



**Board of Clinical Social Work,  
Marriage and Family Therapy  
and Mental Health Counseling**

**MARRIAGE AND FAMILY THERAPY  
DUAL LICENSURE APPLICATION**

## Qualifications for Marriage and Family Therapy Dual Licensure

Must hold a valid, active Florida license, for at least 3 years in one of the following:

- Licensed Psychologist under Chapter 490, Florida Statutes
- Licensed Clinical Social Worker under Chapter 491, Florida Statutes
- Licensed Mental Health Counselor under Chapter 491, Florida Statute
- Advanced Registered Nurse Practitioner certified under Section 464.012, Florida Statutes, as a specialist in psychiatric mental health by the Board of Nursing

### **I. FEES**

Marriage and Family Therapy Dual Licensure Fees: \$205

Make checks payable to the Department of Health and attach to the application. The required fees include the application fee and the initial licensure fee of \$105. After your application and fees are received, you will be notified within 30 days if documentation is needed to complete your application

### **II. EXAMINATION INFORMATION AND APPLICATION DEADLINES**

Application deadlines, registration deadlines, and examination dates are available on our web site at [www.doh.state.fl.us/mqa/491](http://www.doh.state.fl.us/mqa/491) and click on "Exam Information/Dates".

The national exam is given by computer at various locations around Florida. Approved candidates register to take the exam during the 28-day testing "window" through Professional Examination Services (PES). The exam fee is paid directly to PES. Registered candidates schedule an appointment through Prometric or Sylvan test centers. The Examination Advisory Committee of the Association of Marital and Family Therapy Regulatory Boards (AMFTRB) and the Professional Examination Services (PES) develop this examination. The AMFTRB offers an online practice version of the national MFT exam for purchase at [www.amftrb.org](http://www.amftrb.org).

Applications must be submitted on or before the "postmark" deadline. A submitted application is not necessarily a complete application. After submission, all supporting documentation must be received by the *completion* deadline, pursuant to 64B4-3.003(1), F.A.C. The Board must *review* and *approve* an application *before* this office can schedule an applicant for an examination. Deadlines cannot be extended.

### **III. COMPLETING THE FORMS** APPLICATION FOR DUAL LICENSURE [5 pages]

Complete all forms by printing neatly in ballpoint pen or typing the information on the forms.

#### 1. Applicant Profile Data:

Your "practice location address" will show on the Internet license verification screen. Our licensure database requires two addresses for each licensee. One is the mailing address and the other is the practice location address. The "mailing address" is used whenever documents, renewals, etc. are mailed to the applicant/licensee. Our Internet license lookup provides the public with information on licensed health care practitioners in the state of Florida, including an "address of record". The "practice location address" from the licensure database will show as the "address of record" on the Internet. If you only provide one address, it will be used for both the mailing address and the practice location address.

#### 2. Photo:

Attach a passport-style photograph (less than 6 months old) to the form. Your name must be printed on the back of the photograph.

#### 3. Applicant Licensure Status:

List all counseling related professional licenses, including inactive or expired licenses issued from any state, U.S. territory, or foreign country.

#### 4. Education:

List the degree(s) you hold, beginning at the master's level. Identify your program of study at the college or university where you received this degree and the month and year in which the degree was received.

5. Applicant History – Professional:

If you answer "yes" to any question in this section, you must provide complete details. A "yes" answer does not mean the application will be denied, however, failure to provide the correct information may result in licensure denial.

6. Applicant History – General:

If you answer yes, you must provide complete details and certified copies of court records/dispositions.

7. Applicant History – Pursuant to Section 456.0635, Florida Statutes:

These questions are asked pursuant to Section 456.0635(2), Florida Statutes.

8. Certification:

Your signature is required. By signing you are attesting that you have provided true and correct information on the application and supporting documents, as well as having read the laws and rules.

