, a license may not be voluntarily terminated until any indicated  
24.6 action relative to the complaint is concluded. The board must receive the request to  
24.7 terminate before expiration of the license for failure to renew under part 5300.0290. The  
24.8 board retains jurisdiction over a former licensee for complaints received after termination  
24.9 regarding conduct that occurred while licensed. A licensee who has voluntarily terminated  
24.10 the license may be relicensed by complying with the requirements for reinstatement of  
24.11 an expired license in part 5300.0300, ~~except that payment of the late renewal fees shall~~  
24.12 ~~not be required.~~

24.13 **5300.0315 EMERITUS LICENSE STATUS.**

24.14 Subpart 1. **Emeritus status; requirements.** A marriage and family therapist duly  
24.15 licensed to practice marriage and family therapy in the state under Minnesota Statutes,  
24.16 chapter 148B, who has reached the age of 62 and is retired from the active practice of  
24.17 marriage and family therapy, may apply to the board for emeritus status:

24.18 A. by indicating on the licensee's renewal form or by petitioning the board  
24.19 in writing;

24.20 B. by indicating the licensee is not the subject of current disciplinary action  
24.21 resulting in the suspension, revocation, qualification, condition, or restriction to practice  
24.22 marriage and family therapy; and

24.23 C. by paying the onetime emeritus fee.

24.24 [For text of subps 2 and 3, see M.R.]



25.1 Subp. 4. **Reactivating license.** In the exceptional case that a marriage and family  
25.2 therapist granted an emeritus license should wish to resume practice, the board shall  
25.3 reactivate the license according to the procedure in part 5300.0300 except that the only  
25.4 fee required shall be the reinstatement fee specified by the board, and the current annual  
25.5 renewal fee.

25.6 If a licensee was granted emeritus license status more than five years ago, the license  
25.7 may be reactivated only as specified in part 5300.0300, subpart 3.

25.8 **5300.0320 CONTINUING EDUCATION REQUIREMENTS.**

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

25.11 A. promote the health and safety of the residents of Minnesota who receive  
25.12 services from licensees; and

25.13 B. promote the continuing professional competence of providers of these  
25.14 services.

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

25.19 Subp. 2. **Continuing education requirements.** Licensees must complete a minimum  
25.20 of 40 hours of board-approved continuing education every two years. Three hours in  
25.21 ethical and professional studies education covering professional ethics, family law,  
25.22 professional socialization, professional organizations, legal issues, or interprofessional  
25.23 cooperation must be included in the required 40 hours. Board-approved supervisors must  
25.24 meet the continuing education requirements specified in part 5300.0170, item D. The  
25.25 required number of hours shall be prorated for persons who are initially licensed during a

26.1 given reporting period. Licensed marriage and family therapists must attest to the board as  
26.2 to completion of the required hours upon renewal of the license in each odd-numbered year.

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

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

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

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

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

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

27.4 Subp. 5. **Audit of continuing education.** The board may conduct random audits  
27.5 for the purpose of verifying continuing education each reporting year. A licensee who is  
27.6 being audited must provide verification of the required number of continuing education  
27.7 hours by submitting documentation described in subpart 4. Failure to submit required  
27.8 documentation shall ~~result in license renewal being considered void and constitute~~  
27.9 ~~grounds for nonrenewal and~~ be grounds for disciplinary action.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

29.15 (2) a description of the content and methodology of the activity which will  
29.16 allow the participants to meet the objectives;

29.17 (3) a description of the method to be used by the participants to evaluate  
29.18 the activity;

29.19 (4) a list of the qualifications of each instructor or developer that shows  
29.20 current knowledge and skill in the activity's subject;

29.21 (5) a description of the certificate or other form of verification of attendance  
29.22 distributed to each participant upon successful completion of the activity;

29.23 (6) a statement that the sponsor agrees to retain attendance lists for a period  
29.24 of five years from the date the activity occurs; and

30.1 (7) a copy of any proposed advertisement or other promotional literature  
30.2 for the activity.

