

## Steps to Obtaining Your Marriage and Family Therapy Training License and LMFT in Wisconsin

In the state of Wisconsin, in order to be eligible for an LMFT, an applicant must:

- Hold a master's or doctoral degree in marriage and family therapy from a regionally accredited institution.

*Or*

- Hold a master's or doctoral degree in a field with coursework substantially equivalent to marriage and family therapy. (This requirement is met by MFT electives within the CMHC emphasis at the UW-Whitewater Counselor Education Program)

Following graduation:

- Complete at least 3,000 hours of post-graduate supervised experience including at least 1,000 hours of face-to-face client contact.
  - Note: The 3,000 post-graduate supervised hours can now be completed in less than two years.
- You must apply for and be issued a training license in order to accrue your 3,000 hours accumulating hours (see instructions for training license listed below)
- You must be supervised by one of the following:
  - An individual licensed as a marriage and family therapist who has received a doctorate degree in marriage and family therapy.
  - An individual licensed as a marriage and family therapist who has engaged in the equivalent of 5 years of full-time marriage and family therapy practice.
  - A psychiatrist or a psychologist licensed under ch. [455](#).
  - An individual, other than an individual specified in par. (a), (b), or (c), who is approved by the marriage and family therapist section or satisfies requirements for supervision that are specified in rules promulgated by the examining board upon the advice of the marriage and family therapist section.
- Completion of the appropriate application forms including all required documentation and fees. Applications must be completed 90 days prior to the national exam date.

\*This document includes steps to complete to apply for both the marriage and family therapy training license (LMFT-IT) and the marriage and family therapist license (LMFT).

## Marriage and Family Therapy Training License (LMFT-IT)

A marriage and family therapy training license allows a person to use the title “**Marriage and Family Therapist**” while acquiring the supervised experience required for licensure. You must possess a training license in order to practice marriage and family therapy until you are licensed as a Marriage and Family Therapist. Per Wis. Admin. Code § MPSW 16.03, only those individuals who hold a valid **marriage and family therapist training license** may begin accumulating hours towards their post-graduate supervised practice requirements.

A marriage and family therapy training license is valid for 48 months and may be renewed at the discretion of the Marriage and Family Therapist Section. The holder of a marriage and family therapist training license may use the title “**Marriage and Family Therapist**” and may practice marriage and family therapy within the scope of his or her training or supervision during the period in which the certificate is valid.

### Forms to Complete and Documents to Submit

- [Form #1973](#): Marriage and Family Therapist License/Training License Application
- [Form #1972](#): Certificate of Professional Education
- [Form #2238](#): Curriculum Requirements (use [this document](#) for DSPS approved MFT courses in our program)
- [Form #2571](#): Employer Affidavit
- Letters from all State Boards where licensed, active and inactive (if applicable)
- [Form #2252](#): Convictions and Pending Charges (if applicable)
- [Form #2829](#): Malpractice Suits and Claims (include court documents regarding malpractice suits stating allegations and settlements, if applicable)
- Is name on all credentials the same? If not, submit certified copy of marriage certificate, divorce decree, etc.

You can keep track of your [application status](#) online through DSPS and help you to determine what forms still need to be submitted.

### Exams to Take (and Pass)

- Association of the Marital and Family Therapy Regulatory Boards ([AMFTRB](#))
  - This is not required for training license. You can take it now or wait until you apply for the LMFT.
  - As of 2018, the cost to take the AMFTRB is \$350.
- [Wisconsin Statutes and Law Exam](#) (can be taken online)
  - This is not required for training license. You can take it now or wait until you apply for the LMFT.
  - As of 2018, the cost to take the Wisconsin Statutes and Law Exam is \$75.

**Fees** (write one check to Department of Safety and Professional Services and attach to

application)

- \$75: Initial credential fee
- \$8: Convictions and Pending Charges Additional Fee (include this fee only if you are submitting form #2252)
- Exam fees if taking exam now.

### **Ways to submit application**

**Email To:**

[dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)

**Mail To:**

P.O. Box 8935

Madison, WI 53708-8935

\*\*Note: Hand delivery is probably the fastest way to have your application processed, while emailing it is probably faster than snail mail.

## **Licensed Marriage and Family Therapist (LMFT)**

Complete this application after you have accumulated 3,000 hours of professional marriage and family therapist practice.

**Forms to Complete and Documents to Submit.** If you are planning to take the AMFTRB exam at this point, you must submit these forms and documents to the state well in advance of the exam deadline date so that the state can approve them and authorize you to take the exam.

- [Form #1973](#): Marriage and Family Therapist License/Training License Application
- [Form #1972](#): Certificate of Professional Education
- [Form #2238](#): Curriculum Requirements (use [this document](#) for DSPTS approved MFT courses in our program)
- [Form #2574](#): Supervised Practice Experience
- Report of Passing Score – AMFTRB examination
- Letters from all State Boards where licensed, active and inactive (if applicable)
- [Form #2252](#): Convictions and Pending Charges (if applicable)
- [Form #2829](#): Malpractice Suits and Claims (include court documents regarding malpractice suits stating allegations and settlements, if applicable)
- Is name on all credentials the same? If not, submit certified copy of marriage certificate, divorce decree, etc.

You can keep track of your [application status](#) online through DSPTS and help you to determine what forms still need to be submitted.

### **Exams to Take (and Pass)**

- [AMFTRB Exam](#) (if not previously taken)

\*Information in this document was obtained from the [Wisconsin DSPTS website](#) (Rev. 1/18)

- As of 2018, the cost to take the AMFTRB is \$350.
- [Wisconsin Statutes and Law Exam](#) (if not previously taken; can be taken online)
  - As of 2018, the cost to take the Wisconsin Statutes and Law Exam is \$75.

**Fees** (write one check to Department of Safety and Professional Services, attach to application)

- \$75: Initial credential fee
- \$8: Convictions and Pending Charges Additional Fee (include this fee only if you are submitting form #2252)
- Exam fees (if taking exam now):
  - \$75: Wisconsin Statute and Law Exam
  - \$15: AMFTRB Exam Contract Fee

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