AMFTRB
Association of Marital & Family Therapy Regulatory Boards

Handbook for Candidates

2024 Edition

OF THE AMFTRB MARITAL AND FAMILY THERAPY NATIONAL EXAMINATION

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

PROFESSIONAL TESTING CORPORATION®

1350 Broadway • Suite 800 • New York, NY 10018

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 application information & testing policies • 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 the same month) • Cancel test appointment • Find directions to test site • Questions regarding testing sites and appointments

TESTING PERIODS

App Deadline	Testing Window
12/1/2023	1/13 - 1/20/2024
1/1/2024	2/17 - 2/24/2024
2/1/2024	3/16 - 3/23/2024
3/1/2024	4/13 - 4/20/2024
4/1/2024	5/18 - 5/25/2024
5/1/2024	6/15 - 6/22/2024
6/1/2024	7/13 - 7/20/2024
7/1/2024	8/17 - 8/24/2024
8/1/2024	9/14 - 9/21/2024
9/1/2024	10/12 - 10/19/2024
10/1/2024	11/16 - 11/23/2024
11/1/2024	12/7 - 12/14/2024

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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.

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.

The MFT National Examination is also listed on the approved ARMY Credentialing Opportunities On-Line (COOL) credentialing site.

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.

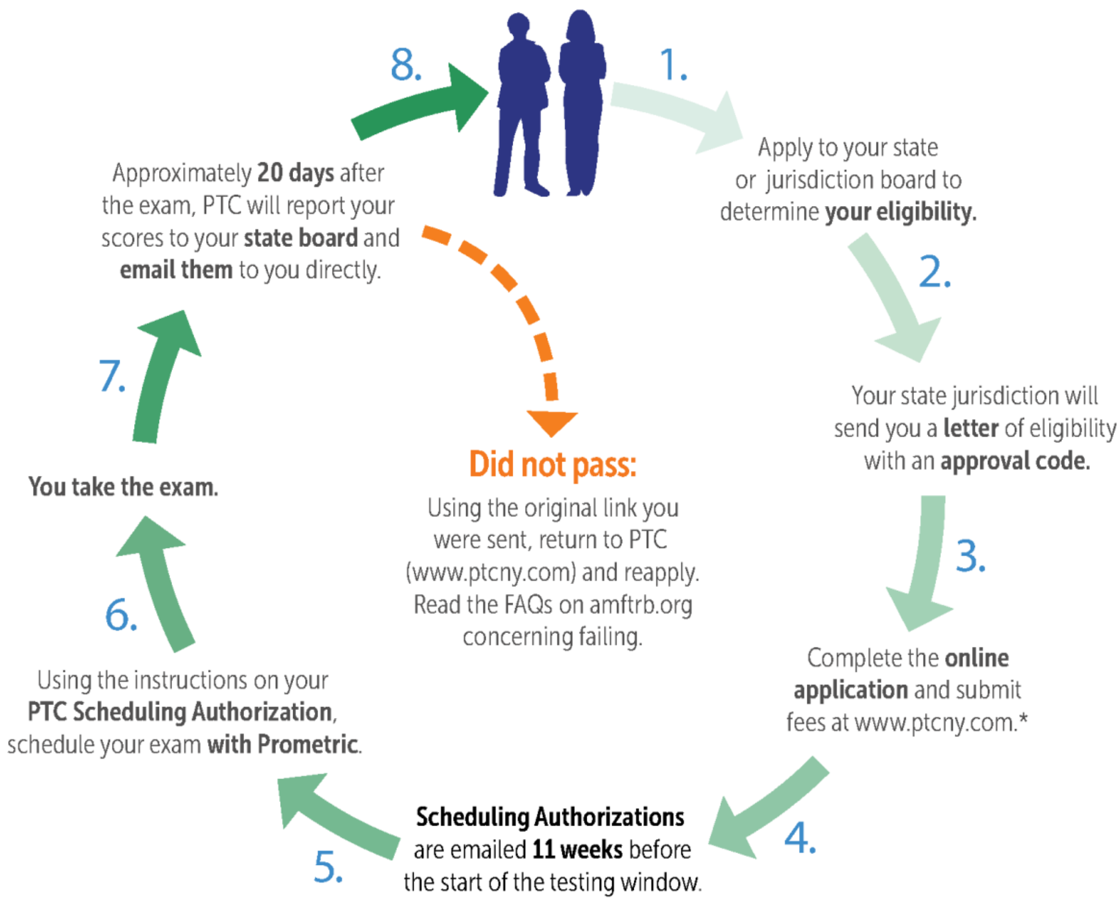
The Marital and Family Therapy National Examination is administered for AMFTRB by the Professional Testing Corporation (PTC). Questions concerning the examination should be referred to PTC at **www.ptcny.com/contact**.