30.3 C. If the board approves an activity, the sponsor shall receive a board approval  
30.4 number. The approval remains in effect for one year from the date of initial approval.  
30.5 Upon expiration, a sponsor must submit to the board a new application for activity  
30.6 approval as required by this subpart 4.

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

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

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

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

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

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

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

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

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

31.5 C. Licensees seeking approval for an activity not previously approved by the

31.6 board are encouraged to seek board approval before attending the activity.

31.7 D. If the activity does not meet the standards in subpart 6, the board shall

31.8 deny approval. The board shall notify the licensee in writing of its reasons for denying

31.9 approval of an activity under this subpart.

31.10 Subp. 9. **Sources of credit.** Continuing education credit may be applied for the

31.11 following programs that comply with the requirements of subpart 6:

31.12 A. programs specifically listed in subpart 6, item C;

31.13 B. teaching a marriage and family course in an institution accredited by a

31.14 regional accrediting association. Continuing education hours may be earned only for a

31.15 single time the licensee teaches the course. The course must be related to marriage and

31.16 family therapy as described in subpart 6, ~~item D~~. Ten continuing education hours may be

31.17 earned for each semester credit hour taught. Documentation of this activity will consist

31.18 of verification by the institution's department that the licensee taught the course for an

31.19 assigned number of credits or hours;

31.20 C. development and conducting of original research directly related to marriage

31.21 and family therapy as described in subpart 6, ~~item D~~. This activity must be preapproved

31.22 by the board. Hours of credit for this activity shall be determined by the board based on

31.23 the nature of the project;

32.1 D. authoring, editing, or reviewing in an area of marriage and family therapy as  
32.2 described in subpart 6, ~~item D~~. Continuing education hours may be earned only in the year  
32.3 of publication. The maximum hours earned are as follows:

- 32.4 (1) author of a professional book, 40 hours;
- 32.5 (2) author of a professional book chapter or journal article, 20 hours;
- 32.6 (3) editor of a professional book or journal, 40 hours; and
- 32.7 (4) journal article review, three hours per manuscript;

32.8 E. developing and delivering presentations at workshops, seminars, symposia,  
32.9 meetings of professional organizations, or postgraduate institutes. The presentation  
32.10 must be related to marriage and family therapy as described in subpart 6, ~~item D~~. One  
32.11 hour of development time equals one continuing education hour and up to three hours of  
32.12 development time may be claimed for each hour of presentation. Continuing education  
32.13 hours may be earned only for a single presentation by the licensee on the subject  
32.14 developed; and

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

- 32.18 (1) the rationale for pursuing an individually designed activity;
- 32.19 (2) specific goals and objectives, and an explanation of how the goals and  
32.20 objectives are related to the enhancement of the licensee's professional skills;
- 32.21 (3) an outline of the topics addressed in the activity;
- 32.22 (4) a description of related resources and activities;
- 32.23 (5) the proposed documentation of completion of activity; and



33.1 (6) the estimate of time to be expended on the activity and the number of  
33.2 continuing education hours requested. The board shall determine the number of hours  
33.3 credited for completion of such activity.

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

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

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

33.12 A. is retired from practice and does not perform marriage and family therapy  
33.13 services on a volunteer or free basis;

33.14 B. is permanently disabled and unable to practice marriage and family therapy,  
33.15 accompanied by a ~~notarized~~ signed statement from the licensee's physician; or

33.16 C. has been granted emeritus status as specified in part 5300.0315.

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

34.1 **5300.0330 REFUSAL TO GRANT LICENSE, SUSPENSION, OR REVOCATION**  
34.2 **OF LICENSE.**

34.3 [For text of subps 1 to 4, see M.R.]

