

**A Guide to Continuing Education Requirements for
LMFTs
and Continuing Education Providers**

**Mississippi
State Board of Examiners for Social Workers and
Marriage and Family Therapists**

Revised 02/28/2012

Introduction

The purpose of this Guide is to outline the continuing education requirements for the renewal of licensure which an LMFT must complete biennially, as well as provide the guidelines and forms for potential continuing education providers. Licensed Marriage and Family Therapist Associates (LMFTA) are not required to participate in continuing education activities.

The primary objective of continuing education must be to maintain and improve the quality of professional services in marriage and family therapy provided to the public; maintain and improve the therapist's knowledge of current research, techniques, and practice; and provide other resources which will improve skill and competence in marriage and family therapy. A licensee may only report credit for continuing education programs or activities approved by the MFT Continuing Education Committee. Approved programs will be listed on the Continuing Education Offering for MFTs page on the Board's website. Continuing education hours **must be relevant to the practice of marriage and family therapy as determined by the Board.**

The continuing education offerings for each discipline (social workers and marriage and family therapists) are approved independently. Licensees should NOT assume that an approved offering for one discipline is also approved for the other discipline. The MBOE website maintains separate lists of approved continuing education offerings for social workers and marriage and family therapists.

Information for Licensees

A. Requirements for Licensees

All licensed marriage and family therapists must complete twenty-four (24) Hours of approved continuing education during every two (2) year license period. Four (4) out of the 24 must be approved **MFT professional ethics hours**. All Board approved supervisors, including those with AAMFT Approved Supervisor standing, must complete two (2) approved hours of MFT supervision continuing education each renewal period. No supervision continuing education hours are required for the first renewal period. It is the responsibility of each licensee and supervisor to determine in advance that the continuing education activity has been approved by the MFT Continuing Education Committee. No continuing education hours are required for the first renewal period.

It is the responsibility of the licensee to obtain a certificate, transcript or other official document from the approved provider showing the appropriate information. The supporting documentation verifying the continuing education must be kept by the licensee and not sent to the Board unless the Board makes a request in writing for the documentation as a part of the audit process. The licensee shall maintain for four (4) years their own records and official verification of the continuing education they have completed. The Board will not maintain continuing education files for the licensees.

The Board will annually audit or cause to be audited a minimum of twenty percent (20%) of the continuing education reports accompanying the renewal applications. Licensees whose reports are audited will be required to provide a copy of the official documentation of their continuing education activities. If a licensee fails to provide the Board in a timely manner (not to exceed thirty {30} days following the time they are notified of the audit) with official documentation of the total hours listed on their renewal application, the license will be suspended following written notification from the Board and will remain suspended pending further Board action. If, during the audit, the Board disqualifies any of the documented continuing education hours and the licensee does not have sufficient acceptable hours remaining for that renewal period, the Board, at its discretion, may renew the license under the conditions that the continuing education hours will be obtained within six (6) months of the notice of deficiency. Continuing education hours acquired to meet the deficiency may not be applied to any other renewal period. If the licensee does not rectify the deficiency within that six (6) month period, the license will be subject to disciplinary action, including revocation, for failure to comply with the continuing education requirements.

A licensee who believes that evidence of continuing education was appraised incorrectly by the Board, may make a written request for re-evaluation to the Board within thirty (30) days of the Board's finding. Verbal requests will not be honored.

The Board may waive some continuing education requirements to a licensee who was not engaged in the practice of marriage and family therapy during a given continuing education renewal period on an individual basis for reasons of hardship, such as severe illness, disability, military service or other good cause. Any waiver will be granted solely in the discretion of the Board. Please check the current rules and regulations for an explanation of this process.

