5300.0320 CONTINUING EDUCATION REQUIREMENTS.

Subpart 1. Purpose of continuing education.
The purpose of mandatory continuing education is to:

A. promote the health and safety of the residents of Minnesota who receive services from licensees; and
B. promote the continuing professional competence of providers of these services.

The continued development and maintenance of competence are ongoing activities and the ethical responsibility of each licensee. Continuing education is only required of licensed marriage and family therapists. Licensed associate marriage and family therapists are not required to complete continuing education for license renewal.

Subp. 2. Continuing education requirements.
Licensees must complete a minimum of 40 hours of board-approved continuing education every two years. The hours must include:

A. 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.
B. Four hours in cultural competency education, as required by Minnesota Statutes 148B.31, subdivision (b), on increasing the knowledge, understanding, self-awareness, and practice skills to serve clients from diverse socioeconomic and cultural backgrounds, including: (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; and
C. Board-approved supervisors must meet the continuing education requirements specified in part 5300.0170, item D.

All required hours may be completed in person, online or on demand. The required number of hours shall be prorated for persons who are initially licensed during a given reporting period. Licensed marriage and family therapists must attest to the board as to completion of the required hours upon renewal of the license in each odd-numbered year every two years.

Subp. 3. Attestation of continuing education completion.
Every two years at the time of license renewal, in each odd-numbered year or at the time of application for reinstatement of a license, a licensed marriage and family therapist must attest to completion of a minimum of 40 approved continuing education hours completed during the designated time period since last renewal or the minimum number required for reinstatement. Failure to complete the attestation required will result in nonrenewal of licensure. For a licensee whose license was issued less than 24 months prior to required continuing education attestation, the total number of required hours is prorated proportionately.

Subp. 3A. Extension.

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At time of renewal when continuing education attestation is required, the board may grant the licensee a one-time extension to complete the required hours when a licensee is unable to meet continuing education requirements.

OR – At time of renewal when continuing education attestation is required, the board will grant a one-time extension of no more than 90 days upon written request of the licensee. The board will consider a request for an extension of more than 90 days upon submission by the licensee of an administrative variance request pursuant to Rule 5300.0340.

Subp. 4. Documentation.
All licensees shall retain original documentation of completion of continuing education hours for a period of five-two years from the end of the two-year reporting period. The information must include:

A. course or activity title;
B. name of sponsor of the course or activity;
C. continuing education approval number assigned if a number has been issued by the board;
D. date the licensee attended or completed the program or activity;
E. number of continuing education hours for the program or activity as verified by the program sponsor on documentation of attendance or program completion; and
F. signed certificate of attendance or program completion.

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

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

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

Subp. 5. Audit of continuing education.
The board may conduct random audits for the purpose of verifying continuing education each reporting year cycle. A licensee who is being audited must provide verification of the required number of continuing education hours by submitting documentation described in subpart 4. Failure to submit required documentation shall be grounds for disciplinary action.

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

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Board approval of continuing education activity is not required. A licensee may complete any continuing education activity which satisfies the requirements of subpart 1. For continuing education to satisfy the requirements of subpart 1, the education must: The board shall consider the following factors in determining whether an activity should be approved:

A. the activity's relevance be relevant to the current therapeutic practices of marriage and family therapy;
B. the activity's relevance be relevant to the development and maintenance of current professional skills of marriage and family therapists;
C. whether the activity is structured on sound educational principles and fits into one of the following categories:

1. Structured educational programs with an instructor as a part of conventions, workshops, seminars, lectures, interactive media, and graduate and postgraduate courses from regionally-accredited institutions. All course work must include the areas described in item D; and
2. Home study courses related to marriage and family therapy as described in item D. Programs must have an independently graded test component;

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

E. continuing education for marriage and family therapy that includes one or more of the following topicsareas:

1. Historical and theoretical foundations and contemporary conceptual directions of the field of marriage and family therapy;
2. Assessment, diagnosis, and treatment in marriage and family therapy including both dysfunctional relationship patterns and cognitive, affective, behavioral, or nervous disorders;
3. Family studies including the life cycle of the family, the process and modification of family structures over time, and issues related to ethnicity, race, socioeconomic status, culture, gender, and sexuality;
4. Human development including human behavior, personality theory, sexuality, psychopathology, behavior pathology, and physical and mental impairments and disabilities that affect normal development;
5. Ethics and professional studies covering legal responsibilities and liabilities of licensure, responsible business practices, clinical practice, research, family law, and confidentiality issues; and
6. Supervision in marriage and family therapy including theories and practices;

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

G. whether the activity is at least one hour in length. Time for home study activities is based on developer's research on average time required for completion.
Subp. 7. **Sponsor's application for course approval. Continuing education program application.**

A licensee, individuals, organizations, associations, corporations, educational institutions, or groups intending to offer or complete a continuing education activity must may submit to the board a completed application on a form provided by the board accompanied by the appropriate nonrefundable fee. The sponsor applicant must comply with items A to D to receive activity approval.

