

1.1 **Board of Marriage and Family Therapy**

1.2 **Proposed Permanent Rules Modifying Licensure Qualifications and Procedures**

1.3 **5300.0100 DEFINITIONS.**

1.4 *[For text of subpart 1, see Minnesota Rules]*

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

1.10 *[For text of subparts 3 to 6a, see Minnesota Rules]*

1.11 Subp. 7. [See repealer.]

1.12 *[For text of subparts 7a to 12a, see Minnesota Rules]*

1.13 Subp. 12b. **Relational therapy.** "Relational therapy" means the delivery of therapeutic  
1.14 services with two or more individuals who share an ongoing relationship beyond that of the  
1.15 therapeutic process itself, such as a familial, romantic, cohabitational, or other significant  
1.16 relationship.

1.17 Subp. 12c. **Secondary supervisor.** "Secondary supervisor" means an individual who  
1.18 has met the requirements of part 5300.0160, subpart 5, and agrees to comply with the  
1.19 requirements of part 5300.0170 while providing clinical supervision of an applicant for  
1.20 marriage and family therapy licensure.

1.21 *[For text of subparts 13 to 15, see Minnesota Rules]*

1.22 Subp. 16. **Supervision.** "Supervision" means taking full professional responsibility  
1.23 for ~~training, work experience, and performance in the practice of marriage and family therapy~~  
1.24 ~~of a supervisee, including planning for and evaluation of the work product of the supervisee,~~

2.1 ~~and including face-to-face contact between the supervisor and supervisee~~ and control of the  
 2.2 quality of marriage and family therapy and related services provided by the supervisee and  
 2.3 meeting the requirements under part 5300.0170, subpart 2.

2.4 Subp. 17. **LMFT supervisor.** "LMFT supervisor" means an individual who has met  
 2.5 the requirements in part 5300.0160, subpart 2 or 3; has been credentialed as a an LMFT  
 2.6 supervisor by the board; agrees to comply with the requirements of part 5300.0170; and  
 2.7 takes full professional responsibility for the practice of the supervisee during a specific time  
 2.8 to enable the supervisee to:

2.9 *[For text of items A to C, see Minnesota Rules]*

2.10 *[For text of subpart 18, see Minnesota Rules]*

2.11 Subp. 19. **Therapist.** "Therapist" means a licensee or applicant providing marriage  
 2.12 and family therapy services.

2.13 *[For text of subpart 20, see Minnesota Rules]*

#### 2.14 **5300.0110 LICENSE REQUIREMENT.**

2.15 Subpart 1. **License required.** No person, other than those individuals exempt in  
 2.16 Minnesota Statutes, sections 148B.32, subdivision 2, and 148B.38, shall engage in marriage  
 2.17 and family therapy practice in Minnesota, advertise the performance of such services, or  
 2.18 use a title or description denoting marriage and family therapist without obtaining a license  
 2.19 issued under Minnesota Statutes, sections 148B.29 to ~~148B.39~~ 148B.392, and this chapter.

2.20 *[For text of subpart 2, see Minnesota Rules]*

#### 2.21 **5300.0130 REQUIREMENTS FOR LICENSURE AS A LICENSED MARRIAGE** 2.22 **AND FAMILY THERAPIST.**

2.23 Subpart 1. **Requirements.** To be eligible for licensure as a licensed marriage and  
 2.24 family therapist, an applicant must meet the following requirements:

3.1 [For text of item A, see Minnesota Rules]

3.2 ~~B. have obtained the age of majority, the age of majority being 18 years according~~  
3.3 ~~to Minnesota Statutes, section 645.451, subdivision 5~~ be 18 years of age or older;

3.4 C. be a citizen of the United States or lawfully entitled to work in the United  
3.5 States;

3.6 ~~E. D.~~ complete the experience requirements in Minnesota Statutes, section  
3.7 148B.33, subdivision 1, clause (4), and defined in part 5300.0150 5300.0155;

3.8 ~~D. E.~~ provide evidence of meeting the requirements of Minnesota Statutes, section  
3.9 148B.33, subdivision 1, clause (2), through endorsements from at least two individuals with  
3.10 the qualifications in part 5300.0230 attestation from each of the applicant's board-approved  
3.11 LMFT supervisors;

3.12 ~~E. F.~~ agree to conduct all professional activities as a licensed marriage and family  
3.13 therapist in accordance with all laws and rules governing the practice of marriage and family  
3.14 therapy and as specified in the code of ethics for marriage and family therapists in part  
3.15 5300.0350; and

3.16 ~~F. G.~~ pass the state examination and the national and state examinations  
3.17 examination in marriage and family therapy listed in part 5300.0240.

3.18 **Subp. 2. Denial of licensure to applicant.** An applicant who fails to meet all  
3.19 requirements in this part shall be denied a license. The board must inform an applicant who  
3.20 is denied licensure in writing of the denial. The written denial must contain the reasons for  
3.21 the denial and must notify the applicant of the right to a hearing under Minnesota Statutes,  
3.22 chapter 14, within 30 days of receiving notice of denial. An application for licensure  
3.23 submitted by an applicant following denial is considered a new application for licensure  
3.24 and must be accompanied by the proper fee as specified in Minnesota Statutes, section  
3.25 148B.392, subdivision 2.

4.1 **5300.0135 REQUIREMENTS FOR LICENSURE AS A LICENSED ASSOCIATE**  
4.2 **MARRIAGE AND FAMILY THERAPIST.**

4.3 Subpart 1. **Requirements.** To be eligible for licensure as a licensed associate marriage  
4.4 and family therapist, an applicant must meet the following requirements:

4.5 *[For text of item A, see Minnesota Rules]*

4.6 B. be 18 years of age or older;

4.7 C. be a citizen of the United States or lawfully entitled to work in the United  
4.8 States;

4.9 ~~E. D.~~ agree to conduct all professional activities as a licensed associate marriage  
4.10 and family therapist in accordance with all laws and rules governing the practice of marriage  
4.11 and family therapy and as specified in the code of ethics for marriage and family therapists  
4.12 in part 5300.0350; and

4.13 ~~D. E.~~ pass the ~~national~~ state examination as listed in part 5300.0240; and

4.14 F. provide marriage and family therapy services only when under the supervision  
4.15 of a board-approved LMFT supervisor, as specified in parts 5300.0160 and 5300.0170, with  
4.16 such supervision continuing until issuance of an LMFT license to the licensed associate  
4.17 marriage and family therapist.

4.18 Subp. 2. **Denial of licensure to applicant.** An applicant who fails to meet all  
4.19 requirements in this part shall be denied a license. The board must inform an applicant who  
4.20 is denied licensure in writing of the denial, the reasons for the denial, and the right to a  
4.21 hearing under Minnesota Statutes, chapter 14, within 30 days of receiving notice of denial.  
4.22 An application for licensure submitted following denial is considered a new application for  
4.23 licensure and must be accompanied by the proper fee specified in Minnesota Statutes, section  
4.24 148B.392, subdivision 2.