34.4 Subp. 5. **Restoring a license.** The board shall restore a license according to  
34.5 Minnesota Statutes, section 148B.37, subdivision 2. A licensee whose license has been  
34.6 revoked or suspended and subsequently restored by the board must comply with the  
34.7 requirements for reinstatement in part 5300.0300 and must pay the ~~penalty~~ reinstatement  
34.8 fee in Minnesota Statutes, section 148B.17, subdivision 2.

34.9 **5300.0340 VARIANCE.**

34.10 Subpart 1. **Variance; when allowed.** A licensee or applicant may petition the board  
34.11 in writing for a variance from this chapter, except if the rule incorporates a statutory  
34.12 requirement. A variance shall be granted if the board determines that the licensee or  
34.13 applicant has specified alternative practices or measures equivalent to or superior to the  
34.14 rule in question and if the licensee or applicant provides evidence that:

34.15 [For text of items A to C, see M.R.]

34.16 [For text of subp 2, see M.R.]

34.17 Subp. 3. **Alternatives must be followed.** A licensee or applicant who is granted a  
34.18 variance must comply with the alternative practices or measures specified in the petition  
34.19 for the variance.

34.20 Subp. 4. **Notice of change; revocation.** A licensee or applicant who has been  
34.21 granted a variance must immediately notify the board of any material change in the  
34.22 circumstances that justified the variance. A variance shall be revoked if there is a material  
34.23 change in the circumstances that justified the granting of the variance.

34.24 [For text of subp 5, see M.R.]

35.1 Subp. 6. **Notice of variance; denial; revocation.** The board shall notify the licensee  
35.2 or applicant in writing when the board grants, denies, or revokes a variance. The notice  
35.3 must specify the reasons for the action. If a variance is granted, the notification must state  
35.4 the period of time for which the variance is effective, if required, and must state alternative  
35.5 practices or measures the licensee or applicant must meet.

35.6 **5300.0350 CODE OF ETHICS.**

35.7 Subpart 1. **Scope.** The code of ethics applies to all providers who practice marriage  
35.8 and family therapy and applies to their conduct during the period of education, training,  
35.9 and employment required for licensure.

35.10 Subp. 2. **Purpose.** The code of ethics constitutes the standards by which the  
35.11 professional conduct of a provider of marriage and family therapy is measured.

35.12 Subp. 3. **Violations.** A violation of the code of ethics is a sufficient reason for  
35.13 disciplinary action, corrective action, or denial of licensure.

35.14 Subp. 3a. **Conflicts.** If the provider's work setting requirements conflict with the  
35.15 marriage and family therapy code of ethics, the provider shall clarify the nature of the  
35.16 conflict, make known the requirement to comply with the marriage and family therapy  
35.17 code of ethics, and seek to resolve the conflict in a manner that results in compliance with  
35.18 the marriage and family therapy code of ethics.

35.19 Subp. 4. **Integrity.** A provider of marriage and family therapy must act in  
35.20 accordance with the highest standards of professional integrity and competence. A  
35.21 therapist must be honest in dealing with clients, students, ~~trainees~~ interns, supervisees,  
35.22 colleagues, and the public.

35.23 A. A therapist must limit practice to the professional services for which they  
35.24 have competence or for which they are developing competence. When the therapist is  
35.25 developing a competence in a service, the therapist shall obtain professional education,

36.1 training, continuing education, consultation, supervision, experience, or a combination  
36.2 thereof necessary to demonstrate competence. If a complaint is submitted alleging a  
36.3 violation of this subpart, the therapist must demonstrate that the elements of competence  
36.4 have reasonably been met.

36.5 B. A therapist must not permit a ~~trainee or~~ student, intern, or supervisee under  
36.6 the therapist's supervision to perform, nor pretend to be competent to perform, professional  
36.7 services beyond the ~~trainee's or intern's~~ level of training of the student, intern, or supervisee.

