



West Virginia Board of Examiners in Counseling

815 Quarrier Street, Suite 212, Charleston, West Virginia 25301

Telephone: (304) 558-5494 Email: counselingboard@msn.com website: www.wvbec.org

LMFT RENEWAL INSTRUCTIONS 2018

Please review the following instructions and information before completing the renewal materials.

If you have completed the required thirty-five (35) continuing education contact hours, you may submit your completed renewal application packet to the Board office at any time between now and June 30, 2018. Please send your mailing return/receipt certified if you require verification that your renewal was received by the Board.

The processing time for a renewal application is up to four (4) weeks. Therefore, if your license must be verified by an employer, insurance company, etc., on July 1, 2018, you must submit your renewal application to the Board office on or before May 30, 2018. If you submit a complete and correct renewal application packet on or before May 30, 2018 and it is approved, we will be able to verify your license on July 1, 2018.

Licenses NOT renewed on time (See Series 10 for more details at www.wvbec.org)

All licenses not renewed by the renewal date each renewal cycle shall expire. Any individual who has not renewed his or her license and who continues to practice after his or her license has been expired will be deemed guilty of unlicensed practice.

- All expired licenses, within 60 days after the renewal date, may renew their license upon payment of a renewal fee and a late fee. (Annual License Renewal fee \$145.00, Late fee \$100, per Series 9, LMFT Fee Rules)
- After the 60 days, individuals with expired licenses may reinstate their license upon payment of a renewal fee and a reinstatement fee. (Reinstatement Fee \$250, per Series 9, LMFT Fee Rules)

Ethics Requirement

Per Series 10, LMFT Renewal Rule, Effective July 1, 2010, the WVBE requires all West Virginia Licensed Marriage and Family Therapists to obtain during each CE reporting period, 3 contact hours in ethics based on the American Association for Marriage and Family Therapists (AAMFT) code of ethics. As the code of ethics adopted by the West Virginia Board of Examiners in Counseling, for the LMFT, the AAMFT code establishes principles that define the ethical behavior of licensed marriage and family therapists. All LMFTs in West Virginia are required to adhere to the Code of Ethics and the Standards of Practice. The Code of Ethics will serve as the basis for processing ethical complaints initiated against West Virginia LMFT. Ethical offerings approved through the WVBE are posted on www.wvbec.org.

ALPS Requirement

A licensee with approved professional supervisor status shall complete three (3) of the thirty-five (35) contact hours in clinical counseling/therapy supervision. The three hours can be completed as part of the 20 hours of online or in a formal program. The program selected must have the words "clinical supervision" in the title or the description of the offering.

Two (2) hour Veterans CE

At least 2 of the 35 contact hours shall be in mental health conditions specific to veterans and family members of veterans. Each licensee shall complete these 2 contacts hours of continuing education July 1, 2017. Training specific to veterans and family members of veterans may include, but not be limited to, inquiring about whether clients are veterans or family members of veterans; screening for conditions such as post-traumatic stress disorder; readjustment issues; risk of suicide and prevention of suicide; military sexual assault; and depression and grief. Approved formal trainings are included on the WVBE's website. The Board will also accept NBCC or ACA CE trainings that meets the criteria detailed above.

Annual License Renewal

Per Series 10, LMFT License Renewal and Continuing Education Rules, beginning July 1, 2017, A licensee shall renew his or her license annually on or before June 30. Therefore, your materials will be processed under the new annual license renewal requirement. Upon approval your new expiration date will be 6/30/2019. Please note, the reporting of continuing education remains on a biennium basis and for the LMFT includes 2018, 2020, 2022, etc.



