

Frequently Asked Questions: LMFT

- What is the role of the LPC Board?

The role of the LPC Board is to determine whether applicants are eligible for registrations or licenses and to investigate accusations of illegal, unethical, or inappropriate practice of mental health counseling or marriage and family therapy in Louisiana. State laws and Board rules govern our actions. We are not able to advise individual licensees or registrants regarding their practices. Legal questions should be directed to attorneys and questions regarding interactions with agencies or companies should be directed to administrators within those entities.

- What professional titles are recognized by the LPC Board?

The only titles recognized by the LPC Board are Counselor Intern, CI, MFT Intern, MFT-I, Licensed Professional Counselor, LPC, LPC-Supervisor, LPC-S, Licensed Marriage and Family Therapist, LMFT, LMFT-Supervisor, and LMFT-S. The LPC Board **does not** recognize the titles Mental Health Professional/MHP, LPC Intern/LPC-I, LMFT Intern/LMFT-I or any variation thereof.

- How do I apply for LMFT licensure?

You must have completed a minimum of 3,000 supervision hours, remained under active, Board-approved supervision for at least 24 months, and have passed the National Marriage and Family Therapy Examination (NMFTE) in order to apply for LMFT licensure. To apply, you must submit your Documentation of Experience form(s) signed by you and your Board-approved supervisor(s), an updated Statement of Practices and Procedures, an LMFT licensure application, a \$200 licensure application fee, official NMFTE test scores, and a photo with your signature on the back.

- I already submitted an application when I registered for supervision as a MFT Intern. Do I need to submit another application and fee for licensure?

Yes. To apply for licensure, you must submit completed Documentation of Experience form(s) signed by you and your Board-approved supervisor(s), an updated Statement of Practices and Procedures, an [LMFT licensure application](#), a \$200 licensure application fee, official test scores, and a photo with your signature on the back.

- How long do I need to be under Board-approved supervision before I can apply for my license?

Registered MFT Interns must remain under **active Board**-approved supervision for no less than two years, but no more than seven years (if registered with Board after August of 2012). Please be advised that MFT Interns must remain under active supervision until licensed—even in the event they have completed the minimum requirement of 3,000 supervised experience hours and/or passed the NMFTE.

- How do I register for the National Marriage and Family Therapy Examination (NMFTE)?

You must submit a request in writing to our Executive Director via mail or email (lpcboard@eatel.net) stating your name and your wish to register for the NMFTE. If approved, the Executive Director will notify you of approval and will contact the ProExam. ProExam will then contact you with information regarding confirmation of your registration and testing date information.

- How often does the Board meet?

The Board **meets every other month**, typically the third Friday of the month. Board meetings start at noon. For a complete list of Board meeting and application review dates, visit [our website](#) and click on "Meeting Dates/Minutes." Meeting dates are subject to change. Although Board Meetings are held every other month, **applications are reviewed every month.**

- When does my paperwork need to be submitted to the Board for review?

The LPC Board offers two methods of approval: (1) the traditional monthly review and (2) the expedited process.

Traditional: Applicants can find the dates of the currently scheduled application review dates which may be viewed by visiting [our website](#) and clicking on "Meeting Dates/Minutes." The submission deadline is seven days prior to the meeting date. Applicants are encouraged to check the website often, as meeting dates are subject to change.

Expedited: Expedited applications can be submitted at any point throughout the month. The Board office must have all of the necessary application documents and supplementary materials upon submission of the expedited application, including the additional \$50 expedited application fee and expedited application form, otherwise the application will be reviewed on next scheduled application review date. More information can be found at <http://www.lpcboard.org/expedited.htm>.

*Please note that all applicants whom Board staff determines should be denied or reviewed by the Board must be presented to the Board at the next regularly scheduled Board meeting.

- What are the requirements for becoming licensed in Louisiana, if you are currently licensed as a LMFT in another state?

The state of Louisiana does not have reciprocity with any state. In order to apply for licensure you will need to submit a [LMFT Application for Licensure](#), \$200 *non-refundable* application fee in the form of a money order, cashier's check, or certified check, a Statement of Practices and Procedures, and a recent photo with your signature on the back. The length of time you have been licensed as a LMFT in the other state will determine what additional information, if any, we will ask you to submit for review.

Licensed Less Than 5 Years:

Those out-of-state applicants who have not been licensed as a Licensed Marriage and Family Therapist for at least five years must request a copy of their entire LMFT licensure file to be sent to the Louisiana LPC Board. The file copy should contain your transcripts, documentation of post-graduate supervised experience hours, as well as your NMFTE scores. Additionally, along with the copy of your file, the State Board where you are currently licensed must send proof of current licensure.

The state where the applicant is currently licensed must have licensure, academic and supervision experience requirements deemed substantially equivalent to those of Louisiana.

