

**DISTRICT OF
COLUMBIA
MUNICIPAL
REGULATIONS
for
MARRIAGE
AND FAMILY
THERAPY**

CHAPTER 77 MARRIAGE AND FAMILY THERAPY

Secs.	
7700	GENERAL PROVISIONS
7701	TERM OF REGISTRATION
7702	EDUCATION REQUIREMENTS
7703	EXPERIENTIAL REQUIREMENTS
7704	APPLICANTS EDUCATED IN FOREIGN COUNTRIES
7705	NATIONAL EXAMINATION
7706	WAIVER OF EXAMINATION AND EDUCATION REQUIREMENTS
7707	CONTINUING EDUCATION REQUIREMENTS
7708	APPROVED CONTINUING EDUCATION PROGRAMS AND ACTIVITIES
7709	UNAPPROVED CONTINUING EDUCATION PROGRAMS AND ACTIVITIES
7710	CONTINUING EDUCATION CREDITS
7711	LICENSURE BY ENDORSEMENT
7712	PRACTICE OF MARRIAGE AND FAMILY THERAPY BY STUDENTS, GRADUATES AND FIRST-TIME APPLICANTS
7713	STANDARDS OF CONDUCT
7799	DEFINITIONS

7700 GENERAL PROVISIONS

- 7700.1 This chapter shall apply to applicants for and holders of a license to practice marriage and family therapy.
- 7700.2 Chapters 40 (Health Occupations: General Rules) and 41 (Health Occupations: Administrative Procedures) of this title shall supplement this chapter.

7701 TERM OF LICENSE

- 7701.1 Subject to § 7701.2, a license issued pursuant to this chapter shall expire at 12:00 midnight of December 31 of each even-numbered year.
- 7701.2 If the Director changes the renewal system pursuant to § 4006.3 of chapter 40 of this title, a license issued pursuant to this chapter shall expire at 12:00 midnight of the last day of the month of the birthdate of the holder of the license, or other date established by the Director.

7702 EDUCATIONAL REQUIREMENTS

- 7702.1 An applicant shall furnish proof satisfactory to the Board in accordance with § 831(a) of the Act, (D.C. Official Code § 3-1208.31(a) (2004 Supp.)) that the applicant:

- (a) Has successfully completed a master's degree or a doctoral degree in marriage and family therapy from a recognized educational institution; or
- (b) Possesses a graduate degree in an allied field as defined in section 7799, from a recognized educational institution and has successfully completed graduate level course work which is equivalent to a master's degree in marriage and family therapy, as determined by the Board.

7202.2 For the purposes of Subsection 7702.1, qualifying degrees shall consist of at least sixty (60) semester hours or ninety (90) quarter credits in marriage and family therapy from a program accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE).

7702.3 A qualifying graduate degree shall include a total of at least thirty-nine (39) semester hours in the following areas:

- (a) A minimum of three (3) semester hours in family systems theories and their application in working with a wide variety of family structures, which shall include:
 - (1) Studies of families in transition, nontraditional families and blended families; and
 - (2) A diverse range of marriage and family issues presented in a clinical setting;
- (b) A minimum of six (6) semester hours of marriage and family studies, which shall include:
 - (1) Theoretical foundations, history, philosophy, etiology and contemporary conceptual directions of marriage and family therapy or marriage and family counseling; and
 - (2) Preventative approaches, including premarital counseling, parent skill training and relationship enhancement, for working with couples, families, individuals, subsystems and other systems;
- (c) A minimum of nine (9) semester hours of marriage and family therapy, which shall include:
 - (1) The practice of marriage and family therapy related to theory, and a comprehensive survey and substantive understanding of the major models of marriage and family therapy or marriage and family counseling; and

