MARRIAGE AND FAMILY THERAPY HANDBOOK

PREPARING STUDENTS TO BECOME LICENSED MARRIAGE AND FAMILY THERAPISTS

** All policies & procedures contained in this handbook are subject to change at any time and without prior notice.*
Last modified: November 11, 2026

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MARRIAGE AND FAMILY THERAPY HANDBOOK

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INTRODUCTION TO AMBERTON UNIVERSITY:

Amberton University is designed exclusively for the mature, working adult who seeks to benefit from the richness of a relevant, educational experience. The adult who attends Amberton University will find the atmosphere similar to that of professional schools of law, medicine, and engineering. At Amberton University, the student is exposed to a diverse group of working adults who share interests and ideas. Amberton University's desire is to equip its students with the practical knowledge, tools, and character necessary to cope effectively in the situations and challenges that lie ahead. In short, Amberton University educates for lifelong learning.

MARRIAGE AND FAMILY THERAPY PROGRAM DESCRIPTION:

The purpose of the Master of Arts degree in Marriage and Family Therapy is to provide the graduate with a comprehensive knowledge of the functional areas of marriage and family counseling including but not limited to the nature of the counseling profession and an understanding of life span development, as well as cognitive knowledge of counseling theories, concepts and principles of concern to the counseling professional. Graduates are prepared to provide individual, group, and family counseling in community and social service organizations. The curriculum is comprised of sixty (60) graduate hours and includes a minimum of 300 practicum hours. ***No student may enroll in a practicum course without completing all other degree requirements.***** This degree will also provide the academic credentials for persons interested in becoming a Licensed Marriage and Family Therapist (L.M.F.T.) in the State of Texas*. ***The PROGRAM is offered in the campus-based, classroom, lecture mode only; however, some classes are offered via distance learning.***

The minimum requirements for a Master of Arts in Marriage and Family Therapy are:

- 48 semester hours applicable to the degree must be completed at Amberton University.
- 60 semester hours are required for a degree.
- A minimum cumulative grade point average (GPA) of 3.00 is required.

* **PLEASE NOTE:** ***Students who complete the Amberton University Master of Arts in Marriage and Family Therapy meet the academic requirements for becoming Licensed Marriage and Family Therapist in the State of Texas. Students should carefully review the current state requirements for changes and updates. The Texas***

State Board of Examiners of Marriage and Family Therapists provides clear guidelines and requirements to apply for a new licensure. Questions regarding licensure should be directed to the Texas State Board of Examiners of Marriage and Family Therapists. http://www. bhec.texas.gov/index.html

** In preparation for student selection of a practicum site for the practicum field experience, Counseling Faculty recommends that students begin familiarizing themselves with counseling opportunities available in the mental health community early in the program. Volunteering at a community agency that provides mental health services is an excellent way to learn about services that are offered and sometimes leads to a practicum site later when the student is ready to make a selection.

M.A. MARRIAGE AND FAMILY THERAPY DEGREE PLAN:

I. Required Graduate Studies: 3 hours

RGS6035 Theory & Application of Research Methods ..... 3 hours

II. Major Requirements: 48 hours

CSL6740 Counseling Ethics ..... 3 hours
CSL6760 Addiction Counseling ..... 3 hours
CSL6782 Theories & Methods in Counseling ..... 3 hours
CSL6792 Couples Therapy ..... 3 hours
CSL6794 Principles and Methods of Sex Therapy ..... 3 hours
CSL6796 Adult/Geriatric Psychopathology & Treatment ..... 3 hours
CSL6798 Child/Adolescent Psychopathology & Treatment ..... 3 hours
CSL6800 Counseling Assessment ..... 3 hours
CSL6801 Life Span Development ..... 3 hours
CSL6825 Marriage & Family Therapy..... 3 hours
CSL6830 Advanced Counseling Skills & Techniques…..... 3 hours
CSL6832 Multicultural Counseling ..... 3 hours
CSL6839 Pre-Practicum……..…..... 3 hours
CSL6840 Practicum I .....3 hours
CSL6845 Practicum II ..... 3 hours
CSL6850 Practicum III ..... 3 hours

III. Counseling Elective: 9 hours

Total: 60 hours

COURSE SCHEDULE RECOMMENDATIONS:

Students may take courses in any order with the exception of CSL6839, CSL6840, CSL6845, and CSL6850. The Counseling Faculty of Amberton University recommends the following progression of courses.