Licensed 5 or More Years:

Those out-of-state applicants who have been licensed in another state as a Licensed Marriage and Family Therapist for at least five years must have their NMFTE scores sent either directly from their state

Board or directly from ProExam. The state Board(s) where the LMFT is currently licensed must also send proof of licensure.

Applicants who have been licensed for five or more years do not have to meet all of the substantial equivalency requirements for licensure, academic or supervision requirements; however, they must provide a letter from a colleague or supervisor indicating that they have been actively practicing for five or more years, hold a current LMFT license, and passed the NMFTE.

- What do I need to do to change my name?

To change your name with the Board, you must submit a written request, along with a \$25.00 name change fee, as well as supporting documentation of the name change (i.e., a **copy** of a marriage license, social security card, driver's license, etc). The Board staff will then make the necessary changes to your file(s), database records, and website entries.

Please be advised that you must notify the Board of any and all contact information changes within 30 days pursuant to [Chapter 1](#), Section 111 of the Board Rules otherwise you may be subject to a fine.

§111. Notification of Change

A. Every licensed professional counselor/counselor intern and every licensed marriage and family therapist/MFT intern shall immediately notify in writing the Licensed Professional Counselors Board of Examiners of any and all changes in name, address, and phone number. Failure to comply with this rule within 30 days of change will result in a fine as set forth in §901.C.

- What do I need to do to change my address with the Board?

Any changes of address need to be made in writing to the Board. We can accept a letter, e-mail, or fax. You must indicate on your letter whether the change is in regards to your home and/or work address. Also, please note which address you wish to publish on the LPC Board's website. Address changes **may not** be accepted verbally over the telephone.

Please be advised that you must notify the Board of any and all contact information changes within 30 days pursuant to [Chapter 1](#), Section 111 of the Board Rules otherwise you may be subject to a fine.

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- What do I need to do in order to have a copy of my Louisiana LMFT file sent to another state?

You must submit a request in writing, a \$25.00 file copy fee, and provide the address where the copy of the file should be sent.

- I am applying for registration of supervision or licensure in another state and its Board requires me to have a license verification sent to their Board. How do I do this?

You must submit the other state's verification form or a written request for the verification to be completed on a Louisiana LPC Board license verification form, a \$5.00 registration/license verification fee, and provide the address where the verification should be sent.

- How often must a LMFT renew their license?

LMFTs must renew their license every two years by December 31st in order to practice mental health counseling and use the title of "Licensed Marriage and Family Therapist" lawfully in Louisiana. Renewal requirements for LMFTs are listed in Chapter 35 of the Board [Rules](#). 10% of those renewing each year will be randomly audited. If audited, you will be required to submit documentation of 40 continuing education hours specific to marriage and family therapy, including three hours specific to marriage and family therapy ethics. Licensees who do not submit a completed renewal application by the deadline will be automatically audited and assessed a late fee.

Those licensed marriage and family therapists who hold another license that requires continuing education hours may count the continuing education hours obtained for that license towards their LMFT CEU requirements. Of the 40 CEUs submitted, at least 20 hours must be in the area of marriage and family therapy with an emphasis upon systemic approaches or the theory, research, or practice of systemic psychotherapeutic work with couples or families including three hours of ethics specific to marriage and family therapy.

- How do I apply to become a LMFT Registered Supervisor Candidate?

Individuals interested in become a LMFT Registered Supervisor Candidate must be licensed as a LMFT for at least two years, submit [Sections 1 and 2](#) of the supervisor candidate application, documentation of a one-semester graduate-level course in Marriage and Family Therapy Supervision OR a 30-hour course of study approved by the Marriage and Family Therapy Advisory Committee, an updated Statement of Practices and Procedures, and the \$100 LMFT-Supervisor Candidate application fee. You may only supervise MFT Interns once your LMFT Registered Supervisor Candidate application has been approved. Failure to do so will result in a MFT Intern's inability to count client contact/supervision hours accrued under your supervision toward licensure and possibly disciplinary action.

AAMFT Supervisor Candidates must also apply with the Board as a LMFT Registered Supervisor Candidate in order to begin supervising MFT Interns. You may only supervise MFT Interns once your LMFT Registered Supervisor Candidate application has been approved. Failure to do so will result in a MFT Intern's inability to count client contact/supervision hours accrued under your supervision toward licensure and possibly disciplinary action. Please refer to the [LMFT-Supervisor FAQs](#) for more information.

- How do I file a complaint against a LMFT?

To submit a complaint against a LMFT, visit our website at www.lpcboard.org and hover over the "Discipline" tab to access a Complaint Form. Please forward your completed Complaint Form by U.S. mail to the Board office and to the attention of the "Discipline Committee".