5.1 **5300.0140 EDUCATIONAL REQUIREMENTS; DETERMINATION OF**  
5.2 **EQUIVALENT DEGREE.**

5.3 *[For text of subpart 1, see Minnesota Rules]*

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

5.10 *[For text of items A to E, see Minnesota Rules]*

5.11 F. a clinical practicum in marriage and family therapy of at least 300 hours of  
5.12 clinical client contact including assessment, diagnosis, and treatment of individuals, couples,  
5.13 and families. Of the 300 hours, at least 150 hours must be with couples, families, or similar  
5.14 relational groups. This clinical experience must be supervised on site or at the academic  
5.15 institution by a licensed marriage and family therapist or an American Association for  
5.16 Marriage and Family Therapy approved supervisor. An applicant who completes at least  
5.17 150 hours of clinical client contact but fewer than 300 hours of clinical client contact in the  
5.18 applicant's clinical practicum must complete additional postgraduate clinical contact hours  
5.19 sufficient to satisfy the practicum hour requirement under this item.

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

6.1 [For text of subpart 3, see Minnesota Rules]

6.2 **5300.0155 EXPERIENCE REQUIREMENTS FOR PERSONS ELIGIBLE TO**  
6.3 **~~COMMENCE POSTGRADUATE SUPERVISED EXPERIENCE ON OR AFTER~~**  
6.4 **~~AUGUST 1, 2016~~ APPLICANTS FOR MARRIAGE AND FAMILY THERAPIST**  
6.5 **LICENSURE.**

6.6 Subpart 1. **Supervised experience required.** The minimum two-year supervised,  
6.7 postgraduate experience required by Minnesota Statutes, section 148B.33, subdivision 1,  
6.8 clause (4), must meet the requirements in subparts 2 to ~~6~~ 5.

6.9 Subp. 2. ~~Application to written examination~~ **Submission of application for LAMFT**  
6.10 **licensure and timing of completion of LMFT experience hours.**

6.11 A. Within six months of commencement of beginning the postgraduate, supervised  
6.12 experience practice of marriage and family therapy, an applicant must apply submit the  
6.13 application for associate marriage and family therapist licensure to the board to take the  
6.14 national examination specified in part 5300.0190.

6.15 B. Except as provided in items C and D, an applicant must not use postgraduate  
6.16 hours logged more than six months prior to submitting the application for associate marriage  
6.17 and family therapist licensure to meet experience requirements for marriage and family  
6.18 therapist licensure.

6.19 C. If an applicant logs postgraduate hours in another jurisdiction more than six  
6.20 months prior to filing the application for marriage and family therapist licensure, an applicant  
6.21 may use the postgraduate hours to meet experience requirements for licensure if the hours  
6.22 meet Minnesota requirements for licensure.

6.23 D. If an applicant whose qualifying degree for licensure was awarded prior to  
6.24 August 1, 2016, logs postgraduate hours more than six months prior to filing the application  
6.25 for associate marriage and family therapist licensure, an applicant may use the postgraduate

7.1 hours to meet experience requirements for marriage and family therapist licensure if the  
7.2 hours meet Minnesota requirements for licensure.

7.3 Subp. 3. **Years of experience; computation.** The postgraduate experience shall  
7.4 include not less than 4,000 hours, and must be completed in no less than two and no more  
7.5 than seven years from the filing of the application ~~to take the national examination for~~  
7.6 associate marriage and family therapist licensure with the board. This experience must  
7.7 include the following:

7.8 A. A minimum of 1,000 hours of clinical client contact supervised by a  
7.9 board-approved, ~~Minnesota-licensed marriage and family therapist LMFT~~ supervisor. The  
7.10 clinical client contact must be provided in person or by real-time, two-way interactive audio  
7.11 and video communication. The 1,000 hours ~~shall~~ must include the practice of marriage and  
7.12 family therapy as defined in Minnesota Statutes, section 148B.29, subdivision 3, with:

7.13 (1) at least 500 relational therapy hours of face-to-face therapy with couples,  
7.14 families, or similar relational groups;

7.15 (2) the assessment, diagnosis, and treatment of illnesses and cognitive,  
7.16 emotional, and behavioral disorders; and

7.17 (3) therapy provided to individuals, couples, and families for the purpose of  
7.18 resolving relational or emotional problems by modifying intrapersonal and interpersonal  
7.19 dysfunction.

7.20 *[For text of item B, see Minnesota Rules]*

7.21 C. No more than 2,800 hours supervised by supervised nonclinical client contact,  
7.22 including education, training, documentation, consultation, and all other professional  
7.23 responsibilities related to the supervised practice of marriage and family therapy. A licensed  
7.24 mental health professional ~~as defined in~~ qualified according to Minnesota Statutes, section  
7.25 ~~245.462 or 245.4871~~ 245I.04, subdivision 2, may supervise nonclinical client contact hours.

8.1 ~~This experience shall include the assessment, diagnosis, and treatment of mental illness,~~  
8.2 ~~and cognitive, emotional, and behavioral disorders, as well as all other professional~~  
8.3 ~~responsibilities.~~

8.4 D. A detailed log shall be maintained of all professional hours and activity during  
8.5 this time period. This log shall be permanently maintained by the applicant. The  
8.6 board-approved LMFT supervisor and applicant must review and verify the hours logged  
8.7 at least monthly. The applicant and the board-approved LMFT supervisor must maintain a  
8.8 record of reviewing the log and verifying the hours.

8.9 Subp. 4. **Supervision requirements.** The 4,000 hours of postgraduate experience and  
8.10 minimum of 200 hours of supervision required under subpart 3, item B, must comply with  
8.11 the following requirements:

8.12 A. All clinical client contact must be supervised by a board-approved,  
8.13 ~~Minnesota-licensed marriage and family therapist~~ LMFT supervisor who meets the  
8.14 requirements of parts 5300.0160 and 5300.0170. The supervision must be obtained at an  
8.15 average rate of one hour of supervision per five hours of clinical client contact, for a  
8.16 minimum total of 200 hours of supervision.

8.17 B. ~~No more than 100 hours of supervision may be logged in any 12-month period~~  
8.18 ~~to be accepted toward the licensure requirement and must comply with the average rate of~~  
8.19 ~~supervision stated in item A. An applicant may have a secondary supervisor who meets the~~  
8.20 requirements of parts 5300.0160, subpart 5, and 5300.0170. The secondary supervisor may  
8.21 provide up to 50 hours of the required 200 hours of licensure supervision. Supervision by  
8.22 the secondary supervisor must be concurrent with supervision by the board-approved LMFT  
8.23 supervisor.

8.24 C. The board-approved LMFT supervisor and secondary supervisor must establish  
8.25 procedures for communication regarding the applicant's supervised practice of marriage



9.1 and family therapy. The board-approved LMFT supervisor retains clinical responsibility  
9.2 for the applicant's clinical client contact.

9.3 D. The board-approved LMFT supervisor must provide at a minimum two hours  
9.4 of supervision every four weeks when the applicant provides any amount of clinical client  
9.5 contact. The board-approved LMFT supervisor or secondary supervisor must additionally  
9.6 provide supervision at an average rate of at least one hour of supervision for every 20 hours  
9.7 of applicant clinical client contact.

9.8 ~~C. E.~~ At least 100 hours of supervision shall be received in an individual setting.  
9.9 The remaining 100 hours may be received in a group setting. For purposes of this paragraph,  
9.10 individual supervision is defined as a setting in which the supervisor and no more than two  
9.11 supervisees are present. Group supervision is defined as a setting in which the supervisor  
9.12 and no more than six supervisees are present.

