

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 learning objectives are applicable to the practice of marriage and family therapy. *Careful and detailed attention should be made to Question #1.*

Title of Program: _____

Presenter(s) (include credentials): _____

Date(s) of Presentation: _____

Sponsor Organization: _____

Contact Person: _____

Telephone Number: _____

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

Website Address where LMFTs may obtain information about this program: _____

Total continuing education hours requested (lunch, breaks may not be included): _____

*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 3 for further information on Ethics, Supervision and Cultural Competency CE.)

Board use only: Check #: _____ \$ _____ CE#: _____

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. If applicable, identify for which portion of CE program you are requesting Ethics, Cultural Competency or Supervision CE credit. (Note: Break times cannot be included in total approved CE hours.)

4) Describe the instruction methodology used for this program:

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

6) Attach a copy of the evaluation form to be used or describe the method participants will use to evaluate the course.

7) **Attach a copy of the certificate or other form of verification of completion that will be distributed to each participant upon successful completion of the course. If template not available, describe verification document:**

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 must 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

*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.