NON-DISCRIMINATION & DEI STATEMENTS

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.

AMFTRB recognizes and affirms the inherent dignity, value, and rights of every individual and is committed to embracing diversity, equity, inclusion, and accessibility within our organization, among our member boards and other stakeholders. AMFTRB strives to create a truly equitable environment in which the unique ideas, points of view, and experiences of all members of the stakeholder community are accepted and embraced in a manner that creates safety and support and is mindful of all aspects of human differences, such as socioeconomic status, race, ethnicity, language, nationality, sex, gender identity, sexual orientations, religion, geography, differing abilities, and age.

HOW TO TAKE THE MFT NATIONAL EXAMINATION



*For any questions about submitting your application, call PTC at 212-356-0660 †Email will be from notices@ptcny.com

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

- Contact your state licensing board
  - Licensing eligibility requirements
  - Licensing application deadlines
  - Licensing application fees
  - Note: licensing application requirements, deadlines, and fees may be in addition to those of the National MFT Examination
- See www.amftrb.org for state board contact information.
- Once approved, your state licensing board will send a letter/email with your approval code.
- **The approval code may only be used once with every application you complete.**
- You must contact your state licensing board if you lose or do not receive an approval code.

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

- Go to http://www.ptcny.com/test-sponsors/AMFTRB
  - Read the Handbook for important information, test dates, fees and application deadlines.
  - Fill out the online application using your first and last name exactly as it appears on your current driver's license, passport, state-issued non-driver ID, or military ID.
  - Applications are not complete until all information, documentation, and payment have been provided.
- When you start a new application, you will be asked to create a PIN number. This PIN will be used if you need to come back to the application to finish it later. Keep the link to the application and your PIN number for later use.
- Candidates will receive an email with their Scheduling Authorization within 11 weeks before the start of the testing window. Scheduling Authorization emails come from notices@ptcny.com. Do not lose this email.
  - If you don't receive your Scheduling Authorization email 3 weeks before the start of your testing window, contact PTC.

The Scheduling Authorization includes important information including:

- Your PTC Candidate ID number
- Instructions on how to make your Exam appointment with Prometric.

Step 3 – Schedule Your Examination Appointment

- Follow the directions on your Scheduling Authorization from PTC to schedule your examination appointment with Prometric.
- See "EXAMINATION ADMINISTRATION AND SCHEDULING" on Page 5 for more information on scheduling.

A candidate may only sit for the examination once in a given calendar quarter.

EXAMINATION FEES

Fee Type	Amount	Details
Examination Fee	US $370.00	• Non-refundable • Non-transferable • Includes testing center fees • No discounts available
Transfer Fee (see page 6)	US $180.00	• **Applies to candidates who need to move to a new testing period for any reason** • Submit new application & fee to PTC
Rescheduling Fee (29-5 days prior to scheduled appointment; see page 5)	US $50.00	• **Applies to candidates moving their appointment within their current testing period** • Payable directly to Prometric • Reschedule with Prometric online or over the phone

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.

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 Examination Appointments

Follow the steps on your Scheduling Authorization to schedule your examination appointment with Prometric.

