REQUIREMENTS FOR SUBMITTING
EQUIVALENCY REVIEW FOR MARRIAGE AND FAMILY THERAPIST LICENSURE

1. All documentation necessary for review must to be submitted at the time application is submitted.

2. Course descriptions and syllabus for each course listed on the worksheet must be included.
   a. Do not send course description or syllabus for course work not listed on the Education Equivalency Worksheet.

3. Order of documents to be submitted
   a. Application
   b. Transcript(s)
   c. Education Equivalency Worksheet
   d. Course description and syllabus for each course listed are to be kept together in the order that they were listed them on the worksheet. For example if the first course listed on the worksheet is for "PSY-101" you MUST order the packet as course description and then the syllabus.
   e. Letter from schools
   f. Tests or Test scores that will be reviewed

4. The letter from the school must address the following:
   a. Must address the accreditation at the time of graduation and how the program is equivalent to AAMFT/COAMFTE
   b. Name and credential number of supervisor for internship and practicum
   c. CV or resume for supervisor
   d. Must address the proof of internship and hours

5. All copies submitted must be
   a. Legible
   b. Single sided
   c. No Staples
   d. No paper clips
   e. Do not add sticky notes on paper work. (If there is a special message for the reviewer submit a clear concise letter. This letter must have the applicants full name and the course number the information is being provided for.)

6. DO NOT send documents stapled, spiral bound, in notebooks or in boxes. DO NOT SUBMIT your documents on a thumb drive.

7. Do not send originals of:
   a. Diploma(s)
   b. Social security cards
   c. Marriage license
   d. Doctoral thesis'
   e. Original documentation of completed tests for licensure or certification
   f. Documents that you want back as your documents will be processed and placed in an electronic form. Once the equivalency is completed, the documents will be purged.

IF THE DOCUMENTATION DOES NOT COMPLY WITH THE ABOVE CRITERIA IT WILL BE RETURED FOR REVISON