B. Types of Acceptable Continuing Education

Credit will be given only for continuing education programs or activities approved by the MFT Continuing Education Committee (a list is available on the Board's website). To be acceptable to the MFT Continuing Education Committee continuing education offerings for LMFTs must conform to at least one of the seven content areas specified below under Criteria for Approval of Continuing Education Activities. A qualified presenter is someone found by the Board to be a professional in marriage and family therapy, another mental health discipline, or another profession with information, knowledge, and skills relevant to the practice of marriage and family therapy.

The following types of continuing education activities are acceptable **provided that the standards set forth below under Criteria for Approval of Continuing Education Activities have been met:**

1. Continuing education activities related to the practice of marriage and family therapy offered by the American Association of Marriage and Family Therapy

(AAMFT) and any of its divisions, including the Mississippi Association of Marriage and Family Therapy (MAMFT); Mississippi Board of Examiners for Social Workers and Marriage and Family Therapists; and the Association of Marital and Family Therapy Regulatory Boards are automatically approved by the MFT Continuing Education Committee.

2. Successful completion (grade B or better), from a regionally accredited college/ university, of a graduate course related to the practice of marriage and family therapy. One (1) academic semester hour will be equivalent to 5 hours of continuing education hours;
3. Teaching in a graduate school of marriage and family therapy. Credit will be applied at the rate of three (3) hours for every credit hour taught; teaching may count for no more than ten hours of the biannual continuing education requirement;
4. Presenting workshops, seminars, or lectures that are approved for CE credit for LMFTs will awarded CEU credit at the rate of 2 hours of credit for each hour of presentation (if the same offering is presented multiple times during the two year renewal period, the continuing education credit hours may only be counted the first time the offering was presented);
5. Self-Directed Learning Projects and/or Distance Learning/Internet (Online) Learning Courses: Continuing education hours for distance learning/internet learning courses will only be granted for courses offered by Designated Providers, MBOE approved providers or by prior approval by the MFT CE Committee on a per case basis. The MFT CE Committee will grant continuing education hours only after completion of the course and proof of successful completion of post-test, course examination, and/or evaluation from the online course provider. No more than 6 hours of the 24 required hours may be earned in this manner during each two year renewal period. **Ethics continuing education credits may NOT be obtained this way. A list of approved ethics courses may be found on the Board's Website;**
6. Continuing education credit may be earned by Board approved supervisors for clinical supervision of individuals with active Supervision Plans on file with the Board. Supervision may count for no more than ten hours of the biannual continuing education requirement, but not count toward the two hours required for Board approved supervisors to maintain their approved supervisor status; and,
7. An author of a book or peer reviewed article which enhances a marriage and family therapist's knowledge or skill may be granted continuing education credit not to exceed one-half of the biannual continuing education requirement.

8. Supervised Self Directed Learning Groups: Licensed marriage and family therapists may earn up to eight (8) continuing education hours for each renewal period through participation in a Board approved supervised self directed learning group. In order to receive Board approval the following requirements must be met:
 - a. The group must be led by a Board Approved supervisor.
 - b. A supervision plan documenting the names and license numbers of all participants, proposed learning objectives and an outline of the process for meeting each learning objective must be approved in advance by the MFT Continuing Education Committee. Only plans meeting the criteria for approval of continuing education activities listed in Part 1903, Chapter 4, Rule 4.1(H) of these rules and regulations will be approved. Failure to submit a plan within the sixty-day time period could result in disapproval of the activity for continuing education credit.
 - c. Each participant must complete a post evaluation report documenting the effectiveness of the group learning experience and turn it in to the Approved Supervisor leading the group. This report should include evidence that the learning objectives were met. The Approved Supervisor shall maintain these reports for a period of four following completion of the supervised self directed learning group experience.
 - d. Participation in each supervised self directed learning group shall be limited to no less than four (4) and no more than eight (8) participants and a State Approved Supervisor.
 - e. The supervised self directed learning group supervisor must issue each participant a signed certificate of completion containing the participants name, license number, number of hours completed, dates of attendance, and MFT CE approval number.
 - f. MFT ethics CE hours and Approved Supervisor CE hours will not be awarded for participation in any self directed learning projects.
 - g. The fee for supervised self directed learning group approval shall be the same as the fee for becoming a Board Approved Continuing Education Provider.

