AMFTRB

Association of Marital & Family Therapy Regulatory Boards

2023 Edition

Handbook for **Candidates**

of the AMFTRB
Marital and Family Therapy
National Examination

Visit www.**ptcny.com** for the online **application** and full listing of **deadlines** and **test dates**

PROFESSIONAL TESTING CORPORATION®

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CONTACT INFORMATION

Association of Marital & Family Therapy Regulatory Boards (AMFTRB) **https://www.amftrb.org**	• State Licensing Board Contact Info • MFT Practice Test
Professional Testing Corporation (PTC) **(212) 356-0660** **www.ptcny.com/exam-sponsors/amftrb**	• Apply for the examination • Obtain general application policy and procedure information • Obtain information about testing policies and procedures • Transfer to a new testing period • Request Test Accommodations • Request Handscore/Score Transfer • Question about score reports • Miscellaneous inquiries
Prometric **Computer Testing Centers** **(800) 741-0934** **www.prometric.com/AMFTRB**	• 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
12/1/2022	1/14 - 1/21/2023
1/2/2023	2/18 - 2/25/2023
2/1/2023	3/18 - 3/25/2023
3/1/2023	4/15 - 4/22/2023
4/1/2023	5/13 - 5/20/2023
5/1/2023	6/17 - 6/24/2023
6/1/2023	7/15 - 7/22/2023
7/1/2023	8/12 - 8/19/2023
8/1/2023	9/16 - 9/23/2023
9/1/2023	10/14 - 10/21/2023
10/1/2023	11/11 - 11/18/2023
11/1/2023	12/16 - 12/23/2023

TABLE OF CONTENTS

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.

ACCESSING CELL PHONES AND ELECTRONIC DEVICES AT ANY TIME WHILE YOU ARE TAKING THE EXAM IS PROHIBITED. DO NOT ACCESS OR REMOVE YOUR CELL PHONE OR ANY ELECTRONIC DEVICE FROM YOUR LOCKER WHILE YOU ARE TAKING THE EXAM. YOU CAN ACCESS SNACKS, DRINKS, MEDICINES OR PERSONAL HEALTHCARE ITEMS ONLY.

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 **www.ptcny.com/contact**.

NON-DISCRIMINATION STATEMENT

AMFTRB is committed to the principle of equal opportunity for all certification applicants, employees, and outside contractors. AMFTRB does not discriminate on the basis of race, ethnicity, gender, religion, sexual orientation, national origin, age, disability, socioeconomic status, or other characteristics or status protected by federal or state law in the administration of its policies, employment, and other administered programs and activities.

HOW TO TAKE THE MFT NATIONAL EXAMINATION

Go to https://amftrb.org/your-exam-roadmap/ for more information

A NOTE ABOUT STATE APPROVAL CODES

State licensing boards issues 13-character approval codes to eligible MFT candidates.

Candidates, except those from New York and Texas, will need a new approval code with each new application filled out on www.ptcny.com.

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 may only be used once with every application you complete.**
- 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	• Non-refundable • Non-transferable • Includes testing center fees • No discounts available
Transfer Fee (see page 6)	US $175.00	• **Applies to candidates who need to request 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	• **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.
- No refunds will be issued for applying for the incorrect examination or testing period, for failing to make an examination appointment, or for failing to appear at your scheduled appointment.
- **Please be advised: Prometric does not have the authority to grant transfers to another testing period or refunds.**

EXAMINATION ADMINISTRATION AND SCHEDULING

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

SCHEDULING AUTHORIZATION

PTC will send approved candidates an email called the Scheduling Authorization. These emails are sent about 11 weeks before the first day of the testing window. The emails come from notices@ptcny.com.
Candidates cannot make an appointment until they receive a Scheduling Authorization. If you don't receive your email 3 weeks before the start of your testing window, contact PTC.

SCHEDULING EXAMINATION APPOINTMENTS

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-served, 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.

INTERNATIONAL CANDIDATES

International candidates may also locate a testing center, 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 first and last name on your Scheduling Authorization **MUST** exactly match the first and last 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.**

The $175 transfer fee applies equally to all candidates who could not test during their selected testing period. Reasons for not testing, such as medical excuses, are not required and will not be considered. When contacting your state board, you will only need to request a new candidate approval code and not provide any further information.

