



2020 AMFTRB Marital and Family Therapy National Examination

Handbook for Candidates

Go to www.ptcny.com for the **ONLINE APPLICATION** as well as the full listing of **DEADLINES** and **TEST DATES**.



PROFESSIONAL TESTING CORPORATION® 1350 BROADWAY • SUITE 800 • NEW YORK, NY 10018

CONTACT INFORMATION

<p>Association of Marital & Family Therapy Regulatory Boards (AMFTRB)</p> <p>https://www.amftrb.org</p>	<ul style="list-style-type: none"> • State Licensing Board Contact Info • MFT Practice Test
<p>Professional Testing Corporation (PTC)</p> <p>(212) 356-0660</p> <p>www.ptcnyc.com/exam-sponsors/amftrb</p>	<ul style="list-style-type: none"> • Apply for examination • Obtain general application policy and procedure information • Obtain information about testing policies and procedures • Transfer to a new testing period • Request Special Accommodations • Request Hand Score/Score Transfer • Question about score reports • Miscellaneous inquiries
<p>Prometric Computer Testing Centers</p> <p>(800) 741-0934</p> <p>www.prometric.com/AMFTRB</p>	<ul style="list-style-type: none"> • Schedule test appointment • Reschedule test appointment (within a testing period) • Cancel test appointment • Find directions to test site • Questions regarding testing sites and appointments

TESTING PERIODS

App Deadline	Testing Window
12/1/2019	1/18 - 1/25/2020
1/2/2020	2/15 - 2/22/2020
2/1/2020	3/14 - 3/21/2020
3/1/2020	4/18 - 4/25/2020
4/1/2020	5/16 - 5/23/2020
5/1/2020	6/20 - 6/27/2020
6/1/2020	7/18 - 7/25/2020
7/1/2020	8/15 - 8/22/2020
8/1/2020	9/19 - 9/26/2020
9/1/2020	10/17 - 10/24/2020
10/1/2020	11/7 - 11/14/2020
11/1/2020	12/12 - 12/19/2020

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This Handbook contains necessary information about the Marital and Family Therapy National Examination (MFT). Please retain it for future reference. Candidates are responsible for reading these instructions carefully. This Handbook is subject to change.

Candidates are responsible for retaining all pertinent correspondence from their state boards.

ATTENTION CANDIDATES

This handbook contains necessary information about the AMFTRB MFT National Examination. It is required reading for those applying and testing for the Examination. All individuals applying for this examination must comply with the policies, procedures, and deadlines in this Handbook and attest to this by signing the Candidate Attestation found on the online application. Please retain this handbook for future reference. This handbook is subject to change. See www.ptcny.com for handbook updates.

PURPOSE OF THE EXAMINATION

The Association of Marital and Family Therapy Regulatory Boards (AMFTRB) MFT National Examination is provided to assist state licensing boards in evaluating the knowledge and experience of applicants for licensure. There is a wide diversity of educational backgrounds among the applicants who seek licensure in marital and family therapy. AMFTRB offers a standardized examination for use by its member boards in order to determine if these applicants have attained the knowledge and experience considered essential for entry level professional practice and to provide a common element in the evaluation of candidates from one state to another. The contribution of subject matter experts, AMFTRB, and Professional Testing Corporation (PTC) are used in the development and continuing improvement of the examination. The MFT National Examination is only part of the overall evaluation used by the member boards.

AMFTRB expects that candidates will be allowed to sit for the examination only after credentials have been examined and are found to meet the education and experience requirements for licensure in the respective state. Candidates are expected to have attained a broad basic knowledge of marital and family therapy regardless of the individual background. The examination is designed to assess this knowledge through questions focused on the tasks that an entry level marital and family therapist should be able to perform and the knowledge required to perform those tasks successfully. Candidates who have completed the required academic and experiential preparation and who have developed the level of competence necessary for entry level professional practice in marital and family therapy should be able to pass the examination. The practice domains, task statements, and knowledge statements upon which the examination is based have been included in this Handbook and may be helpful while preparing for the examination. AMFTRB, PTC, and the member boards cannot send copies of past examinations to applicants; additionally, there is not a list of recommended books or other materials for use in preparation for the examination.

ADMINISTRATION

The Marital and Family Therapy National Examination is sponsored by the Association of Marital and Family Therapy Regulatory Boards (AMFTRB). Questions regarding eligibility criteria should be addressed to your state board. For a list of state boards, visit www.amftrb.org.

The Marital and Family Therapy National Examination is administered for AMFTRB by the Professional Testing Corporation (PTC). Questions concerning the examination should be referred to PTC at the following address:

Professional Testing Corporation
1350 Broadway, Suite 800
New York, NY 10018
(212) 356-0660
www.ptcnyc.com/contact

INITIAL APPLICATION PROCEDURE

Step 1 – Apply for Eligibility with Your State Board

- First, contact your state licensing board for application and eligibility requirements (see www.amftrb.org for state board contact information). State licensing board application deadlines, requirements, and fees for licensure may be in addition to those of AMFTRB's.
- After the state licensing board has approved you to sit for the examination, the board will send you an approval letter with an approval code.
- The approval code can be used more than once; it is the candidate's responsibility to retain this approval code.
- If you lose the code or do not receive an approval letter from your state board, it is your responsibility to contact your board.
- Once you receive the approval code from your state board, you may move on to Step 2.

Step 2 – Fill Out the Examination Application with Professional Testing Corporation (PTC)

- **After receiving your approval code from your state licensing board, you may proceed to Professional Testing Corporation's Online Application System (<https://secure.ptcny.com/apply>).**
- Complete the online application and submit examination fee payment. Applications are not considered complete until all information has been provided and payment is received.
- PTC will email candidates a Scheduling Authorization within eleven (11) weeks prior to the start of your chosen testing period. The Scheduling Authorization will include your PTC Candidate ID number, instructions on how to make your appointment as well as important information regarding the examination.
- **Retain the Scheduling Authorization for your records.**
- Once you receive your Scheduling Authorization email you may move on to Step 3.

