

## LMFT APPLICATION FOR CE COURSE APPROVAL

### Instructions:

1. Check [Board website](#) first for listing of CE programs already approved. (If already listed, make note of Board-issued CE approval number for your records.)

2. Complete **ALL** sections. Incomplete applications will not be considered.

3. Sign and date application. Submit to Board by email (preferred) or US Mail. Submit in PDF, JPG or Word format. Do not use encrypted email for submission.

4. Do **NOT** send Certificate of Completion with your application. Retain for your records.

5. Only submit **ONE** application for a multi-day/multi-session educational training or conference. Include with application program information listing sessions offered and/or attended.

6. If seeking approval for a CE activity that is **not** a seminar/workshop/training, you may modify the application to request approval of alternate CE identified in [Minn. Rule 5300.0320, subp. 9](#) such as independent study (Subp. 9F), teaching/presenting (CE program, training seminar, graduate course; Subp. 9B and 9E), authoring/editing/journal review (Subp. 9D).

7. **Independent Study** CE has specific requirements for information that must be submitted in the application. Please review [Minn. Rule 5300.0320, subp. 9F](#) and provide the requested independent study information with your application.

8. The Board does not approve a specific number of CE hours for completion of a CE program, training seminar or educational conference. The number of hours reflected on the certification of completion issued to the LMFT by the CE program sponsor, or the number of hours of actual attendance (whichever is less), may be counted as CE.

9. All applications will be considered for approval as “regular” CE, unless application specifically requests **Ethics, Supervision or Cultural Competency CE** hours. If such CE hours are requested, application **MUST** identify specific course segments, sessions or topics that address requested category:

**ETHICS CE:** [Minn. Rule 5300.0320, subp. 2](#) requires three hours in ethical and professional studies education covering professional ethics, family law, professional socialization, professional organizations, legal issues, or interprofessional cooperation must be included in the required 40 hours.

**SUPERVISION CE:** [Minn. Rule 5300.0170](#) requires a supervisor to be knowledgeable of current skills required for effective delivery of marriage and family therapy and devote at least ten percent of the required continuing education hours to supervision training and skills.

**CULTURAL COMPETENCY CE:** [Minn. Stat. 148B.31\(b\)](#) - At least four of the 40 continuing education training hours required under Minn. Rule 5300.0320, subp. 2 must be on increasing the knowledge, understanding, self-awareness, and practice skills that enable a marriage and family therapist to serve clients from diverse socioeconomic and cultural backgrounds. Topics include but are not limited to:

- (1) understanding culture, its functions, and strengths that exist in varied cultures;
- (2) understanding clients' cultures and differences among and between cultural groups;
- (3) understanding the nature of social diversity and oppression; and
- (4) understanding cultural humility.

**LMFT Name(s):**

(If program completed by more than one LMFT, list all LMFT names and LMFT License #'s for those seeking course approval; email notification will only be sent to one LMFT email for distribution.)

**License #:**

**Email Address** (Board notice will be sent electronically):

<b>Type of CE:</b>	CE Seminar/Conference	CE Presenter	Independent Study
Graduate course student	Graduate Course Instructor	Author/Editor/Reviewer	Other

**Course Title:**

**Date(s)** of Attendance or Planned Program Completion (for online/ independent study):

**Program Sponsor:**

**Method of course completion** (In-person, Online, On Demand, Other):

**Are you requesting Ethics CE hours?** Yes No If yes, how many hours?

NOTE: Application must identify specific course segments, sessions or topics that address Ethics in support of request or request will be denied. See Question #3.

**Are you requesting Supervision CE hours?** Yes No If yes, how many hours?

NOTE: Application must identify specific course segments, sessions or topics that address Supervision in support of request or request will be denied. See Question #3.

**Are you requesting Cultural Competency CE hours?** Yes No If yes, how many hours?

NOTE: Application must identify specific course segments, sessions or topics that address Cultural Competency in support of request or request will be denied. See Question #3.

(See page 1 for further information on Ethics, Supervision and Cultural Competency CE.)

### **Course Content Information:**

- 1) List the learning objectives of the course.
  
- 2) How do these learning objectives relate to your marriage and family therapy practice? How will you use this training in your practice?
  
- 3) Attach course brochure or agenda, if available. (Do not submit PowerPoints or handouts.) If not available, describe course content. If Ethics, Supervision or Cultural Competency CE is requested, identify specific course sessions or topics addressing the requested CE category.
  
- 4) List name and credential/qualifications of each instructor. A brief biography may be attached if available.

Board notification of application approval or denial will be sent by email within approximately 30 days of application submission. If approved, you may count the CE hours listed on the program's Certificate of Attendance, or your actual hours of attendance/participation (whichever is less), toward CE requirements for license renewal. (For specific types of CE application, the Board approval notice will list the number of approved CE hours.)

### **Affirmation:**

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

**Signature (Electronic Signature Accepted)**

**Date**