Course

TIER ONE
RGS6035 Research Methods
CSL6740 Counseling Ethics
CSL6825 Marriage & Family Therapy
CSL6801 Life Span Development

TIER TWO
CSL6782 Theories & Methods of Counseling
CSL6760 Addiction Counseling
CSL6832 Multicultural Counseling
CSL6792 Couples Therapy
CSL6794 Principles and Methods of Sex Therapy
CSL Electives (9 hours)

TIER THREE
CSL6800 Counseling Assessment
CSL6796 Adult/Child Psychopathology & Treatment
CSL6798 Child/Adol. Psychopathology & Treatment
CSL6830 Advanced Counseling Skills & Techniques

TIER FOUR (to be taken sequentially in this tier)
CSL6839 Pre-Practicum
CSL6840 Practicum I
CSL6845 Practicum II
CSL6850 Practicum III

CSL Elective List (to be updated as new courses are developed)
CSL6720 Christian Counseling
CSL6730 Family Life Ministry
CSL6805 Group Counseling
CSL6779 Counseling in Schools
CSL6765 Crisis Counseling
CSL6780 Professional Counseling Orientation
CSL6785 Trauma Counseling
CSL6833 Counseling Children and Adolescents
CSL6837 Strategies for Behavioral Intervention
CSL6803 Career Counseling & Guidance

COURSE DESCRIPTIONS – See Current Catalog

https://www.amberton.edu/currentstudents/forms/index.html

WHAT ARE THE REQUIREMENTS?

Becoming a licensed marriage and family therapist requires a significant educational commitment. A master's or doctorate degree in counseling from an accredited university and state licensure are required to practice professionally in the state of Texas. Amberton University's Master of Arts in Marriage and Family Therapy meets the education requirements set forth by the Texas State Board of Examiners of Marriage and Family Therapists.

ADMISSION REQUIREMENTS

Students desiring to be admitted to the Master of Arts in Marriage and Family Therapy must meet the graduate admission requirements as stated in the current Amberton University Catalog in addition to any specific program admission standards.

EFFECT OF CRIMINAL HISTORY LICENSURE

Having a criminal history may prevent individuals from becoming licensed. If you have reason to believe that you may be ineligible for licensure in the state of Texas as a Licensed Marriage and Family Therapist due to a conviction or deferred adjudication for a felony or misdemeanor offense, you are strongly encouraged to request a Criminal History Evaluation. Visit the Texas Department of Health Services Criminal History page for more information:

https://dshs.texas.gov/emstraumasystems/qicriminal.shtm

Master of Art – Marriage & Family Therapy – American Family Therapy Regulatory Board (AMFTRB) Practice Exam

Beginning in the Fall 2023 session, students who are enrolled in the Marriage & Family Therapy degree program must successfully pass the American Association of Marriage & Family Therapy Regulatory Board practice exam (AMFTRB). The main purpose for this change is to give students the opportunity to take a practice exam while enrolled in the program to increase the likelihood of successfully passing the actual MFT exam on their initial attempt. The Counseling Portfolio currently submitted to the faculty in the CSL6839 Pre-Practicum course will be replaced by the AMFTB Practice Exam.

AMFTRB Practice Exam Information

The AMFTRB was developed and is sponsored by the American Marriage & Family Therapy Regulatory Board. The practice exam will assess a student's knowledge of Marriage & Family Therapy to ensure minimum competence before advancing to the Clinical Practicum Program. Taking this practice exam will give students the opportunity to become familiar with the format of the test questions and will provide an indication of their readiness for the actual MFT exam.

