

An individual seeking MN LMFT licensure must maintain a log of all *post-graduate* clinical and supervision hours. This sample log may be used but is **not** required. An LMFT licensure candidate may track hours using another method, provided the logs satisfy MN requirements, can be reviewed and approved by an LMFT Board-approved supervisor, and can be reproduced/copied and provided to the MN Board of MFT *if requested*. (Logs are not to be submitted to the Board with the LMFT license application but should be maintained permanently by the LMFT license candidate and provided to the Board only upon request.)

Candidates seeking LMFT licensure in MN should review [Minn. Rule 5300.0155](#), governing experience requirements for persons eligible to begin postgraduate, supervised experience after August 1, 2016. This rule includes several important requirements:

- (1) Within **six months of commencement of the supervised experience**, an applicant must file the initial application for LMFT licensure, the Application for National Examination in MFT, with this Board. Failure to file the initial application within six months after logging hours begins will result in loss of clinical and supervision hours. (Subp. 2)
- (2) The supervised experience period must be *at least two (2) years* but be completed in *no more than seven (7) years*. (Subp. 3)
- (3) The LMFT license candidate must permanently maintain their post-graduate logs. (Subp. 3(D))
- (4) No more than 100 supervision hours may be applied to the 200-hour supervision requirement in any 12-month period. (Subp. 4(B)) An LMFT license candidate may obtain more than 100 supervision hours, but hours in excess of 100 in a 12-month period cannot be counted toward the 200-hour supervision requirement.
- (5) The LMFT Board-approved supervisor must review data from their supervisee's clinical work through written clinical materials, direct observation, audio or video recordings, or other reporting methods. (Subp. 4(D))

The log must reflect regular review and approval by the candidate's LMFT Board-approved supervisor of all hours logged.

When the LMFT license candidate has satisfied the post-graduate, supervised experience requirements for LMFT licensure, the Application for LMFT Licensure by State Examination should be filed. Delay in filing the application may result in inquiry regarding the time lapse between application filing date and date of last verified, supervised experience reported on the application.

Further, supervision by the LMFT Board-approved supervisor **must continue** until the LMFT license candidate is independently licensed as an LMFT. A license candidate who engaged in the practice of marriage and family therapy absent LMFT Board-approved supervision may be subject to disciplinary action by the Board.

MINNESOTA BOARD OF MARRIAGE AND FAMILY THERAPY POST-GRADUATE SUPERVISED EXPERIENCE HOURS LOG

Applicant Name: _____ **Week of:** ___ / ___ / ___ **thru** ___ / ___ / ___

MN Board-Approved LMFT Supervisor Name(s): _____

	Clinical Contact Hours			Non-Clinical Contact/ Other Professional Hours	Supervision by MN Board-Approved LMFT Supervisor*		Supervision by Other Licensed Professional^	TOTALS
	Individual	Group Therapy Not required to be logged separate from individual hours; not considered relational	Relational Couples, families or similar relational groups		Individual	Group		
Total from Prior Page (A)								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Total for Week (B)								
Total Hours (A + B)								

MN Board-Approved Supervisor's Initials: _____

Employment/Site Supervisor's Initial (if other than LMFT Supervisor): _____

***ALL supervisors should review/verify all hours logged. If more than one LMFT supervisor, identify supervision hour by supervisor name & apportion clinical hours between supervisors on a weekly basis to prevent over-reporting of hours on the Application for LMFT Licensure. ^Supervision by other licensed professional does not count toward the minimum 200 hours of supervision required for LMFT licensure. Hours logged may be added to Non-Clinical Contact/Other Professional Hours total.**