Information for Continuing Education Providers

A. General Information

It is the responsibility of each organization or provider of continuing education to 1) provide the Board with verified list of participants including license number and the number of earned CE hours, and 2) provide the attendee with a written statement, verification, or certificate of attendance or CEU certificate which verifies completion of the offering. The attendee's verification must include the following information:

- a. Name of Attendee
- b. Name of offering
- c. Date of offering
- d. Provider's name
- e. Program approval number assigned by MFT Continuing Education Committee
- f. Signature of organizer/sponsor or designee
- g. Amount of continuing education hours awarded

It is the policy of the MFT CE Committee that **NO RETROACTIVE APPROVALS WILL BE MADE**, that only future offerings will be approved. In addition, MFT Continuing Education Committee approved offerings shall be credited on a one-for-one basis with one clock-hour credit for each one clock-hour spent in the continuing education activity, unless otherwise designated by the Board. . Time devoted to registration, organizational business, breakfasts, luncheons, dinners, or other refreshments shall not be counted as instructional or continuing education credit time.

B. Application Procedure to Become a Continuing Education Provider:

Appropriate providers may apply to the MFT Continuing Education Committee to become approved providers of continuing education activities. Providers may include, but are not limited to, colleges and universities, individuals, mental health agencies, private mental health organizations, and professional organizations. Home study programs are encouraged to apply for approved provider status. If granted, Approved provider status will expire on December 31 of each year. However, if an initial application is approved after September 1, the status will expire December 31 of the following year. Approved providers must reapply each year in order to maintain their approved provider status.

Approved providers are not required to submit an additional application fee per offering during their "approved provider" year. However, they must submit the appropriate application for each individual continuing education offering to the MFT Continuing Education Committee for review and approval. Each approved offering will be issued an approval number that must appear on the certificate provided to the participant. All applications should be received at least sixty days in advance of the offering in order to receive full consideration by the Committee.

Applicants for approved provider status must complete the necessary application and submit it to the MFT Continuing Education Committee and pay any associated fees required by the Board. The MFT Continuing Education Committee will evaluate the application and notify the applicant in writing regarding the approval of that application.

C. Approval procedure for any organization or individual that is not a Board approved provider or designated provider:

Any organization or individual that is not a Board approved continuing education sponsor or a designated provider must submit an application for each continuing education offering sixty days prior to the date of the offering. The applications must be made, in writing, to the MFT Continuing Education Committee, which reviews and pre-approves continuing education. Applications for or questions about said approval should be sent to the following address:

Mississippi Board of Examiners for Social Workers and
Marriage and Family Therapists
MFT Continuing Education Committee
P.O. Box 4508
Jackson, MS 39296-4508
601-987-6806
1-888-895-3482 - Instate Only

The Board's office or the Chair of MFT Continuing Education Committee may be contacted for application forms or questions about the procedure.

D. Criteria for Approval of Continuing Education Activities

Continuing education hours must be relevant to the practice of marriage and family therapy as determined by the MFT Continuing Education Committee and must be related to **at least one** of the following seven areas:

1. Theoretical Knowledge of Marriage and Family Therapy. Examples of acceptable offering content in this area include, but are not limited to, the historical development, theoretical and empirical foundations, and contemporary conceptual directions of the field of marriage and family therapy;
2. Clinical Knowledge of Marriage and Family Therapy. Examples of acceptable offering content in this area include, but are not limited to:
 - a. couple and family therapy practice related conceptually to theory;
 - b. contemporary issues, which include but are not limited to gender, violence, addictions, and abuse, in the treatment of individuals, couples, and families from a relational/systemic perspective;
 - c. a wide variety of presenting clinical problems related to the practice of marriage and family theory and practice;
 - d. issues of gender and sexual functioning, sexual orientation, and sex therapy as they relate to couple, marriage and family therapy theory and practice;