Students can take the exam at any time, however, they are strongly encouraged to take the exam after successfully completing the specific courses listed below with a 3.0 grade point average and good standing in their program. Results of the AMFTRB practice exam are available immediately after completing the exam. Students must secure a copy of the results and submit them to the Dr. Ken Johnson, the Campus Coordinator at: KJohnson@amberton.edu. The minimum passing score of 65% on the exam has been set by the Counseling Faculty and Administration of Amberton University.

Students may take the exams as often as necessary to achieve a passing score. It is imperative that students sign up for the exams during the sign-up period. The cost of the exam is $70.00. This fee is not set by, or paid to, Amberton University. Failure to register and pay the appropriate could result in NOT being able to sit for the exam during a desired timeframe. Students should be aware that the sign-up dates for this exam will be strictly enforced. Students will use the sign up form located on the Amberton University website to request approval to take the practice exam. Unless otherwise noted, **the deadline to sign-up for the exam will be**:

The AMFTRB Practice exam contains 90 questions and covers six different domains as shown below. Students will take the exam online from their personal computers. Students that need special accommodations must inform the American Marriage & Family Therapy Regulatory Board.

• Beginning Sign UP Date: March 5, 2026
Deadline Date: March 26, 2026

• Beginning Sign UP Date: June 4, 2026
Deadline Date: June 25, 2026

• Beginning Sign UP Date: September 3, 2026
Deadline Date: September 24, 2026

• Beginning Sign UP Date: November 26, 2026
Deadline Date: December 17, 2026

• Beginning Sign UP Date: February 25, 2027
Deadline Date: March 18, 2027

Students will receive an overall score on the practice examination, as well as a breakdown by domain at the end of the practice exam. Answers to the practice examination items are not made available.

Marriage & Family Degree Requirements

- All students must take and pass the AMFTRB practice exam and earn a score of 65% ***prior*** to enrolling in CSL6839 Pre-Practicum.
- Students can take the exam at any time, however, they are strongly encoiuraged to take the exam after successfully completing 30 hours of required curriculum. Please see below for details.
- The cost of the exam is **$70.00**. This fee is not set by, or paid to, Amberton University
- Students may take the exam as often as necessary to achieve a passing score. However, a student will be charged the full practice examination fee of $70.00 for each attempt.
- To enroll for the practice test, students must complete the MFT Practice Exam Application Request Form and be approved by the University.
- Amberton will notify approved students via email **1-4 days after the above deadline dates** and forward them the directions for registering for the exam.
- If you have questions concerning the AMFTRB practice exam, please contact the Campus Coordinator at KJohnson@Amberton.edu.

Six Domains and Recommended Courses for Exam Eligibility

- **Domain 1 – The Practice of Systemic Therapy**
    - **Marriage & Family Therapy CSL6825**
    - **Couples Therapy CSL6792**

- This domain focuses on systemic theory and perspective, and how you will incorporate it into practice activities.

- **Domain 2 – Assessing, Hypothesizing, and Diagnosing**
    - **Adult Geriatric Psychopathology & Treatment CSL6796**
    - **Child Adolescent Psychopathology & Treatment CSL6798**
    - **Life Span Development CSL6801**
    - This domain focuses on assessing, formulating hypotheses, and iagnosing the client system.

- **Domain 3 – Designing and Conducting Treatment**
    - **Advanced Counseling Skills & Techniques CSL6830**
    - **Theories & Methods of Counseling CSL6782**
    - This domain focuses on developing and enforcing interventions with the client system.
- **Domain 4 – Evaluating Ongoing Process and Terminating Treatment**
    - **Counseling Assessment Techniques CSL6800**
    - This domain focuses on the continuous evaluation of the treatment plan, as well as planning for termination.
- **Domain 5 – Managing Crisis Situations**
    - **Addiction Counseling CSL6760**
    - Focuses on assessing and managing emergency situations.
- **Domain 6 – Maintaining Ethical, Legal, and Professional Standards**
    - **Counseling Ethics CSL6740**
    - This domain focuses on legal and ethical codes, as well as professionalism.