36.8 C. A therapist must recognize the potentially influential position the therapist  
36.9 may have with respect to students, interns, employees, and supervisees, and must avoid  
36.10 exploiting the trust and dependency of these persons. A therapist must make every effort  
36.11 to avoid multiple relationships that could impair the therapist's professional judgment  
36.12 or increase the risk of exploitation. Sexual contact between the therapist and students,  
36.13 employees, interns or supervisees is prohibited for two years after the date that the  
36.14 relationship is terminated, whether or not the party is informed that the relationship is  
36.15 terminated. Sexual contact after two years with a former student, intern, employee, or  
36.16 supervisee is prohibited:

36.17 [For text of subitems (1) and (2), see M.R.]

36.18 D. A therapist must not engage in sexual contact or other harassment,  
36.19 therapeutic deception, or exploitation of students, ~~trainees~~ supervisees, interns, employees,  
36.20 research subjects, or actual or potential witnesses or complainants in ethical proceedings.

36.21 E. A therapist must not use or exploit the professional relationship with a  
36.22 student, ~~trainee~~ supervisee, intern, employee, research subject, or actual or potential  
36.23 witness or complainant in ethical proceedings in any manner for the therapist's emotional,  
36.24 financial, sexual, religious, political, or personal advantage or benefit.

36.25 F. A therapist must recognize the limitations to the scope of practice of  
36.26 marriage and family therapy. When the needs of a client appear to be outside this scope, a

37.1 therapist must inform the client that there are other professional, technical, community,  
37.2 and administrative resources available to the client. The therapist must make referrals to  
37.3 those resources when it is in the best interest of the client to be provided with alternative  
37.4 or complementary services. The therapist must make a reasonably prompt referral when  
37.5 requested to do so by the client, without consideration of limitation of third-party payors.

37.6 [For text of items G to I, see M.R.]

37.7 J. A therapist must seek appropriate professional assistance for the therapist's  
37.8 own personal problems or conflicts that are likely to impair the therapist's work  
37.9 performance and clinical judgment. During any period where the therapist is unable to  
37.10 practice with reasonable skill and safety, the therapist shall either promptly terminate the  
37.11 professional relationship with all clients or shall make arrangements for other health  
37.12 providers to provide services that are needed by a client during the period of impairment.

37.13 [For text of items K to Q, see M.R.]

37.14 R. A therapist must make certain that the qualifications of a person in a  
37.15 therapist's employ, or under the therapist's supervision, is ~~are~~ represented in a manner  
37.16 that is not false, misleading, or deceptive.

37.17 S. A therapist must pursue knowledge of new developments and maintain  
37.18 competence in marriage and family therapy through education, training, or supervised  
37.19 experience.

37.20 T. A therapist shall maintain current knowledge on the use and impacts of  
37.21 technology in providing, documenting, training, and supervising marriage and family  
37.22 therapy, in order to safeguard the welfare of clients, ~~trainees~~ students, interns, and  
37.23 supervisees.

37.24 U. A therapist must not engage in any unprofessional conduct. Unprofessional  
37.25 conduct is any conduct violating this part or any conduct that fails to conform to minimum

38.1 standards of acceptable and prevailing practice that have become established by consensus  
38.2 of the expert opinion of marriage and family therapists as reasonably necessary for the  
38.3 protection of the public interest.

38.4 Subp. 5. **Relations to clients.** A therapist's primary professional responsibility is to  
38.5 the client. A therapist must make every reasonable effort to advance the welfare and best  
38.6 interests of families and individuals. A therapist must respect the rights of those persons  
38.7 seeking assistance and make reasonable efforts to ensure that the therapist's services are  
38.8 used appropriately. A therapist is bound by these ethics primarily.

38.9 A. Once a client has been accepted into therapy, a therapist must not  
38.10 discriminate on the basis of race, age, ethnicity, socioeconomic status, disability, gender,  
38.11 health status, religion, national origin, sexual orientation, gender identity, or relationship  
38.12 status. A therapist or client may terminate professional services unless prohibited by law  
38.13 or court order. When unable to offer services for any reason, a therapist shall make an  
38.14 appropriate referral.

