

## Instructions for the MFT Transcript Review Sheet (TRS)

- All applicants must complete the TRS as part of their licensure packet
- The copy of this document available on the website and on your CD is a fill-able form
  - Please print clearly or type this document
- In most cases the credentialing committee will only review this document once for each applicant so your TRS and course descriptions should be completed as thoroughly as possible.
  - The TRS should include all the MFT courses reflected on your transcript
  - Only master level courses and above will satisfy the educational requirement for licensure
  - A course can only be used one time
  - NO undergraduate courses can be used even if your institution gave you credit and it appears on your transcript.
  - NO continuing education offering, conferences, seminars, etc. can be used

Review each Content Area. The Series 8 definition of each Content Area is listed directly after the name of the Content Area. Therefore, in order to fulfill the category, the course descriptions of your coursework would need to be very similar to the definition listed. (Ex. *Content Area # 4.*

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);

- Therefore, if the course you want to place in Content Area #4 does not include MFT ethics in the course description, then most likely you can not use that course in that category.
  - Having ethics or another topic in several classes throughout your program does not qualify as fulfilling the requirement for that subject. You will need to demonstrate a graduate course in each content area to satisfy the educational requirements for licensure.
- You will need to include all course descriptions for all the course work used on the transcript review sheet. The course descriptions must be from the catalog during which the actual course work was obtained. Most institutions have previous course descriptions posted on their website or have microfiche copies of the archived course catalogs in the institution's library.
  - On the course descriptions highlight the course number of each course used on the transcript review sheet and
  - Write the # of the content area where the course was used on TRS next to the course number on the course descriptions. This will help the credentialing committee review the TRS.

**Applicants must complete a minimum of 60 semester hours or 90 quarter hours of graduate course work inclusive of a masters or doctoral degree in marriage and family therapy. Pertaining to the educational requirements, a degree in marriage and family therapy must meet all of the following criteria, as determined by the Board:**

**PLEASE REFER TO INSTRUCTION SHEET PRIOR TO COMPLETING**

<p>Core Work: The marriage and family therapy coursework completed must be an organized course of study that includes <u>at least one three hour graduate course</u> in each of these eight areas of marriage and family therapy: <b><u>CONTENT AREAS</u></b></p>	<p><b>YOU MUST SUBMIT COURSE DESCRIPTIONS FOR ALL COURSES LISTED ON THIS TRANSCRIPT REVIEW SHEET.</b></p>					
	Course #	Title	Date	Qtr/Sem.	#Qtr/Sem Hr	Dept. <span style="float: right;">Check One</span>
<p>1. (a) <b><u>Marriage and family studies</u></b>: 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;</p>						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
<p>2. (b) <b><u>Systems theory</u></b>: 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;</p>						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
<p>3. (c) <b><u>Research</u></b>: 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;</p>						<input type="checkbox"/> Classroom <input type="checkbox"/> Online

4. (d) <b>Professional ethics:</b> 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;	Course #	Title of Course	Date of Qtr/Sem	# Qtr./Sem Hr	Dept.	Check One
						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
5. (e) <b>Human growth and development:</b> 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;						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
6. (f) <b>Appraisal of individuals and families:</b> includes individual and family differences, methods of data gathering and interpretation, individual, family and group testing, and case study;						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
7. (g) <b>Principles of etiology,</b> assessment, diagnosis, treatment planning, and prevention of mental and emotional disorders and dysfunctional behavior;						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
8. (h) <b>Practicum:</b> Includes a supervised training experience consisting of the provision of marriage and family therapy to clients and is acceptable to the Board;						<input type="checkbox"/> Classroom <input type="checkbox"/> Online

**FOUR COURSES**

In marriage and family therapy.

**Courses in this area should have a major focus on advanced marital or family systems and systemic therapeutic interventions.** This area is intended to provide a substantive understanding of the major theories of systems change and the applied practices evolving from each theoretical orientation. Major theoretical approaches include but are not limited to: strategic, structural, object relations, behavioral, intergenerational, and systemic sex therapy.

Remember all courses listed on this sheet need to have course descriptions attached when submitted. Search the website of your institution for catalogs or call your institution as most will have the descriptions on microfilm if you have an older degree.

	Course#	Title of Course	Date of Qtr/Sem	Qtr./Sem Hr	Dept.	Check One
9. <b><u>3 semester hour course</u></b> with major focus on advanced marital or family systems and systemic therapeutic interventions;						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
10. <b><u>3 semester hour course</u></b> with major focus on advanced marital or family systems and systemic therapeutic interventions;						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
11. <b><u>3 semester hour course</u></b> with major focus on advanced marital or family systems and systemic therapeutic interventions;						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
12. <b><u>3 semester hour course</u></b> with major focus on advanced marital or family systems and systemic therapeutic interventions;						<input type="checkbox"/> Classroom <input type="checkbox"/> Online

Additional or advanced courses in any required curriculum category listed in subsections 6.1.a(3) and 6.1.a(4) of Series 8 or sufficient semester credit hour courses that are **marriage and family related elective subjects**

On pages 1, 2, and 3 you should have recorded at least 36 semester hours. On this page, you will record the additional 24 semester hours needed to complete the 60 hour degree requirement.

<b>Content Area – Write in the name of Course</b>	Course#	Title of Course	Date of Qtr/Sem	Qtr./Sem Hr	Dept.	Check One
13. Related Elective:						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
14. Related Elective:						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
15. Related Elective:						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
16. Related Elective:						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
17. Related Elective:						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
18. Relative Elective:						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
19. Relative Elective:						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
20. Relative Elective:						<input type="checkbox"/> Classroom <input type="checkbox"/> Online
21. Relative Elective:						<input type="checkbox"/> Classroom <input type="checkbox"/> Online

If you have more graduate coursework to report, print another copy of this page and complete.