February 2022

RE: ATTESTATION OF COMPLETION OF 2020-2021 CE REQUIREMENTS – DUE BY APRIL 1, 2022

When renewing your LMFT license for 2022, you requested an extension to complete required continuing education (CE) hours until March 31, 2022. You are now required to verify and attest to your compliance in meeting CE requirements for LMFT license renewal for the 2020-2021 CE reporting period.

On or before April 1, 2022, you must attest and verify you have met CE requirements for the 2020-2021 CE reporting period by filing with the MN Board of MFT a completed CE ATTESTATION FORM.

When completing the CE ATTESTATION FORM, you must comply with the following:

- Report only the number of hours required for LMFT license renewal. Do NOT list all CE programs you completed during the 2020-2021 CE reporting period if completed hours exceed the number required for LMFT license renewal.
- Provide a CE approval number issued by the MN Board of MFT for EACH program listed on the attestation form. Attach additional attestation forms for reporting required CE information if needed.
- Identify the CE program(s) completed to satisfy the Ethics CE requirement (3 hours or a prorated amount).
- If you are an LMFT Board-Approved Supervisor, identify the Supervision CE program(s) completed to maintain Board-Approved Supervisor status (4 hours).
- Retain for your records documentation of CE program completion for EACH CE program listed on the CE ATTESTATION FORM. DO NOT submit such documentation to the Board unless specifically requested. The Board will be requesting documentation of CE completion from a random sample of LMFTs. If you do not have documentation of CE completion, you should not list that program on the CE ATTESTATION FORM. (You may contact the CE program sponsor to request a duplicate certificate of completion prior to 4/1/22 deadline.) Please refer to “Acceptable CE Verification Documents” for information on the documentation you must maintain for your records.

The CE Attestation Form should be submitted by EMAIL to MFT.Board@state.us.mn; please submit as a PDF, JPG or Word document. Do NOT submit using a secure email system (such as Hushmail, ProtonMail, etc.). If submitted by US Mail to the Board, you must retain a copy of the CE ATTESTATION FORM for your records.

If you do NOT have a Board-issued CE Approval Number for a CE course, you must submit the LMFT Application for CE Course Approval to the Board on or before February 25, 2022. Applications received after this date may not be reviewed in time for you to complete the CE ATTESTATION FORM by April 1st. You may always complete a course online/on demand that has already received Board approval to complete required hours. (See MN Board of MFT Approved CE Courses listing on website.)

RETAIN THIS NOTICE as future notices may not be provided. If you fail to comply, this matter will be forwarded to the Board’s Complaint Panel for review and may result in possible disciplinary action against your license.

The CE ATTESTATION FORM and other information relating to Continuing Education requirements are available on the Board’s website. If you have questions, email the Board at MFT.Board@state.mn.us.

Tennessee Warning (Minn. Stat. 13.04): The Board is seeking data from you that may be considered private or confidential under the Minnesota Government Data Practices Act, Minn. Stat. 13.01 et seq. The Board must notify you of the following four matters before you are asked to supply such information about yourself: (1) This data is being collected to determine whether you meet the requirements for licensure as well as whether you have violated any statutes or rules the Board is empowered to enforce; (2) You are not legally required to provide this data, but failure to do so may result in the denial of this application; (3) If you supply the data requested and it shows a violation of any of the statutes or rules enforced by the Board, you may be subject to disciplinary or other action by the Board. Refusal to provide the data requested may result in licensure action. In addition, falsification or omission of information may be used by the Board as a basis for disciplinary action; and (4) The data that you supply will be accessible to Board staff. The data you supply may also be released to other persons and/or governmental entities that have statutory authority to review the data, investigate specific conduct, and/or take appropriate legal action. If the Board institutes a formal disciplinary action against you, the information you supply could become public.