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. Contact your state board to get a new approval code. Candidates being licensed in Texas or New York may skip this step and move on to step 2 (See pages 2- 3 for more information on approval codes).

2. Go to http://secure.ptcny.com/apply.

3. Click "Start New Application."

4. 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.

5. Fill out the application making sure you answer Yes to the question asking if you are transferring.

6. When you have finished the application, click "Submit Transfer Request" in the Transfers section of the application.

7. 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.**

Please be advised: Prometric does not have the authority to grant transfers to another testing period or refunds.

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.

****If your appointment is cancelled by Prometric contact PTC for further instruction.***

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.

TEST 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). *If you will need to use your cell phone or another electronic device to monitor a medical condition, such as diabetes, please be sure to include this on Part 1 of the Request for Test Accommodations Form so that we can notify Prometric in advance*.

The information you provide and any documentation regarding your disability and 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.

Test accommodations may be made upon receipt of the Application, examination fee, and a completed and signed Request for Test Accommodations Form, available from www.ptcny.com 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 Test 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 Test 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.

Please note: do not go to www.prometric.com or contact Prometric to request test accommodations as Prometric is not authorized to approve accommodations. All requests for test accommodations must be submitted on the PTC Request Form.

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 Test 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. 3).

- 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 (Test Accommodations, 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.
  - MFT National Examination candidates are given a YELLOW locker key tag. This yellow tag indicates that you may only access food, drink and/or medicine from your locker while your examination is in progress.

PLEASE NOTE: Accessing anything else from the locker during a break, including a mobile phone or other electronic devices, is a violation of the AMFTRB Security Policy and will result in invalidation of the results of your Examination and the incident will be reported to your jurisdiction.

- 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
  - Candidates are only permitted to leave the testing room to use the restroom or access food, drink, or medicine/personal healthcare items from their assigned locker.
  - Proctors will perform a security check with each unscheduled break a candidate takes,
  - Accessing mobile phones, study materials, or anything other than food, drink, or medicine/personal healthcare items 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. Proctors periodically walk through the testing room for security monitoring. 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. **If you are in doubt about any of the policies regarding locker and cell phone access or have any other questions, please speak to the proctor right away with your concerns.**

- ⇨ 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.
- ⇨ **Cell phones**, watches, and all other electronic devices are strictly prohibited at the testing center. Please leave these items in your car or in your assigned locker at the testing center. You may NOT access your **cell phone**, electronic devices, or study materials from your locker at any time. **Accessing prohibited items from your locker while your exam is in session will result in invalidation of the results of your Examination and the incident will be reported to your jurisdiction.**
- ⇨ No papers, books, or reference materials may be accessed during a break at a locker, taken into or removed from the testing room.
- ⇨ You may ONLY access snacks, drinks, medicines, or personal healthcare items from your locker.
- ⇨ 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, except for going to the restroom, or accessing their locker for food, drink, or medicine/personal healthcare items only.
- ⇨ 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, including fitness/smart watches and similar 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.

Irregular or improper behavior that is observed, made apparent by statistical analysis, or uncovered by other means before, during or after the examination will be considered a violation of these rules and may constitute grounds for invalidation of a candidate's examination. AMFTRB will initiate an investigation and request suitable analyses and appropriate documentation.

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.

SCORE REPORTS

Test results are not released at the testing center but are sent to the state licensing board portal 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. Your Individual Candidate **Score Report will be available online only for 60 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 $60. 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.

REPORTING SCORES TO STATE LICENSING BOARDS

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.

If you do not receive your score report within 20 business days from the end of your testing window, please contact PTC immediately – www.ptcny.com/contact

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 handscoring.

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 2021) 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.

FREQUENTLY ASKED QUESTIONS ABOUT THE MFT NATIONAL EXAM

Does AMFTRB recommend any study materials?

AMFTRB cannot recommend any study materials beyond the official Handbook for Candidates and Practice Exam.

I registered but haven't heard anything.

Scheduling Authorizations are emailed starting 11 weeks before the start of your testing window. If you have not received a scheduling authorization, contact PTC at www.ptcny.com/contact for assistance.

I haven't received my scores and it's been 20 days.