9. Social Security Number: Your social security number is required.

10. Applicant History – Health:

The Board reviews each applicant's history to determine that the applicant is able to practice the profession with reasonable skill and competence. If you have a history of serious, chronic, or recent mental health problems or addiction to drugs, you must submit a current mental health status report. Mental health status reports must come from a licensed mental health professional, with which you have no personal or professional relationship. **The report should include: a description and summary of the diagnosis, onset, course of treatment, medications, inpatient treatments, outpatient treatments, group settings, factors which have triggered setbacks, compliance with treatment, prognosis, and recommendations for continued treatment.**

## **SPECIAL TESTING ACCOMMODATIONS**

### **A. Special Testing Accommodations Due to Disability**

Rules regarding examination procedures for candidates with disabilities are outlined in Rule 64B-1.005, F.A.C. In accordance with Rule 64B-1.005, F.A.C., the Department will provide reasonable and appropriate special testing accommodations to candidates with physical or learning disabilities to the extent permitted by cost, examination administration constraints, examination security considerations and availability of resources. Candidates requesting special testing accommodations must file a completed application (Part I and Part II) with Testing Services at least 60 days prior to the examination date for which the accommodation is requested. It is the responsibility of the candidate to provide adequate documentation of his/her disability.

### **REQUESTS FROM CANDIDATES PREVIOUSLY RECEIVING SPECIAL TESTING ACCOMMODATIONS**

Applicants who have previously received special testing accommodations for an examination and need accommodation for another examination or for a retake of the same examination in Florida must file a reapplication with Testing Services, Bureau of Operations each time an accommodation is needed.

### **B. Special Testing Accommodations Due to Religious Conflicts**

Modification to reporting times or alternate test dates may be requested by candidates who, due to their religious beliefs, cannot attend the examination at the scheduled reporting time(s), or on the scheduled date(s). Candidates requesting such accommodation must make application with Testing Services at least 60 days prior to the examination date for which the accommodation is requested. Each request should be accompanied by a letter from a religious leader specifying the religious restrictions that apply.

**IF YOU NEED A SPECIAL ACCOMMODATION**, please download an application from the testing web site at <http://www.doh.state.fl.us/mqa/exam/spectest.htm>. If you do not have the ability to download the application forms, please contact Testing Services, Bureau of Operations at 850-245-4252 to request an application for special testing accommodations well in advance of the deadline.



**Marriage and Family Therapy  
Dual Licensure  
Application**

**1. APPLICANT PROFILE DATA (PLEASE TYPE OR PRINT IN BLACK INK)**

Name	Last	First	Middle
Mailing Address	Street and No.		Apt. No.
	City	State	Zip
*Practice Location Address	Street and No.		Apt. No.
	City	State	Zip

DO NOT WRITE IN THIS SPACE FOR OFFICE USE ONLY

Have you ever changed your name through marriage or through action of a court, or have you ever been known by any other name?  YES  NO If "YES" list names and dates of changes below:

Home Telephone: area code (       )	Business Telephone: area code (       )
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E-Mail Address: (Optional)	Date of birth: ____/____/____
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Place of Birth: (City, State)	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
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We are required to ask that you furnish the following information as part of your voluntary compliance with Section 2, Uniform Guidelines on Employee Selection Procedure (1978) 43 FR38296 (August 25, 1978). This information is gathered for statistical and reporting purposes only and does not in any way affect your candidacy for licensure.

Race:  Caucasian  African-American  Hispanic  Asian  Native American  Other

**SPECIAL TESTING ACCOMMODATIONS-See Application Instructions**

**2.**  
  
**PLEASE TAPE ONE PHOTO HERE**

\*Your Practice Location Address Will Show On The Internet License Verification Screen

Our Internet license lookup provides the public with information on licensed health care practitioners in the state of Florida, including an "address of record". The "location address" from the licensure database will show as the "address of record" on the Internet.

**3. APPLICANT LICENSURE STATUS**

A. Do you hold or have you ever held a license to practice any counseling-related professions in any state, U.S. territory, or foreign country?  YES  NO  
 If YES, list all licenses and the issuing state, territory, or foreign country:

B. Do you have any applications for licensure in a counseling-related profession currently pending in any state (including Florida), U.S. territory, or foreign country?  YES  NO  
 If YES, list all pending applications and the issuing state, territory, or foreign country:

**4. EDUCATION**

Degree	Major	School	Date of Graduation

**5. APPLICANT HISTORY – PROFESSIONAL**

A. Have you ever been denied a psychotherapy or counseling-related license or the renewal thereof in any state?  YES  NO

B. Have you ever been denied the right to take a psychotherapy or counseling-related licensure examination?  YES  NO

C. Have you ever had a license to practice any profession revoked, suspended, or otherwise acted against in a disciplinary proceeding in any state?  YES  NO