Choosing a Testing Period

The MFT National Examination is given during a one-week window every month. Keep the following in mind when choosing your testing period:

1. Give yourself enough time to study. A practice test is offered at www.amftrb.org.
2. You may need to have your results in to your state board by a certain date. Be sure that you allow yourself enough time to retest if you fail the first time.
3. Emergencies happen. Check page 8 of this Handbook to see how you can change your testing period from one month to another

Step 3 – Schedule Your Examination Appointment

- Using the directions found on your Scheduling Authorization from PTC, you may schedule your examination appointment with Prometric. Candidates choose the date, time and location of their examination appointment either online or over the phone by calling Prometric at 1-800-741-0934.
- If you do not receive a Scheduling Authorization or are having trouble scheduling your appointment, call PTC for assistance at 212-356-0660.
- The PTC Candidate ID number on your Scheduling Authorization is only valid for use during the testing period you chose during Step 2. If you cannot test during your chosen testing period, please see Page 6 of this Handbook.

EXAMINATION FEES

Fee Type	Amount	Details
Examination Fee	US \$365.00	<ul style="list-style-type: none"> Non-refundable Non-transferable Includes testing center fees
Transfer Fee (see page 6)	US \$175.00	<ul style="list-style-type: none"> Applies to candidates who need to move to a new testing period Must submit new application & fee to PTC
Rescheduling Fee (29-5 days prior to scheduled appointment; see page 5)	US \$50.00	<ul style="list-style-type: none"> Applies to candidates who need to move their appointment within their current testing period Payable directly to Prometric Reschedule with Prometric online or over the phone

All fees are non-refundable and non-transferable.



There will be no refund of fees. **Please be advised: Prometric does not have the authority to grant transfers to another testing period or refunds. All requests must be made through PTC.** Major Credit Cards are accepted. Please do not send checks, money orders, or cash.

EXAMINATION ADMINISTRATION AND SCHEDULING

The AMFTRB MFT National Examination is administered during an established one-week testing period on a daily basis, Monday through Saturday, excluding holidays, at computer-based testing facilities managed by Prometric.

SCHEDULING EXAMINATION APPOINTMENTS



Eleven weeks prior to the first day of the testing period, you will be emailed a Scheduling Authorization from **notices@ptcny.com**. Please ensure you enter your correct email address on the application and add the 'ptcny.com' domain to your email safe list. If you do not receive a Scheduling Authorization at least six weeks before the beginning of the testing period, contact the Professional Testing Corporation at (212) 356-0660 or online at www.ptcny.com/contact.

The Scheduling Authorization will indicate how to schedule your examination appointment with Prometric as well as the dates during which testing is available. Appointment times are first-come, first-serve, so schedule your appointment as soon as you receive your Scheduling Authorization in order to maximize your chance of testing at your preferred location and on your preferred date. **Candidates who wait until the last minute run the risk of missing out on their preferred date, time, and testing center. Candidates unable to schedule an appointment will forfeit their fees.**

After you make your test appointment, Prometric will send you a confirmation email with the date, time, and location of your exam. Please check this confirmation carefully for the correct date, time, and location. Contact Prometric at (800) 741-0934 if you do not receive this email confirmation or if there is a mistake with your appointment.

Note: International candidates may also schedule, reschedule, or cancel an appointment online at www.prometric.com/AMFTRB.

IMPORTANT!

You **MUST** present your current driver’s license, passport, or U.S. military ID at the test center. Expired, temporary, or paper driver’s licenses will **NOT** be accepted.

The name on your Scheduling Authorization **MUST** exactly match the name on your photo ID.

Fees will not be refunded for exams missed because of invalid ID.

RESCHEDULING EXAMINATION APPOINTMENTS WITHIN A TESTING PERIOD

Candidates are able to reschedule their examination appointments within the same testing period as long as the request is submitted within the timeframe described below. Reschedule within the permitted time frame by calling or going to the Prometric website: www.prometric.com/AMFTRB.

Time Frame	Reschedule Permitted?	Stipulations
Requests submitted 30 days or more before the original appointment	Yes	None
Requests submitted 5 to 29 days before the original appointment	Yes	Candidate must pay Prometric a rescheduling fee of \$50.
Requests submitted less than 5 days before the original appointment	No	Candidates who do not arrive to test for their appointment will be considered a no-show and all their examinations fees will be forfeited. Candidates will need to reapply and pay fees for a future testing period.

TRANSFERRING TO A NEW TESTING PERIOD

Candidates unable to take the examination during their scheduled testing period may request a **ONE-TIME** transfer to a future testing period. **There is a transfer fee of \$175.00.** After you have transferred once by paying the \$175.00 fee, you will need to pay the examination fee of \$365.00 in order to transfer a second time; so, ***please plan carefully.***

Please note: requests to transfer to a new testing period must be received within 12 months of your originally scheduled testing period.

Candidates wishing to transfer to a new testing period need to follow the steps below.

1. Go to <http://secure.ptcny.com/apply>.
2. Click "Start New Application."
3. Choose AMFTRB in the first drop-down menu; then choose the new examination period in the second drop down menu and fill out the rest of the information on the page.
4. Fill out the application making sure you answer yes to the question asking if you are transferring; you will also need a new approval code from your state licensing board.
5. When you have finished the application, click "Submit Transfer Request" in the Transfers section of the application.
6. PTC Support will send you an email letting you know your transfer application was approved and that you can log back into your application and pay the one-time \$175.00 transfer fee.

Call 212-356-0660 if you have any questions regarding the transfer process.

If candidates are unable to attend the examination on the date for which they registered and elect not to transfer to another testing period the application will be closed and all fees will be forfeited. There will be no refund of fees.

The transfer fee is based on costs and is not punitive in nature. The transfer fee must be paid at the time the request is approved. **The candidate is also responsible for contacting Prometric and canceling the original examination appointment, if one was made.**

Exams may only be transferred to a new testing period once; please plan carefully.

Please note: Transferring your Examination only refers to instances when a candidate is unable to take their exam during a testing period for which they have already applied. Candidates who did not pass their examination and are retaking the examination need to pay the full \$365 Examination Fee.