- e. diversity and discrimination as it relates to couple and family therapy theory and practice.
3. Assessment and Treatment in Marriage and Family Therapy. Acceptable offering content in this area incorporates a relational/systemic perspective on topics such as, but not limited to, psychopharmacology, physical health and illness, traditional psychodiagnostic categories, and the assessment and treatment of major mental health issues.
 4. Individual, Couple, and Family Development. Acceptable offering content in this area focuses on individual, couple, and/or family development across the lifespan.
 5. Professional Identity and Ethics in Marriage and Family Therapy. **Generic education in ethics does not meet this standard.** Therefore, examples of acceptable offering content in this area include, but are not limited to:
 - a. professional identity of the marriage and family therapist, including professional socialization, scope of practice, professional organizations, licensure and certification;
 - b. ethical issues related to the profession of marriage and family therapy and the practice of individual, couple and family therapy;
 - c. the AAMFT Code of Ethics, confidentiality issues, the legal responsibilities and liabilities of clinical practice and research, family law, record keeping, reimbursement, and the business aspects of practice as these relate to the practice of marriage and family therapy;
 - d. the interface between marriage and family therapist responsibility and the professional, social, and political context of treatment.
 6. Research in Marriage and Family Therapy. Examples of acceptable offering content in this area includes significant material on research in couple and family therapy; focus on content such as research methodology, data analysis and the evaluation of research, and include quantitative and qualitative research.
 7. Supervision in Marriage and Family Therapy: Examples of acceptable offering content in this area include studies in theory and techniques of supervision as well as ethical and legal issues, case management, and topics relative to the specific supervised training.

**Mississippi Board of Examiners for
Social Workers/Marriage & Family Therapists
P.O. Box 4508
Jackson, MS 39296-4508
(601) 987-6806/Fax (601) 987-6808
www.swmft.ms.gov**

**CONTINUING EDUCATION SPONSOR APPLICATION FOR
APPROVAL/RENEWAL**

Provider Name
Business Address: Street, City, State, Zip
Phone Number: _____ Email: _____
Name of individual responsible for program:

Please check the appropriate box below.

_____ New Application

_____ Reapplication: current CE Provider Approval #: _____
(View the current roster of approved MFT CE providers and their approval #'s at:
<http://www.swmft.ms.gov>).

Enclosed is the \$125 (cashier's check or money order made out to MBOE) application and/or annual renewal fee (*Subject to yearly review and renewal*).

Mail this form and appropriate fee to:

Mississippi Board of Examiners for Social Workers & Marriage and Family Therapists, P.O. Box 4508, Jackson, MS 39296-4508.

All questions about CE Provider Approval should be directed to the Board at (601) 987-6808.

I hereby certify that any continuing education offerings for Mississippi LMFTs will be first approved by the MFT Continuing Education Committee. In addition, I will submit to the Board on or around December 31st of each year a list of seminars, workshops, and courses offered during the last

twelve months for Mississippi LMFTs continuing education credit with the names of participants, along with documentation of the number of continuing education hours earned by each Mississippi LMFT participant.

Signature

Date

All applicants for Approved Provider Status:

Appropriate providers may apply to the MFT Continuing Education Committee to become approved providers of continuing education activities. Providers may include, but are not limited to, colleges and universities, individuals, mental health agencies, private mental health organizations, and professional organizations. Home study programs are encouraged to apply for approved provider status.

Applicants for approved provider status must complete the necessary application and submit it to the MFT Continuing Education Committee and pay any associated fees required by the Board. The MFT Continuing Education Committee will evaluate the application and notify the applicant in writing regarding the approval of that application.