D. Are you now or have you ever been a defendant in civil litigation in which the basis of the complaint against you was alleged negligence, malpractice or lack of professional competence?  YES  NO

E. Is there currently pending, in any jurisdiction, a complaint against your professional conduct or competency in a psychotherapy or counseling-related profession?  YES  NO

F. Have you ever been involved in, reprimanded for or disciplined by an employer or educational institution for misconduct including:

1. Acts of dishonesty, fraud, or deceit	1. <input type="checkbox"/> YES <input type="checkbox"/> NO
2. Lying on a resume or misrepresentation	2. <input type="checkbox"/> YES <input type="checkbox"/> NO
3. Academic misconduct, including acts such as cheating or plagiarism	3. <input type="checkbox"/> YES <input type="checkbox"/> NO
4. Theft	4. <input type="checkbox"/> YES <input type="checkbox"/> NO
5. Sexual harassment	5. <input type="checkbox"/> YES <input type="checkbox"/> NO

If you answered "YES" to any question in Section 5, you must provide the Board complete details.

<b>6. APPLICANT HISTORY – GENERAL</b>	
<p>Have you ever been convicted of, or entered a plea of guilty or nolo contendere (no contest) to any crime in any jurisdiction, other than a minor traffic offense? You must include all misdemeanors and felonies, even if adjudication was withheld by the court so that you would not have a record of conviction. Driving under the influence or driving while impaired is not a minor traffic offense for purposes of this question.</p> <p style="margin-left: 40px;">If you answer YES, you must explain in detail on a separate sheet. In your explanation, include dates, jurisdictions, offenses, specific circumstances, and dispositions. You must include a certified copy of the court records/dispositions.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>7. APPLICANT HISTORY - Pursuant to Section 456.0635(2), Florida Statutes</b>	
<p><b>If you answer yes to any of the following questions, explain on a separate sheet providing accurate details and submit copies of supporting documentation.</b></p>	
<p>1a. Have you been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under Chapter 409, Chapter 817, or Chapter 893, Florida Statutes; or 21 U.S.C. ss. 801-970 or 42 U.S.C. ss. 1395-1396? (If no, do not answer 1b.)</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>1b. Has it been more than 15 years prior to the date of this application since the sentence and completion of any subsequent period of probation for such conviction?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>2a. Have you ever been terminated for cause from the Florida Medicaid Program pursuant to Section 409.913, Florida Statutes? (If no, do not answer 2b.)</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>2b. If you have been terminated but reinstated, have you been in good standing with the Florida Medicaid Program for the most recent five years?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>3a. Have you ever been terminated for cause, pursuant to the appeals procedures established by the state or federal government, from any other state Medicaid program or the federal Medicare program? (If no, do not answer 3b and 3c.)</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>3b. Have you been in good standing with a state Medicaid program or the federal Medicare program for the most recent five years?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>3c. Did the termination occur at least 20 years prior to the date of this application?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO

**8. CERTIFICATION**

I hereby authorize all hospitals, institutions, or organizations, personal physicians, employers (past or present), business and professional associates (past or present), and all government agencies and instrumentalities (local, state, federal, or foreign) to release to the Department of Health any information, files, or records requested by the Department in connection with the processing of this application. I further authorize the Department to release to the organizations, individuals, and groups listed above any information which is material to my application.

I understand that it is my duty and responsibility as an applicant for licensure to supplement my application after it has been submitted if and when any material change in circumstances or conditions occur which might affect the Board's decision concerning my eligibility for examination or licensure. Such supplement is required by Sections 456.072, F.S. and 456.013(1)(2), F.S. Failure to do so may result in disciplinary action by the Board including denial of licensure.

I have carefully read the questions in the foregoing application and have answered them completely without reservations of any kind. I declare that these statements are true and correct and recognize that providing false information may result in disciplinary action against my license pursuant to s. 456.067, F.S., or criminal penalties pursuant to s. 775.082, s. 775.083, or s. 775.085, F.S. Should I furnish any false information on this application, I hereby acknowledge that such act may constitute cause for denial, suspension, or revocation of any license to practice in the State of Florida.

I hereby acknowledge that I have read the regulations in Chapter 491, F.S., and related rules. I understand that I am under a continuing obligation to keep informed of any changes to Chapter 491, F.S., and related rules.