AMFTRB Practice Exam Preparation

Students should begin to prepare for the AMFTRB exam by participating in classes and reviewing class notes. Students are encouraged to use a study guide for the National MFT exam. It is recommended that students begin reviewing their course materials and preparing for the exam at least two to three months before they plan to take the exam.

Preparation material (study guides) will be available in various places, e.g., CSL course material, Marriage & Family Therapy Handbook, Moodle site, etc. Students are responsible for securing their own study guides for the exams. There is no official study guide for the AMFTRB practice exam. Candidates generally use a study guide for the National MFT exam. Some recommendations for study guides for the exams are listed below:

- **MFT Licensing Exam Study Guide : Test Prep with Practice Questions for the Marriage and Family Therapy Examination (Paperback)**
- **The National Licensing Exam for Marriage and Family Therapy: A Comprehensive Practice Exam**

SELECTING A PRACTICUM SITE:

Marriage and Family Therapy Students are responsible for obtaining their own practicum site(s). The Counseling Faculty recommends students begin looking for possible practicum opportunities no later than during their Tier Three courses. A practicum site must be obtained by the end of CSL6839 Pre-Practicum. The practicum site must provide a "professional counseling" opportunity, and therefore, counseling in elementary, junior high (middle), and high schools will not count towards Marriage and Family Therapy Practicum hours. Often students obtain practicum sites by volunteering in organizations that employ mental health professionals prior to the practicum experience. **Students may not meet existing or potential counseling clients on the premises of Amberton University for any reason.**

NOTICE TO ALL MARRIAGE & FAMILY THERAPY PRACTICUM STUDENTS:

The educational intent of the graduate practicum or graduate internship is to allow the student to practice in compliance with all applicable rules and laws. A student who is identified other than as prescribed in Texas law may be accused of practicing without a license, which is an ethical and criminal offense. If it is shown that the applicant attempted or conspired to commit a criminal violation of the Licensed Marriage and Family Therapist Act, the Council may deny an application for a license.

Students are ***strongly discouraged*** from completing a practicum at a site that advertises them on their website or any other social media platform. Please be aware that Amberton University does not endorse this practice. Students that engage in this practice could be found guilty of practicing without a license which is both an ethical violation and a potential criminal offense. Amberton University will not offer a defense for a student getting into trouble with the LMFT Boards for such an infraction. Please read the following information received directly from the LMFT Boards.

Sec. 502.251. LICENSE REQUIRED.
(a) A person may not practice as a marriage and family therapist unless the person holds a license under this chapter or is exempt under Section 502.004.
(b) A person may not use the title "licensed marriage and family therapist" or "licensed marriage and family therapist associate," as appropriate, unless the person is licensed under this chapter.
(c) A person may not use a title that implies that the person is licensed or certified in marriage and family therapy unless the person is:
(1) licensed under this chapter; or
(2) authorized to perform marriage and family therapy in the course and scope of another license issued under a law of this state.

Please see 3 TOC, Chapter 502 (the Licensed Marriage and Family Therapist Act), which includes but may not be limited to:

Sec. 502.004. APPLICATION OF CHAPTER.

This chapter does not apply to:

(2) the activities of a student, intern, or trainee in marriage and family therapy in a recognized course of study in marriage and family therapy at an accredited institution of higher education or other training institution, if:

(A) the activities constitute a part of the course of study; and

(B) the person is called a "marriage and family therapist intern" or similar title;

Sec. 502.454. CRIMINAL PENALTY.

