

# Connecticut Association for Marriage and Family Therapy

## Guidelines for Continuing Education Approval

1. The Connecticut Association of Marriage and Family Therapy (CTAMFT) is recognized by the state of CT as an appropriate organization to approve continuing education programs for licensed marriage and family therapists (MFT). CTAMFT has developed a procedure to approve programs for MFT continuing education. Such approval will be helpful in attracting MFTs desiring state licensing renewal to your continuing education program.
2. CTAMFT will approve programs that offer continuing education related to maintaining skills necessary for the safe and competent practice of marital and family therapy.
3. Multiple offerings of the same workshop may be submitted on one application if all the offerings are within one year of the application date and if the dates are included in the application. Similarly, workshops that are part of a series may be submitted on one application if all the offerings are within one year of the application date and if each workshop in the series is fully described in the application.
4. Applications should be submitted at least four (4) weeks prior to the continuing education program in order to allow for processing. A late fee will be required for processing applications submitted less than four (4) weeks prior to the date of the offering.
5. Retroactive approval is not granted. There will be NO exceptions.
6. The following non-refundable processing fees must be submitted with each application:

\$75 each	for 1-2 activities
\$200 total	for 3-5 activities
\$400total	for 6-19 activities
\$40 each	for 20 or more activities
7. Continuing education activities must meet the following requirements:
  - a. the activity involves face-to-face instruction or a home study program;
  - b. the provider implements a mechanism to monitor and document physical attendance at such instruction or to verify licensee completion in the case of a home study program.
  - c. the provider retains written records for a period of three (3) years from the participants actual successful completion of the activity, including but not limited to: content description; instructor; date of activity; location of activity; list of participants; participant's evaluation of instruction presented and number of contact hours; and
  - d. the provider issues a certificate of completion after the participant's successful completion of the activity. Such certificate shall include the participant's name, provider's name, title or subject area of the activity, date and location of

attendance and number of contact hours completed.

8. Subject matter for qualifying continuing education activities shall reflect the scope of practice authorized under Chapter 383a of the Connecticut General Statutes.

9. Activities which do not qualify for award of contact hours include: professional organizational business meetings; reading of books, articles or professional journals; correspondence courses and other mechanisms of self instruction, except when used as a component of a home study program; and audio-visual materials, except when the latter is used as a component of a qualifying continuing education activity identified in subsections (a) and (b) of this section.

10. One contact hour will be awarded for each 50 minutes of attendance. Eight (8) contact hours shall be the maximum continuing education contact hours granted for any one day's participation

11. To obtain CTAMFT approval, the association, agency, organization or individual must complete and return the Application for Continuing Education Approval including:

- a. a resume or curriculum vitae for all presenters
- b. a copy or draft of the workshop/conference brochure or flyer
- c. the evaluation form to be used by attendees in assessing whether or not the educational objectives were met
- d. a check for the non-refundable processing fee, made payable to CTAMFT

12. After the application is reviewed and a decision made about whether it meets the requirements for CTMAFT as set forth in this document, the sponsoring organization will be notified by email of this decision. If the agency, organization or individual wants a written response sent via USPS, a self-addressed, stamped envelope must be included with the application packet.

13. Within 30 days of completion of the approved activity, a record of the registration (sign-in and sign-out of attendees) and a summary of the completed evaluation forms for MFTs who received a CE certificate MUST be sent to the address below.

14. If requested on the application form, the approved program will be announced on CTAMFT's listserv, posted on the CTAMFT website ([www.ctamft.org](http://www.ctamft.org)) and given a calendar listing in the quarterly CTAMFT newsletter, CT Connections. Anyone wishing a larger advertisement in the newsletter may contact our editor, Gary Stanek at [gwstanek@optonline.net](mailto:gwstanek@optonline.net).

14. Mail all applications to:

CTAMFT  
P.O. Box 782  
Wallingford, CT 06492