- (2) Interviewing and assessment skills for working with couples, families, individuals, subsystems and other systems, and skills in the appropriate implementation of systematic interventions across a variety of marriage and family issues presented in a clinical setting, including socioeconomic, abuse and addiction issues;
- (d) A minimum of nine (9) semester hours of human development, which shall include:
 - (1) Individual development and transitions across the life span;
 - (2) Family, marital and couple life cycle development and family relationships, family of origin and intergenerational influences, cultural influences, ethnicity, race, socioeconomic status, religious beliefs, gender, sexual orientation, social and equity issues, and disability;
 - (3) Human sexual development, function and dysfunction, impacts on individuals, couples, and families, and strategies for intervention and resolution; and
 - (4) Issues of violence, abuse, and substance use in a relational context, and strategies for intervention and resolution;
 - (e) A minimum of six (6) semester hours of psychological and mental health competency which shall include:
 - (1) Psychopathology, including etiology, assessment, evaluation, and treatment of mental disorders, use of the current diagnostic and statistical manual of mental disorders, differential diagnosis, and multiaxial diagnosis;
 - (2) Standard mental health diagnostic assessment methods and instruments, including standardized tests; and
 - (3) Psychotropic medications and the role of referral to and cooperation with other mental health practitioners in treatment planning, and case management skills for working with individuals, couples, and families;
 - (f) A minimum of three (3) semester hours of professional ethics and identity, which shall include:
 - (1) Professional identity, including professional socialization, professional organizations, training standards, credentialing bodies, licensure, certification, practice settings, and collaboration with other disciplines;

- (2) Ethical and legal issues related to the practice of marriage and family therapy, legal responsibilities of marriage and family therapy and marriage and family counseling practice and research, business aspects, reimbursement, record keeping, family law, confidentiality issues, and the relevant code of ethics, including the code of ethics specified by the Board; and
 - (3) The interface between therapist responsibility and the professional, social, and political context of treatment; and
- (g) A minimum of three (3) semester hours of research, which shall include:
- (1) Research in marriage and family therapy or marriage and family counseling and its application to working with couples and families; and
 - (2) Research methodology, quantitative and qualitative methods, statistics, data analysis, ethics, and legal considerations of conducting research, and evaluation of research.

7703 EXPERIENTIAL REQUIREMENTS

- 7703.1 An applicant shall furnish proof satisfactory to the Board that the applicant has completed a minimum of two (2) years of full-time post-graduate supervised clinical experience, within five (5) years of graduation, consisting of supervised clinical work experience in marriage and family therapy following completion of the first qualifying graduate degree and practicum required as part of the course of study.
- 7703.2 Unless good cause is shown, the post-graduate supervised clinical experience shall be completed within five (5) years after the day the first qualifying degree was conferred and the practicum completed.
- 7703.3 The two (2)-year post-graduate supervised clinical experience required pursuant to § 7703.1 shall meet the following requirements:
- (a) The experience shall be obtained under the supervision of a supervisor approved by the American Association for Marriage and Family Therapy (AAMFT) or a supervisor approved by the Board;
 - (b) The experience shall include a minimum of two thousand (2,000) hours of supervised practice in marriage and family therapy;
 - (c) The experience shall include a minimum of one thousand (1,000) hours of face-to-face direct client contact hours;

- (d) The supervisee shall not receive compensation of any nature as a marriage and family therapist, either directly or indirectly, from a client, except for salary from an employer based on hours worked under supervision;
- (e) The supervisor shall bear all responsibility for the practice by the supervisee and shall countersign all notes, documents, and correspondence;
- (f) The client shall be informed of and consent to the services being performed under supervision;
- (g) Prior to the initiation of the supervised clinical experience, the supervisor and the supervisee shall discuss and agree upon the scope of supervision, the scope of the supervised clinical experience, and the respective rights and responsibilities of the supervisor, the supervisee, and the clients;
- (h) The supervision shall be provided in the following manner:
 - a. The supervisor and the supervisee shall conduct at minimum monthly face-to-face discussions of the practice and all related matters; and
 - b. One (1) hour of direct supervisory contact shall be provided for every twenty (20) hours of direct client contact; and
- (i) The supervisee's performance shall have been rated at least satisfactory by each supervisor.

7703.4

The Board may approve a supervisor who is not an AAMFT-approved supervisor provided that the intending supervisor meets the following requirements:

- (a) Possesses a license, in good standing, to practice marriage and family therapy, professional counseling, counseling psychology, psychiatry, or independent clinical social work in the jurisdiction in which the supervised clinical experience shall occur;
- (b) Possesses a minimum of five (5) years of clinical experience working with couples and families;
- (c) Possesses sufficient experience and/or training in supervision;
- (d) Shall not supervise more than five (5) individuals at any given time; and
- (e) If not a licensed marriage and family therapist, agrees to comply with all the statutory and regulatory requirements of marriage and family therapy practice and to ensure that the supervisee receive adequate education,

training, and mentoring to understand the legal and ethical obligations in the practice of marriage and family therapy.