9.13 ~~D. Up to 25 percent of the required supervision may be received via secure,~~  
9.14 ~~synchronous electronic means.~~

9.15 F. Supervision must occur in person or by real-time, two-way interactive audio  
9.16 and video communication.

9.17 ~~E. G. Supervisees~~ Supervision must pertain to matters related to the clinical client  
9.18 contact provided by the supervisee. The supervisee must make data from their clinical work  
9.19 directly available to the supervisor through written clinical materials, direct observation,  
9.20 audio or video recordings, or other reporting methods.

9.21 H. Supervision does not include:

9.22 (1) peer consultation;

9.23 (2) supervision by a current or former family member or any person with  
9.24 whom a previous or personal relationship prevents or hinders the establishment of a  
9.25 professional supervisory relationship;

10.1                   (3) supervision by a person employed by the supervisee or supervised by the  
10.2 supervisee for employment purposes;

10.3                   (4) administrative supervision for an employment-related purpose and not  
10.4 for the purpose of overseeing clinical client contact;

10.5                   (5) a primarily didactic process wherein techniques or procedures are taught  
10.6 in a classroom setting, workshop, or seminar;

10.7                   (6) staff training for an employment-related purpose unrelated to clinical  
10.8 client contact; or

10.9                   (7) supervision provided prior to the board granting board-approved LMFT  
10.10 supervisor status to the supervisor under part 5300.0160.

10.11                   *[For text of subpart 5, see Minnesota Rules]*

10.12 **5300.0160 REQUIREMENTS FOR SUPERVISOR.**

10.13                   Subpart 1. [See repealer.]

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

10.16                   *[For text of item A, see Minnesota Rules]*

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

10.19                   *[For text of item C, see Minnesota Rules]*

10.20                   *[For text of subparts 3 and 4, see Minnesota Rules]*

10.21                   Subp. 5. **Secondary supervisor requirements.** To supervise an applicant for LMFT  
10.22 licensure as a secondary supervisor, the individual must:

11.1 A. be qualified as a mental health professional according to Minnesota Statutes,  
11.2 section 245I.04, subdivision 2, and not subject to disciplinary or corrective action;

11.3 B. have held the qualifying mental health professional license for at least four  
11.4 years;

11.5 C. be authorized to provide licensure supervision by the applicable board issuing  
11.6 the person's qualifying mental health professional license; and

11.7 D. agree to fulfill the responsibilities of supervision in part 5300.0170.

11.8 **Subp. 6. Supervisor status revocation.**

11.9 A. An individual's approval to serve as a board-approved LMFT supervisor or a  
11.10 secondary supervisor is automatically and immediately revoked by the board if the individual  
11.11 ceases to meet the qualifications or licensure requirements on which supervisor status was  
11.12 based.

11.13 B. An individual must notify the board immediately if the individual ceases to  
11.14 meet the qualifications or licensure requirements on which supervisor status was based.

11.15 C. The board must provide written notice to an individual whose supervisor status  
11.16 has been revoked under this subpart within 90 days of the automatic revocation.

11.17 **5300.0170 RESPONSIBILITIES OF SUPERVISOR.**

11.18 Subpart 1. Scope of supervision. An applicant for licensure must be under the  
11.19 supervision of a board-approved LMFT supervisor at all times when providing clinical  
11.20 client contact until the applicant for licensure is independently licensed as an LMFT. The  
11.21 supervision of the applicant for licensure must be regular and sufficient to ensure public  
11.22 protection and must meet the requirements of part 5300.0155, subpart 4.

11.23 Subp. 2. Supervisor responsibilities. In providing supervision as defined under part  
11.24 5300.0100, subpart 16, a supervisor must:

12.1 A. maintain a supervision record for a supervisee. The supervision record must  
12.2 include:

12.3 (1) a completed statement of supervisor responsibility on a form provided  
12.4 by the board;

12.5 (2) a copy of any supervision agreement or contract setting forth the  
12.6 requirements and terms of the supervisory relationship;

12.7 (3) a dated record of each supervision session with the supervisee, which  
12.8 must include any specific issues identified and discussed with the supervisee that the  
12.9 supervisor determines may prevent the supervisee from meeting a reasonable standard of  
12.10 care in providing marriage and family therapy to clients; and

12.11 (4) a record of any LMFT or secondary supervisor providing concurrent  
12.12 licensure supervision to the supervisee;

12.13 ~~A.~~ B. be knowledgeable of current clinical skills required for effective delivery  
12.14 of marriage and family therapy services;

12.15 ~~B.~~ C. be knowledgeable of current literature in the field of marriage and family  
12.16 therapy, including professional ethics, evidence-based standards of practice, cultural  
12.17 competency, and be knowledgeable of the basic skills and service delivery of supervision;

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

12.21 E. ensure the kind and quality of therapy performed is consistent with the  
12.22 education, training, and experience of the supervisee;

12.23 F. monitor and evaluate the supervisee's assessment, diagnosis, and treatment  
12.24 decisions;

13.1 G. monitor and evaluate the supervisee's ability to provide services at the site or  
 13.2 sites where the supervisee is practicing and to the particular clientele being served;

13.3 H. monitor and address clinical dynamics, including countertransference;  
 13.4 interpersonal, intrapersonal, or trauma-related issues; and other clinical factors that may  
 13.5 affect the supervisory or therapist-client relationship;

13.6 I. ensure the supervisee's compliance with laws and regulations governing the  
 13.7 practice of marriage and family therapy and the licensure of marriage and family therapists;

13.8 J. review the supervisee's progress notes, process notes, or other patient treatment  
 13.9 records as deemed appropriate by the supervisor;

13.10 K. with the client's written consent and as deemed appropriate by the supervisor,  
 13.11 provide direct observation or review of audio or video recordings of the supervisee's delivery  
 13.12 of therapy; and

13.13 ~~D.~~ L. devote at least ten percent of the required continuing education hours to  
 13.14 supervision training and skills.

13.15 **5300.0200 PROCEDURES FOR APPLICATION FOR STATE LAMFT AND LMFT**  
 13.16 **LICENSURE.**

13.17 Subpart 1. ~~Information required~~ LAMFT licensure requirements. To be eligible  
 13.18 for licensed associate marriage and family therapy licensure, an applicant must ~~submit to~~  
 13.19 ~~the board the information~~ complete the requirements in items A to E.

13.20 ~~A. The applicant must submit evidence of having passed the national examination~~  
 13.21 ~~in part 5300.0240, subpart 3.~~

13.22 ~~B.~~ A. The applicant must submit a completed, ~~notarized~~ application for associate  
 13.23 marriage and family therapist licensure and for admission to the national examination in  
 13.24 marriage and family therapy on a form provided by the board. The application must include  
 13.25 an affirmation by the applicant that the statements in the application are true and correct to

14.1 the best knowledge of the applicant and an agreement by the applicant that the applicant  
14.2 will conduct all professional activities as a licensed associate marriage and family therapist  
14.3 ~~according to~~ in accordance with all laws and rules governing the practice of associate  
14.4 marriage and family therapy and as specified in the code of ethics in part 5300.0350.

14.5 ~~C.~~ B. The applicant must submit the required, nonrefundable application for  
14.6 ~~license~~ fee specified in Minnesota Statutes, section ~~148B.17~~ 148B.392, subdivision 2,  
14.7 made payable to the Minnesota Board of Marriage and Family Therapy.