(a) A person required to hold a license under this chapter commits an offense if the person knowingly acts as a marriage and family therapist without holding a license issued under this chapter.

(b) An offense under Subsection (a) is a Class B misdemeanor.

Please see rules, found in Title 22 of the Texas Administrative Code, which include but may on not be limited to:

§882.42 Ineligibility Due to Criminal History

(a) The Council may revoke or suspend a license, disqualify a person from receiving or renewing a license, or deny a person the opportunity to be examined for a license due to a felony or misdemeanor conviction, or a plea of guilty or nolo contendere followed by deferred adjudication, if the offense:

(3) directly relates to the duties and responsibilities of a licensee.

(b) In determining whether a criminal conviction directly relates to the duties and responsibilities of a licensee, the agency shall consider the factors listed in §53.022 of the Occupations Code. Each member board shall determine which crimes are directly related to the duties and responsibilities of its licensees.

(c) If the agency determines that a criminal conviction directly relates to the duties and responsibilities of a licensee, the agency must consider the factors listed in §53.023 of the Occupations Code when determining whether to suspend or revoke a license, disqualify a person from receiving a license, or deny a person the opportunity to take a licensing examination. It shall be the responsibility of the applicant or licensee to provide documentation or explanations concerning each of the factors listed in the law. Any documentation or explanations received will be considered by the agency when deciding whether to suspend or revoke a license, disqualify a person from receiving a license, or deny a person the opportunity to take a licensing examination.

FOR MFTs

§801.206 Licensing of Persons with Criminal Convictions

The following felonies and misdemeanors directly relate to the duties and responsibilities of a licensee:

(4) any criminal violation of Chapter 502 (Licensed Marriage and Family Therapist Act of the Occupations Code;

(14) any attempt, solicitation, or conspiracy to commit an offense listed herein.

FYI: The Council provides an easily searched courtesy copy of the current rules in its *Consolidated Rulebook for Professional Counseling* and *Consolidated Rulebook for Marriage and Family Therapy* on its Statutes and Rules webpage. The *Consolidated Rulebooks* are updated shortly after a new or revised rule is adopted. The Texas Secretary of State maintains the official version of the rules on its website for Title 22 of the Texas Administrative Code, Parts 35 and 41.

PLEASE NOTE: Rules and procedures are subject to change. You may wish to subscribe to Email Updates from the Board. The Email Updates include notice of board meetings, proposed rule changes, and notice of newly adopted rules, as well as other significant operational changes. To subscribe, complete the form on the Email Updates webpage; then follow the prompts and instructions to complete the subscription confirmation process.

Students who desire for their practicum experience to occur in a hospital setting should have the hospital submit contract materials to the Amberton University Business Office for review to determine if arrangements can be made between the facility and Amberton University no later than the beginning of the session in which they enroll in CSL6839 Pre-Practicum.

The list below is a sample of previous practicum sites used by Amberton Marriage and Family Therapy students. This list is not inclusive of all practicum sites used by Amberton students and should not be considered a guarantee of a practicum site by the agencies listed below. It is the responsibility of the student to make sure the practicum site has an emphasis on marriages and families that is appropriate for Marriage and Family Therapy. Applications, vitas, and interviews are generally required when applying for a practicum site.

Allen Counseling Associates
Allen, TX

Sigma Counseling
Carrollton, TX

Regenesis Counseling Center
Cleburne, TX

Family Connections Counseling
Colleyville, TX

Christian Works for Children
Dallas, TX

Contact Crisis Line
Dallas, TX

The Gaston House
Dallas, TX

Metrocare Services
Dallas, TX

Salvation Army Domestic Violence
Dallas, TX

Southwest Behavioral Systems, Inc.
Dallas, TX

Suicide Crisis Center Dallas, TX	Timberlawn Mental Hospital Dallas, TX
Soul Care Sundance Behavioral Healthcare Fort Worth, TX Fort Worth, TX	
Frisco Counseling and Wellness Frisco, TX	Galaxy Counseling Garland, TX
New Beginning Center Garland, TX	Zoom Counseling Garland, TX
Children's First Counseling Grand Prairie, TX	Grace Counseling Lewisville, TX
Hope Strategies Hope and a Future Lewisville, TX Midlothian, TX	
Hope's Door ROCA Counseling Plano, TX Richardson, TX	

