

Documentation Checklist for MFT Licensure

Applications are reviewed within six weeks of receipt, and in the order in which they are received. In the event your application is found to be incomplete or agency staff have questions regarding your application, a staff member will contact you with his or her question or regarding any missing or incomplete items. **Do not contact agency staff within this six-week period unless you are responding to an inquiry from staff.** In the event you have not heard from the agency within six weeks of submitting your application, you may contact agency staff, preferably via email, to check on the status of your application. Telephone calls and emails requesting a status update within the initial six-week review period only serve to increase application processing times for all applicants.

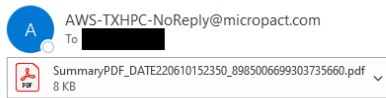
Fingerprinting Information and Exam Registration Information

When you submit your online application, you will receive an automated email from the online licensing system. This email will come from the following address:

AWS-TXHPC-NoReply@micropact.com

The body of the email will contain the information you need to obtain your electronic fingerprints and to take the AMFTRB examination. Be sure to check your spam folders if you do not find the email in your inbox. The email will look like the one below:

Application Summary - Ref Id: I3151773.R.C5262



Hello [REDACTED]

Thank you for submitting your application online. Open the attachment to see the application summary. Adobe Reader is necessary to view the PDF.

If you do not have Adobe Reader, it is available here: <http://www.adobe.com/uk/products/acrobat/readstep2.html>

Electronic Fingerprint Information

Per Council rule 882.40(a) before the Council will issue a license an applicant must undergo a fingerprint based criminal history check as a condition of licensure. Please download the instructions on how to undergo a fingerprint based criminal history check at <https://txbhec.wixsite.com/filesbhec> **Link to Fingerprint Instructions**

AMFTRB Exam Scheduling Information (MFT Associate Applicants ONLY)

If you already hold an MFT license in another state you do NOT have to re-take the licensing exam

This email serves as the pre-approval needed from the Texas Behavioral Health Executive Council (BHEC) to sit for the MFT Licensing Exam. If you are applying to be an MFT-Associate, your exam authorization code is: [REDACTED] **Do NOT share this code*** **Your AMFTRB Exam Code!**

Notwithstanding any statements to the contrary, this exam code can be used for a maximum of 3 exam attempts in connection with this application, after which you must report your third failed attempt to the Council and submit a new application. The agency may not consider a passing score received in connection with a denied or expired application.

To take the licensing exam please visit the AMFTRB website (link below) to register for the examination. When registering, be sure to use the code provided above. If you do not use this code BHEC will not receive your scores and you will have to pay an additional fee to AMFTRB to have the scores transferred to Texas.

Link to AMFTRB Exam Registration: <https://amftrb.org/your-exam-roadmap/>

Below is a checklist of documentation that is required for MFT licensure. For more detailed information please visit the [“Applying For A License”](#) page.

All Applicants:

- Completed [Online Application](#)
- Application Fee. See [22 TAC 885.1](#) for a list of the fee amounts.
- [Practicum Documentation](#) (must be on Texas form) *
- Proof of Completion of [Texas Jurisprudence Exam for Marriage and Family Therapists](#) *
- Official AMFTRB score report **
- Official Transcript showing conferral of degree— must be sent to board by email from university/sealed envelope from university**
- [Self-query report from NPDB](#) (either a **certified** self-query report sent by email, or a printed one received in sealed envelope from NPDB)

Additional Item Required for MFT-Associate Only:

- [Supervisory Agreement Form](#) *

Additional Items Needed if Applicant Is Licensed in Another Jurisdiction:

- Official Verification of Licensure in other Jurisdiction (online version acceptable)
- Proof of completed supervised clinical experience submitted**

The confirmation email you receive after submitting your online application includes a link to information on how to submit your fingerprints for the background check as well as the exam code to sit for the exam with AMFTRB.

* These items should be uploaded as attachments to your online application.

** These items must come directly from the provider/issuer.