14.8 C. The applicant must submit official transcripts of all postbaccalaureate education,  
14.9 including verification of the degrees and certificates granted. The institution granting the  
14.10 degree or certificate must send the transcript directly to the board. The applicant must  
14.11 demonstrate that:

14.12 (1) the degree, program, or coursework documented by the official transcripts  
14.13 submitted meets the requirements of part 5300.0135, subpart 1, item A; and

14.14 (2) the institution granting the degree or certificate is regionally accredited  
14.15 at the time the degree or certificate is granted or coursework is completed.

14.16 D. The applicant must ~~submit completed forms provided by the board, verifying~~  
14.17 ~~the applicant's postgraduate, supervised experience, conforming to the requirements of part~~  
14.18 ~~5300.0150, subpart 6, or 5300.0155, subpart 5~~ complete any criminal background check  
14.19 requirements specified in Minnesota Statutes, chapter 214, including the requirements of  
14.20 Minnesota Statutes, section 214.075.

14.21 E. The applicant must ~~submit two endorsements attesting to the applicant's~~  
14.22 ~~professional and ethical character~~ pass the state examination administered by the board as  
14.23 specified in part 5300.0240. The endorsements must be completed and signed by individuals  
14.24 who meet the requirements for endorser under part 5300.0230, subparts 1 and 2. The  
14.25 endorsements must be on forms provided by the board.

15.1 F. Upon the board's approval of the application for associate marriage and family  
15.2 therapist licensure, the board must issue a license for practice of licensed associate marriage  
15.3 and family therapy to the applicant and authorize the applicant to register for the national  
15.4 examination in marriage and family therapy.

15.5 Subp. 1a. **LMFT licensure requirements.** To be eligible for licensed marriage and  
15.6 family therapist licensure, an applicant must complete the requirements in items A to E.

15.7 A. The applicant must submit a completed application for licensed marriage and  
15.8 family therapist licensure on a form provided by the board. The application must include  
15.9 an affirmation by the applicant that the statements in the application are true and correct to  
15.10 the best knowledge of the applicant and an agreement by the applicant that the applicant  
15.11 will conduct all professional activities as a licensed marriage and family therapist in  
15.12 accordance with all laws and rules governing the practice of marriage and family therapy  
15.13 and as specified in the code of ethics in part 5300.0350.

15.14 B. The applicant must submit the required nonrefundable application fee specified  
15.15 in Minnesota Statutes, section 148B.392, subdivision 2, made payable to the Minnesota  
15.16 Board of Marriage and Family Therapy.

15.17 C. The applicant must submit completed forms provided by the board verifying  
15.18 the applicant's postgraduate supervised experience conforming to the requirements of part  
15.19 5300.0155, subpart 5.

15.20 D. The applicant must provide evidence of meeting the requirements of Minnesota  
15.21 Statutes, section 148B.33, subdivision 1, clause (2), through attestation by the applicant's  
15.22 board-approved LMFT supervisor on forms provided by the board.

15.23 E. The applicant must pass the state examination administered by the board and  
15.24 verify the applicant passed the national examination in marriage and family therapy as  
15.25 specified in part 5300.0240.

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

16.4 Subp. 2a. **Time requirements.** An ~~applicant's file~~ application shall be closed if the  
16.5 applicant fails to complete ~~the~~ an application for licensure and requirement or fails to provide  
16.6 all information required within six months from the date the board receives the application  
16.7 or requests additional information from the applicant. An application for licensure submitted  
16.8 following closure of a prior ~~file~~ application is considered a new application for licensure  
16.9 and must be accompanied by the applicable fee for application for licensure as specified in  
16.10 Minnesota Statutes, section ~~148B.17~~ 148B.392, subdivision 2.

16.11 Subp. 3. **Denial of application for licensure.** The board shall deny an applicant who  
16.12 fails to meet all the requirements in subpart 1 ~~shall be denied~~ licensure as a licensed associate  
16.13 marriage and family therapist. The board shall deny an applicant who is denied ~~fails to meet~~  
16.14 all the requirements in subpart 1a ~~licensure shall be informed~~ as a licensed marriage and  
16.15 family therapist. The board must inform an applicant who is denied licensure in writing of  
16.16 the denial and, the reasons for it the denial, and the right to a hearing within 30 days of  
16.17 receiving notice of denial under Minnesota Statutes, chapter 14. An application for licensure  
16.18 submitted following denial is considered a new application for licensure and must be  
16.19 accompanied by the applicable fee for application for licensure specified in Minnesota  
16.20 Statutes, section ~~148B.17~~ 148B.392, subdivision 2.

16.21 Subp. 4. **Notification by applicant required.** An applicant for licensure must inform  
16.22 the board within 30 days of any changes to the applicant's name, public or mailing address,  
16.23 business address, email address, or other contact information provided in the application.

#### 16.24 **5300.0240 EXAMINATION METHODS; SUBJECTS AND PROCEDURES.**

16.25 Subpart 1. **National and LAMFT license; state examination required.** Examination  
16.26 of an applicant for a license as a an associate marriage and family therapist consists of:



17.1 ~~A. a national examination designed and scored by a professional examination~~  
17.2 ~~service approved by the Association of Marriage and Family Therapy Regulatory Boards;~~  
17.3 ~~and~~

17.4 ~~B. a state licensure examination provided by the board.~~

17.5 Subp. 1a. **LMFT license; national and state examination required.** Examination  
17.6 of an applicant for a license as a marriage and family therapist consists of:

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

17.10 B. a state examination provided by the board.

17.11 Subp. 2. [See repealer.]

17.12 Subp. 3. **National part of examination; payment of fee.** The national examination  
17.13 is the examination created and approved by the Association of Marriage and Family Therapy  
17.14 Regulatory Boards. The national examination shall be offered on dates established by the  
17.15 Association of Marriage and Family Therapy Regulatory Boards. An applicant who is  
17.16 approved to take the national examination under part 5300.0200 must pay an examination  
17.17 fee directly to the test administrator when registering to take the national examination. The  
17.18 applicant must pay an examination fee directly to the test administrator each time the  
17.19 applicant takes the national examination.

17.20 Subp. 4. **State part of examination.** The state examination of an applicant for licensure  
17.21 shall be conducted according to methods determined by the board. The state examination  
17.22 of an applicant shall take place after the time of filing of the applicant's application for  
17.23 licensed associate marriage and family therapist licensure ~~has been approved by~~ with the  
17.24 board. The state examination of an applicant shall cover:

18.1 A. the applicant's knowledge of the Minnesota statutes and rules governing  
18.2 marriage and family therapists;

18.3 B. the applicant's knowledge of the Minnesota code of ethics;

18.4 [For text of items C and D, see Minnesota Rules]

18.5 [For text of subpart 5, see Minnesota Rules]

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

18.11 Subp. 7. [See repealer.]

18.12 **5300.0250 RECIPROCITY.**

18.13 Subpart 1. **Other states ~~or countries~~ recognized.**

18.14 A. The board shall issue a marriage and family therapist license to an individual  
18.15 who holds a current license as a marriage and family therapist from another United States  
18.16 jurisdiction if the board determines that the standards for licensure in effect when the  
18.17 individual was licensed in the other jurisdiction are at least equivalent to or exceed the  
18.18 current requirements for licensure in Minnesota.