7703.5 An applicant for licensure who has practiced marriage and family therapy, in a jurisdiction that does not require licensure, for a period of at least five (5) years prior to the date of submission of the application shall not be required to meet the supervised clinical experience requirements under this section.

7703.6 The Board may waive any requirements of § 7703.3 and § 7703.4 where an applicant started his or her supervised clinical experience prior to June 30, 2014.

7704 APPLICANTS EDUCATED IN FOREIGN COUNTRIES

7704.1 The Board may grant a license to practice marriage and family therapy to an applicant who completed an educational program in an educational institution in a foreign country, which is not accredited by COAMFTE if the applicant meets the following requirements:

- (a) Meets all requirements of this chapter except for § 7702.1; and
- (b) Demonstrates to the satisfaction of the Board that the applicant's education and training are substantially equivalent to the requirements of this subtitle and the Act in ensuring that the applicant is qualified to practice marriage and family therapy required by § 7704.2.

7704.2 An applicant under this section shall, in lieu of meeting the requirements of § 7702.1, submit with the application a certification from a private education evaluation service approved by the Board that the applicant's foreign education is substantially equivalent to the education provided in an accredited program.

7704.3 The Board may interview an applicant under this section to determine whether the applicant's education or training meets the requirements of the Act and this chapter.

7704.4 If a document required by this chapter is in a language other than English, the applicant shall arrange for its translation into English by a translation service acceptable to the Board and shall submit a translation signed by the translator attesting to its accuracy.

7705 NATIONAL EXAMINATION

7705.1 To qualify for a license, an applicant shall, in addition to meeting the requirements of § 7702 and § 7703, receive a passing score, as determined by the

Board, on the standardized examination sponsored by the Association of Marital and Family Therapy Regulatory Boards.

7706 WAIVER OF EXAMINATION AND EDUCATION REQUIREMENTS

7706.1 The Board shall waive the examination and education requirements of this chapter for applicants licensed in an allied field who:

- (a) Hold at least a Master's degree in psychology, social work, psychiatry, professional counseling, or other allied field from an institution of higher education which was accredited by an accrediting body recognized by the Secretary of the United States Department of Education or the Council on Postsecondary Accreditation, or its successor;
- (b) Prove to the satisfaction of the Board that the applicant has completed at least twenty-four (24) hours of family systems theory training with such training being achieved by:
 - (1) Attending an accredited college course in family systems theory for one (1) semester; or
 - (2) Attending Board-approved workshops and seminars; or
 - (3) Being under the immediate supervision of a Board-approved marriage and family therapist while performing the functions of a marriage and family therapist in face-to-face contact with clients for twenty-four (24) hours;
- (c) Submit a sworn statement attesting to the fact that the applicant has been performing the functions of a marriage and family therapist, as defined in section 7799, with at least seven hundred and fifty (750) hours of face-to-face contact with clients per year for at least two (2) years immediately preceding March 1, 2007 and which shall include the:
 - (i) Details of the nature of the practice;
 - (ii) Time period of practice;
 - (iii) Name(s) of supervisor(s) or professional colleagues, as applicable; and
 - (iv) Place(s) where the applicant has performed the functions of a marriage and family therapist;

- (d) Submit two (2) letters of recommendation with one from an immediate supervisor who is currently supervising, or has supervised the applicant's work in marriage and family therapy, and one from a professional colleague, with both letters attesting to the fact that the applicant has been practicing as a marriage and family therapist; and
- (e) Apply for licensure within two (2) years after July 1, 2007.

7706.2 Pursuant to section 7706.1, an applicant for licensure who has been in an independent, private practice full time or substantially full time continuously since March 1, 2005 may substitute two (2) letters of recommendation from professional colleagues in an allied field or in marriage and family therapy in lieu of a letter of recommendation from a supervisor.

7706.3 The Board shall waive the examination and education requirements of this chapter for an applicant unlicensed in an allied field in the District of Columbia who:

- (a) Holds at least a master's degree in psychology, social work, psychiatry, professional counseling, or other allied field from an institution of higher education which was accredited by an accrediting body recognized by the Secretary of the United States Department of Education or the council on Postsecondary Accreditation or its successor, and can prove to the satisfaction of the Board that the applicant has been performing the functions of a marriage and family therapist, as defined in section 7799 with at least five hundred (500) hours per year of face-to-face contact with clients for at least five (5) years immediately preceding March 1, 2007, and
- (b) Applies for licensure within two (2) years after July 1, 2007.

