



Dear Colleague:

Thank you for requesting information regarding the approval of your continuing education program as a LAMFT Approved Provider. The Louisiana Licensed Professional Counselors Board of Examiners authorizes LAMFT to approve workshops for marriage and family therapists. Approved education can be used to meet the continuing education requirement for LMFT license renewal in Louisiana (40 clock hours every two years). Certification of continuing education for persons who participate in your program may be awarded contact education hours based on the following factors:

1. The program content must be consistent with education within any of the content areas listed below;
2. The participant has experienced direct contact with the presenter for the time specified in the program; and
3. A *qualified presenter* is considered to be someone at the master's level or above trained in Marriage and Family Therapy (or other related mental health field) with the requisite education, training, and experience in relational systems clinical practice (i.e. marriage and family therapy and marriage and family therapy ethics) and in the area of the presentation topic under review.
4. For proposed ethics presentations specific to MFT, the presentation must specifically address the AAMFT Code of Ethics.

The content areas for review for LAMFT Approved Provider Status include:

- Theoretical Knowledge of Marriage and Family Therapy
- Clinical Knowledge of Marriage and Family Therapy
- Assessment and Treatment in Marriage and Family Therapy
- Individual, Couple and Family Development
- Professional Identity and Ethics in Marriage and Family Therapy
- Research in Marriage and Family Therapy
- Supervision in Marriage and Family Therapy

The review process must occur prior to the presentation of the program (i.e., *post hoc reviews* will not be considered) and will not be conducted over the telephone. Please complete the attached application for Continuing Education Provider and **mail** to the address listed thirty (30) days prior to the date of the program in order to have the program reviewed and approved for contact hours for Marriage and Family Therapists. **For review of applications received less than 30 days prior to presentation date, there is an additional charge of \$75.00 for workshops and \$125.00 for**

conferences for expedited service. Applications received two (2) weeks or less prior to the scheduled event will NOT be accepted.

A fee for **each** educational event is due upon application as follows:

- One time workshop: **\$ 75**
- Same workshop repeated (everything the same – presenter, title, material covered, etc.) with all dates/locations listed at time of application – valid for one (1) calendar year from date of initial workshop: **\$ 100**
- Same workshop previously applied for, but dates not all listed on initial application: **\$ 25 fee** per application with all new dates/locations included (all additional workshops must take place by 12/31/13)
- Conferences/Conventions/Symposiums/Multi-day or Continuation Trainings/Workshops: **\$ 200 flat rate**, any length
- E-blast to advertise to members 1 time per month on 1st Monday of month: **\$100 fee**
- Expedited review fee: **\$ 75 for workshop; \$125 for conference** (application postmarked or submitted less than 30 days from date of presentation – no applications will be accepted if received 2 weeks or less prior to scheduled event)

Payment in the amount due can be made by check or money order and made payable to LAMFT. If your organization prefers to charge the fees, you must include the following information: the cardholder's name and complete billing address (including city, state and zip); type of credit card; account number; expiration date; and the cardholder's signature authorizing the charge. Special arrangements must be made if you wish to submit your application materials including the scanned attestation via email. Credit card information must be provided at that time. No invoice billing.

Once your application has been reviewed, you will receive appropriate provider approval including the number of contact hours for which it has been approved. If your organization already has its own sign-in sheets and you prefer to use those, simply add a column for participants to check if they desire MFT CE. Also, you may use your own organization's evaluation forms. **All participants in your program must be given an evaluation form to complete. These do not need to be returned to me. However, you must retain the sign-in sheets on file for five (5) years in the event that contact information needs to be verified.**

Certificates must be issued to all participants who have successfully completed your program. These may be issued either by the sponsoring organization or LAMFT. If LAMFT issues the certificates, the sponsoring organization must submit the following upon completion of the program:

- A typed list which contains each participant's personal information (name and address, including city, state, and zip code), the number of contact hours earned, supported by a completed evaluation form, **and;**
- A check payable to LAMFT for \$10.00 **per participant/certificate** fee.

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Should you have any questions, please do not hesitate to email me (ktyner@lamft.org) or call. I can be reached on my direct line at 318-415-9437. Thank you for your interest in providing quality continuing education and for promoting individual, couple and family therapy.

Sincerely,

Kelly M. Tyner, Ph.D., LMFT
Secretary
Louisiana Association for Marriage and Family Therapy
9369 Delores Drive
Shreveport, LA 71118

Please visit our website at www.lamft.org.

Revised December 2012