38.15 B. A therapist must recognize the potentially influential position the therapist  
38.16 may have with respect to clients, and must avoid exploiting the trust and dependency of  
38.17 clients. A therapist must make every effort to avoid multiple relationships with clients that  
38.18 could impair the therapist's professional judgment or increase the risk of exploitation.

38.19 C. A therapist must truthfully represent to clients facts regarding services  
38.20 rendered.

38.21 [For text of item D, see M.R.]

38.22 E. A therapist must not engage in any sexual behavior with a client. Sexual  
38.23 behavior with a former client is prohibited for two years after termination of services  
38.24 whether informed or not that the relationship is terminated. Sexual behavior after two  
38.25 years with a former client is prohibited:

- 39.1 (1) if the former client was emotionally dependent upon the therapist; or  
39.2 (2) if the sexual behavior occurred by means of therapeutic deception.

39.3 [For text of items F to L, see M.R.]

39.4 M. In the course of professional practice, a therapist must comply with all laws  
39.5 concerning the reporting of abuse or neglect of minors or vulnerable adults.

39.6 N. A therapist must display prominently on the premises of the professional  
39.7 practice or make available as a handout the bill of rights of clients, including a statement  
39.8 that consumers of marriage and family therapy services offered by marriage and family  
39.9 therapists licensed by the state of Minnesota have the right:

- 39.10 (1) to expect that a therapist has met the minimal qualifications of  
39.11 education, training, and experience required by state law;
- 39.12 (2) to examine public records maintained by the Board of Marriage and  
39.13 Family Therapy that contain the credentials of a therapist;
- 39.14 (3) to report complaints to the Board of Marriage and Family Therapy;
- 39.15 (4) to be informed of the cost of professional services before receiving the  
39.16 services;
- 39.17 (5) to privacy as defined and limited by rule and law;
- 39.18 (6) to be free from being the object of unlawful discrimination while  
39.19 receiving services;
- 39.20 (7) to have access to their records as provided in Minnesota Statutes,  
39.21 sections 144.291 to 144.298, except as otherwise provided by law or prior written  
39.22 agreement; and
- 39.23 (8) to be free from exploitation for the benefit or advantage of a therapist.

40.1 O. A therapist must, upon request from the client, provide information regarding  
40.2 the procedure for filing a complaint with the board.

40.3 ~~P. Prior to commencing therapy through electronic means (e.g., telephone or~~  
40.4 ~~electronic methodologies), a therapist must:~~

40.5 ~~(1) determine that electronic therapy is appropriate for the client, taking~~  
40.6 ~~into account the client's physical, emotional, and intellectual needs;~~

40.7 ~~(2) inform clients of the potential risks and benefits associated with~~  
40.8 ~~electronic therapy, including but not limited to, issues of confidentiality, clinical~~  
40.9 ~~limitations, transmission difficulties, and ability to respond to emergencies; and~~

40.10 ~~(3) ensure the security of the communication medium, and ensure such~~  
40.11 ~~practice complies with all legal requirements.~~

40.12 P. Prior to commencing therapy through electronic means including, but not  
40.13 limited to, telephone and Internet, a therapist must:

40.14 (1) ensure compliance with all relevant laws for the delivery of the services;

40.15 (2) determine that technologically assisted therapy is appropriate for the  
40.16 client, taking into account the client's physical, emotional, and intellectual needs;

40.17 (3) inform the client of the potential risks and benefits associated with  
40.18 technologically assisted therapy including, but not limited to, issues of confidentiality,  
40.19 clinical limitations, transmission difficulties, and ability to respond to emergencies;

40.20 (4) ensure the security of the communication medium; and

40.21 (5) only commence technologically assisted therapy after appropriate  
40.22 education, training, or supervised experience using the relevant technology.