7706.4 An applicant unlicensed in an allied field in the District of Columbia shall submit a sworn statement that the applicant has practiced as a marriage and family therapist during the applicable time period through March 1, 2007 including the details of the nature of the practice, time period, name(s) of supervisor(s) and place(s) where the applicant has performed the functions of a marriage and family therapist.

7706.5 In addition to the requirements of section 7706.3 and section 7706.4, an applicant unlicensed in an allied field shall submit two (2) letters of recommendation with one from an immediate supervisor who is currently supervising, or has supervised the applicant's work in marriage and family therapy, and one (1) from a professional colleague, with both letters attesting to the fact that the applicant has been practicing as a marriage and family therapist.

7706.6 An applicant unlicensed in an allied field in the District of Columbia who has been in an independent, private practice full time or substantially full time

continuously since March 1, 2002 may substitute two (2) letters of recommendation from professional colleagues in an allied field or in marriage and family therapy in lieu of a letter of recommendation from a supervisor.

7707 CONTINUING EDUCATION REQUIREMENTS

- 7707.1 This section shall apply to applicants for the renewal, reactivation, and reinstatement of a license.
- 7707.2 This section shall not apply to applicants for an initial license by reciprocity or endorsement.
- 7707.3 Continuing education credit shall be granted only for programs or activities approved by the Board in accordance with section 7708.
- 7707.4 An applicant for renewal, reactivation, or reinstatement of a license to practice marriage and family therapy, shall submit proof of having completed thirty (30) hours of approved continuing education during the two-year (2) period preceding the date the license expires or preceding the date of the application for reactivation or reinstatement. The thirty (30) hours of approved continuing education shall include:
- (a) A minimum of fifteen (15) of the thirty (30) hours shall be completed in a live, face-to-face setting that provides for direct, real-time interaction between presenter(s) and participants;
 - (b) Six (6) hours of the thirty (30) hours shall be in ethics;
 - (c) The remaining twenty-four (24) hours of continuing education may consist of current and emerging issues in marriage and family therapy such as the study of:
 - (1) Non-traditional families;
 - (2) Domestic violence;
 - (3) HIV;
 - (4) Aging;
 - (5) End-of-life issues;
 - (6) Addiction and psychopharmacology; and
 - (7) Trauma.

- 7707.5 To qualify for a license, a person in inactive status within the meaning of section 511 of the Act (D.C. Official Code § 3-1205.11 (2001)) who submits an application to reactivate a license shall submit proof of having met the continuing education requirements for each licensing period that the license was in inactive status.
- 7707.6 To qualify for a license, an applicant for reinstatement of a license to practice marriage and family therapy pursuant to section 512 of the Act (D.C. Official Code § 3-1205.12 (2001)) shall submit proof of having completed fifteen (15) hours of credit in an approved continuing education program for each year after March 31, 2006 that the applicant was not licensed, up to a maximum of seventy-five (75) hours.
- 7707.7 An applicant for license renewal, reactivation, or reinstatement under this section shall prove completion of required continuing education credits by submitting with the application the following information with respect to each program:
- (a) The name and address of the sponsor of the program;
 - (b) The name of the program, its location, a description of the subject matter covered, and the names of the instructors;
 - (c) The dates on which the applicant attended the program;
 - (d) The hours of credit claimed; and
 - (e) Verification by the sponsor of completion, by signature or stamp.
- 7707.8 The Board shall accept for continuing education credit any credits or courses approved or accredited by the following organizations:
- (a) The American Association for Marriage and Family Therapy (AAMFT);
 - (b) The National Association of Social Workers (NASW);
 - (c) The American Psychological Association (APA);
 - (d) The National Board for Certified Counselors (NBCC);
 - (e) The American Counseling Association (ACA); or
 - (f) Other state Marriage and Family Therapy boards.
- 7707.9 The Board may require proof of a licensee's completion of continuing education at the completion of a renewal period. A licensee shall:

- (a) Maintain the required proof of completion for each continuing competence activity as specified in these regulations; and
- (b) Retain documentation of a continuing competence activity for a minimum of two (2) years following the last day of the license renewal period for which the continuing competence activity was completed.