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LMFT RENEWAL PACKET CHECKLIST 2018

Complete the 2-page Application for License Renewal

- Please print legibly
- Sign and date the Page 2

Complete the Continuing Education (CE) Recording Form

- Date: Complete the form with the program dates in order starting with the earliest (Ex: 07/01/14, 10/06/14, 02/13/15, etc.)*
- **EXCEPTIONS:** The AAMFT ethics, the 2 hr. VA CE, and, if applicable, the ALPS clinical supervision training is listed first.
- **Course/Activity:** Name of program/activity attended or fulfilled. If you attended a large conference, please list the conference name and total # CE's completed, per the certificate of completion. You are not required to list the individual workshops you attended as part of the conference.
- **Focus Area:** Each program attended should fulfill a marriage and family therapy skill focus area. Please refer to page four (4) of this newsletter for the focus descriptions and choose one or more for each program you have logged on the recording form.
- **Provider Name:** Organization or Individual providing the program
- **Presenter's Names & Credential:** Name of the presenter and his or her credentials (Ex: J. Bly, MA). For larger conferences with many workshops, you may include 'various' for this section.
- **Number of Contact Hours:** Record the number of hours you earned in the program.
- If you need additional space, please copy the recording form

Attach copies of the completed CE certificates to the Recording Form

- Place the copies (AAMFT Ethics and ALPS Clinical Supervision first) behind the Recording Form in the same order the offerings are listed on your recording form.
- Please use a highlighter and highlight the following items on **each of the CE certificates:** title of offering, date of offering, number of contact hours, approval number, presenter's name and credentials.

Write your name and license number on all certificates and Recording form

- Place information in the upper right hand corner of each certificate. Labels are a convenient way to complete this task.

Enclose a check or money order payable to WVBEAC for \$145.00

- The annual renewal fee can be paid by credit card at www.wvbec.org. Follow the instructions provided at the credit card payment tab, PRINT your receipt and **include** it with your renewal materials. (Please do not email the receipt to the board.)

Mail the following in a 6" x 9" or 9" x 12" envelope. Please do not use a regular #10 envelope.

- 1) 2- page Application**
- 2) CE Recording Form**
- 3) Certificates of Completion**
- 4) \$145.00 Renewal fee**

Mail to: Please mail return/receipt certified if you would like verification that your renewal application reached the board office.

LMFT License Renewal

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LMFT CE FOCUS AREAS

- A Marriage and family studies: Courses in this area should present a fundamental introduction to marriage and family studies. The student should learn to think across a wide variety of family structures and a diverse range of issues (i.e. gender, culture, and substance abuse). Topic areas may include but not limited to: family development, subsystems, blended families, gender issues in families, cultural issues in families;
- B Systems theory: Courses in this area should address the historical development, theoretical and empirical foundations, and contemporary conceptual directions of the field of marriage and family therapy;
- C Research: Courses in this area should assist the student in understanding and performing research. Topic areas may include: research methodology, qualitative and quantitative methods, and statistics;
- D Professional ethics: Courses in this area must include the "American Association for Marriage and Family Therapy" (AAMFT) code of ethics, confidentiality and liabilities of clinical practice and research, professional ethics as a marriage and family therapist, professional socialization and the role of the professional organization, licensure or certification legislation, independent practice and inter professional cooperation. Religious ethics courses and moral theology courses do not meet this requirement;
- E. Human growth and development: Courses in this area should provide knowledge of personality development and its normal and abnormal manifestations. The student should have relevant coursework in human development across the lifespan, which includes special issues that should be integrated with systems concepts. Topic areas may include but are not limited to: human development, psychopathology, personality theory, human sexuality. Test and measurement courses do not meet this requirement;
- F. Appraisal of individuals and families: includes individual and family differences, methods of data gathering and interpretation, individual, family and group testing, and case study;
- G Principles of etiology, assessment, diagnosis, treatment planning, and prevention of mental and emotional disorders and dysfunctional behavior; and
- H Veterans: Mental health conditions specific to veterans and family members of veterans. Training specific to veterans and family members of veterans may include, but not be limited to, inquiring about whether clients are veterans or family members of veterans; screening for conditions such as post-traumatic stress disorder; readjustment issues; risk of suicide and prevention of suicide; military sexual assault; and depression and grief.