LAB FEE FOR PRACTICUMS I/II/III:

There is a lab fee for enrollment in Practicum I, Practicum II, and Practicum III. The fee associated with each course can be found in the current edition of the Amberton University Schedule of Classes.

PRACTICUM OVERVIEW:

Supervised clinical practicum--12 months or nine semester hours. During the supervised clinical practicum, the applicant must have 300 hours of experience (direct and non-direct), including a minimum of 75 hours of direct client contact with couples and families out of an overall minimum of 150 hours of direct client contact. The board may count excess practicum hours toward the experience requirements of this subchapter if:

- the hours were part of the applicant's academic practicum or internship accumulated after the commencement of the applicant's planned graduate program;
- the relational, or other direct client contact hours and/or non-direct hours that are in excess of the 300-hour practicum required by this paragraph; and
- no more than 400 hours of the direct plus non-direct hours.

The remaining courses needed to meet the 60 graduate semester hour requirement shall be marriage and family therapy or related course work that are in areas directly supporting the development of an applicant's professional marriage and family, or group therapy skills.

CALCULATING PRACTICUM HOURS:

During Practicum I, II, and III all students are required to maintain a log of practicum hours accrued. The hours are divided into three areas: Client Contact, Supervision, and Administrative. Client Contact is the time spent with clients either as the therapist or as a participant/observer of a therapy session and must total a minimum of 150 hours of which 75 must be working directly with families and/or couples. While Client Contact hours can be obtained via telephone or webcam, at least half of the required hours ***must*** be face-to-face. Supervision is the time spent with the Supervisor of the practicum experience. Typically, Supervision involves discussing client issues and assisting the practicum student with any questions regarding counseling techniques or problems. Administrative hours involve the completion of paperwork, attendance of counseling CEU courses or lectures, counseling conferences, and Amberton University class time. Hours can only be accrued during the enrollment periods of the session and between sessions if Practicums I, II and III are taken without a break between session enrollments and if the practicum site approves the hours. (i.e.: If a student were enrolled in Practicum I during the spring session, took the summer session off, and enrolled in Practicum II during the fall session, practicum hours would ***not*** count between the end of the spring session and the beginning of the fall session. However, if a student enrolls in Practicum I for the summer session and Practicum II for the fall, hours acquired between the sessions would count toward practicum hours as long as the practicum site allows such hours.)

Per state licensing requirements, a minimum of 300 total hours must be completed by the end of Practicum III. Below is the recommended breakdown for the minimum amount of hours:

Practicum I

50-60	Client Contact Hours (or more, if possible)
10	Supervision Hours
10	Administrative Hours
+ 40	Administrative Hours (Amberton Class Time)
100	Total Hours (minimum)

Practicum II

50-60	Client Contact Hours
10	Supervision Hours
10	Administrative Hours
+ 40	Administrative Hours (Amberton Class Time)
100	Total Hours (minimum)

Practicum III

50-60	Client Contact Hours
10	Supervision Hours
10	Administrative Hours
+40	Administrative Hours (Amberton Class Time)
100	Total Hours (minimum)

PREPARATION FOR MARRIAGE AND FAMILY THERAPY LICENSURE:

For those students who are interested in obtaining the necessary educational requirements in order to obtain Marriage and Family Therapy licensure through the state of Texas, please direct your ***questions regarding licensure to the Texas State Board of Examiners of Marriage and Family Therapy.*** http://www.bhec.texas.gov/index.html

GRADUATION:

The fee and Application for Graduation must be submitted no later than the second Saturday of the session in which the student anticipates graduation to occur. The application can be located on the Amberton University website (www.Amberton.edu) or picked up at Student Services. The Graduation Fee can be found in the current Schedule of Classes.