If granted, Approved provider status will expire on December 31 of each year. However, if an initial application is approved after September 1, the status will expire December 31 of the following year. Approved providers must reapply each year in order to maintain their approved provider status. **APPROVED PROVIDERS ARE NOT AUTHORIZED TO APPROVE THE PROGRAM OFFERINGS OF OTHER PROVIDERS.**

Approved providers are not required to submit an additional application fee per offering during their “approved provider” year. However, they must submit the appropriate application for each individual continuing education offering to the MFT Continuing Education Committee for review and approval. Each approved offering will be issued an approval number that must appear on the certificate provided to the participant. All applications should be received at least sixty days in advance of the offering in order to receive full consideration by the Committee.

It is the responsibility of each approved sponsor of continuing education to provide the attendee with a statement or a certificate of attendance which verifies completion of the continuing education offering. This verification should contain (1) the name of the attendee, (2) name AND APPROVAL NUMBER of the offering, (3) date of the offering, (4) sponsor or organizer name, (5) location of the offering, (6) signature of the organizer/sponsor or designee, and (7) amount of continuing education credit awarded.

Approved continuing education sponsors must submit to the Board annually (on or around December 31) a list of seminars, workshops, and courses offered for Mississippi LMFT continuing education credit with the names of the presenters (including their qualifications) and participants, along with documentation of the number of continuing education hours earned by each eligible participant.

All approved offerings for licensed marriage and family therapists are expected to be relevant to the practice of marriage and family therapy, falling into one of the seven areas outlined in the rules and regulations, as well as in “A Guide to Continuing Education Requirements for LMFTs and Continuing Education Providers”.

**Mississippi Board of Examiners for
Social Workers/Marriage & Family Therapists
P.O. Box 4508
Jackson, MS 39296-4508
(601) 987-6806/Fax (601) 987-6808
www.swmft.ms.gov**

APPROVED SPONSOR APPLICATION FOR INDIVIDUAL PROGRAM

As outlined in the rules and regulations, approved providers are not required to submit an additional application fee per offering. However, they must submit this application for each individual continuing education offering to the MFT Continuing Education Committee for possible approval. Each approved offering will be issued an approval number that must appear on the certificate provided to the participant. All applications should be received at least sixty days in advance of the offering in order to receive full consideration by the Committee.

Provider Name:
Provider Approval Number and Renewal Date:
Title of Program:
Date(s) of Program:
Location(s) of Program:
Number of Approved CE Hours Requested:
Contact Person and email information:
Brief statement of relevance to LMFTs:
Please include the following information here or as an attachment. If your program brochure covers this information, please use the brochure as your attachment: 1) Names and qualifications of presenters; and 2) Outline of curriculum, including titles, brief descriptions, and program schedule.

Send this completed form and any attachments to bdilworth@swmft.ms.gov or mail to MFT Continuing Education Committee, Mississippi Board of Examiners for Social Workers and Marriage and Family Therapists, P.O. Box 4508, Jackson, MS 39296-4508.

All questions about the approval of individual programs should be directed to the Board at 601-987-6806.

Do not write below this line

Approved for _____ general continuing education hours.

Approved for _____ MFT ethics hours or general hours.

APPROVAL NUMBER TO BE INCLUDED ON CERTIFICATE: _____

MFT CE Committee

A. REVIEW PROCEDURES

Applications should be submitted sixty (60) days prior to the individual offering in order to ensure consideration at the next scheduled meeting of the MFT Continuing Education Committee. There is no processing fee for Approved Sponsors.

B. STANDARDS FOR APPROVAL

1. Proposed continuing education activity shall be a marriage and family therapy educational session or course intended to improve the skills of MFT licensees. SEE PART 1903, CHAPTER 4, RULE 4.1, H. OF THE RULES AND REGULATIONS FOR MFTs FOR SPECIFIC CRITERIA FOR APPROVAL. IT IS AVAILABLE ONLINE AT <http://www.swmft.ms.gov>

2. Approval shall be valid for one year from date approved. The sponsor shall be required to re-file if the course is to be continued after 1 (one) year from the date approved. Sponsors of approved offerings MUST NOTIFY THE MFT CONTINUING EDUCATION COMMITTEE OF CHANGES IN CONTENT OR PRESENTERS, SUBMITTING A NEW APPLICATION TO THE MFT CONTINUING EDUCATION COMMITTEE FOR REEVALUATION PRIOR TO BEGINNING THE OFFERING.