If you or your state board or jurisdiction do not receive your scores after 20 business days following the close of the testing period, please contact PTC (www.ptcny.com/contact) directly—neither Prometric nor AMFTRB distributes scores.

I need my scores sent to my state board or jurisdiction. Fill out the online Score Transfer Request form through PTC. You can use this form to obtain a copy of your scores for yourself, a new state board, your school, or your employer. If you have any questions about your score records, forgot when you took the exam, or about the online transfer request form, please contact PTC: www.ptcny.com/contact.

I failed the exam, what are my options?

If you have failed the exam and wish to retest, please read page 15 of this handbook ("Reexamination Procedure"). In summary: a.) talk to your state board or jurisdiction, b.) you will need to reapply to take the exam, c.) you will need to contact your board for a new or renewed eligibility code, d.) you will have to pay the full exam fee. Additionally, you can take the following steps:

- Learn more about the exam and what is covered on the exam, so you are familiar with its content. Note that AMFTRB does not recommend study materials
- Take the practice exam.
- Read about the testing centers and conditions.
- Talk with your supervisor.
- Talk to your state board or jurisdiction.
- If there was a technology failure, or another environment issue outside your control, that might have impeded your ability to complete the exam and was reported to the proctor at the time of the exam, then contact PTC, Prometric, or AMFTRB.
- AMFTRB offers the MFT National Examination as a standardized examination for use by its member state boards and jurisdictions. Each member board makes an independent determination whether or not the examination meets its individual needs and licensing requirements. There is no vehicle by which an applicant can challenge the validity of the exam, its questions, or scoring.

How do I find out when I took the national exam?

If you have forgotten when, or where, or what your score was, contact PTC: 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 need to request new codes from their states for each examination application.**

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

- **Obtain a NEW 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 16.
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.	23.33%	42
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 and family system in order to guide therapeutic activities.	13.82%	25
Domain 3–Designing and Conducting Treatment Tasks related to developing and implementing interventions with the client system.	12.14%	22
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.	17.51%	31
Domain 5–Managing Crisis Situations Tasks related to assessing and managing emergency situations, and intervening when clinically indicated and/or legally mandated.	14.44%	26
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.	18.76%	34

The terms "client" and "client system" refer to the individual, couple, family, group, and other collaborative systems that are a part of treatment.

The term "contextual"' refers to factors including but not limited to acculturation, abilities, diversity, socio-economic status, religion, spirituality, age, gender, gender identity, sexuality, sexual orientation, culture, minority stress, immigration status, and power differentials.

The list of examples presented with some tasks is not exhaustive or comprehensive.

CONTENT OUTLINE

Domain 01—The Practice of Systemic Therapy (23.33%; 42 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 perspectives found in systemic theory.

01.02 Maintain consistency between systemic theory and clinical practice.

01.03 Integrate individual treatment models with systemic treatment approaches.

01.04 Integrate multiple dimensions of diversity and social justice theories with systemic treatment approaches.

01.05 Use a systemic perspective to create a safe and non-judgmental atmosphere.

01.06 Use a systemic perspective to create a therapeutic relationship with the client system.

01.07 Understand complexities inherent in therapeutic interactions (e.g., transference and countertransference) from a systemic perspective.

Domain 02–Assessing, Hypothesizing, and Diagnosing (13.82%; 25 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 the client's verbal and non-verbal communications to develop hypotheses about relationship patterns.

02.03 Assess the mental status of clients.

02.04 Assess clients for self-harm and suicidality.

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

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

02.07 Assess how individual members of the client system perceive and respond to the reciprocal influence of relational patterns and the presenting issues.

02.08 Formulate and continually assess hypotheses regarding the client that reflect an understanding of diverse contexts.

02.09 Verify the identity of the client and establish their location and safety level at the beginning of each teletherapy session.

02.10 Assess appropriateness of the client for participation in technology-assisted therapy.

02.11 Assess external factors (e.g., transitions, discrimination, trauma) affecting the client.

02.12 Identify the client's attempts to resolve the presenting issues.

02.13 Identify members of the client, community, and professional systems involved in the process of resolving the issues.