FAILING TO REPORT FOR AN EXAMINATION



If you fail to report for an examination, you will forfeit all fees paid to take the examination. A completed application form and examination fee are required to reapply for the examination.

SPECIAL TESTING ACCOMMODATIONS

AMFTRB and PTC support the intent of and comply with the Americans with Disabilities Act (ADA). PTC will take steps reasonably necessary to make certification accessible to persons with disabilities covered under the ADA. According to the ADA, an individual with a disability is a person who has a physical or mental impairment that substantially limits a major life activity (such as seeing, hearing, learning, reading, concentrating, walking) or a major bodily function (such as neurological, endocrine, or digestive system). The information you provide and any documentation regarding your disability and special test accommodations will be held in strict confidence.

All approved testing accommodations must maintain the psychometric nature and security of the examination. Accommodations that fundamentally alter the nature or security of the exam will not be granted.

Special testing arrangements may be made upon receipt of the Application, examination fee, and a completed and signed Request for Special Needs Accommodations Form, available from www.ptcny.com/PDF/PTC_SpecialAccommodationRequestForm.pdf or by calling PTC at (212) 356-0660.

This Form must be uploaded with the online application no later than 8 weeks prior to your chosen testing period. Candidates who do not submit their Special Accommodations Form with their application may not be able to test during their chosen testing period and therefore be subject to rescheduling or transfer fees.

Only those requests made and received on the official Request for Special Needs Accommodations Form will be reviewed. Letters from doctors and other healthcare professionals must be accompanied by the official Form and will not be accepted without the Form. All requests must be made at the time of application. Accommodations cannot be added to an existing exam appointment.

ENGLISH LANGUAGE LEARNERS

A special arrangement for English Language Learners (ELL) can be obtained ONLY from your state licensing board. Not all states will allow this arrangement as it is not an American with Disabilities Act (ADA) sanctioned accommodation. Candidates wishing to learn more about this arrangement should contact their state licensing board directly. State board contact information can be found at www.amftrb.org. Approved ELL candidates will be granted extra time on their examination, for an additional fee. Dictionaries and other reference materials are not allowed.

Please note: not all state boards will accept a score obtained under an ELL special arrangement; be sure to check with your state board. If transferring to a new state, you may need to retest.

Step 1: Contact your State Board and Obtain a Request Form

- If your state board allows extra time for ELL, they will give you a request form to fill out. If you are approved your state board will send back the completed form for you to upload when applying for your examination.
- This form is **NOT** the same as the Request for Special Needs Accommodations Form.
- Please allow at least 8 weeks for processing; for example, if you wish to test in September's testing period, you must have your exam application and approved ELL Request Form submitted to PTC no later than July.

Step 2: Apply for the Examination

Follow the directions found in the Application Procedure section of this Handbook (pg. 2).

- Be sure to answer "Yes" to the question asking if you are requesting extra time as an English Language Learner.
- Choose the amount of time you wish to be added, either 1 or 2 hours.
- Upload your completed state board Request Form to the "Supporting Documents" section of the Online Application.
- The fees will be added to your total examination fees at the bottom of the application.



Note: Extra time allowed for ELL candidates is not the same as extra time allowed due to disabilities covered under the Americans with Disabilities Act (ADA). If you have a disability covered under the ADA, say no to the ELL question on the application and follow the directions in the previous section (Special Needs, Page 7).

PREPARING FOR THE EXAMINATION

- Check your government issued photo ID (driver's license, passport or U.S. Military ID) when you make your examination appointment. Is it expired? Does the name on your ID match the name on your Scheduling Authorization email? Proctors at the Prometric testing center will refuse admission to candidates with expired IDs, IDs with names that do not match their records, and temporary paper IDs. Candidates will be marked as no-shows and will forfeit their exam fees.
- Check your PTC Scheduling Authorization email and Appointment Confirmation email from Prometric to make sure everything is accurate (i.e. your name, exam name, appointment date, time and location).
- Make yourself familiar with the location of your chosen testing site and any requirements they may have for parking and check the weather and traffic conditions before you leave for the testing center. Make sure you give yourself plenty of time to arrive as late arrival may prevent you from testing.

- In the event of inclement weather, check the Prometric website for site closures: <https://www.prometric.com/closures>.
- Prometric’s website provides information on what you can expect on your test day, including a walkthrough of check in and security procedures: <https://www.prometric.com/test-center-security>.
- This Handbook provides the Content Outline for the Examination (see appendix). Use these to help you start studying for the examination.
- Review the Rules for the Examination on the next page before your appointment.

WHAT TO EXPECT AT THE TESTING CENTER

PTC has partnered with Prometric Testing Centers to deliver examinations to candidates. Here is what you can expect when you arrive at your Prometric Testing Center.

- Candidate Check-In
 - Candidates will be asked to present their IDs
 - Candidates will be asked to empty and turn out their pockets
 - Candidates will be “wanded” or asked to walk through a metal detector
 - Inspection of eyeglasses, jewelry, and other accessories will be conducted. Jewelry other than wedding and engagement rings is prohibited.
 - Religious headwear may be worn into the testing room; however, it may be subject to inspection by a testing center administrator before entry into the testing room is permitted.
 - Prometric provides lockers for candidates to store their purses, mobile phones, jackets, food, drinks and medical supplies.
- During the Exam
 - No breaks are scheduled during the exam. Candidates who must leave the testing room to take a break will not be given extra time on the exam
 - Accessing mobile phones or study materials during the examination is prohibited
 - Smoking is prohibited at the testing center
 - All examinations are monitored and may be recorded in both audio and video format

Please keep in mind: other exams will be administered at the same time as your examination. Therefore, examinees may hear ambient noises such as typing, coughing, or people entering and exiting the testing room that cannot be avoided. Prometric is unable to provide a completely noise-free environment. However, headphones may be requested to minimize impact.

Please see [Prometric’s website](#) for more information about what to expect on testing day.

RULES FOR THE EXAMINATION

Please read the information below carefully. You are responsible for adhering to the examination rules while at the testing center.