41.1           Subp. 6. **Confidentiality and keeping of records.** A therapist must safeguard all  
41.2 private information obtained in the course of professional services. A therapist may  
41.3 disclose client information only as permitted by law and rule.

41.4           A. A therapist must not disclose any private information acquired in rendering  
41.5 professional services except as provided by Minnesota law and rule. All other private  
41.6 information may be disclosed only with the informed consent of the client, except  
41.7 disclosure of private information may occur without the consent of the client when  
41.8 disclosure is necessary to protect against a clear and substantial risk of imminent serious  
41.9 harm being inflicted by the client on the client or another individual, including the  
41.10 therapist, or as otherwise provided by law, rule, or court order. In such case, the private  
41.11 information is to be disclosed only to law enforcement agencies, the potential victim, the  
41.12 family of the client, or appropriate third parties in a position to prevent or avert the harm.

41.13           B. A therapist must be responsible for informing clients of the limits of  
41.14 confidentiality.

41.15           C. For purposes of safeguarding confidentiality, when seeing a couple or a  
41.16 family, a therapist must define who the "client" is as soon as it is possible to determine the  
41.17 client. For example, the therapist must define whether the couple or family, as a unit, is  
41.18 the client or whether the individuals who make up the couple or family are the clients. The  
41.19 therapist must disclose the limitations, if any, to each client's right to privacy.

41.20           D. When seeing a couple or a family, a therapist must inform the client, at the  
41.21 beginning of the relationship, what the therapist's procedures are for handling confidences  
41.22 from individual members of the family and for protecting individuals' privacy while  
41.23 safeguarding the integrity of the therapy process.

41.24           E. A therapist shall inform a minor client, to the extent that the client can  
41.25 understand, that the law imposes limitations on the right of privacy of the minor with  
41.26 respect to the minor's communications with the therapist.

42.1 F. Whenever marriage and family therapy services are requested or paid  
42.2 for by one client for another, the therapist must inform both clients of the therapist's  
42.3 responsibility to treat any information gained in the course of rendering the services as  
42.4 private information.

42.5 G. A therapist must limit access to client records and must inform every  
42.6 individual associated with the agency or facility of the therapist, such as a staff member,  
42.7 student, or volunteer, that access to client records must be limited to only the therapist  
42.8 with whom the client has a professional relationship, an individual associated with the  
42.9 agency or facility whose duties require access, and an individual authorized to have access  
42.10 by the informed written consent of the client.

42.11 H. A therapist must continue to maintain as private information the records of a  
42.12 client after the professional relationship between the therapist and the client has ceased.  
42.13 The therapist must store and dispose of records in ways that maintain confidentiality.

42.14 I. A therapist must disclose to the board and its agents client records as required  
42.15 by Minnesota Statutes, sections 148B.11 and 148B.39.

42.16 J. A therapist must obtain written, informed consent from each client before  
42.17 electronically recording sessions with that client or before permitting third-party  
42.18 observation of their sessions. The consent form should specify the purpose and proposed  
42.19 audience for the recording.

42.20 K. A therapist must disguise adequately the identity of a client when using  
42.21 material derived from a counseling relationship for purposes of supervision, training,  
42.22 research, professional meetings, or publications, unless the therapist has obtained a signed  
42.23 release of information.

42.24 L. A client who is the recipient of marriage and family therapy services has  
42.25 the right to access and release private information maintained by the therapist, including  
42.26 client records, as provided in Minnesota Statutes, sections 144.291 to 144.298, provided

43.1 the records are not classified as confidential under Minnesota Statutes, section 13.84, or  
43.2 except as otherwise provided by law or court order. A therapist must maintain an accurate  
43.3 record for each client. Each record must minimally contain:

43.4 (1) a client personal data record which shall include the presenting problem;

43.5 (2) a treatment plan with a diagnosis and treatment goals and any  
43.6 subsequent revision;

43.7 [For text of subitems (3) to (5), see M.R.]