3. Conference time devoted to registration, organizational business, breakfasts, luncheons, dinners, or other refreshments shall not be counted as instructional time.

4. All forms shall be completed entirely. Incomplete forms will delay the processing of the application.

C. OFFERINGS NOT CONSIDERED FOR CONTINUING EDUCATION CREDIT

1. In-service training which deals with agency procedures, policies or manuals.

2. Seminars or workshops that are related to marriage and family therapy issues but are geared to the general public rather than professionals, e.g., divorce recovery, parenting, etc.

3. Any continuing education activity that does not meet the at least one of the criteria set forth in PART 1903, CHAPTER 4, RULE 4.1, H. of the rules and regulations governing LMFTs.

D. CERTIFICATION COMPLETION

It is the responsibility of each organization or sponsor of continuing education to provide the attendee with a statement or a certificate of attendance which verifies completion of the continuing education offering. This verification should contain (1) the name of the attendee, (2) the name and APPROVAL NUMBER of the offering as approved by the MFT Continuing Education Committee, (3) date of the offering as approved by the MFT Continuing Education Committee, (4) sponsor or organizer name as approved by the MFT Continuing Education Committee, (5) location of the offering, (6) signature of the organizer/sponsor or designee, and (7) amount of continuing education credit awarded.

E. RECORD KEEPING

Attendance records and evaluation forms of providers should be kept on file for a period of three years.

F. NOTIFICATION OF APPROVAL OR REJECTION

A provider submitting an application for approval for continuing education offerings will receive notification of approval or rejection after committee review. Incomplete applications will not be reviewed. An applicant will receive notice of reasons for delay of review and the application will be held for 60 (sixty) days, after which time the applicant must submit a new application.

G. ADVERTISING OF CONTINUING EDUCATION OFFERING

Sponsors may only acknowledge that contact hours have been applied for with the MFT CE Committee but shall not print any reference to marriage and family therapy contact hours being approved on a brochure or program until notified of the action of the MFT Continuing Education Committee.

H. SUSPENSION OR REVOCATION OF APPROVED OFFERING

Noncompliance with any provision of these rules shall constitute grounds for suspension or revocation of the approved offering.

Revised date 02/28/2012

**Mississippi Board of Examiners for
Social Workers/Marriage & Family Therapists
P.O. Box 4508
Jackson, MS 39296-4508
(601) 987-6806/Fax (601) 987-6808
www.swmft.ms.gov**

**APPLICATION FOR INDIVIDUAL PROGRAM FOR NON-
APPROVED CONTINUING EDUCATION PROVIDERS**

All applications for approval of continuing education offerings are to be submitted to the MFT Continuing Education Committee for approval. All applications are to be sent to the MFT Continuing Education Committee, Mississippi Board of Examiners for Social Workers and Marriage and Family Therapists, P.O. Box 4508, Jackson, MS 39296-4508. All approved offerings for LMFTs must be relevant to the practice of marriage and family therapy.

All applications should be accompanied by the appropriate fee and received at least **sixty days** in advance of the offering in order to receive full consideration by the Committee. Each approved offering will be issued an approval number that must appear on the certificate provided to the participant.

Provider Name:
Title of Program:
Date(s) of Program:
Location(s) of Program:
Number of Approved CE Hours Requested:
Target Audience:
Contact Person and email information:

Brief statement of relevance to LMFTs:

Please include the following information here or as an attachment. If your program brochure covers this information, please use the brochure as your attachment: 1) Names and qualifications of presenters; and 2) Outline of curriculum, including titles, brief descriptions, and program schedule.

