

## **Guidelines for Seeking LAMFT Approved Provider Status for your Continuing Education Programs**

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). Approval of continuing education for persons who participate in your program may be awarded 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
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 program 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 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 **\$50** for expedited service.

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

- One time workshop: **\$40**
  - Same workshop previously applied for one time workshop, but dates not all listed on initial application: **\$25** fee per all new dates/locations included. If application is on file, then official email request is needed, not new application.
- Same workshop repeated (everything the same – presenter, title, material covered, etc.) – valid for one (1) calendar year from date of initial workshop: **\$150**
- Conferences/Conventions/Symposiums/Multi-day or Continuation Trainings/Workshops: **\$200 flat rate**, any length
- Expedited review fee: **\$25** (application postmarked or submitted less than 30 days from date of presentation)

Payment in the amount due must be made by check or money order and made payable to LAMFT. No invoice billing. **\*\*\*Electronic Payment Coming Soon\*\*\***

Once your application has been reviewed, you will receive appropriate provider approval including the number of contact hours for which it has been approved. You must provide sign-in sheets and program evaluation forms for your participants. 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 LAMFT. 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 must be issued by the sponsoring organization.

Should you have any questions, please do not hesitate to email Theresa Thomas, LAMFT Chair, at [LouisianaMFT@gmail.com](mailto:LouisianaMFT@gmail.com).

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