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

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

1. a statement of the objectives of the activity and the knowledge the participants will have gained upon completion of the activity;
2. a description of the content and methodology of the activity which will allow the participants to meet the objectives;
3. a description of the method to be used by the participants to evaluate the activity;
4. a list of the qualifications of each instructor or developer that shows current knowledge and skill in the activity's subject;
5. a description of the certificate or other form of verification of attendance distributed to each participant upon successful completion of the activity which shall include the board approval number;
6. a statement that the sponsor applicant agrees to retain attendance lists for a period of five years from the date the activity occurs; and
7. a copy of any proposed advertisement or other promotional literature for the activity.

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

D. Materials advertising approved activities may include a statement that the program has been approved by the Minnesota Board of Marriage and Family Therapy for a certain number of continuing education hours.

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

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

G. The board shall revoke approval of an activity if a sponsor an applicant fails to comply with this subpart, or if a sponsor an applicant falsifies information requested by the board in the application for approval of an activity.
Subp. 8. A licensee's application for course approval.
A. A licensee must apply individually for approval of continuing education activities that have not been approved by the board. The licensee must submit information required in item B, as well as other information the board deems necessary to evaluate the course for approval.
B. A licensee shall complete and submit to the board, on a form provided by the board, the following information:
   (1) the name and address of the organization sponsoring the activity;
   (2) a detailed description of the content of the activity;
   (3) the name and credentials of each instructor or presenter; and
   (4) the location, including the name and address of the facility, at which the activity will be conducted.
C. Licensees seeking approval for an activity not previously approved by the board are encouraged to seek board approval before attending the activity.
D. If the activity does not meet the standards in subpart 6, the board shall deny approval. The board shall notify the licensee in writing of its reasons for denying approval of an activity under this subpart.

Subp. 9. Sources of credit.
A licensee may complete any of the following activities that Continuing education credit may be applied for the following programs that comply with the requirements of subpart 6:
A. programs specifically listed in subpart 6, item C; structured educational programs with an instructor as a part of a convention, workshop, seminar, lecture, or interactive media;
B. completing a graduate or postgraduate course from a regionally accredited institution. The course must be related to marriage and family therapy as described in subpart 6. Ten continuing education hours may be earned for each semester credit hour completed;
C. home study courses with an independently-graded test component;
D. teaching a marriage and family course in an institution accredited by a regionally accredited institution. Continuing education hours may be earned only for a single time the licensee teaches the course. The course must be related to marriage and family therapy as described in subpart 6. Ten continuing education hours may be earned for each semester credit hour taught.
Documentation of this activity will consist of verification by the institution's department that the licensee taught the course for an assigned number of credits or hours;
E. development and conducting of original research directly related to marriage and family therapy as described in subpart 6. Licensee should maintain the following documentation for all original research projects:
   (1) The rationale for pursuing the original research activity;
   (2) Specific goals and objectives of the original research activity and how such goals and objectives are related to the practice of marriage and family therapy;
(3) an outline of the topics addressed by the research;
(4) a description of all related resources and activities;
(5) documentation of completion of the research activity;
(6) a record of the actual hours spent on the activity.

This activity must be preapproved by the board. Hours of credit for this activity shall be determined by the board based on the nature of the project.

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

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

EG. developing and delivering presentations at a convention, workshops, seminars, symposia, meetings of a professional organization, or postgraduate institutes. The presentation must be related to marriage and family therapy as described in subpart 6. One hour of development time equals one continuing education hour and up to three hours of development time may be claimed for each hour of presentation. Continuing education hours may be earned only for a single presentation by the licensee on the subject developed; and

FH. individually designed continuing education activity not listed in this subpart. The activity must be related to marriage and family therapy as described in subpart 6. Licensee should maintain the following documentation for all individually designed continuing education activities: - Licensees may submit proposals for continuing education activities that do not meet the guidelines in this part. The proposal request must include the following:

(1) the rationale for pursuing an individually designed activity;
(2) specific goals and objectives, and an explanation of how the goals and objectives are related to the enhancement of the licensee's professional skills;
(3) an outline of the topics addressed in the activity;
(4) a description of related resources and activities;
(5) the proposed documentation of completion of activity; and
(6) a record of the estimate of time to be expended on actual hours spent on the activity, and the number of continuing education hours requested. The board shall determine the number of hours credited for completion of such activity.

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

Subp. 10. Hours of credit.
Continuing education shall be credited on an hour-for-hour basis except as noted in subpart 9.

Subp. 11. Exemption from continuing education requirements.
A licensee whose license has not expired and who meets any of the following conditions is exempt from continuing education requirements in this part if the licensee files with the board an affidavit specifying that the licensee:

A. is retired from practice and does not perform marriage and family therapy services on a volunteer or free basis;
B. is permanently disabled and unable to practice marriage and family therapy, accompanied by a signed statement from the licensee's physician; or
C. has been granted emeritus status as specified in part 5300.0315.

Subp. 12. Discontinuance of exemption from continuing education requirements.
A licensee claiming exemption under subpart 11 who later decides to resume practice must submit to the board, before resuming practice, a written notice that the licensee intends to resume practice. The licensee must also submit evidence that the licensee has completed continuing education requirements that are equivalent to what the requirements would have been without the exemption for the five years or any portion of the five years immediately preceding the date of the notice of intent to resume practice.