- ⇒ You must present your current driver's license, passport, or US Military ID at the testing center. Candidates without valid ID will NOT be permitted to test. Temporary or paper copies of your ID will not be accepted.
- ⇒ No Electronic devices that can be used to record, transmit, receive, or play back audio, photographic, text, or video content, including but not limited to, cell phones, laptop computers, tablets, Bluetooth devices; wearable technology (such as smart watches), MP3 players (such as iPods), pagers, cameras, and voice recorders are permitted to be used and cannot be taken in the examination room. Prometric provides lockers for your personal items.
- ⇒ No papers, books, or reference materials may be taken into or removed from the testing room.
- ⇒ No questions concerning content of the examination may be asked during the examination session. The candidate should read carefully the directions that are provided on screen at the beginning of the examination session.
- ⇒ Candidates are prohibited from leaving the testing room while their examination is in session, with the sole exception of going to the restroom.
- ⇒ Bulky clothing, such as sweatshirts (hoodies), jackets, coats, and hats (except hats worn for religious reasons), and most types of jewelry may not be worn while taking the examination. Proctors will ask you to remove such items and place them in your locker. Please see [Prometric's Security Regulations](#) for more information.
- ⇒ All watches and "Fitbit" type devices cannot be worn during the examination.
- ⇒ No food/beverages are permitted inside the testing room. Leave these items in your assigned locker.

Contact PTC at (212) 356-0660 or www.ptcny.com/contact with any questions about the Examination Rules.

Violation of any of the rules listed above may lead to forfeiture of fees, dismissal from the testing room, and cancellation of your test scores.

TESTING CONDITIONS OR EXAMINATION FEEDBACK

Any candidate who feels that the examination effort was negatively impacted by the test center conditions should notify the proctor immediately. The situation should also be reported to PTC at www.ptcny.com/contact within 3 business days of the test appointment. Any comments about the test itself should also be reported to PTC at www.ptcny.com/contact within 3 business days of the test appointment.

REPORT OF RESULTS

Test results are not released at the testing center but will be sent to the state licensing board and the candidate via email within 20 business days following the close of the testing period. This is necessary to allow for the psychometric review and administration time required to ensure accurate and reliable scores. Your scores on the domains and on the total examination will be emailed to you within 20 business days following the close of the examination window. **Score Reports will be available online only for 30 days. Be sure to save a copy of your score report in your permanent files.**

Candidates that require a duplicate score report need to complete the Duplicate Score Report and Official Score Transfer Request form available at www.ptcny.com/exam-sponsors/amftrb and submit it with a payment of \$50. A duplicate score report will be emailed to the candidate.

In order to receive your scores be sure to notify PTC of any changes to your contact information.

SCORE REPORTING

Your results from the MFT National Examination are sent to the state licensing boards within 20 business days of the close of the examination administration. PTC must wait until the examination administration window has closed to perform the statistical analyses of the test data. Once the analyses are completed, test score results are made available to your state licensing board office.

REQUESTING A HANDSCORE

Candidates who fail the examination may request a hand scoring of their data file. Hand scoring is a manual check of the data file by the testing service to determine if there have been any errors in scoring. Although the probability of such an error is extremely remote, this service is available. Requests for hand scoring must be received by PTC no later than 90 days after the date of the examination by completing and returning the Request of Handscore form on www.ptcny.com with payment of \$25. Candidates who fail the examination will not be permitted to see the examination questions. For reasons of test security, no candidate is allowed to review the examination or any of its items.

To ensure correct reporting of results, PTC automatically performs handscores of examinations of candidates who score within 3 points of passing as a quality control measure. Thus, it is extremely doubtful that any examination results will change from “fail” to “pass” through handscoreing.

SCORE TRANSFER SERVICE & DUPLICATE SCORE REPORT REQUESTS

A score transfer service is available to facilitate the transfer of scores between respective states. PTC maintains a permanent record of candidate scores. Upon receipt of a candidate’s score transfer request, PTC will report the score directly to the requested jurisdiction along with the normative data that can be used to ensure appropriate interpretation of results. The PTC registers only examination scores on the MFT National Examination. Other requirements for licensure are handled by individual state licensing boards. To request the transfer of your scores, or to request a duplicate score report for your records, you must complete a Score Transfer Form available at www.ptcny.com/exam-sponsors/amftrb. **You should make a special note of the PTC Candidate ID number assigned to you for the MFT National Examination as this information is necessary in requesting a transfer.** You may request a transfer of your scores at the time of administration or at any time thereafter.

SETTING A PASSING SCORE

A passing score is established by a panel of expert judges on an “anchor examination.” The technique used is called a modified Angoff method. Each panel member estimates for each item on the test if a just qualified therapist would get the item correct. Their responses are examined and analyzed by psychometric experts and minor adjustments can be made by the Examination Advisory Committee. The anchor examination becomes the standard of knowledge to which all future forms of an examination are compared. Some forms of the examination will contain individual items that may differ in difficulty than items on other forms. To compensate for these variations, test forms are compared using a psychometric process called equating. This equating process accounts for the varying item difficulties and adjusts the passing score up or down accordingly. As a result, the required standard of knowledge for passing the examination remains consistent from test form to test form.

VALIDATION OF THE EXAMINATION

Every effort has been made to ensure the reliability and validity of the MFT National Examination. The MFT National Examination construction process constitutes one major effort devoted to the assurance of content validity. Another major facet is the role delineation study (last performed in 2017) to develop practice relevant test specifications for the examination. First, the Examination Advisory Committee convened to define the performance domains, tasks, and knowledge required for entry-level practice in marital and family therapy. This role delineation then underwent a validation study by a representative sample of licensed marital and family therapists nationwide. Task statements were rated for frequency of performance and relation to clinical competence; knowledge statements were rated for contribution to public protection and appropriateness for entry-level practice. The test specifications now in use are based on the findings of this role delineation study.

CONFIDENTIALITY OF EXAMINATION SCORES

AMFTRB will release the individual examination scores ONLY to the individual candidate and the appropriate state board as authorized by the candidate within 20 business days after the close of the testing period. Any questions concerning test results should be referred to the Professional Testing Corporation, www.ptcny.com/contact.