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

19.1 C. If an applicant for licensure by reciprocity has been licensed continuously as  
19.2 a marriage and family therapist in a United States jurisdiction for the ~~five~~ two years preceding  
19.3 the application, and the jurisdiction has taken no adverse action against that license, the  
19.4 postgraduate, supervised clinical experience requirements are considered satisfied. If licensed  
19.5 for any period less than ~~five~~ two years, or if adverse action against the license has been  
19.6 taken, the board shall determine whether the experience requirements for licensure are  
19.7 satisfied.

19.8 D. If an applicant for licensure by reciprocity ~~was~~ has been licensed continuously  
19.9 as a marriage and family therapist in a United States jurisdiction for the two years preceding  
19.10 the application, and the jurisdiction has taken no adverse action against that license, the  
19.11 national examination requirement is considered satisfied. If licensed in another jurisdiction  
19.12 without passing for any period less than two years, or if adverse action against the license  
19.13 has been taken, the applicant must provide documentation of passage of the national  
19.14 examination specified in part 5300.0240, subpart 3, but meets all other Minnesota  
19.15 requirements, the applicant may submit an application for licensure by reciprocity, and must  
19.16 also pass the national examination according to part 5300.0240, subpart 6, before the  
19.17 reciprocity application may be approved or passage of the California LMFT Clinical  
19.18 Examination, as applicable. All applicants for licensure by reciprocity must pass the state  
19.19 examination specified in part 5300.0240, subpart 4.

19.20 Subp. 2. **Application required.** An individual who holds a current license as a marriage  
19.21 and family therapist from another United States jurisdiction must file a completed application  
19.22 for licensure by reciprocity and must pay the fee for application for licensure by reciprocity  
19.23 specified in Minnesota Statutes, section ~~148B.17~~ 148B.392, subdivision 2. The application  
19.24 must be on a form provided by the board. The application must include ~~a notarized statement~~  
19.25 attestation that the information in the application is true and correct to the best knowledge  
19.26 of the applicant and an agreement by the applicant that the applicant will conduct all  
19.27 professional activities ~~according to~~ as a licensed marriage and family therapist in accordance

20.1 with all laws and rules governing the practice of marriage and family therapy and as specified  
20.2 in the code of ethics in part 5300.0350.

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

20.7 *[For text of subparts 4 and 5, see Minnesota Rules]*

20.8 **5300.0270 DISPLAY OF LICENSE.**

20.9 A licensed marriage and family therapist or licensed associate marriage and family  
20.10 therapist must ~~display evidence~~ provide documentation of current license status ~~in a~~  
20.11 ~~conspicuous place in the therapist's office, or place of business or employment~~ upon request  
20.12 of any individual. ~~This requirement may be satisfied by display of the initial licensure~~  
20.13 ~~certificate issued by the board or the annual licensure card issued by the board. Evidence~~  
20.14 ~~of current renewal will be provided by the board upon renewal of the license.~~ A duplicate  
20.15 license shall be issued to a licensee after the licensee requests a duplicate license from the  
20.16 board and pays the duplicate license fee in Minnesota Statutes, section ~~148B.17~~ 148B.392,  
20.17 subdivision 2.

20.18 **5300.0280 RENEWAL OF LICENSE.**

20.19 *[For text of subpart 1, see Minnesota Rules]*

20.20 Subp. 2. **Notice of renewal.** The board shall ~~send~~ provide the licensee a renewal notice  
20.21 identifying the amount of the renewal fee. The notice shall be sent to the licensee's last  
20.22 known electronic or mailing address on record with the board. The notice may be sent  
20.23 electronically.

20.24 Failure to receive the renewal notice does not relieve the licensee of the obligation to  
20.25 renew the license.

21.1 [For text of subparts 3 to 5, see Minnesota Rules]

21.2 Subp. 6. **Late fee.** A licensee must pay a late renewal fee and the renewal fee specified  
21.3 by the board if the licensee's application for renewal is postmarked after the expiration date  
21.4 of the license but is received within 30 days of the license expiration date, or ~~received by~~  
21.5 ~~the board by nonpostal means after the expiration of the license~~, electronic renewal is  
21.6 completed after the expiration of the license but is ~~postmarked or received~~ completed within  
21.7 30 days of the license expiration date.

21.8 **5300.0290 FAILURE TO RENEW.**

21.9 [For text of subpart 1, see Minnesota Rules]

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

21.14 A. The board shall ~~mail~~ provide notice to the former licensee ~~a written notice~~ that  
21.15 the license has expired and the licensee's right to practice has terminated. The notice may  
21.16 be sent electronically. The board shall send the notice to the licensee's last known electronic  
21.17 or mailing address on record with the board.

21.18 [For text of item B, see Minnesota Rules]

21.19 **5300.0300 REINSTATEMENT OF LICENSE.**

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

21.23 [For text of item A, see Minnesota Rules]

22.1 B. the former licensee verifies that the former licensee has not engaged in the  
22.2 practice of marriage and family therapy in any jurisdiction; or used a title denoting marriage  
22.3 and family therapist since expiration of the license unless also licensed in another jurisdiction.  
22.4 The verification must ~~be accompanied by a notarized affirmation~~ include attestation that  
22.5 the statement is true and correct to the best knowledge and belief of the former licensee;

22.6 *[For text of item C, see Minnesota Rules]*

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

22.9 ~~E. the former licensee includes with the application for reinstatement a letter~~  
22.10 ~~stating the reasons for applying for reinstatement; and~~

22.11 ~~F. E.~~ the former licensee complies with the applicable provisions of ~~subparts~~  
22.12 subpart 2 and or 3.

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

22.16 *[For text of item A, see Minnesota Rules]*

22.17 B. pay the reinstatement fee and required renewal fee specified by the board; for  
22.18 ~~each~~ the current annual license term ~~the license was expired.~~

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

22.22 *[For text of item A, see Minnesota Rules]*

22.23 B. retake and pass the ~~national examination and~~ state examination required for  
22.24 licensure of marriage and family therapists according to part 5300.0240, subpart ~~3~~ 4;

23.1 [For text of item C, see Minnesota Rules]

23.2 D. pay the reinstatement fee and required renewal fee specified by the board for  
23.3 each of the five years immediately preceding application for reinstatement the annual license  
23.4 term immediately preceding application for reinstatement and for the current annual license  
23.5 term.

23.6 Subp. 3a. Requirements for LAMFT license reinstatement. A former LAMFT  
23.7 licensee seeking reinstatement of a license that has expired under part 5300.0290 may be  
23.8 reinstated if:

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

23.11 B. the former licensee verifies that the former licensee has not engaged in the  
23.12 practice of associate marriage and family therapy in any jurisdiction or used a title denoting  
23.13 associate marriage and family therapist licensure since expiration of the license unless also  
23.14 licensed in another jurisdiction. The verification must include attestation that the statement  
23.15 is true and correct to the best knowledge and belief of the former licensee;

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

23.18 D. the former licensee pays the reinstatement fee and required annual renewal  
23.19 fees specified by the board; and

23.20 E. the former licensee complies with the applicable provisions of subpart 3b or  
23.21 3c.

23.22 Subp. 3b. Expiration of LAMFT license less than five years. A former LAMFT  
23.23 licensee whose license expired under part 5300.0290 less than five years previous to the  
23.24 application for reinstatement must pay the reinstatement fee and required renewal fee  
23.25 specified by the board for the current annual license term.