02.14 Assess the client's levels of economic, social, emotional, physical, spiritual, and cognitive functioning.

02.15 Assess historic and current effects of substance use on the client.

02.16 Assess historic and current effects of violence on the client.

02.17 Assess historic and current effects of compulsive behaviors (e.g., gambling, internet use, shopping) on the client.

02.18 Assess effects of sexual functioning on the client system.

02.19 Assess the impact of technology use on the client.

02.20 Assess how the developmental and family life cycle stages of the client system impact problem formation, maintenance, and resolution.

02.21 Assess strengths, resilience, resources, and coping skills within and available to the client.

02.22 Select, administer, review, and/or interpret results of standardized instruments within the therapist's training, competence, and scope of practice.

02.23 Assess and diagnose clients in accordance with current DSM and ICD diagnostic criteria while maintaining a systems perspective.

02.24 Formulate treatment hypotheses that integrate systemic perspectives, assessments, and diagnostic impressions.

02.25 Develop relational hypotheses for the client system.

02.26 Assess historic and current effects of childhood experiences and traumas on the client.

02.27 Assess effects of occupational issues on the client (e.g., military personnel, workers in geographically dispersed locations, first responders).

02.28 Collaborate with the client to determine need for evaluation by other professional and community systems.

02.29 Collaborate with client, professional, and community systems as appropriate in making diagnoses and establishing treatment priorities.

02.30 Refer the client when appropriate.

Domain 03–Designing and Conducting Treatment (12.14%; 22 items) – Tasks related to developing and implementing interventions with the client system

03.01 Evaluate and maintain the quality of continuing therapeutic alliance with the client.

03.02 Establish therapeutic contracts.

03.03 Collaborate with the client to formulate short- and long-term goals, utilizing assessment information when needed.

03.04 Develop a shared understanding of the client's presenting issues.

03.05 Collaborate with the client to develop a treatment plan reflecting a contextual understanding of presenting issues.

03.06 Collaborate with the client to identify criteria that will indicate successful therapeutic outcomes.

03.07 Develop and monitor ongoing safety plan to address identified safety risks for the client in all delivery contexts.

03.08 Select therapeutic interventions based on theory and current research.

03.09 Choose therapeutic modalities and interventions that reflect a contextual understanding of the client system.

03.10 Clarify with the client system the rationale for selecting therapeutic interventions as appropriate.

03.11 Collaborate with the client system to determine sequence of treatment and identify which members will be involved.

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 Collaborate with the client system to identify and explore competing priorities of client issues to be addressed in treatment.

03.17 Assist the client in developing decision-making, coping, and problem-solving skills.

03.18 Assist the client in developing effective verbal and non-verbal communication skills in their relational contexts.

03.19 Attend to the homeostatic process and its impact on the client's ability to attain therapeutic goals.

03.20 Assist the client in developing alternative perspectives of the presenting issues to facilitate solutions.

03.21 Influence client behavior and perceptions through use of metaphor, rewriting narratives, mindfulness, etc.

03.22 Integrate cultural, spiritual, social, and biological characteristics and strengths of the client when devising effective treatment strategies.

03.23 Recognize and support client autonomy when devising effective treatment strategies.

03.24 Maintain awareness of common side effects of medications, monitor clients for these within the boundaries of professional competence, and coordinate care with any relevant prescribers.

03.25 Adapt therapeutic stance and interventions to accommodate the process and structure of teletherapy.

Domain 04—Evaluating Ongoing Process and Terminating Treatment (17.51%; 31 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 current research in the ongoing evaluation of process, outcomes, and termination.

04.02 Evaluate the 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 Continually evaluate client appropriateness for all delivery contexts (e.g. teletherapy).

04.05 Plan for termination of treatment or referral in collaboration with client and collateral systems.

04.06 Develop a plan in collaboration with the client system to maintain therapeutic gains after treatment has ended.

04.07 Terminate therapeutic relationship as indicated.

Domain 05—Managing Crisis Situations (14.44%; 26 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.

05.02 Assess for presence and severity of suicidal ideation to determine the need for intervention.

05.03 Assess for risk of violence toward the client from others to determine the need for intervention.

05.04 Assess the client's potential for self-injurious behavior to determine type and level of intervention.

05.05 Assess the client's potential for injurious behavior toward others, including the therapist, to determine type and level of intervention.