I understand that pursuant to Section 456.013(1)(a), F.S., an incomplete application shall expire one (1) year after initial filing.

I further state that I will comply with all requirements for licensure renewal, including continuing education credits.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

CONFIDENTIAL AND EXEMPT FROM  
PUBLIC RECORDS DISCLOSURE

**DEPARTMENT OF HEALTH**

**Board of Clinical Social Work, Marriage and Family Therapy  
and Mental Health Counseling**

This page is exempt from public records disclosure. The Department of Health is required and authorized to collect Social Security Numbers relating to applications for professional licensure pursuant to Title 42 USCA § 666 (a)(13). For all professions regulated under chapter 456, Florida Statutes, the collection of Social Security Numbers is required by section 456.013(1)(a), Florida Statutes.

Name: \_\_\_\_\_  
Last First Middle

9. Social Security Number: \_\_\_\_\_

**10. APPLICANT HISTORY – HEALTH**

**If you answer "YES" to any of the following questions, you must submit a current mental health status report from a licensed mental health professional, wherein this professional practitioner opines that you are able to practice with reasonable skill and safety to patients or clients.**

- |   |  |
|---|--|
| A. In the last 5 years, have you been enrolled in, required to enter into, or participated in any drug or alcohol recovery program or impaired practitioner program for treatment of drug or alcohol abuse that occurred within the past 5 years? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| B. In the last 5 years, have you been admitted or referred to a hospital, facility or impaired practitioner program for treatment of a diagnosed mental disorder or impairment?   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| C. During the last 5 years, have you been treated for or had a recurrence of a diagnosed mental disorder that has impaired your ability to practice your profession within the past 5 years?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| D. In the last 5 years, were you admitted or directed into a program for the treatment of a diagnosed substance-related (alcohol/drug) disorder or, if you were previously in such a program, did you suffer a relapse within the last 5 years?   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| E. During the last 5 years, have you been treated for or had a recurrence of a diagnosed substance-related (alcohol/drug) disorder that has impaired your ability to practice your profession within the past 5 years?                            | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| F. During the last 5 years, have you been treated for or had a recurrence of a diagnosed physical disorder that has impaired your ability to practice your profession?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |



## **MAKE COPIES OF ALL DOCUMENTS**

**(For your records) prior to mailing the originals to the board office.**

### **MAIL APPLICATION PACKET AND FEE TO:**

BOARD OF CLINICAL SOCIAL WORK,  
MARRIAGE & FAMILY THERAPY, AND  
MENTAL HEALTH COUNSELING  
PO Box 6330  
TALLAHASSEE, FL 32314-6330

### **MAIL ANY OTHER CORRESPONDENCE TO:**

BOARD OF CLINICAL SOCIAL WORK,  
MARRIAGE & FAMILY THERAPY, AND  
MENTAL HEALTH COUNSELING  
4052 BALD CYPRESS WAY, BIN #C08  
TALLAHASSEE, FL 32399-3258

If information is mailed from a source other than the applicant, the applicant's full name must appear on the correspondence or documentation.

If you have further questions you may contact the application reviewers at (850) 245-4474 between the hours of 8:00 AM and 5:00 PM EST.

#### **PLEASE NOTE:**

**YOUR PRACTICE LOCATION ADDRESS WILL SHOW ON THE INTERNET LICENSURE LOOKUP SCREEN.** Our licensure database requires two addresses for each licensee. One is the mailing address and the other is the practice location address. The "mailing address" is used whenever documents, newsletters, etc. are mailed to the applicant/licensee. Our Internet license lookup provides the public with information on licensed health care practitioners in the state of Florida, including an "address of record". The "practice location address" from the licensure database will show as the "address of record" on the Internet. If you only provide one address, it will be used for both the mailing address and the practice location address.

#### **DISCLOSURE OF SOCIAL SECURITY NUMBER**

Under the Federal Privacy Act, disclosure of social security numbers is voluntary unless specifically required by federal statute. In this instance, Social Security numbers are mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and Sections 456.013(12), 409.2577, and 409.2598, Florida Statutes. Social Security numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. Social Security numbers must also be recorded on all professional and occupational license applications and will be used for licensee identification pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act), 104 Pub. L 193, Section 317.