24.1 **Subp. 3c. Expiration of LAMFT license of five years or more.** A former LAMFT  
24.2 licensee whose license expired under part 5300.0290 five years or more before the application  
24.3 for reinstatement must:

24.4 A. meet current education requirements for licensure;

24.5 B. retake and pass the state examination required for licensure according to part  
24.6 5300.0240, subpart 4; and

24.7 C. pay the reinstatement fee and required renewal fee specified by the board for  
24.8 the prior annual license term immediately preceding application for reinstatement and the  
24.9 current annual license term.

24.10 **Subp. 4. Practice without a license.** A former licensee who has engaged in the practice  
24.11 of marriage and family therapy in this state or used a title denoting marriage and family  
24.12 therapist licensure or associate marriage and family therapist licensure since the date of  
24.13 expiration of the license, is subject to denial of reinstatement or disciplinary action at the  
24.14 time of reinstatement. Nothing in this subpart precludes the board from seeking injunctive  
24.15 relief under Minnesota Statutes, section 214.11 for the unauthorized practice of marriage  
24.16 and family therapy or from referring the matter to criminal law enforcement officials under  
24.17 Minnesota Statutes, section 148B.32, subdivision 3.

24.18 **Subp. 5. Effect of reinstatement.** Upon reinstatement, the licensee shall be assigned  
24.19 the same license number ~~which~~ that the licensee was assigned before expiration of the  
24.20 license.

24.21 **5300.0315 EMERITUS LICENSE STATUS.**

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



25.1 A. by ~~indicating on the licensee's renewal form or by petitioning the board in~~  
25.2 ~~writing~~ submitting the form provided by the board;

25.3 *[For text of items B and C, see Minnesota Rules]*

25.4 Subp. 2. **Limit on practice.** A licensee who has emeritus status shall not engage in  
25.5 marriage and family therapy practice or practice as a mental health professional as defined  
25.6 in Minnesota Statutes, ~~sections 245.462, subdivision 18, and 245.4871~~ section 245I.02,  
25.7 subdivision 27.

25.8 *[For text of subparts 3 and 4, see Minnesota Rules]*

25.9 **5300.0320 CONTINUING EDUCATION REQUIREMENTS.**

25.10 *[For text of subpart 1, see Minnesota Rules]*

25.11 Subp. 2. **Continuing education requirements.**

25.12 A. LMFT licensees must complete a minimum of 40 hours of ~~board-approved~~  
25.13 continuing education every two years. The hours must include three hours in ethical and  
25.14 professional studies education covering professional ethics, family law, professional  
25.15 socialization, professional organizations, legal issues, or interprofessional cooperation must  
25.16 be included in the required 40 hours, and four hours in cultural competency education as  
25.17 required by Minnesota Statutes, section 148B.31, paragraph (b).

25.18 B. Board-approved LMFT supervisors must meet the continuing education  
25.19 requirements specified in part 5300.0170, subpart 2, item D L.

25.20 C. Licensees must complete all required continuing education hours in person,  
25.21 virtually, or on demand.

25.22 D. The required number of hours shall be prorated for persons who are initially  
25.23 licensed during a given reporting period. Licensed marriage and family therapists must

26.1 attest to the board as to completion of the required hours upon renewal of the license ~~in~~  
 26.2 ~~each odd-numbered year~~ every two years.

26.3 Subp. 3. **Attestation of continuing education completion.** Every two years at the  
 26.4 time of license renewal in each odd-numbered year or as required at the time of application  
 26.5 for reinstatement of a license, a licensed marriage and family therapist must attest to  
 26.6 completion of a minimum of 40 ~~approved~~ continuing education hours ~~since last renewal~~ or  
 26.7 the minimum number required for reinstatement. Failure to complete the attestation required  
 26.8 will result in nonrenewal of licensure. For a licensee whose license was issued fewer than  
 26.9 two years prior to a required attestation under this subpart, the licensee must attest to the  
 26.10 total number of required hours as prorated under subpart 2.

26.11 Subp. 3a. **Extension of time to complete continuing education.** At the time of license  
 26.12 renewal when continuing education attestation is required, the board may grant a onetime  
 26.13 extension of no more than 90 days upon request of the licensee. A licensee requesting an  
 26.14 extension of more than 90 days to complete continuing education requirements must submit  
 26.15 a request for an administrative variance under the process in part 5300.0340.

26.16 Subp. 4. **Documentation.** All licensees shall retain original documentation of  
 26.17 completion of continuing education hours for a period of ~~five~~ two years after the two-year  
 26.18 reporting period. The information must include:

26.19 *[For text of items A and B, see Minnesota Rules]*

26.20 C. continuing education approval number ~~assigned by the board,~~ if the board  
 26.21 issued a number under subpart 7, item C;

26.22 *[For text of item D, see Minnesota Rules]*

26.23 E. number of continuing education hours for the program or activity, as verified  
 26.24 by the program sponsor on the documentation of attendance or program completion; and

26.25 F. ~~signed certificate~~ documentation of attendance or program completion.

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

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

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

27.10 **Subp. 5. Audit of continuing education.**

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

27.16 B. A licensee may request an administrative variance under the process in part  
27.17 5300.0340 if the board determines based on an audit that the licensee has failed to complete  
27.18 and verify the required number of qualifying continuing education hours under this part.

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

27.23 ~~The board shall consider the following factors in determining whether an activity should~~  
27.24 ~~be approved~~ A licensee may complete any continuing education activity that satisfies the  
27.25 requirements of subpart 2 and is:

28.1 A. ~~the activity's relevance~~ relevant to the current therapeutic practices of marriage  
28.2 and family therapy;

28.3 B. ~~the activity's relevance~~ relevant to the development and maintenance of current  
28.4 professional skills ~~or~~ of marriage and family therapists;

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

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

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

28.13 ~~D. C. relation of the activity's proposed topics~~ related to the current body of  
28.14 marriage and family therapy knowledge, emphasizing systemic approaches or theory,  
28.15 research, or practice of psychotherapeutic work with individuals, couples, or families; or

28.16 ~~E. D. continuing education for marriage and family therapy that includes~~ inclusive  
28.17 of one or more of the following areas topics:

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

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

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

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

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

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

29.12 ~~F. whether~~ The instructors or developers of the activity ~~are~~ must be qualified by  
 29.13 practical or academic experience to teach, lecture, make presentations, or develop ~~courses;~~  
 29.14 ~~and~~ course material.

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

29.17 Subp. 7. ~~Sponsor's~~ **Sponsor or individual continuing education program application**  
 29.18 **for course approval.** Individuals, including an LMFT; organizations; associations;  
 29.19 corporations; educational institutions; or groups intending to offer or complete a continuing  
 29.20 education activity ~~must~~ may submit to the board a completed application on a form provided  
 29.21 by the board accompanied by the appropriate nonrefundable fee. The ~~sponsor~~ applicant  
 29.22 must comply with items A to D to receive activity approval.

