

### 3 Ways to Renew: Choose EMAIL, FAX or MAIL

#### Renewal Fee - \$100

(check or money order, payable to NC MFT Licensure Board) or on-line- must include the on-line transaction number to ensure your payment is credited.

Email: [renewals@ncbmft.org](mailto:renewals@ncbmft.org) (attach completed renewal form as pdf or jpeg file only)

Fax: 919-336-5156

Mail: NCMFTB, Attn: Renew, 201 Shannon Oaks Circle, Suite 200, Cary, NC 27511

#### REVIEWING THE FOLLOWING GUIDELINES AND INSTRUCTIONS IS IMPORTANT TO ENSURING AN ACCURATE SUBMISSION AND TIMELY PROCESSING

The NC General Assembly has enacted a requirement (G.S. 105-251.2) for reporting by Occupational Licensing Boards in support of tax compliance and tax fraud prevention. The NC MFT Licensure Board is required to provide a report including each Licensee's name, License number, Tax Identification number (*includes Tax I.D./EIN number and/or social security number*) and Business Address. The Tax I.D. number only applies if you file taxes as a corporation instead of using your social security number.

Renewals submitted without this information will be returned which will result in delayed processing. **Include only the last 4 digits of your social security number. If your number is not on file from previous submissions to the Board, a staff person will contact you, but you must include the last 4 digits on the renewal form.**

The NC General Assembly has enacted a requirement (G.S. 143-764(a)(5), effective December 31, 2017) for reporting by Occupational Boards Employee Misclassification - businesses that improperly classify their employees as independent contractors. Refer to the Renewal Form - Page 3, Item # 8 for information on this requirement.

**Questions about Renewals: Contact NC MFT Licensure Board via E-Mail: [renewals@ncbmft.org](mailto:renewals@ncbmft.org)**

#### RENEWAL PROCESSING SCHEDULE:

Renewal Received Date	Renewal Reviewed and License Verification Database Updated no later than date listed ▲	<i>IMPORTANT: If you must have verification of a renewed license by July 1, your renewal form must be received by June 15. Requests for expedited processing cannot be accommodated.</i>
March 1- 30	April 15	
April 1 - 15	May 1	
April 16 -30	May 15	
May 1 - 15	June 1	
May 16 -31	June 15	
June 1 - 15	July 1	
June 16 - July 1	July 15	
After July 1	Monthly -15 <sup>th</sup> and 30 <sup>th</sup>	Reinstatement and additional fee required

▲ If the 1<sup>st</sup> or 15<sup>th</sup> occurs when the office is closed, the site is updated on the next business day.

