

Acceptable Forms of CE Verification

A MN LMFT must retain document of CE completion for a minimum of **five (5) years** after the 2-year CE reporting period. Acceptable forms of CE verification include:

CE workshops, seminars, conferences, staff training (live/webinar/online/on demand):

Certificate of Attendance/Completion issued by the program sponsor which includes:

- Your name
- Title and date of program
- CE hours completed
- Board-Issued CE Approval number (if requested by/issued to CE program sponsor)

Graduate-level academic coursework offered by an accredited program of higher learning:

- Copy of transcript showing completion of course and # of graduate semester credits earned;
- Board-Issued CE Approval number (LMFT must file LMFT CE Course Application with Board and be notified that academic coursework is approved as CE)

Teaching a graduate course at an accredited graduate program:

- Documentation of course instruction from graduate institution including # of graduate semester credits taught;
- Board-Issued CE Approval number (LMFT must file LMFT CE Course Application with Board and be notified that teaching graduate course is approved as CE)

Presenting at workshop, seminar, conference, staff training:

- Documentation listing you as course presenter/instructor + length of presentation (e.g., Course brochure, course schedule, documentation from program sponsor confirming your presentation, etc.);
- Board-Issued CE Approval number (If program sponsor has not obtained CE approval number from MN Board of MFT, LMFT must file LMFT CE Course Application with Board and be notified that the presentation is approved as CE; if program is already approved by Board, that Board-Issued CE Approval number is sufficient for presentation hours)

Author/editor/reviewer of book, journal article, book chapter, etc.:

- Documentation of publication; or
- Documentation listing you as author/editor/reviewer;
- Board-Issued CE Approval number (LMFT must file LMFT CE Course Application with Board and be notified that author/editor/reviewer activity is approved as CE)

Independent Study:

- LMFT must file LMFT CE Course Application with Board and be notified that independent study activity is approved as CE. LMFT must then retain the required documentation of completion specific to the independent study (as specified in Board's approval notice of independent study activity).

For anything else, email the Board to ask/confirm proper documentation (mft.board@state.mn.us). **Do NOT send documentation of CE completion to the Board unless specifically directed to do so.** Retain a copy of any documents submitted to the Board as the Board does not keep any documents after review is complete.