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

30.1 B. The application must include the following information to enable the board to  
30.2 determine whether the course meets the standards for board approval specified in subpart  
30.3 6:

30.4 *[For text of subitem (1), see Minnesota Rules]*

30.5 (2) a description of the content and methodology of the activity ~~which~~ that  
30.6 will allow the participants to meet the objectives;

30.7 *[For text of subitems (3) and (4), see Minnesota Rules]*

30.8 (5) a description of the certificate or other form of verification of attendance,  
30.9 which must include the board approval number, to be distributed to each participant upon  
30.10 successful completion of the activity;

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

30.13 *[For text of subitem (7), see Minnesota Rules]*

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

30.18 *[For text of item D, see Minnesota Rules]*

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

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

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

31.4 Subp. 8. [See repealer.]

31.5 Subp. 9. **Sources of credit.** ~~Continuing education credit may be applied for the~~  
31.6 ~~following programs that comply~~ The following activities also qualify for continuing education  
31.7 credit if the activity complies with the requirements of subpart 6:

31.8 A. ~~programs specifically listed in subpart 6, item C~~ structured educational programs  
31.9 with an instructor as a part of a convention, workshop, seminar, or lecture;

31.10 B. a graduate or postgraduate course from a regionally accredited institution. The  
31.11 course must be related to marriage and family therapy as described in subpart 6. Licensees  
31.12 earn ten continuing education hours for each semester credit hour completed;

31.13 C. a home study course with an independently graded test component;

31.14 ~~B. D.~~ teaching a marriage and family course in an institution at a regionally  
31.15 ~~accredited by a regional accrediting association~~ institution. Continuing education hours may  
31.16 be earned only for a single time the licensee teaches the course. The course must be related  
31.17 to marriage and family therapy as described in subpart 6. Licensees earn ten continuing  
31.18 education hours ~~may be earned~~ for each semester credit hour taught. Documentation of this  
31.19 activity ~~will consist~~ consists of verification by the institution's department that the licensee  
31.20 taught the course for an assigned number of credits or hours;

31.21 ~~C. E.~~ development and conducting of original research directly related to marriage  
31.22 and family therapy as described in subpart 6. This activity must be preapproved by the  
31.23 ~~board. Hours of credit for this activity shall be determined by the board based on the nature~~  
31.24 ~~of the project;~~ A licensee must maintain the following documentation for all original research  
31.25 projects:

- 32.1 (1) the rationale for pursuing the original research activity;  
 32.2 (2) the specific goals and objectives of the original research activity and how  
 32.3 such goals and objectives are related to the practice of marriage and family therapy;  
 32.4 (3) an outline of the topics addressed by the research;  
 32.5 (4) a description of all related resources and activities; and  
 32.6 (5) a record of the actual hours spent on the activity;

32.7 ~~D.~~ F. authoring, editing, or reviewing a publication in an area of marriage and  
 32.8 family therapy as described in subpart 6. Continuing education hours may be earned only  
 32.9 in the year of publication. The maximum hours earned are as follows:

- 32.10 (1) author of a professional book, 40 hours;  
 32.11 (2) author of a professional book chapter or journal article, 20 hours;  
 32.12 (3) editor of a professional book or journal, 40 hours; and  
 32.13 (4) journal article review, three hours per manuscript;

32.14 ~~E.~~ G. developing and delivering presentations at ~~workshops~~ a convention,  
 32.15 workshop, seminars seminar, symposia symposium, meetings meeting of a professional  
 32.16 ~~organizations~~ organization, or postgraduate ~~institutes~~ institute. The presentation must be  
 32.17 related to marriage and family therapy as described in subpart 6. One hour of development  
 32.18 time equals one continuing education hour and up to three hours of development time may  
 32.19 be claimed for each hour of presentation. Continuing education hours may be earned only  
 32.20 for a single presentation by the licensee on the subject developed; and

32.21 F. H. individually designed continuing education activity not listed in this subpart.  
 32.22 ~~Licensees may submit proposals for continuing education activities that do not meet the~~  
 32.23 ~~guidelines in this part. The proposal request must include the following~~ The activity must



33.1 be related to marriage and family therapy as described in subpart 6. A licensee must maintain  
 33.2 the following documentation for all individually designed continuing education activities:

33.3 (1) the rationale for pursuing an individually designed activity;

33.4 (2) the specific goals and objectives, and an explanation of how the goals  
 33.5 and objectives are related to the enhancement of the licensee's professional skills;

33.6 (3) an outline of the topics addressed in the activity;

33.7 (4) a description of related resources and activities;

33.8 (5) ~~the proposed~~ documentation of completion of the activity; and

33.9 (6) a record of the estimate of time to be expended actual hours spent on the  
 33.10 activity and the number of continuing education hours requested. The board shall determine  
 33.11 the number of hours credited for completion of such activity.

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

33.14 *[For text of subparts 10 to 12, see Minnesota Rules]*

33.15 **5300.0330 REFUSAL TO GRANT LICENSE, SUSPENSION, OR REVOCATION**  
 33.16 **OF LICENSE.**

33.17 Subpart 1. **Board authority.** The board shall refuse to grant a license, or shall suspend,  
 33.18 revoke, condition, limit, qualify, or restrict the license of an individual according to  
 33.19 Minnesota Statutes, ~~sections 148B.05 and~~ section 148B.37, subdivision 1.

33.20 Subp. 2. **Conviction of crime.** According to Minnesota Statutes, section 148B.37,  
 33.21 subdivision 1, paragraph (a), clause (2), the crimes that the board shall determine to be of  
 33.22 a nature to render the convicted individual unfit to practice marriage and family therapy  
 33.23 consist of the crimes described in Minnesota Statutes, sections 144.227, 151.37, 152.021,  
 33.24 152.022, 152.023, 152.024, 152.025, 152.027, 609.185, 609.19, 609.195, ~~609.20~~, 609.205,

34.1 609.2112, 609.2113, 609.2114, 609.215, 609.221, 609.222, 609.223, 609.2231, 609.224,  
34.2 609.231, 609.235, 609.24, 609.245, 609.25, 609.255, 609.26, 609.265, 609.342, 609.343,  
34.3 609.344, 609.345, 609.3451, 609.352, 609.365, 609.48, 609.485, 609.498, 609.50, 609.507,  
34.4 609.52, 609.561, 609.562, 609.563, 609.582, 609.595, 609.625, 609.66, 609.713, and 609.79;  
34.5 ~~and Minnesota Statutes 2012, section 609.21.~~

34.6 Subp. 3. [See repealer.]

34.7 Subp. 4. [See repealer.]

34.8 Subp. 5. **Restoring a license.** The board shall restore a license according to Minnesota  
34.9 Statutes, section 148B.37, subdivision 2. A licensee whose license has been revoked or  
34.10 suspended and subsequently restored by the board must comply with the requirements for  
34.11 reinstatement in part 5300.0300 and must pay the reinstatement fee in Minnesota Statutes,  
34.12 section ~~148B.17~~ 148B.392, subdivision 2.

34.13 **5300.0350 CODE OF ETHICS.**

34.14 [For text of subparts 1 to 3a, see Minnesota Rules]

34.15 Subp. 4. **Integrity.** A provider of marriage and family therapy must act in accordance  
34.16 with the highest standards of professional integrity and competence. A therapist must be  
34.17 honest in dealing with clients, students, interns, supervisees, colleagues, and the public.

34.18 [For text of items A and B, see Minnesota Rules]

34.19 C. A therapist must recognize the potentially influential position the therapist may  
34.20 have with respect to students, interns, employees, and supervisees, and must avoid exploiting  
34.21 the trust and dependency of these persons. A therapist must make every effort to avoid  
34.22 multiple relationships that could impair the therapist's professional judgment or increase  
34.23 the risk of exploitation. Sexual contact between the therapist and students, employees,  
34.24 interns, or supervisees is prohibited for two years after the date that the relationship is

35.1 terminated, whether or not the party is informed that the relationship is terminated. Sexual  
35.2 contact after two years with a former student, intern, employee, or supervisee is prohibited:

35.3 *[For text of subitem (1), see Minnesota Rules]*

35.4 (2) if the sexual contact occurred by means of therapeutic deception.

