



## NORTH CAROLINA MARRIAGE AND FAMILY THERAPY LICENSURE BOARD

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### **IMPORTANT FOR NEW LMFTAs – PLEASE READ!**

1. **YOU ARE RESPONSIBLE FOR COORDINATING YOUR PATH TO LICENSURE WHICH INCLUDES KEEPING COPIES OF ALL MATERIALS, INCLUDING REPORTS THAT ARE SUBMITTED TO THE BOARD. THE BOARD WILL NOT PROVIDE DUPLICATE COPIES OF THIS INFORMATION TO YOU. MAKE SURE YOUR SUPERVISOR PROVIDES YOU WITH A DUPLICATE COPY OF ANY REPORTS OR FORMS THEY SUBMIT.**
2. **QUESTIONS:** Always visit the Board's website first, then if questions remain, send an email with your specific question. Emails are replied to in order of receipt. Please understand the Board receives hundreds of requests each week and you should allow up to three business days for a reply. Please do not send multiple emails unless you have not received a reply within three to five business days. Telephone calls requesting individual consultation regarding the licensure process will not be returned, as that information and forms are available either via the website, this packet or in response to an emailed request.

### 3. **WHERE TO LOCATE FORMS AND INFORMATION:**

**[WWW.NCLMFT.ORG](http://WWW.NCLMFT.ORG) IS THE BOARD'S WEBSITE AND PRIMARY RESOURCE FOR INFORMATION, UNLESS OTHERWISE NOTED, REGARDING MARRIAGE AND FAMILY THERAPY LICENSURE.**

\*\*\*\*\*Be sure to review the Code of Ethics, Statutes and Rules, available at [www.ncmft.org](http://www.ncmft.org).\*\*\*\*\*

4. **For LMFTAs**, required to practice under approved supervision only, please see the following and enclosed information. Carefully review the instructions with each enclosed form. You should make copies as needed. In addition, you have been sent electronic copies (via email). Be sure to save the email and/or attachments to your computer as you will need additional copies during the period you are an LMFTA.

### **ENCLOSURES:**

1. Licensure Letter – includes hours accepted and remaining
2. Quarterly Clinical and Supervision Report Form
3. Clinical and Supervision Hours Summary Form – maintain and submit with application to convert from LMFTA to LMFT. This is important as the Board will not provide interim summary reports for you.
4. Supervision Agreement – Submit, in advance, should you change or add supervisors.
5. Administrative Rules relative licensure renewal (also available under renewal section of [www.ncmft.org](http://www.ncmft.org)).

**MAIL ALL REPORTS TO THE BOARD'S STREET ADDRESS:**

***NC MFT Licensure Board (Attn: SR), 201 Shannon Oaks Circle, Suite 200, Cary, NC 27511***