

ALABAMA BOARD OF EXAMINERS IN
MARRIAGE AND FAMILY THERAPY
ADMINISTRATIVE CODE

CHAPTER 536-X-9
BOARD POLICIES AND PROCEDURES

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536-X-9-.01 Board Policies And Procedures

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(1) Review Process. All Applications must be received two (2) weeks prior to the next available board meeting date in order to ensure adequate processing time before board review. Upon receipt of an application and the appropriate fee for a Board approved designation in marriage and family therapy, the Board shall either issue the designation, notify the applicant in writing of the reasons for denying the application, or notify the applicant in writing of the deficiencies in the application. Applicants have two (2) years from the date of the notification of deficiencies to complete the application process. If the process has not been completed within two (2) years, the application shall be denied, and the fee forfeited, and the applicant must reapply and meet the requirements in effect at the time of reapplication. In the event of hardship, the applicant may apply in writing for a one (1) year extension to complete the process.

(2) Inactive Status.

(a) Licensed Marriage and Family Therapists may notify the Board, on forms provided by the Board (See 536-X-5 APPENDICES 2: FORMS ASSOCIATED WITH THESE RULES AND REGULATIONS) and place their licenses on inactive status and shall be excused from paying renewal fees until they notify the board in writing of the intention to resume active practice.

(b) Any Licensed Marriage and Family Therapist seeking restoration from inactive status shall do so in accordance with the restoration section.

(c) Any Marriage and Family Therapist whose license is on inactive status shall not use the title "Licensed Marriage and Family Therapist (LMFT)" in the State of Alabama. Any person violating this rule shall be considered to be practicing without a license and shall be subject to the disciplinary provision of the Marriage and Family Therapy Licensure Act.

(3) Restoring a License

(a) Any person seeking restoration of a license that has been expired or placed on inactive status for five (5) years or less may have the license restored by paying the fees required (see 536-X-5: APPENDICES 1: FEES) and providing proof of meeting continuing education requirements during the two (2) years prior to restoration (see 536-X-6: REQUIRED RELEVANT PROFESSIONAL AND CONTINUING EDUCATION EXPERIENCE).

(b) Any person seeking restoration of a license that has been expired or placed on inactive status for more than five (5) years shall file an application on approved forms for review by the Board, together with the required fee (see 536-X-5: APPENDICES 1: FEES) and proof of meeting continuing education requirements (see 536-X-6: REQUIRED RELEVANT PROFESSIONAL AND CONTINUING EDUCATION EXPERIENCE) during the two (2) years prior to restoration. The applicant shall also submit either:

1. Sworn evidence of active practice in another jurisdiction. Such evidence shall include a statement from an appropriate board or licensing authority in the other jurisdiction that the licensee was authorized to practice during the term of active practice; or

2. Evidence of having received within the past two (2) years, 50 hours of supervision under a supervisory arrangement approved by the Board.

(4) Board Meeting Procedure

(a) Any person may be heard by the Board in person or through an attorney upon written request to the Board office submitted at least fourteen (14) days prior to the next regularly scheduled Board Meeting. Requests to address the Board submitted less than fourteen (14) days prior to the next regularly scheduled meeting will be deferred until the following regularly scheduled meeting.

(b) Board meetings shall be conducted following a written agenda. The Alabama Open Meetings Act and/or Robert's Rules of Order, short form, shall be used as the parliamentary authority for all meetings of the Board.

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Statutory Authority: Code of Ala. 1975, §§34-17A-1 thru 34-17A-26.

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