

North Carolina Marriage and Family Therapy Licensure Board

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RENEWING YOUR LICENSE – WHAT YOU NEED TO KNOW

1. Please read this information carefully and completely. These guidelines and instructions are designed to enable a timely and accurate processing of your renewal request. Very Important – Keep copies of all information submitted as copies cannot be returned to you.
2. Complete the Renewal Application form in full and return to the Board office. Please note: In accordance with NC Statutes and Administrative Code (21 NCAC 31.0401) your current home and business address and telephone numbers is required. You may send your renewal request between March 1 and July 1 each year. You do not have to wait until June 30. Please note: mailing addresses are not published or disclosed except as required by law or for sending continuing education information.
3. Please refer to **Item 11** below for more information about the categories of continuing education. Only courses completed between July 1, 2011 and June 30, 2012 should be submitted for renewals due for 2012. You do not have to submit additional coursework you may have completed beyond the requirements.
4. You must submit copies of certificates for each course along with the LMFT Renewal Application.. Retain originals of course certificates for your records as submitted copies cannot be returned to the licensee.
5. Prepare a check or money order for the required fee(s) payable to NC MFT Licensure Board and enclose with the renewal application and course certificates (use a flat envelope 9 x 12 – do not fold) OR submit via on-line payment through PayPal and email your renewal application and course certificates to ncmftlb@nc.rr.com. **Important: if selecting the on-line option, the renewal form and certificates must be submitted in.pdf or jpg formats only. Be sure to include correct postage as postage due envelopes will not be accepted and your renewal will be delayed.**
6. The renewal process takes approximately 30 days from the receipt of the renewal application. Once your renewal application has been received at the Board Office, you may continue to practice unless otherwise notified by the Board.
7. Please do not send via certified mail as this can actually delay delivery of your application. If you wish confirmation of delivery of your application, the post office can provide this service for a small additional fee. Due to the volume of mail being processed during the renewal period we ask that you do not contact our office to confirm receipt until at least 45 days after your application was mailed.
8. All forms and information are available at www.ncmft.org. It is your responsibility to make sure your license is current and valid. We send the renewal reminder to the last address on file and cannot be responsible for incorrect addresses. You are still responsible for making sure your license has been renewed in a timely manner.
9. It is extremely important that you directly inform the Board of any address or name change as soon as that occurs. When requesting a name change you must submit a copy of a legal document (such as a driver's license, certified marriage certificate, or divorce decree). All name changes must be IN WRITING and include name, license number, and the old address and new address (if applicable) in addition to the legal verification.
- 10. Continuing education hours required = 20 contact hours for this renewal period.**

11. Continuing education units that by title and content deal with marriage and family therapy practice and therapeutic issues, ethics and supervision of marriage and family therapy shall be approved by the Board.

a. Supervision Hours: Maximum of 12

Ongoing supervision by an AAMFT approved supervisor or AAMFT supervisor candidate may be utilized for up to 12 hours of continuing education. Written documentation of the supervisor's status shall be provided to the Board via a copy of the AAMFT supervisor or supervisor candidate verification form. If you are an LMFTA and have submitted hours each quarter, you may indicate this in the section noted on the renewal application; you do not have to re-submit supervision reports.

b. Ethics Hours: Minimum of 3

Three hours of ethics training in the provision of professional mental health services is required (as part of the required 20 hours of continuing education) for each renewal period.

c. Course presentation: Maximum of 5

The maximum number of hours of continuing education credits for presenting a continuing education course in marriage and family therapy or teaching a course in marriage and family therapy at a recognized educational institution is five.

12. If a person submits documentation for continuing education that is not clearly identifiable as dealing with marriage and family therapeutic issues, the Board may request a written description of the continuing education and how it applies to marriage and family therapeutic issues. If the Board determines that the training cannot be considered appropriate, the individual shall be given 90 days from the date of notification to replace the hours not allowed. Those hours shall be considered replacement hours and cannot be counted during the next renewal period. If evidence of satisfactory completion of marriage and family therapy continuing education is not presented to the Board within 90 days from the date of notification, the license shall expire automatically. PLEASE NOTE: This provision is NOT a grace period. This does not relieve you of the responsibility of submitting 20 hours of continuing education by the deadline date. Practicing without a valid license is a Class 2 misdemeanor under the NC General Statutes and can result in legal proceedings as well as disciplinary actions.

13. Licenses not renewed (postmarked) by July 1, 2012 will considered expired on July 1, 2012 and you will need to request reinstatement which requires a fee of \$200 instead of \$100. There is no grace period. After a license is lapsed for two years or more, it cannot be renewed. You must apply for a new license under current licensure requirements. A license which expired for non payment of renewal fees or failure to comply with continuing education requirements will be reinstated, if within two years of expiration, the reinstatement fee is paid and satisfactory evidence of completing continuing education requirements is submitted. The continuing education requirements documented at the time of reinstatement must equal the hours required had the license not expired. A license which has expired for a period of more than two years will not be reinstated.

INACTIVE LICENSE: A person who holds a valid and unexpired license and who is not actively engaged in the practice of marriage and family therapy may apply to the Board to be placed on inactive status. A person on inactive status shall not be required to pay annual renewal fees, but is required to pay an annual maintenance fee of \$50. A person on inactive status shall not practice or hold himself out as practicing marriage and family therapy or perform any other prohibited activities. The Board shall consider requests for a return to active status on an individual basis upon written request from the licensee. To request inactive status, check the box at the bottom of the Renewal Application and return the form to the Board office, along with the inactive maintenance fee of \$50, postmarked by July 1, 2012.

**DO NOT SUBMIT A RENEWAL APPLICATION AND FEE
IF YOU HAVE NOT MET THE REQUIREMENTS.**