05.06 Assess risk of violence toward therapist from sources outside of the client system and develop a safety plan.

05.07 Assess the level of impairment in the client system to determine the severity of the crisis situation.

05.08 Assess the client's trauma history and evaluate its systemic effect on current crisis.

05.09 Assess the impact of relevant contextual factors on the client's current crisis.

05.10 Construct and implement a safety plan when the client discloses thoughts of endangering self.

05.11 Develop and implement an intervention strategy for the client considering causing harm to others.

05.12 Develop and implement an intervention strategy with the client in a dangerous or crisis situation to provide for the safety of client and relevant others.

05.13 Involve collateral systems to enhance management of client's crisis.

05.14 Identify and respond to emerging crisis in the circumstances distinctive to teletherapy.

05.15 Consult with colleagues and other professionals during client's crisis situations, as necessary.

05.16 Assess and respond to the client's vicarious trauma.

05.17 Teach crisis management techniques to the client.

Domain 06—Maintaining Ethical, Legal, and Professional Standards (18.76%; 34 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.

6.03 Adhere to relevant business of healthcare laws (e.g., Stark Law, Antikickback Statue, False Claims Act, etc.)

06.04 Practice within therapist's scope of competence.

06.05 Maintain awareness of the influence of the therapist's and/or supervisor's issues, life experiences, value systems, etc., as well as the impact of the therapy process on the therapist and/or supervisor.

06.06 Demonstrate and maintain continuing competence as a therapist.

06.07 Demonstrate professional responsibility and competence regarding legal issues (e.g., court-ordered cases, expert witness, and custody hearings).

06.08 Adhere to treatment agreements with client systems.

06.09 Respect the rights of clients.

06.10 Address the client's expectations and questions about treatment to promote understanding of the therapeutic process.

06.11 Provide the client with written and/or verbal professional disclosures regarding fees, credentials, reporting complaints, etc.

06.12 Monitor and mitigate risk for potential exploitation of the client by the therapist.

06.13 Inform the client of parameters of confidentiality and privileged communication to facilitate the client's understanding of therapist's responsibility, including when providing technology-assisted services.

06.14 Assist the client in making informed decisions relevant to treatment (e.g., filing third-party insurance claims, alternative treatments, risks and benefits of all delivery contexts).

06.15 Consult with colleagues and other professionals as necessary regarding clinical, ethical, personal, and legal issues and concerns, and document these consultations.

06.16 Respect the roles and responsibilities of other professionals involved in the client's treatment process.

06.17 Maintain accurate and timely records including long-term safe and confidential storage.

06.18 Plan record disposal within the timeframes specified by relevant statutes.

06.19 Use technology in accordance with legal, ethical, and professional standards.

06.20 Adhere to ethical and regulatory guidelines for engaging in the supervisor-supervisee relationship.

KNOWLEDGE AREAS

1. Foundations of the discipline of marital, couple, and family therapy
2. Models of marital, couple, and family therapy
3. Development and evolution of the practice of systemic therapy
4. Family studies and science
5. Marital studies and science
6. Couple/relationship studies and science
7. General Systems Theory
8. Clinical application of couple and family therapy models
9. Evidence-based approaches to couples and family therapy
10. Individually based theory and therapy models
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
16. Diverse family patterns
17. Strength-based resilience across the lifespan
18. Theories of personality
19. Psychopathology across the lifespan
20. Impact of developmental disorders on system dynamics
21. Trauma and vicarious trauma
22. Bias and discrimination
23. Risk factors, indicators, and impact of abuse and patterns of endangerment across the lifespan (e.g., physical, emotional, verbal, social, and sexual)
24. Risk factors, indicators, and impact of loss and grief across the lifespan (e.g., end of life, death, sudden unemployment, incarceration, and runaway children)
25. Behaviors, psychological features, or physical symptoms that indicate a need for medical, educational, psychiatric, or psychological evaluation
26. Diagnostic interviewing techniques
27. Diagnostic and Statistical Manual of Mental Disorders (DSM) and International Statistical Classification of Diseases and Related Health Problems (ICD)
28. Standardized psychological assessment tests
29. Non-standardized assessment tests (e.g., genograms, family maps, and scaling questions)
30. Relational diagnostic tests (e.g., Dyadic Adjustment Scale, Marital Satisfaction Inventory, FACES, Prepare/Enrich)
31. Dynamics of and strategies for managing transference and countertransference (e.g.,

use of self of therapist, handling/control of the therapy process)