43.8 (6) copies of all client authorizations for release of information and any  
43.9 other forms pertaining to the client including documentation of informed consent; and

43.10 [For text of subitem (7), see M.R.]

43.11 Subp. 7. **Research.** A therapist must conduct research activities with full respect for  
43.12 the rights and dignity of participants and with full concern for their welfare. A therapist  
43.13 must inform participants of the aspects of the research that might reasonably be expected  
43.14 to influence willingness to participate. A therapist must inform a research participant of  
43.15 the ability to decline participation in or to withdraw from a research study at any time.

43.16 **5300.0355 ASSESSMENTS, TESTS, REPORTS.**

43.17 Subpart 1. **Basis for assessments.** When a therapist conducts assessments within the  
43.18 scope of the therapist's training and experience, the therapist must meet the requirements  
43.19 in items A to C.

43.20 A. The therapist shall base an assessment on records, information, observations,  
43.21 and techniques sufficient to substantiate clinical findings.

43.22 B. Except as permitted in item C, the therapist shall render opinions regarding  
43.23 individuals only after the therapist has conducted an examination of the individual that  
43.24 is adequate to support the therapist's statements or conclusions, unless an examination  
43.25 is not practical despite reasonable efforts.

44.1 C. The therapist may limit assessments to reviewing records or providing  
44.2 testing services when an individual examination is not warranted or necessary for the  
44.3 opinion requested.

44.4 Subp. 2. **Administration and interpretation of tests.** Therapists shall use tests as  
44.5 described in items A to E.

44.6 A. Standardized tests are preferred over nonstandardized tests.

44.7 B. All tests must be administered and responses must be recorded, scored, and  
44.8 interpreted based on practice or scientific foundations.

44.9 C. If a test is used in a nonstandard manner, the limitations of the test and the  
44.10 reasons for its nonstandard use must be clearly stated in the report.

44.11 D. A test's reliability, validity, and normative data must be taken into account in  
44.12 its selection, use, and interpretation.

44.13 E. The reliability and validity of test statements and interpretations in reports  
44.14 are the responsibility of the therapist, including when automated testing services are used.

44.15 Subp. 3. **Reports.** The provision of a written or oral report, including testimony of a  
44.16 therapist as an expert witness and letters to third parties concerning the mental, behavioral,  
44.17 or emotional health or state of a client, must be based on information and techniques  
44.18 sufficient to substantiate the therapist's findings. The therapist shall be fair and accurate  
44.19 and shall guard against making unsubstantiated statements or providing unsubstantiated  
44.20 opinions, interpretations, or recommendations in a report. The report must include:

44.21 A. a description of all assessments, evaluations, or other procedures, including  
44.22 materials reviewed, upon which the therapist's conclusions are based;

44.23 B. any reservations or qualifications concerning the validity or reliability of the  
44.24 opinions and conclusions formulated and recommendations made, taking into account the  
44.25 conditions under which the procedures were carried out, including any nonstandard use

45.1 of a test, the limitations of scientific procedures and descriptions, base rate and baseline  
45.2 considerations, and the impossibility of absolute predictions;

45.3 C. a statement concerning any discrepancy, disagreement, or inconsistent or  
45.4 conflicting information regarding the circumstances of the case that may have a bearing on  
45.5 the therapist's conclusions;

45.6 D. a statement of the nature of and reasons for any use of a test that differs  
45.7 from the purposes, populations, or referral questions for which it has been designed or  
45.8 validated, or that is administered, recorded, scored, or interpreted in other than a standard  
45.9 and objective manner; and

45.10 E. a statement indicating whenever any test interpretation or report conclusion  
45.11 is not based on direct contact between the therapist and the client.

45.12 Subp. 4. **Private information.** A test result or interpretation regarding an individual  
45.13 is private information.

45.14 **REPEALER.** Minnesota Rules, parts 5300.0100, subpart 6; 5300.0210; and 5300.0240,  
45.15 subpart 5, are repealed.