REEXAMINATION PROCEDURE

In order to retake the Marital and Family Therapy National Examination, candidates need to complete and submit a new application and pay the examination fee at www.ptcny.com, provided that the candidate's eligibility is still valid according to their state licensing board. You can contact your state licensing board to determine if you are still eligible to take the MFT National Examination before reapplying. State licensing board contact information is listed on www.amftrb.org.



- * Please note: AMFTRB recommends that after three failures, candidates wait a minimum of one year before re-applying, in order to focus on test preparation and practice areas.
- * AMFTRB also recommends that you check with your state board to see if there are state rules or regulations that your state has in place regarding retesting after failing to successfully pass the exam. For example, Illinois candidates **MUST** reapply with their state approved exam company, Continental, before reapplying to take the exam. New Jersey has the following statute: N.J.S.A. 45:8B-20. Any person who shall have failed an examination conducted by the board may not be admitted to a subsequent examination for a period of at least 6 months.
- * Once you are certain that your state has no further rules or regulations regarding retesting, candidates may follow the procedure below. **Candidates may reuse their state approval codes until June 1, 2020. After this date, candidates need to request new codes from their states for each examination application.**

Step 1 – Fill Out the Examination Application with Professional Testing Corporation (PTC)

- Look up your state issued approval code and proceed to the PTC Online Application System (<https://secure.ptcny.com/apply>).
- Complete the online application and submit examination fee payment. Applications are not considered complete until all information has been provided and payment is received.
- PTC will email candidates a Scheduling Authorization within six (6) weeks prior to the start of your chosen testing period. The Scheduling Authorization will include your PTC Candidate ID number, instructions on how to make your appointment, and important information regarding the examination.
- **Retain the Scheduling Authorization for your records.**
- Once you receive your Scheduling Authorization email, you may move on to Step 2.

Step 2 – Schedule Your Examination Appointment

- Using the directions found on your Scheduling Authorization from PTC, you may schedule your examination appointment with Prometric. Candidates choose the date, time and location of their examination appointment either online or over the phone by calling Prometric at 1-800-741-0934.
- If you do not receive a Scheduling Authorization or are having trouble scheduling your appointment call PTC for assistance at 212-356-0660.
- The PTC Candidate ID number on your Scheduling Authorization is only valid for use during the testing period you chose during Step 1. If you cannot test during your chosen testing period, please see Page 3 of this Handbook.

CONTENT OF THE EXAMINATION

1. The Marital and Family Therapy National Examination is a computer-based examination composed of 180 multiple-choice, objective questions with a total testing time of four (4) hours.
2. The content for the examination is described in the Content Outline starting on page 17.
3. The questions for the examination are obtained from individuals with expertise in marital and family therapy and are reviewed for construction, accuracy, and appropriateness by the Association of Marital and Family Therapy Regulatory Boards.
4. AMFTRB, with the advice and assistance of the Professional Testing Corporation, prepares the examination.
5. The Marital and Family Therapy National Examination covers six content areas and will be weighted in approximately the following manner:

Domains of Practice	% of examination	# of items
Domain 1–The Practice of Systemic Therapy Tasks related to incorporating systemic theory and perspectives into practice activities, and establishing and maintaining ongoing therapeutic relationships with the client system.	24%	43
Domain 2–Assessing, Hypothesizing, and Diagnosing Tasks related to assessing the various dimensions of the client system, forming and reformulating hypotheses, and diagnosing the client system in order to guide therapeutic activities.	15.5%	28
Domain 3–Designing and Conducting Treatment Tasks related to developing and implementing interventions with the client system.	24.5%	44
Domain 4–Evaluating Ongoing Process and Terminating Treatment Tasks related to continuously evaluating the therapeutic process and incorporating feedback into the course of treatment, as well as planning for termination.	12%	22
Domain 5–Managing Crisis Situations Tasks related to assessing and managing emergency situations, and intervening when clinically indicated and/or legally mandated.	10%	18
Domain 6–Maintaining Ethical, Legal, and Professional Standards Tasks related to ongoing adherence to legal and ethical codes and treatment agreements, maintaining competency in the field, and professionalism.	14%	25

The term client refers to the individual, couple, family, group, and other collaborative systems that are a part of treatment.

CONTENT OUTLINE

Domain 01—The Practice of Systemic Therapy (24%; 43 items) — Tasks related to incorporating systemic theory and perspectives into practice activities, and establishing and maintaining ongoing therapeutic relationships with the client system

- 01.01 Practice therapy in a manner consistent with the philosophical perspective of the discipline of systemic therapy.
- 01.02 Maintain consistency between systemic theory and clinical practice.
- 01.03 Integrate individual treatment models within systemic treatment approaches.
- 01.04 Integrate multiple dimensions of diversity and social justice within a systemic treatment approach.
- 01.05 Establish a safe and non-judgmental atmosphere using a systemic perspective.
- 01.06 Establish therapeutic relationship(s) with the client system.
- 01.07 Attend to the interactional process between the therapist and client system (including but not limited to therapeutic conversation, transference, and counter-transference) throughout the therapeutic process using a systemic perspective.

Domain 02—Assessing, Hypothesizing, and Diagnosing (15.5%; 28 items) – Tasks related to assessing the various dimensions of the client system, forming and reformulating hypotheses, and diagnosing the client and family system in order to guide therapeutic activities

- 02.01 Join with the client system to develop and maintain therapeutic alliance.
- 02.02 Assess client’s verbal and non-verbal communication to develop hypotheses about relationship patterns.

02.03 Identify boundaries, roles, rules, alliances, coalitions, and hierarchies by observing interactional patterns within the system.

02.04 Assess the dynamics, processes, and interactional patterns to determine client system functioning.

02.05 Assess how individual members of the client system perceive impacts of relational patterns on the presenting issues.

02.06 Formulate and continually assess hypotheses regarding the client that reflect contextual understanding [including but not limited to acculturation, abilities, diversity, socio-economic status, spirituality, age, gender, sexuality, sexual orientation, culture, and power differential(s)].