32. Stages of acculturation, multiethnic identities, and multicultural identities

33. Effect of immigration or refugee/asylum status

34. Implications of human diversity factors on client systems

35. Reference materials regarding purpose, use, side effects and classification of medications

36. Effects of non-prescription substance use on the client system (e.g., herbal remedies, over-the-counter medications)

37. Effects of substance abuse and dependency on individual and family functioning

38. Effects of addictive behaviors on the client system

39. Addiction treatment modalities

40. Principles and elements of recovery-oriented systems of care for addiction and substance abuse

41. Divorce and its impact on the client system

42. Child custody and its impact on the client system

43. Infertility and its impact on the client system

44. Adoption and foster care and its impact on the client system

45. Infidelity and its impact on the client system

46. Trauma intervention models

47. Crisis intervention models

48. Sex therapy

49. Human sexual anatomy, physiology, and development

50. Sexual behavior and maladaptive sexual behavior

51. Sexual orientation and gender identity

52. Sexual abuse treatment for victims, perpetrators, and their families

53. Spiritual and religious beliefs and their impact on the client system

54. Physical and mental health status, and experience of acute and chronic illness and disability and their impact on the client system

55. Impact of client system's use of resources (e.g., online assessments, educational materials, spirituality, and support groups)

56. Current research literature and methodology, including quantitative and qualitative methods, sufficient to critically evaluate assessment tools and therapy models

57. Methodologies for developing and evaluating educational support groups

58. Applicable statutes, case law, and regulations regarding the practice of therapy

59. Codes of ethics

60. Business practices (e.g., storage and disposal of records, referrals, advertising)

61. Implications of the use of technology in business practice by therapists and office staff

62. Impact of technology on the client system

63. Training and practice of teletherapy and tele-supervision

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

65. Influence of prevailing sociological climate on the therapeutic relationship

66. Impact of economic stressors on presenting problems and treatment

67. Community systems (e.g., schools and human service agencies)

68. Mandated group treatment programs

69. Group treatment, education, and support programs

70. Supervision issues and their impact on supervisee and supervisor relationship

SAMPLE EXAMINATION QUESTIONS

QUESTIONS 1 AND 2 REFER TO THIS 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."

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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.

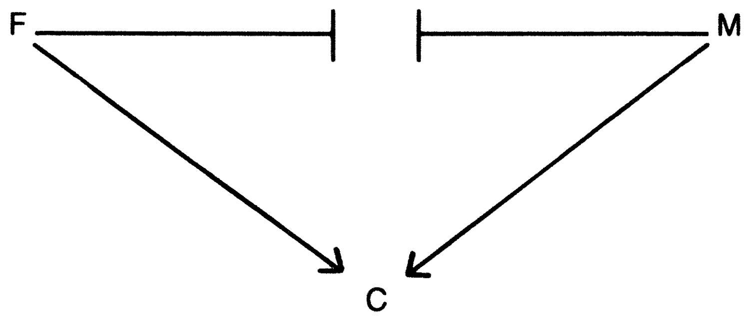
4. After hearing a father's insistence that therapy involve only the mother and daughter, a therapist becomes adamant that without the father's assistance, it seems impossible to address the problem. This is an example of

    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

ONLINE PRACTICE TEST

The cost to take each practice test is $60.00 payable only by credit card.
The practice test is designed to:

- Assess your level of MFT knowledge and experience.
- Expose you to the types of questions you will see on the actual examination.
- Gain practice experience in viewing and responding to items as they are actually presented during the examination in a timed format.

You may take the practice test as many times as you like; however, you will be charged the full practice test fee each time you register for a practice test. The 100 questions on each practice test will remain the same each time you take the practice test.

You will receive your overall score as well as a breakdown by domain at the end of the practice test. Answers to the practice test items are not provided. The practice test is designed to show strong and weak areas of your knowledge and experience by domain.