7707.10 The Board may audit up to twenty percent (20%) of the number of licensees to determine compliance with the continuing education contact hour requirements.

7707.11 Upon notification by the Board that a licensee has been selected for an audit, the licensee shall submit the required documentation within thirty (30) days of receipt of the notice.

7707.12 Licensees who fail to provide proof of continuing education compliance during an audit may be subject to an audit in the subsequent renewal cycle.

7708 APPROVED CONTINUING EDUCATION PROGRAMS AND ACTIVITIES

7708.1 The Board may, in its discretion, approve continuing education programs and activities that contribute to the growth of an applicant in professional competence in the practice of marriage and family therapy and that meet the other requirements of this section.

7708.2 The Board may approve the following types of continuing education if the programs or activity meets the requirement of section 7708.1:

- (a) An undergraduate or graduate course given at an accredited college or university;
- (b) A seminar or workshop;
- (c) An educational program given at a conference;
- (d) Engaging in instructional hours while serving as an instructor or speaker at an institution of higher learning, conference, seminar, workshop, or in-service training;
- (e) Professional writing, excluding reprints or republications of previously published materials, published within the two (2) years prior to the license renewal date, which consist of articles or books that meet the following requirements:
 - (1) Journal articles shall be published in professional journals; and

- (2) Chapters authored in books acceptable under this section;
- (f) Participation in research as a principal investigator or research assistant; and
- (g) Informal study or a home study program (documented by title, author, name of topic, time spent, written summary, and date(s) completed) carried out individually that is approved by the Board.

7708.3 A continuing education program shall meet all of the following requirements:

- (a) Be current in its subject matter and taught by qualified individuals;
- (b) Be approved by the Board; and
- (c) Meet one of the following requirements:
 - (1) Be administered or approved by a health care organization, accredited health care facility, or accredited college or university; or
 - (2) Be submitted by the program sponsors to the Board for review no less than sixty (60) days prior to the date of the presentation and be approved by the Board.

7708.4 The Board may issue and update a list of approved continuing education programs or providers.

7709 UNAPPROVED CONTINUING EDUCATION PROGRAMS AND ACTIVITIES

7709.1 Continuing education credit shall not be granted for the following:

- (a) Organizational activity such as serving on committees or councils or as an officer in a professional organization;
- (b) Meetings or activities such as in-service programs which are required as part of one's job; and
- (c) Continuing education activity completed before the two (2) year period for which the continuing education credit is submitted.

7710 CONTINUING EDUCATION CREDITS

7710.1 Professional research and writing conducted pursuant to section 7708.2 (e) or (f) shall account for a total of no more than ten (10) of the thirty (30) continuing education units required.

7711 LICENSURE BY ENDORSEMENT

7711.1 The Board shall issue a license to a marriage and family therapist who has a valid unrestricted license from another jurisdiction of the United States or Canada if:

- (a) That person, when granted the license, met all requirements contained in section 7702.1 through section 7704.4 and any applicable Board rules; or
- (b) The requirements of the other jurisdiction are, at the time of the application, substantially equivalent to the requirements of this chapter.

7712 PRACTICE OF MARRIAGE AND FAMILY THERAPY BY STUDENTS, GRADUATES AND FIRST-TIME APPLICANTS

7712.1 This section shall apply to the following:

- (a) Students enrolled in recognized schools or colleges as candidates for a degree in marriage and family therapy, or enrolled in a college course pertaining to marriage and family therapy;
- (b) Applicants for a license whose application for a license in the District of Columbia is pending; and
- (c) Graduates of a master or doctoral program meeting the requirement of § 7702.1 who are meeting the supervised clinical experience requirements of section 7703.

7712.2 A student, graduate, or applicant described in § 7712.1 may perform actions which require a license as a marriage and family therapist only in accordance with the Act and this section.

7712.3 A student, graduate, or applicant described in § 7712.1 may practice marriage and family therapy in the District under supervision of a marriage and family therapist licensed in the District who is an AAMFT-approved supervisor or a marriage and family therapist, a professional counselor, a clinical psychologist, a psychiatrist, or an independent clinical social worker licensed in the District of Columbia, provided that a supervisor who is not an AAMFT-approved supervisor shall first obtain the Board's approval for supervision.

