

Appendix M: Application for the National Exam

Students will apply for Alabama MFT licensure in the May ABEMFT meeting timeframe. Typically, the license requirements are due the first of May. However, students need to be aware of the meeting schedule and plan their application for the National Exam and Associate Licensure (if remaining in Alabama to work) <https://mft.alabama.gov/calendar.aspx>

Students will extract the Permission to Sit for the Exam application on the ABEMFT webpage - <https://mft.alabama.gov/PDF/2024/PermissionSitExamApp11-14-2023.pdf>

The application contains initial information about applying for licensure. The soon-to-be graduates will focus on the Checklist, which provides the required MFT forms: MFT 1, 2, 3, and 10. Students will be required to send Official Transcripts and Proof of Citizenship, along with a \$150 application fee. Once the Board meets and approves your application, you will be sent information regarding how to schedule and pay for the National Examination (PTS).

While the budget allows, the AU MFT Program offers \$200 scholarships for students with a 3.0 GPA and completed 350 clinical hours by April 30th of the academic calendar year.

Explanation for completing Alabama MFT Forms

MFT 1:

The MFT 1 form is self-explanatory and easily completed. Most students will check the box “Permission to sit for the Marriage and Family Therapy,” while those who wish to remain in Alabama and apply for Associate Licensure in MFT will check that box.

MFT 2:

The MFT 2 form requires the professional degree information and is easily completed.

MFT 3:

The Program Director (PD) will send a letter to the ABEMFT Licensure Board and provide the MFT 3 form for each student applying for licensure. Students will receive an email from the PD notifying them of the Board Office Administrator's (currently Jacki Tucker) receipt of the forms.

MFT 10:

The PD or MFT Faculty will work with the student to complete the supervision form which outlines that the student will be supervised following graduation. This is a formality for most students as they will seek supervision from their placement and quickly transfer the supervision to the placement supervisor following graduation. This form needs a Notary Public Signature. Please plan accordingly to match schedules with a supervisor and a Notary Public. There are Notary Public Signatories at ARTF, and Spidle Hall. The Human Science Dean's and HDFS Department offices have Notary Publics available for signatures. An example of MFT 10 is in the AU Box Folder

MFT 10a:

This form is provided by the PD for graduates who wish to apply for the Associate License. The form will be emailed by the program to the ABEMFT Board. The student must notify the PD and Office

Administrator that they will apply for the Alabama Associate License.

Examples of MFT 3, 10, and 10a are provided in the AU MFT Box-Folder—AU MFT folder—ABEMFT sub-folder. Students can review the forms and use them as templates when applying for the National Exam or Associate Licensure. The student will receive access to the ABEMFT folder in their fifth semester in the program. Please remember that while you are allowed to apply to sit for the National Licensure Exam, you are not allowed to officially apply for the Alabama MFT Associate License until after graduation.

The Program Director writes a letter to the ABEMFT Board outlining who is on track to graduate, progressing towards their hours, and eligible to sign up for the National Exam. Students who want to apply for the Alabama Associate Licensure must complete the exam materials and submit them to the ABEMFT Board when they graduate. We advise students to have the materials ready to send the week before graduation and have the Official Transcripts sent the Monday after graduation.

If you receive an unfavorable or disconcerting response from the licensure board, please do not engage them with an email response but forward the response to the PD so that we can initiate a plan at the Program level to support your application. The PD will send a support letter to the ABEMFT Board for the student applicants (see below).

Additionally, the AU MFT Program has also compiled a list of resources in addition to coursework material to prepare for the National Licensure Exam. In the fifth semester, students will be able to review the study guides, model guides (HDFS 7600), Ethics Casebook material (HDFS 7650), and other materials independently or as a group. The materials are in the AU MFT Box-Folder—MFT Exam subfolder.