



Minnesota Board of Marriage and Family Therapy
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 Website: www.bmft.state.mn.us
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Program Sponsor Application for Continuing Education Course Approval

Instructions:

- Complete application in full, sign and date.
- Attach \$60.00 application fee. Make check payable to “MN Board of MFT.” All fees are nonrefundable.
- Submit to Board at address indicated above.

The Continuing Education Committee will not approve programs where the sponsor fails to show specifically how the program content is systemic to the practice of marriage and family therapy. *Careful and detailed attention must be made to the question of course objective.*

Title of Presentation: _____

Presenter(s) (include credentials): _____

Date(s) of Presentation: _____

Sponsor Organization: _____

Address: _____

Contact Person: _____

Telephone Number: _____

Email Address: (Approval or denial notification will be sent electronically to this address.)

Website address where licensees may obtain information about this program:

Name and address of facility where program is conducted:

Number of continuing education hours sought: _____

<i>Board use only</i>	<i>Ch#:</i>		\$		<i>Dep #:</i>		<i>CE#</i>	
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1) What is the objective of the course, and how does it relate to marriage and family therapy practice:

2) What knowledge will be gained by participants upon completion of the course and how will it enhance practice skills and/or knowledge:

3) Please detail the course's content, with an agenda which includes the time period for each segment, and all breaks. (Note: Break times cannot be included in total approved CE hours.)

4) Describe the methodology to be used which will allow the participants to meet the above objective:

5) List the qualification of each instructor, and demonstrate the instructor's current knowledge and skills in the course's subject matter. You may attach a resume, vitae, or presentation biographies.

**6) Describe the method to be used by the participants to evaluate the course.
Please attach a copy of the evaluation form to be used.**

7) Describe the certificate or other form of verification of attendance that will be distributed to each participant upon successful completion of the course:

Note: Electronic notification as to Board approval or denial will be sent within 30 days of application submission. Board approval is valid for one year from date of notification. Program sponsors should review and comply with the requirements of Minn. Rule 5300.0320, subp. 6.

Affirmation

I verify that the information contained in this application is true and correct to the best of my knowledge and belief.

Signature

Date

Title