Mail this completed form, all necessary materials, and \$50 application fee (cashier's check or money order) to the MFT Continuing Education Committee, Mississippi Board of Examiners for Social Workers and Marriage and Family Therapists, P.O. Box 4508, Jackson, MS 39296-4508.

All questions about the approval of individual programs should be directed to the Board at 601-987-6808.

Do not write below this line

Approved for _____ general continuing education hours.

Approved for _____ MFT ethics hours or general hours.

APPROVAL NUMBER TO BE INCLUDED ON CERTIFICATE: _____

MFT CE Committee

APPLICATION PROCEDURES FOR APPROVAL OF CONTINUING EDUCATION FOR NON-APPROVED CONTINUING EDUCATION PROVIDERS

As outlined in PART 1903, CHAPTER 4, RULE 4.1 of the rules and regulations regarding the licensure of Marriage and Family Therapists, application for workshops, conferences, or other activities requiring prior approval must be made in writing to the MFT Continuing Education Committee, a subcommittee of the Mississippi Board of Examiners for Social Workers and Marriage and Family Therapists (MBOE). The MFT CE Committee will review and approve/reject all continuing education activities.

A. REVIEW PROCEDURES AND PROCESSING FEES

Applications must be submitted sixty (60) days prior to the offering in order to ensure full consideration at the next scheduled Committee meeting. All applications must be accompanied by a processing fee which is non-refundable. The fee is \$50.00 per application, and cashier's checks or money orders should be made out to MBOE.

B. STANDARDS FOR APPROVAL

1. Proposed continuing education activity shall be a marriage and family therapy educational session or course intended to improve the skills of MFT licensees. SEE PART 1903, CHAPTER 4, RULE 4.1, H. OF THE RULES AND REGULATIONS FOR MFTs FOR SPECIFIC CRITERIA FOR APPROVAL. IT IS AVAILABLE ONLINE AT <http://www.swmft.ms.gov>
2. Approval shall be valid for one year for the date approved. The sponsor shall be required to re-file if the course is to be continued after 1 (one) year from the date approved. Sponsors of approved offerings MUST NOTIFY THE MFT CONTINUING EDUCATION COMMITTEE OF CHANGES IN THE DATES, CONTENT, OR PRESENTER, SUBMITTING AN UPDATED APPLICATION TO THE MFT CONTINUING EDUCATION COMMITTEE FOR REEVALUATION PRIOR TO BEGINNING THE OFFERING.
3. Conference time devoted to registration, organizational business, breakfasts, luncheons, dinners, or other refreshments shall not be counted as instructional time.
4. All forms shall be completed entirely. Incomplete forms will delay the processing of the application.

C. OFFERINGS NOT CONSIDERED FOR CONTINUING EDUCATION CREDIT

1. In-service training which deals with agency procedures, policies or manuals.
2. Projects, training or presentations developed as part of one's paid work.
3. Seminars or workshops that are related to marriage and family therapy issues but are geared to the general public rather than professionals, e.g., divorce recovery, parenting, etc.
4. Any continuing education activity that does not meet the at least one of the criteria set forth in PART 1903, CHAPTER 4, RULE 4.1,H. of the rules and regulations governing LMFTs.

D. CERTIFICATION COMPLETION

It is the responsibility of each organization or sponsor of continuing education to provide the attendee with a statement or a certificate of attendance which verifies completion of the continuing education offering. This verification should contain (1) the name of the attendee, (2) the name and APPROVAL NUMBER of the offering as approved by the MFT Continuing Education Committee, (3) date of the offering as approved by the MFT Continuing Education Committee, (4) sponsor or organizer name as approved by the MFT Continuing Education Committee, (5) location of the offering, (6) signature of the organizer/sponsor or designee, and (7) amount of continuing education credit awarded.

E. RECORD KEEPING

Attendance records and evaluation forms of providers should be kept on file for a period of three years.