Students who have applied for graduation during the fall and spring sessions should receive a letter by week five of the session in which the application for graduation has been submitted regarding the purchasing of regalia and other key dates to note for the graduation ceremony to be held at the end of those sessions.

OBTAINING A SECOND DEGREE:

Upon completion of your initial degree, students who wish to obtain an additional degree at Amberton should complete the "Request for Second Degree" form found on the Amberton University website and consult the current Academic Catalog for details.

MARRIAGE AND FAMILY THERAPY FORMS:

The forms required for the Marriage and Family degree program are located on the University's website on the Forms and Publication page (https:\\www.amberton.edu\forms-and-publications). Once your Marriage and Family Therapy degree has been posted on your transcript, you may send in the Marriage and Family Therapist Clinical Experience Verification Form to be verified and signed by the Academic Services Office.

REFERENCES

- National Board for Certified Counselors, P.O. Box 77699, Greensboro, NC 27417-7699, 336-
- 547-0607, www.nbcc.org

- Texas State Board of Examiners of Professional Counselors, Texas Department of State
  - Health Services, Mail Code 1982, P.O. Box 149347, Austin, TX 78714-9347, 512-
  - 8346658, http://www.bhec.texas.gov/index.html

- Texas State Board of Examiners of Marriage and Family Therapists, Texas Department of

State Health Services, Mail Code 1982, P.O. Box 149347, Austin, TX 78714-9347, 572-834-6657, http://www.bhec.texas.gov/index.html

Currently, Amberton University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award bachelor's, master's, and doctoral degrees. Questions about the accreditation of Amberton University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone (404) 679 4500, or by using information available on SACSCOC's website (http://www.sacscoc.org).

TEXAS BEHAVIORAL HEALTH EXECUTIVE COUNCIL

TEXAS STATE BOARD OF EXAMINERS OF

MARRIAGE AND FAMILY THERAPISTS

SUPERVISED CLINICAL PRACTICUM AND

EXPERIENCE VERIFICATION FORM

PLEASE PRINT OR TYPE:

I. Supervisee Information

Name: DOB:

II. Supervisor/Official University Representative Information

Name: Title:

Academic Institution:

☐ Yes ☐ No If the applicant is reporting supervision and experience that was accrued during a doctoral program, was the program accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) during the time period in which supervised clinical experience was accrued?

III. Verification of Supervision Hours

As the supervisor or as an official representative of the university, I, _____, verify that the above-named supervisee successfully completed the following number of supervision hours in the delivery of marriage and family therapy services (all activities under the scope of practice of marriage and family therapy) during the supervised clinical practicum in a masters or doctoral program in the settings below:

Verification of supervision hours:	HOURS
Hours of Individual Supervision	
Hours of Group Supervision	
Total Hours:	

IV. Verification of experience hours

Where were the marriage and family therapy services provided?

1. Name of agency where practicum was completed: _____
   Dates: From _____ to _____ Total years/months: _____
2. Name of agency where practicum was completed: _____
   Dates: From _____ to _____ Total years/months: _____
3. Name of agency where practicum was completed: _____
   Dates: From _____ to _____ Total years/months: _____

Of the total hours of professional services:		**HOURS**
How many hours were ***direct clinical services***?		
How many direct clinical hours were services to ***couples or families***?		
How many direct clinical hours were services to ***individuals***?		
How many hours were indirect clinical services?		
Total practice hours (Direct + Indirect):		

V. Signature

I CERTIFY THAT ALL INFORMATION GIVEN ON THIS FORM IS TRUE AND CORRECT.