To access the practice test, go to https://app.testrac.com/amftrb/delivery

A passing or failing score on the online practice test does not guarantee a similar outcome on the actual examination. It can, however, be a good indication of your preparedness.

You will be allotted 2 hours (120 minutes) to take the online practice test. This time frame simulates the actual MFT National Examination time period, which is four hours.

ETHICS REMINDER

Marital and Family Therapists are held to the highest ethical standards in all aspects of their professional lives. This ethical obligation extends to those entering the profession as well. The following Security Agreement is in keeping with the ethical behavior expected of all prospective Marital and Family Therapists while siting for the Marital and Family Therapy National Examination.

SECURITY AGREEMENT

PRIOR TO YOUR TEST ADMINISTRATION YOU WILL BE REQUIRED TO ACCEPT THE TERMS OF THIS SECURITY AGREEMENT (THE "SECURITY AGREEMENT").

BY TAKING THE ASSOCIATION OF MARITAL AND FAMILY THERAPY REGULATORY BOARDS (THE "AMFTRB") MARITAL AND FAMILY THERAPY NATIONAL EXAMINATION (THE "EXAMINATION") I HEREBY ACKNOWLEDGE THAT:

1. I have read, understand, accept and agree to the terms of this Security Agreement.

2. The Examination and the items contained thereon are the property of the AMFTRB.

3. The Examination and the items contained thereon are copyrighted by AMFTRB and are protected by copyright law.

4. The Examination and the items contained thereon constitute valuable trade secrets belonging to the AMFTRB.

5. No part of the Examination may be copied or reproduced in whole or in part by any means whatsoever, including memorization, note-taking, electronic transcription or electronic transmission.

6. Reproducing, disseminating, or otherwise sharing questions or portions of questions from the Examination, through any medium including verbal communications, is strictly prohibited. For example, sharing items or portions of items at an examination preparation workshop, in a study group or on an Internet user group is prohibited.

7. I agree to hold in confidence and not to disclose, directly or indirectly, any information relating to the items contained on the Examination.

8. The unauthorized disclosure of the Examination and the items contained thereon will result in irreparable injury to the AMFTRB.

9. The theft or attempted theft of the Examination may subject me to civil and criminal penalties.

10. For the purpose of this Security Agreement an "administration" includes the entire test center.

11. Accessing any electronic device, such as **cellphones**, calculators or notepads, at any time during an administration is strictly prohibited. All electronic devices shall be stored in accordance with testing center policies. **Accessing any electronic device at any time during an administration for any reason will result in invalidation of the results of your Examination and the incident will be reported to your jurisdiction.** Arrangements for matters such as child care, elder care and pet care should be made prior to the administration to eliminate the need to access a cellphone during the administration.

12. I shall not leave the test center during an administration without notifying the testing center personnel.

13. I understand that I can only access snacks, drinks, medicines or personal healthcare items from my locker during an administration. I also understand that any article I access from my locker is subject to search and may be confiscated for the duration of the administration.

14. I agree to abide by the rules and regulations of the test center, including the test center's security procedures and code of behavior, during an administration.

15. My participation in any irregularity occurring during an administration, such as giving or obtaining unauthorized information or aid, as evidenced by observation or subsequent statistical analysis, may result in termination of the session, invalidation of the results of the Examination or other appropriate action. Examples of irregularities include: the taking or use of notes; failure to comply with the test center's security procedures; failure to comply with the instructions of test center's personnel; or attempting to communicate in any way with fellow examinees.

16. In applying for and taking the Examination, certain identifying data will be assigned to me. This data will be used to identify me as an individual candidate, as well as to identify the licensing body to which I have applied for licensure. The data will not be used for any other purpose. I agree that I shall keep the identifying data assigned to me confidential; not share the data with any third party; not make the data public; and not make use of identifying data that has been assigned to another candidate.

17. I agree that my failure to abide by the terms set forth in this Security Agreement may result in my Examination scores being cancelled and my being prohibited from taking or retaking the Examination. Any breach of this Security Agreement or of the

AMFTRB's testing policies will be reported to the licensure body to which I applied for licensure. Such licensure body may take additional disciplinary action.

18. I recognize that breach of this Security Agreement may result in my liability for damages caused to AMFTRB and to legal fees incurred by AMFTRB in preserving its rights hereunder.

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