F. NOTIFICATION OF APPROVAL OR REJECTION

A provider submitting an application for approval for continuing education offerings will receive notification of approval or rejection after committee review. Incomplete applications will not be reviewed. An application will receive notice of reasons for delay of review and application will be held for 60 (sixty) days, after which time the applicant must resubmit the entire application.

G. ADVERTISING OF CONTINUING EDUCATION OFFERING

Sponsors may only acknowledge that contact hours have been applied for with the MFT CE Committee but shall not print any reference to marriage and family therapy contact hours being approved on a brochure or program until notified of the action of the MFT Continuing Education Committee.

H. SUSPENSION OR REVOCATION OF APPROVED OFFERING

Noncompliance with any provision of these rules shall constitute grounds for suspension or revocation of the approved offering.

State of Mississippi
MISSISSIPPI BOARD OF EXAMINERS
FOR SOCIAL WORKERS AND MARRIAGE AND FAMILY THERAPISTS
P.O. Box 4508
Jackson, MS 39296-4508
(601) 987-6806/Fax (601) 987-6808
Website: www.swmft.ms.gov email: Info@swmft.ms.gov

SUPERVISED SELF-DIRECTED LEARNING GROUP APPROVAL APPLICATION

This form is to be used by applicants applying to the Mississippi Board of Examiners for Social Workers and Marriage and Family Therapists for approval to conduct a supervised self-directed learning group. The group must be led by a board approved supervisor in good standing. The group may earn up to eight (8) continuing education hours for each renewal period. **MFT ethics CE hours and Approved Supervisor CE hours will NOT be awarded for participation in any self-directed learning projects.** The group shall be limited to no less than four (4) and no more than eight (8) participants and a state approved supervisor.

Instructions:

- 1) Submit a supervision plan documenting the names and license numbers of all participants, proposed learning objectives, and an outline of the process for meeting each learning objective to the Marriage and Family Therapy (MFT) Continuing Education Committee. Only plans meeting the criteria for approval of continuing education activities listed in SEE PART 1903, CHAPTER 4, RULE 4.1, H. of the Rules and Regulations Regarding the Licensure of Social Workers and Marriage and Family Therapists will be approved. Plans should be submitted sixty (60) days in advance of the planned activity to ensure review by the MFT Continuing Education Committee.
- 2) Each participant must complete a post-evaluation report documenting the effectiveness of the group learning experience and turn it in to the Approved Supervisor leading the group. This report should include evidence that the learning objectives were met. The Approved Supervisor should maintain these reports for a period of four (4) years following completion of the supervised self-directed learning group experience.
- 3) The approved supervisor must issue each participant a signed certificate of completion containing the participant's name, license number, number of hours completed, dates of attendance, and MFT CE approval number.

A. GENERAL INFORMATION (to be completed by approved supervisor):

Name: _____
(Last) (First) (Middle) (Maiden)

Home Address: _____

(Street)

(City) (State) (Zip)

Work Address:

(Street)

(City) (State) (Zip)

Primary Telephone: (____) _____ Business Telephone (____) _____

Email Address _____

Employer or Place of Business: _____

Approved MFT Supervisor No.: _____

B. SELF-DIRECTED LEARNING PLAN:

Please attach a detailed Self-Directed Learning Plan to this application.

C. GROUP MEMBERS:

1) _____
(Name) (MFT License No.)

2) _____
(Name) (MFT License No.)

3) _____
(Name) (MFT License No.)

4) _____
(Name) (MFT License No.)

5) _____
(Name) (MFT License No.)

6) _____
(Name) (MFT License No.)

7) _____
(Name) (MFT License No.)

8) _____
(Name) (MFT License No.)

D. FEES:

Please submit a fee of \$125.00 with this application. Make cashier's check or money order payable to MSBOESWMFT. MSBOESWMFT DOES NOT ACCEPT PERSONAL CHECKS. All fees are nonrefundable.

(Approved Supervisor's signature)

(Date)