02.07 Assess external factors (including but not limited to events, transitions, illness, and trauma) affecting client functioning.

02.08 Identify client’s attempts to resolve the presenting issue(s).

02.09 Identify members of the client, community, and professional systems involved in the problem resolution process.

02.10 Assess client’s level of economic, social, emotional, physical, spiritual, and mental functioning.

02.11 Assess effects of substance abuse and dependency on client functioning.

02.12 Assess effects of domestic abuse and/or violence on individual and family system.

02.13 Assess effects of addictive behaviors (including but not limited to gambling,

- shopping, sexual activities, and internet use) on individual and family system.
- 02.14 Assess effects of sexual behaviors and disorders on client functioning.
- 02.15 Assess the impact, both positive and negative, of use of technology on client system.
- 02.16 Assess the impact of the developmental stage of members of the client system and the family life cycle stage on presenting problem formation, maintenance, and resolution.
- 02.17 Assess strengths, resources, and coping skills available to client.
- 02.18 Administer, review, and/or interpret results of standardized instruments consistent with training, competence and scope of practice.
- 02.19 Assess and diagnose client in accordance with current formal diagnostic criteria (e.g., DSM and ICD), while maintaining a systems perspective.
- 02.20 Integrate diagnostic impressions with system(s) perspective/assessment when formulating treatment hypotheses.
- 02.21 Assess reciprocal influence of psychiatric disorders with the client system.
- 02.22 Assess reciprocal influence of biological factors and medical conditions with the client system.
- 02.23 Assess impact of early childhood experiences and traumas on behavior, physical and mental health, and the individual and family systems.
- 02.24 Assess effects of occupational issues on individuals (including but not limited to military personnel, workers in geographically-dispersed locations, first responders, and medical providers).
- 02.25 Assess effects of occupational issues on the family system (including but not limited to families of military personnel, workers in geographically dispersed locations, first responders, and medical providers).
- 02.26 Determine need for evaluation by other professional and community systems.
- 02.27 Collaborate with client, professional, and community systems, as appropriate, in establishing treatment priorities.
- 02.28 Determine who will participate in treatment.
- 02.29 Develop a relational diagnosis for the client system.
- 02.30 Refer client when appropriate.
- Domain 03—Designing and Conducting Treatment (24.5%; 44 items)** – Tasks related to developing and implementing interventions with the client system
- 03.01 Evaluate and maintain quality of continuing therapeutic alliance.
- 03.02 Establish therapeutic contract(s).
- 03.03 Formulate short- and long-term goals by interpreting assessment information, in collaboration with client as appropriate.
- 03.04 Develop a treatment plan reflecting a contextual understanding of presenting issues.
- 03.05 Identify criteria upon which to terminate treatment.
- 03.06 Develop and monitor ongoing safety plan to address identified risks (including but not limited to domestic violence, suicide, elder, or child abuse).
- 03.07 Develop shared understanding of presenting issues.

- 03.08 Select therapeutic interventions based on theory and relevant research (individual, couple, group, and family).
- 03.09 Clarify with client system the rationale for selection of therapeutic intervention.
- 03.10 Determine sequence of treatment and identify which member(s) of the client system will be involved in specific tasks and stages.
- 03.11 Choose therapeutic modalities and interventions that reflect contextual understanding of client [including but not limited to acculturation, abilities, diversity, socio-economic status, spirituality, age, gender, sexuality, sexual orientation, culture, and power differential(s)].
- 03.12 Develop and monitor recovery-oriented care for treatment of substance use disorders across the lifespan.
- 03.13 Collaborate with collateral systems, as indicated, throughout the treatment process.
- 03.14 Use genograms and/or family mapping as therapeutic interventions as indicated.
- 03.15 Facilitate client system change through restructuring and reorganization.
- 03.16 Identify and explore competing priorities of client issues to be addressed in treatment.
- 03.17 Assist client(s) in developing decision-making, coping, and problem-solving skills.
- 03.18 Assist client(s) in developing effective verbal and non-verbal communication skills in their relational context(s).
- 03.19 Attend to the homeostatic process and its impact on the system's ability to attain therapeutic goals.
- 03.20 Assist client to develop alternative perspective(s) of the presenting issues to facilitate solution(s).
- 03.21 Affect client behavior and/or perceptions through techniques (including but not limited to metaphor, re-framing, rewriting narratives, mindfulness, and paradox).
- 03.22 Facilitate attempts of client(s) to develop new, alternate ways of resolving problems.
- 03.23 Integrate cultural knowledge of client(s) to facilitate effective treatment strategies.
- Domain 04—Evaluating Ongoing Process and Terminating Treatment (12%; 22 items)** — Tasks related to continuously evaluating the therapeutic process and incorporating feedback into the course of treatment, as well as planning for termination
- 04.01 Use theory and/or relevant research findings, including culturally relevant research findings, in the ongoing evaluation of process, outcomes, and termination.
- 04.02 Evaluate progress of therapy in collaboration with client and collateral systems as indicated.
- 04.03 Modify treatment plan in collaboration with client and collateral systems as indicated.
- 04.04 Plan for termination of treatment in collaboration with client and collateral systems.
- 04.05 Develop a plan in collaboration with client to maintain therapeutic gains after treatment has ended.
- 04.06 Terminate therapeutic relationship as indicated.
- Domain 05—Managing Crisis Situations (10%; 18 items)** — Tasks related to assessing and managing emergency situations, and intervening when clinically indicated and/or legally mandated