_____ _____

Supervisor's or University Representative's Signature Date

Mail to:

TBHEC

Ste. 7.300

1801 Congress

Austin, TX 78701

PRACTICUM PROFESSIONAL CODE OF ETHICS (CONDUCT)

A student who violates the profession's Code of Ethics during a practicum placement faces immediate evaluation, potential termination of the placement, and disciplinary review by the academic department. Because practicum students work directly with clients, patients, or the community, ethical violations compromise both professional standards and institutional liability.

Ethical Conduct and Violations During Practicum

Policy Statement

1. Policy Statement

Students enrolled in a practicum or field placement are required to uphold the highest standards of professional conduct. They must strictly adhere to the university's Academic Integrity Policy, the *Institutional Student Code of Conduct*, **and the specific Code of Ethics of the governing professional body (e.g., LPC, LMFT, ACA, NASW,).**

2. Definition of a Violation

An ethical violation includes, but is not limited to:

- **Breaching Confidentiality:** Unauthorized sharing of client, patient, or student information (including on social media platforms).
- **Boundary Crossings**: Engaging in inappropriate dual relationships or boundary violations with clients or site staff.
- **Misrepresentation:** Falsifying clinical hours, documentation, patient records, or signatures.
- **Impaired Performance:** Performing duties while impaired by substance use, severe distress, or illness that compromises client safety.
- **Practice Beyond Scope:** Engaging in clinical interventions or professional tasks without the explicit approval or supervision of the Site Supervisor.

3. Procedures Following a Suspected Violation

When an ethical violation is suspected or reported by a site supervisor, client, or faculty member, the following steps will be executed:

- **Immediate Suspension**: The department reserves the right to immediately suspend the student from the practicum site pending a formal review if client safety or institutional integrity is at risk.
- **Investigation:** The Practicum Coordinator and Department Chair will conduct an initial investigation, gathering statements from the student, Site Supervisor, and affected parties.
- **Review Committee:** A formal Professional Performance Review Committee , including faculty, Practicum coordinator, Academic Dean, and Administrative staff will convene to evaluate the evidence and hear the student's response. (if a student fails to respond or provide evidence to the contrary of the allegations, a guilty plea is assumed).

4. Potential Disciplinary Actions

Depending on the severity and intent of the ethical violation, the department may implement consequences including, but not limited to:

- **Remediation Plan:** A formal, documented plan outlining mandatory corrective steps, extra supervision, or retraining.

- **Practicum Failure:** Receipt of a failing grade ("F" or "No Credit") for the current practicum course.
- **Program Suspension:** Faces suspension from the practicum and the program.
- **Program Dismissal:** Immediate and permanent expulsion from the academic program, regardless of prior academic standing.
- **Reporting to Authorities:** Referral to university disciplinary boards or external licensing boards if mandated by legal or professional regulations.

Marriage and Family Therapy Degree Program

Program Handbook Signature Page

Email completed form to: KJohnson@amberton.edu

Date: _____

AUID: _____

Name: (Last, First) _____

As part Amberton University's commitment to providing outstanding instruction in the Marriage & Family Therapy Counseling program, we have developed a Handbook that outlines our policies, procedures, and expectations. The handbook is a valuable resource, ensuring clear transfer of information and consistent practices.

Please review the handbook contents carefully. Here you will find important program information as well as information about state licensure.

By signing below, you acknowledge that you have read and understand the Marriage & Family Therapy Counseling Handbook and the program requirements. Additionally, you confirm that you understand that the policies outlined within the handbook are subject to change, and you will be notified of any amendments or updates accordingly.

Please return the signed acceptance form to: KJohnson@amberton.edu

Should you have any questions regarding any aspect of the handbook, please do not hesitate to reach out to your professors or the Division Chair: Dr. Ken Johnson at KJohnson@amberton.edu.

Your commitment to upholding the principles outlined in the Marriage & Family Therapy Counseling Handbook is greatly appreciated!

Student Signature: _____ Date:_____

************University Use Only************

University Official Signature: _____ Date:_____