- Appointment times are first-come, first-served, so schedule your appointment as soon as you receive your Scheduling Authorization.
- **Candidates who wait until the last minute run the risk of missing out on their preferred date, time, and/or 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. Check this confirmation carefully and 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 can 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 $180.00.**

The $180 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 $180.00 fee, you will need to pay the examination fee of $370.00 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. You must 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 $180.00 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.

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 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) and 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 test accommodations is confidential and is not included in scoring or reporting.

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.

To request test accommodations, follow these 4 steps:

1. Download and print the Request for Test Accommodations Form, available from www.ptcny.com.
2. Complete Test Accommodations Form with your healthcare professional.
3. Upload the completed and signed Test Accommodations Form with the online exam application.
4. Submit fully both the Test Accommodations Form and the application at least 8 weeks prior to the start of your chosen testing period.

NOTES:

- Test Accommodations are not the same as ELL Accommodations. If English is not your first language, select ELL Accommodations. If you are requesting accommodations for ADA covered conditions chose Test Accommodations.
- Only those requests made and received on the official Request for Test Accommodations Form will be reviewed.
- All requests must be made at the time of application. Accommodations cannot be added to an existing exam appointment.
- If you miss the 8-week deadline, you may not be able to test during your chosen testing period and you will be subject to rescheduling or transfer fees.
- Do not go to www.prometric.com or contact Prometric to request test accommodations as they are not authorized to approve accommodations. All requests for test accommodations must be submitted on the PTC Request Form.
- If you 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.
- Only pre-approved test accommodations will be permitted on the day of the examination. Test center personnel are not authorized to make any changes to the test accommodations on the day of the testing session and any such change may result in your examination score being canceled.

ENGLISH LANGUAGE LEARNERS

- A special arrangement of extra time 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 driver's license, passport, non-driver state issued ID or U.S. Military ID.
- Is it expired?
- Does the first and last name on your ID match the first and last name on your Scheduling Authorization email?
- Proctors at the Prometric testing center will refuse admission to candidates with expired ID, 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 Prometric Appointment Confirmation email to make sure everything is accurate (i.e., your first and last name, exam name, appointment date, time and location).
- Make yourself familiar with the location of your test center and parking options and check the weather and traffic conditions before you leave for the test center. Allow plenty of time 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 this to help you start studying for the examination.
- Review What to Expect at the Test Center and Rules for the Examination on the next pages before your appointment.

WHAT TO EXPECT AT THE TESTING CENTER

- Candidate Check-In
  - Candidates will be asked to:
    - present their IDs.
    - empty and turn out their pockets.
    - walk through a metal detector or get “wanded”.
  - Eyeglasses, jewelry, and other accessories will be inspected.
    - Jewelry other than wedding and engagement rings is prohibited.
    - Leave these at home or place them in your locker.
  - Religious headwear may be worn into the testing room; however, it is subject to inspection by test center staff.
  - Prometric provides lockers to store purses, backpacks, mobile phones, jackets, food, drinks and medical supplies.
  - Water in a clear plastic containers (no labels) may be brought into the testing room.

- During the Exam
  - No breaks are scheduled during the exam.
  - Candidates are only permitted to leave the testing room to use the restroom or access food, drink, or medicine from their assigned locker. The exam timer will NOT be paused.
  - Smoking is prohibited at the testing center.
  - All examinations are monitored and may be recorded in both audio and video format.

- Keep in mind:
  - Other exams will be administered at the same time as your examination.
  - You 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.
  - Headphones may be requested to minimize the impact of ambient noise.
  - Proctors will periodically walk through the testing room as part of their monitoring process.

See Prometric’s website for more information about what to expect on testing day.

Please see Prometric’s website for more information about what to expect on testing day.

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.

RULES FOR THE EXAMINATION

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

- DO NOT BRING
  These items are strictly prohibited at the testing center. Leave these items in your car or your assigned locker.
  - Cell phones and all other electronic devices
  - Watches
  - Jackets/coats/bulky clothing such as sweatshirts
  - Hats (except hats worn for religious reasons)
  - Jewelry, including watches and wearable technology.