- 05.01 Assess severity of crisis situation to determine if and what immediate interventions may be needed. situation to provide for safety of client and relevant others.
- 05.02 Assess for presence and severity of suicide potential to determine need for intervention.
- 05.03 Assess for risk of violence to client from others to determine need for intervention.
- 05.04 Assess client's potential for self-injurious behavior to determine type and level of intervention.
- 05.05 Assess client's potential for injurious behavior toward others, including the therapist, to determine type and level of intervention.
- 05.06 Assess risk of violence from others toward therapist and develop a safety plan.
- 05.07 Evaluate severity of crisis situation by assessing the level of impairment in client's life.
- 05.08 Assess client's trauma history to determine impact on current crisis.
- 05.09 Assess the impact of factors [including but not limited to acculturation, abilities, diversity, socio-economic status, spirituality, age, gender, sexuality, sexual orientation, culture, and power differential(s)] on client's current crisis.
- 05.10 Develop and implement an intervention strategy in collaboration with a client designed to reduce potential harm when the client has indicated thoughts of causing danger to self.
- 05.11 Develop and implement an intervention strategy for client who is considering causing harm to others.
- 05.12 Develop and implement an intervention strategy with client in a dangerous or crisis
- 05.13 Provide referrals to viable resources to augment management of client's crisis.
- 05.14 Collaborate with involved parties to augment management of client's crisis.
- 05.15 Consult with colleagues and other professionals during crisis situations, as necessary.
- 05.16 Assess and respond to vicarious trauma.
- 05.17 Teach client techniques to manage crisis.
- Domain 06—Maintaining Ethical, Legal, and Professional Standards (14%; 25 items)** —Tasks related to ongoing adherence to legal and ethical codes and treatment agreements, maintaining competency in the field, and professionalism
- 06.01 Integrate ethical codes of licensing boards, relevant professional organizations, and associations into professional practice.
- 06.02 Adhere to relevant statutes, case law, and regulations affecting professional practice.
- 06.03 Practice within therapist's scope of competence.
- 06.04 Maintain awareness of the influence of the therapist's and supervisor's issues (including but not limited to family-of-origin, gender, sexuality, sexual orientation, culture, personal prejudice, value system, life experience, and need for self-care).
- 06.05 Maintain continuing competence as a therapist (including but not limited to educational pursuits, online courses, research, etc.).
- 06.06 Demonstrate professional responsibility and competence relating to legal issues (including but not limited to court-ordered

- cases, testimony, expert witness, and custody hearings).
- 06.07 Adhere to treatment agreements with clients.
- 06.08 Respect the rights of clients.
- 06.09 Address client's expectations and questions about treatment to promote understanding of the therapeutic process.
- 06.10 Provide clients with written and/or verbal professional disclosures (including but not limited to fees, office policies, professional training and expertise).
- 06.11 Monitor and mitigate risk for potential exploitation of the client by the therapist.
- 06.12 Inform client of parameters of confidentiality and privileged communication to facilitate client's understanding of therapist's responsibility.
- 06.13 Assist clients in making informed decisions relevant to treatment (including but not limited to filing third-party insurance claims, collateral systems, alternative treatments, limits of confidentiality).
- 06.14 Consult with colleagues and other professionals as necessary regarding clinical, ethical, and legal issues and concerns.
- 06.15 Respect the roles and responsibilities of other professionals working with the client.
- 06.16 Maintain accurate and timely records including long-term safe and confidential storage.
- 06.17 Plan record disposal within the timeframes dictated by relevant statutes.
- 06.18 Use technology in accordance with legal, ethical, and professional standards.
- 06.19 Adhere to ethical and regulatory guidelines for engaging in the supervisor-supervisee relationship.

KNOWLEDGE STATEMENTS

01. Foundations of marital, couple, and family therapy
02. Models of marital, couple, and family therapy
03. Development and evolution of the field of marital and family therapy
04. Family studies and science (including but not limited to parenting, step families/blended families, remarriage, out of home placement, and same sex couples and families)
05. Marital studies and science
06. General Systems Theory
07. Expressive, experiential, and play therapies
08. Clinical application of couple and family therapy models
09. Empirically based approaches to couples and family therapy
10. Individually based theory and therapy models (including but not limited to person centered, Gestalt, RET, and cognitive behavioral)
11. Impact of couple dynamics on the system
12. Family belief systems and their impact on problem formation and treatment
13. Family homeostasis as it relates to problem formation and maintenance
14. Family life cycle stages and their impact on problem formation and treatment
15. Human development throughout the lifespan (including but not limited to attachment, physical, emotional, social, psychological, spiritual, and cognitive)
16. Diverse family patterns (including but not limited to same sex couples, single parent, multiple partner relationships, and multi generational families)
17. Strength based resiliency across the lifespan
18. Human sexual anatomy, physiology, and development
19. Sexually transmitted infections
20. Theories of personality
21. Child, adolescent, and adult psychopathology
22. Psychopathology in aging populations
23. Impact of developmental disorders (including but not limited to child and adolescent, geriatrics, autism spectrum disorders, and pervasive developmental disorders) on system dynamics
24. Trauma (including but not limited to historical, current, anticipatory, secondary trauma response, and multiple/complex)
25. Vicarious trauma
26. Risk factors, indicators, and impact of abuse across the lifespan (including but not limited to abandonment, physical, emotional, verbal, and sexual)
27. Risk factors, indicators, and impact of grief response across the lifespan (including but not limited to end of life, death, sudden unemployment, and runaway children)
28. Risk factors, indicators, and impact of relational patterns of endangerment across the lifespan (rape, domestic violence, suicide, and self-injurious behavior)