- 7712.4 A first-time applicant practicing marriage and family therapy pursuant to section 7712.1 (b) who fails the national examination administered by the Association of Marital and Family Therapy Regulatory Boards shall cease practicing marriage and family therapy under supervision until such time as a marriage and family therapy license is duly issued to that individual.
- 7712.5 A supervisor of a student, graduate, or applicant practicing under this section shall be responsible for the actions performed or care provided by the supervisee during the time of the supervision and is subject to disciplinary action for any violation of the Act or this chapter by the supervisee.
- 7712.6 A supervisor shall review and co-sign any documentation relating to the cases and the practice written or produced by the supervisee.
- 7712.7 The Board may deny an application for a license from an applicant who is found to have violated the Act or this chapter.
- 7712.8 An unlicensed marriage and family therapist shall identify himself or herself as such at all times when practicing marriage and family therapy and shall provide a professional disclosure statement, as determined by the Board, to all clients and other individuals involved in such practice.
- 7712.9 An unlicensed marriage and family therapist shall not receive compensation of any nature as a marriage and family therapist, either directly or indirectly from a client, except for a salary from an employer based on hours worked under supervision.
- 7712.10 A licensed marriage and family therapist, a licensed professional counselor, a licensed clinical psychologist, a licensed psychiatrist, or a licensed independent clinical social worker may be approved to provide supervision only under these terms:
- (a) The supervisor shall have been licensed in good standing in the District of Columbia and shall have a minimum of five (5) years of clinical experience providing services to couples and families;
 - (b) The supervisor shall not have been subject to a disciplinary action in any jurisdiction within the 5 years prior to the initiation of the supervision;
 - (c) Except as provided in § 7712.12 and § 7712.13, prior to the initiation of the supervision, the supervisor shall have completed a minimum of 6 hours of board-approved supervision course(s), a minimum of three (3) hours of which shall be obtained in a live, interactive, in-person, face-to-face setting;
 - (d) Once approved to provide supervision, a supervisor may continue to be approved as a supervisor in subsequent licensure period(s) if, during each

renewal period, he or she completes a minimum of 6 hours of board-approved supervision course(s), at least three (3) hours of which shall be obtained in a live, interactive, in-person, face-to-face setting;

- (e) The supervisor shall not supervise more than five (5) individuals at any given time;
- (f) If not a licensed marriage and family therapist, the supervisor shall agree to comply with all the statutory and regulatory requirements governing the practice of marriage and family therapy and ensure that the supervisee receive adequate education, training, and mentoring to understand the legal and ethical obligations in the practice of marriage and family therapy; and

7712.11 A supervisor for supervised clinical experience shall provide supervision in accordance with § 7703.3 and shall comply with all supervision documentation as required by the Board.

7712.12 A supervisor who has been approved by the Board during any licensure period may supervise additional students, graduates, or applicants under this section without having to submit a new request for approval, provided that he or she continues to meet the requirements of § 7712.10.

7712.13 A supervisor approved by the Board during any licensure period may continue to be approved as supervisor for the next licensure period by submitting a request with an attestation or documentation as required by the Board.

7712.14 A supervisor may not supervise an individual with whom he or she has a familial, social, or financial relationship that may create a conflict of interests.

7712.15 A supervisor shall provide supervision, training, and mentoring as appropriate to the supervisee's level of competence and ability and shall periodically observe the supervisee's performance providing services to clients.

7712.16 A supervisor shall:

- (a) Establish a written contract for supervision initiated before beginning supervision;
- (b) Determine the skill level at which the supervisee may practice;
- (c) Focus on raw data from the supervisee's practice;
- (d) Maintain documentation of supervisory sessions for at least three (3) years, including dates, duration, and focus of the supervisory sessions;

- (e) Ensure that a supervisee has read and is knowledgeable about the District's laws and regulations governing the practice of marriage and family therapy;
- (f) Be responsible for the clinical professional practices of supervisees;
- (g) Provide for emergency supervision and direction to a supervisee by a Board-approved supervisor, in the event the supervisor is not available;
- (h) Provide a written evaluation of the supervisee's progress to the supervisee every 3 months;
- (i) Inform the Board in writing when there is any material change in the supervision or the supervisory relationship no later than ten (10) days following such a change; and
- (j) Provide a copy of the documentation of supervision:
 - (1) On request, by the supervisee; or
 - (2) On request, by the Board or its authorized agent.

