

## Health Regulation and Licensing Administration

### Board of Marriage and Family Therapy

Please use the provided checklist to assist in the application process. It is **IMPORTANT** to send all of the required documents listed below based on the method by which you are applying for licensure.

#### **MFT by Examination**

Checklist of **REQUIRED** Documents:

- A completed and signed application for DC Licensure
- Two (2) recent passport photos (2" X 2")
- Copy of Identification Document (Driver's License, Passport, etc....)
- Social Security Number or a Sworn Affidavit
- Name Change Documents (if applicable)
- Completed Supplemental Form
- Completed Supervisory Verification Form
- Official Sealed Transcript(s) – Master's degree or higher in marriage and family therapy with a **minimum of 60 hours**
- Criminal Background Check – to schedule an appointment call 1-877-783-4187 or go to [www.identogo.com](http://www.identogo.com) (*fee varies by State*)
- \$262 in form of Check, Money Order, or Certified Check payable to the D.C. Treasurer

#### **MFT by Re-Examination ONLY**

Checklist of **REQUIRED** Documents:

- A completed and signed application for DC License
- \$85 in form of Check, Money Order, or Certified Check payable to the D.C. Treasurer

#### **MFT by Endorsement**

Checklist of **REQUIRED** Documents:

- A completed and signed application for DC Licensure
- Two (2) recent passport photos (2" X 2")
- Copy of Identification Document (Driver's License, Passport, etc....)
- Social Security Number or a Sworn Affidavit
- Name Change Documents (if applicable)
- Completed Supplemental Form
- Completed Supervisory Verification Form
- Official Sealed Transcript(s) – Master's degree or higher in marriage and family therapy with a **minimum of 60 hours**
- Official Verification of Active and Inactive MFT License(s)
- Criminal Background Check – to schedule an appointment call 1-877-783-4187 or go to [www.identogo.com](http://www.identogo.com) (*fee varies by State*)
- \$262 in form of Check, Money Order, or Certified Check payable to the D.C. Treasurer