35.5 If a complaint is submitted to the board alleging a violation of this item with respect to a  
35.6 former student, intern, employee, or supervisee, the therapist has the burden of proof to  
35.7 demonstrate that the former student, intern, employee, or supervisee was not emotionally  
35.8 dependent upon the therapist and that the sexual behavior was not the result of therapeutic  
35.9 deception.

35.10 *[For text of items D and E, see Minnesota Rules]*

35.11 F. A therapist must recognize the limitations to the scope of practice of marriage  
35.12 and family therapy. When the needs of a client appear to be outside this scope, a therapist  
35.13 must inform the client that there are other professional, technical, community, and  
35.14 administrative resources available to the client. The therapist must make referrals to those  
35.15 resources when it is in the best interest of the client to be provided with alternative or  
35.16 complementary services. The therapist must make a reasonably prompt referral when  
35.17 requested to do so by the client, ~~without consideration of limitation of third-party payors.~~

35.18 *[For text of items G to L, see Minnesota Rules]*

35.19 M. A therapist must file a complaint with the board when the therapist has reason  
35.20 to believe that another therapist is or has been engaged in conduct which violates this part  
35.21 according to Minnesota Statutes, section ~~148B.07~~ 148B.381, subdivision 4.

35.22 *[For text of items N to R, see Minnesota Rules]*

35.23 S. A therapist must pursue knowledge of new developments and maintain  
35.24 competence in marriage and family therapy, including knowledge of the laws and

36.1 administrative rules governing the practice of marriage and family therapy in Minnesota,  
36.2 through education, training, or supervised experience.

36.3 *[For text of items T and U, see Minnesota Rules]*

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

36.9 *[For text of items A to D, see Minnesota Rules]*

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

36.14 *[For text of subitem (1), see Minnesota Rules]*

36.15 (2) if the sexual behavior occurred by means of therapeutic deception.

36.16 If a complaint is submitted to the board alleging a violation of this item with respect to a  
36.17 former client, the therapist has the burden of proof to demonstrate that the former client  
36.18 was not emotionally dependent upon the therapist and that the sexual behavior was not the  
36.19 result of therapeutic deception.

36.20 *[For text of items F to O, see Minnesota Rules]*

36.21 P. Prior to commencing therapy through ~~electronic means including, but not~~  
36.22 ~~limited to, telephone and Internet~~ real-time, two-way interactive audio and visual  
36.23 communication, a therapist must:

36.24 *[For text of subitems (1) to (5), see Minnesota Rules]*

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

37.4 *[For text of items A to H, see Minnesota Rules]*

37.5 I. A therapist must disclose to the board and its agents client records as required  
 37.6 by Minnesota Statutes, sections ~~148B.11~~ 148B.372 and 148B.39.

37.7 *[For text of items J and K, see Minnesota Rules]*

37.8 L. A client who is the recipient of marriage and family therapy services has the  
 37.9 right to access and release private information maintained by the therapist, including client  
 37.10 records, as provided in Minnesota Statutes, sections 144.291 to 144.298, provided the records  
 37.11 are not classified as confidential under Minnesota Statutes, section 13.84, or except as  
 37.12 otherwise provided by law or court order. A therapist must maintain an accurate record for  
 37.13 each client as described in part 5300.0351. ~~Each record must minimally contain:~~

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

37.15 ~~(2) a treatment plan with a diagnosis and treatment goals and any subsequent~~  
 37.16 ~~revision;~~

37.17 ~~(3) an accurate chronological listing of all client contacts and a summary of~~  
 37.18 ~~each;~~

37.19 ~~(4) records of any consultation or supervision received in relation to the client;~~

37.20 ~~(5) a termination statement indicating the date and reason for termination,~~  
 37.21 ~~the client's condition at the time, and any recommendations made to the client;~~

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

38.1 ~~(7) a chronological listing of all fees or charges for services related to the~~  
38.2 ~~client and to whom the fees were charged. This record may be kept separate from the client's~~  
38.3 ~~clinical file.~~

38.4 *[For text of subpart 7, see Minnesota Rules]*

38.5 **5300.0351 RECORD-KEEPING REQUIREMENTS.**

38.6 Subpart 1. Record-keeping requirements. A therapist shall maintain accurate and  
38.7 legible records of their services for each client. A therapist's records must minimally contain:

38.8 A. client personal data;

38.9 B. an accurate chronological listing of all client visits, fees charged to the client  
38.10 or a third-party payer, and payments received;

38.11 C. documentation of services, including where applicable:

38.12 (1) assessment methods, data, and reports;

38.13 (2) an initial treatment plan and any subsequent revisions;

38.14 (3) the name of the individual providing the services;

38.15 (4) case notes for each date of service;

38.16 (5) records of consultations with collateral sources;

38.17 (6) diagnoses or descriptions of problems;

38.18 (7) documentation that informed consent for services was given, including  
38.19 written informed consent documents, where applicable;

38.20 (8) documentation of supervision or consultation received; and

38.21 (9) the name of the individual who is clinically responsible for the services  
38.22 provided;

39.1 D. copies of all correspondence relating to the client; and

39.2 E. copies of all client authorizations for release of information and any other  
39.3 documents pertaining to the client.

39.4 Subp. 2. Duplicate records. A therapist is not required to maintain client records that  
39.5 duplicate client records maintained by the agency, clinic, or facility at which services are  
39.6 provided.

39.7 Subp. 3. Records retention. A therapist shall retain a client's records for a minimum  
39.8 of seven years after the date of the therapist's last professional service to the client, except  
39.9 as otherwise provided by law, rule, or contract. If the client is a minor, the records retention  
39.10 period does not commence until the client reaches the age of 18, except as otherwise provided  
39.11 by law.

39.12 **5300.0355 ASSESSMENTS, TESTS, REPORTS.**

39.13 *[For text of subpart 1, see Minnesota Rules]*

39.14 **Subp. 2. Administration and interpretation of tests.** ~~Therapists~~ A therapist shall  
39.15 use tests as described in items A to E.

39.16 *[For text of items A to E, see Minnesota Rules]*

39.17 *[For text of subparts 3 and 4, see Minnesota Rules]*

39.18 **RENUMBERING INSTRUCTION.** Each part of Minnesota Rules listed in column A is  
39.19 renumbered as the number listed in column B. Cross-reference changes consistent with the  
39.20 renumbering are made.

	<u>Column A</u>	<u>Column B</u>
39.21		
39.22	<u>5300.0100, subpart 12a</u>	<u>5300.0100, subpart 12d</u>
39.23	<u>5300.0100, subpart 17</u>	<u>5300.0100, subpart 9a</u>
39.24	<u>5300.0135</u>	<u>5300.0125</u>

- 40.1 **REPEALER.** Minnesota Rules, parts 5300.0100, subpart 7; 5300.0150; 5300.0160, subpart  
40.2 1; 5300.0175; 5300.0180; 5300.0190; 5300.0230; 5300.0240, subparts 2 and 7; 5300.0320,  
40.3 subpart 8; and 5300.0330, subparts 3 and 4, are repealed.