29. Behaviors, psychological features, or physical symptoms that indicate a need for medical, educational, psychiatric, or psychological evaluation
30. Diagnostic interviewing techniques
31. Diagnostic and Statistical Manual of Mental Disorders (DSM) and International Statistical Classification of Diseases and Related Health Problems (ICD)
32. Standardized psychological assessment tests (including but not limited to MMPI)
33. Non standardized assessment tests (including but not limited to genograms, family maps, and scaling questions)
34. Relational diagnostic tests (including but not limited to Dyadic Adjustment Scale, Marital Satisfaction Inventory, FACES, Prepare/Enrich)
35. Dynamics of and strategies for managing transference and counter transference (use of self of therapist, handling/control of the therapy process)
36. Stages of acculturation and multi-ethnic and multi cultural identities
37. Implications of human diversity factors on client systems
38. Reference materials regarding purpose, use, side effects and classification of medications
39. Effects of non-prescription substances (including but not limited to over the counter medications, and herbals) on the client system
40. Education and counseling for relationship development (including but not limited to pre-marital, same-sex, and co-habiting couples)
41. Divorce and its impact on client system
42. Child custody and its impact on client system
43. Infertility and its impact on client system
44. Adoption and its impact on client system
45. Infidelity and its impact on client system
46. Trauma intervention models
47. Crisis intervention models
48. Sex therapy
49. Sexual behavior
50. Sexual abuse treatment for victims, perpetrators, and their families
51. Sexual behaviors and disorders associated with Internet and other forms of technology (including but not limited to cybersex)
52. Effect of substance abuse and dependence on individual and family functioning
53. Effects of addictive behaviors (including but not limited to gambling, shopping, sexual) on individual and family system
54. Addiction treatment modalities (including but not limited to 12 step programs, individual, couple, marital and family therapy, and pharmacological)
55. Principles and elements of recovery oriented systems of care (for addiction and substance abuse)
56. Spiritual and religious beliefs (including but not limited to eastern and western philosophies) and their impact on the client system
57. Impact of loss and grief on the client (including but not limited to death, chronic illness, economic and/or role change, and sexual potency)
58. Physical health status, medical disease state, and experience of acute and chronic illness and disability and their impacts on the client system

59. Impact of clients' use of resources (including but not limited to online assessments, educational materials, and support groups)

60. Current research literature and methodology (including quantitative and qualitative methods) sufficient to critically evaluate assessment tools and therapy models

61. Methodologies for developing and evaluating programs (including but not limited to parenting, grief workshops, step parenting group, and eating disorder support group)

62. Statutes, case law and regulations (including but not limited to those regarding clinical records, informed consent, confidentiality and privileged communication, HIPAA, privacy, fee disclosure, mandatory reporting, professional boundaries, and mandated clients)

63. Codes of ethics

64. Business practices (including but not limited to storage and disposal of records, training of office staff, work setting policies, collections, referrals, advertising and marketing, management of the process of therapy, and professional disclosure)

65. Implications of the use of technology (including but not limited to cell phones, fax machines, electronic filing of claims, and websites) by therapist and office staff

66. Ethical considerations in the use of technology (including but not limited to electronic records,

social networking, and confidentiality) by therapist and office staff

67. Impact of technology on client system (including but not limited to cell phones, sexting, texting, use of social media, pornography, chat rooms, and internet gaming)

68. Conduct of internet therapy

69. Impact of social stratification, social privilege, and social oppression on client system

70. Influence of prevailing sociopolitical climate on the therapeutic relationship

71. Impact of economic stressors on presenting problems and treatment

72. Community systems (including but not limited to schools and human service agencies)

73. Mandated group treatment programs (including but not limited to anger management, domestic violence treatment, and sexual offender programs)

74. Group treatment, education and support programs (including but not limited to grief support, divorce recovery, and parenting; group therapy)

75. Supervision issues (including but not limited to clinical case content, ethical practice, regulations and case law) and their impact on supervisee and supervisor relationship for face-to-face and online supervision in individual and group settings

SAMPLE EXAMINATION QUESTIONS

QUESTIONS 1 AND 2 ARE BASED ON THE FOLLOWING INFORMATION.

A couple has been married for 1 ½ years and have a newborn baby. They seek therapy to deal with behavioral problems involving the mother's three children from a previous marriage. The father angrily says that the children, 9, 12, and 16, mouth back at him and do not respect their mother's authority. The couple has started having serious fights.

1. The therapist decides to focus initially on the times when the father has thought that the children were respecting their mother's authority. The purpose of this focus is to help the
 1. parents unite the marital dyad.
 2. father accept his role as a stepparent.
 3. parents feel hopeful about the situation.
 4. mother perceive her part in the interaction.

2. Which of the following statements should the therapist make to help the family perceive their complaints from a systems perspective?
 1. "It is difficult to be a stepfather."
 2. "The children are having difficulty adapting to the new baby."
 3. "The marital relationship is being affected by your wife's children."
 4. "You are experiencing a normal adjustment to becoming a stepfamily."

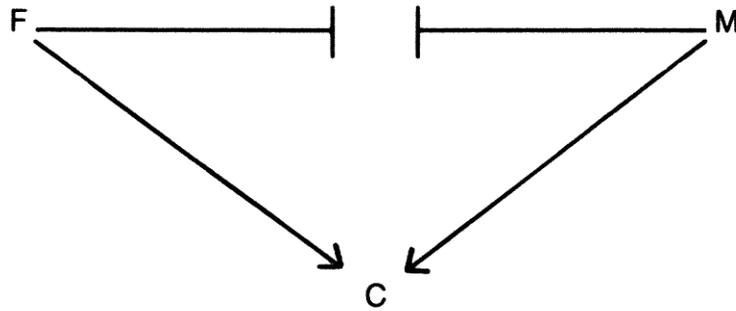
-
3. An adult female presents with a variety of disruptive symptoms, including a feeling of going crazy, anxiety about leaving home, an inability to concentrate, insomnia, irritability, excessive fears about dying, chest pains, a flushed feeling, shakiness, loss of usual interests, and frequent crying spells. The therapist should FIRST
 1. provide reading material about clinical depression.
 2. request primary physician prescribe anti-anxiety medication.
 3. refer the client to appropriate websites for learning about anxiety.
 4. obtain a psychiatric evaluation including assessment for medication.

 4. After hearing a father's insistence that therapy involve only the mother and daughter, a therapist becomes adamant that without the father's assistance, it seems impossible to address the problem. This is an example of
 1. a family enactment.
 2. the battle for structure.
 3. disrupting homeostasis.
 4. a paradoxical intervention.

5. The use of an enactment is similar to the therapeutic use of

1. family sculpting.
2. homework tasks.
3. affective intensity.
4. family reconstruction.

6. To a Structural family therapist, the diagram below represents which of the following?



1. Parents who form a coalition against their child
2. Parents who have set rigid boundaries for their children
3. Parents who are over involved with a child while detouring tension
4. Parents who are scapegoating a child as a means of detouring conflict

ANSWER KEY	
Q	A
1	3
2	4
3	4
4	2
5	1
6	4

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