7712.17 A supervisee shall:

- (a) Verify, through the exercise of due diligence prior to the initiation of the supervision, that:
 - (i) The supervisee's supervisor has been approved by the Board; and
 - (ii) There is a written contract for supervision;
- (b) Attend and participate in supervision as agreed in the written contract for supervision;
- (c) Prepare for supervision using case materials related to the supervisee's clinical counseling practice; and
- (d) Maintain documentation of supervisory sessions for at least three (3) years, including dates, duration, and focus of the supervision, to be available for verification to the Board, on request by the Board or its authorized agent.
- (e) Not engage in the practice of clinical marriage and family therapy independent of supervision.
- (f) Provide the client with a copy of a professional disclosure statement that:

- (1) Clearly states the counseling services are provided under clinical supervision; and
- (2) Provides the name of the supervisor with address and contact information;
- (g) Inform the Board in writing when there is any material change in the supervision or the supervisory relationship no later than ten (10) days following such a change; and
- (h) Obtain a signed release of information and informed consent for treatment form from the client which indicates that the client:
 - (1) Is aware that counseling services are being provided under clinical supervision;
 - (2) Consents to the recording of counseling sessions with the knowledge that the recording may be shared with and be limited to the supervisor; and
 - (3) Consents to the sharing of client information between the unlicensed marriage and family therapist and the named clinical supervisor.

7712.18 The Board may, at its discretion, waive certain requirements of § 7703.3 and § 7712.11 where an applicant started his or her supervised clinical practice prior to June 30, 2014.

7713 STANDARDS OF CONDUCT

- 7713.1 Any holder of a license under this chapter or any person authorized to practice marriage and family therapy under this chapter shall comply with the standards of ethical and professional conduct established by the AAMFT as they may be amended or republished from time to time.
- 7713.2 A marriage and family therapist shall provide an informed consent form, signed by both parties, which shall notify the client of his or her rights and the risks involved during the therapy.
- 7713.3 The following documentation shall be maintained for each session between a marriage and family therapist, student, graduate, or applicant and the client:
- (a) The name of person or persons present;
 - (b) The date of the session;

- (c) The times the session began and ended;
- (d) The issues presented (including assessment and history as appropriate);
- (e) The risks presented; and
- (f) The risks assessed.

7799 DEFINITIONS

7799.1 As used in this chapter, the following terms shall have the meanings ascribed:

AAMFT-approved supervisor – a marriage and family therapist who holds a designation of Approved Supervisor from the American Association for Marriage and Family Therapy.

Allied Field - academic study in, or performing the professional functions associated with, psychology, social work, psychiatry, professional counseling, or other comparable mental health profession.

Applicant - a person applying for a license to practice marriage and family therapy or applying for renewal of a license under this chapter.

Board - the Board of Marriage and Family Therapy, established by section 217 of the Act, as amended by the Marriage and Family Therapy Amendment Act of 2003, effective March 10, 2004 (D.C. Law 15-88; D.C. Official Code § 3-1202.17).

Direct supervisory contact – in-person, face-to-face meeting between a supervisor and a supervisee for the purposes of discussing cases and the practice as well as providing guidance, review, instructions, and all aspects of supervision.

Face-to-face direct client contact – provision of direct marriage and family therapy services to clients in a live, in-person, face-to-face setting.

Immediate supervision – face-to-face supervision in which an approved marriage and family therapist, psychologist, psychiatrist, licensed independent clinical social worker, licensed professional counselor, or advance practice nurse is either discussing or observing the supervisee's practice.

Instructional hours - the amount of time spent in actual presentation excluding preparation hours.

Marriage and family therapist - a person licensed to practice marriage and family therapy under the Act.

Professional disclosure statement – a statement stating that the marriage and family therapy services will be or are being provided by an unlicensed marriage and family therapist under supervision.

Supervised clinical experience – practice of marriage and family therapy by a graduate or first-time applicant for a license, performed without a license and under supervision of an AAMFT-approved supervisor or a supervisor approved by the Board in order to meet the experiential requirements pursuant to § 7703.

Unlicensed marriage and family therapist - a person who has completed the educational requirements for a degree in marriage and family therapy but has not met the clinical requirements for licensure and is engaged in the practice of marriage and family therapy pursuant to § 7712.