

NC MFT LICENSURE BOARD PLANNING CALENDAR



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Categories – Refer to the calendar for details and exact dates about each of the listed categories

- Applications – Exams
(Submit exam application to Board two months prior to planned exam period.)
(Submit registration with exam service one month prior to planned exam period.)
- Applications – Licenses
(Active Duty Military, Spouses of Active Duty Military and LMFT Reciprocal Eligible Applicants – monthly review)
(All other LMFTA and LMFT Applicants – refer to specific **Application Deadlines** and **Review Dates**)
- Applications – **Renewals**
(Renewal processing begins March 15)
(Deadline for receipt of renewal application for processing of renewal by July 1 is June 15)
(Reinstatement fee applies for renewal requests received after July 1)
(To determine if you must renew, check your license expiration date via the on-line license verification at www.ncmft.org)
- **Board Meetings**
- Holidays/Closings

DATE	IMPORTANT DATES/DEADLINES
December 2016	
1	Registration/Application to Exam Service for January Examination Period
10-17	MFT Examination Period *
22 - 31	Office Closed
23	Notification of November Exam Results
January 2017	
1	Registration/Application to Exam Service for February Examination Period
2	Office Closed
3	Exam Application to Board for March Examination Period License Application Deadline for January Review – Active Duty Military, Spouse of Active Duty Military, Reciprocal and LMFTA to LMFT Conversion**
13	Notification of December Exam Results
14-21	MFT Examination Period *
16	Office Closed
17	Notification of Exam Application Decision
20	LMFTA or LMFT Application Deadline for February Board Review
February 2017	
1	Exam Application to Board for April Examination Period License Application Deadline for February Review – Active Military, Spouse of Active Military, Reciprocal and LMFTA to LMFT Conversion** Registration/Application to Exam Service for March Examination Period
3	Notification of January Application Review – Active Duty Military, Spouse of Active Duty Military, Reciprocal and LMFTA to LMFT Conversion
11-18	MFT Examination Period *
15	Notification of Exam Application Decision
18	Notification of January Exam Results
23	Board Meeting (LMFTA & LMFT Application Review of applications submitted by January 20)
March 2017	
1	Exam Application to Board for May Examination Period License Application Deadline for March Review – Active Military, Spouse of Active Military, Reciprocal and LMFTA to LMFT Conversion** Registration/Application to Exam Service for April Examination Period
3	Notification of February Application Review – Active Duty Military, Spouse of Active Duty Military, Reciprocal and LMFTA to LMFT Conversion
10	Notification of Board Decisions for Application Reviews
11-18	MFT Examination Period *
15	Notification of Exam Application Decision RENEWAL APPLICATION SUBMISSION OPENS ***
18	Notification of February Exam Results
27	LMFTA or LMFT Application Deadline for April Board Review
31	Notification of March Application Review – Active Duty Military, Spouse of Active Duty Military, Reciprocal and LMFTA to LMFT Conversion
April 2017	
1	Registration/Application to Exam Service for May Examination Period License Application Deadline for April Review – Active Military, Spouse of Active Military, Reciprocal and LMFTA to LMFT Conversion**
3	Exam Application to Board for June Examination Period
14	Office Closed
15-22	MFT Examination Period *
17	Office Closed

18	Notification of Exam Application Decision
18	Notification of March Exam Results
27	Board Meeting (LMFTA & LMFT Application Review of applications submitted between January 21 and March 27)
May 2017	
1	Exam Application to Board for July Examination Period License Application Deadline for May Review – Active Military, Spouse of Active Military, Reciprocal and LMFTA to LMFT Conversion** Registration/Application to Exam Service for June Examination Period
3	Notification of April Application Review – Active Duty Military, Spouse of Active Duty Military, Reciprocal and LMFTA to LMFT Conversion
12	Notification of Board Decisions for Application Reviews
13-20	MFT Examination Period *
15	Notification of Exam Application Decision
22	LMFTA or LMFT Application Deadline for June Board Review
23	Notification of April Exam Results
26	Office Closed
29	Office Closed
June 2017	
1	Exam Application to Board for August Examination Period License Application Deadline for June Review – Active Military, Spouse of Active Military, Reciprocal and LMFTA to LMFT Conversion** Registration/Application to Exam Service for July Examination Period Notification of May Application Review – Active Duty Military, Spouse of Active Duty Military, Reciprocal and LMFTA to LMFT Conversion
15	Board Meeting – CONFERENCE CALL (LMFTA & LMFT Application Review of applications submitted between March 28 and May 22) Notification of Exam Application Decision Deadline for receipt of renewal application for processing by July 1
17-24	MFT Examination Period *
19	Notification of May Exam Results
30	Notification of Board Decisions for Application Reviews
July 2017	
1	DEADLINE FOR SUBMISSION OF LICENSE RENEWAL AND RENEWAL OF PC OR PLLC License Application Deadline for June Review – Active Military, Spouse of Active Military, Reciprocal and LMFTA to LMFT Conversion** Registration/Application to Exam Service for August Examination Period Notification of June Application Review – Active Duty Military, Spouse of Active Duty Military, Reciprocal and LMFTA to LMFT Conversion
2	REINSTATEMENT FEE APPLIES TO LATE RENEWAL REQUESTS/SUBMISSIONS
3	Office Closed
4	Office Closed
5	Exam Application to Board for September Examination Period
15-22	MFT Examination Period *
17	Notification of Exam Application Decision
24	Notification of June Exam Results
31	LMFTA or LMFT Application Deadline for August Board Review
August 2017	
1	Exam Application to Board for October Examination Period License Application Deadline for August Review – Active Military, Spouse of Active Military, Reciprocal and LMFTA to LMFT Conversion** Registration/Application to Exam Service for September Examination Period Notification of July Application Review – Active Duty Military, Spouse of Active Duty Military, Reciprocal and LMFTA to LMFT Conversion
12-19	MFT Examination Period *