## NC MFT LICENSE RENEWAL GUIDELINES and INSTRUCTIONS

1. **DATE DUE:** Renewal Form must be RECEIVED by July 1 of each year. You may send your renewal request beginning March 15 of each renewal year. You do not have to wait until July 1. *If you are required to provide proof of renewal to your employer or insurance companies by July 1, your renewal form must be received at the Board office no later than June 15.*
2. **FORM SUBMISSION: INCOMPLETE OR ILLEGIBLE FORMS WILL NOT BE PROCESSED AND WILL BE RETURNED TO YOU.** You may type directly on the renewal form in the blank areas. To do this, you should first download the Renewal Form to your computer. You must have Adobe Reader, free program in order to type directly on the form. If submitting a handwritten form, it must be printed, not cursive.
3. **SUBMISSION:** Prepare a check or money order for \$100 (for mailed forms only), payable to NC MFT Licensure Board and enclose with the renewal form OR if submitting on-line via email attachment, then pay on-line via the Make a Payment link at [www.ncmft.org](http://www.ncmft.org). If paying on-line you must include the transaction number or a copy of the payment receipt to ensure your payment is credited. If mailing, be sure to include correct postage as postage due envelopes will not be accepted and your renewal will be delayed. Email attachments of scanned materials must be sent as one document, not multiple pages. Refer to the chart on the first page of the *Renewal Guidelines and Instructions* for when you may expect your renewal to be processed and the license verification database updated.
4. **VERIFICATION OF RENEWAL:** You may print a verification of your current license status (i.e. verifying your renewal has been processed) at [www.ncmft.org](http://www.ncmft.org) by selecting the Verify a Licensee option. If you wish to receive a printed copy of a verification of license via U.S. Mail, you must include a self-addressed, stamped envelope with your renewal form. Printed copies will NOT be mailed unless you include a self-addressed, stamped envelope with your renewal form.
5. **RENEWAL NOTICES:** **It is your responsibility to make sure your license is current and valid.** A renewal reminder is sent to the email address on file. Mailed reminders are not sent. The Board cannot be responsible for incorrect addresses or renewal reminders not delivered. You are still responsible for making sure your license has been renewed in a timely manner.
6. **NAME OR ADDRESS CHANGE:** You should 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 driver's license, certified marriage certificate, divorce decree). All name changes must be IN WRITING (form available at [www.ncmft.org](http://www.ncmft.org)) and include name, license number, and the old address and new address (if applicable) in addition to the legal verification.
7. **INACTIVE LICENSE REQUEST:** Go to [www.ncmft.org](http://www.ncmft.org), select the quick link (Inactive License Request, on the home page, complete the form and submit along with the annual maintenance fee of \$50, no later than July 1. Licensees on inactive status shall not practice 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.
8. **GRACE PERIOD/REINSTATEMENT: THERE IS NO GRACE PERIOD.** Licenses not renewed (received or postmarked by) by July 1 are considered expired on July 1 require reinstatement fee of \$200 instead of \$100. 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. 21 NCAC 31 .0403 - REINSTATEMENT AFTER EXPIRATION. 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 requirements is submitted. The continuing education documented at the time of reinstatement must equal the hours required had the license not expired.

9. **COURSEWORK/CONTINUING EDUCATION HOURS REQUIRED: 20 CONTACT HOURS (including 3 hours of MFT related ethics). The Board does not approve training in advance. Refer to the following information regarding course requirements.**
10. **COURSEWORK/CONTINUING EDUCATION CONTENT:**
- a. **Marriage and family therapy practice and therapeutic issues (clinical content): Maximum of 17 hours of the required 20 hours may be submitted.**
  - b. **Supervision Hours: Maximum of 12 may be submitted.** 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.
  - c. **Ethics Hours: Minimum of 3 of the required 20 must be submitted.** Three hours of ethics training in the provision of professional mental health services. Courses that are generic in nature (not mental health services ethics content) or specific to other licenses or state regulations/laws for states other than North Carolina are not accepted.
  - d. **Course presentation: Maximum of 5 of the required 20 may be submitted.** 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. A recognized education institution is defined as: any university, college, professional school or other institution of higher learning that in the United States is *regionally accredited* by CHEA. Course presentations at conferences, organizations, etc. cannot be use for continuing education requirements.
11. **COURSEWORK DATES:** Only courses completed between **July 1 and June 30 of each year** per NC Statutes & Codes should be submitted for renewals. You do not have to submit additional coursework you may have completed beyond the requirements. *Note: If this is your first required renewal you may include courses from the date of your initial license.*

**12. COURSEWORK DOCUMENTATION: IMPORTANT!**

**Do not send course descriptions, attendance certificates or other documentation with your renewal form. It is the licensed MFTs responsibility to maintain these in their records should the documents be requested by the MFT Board for audit or verification. The MFT Board will conduct audits in accordance with Board policies and procedures. Documentation should be maintained for a period of no less than three years. If certificates are submitted, they will not be retained and if you are audited, you will be required to submit certificates for the audit at that time.**

13. **Disallowed/Unapproved Coursework:** If the Board disallows a course submission the licensee 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.
14. **IMPORTANT: VERIFY YOUR LICENSE EXPIRATION DATE AT [WWW.NCLMFT.ORG](http://WWW.NCLMFT.ORG) TO SEE IF YOU ARE REQUIRED TO RENEW THIS YEAR. LICENSES LISTED WITH AN EXPIRATION DATE OF JULY 1, 2019, DO NOT HAVE TO RENEW UNTIL NEXT YEAR.**