

English Language Learner (ELL) Special Arrangements Request

The MN Board of MFT will allow an approved applicant who is an English Language Learner (ELL) up to two (2) extra hours of testing time when taking the AMFTRB National Examination in Marriage and Family Therapy. The applicant must complete and file this form with the MN Board of MFT. Once approved by the Board, the applicant must file the approved form with Professional Testing Corporation (PTC), the testing company administering the AMFTRB National Examination, at least eight (8) weeks prior to applicant's desired testing date to allow time to process the request. After the form is filed, PTC will notify the applicant that ELL additional testing time is authorized and the applicant will need to log in to the PTC exam registration account again to pay the regular exam fee. NO ADDITIONAL FEE will be charged the applicant for the additional ELL testing time.

Legal Name: _____ Email: _____ Primary Telephone: _____	Date of Birth: _____ <table border="1" style="margin-left: auto; margin-right: auto; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; background-color: #ccc;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; background-color: #ccc;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td colspan="3">Month</td> <td colspan="2">Day</td> <td colspan="3">Year</td> </tr> </table> Your primary (first) language: _____									Month			Day		Year		
Month			Day		Year												
ELL Requested Extra Testing Time (check one box): <input type="checkbox"/> 1 hour <input type="checkbox"/> 2 hours																	
APPLICANT STATEMENT: In support of my request for ELL special testing arrangements, I am providing one or more of the following documents (<i>check all that are provided; must check at least one</i>):																	
_____ (1) A Test of English as a Foreign Language (TOEFL) certification score of eight-five (85) or below, sent by Educational Testing Service directly to the Board. The TOEFL must have been taken within the previous five (5) years prior to application.																	
_____ (2) Documentation, to the satisfaction of the Board, from the applicant's qualifying master's degree program that the program had granted an English as a second language arrangement to applicant while enrolled in the program. Such arrangements must have been provided within the previous five (5) years prior to application.																	
_____ (3) Documentation, to the satisfaction of the Board, that applicant's qualifying master's degree was obtained from an educational institution outside the United States, and that coursework was presented primarily in a language other than English. Enrollment in this educational institution must have occurred within the previous five (5) years prior to application; OR																	
_____ (4) A written statement from applicant in support of the ELL special testing arrangement request. Applicant may use Page 2 of this request form for this statement or attach a separate document. (Note: Such statement should address applicant's spoken language history from childhood to present day, language primarily utilized in educational settings from childhood to present day, and any other information the applicant believes relevant to the request for ELL Special Arrangements.)																	
APPLICANT ATTESTATION: I attest that the information provided on this form and in support of my English Language Learner Special Arrangements Request is true. I understand that false information may be cause for denial of my application, cancellation of my AMFTRB National Examination score, or denial or loss of my license. I acknowledge that I may be asked to verify the above information at any time. I FURTHER UNDERSTAND that (1) other licensing jurisdictions may not accept an AMFTRB National Examination score obtained with the use of an ELL Special Arrangement, and I may be required to pass the AMFTRB National Examination again, without the benefit of extra testing time, to obtain licensure in that jurisdiction; and (2) use of an ELL Special Arrangement in taking the AMFTRB National Examination will be noted on my score report.																	
Applicant Signature _____ Date _____																	
FOR BOARD USE ONLY The ELL Special Arrangements Request for the above-named applicant is hereby APPROVED. Authorized Signature _____ Date _____ Print Name: _____ Title: _____																	

Please MAIL or EMAIL Request To: MINNESOTA BOARD OF MARRIAGE AND FAMILY THERAPY (Address and email information at top of page.) Retain a copy of this form and all application documents for your records. The Board reserves the right to modify or suspend the ELL Special Arrangement policy without notice.