15	Notification of Exam Application Decision
21	Notification of July Exam Results
24	Board Meeting (LMFTA & LMFT Application Review of applications submitted between May 23 and July 31)
31	Notification of Board Decision for Application Reviews
September 2017	
1	Office Closed Exam Application to Board for November Examination Period License Application Deadline for September Review – Active Military, Spouse of Active Military, Reciprocal and LMFTA to LMFT Conversion** Registration/Application to Exam Service for October Examination Period Notification of August Application Review – Active Duty Military, Spouse of Active Duty Military, Reciprocal and LMFTA to LMFT Conversion
4	Office Closed
15	Notification of Exam Application Decision
16-23	MFT Examination Period *
18	Notification of August Exam Results
October 2017	
1	Registration/Application to Exam Service for November Examination Period License Application Deadline for October Review – Active Military, Spouse of Active Military, Reciprocal and LMFTA to LMFT Conversion** Notification of September Application Review – Active Duty Military, Spouse of Active Duty Military, Reciprocal and LMFTA to LMFT Conversion
2	Exam Application to Board for December Examination Period
14-21	MFT Examination Period *
16	Notification of Exam Application Decision
23	Notification of September Exam Results
30	LMFTA or LMFT Application Deadline for November Board Review
November 2017	
1	Exam Application to Board for January (2018) Examination Period License Application Deadline for November Review – Active Military, Spouse of Active Military, Reciprocal and LMFTA to LMFT Conversion** Registration/Application to Exam Service for December Examination Period Notification of October Application Review – Active Duty Military, Spouse of Active Duty Military, Reciprocal and LMFTA to LMFT Conversion
10	Office Closed
11-18	MFT Examination Period *
15	Notification of Exam Application Decision
16	Board Meeting (LMFTA & LMFT Application Review of applications submitted between August 1 and October 30)
20	Notification of October Exam Results
22-24	Office Closed
30	Notification of Board Decisions for Application Reviews
December 2017	
1	Exam Application to Board for February (2018) Examination Period License Application Deadline for December Review – Active Military, Spouse of Active Military, Reciprocal and LMFTA to LMFT Conversion** Registration/Application to Exam Service for January (2018) Examination Period Notification of November Application Review – Active Duty Military, Spouse of Active Duty Military, Reciprocal and LMFTA to LMFT Conversion
15	Notification of Exam Application Decision
16-23	MFT Examination Period *
18	Notification of November Exam Results
21-22	Office Closed
25-31	Office Closed

*	<ol style="list-style-type: none"> 1. Exam results are mailed, directly from the exam service, generally within 20 business days of the close of the exam period. 2. Do not contact the Board for exam results. 3. Be sure to retain the notification of test results letter as a copy of the letter must be submitted with any licensure application 4. submitted to the NC Board. 5. Additionally, to have your official scores transferred to another state, you will need the 6. date you passed the exam to complete the official score transfer request (form is available for download at www.ncmft.org). 7. The NC MFT Licensure Board cannot report scores to other states.
**	<ol style="list-style-type: none"> 1. Applications received after the listed due date or incomplete applications (missing documentation) are automatically moved to the next review date. 2. Interim review dates are not available. 3. Refer to the guidelines/application instructions for how to determine if you are eligible to apply as an active duty military/spouse of active duty military OR for reciprocal consideration. Note: Reciprocal Applicants who do not demonstrate the stated requirements may be subject to an administrative processing fee for submitting an amended application. Do NOT apply for reciprocal consideration unless you can clearly demonstrate the stated requirements. 4. LMFTA to LMFT Conversion Applications – refer to the calendar for application deadlines and notification of review dates. Processing time will vary depending upon date of receipt. For example, an application received February 2 (after deadline of February 1), would be processed during the March review and notification would not occur until March 31. Therefore, review period can be as short as 30 days or up to 60 days, depending upon date application is received. As a reminder, you must remain under supervision until notified of approval as an LMFT.
***	<ol style="list-style-type: none"> 1. Important: If you must have verification of a renewed licensed by July 1, your renewal request must be received by June 15. Requests for expedited processing cannot be accommodated. 2. Renewal applications are processed within 30 days from date of receipt. The on-line database at www.ncmft.org is updated on the 15th or 30th of each month. If a scheduled update day occurs on a date that the office is closed, then the update will occur the first available business day. Review the renewal instructions on how you can obtain official verification of license renewal.

Effective December 15, 2016