⇨ You may NOT access the following at any time during your exam or breaks: papers, books, any reference materials; electronic devices including your cell phone. Candidates may access the following items from their locker: snacks, drinks, medicine, or other personal healthcare items.

⇨ No questions concerning content of the examination may be asked during the examination session. Read carefully the directions that are provided on screen at the beginning of the examination session.

⇨ You are prohibited from leaving the testing room while your examination is in session, except for going to the restroom. Candidates who do go to their lockers or the restroom will need to repeat the security screening before being permitted to reenter the testing room. **Candidates who leave the center will have their examinations terminated.**

⇨ See [Prometric's statement on Test Center Security] for more information.

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 90 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 a new state board or jurisdiction. Fill out the online Official Score Transfer Request to a State Board and Duplicate Score Report 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.
- 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.
- 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.

* A candidate may only sit for the examination once in a given calendar quarter.

* 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 (except those being licensed in Texas or New York).**

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 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, and important information regarding the examination.
- **Retain the Scheduling Authorization for your records.**
- Once you receive your Scheduling Authorization email schedule your exam (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.

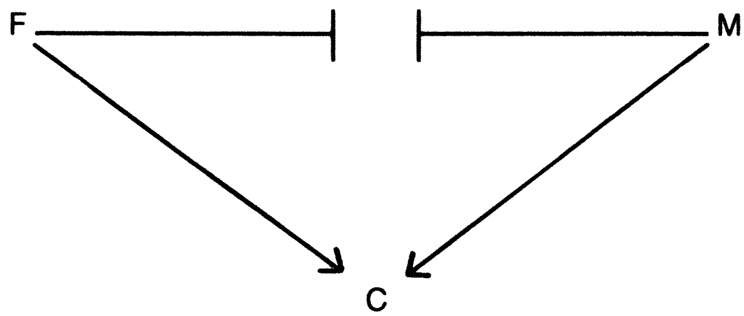
4. After hearing a father's insistence that therapy involve only the mother and daughter, a therapist becomes adamant that without the father's assistance, it seems impossible to address the problem. This is an example of

   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 TESTS

Candidates can use an AMFTRB Practice Exam to help assess their knowledge level before taking the actual examination. The practice exams were developed using actual test questions from previous examinations. A practice exam will give candidates the opportunity to become familiar with the format of the test questions and will provide an indication of preparedness for the actual examination. These are the closest practice exams to the "real thing" on the market today since they are the only practice exams designed and developed by AMFTRB. *The AMFTRB Practice Exams are designed to give candidates exposure to the kinds of questions that appear on the actual examination, enabling candidates to gauge their test preparation.*

Why Take the AMFTRB Practice Exam?

The practice exam is designed to help you:

- assess your level of MFT knowledge and experience.
- expose you to the types of questions you will see on the actual examination.
- determine if you have the right experience and knowledge to attempt licensing as a marriage and family therapist.
- gain practice experience in viewing and responding to items in an electronic environment as the items are actually presented during the examination and in a timed format, including the ability to mark questions for review or as "skipped" to be returned to later.
- The practice exam is designed to show strong and weak areas of your knowledge and experience by domain.

What You Need to Know

You may take the practice exam at any time, any place, using a computer that can connect to the Internet. The testing site is compatible with Microsoft Internet Explorer, Mozilla Firefox, Chrome, and Safari web browsers.

- The practice exam is not a teaching tool. It only provides, as is stated, feedback on how a candidate performs by domain, identifying their strong domains and their weak domains, that is the number of correct items in a domain.
- **There are two practice exams, each with two formats:** 1) a regularly-timed test, and, 2) an extended-time test for qualifying ADA candidates. You will be able to select either one during the application process. ***Some of the questions on both forms of the practice exam are the same.*** There are no refunds if you decide to take both forms. You only need to take one or the other depending on your individual situation.
- Each practice exam fee is $70.00, payable only by credit card (Visa, MasterCard, American Express, Diners Club, and Discover credit cards are accepted).
- You may take the practice exam as many times as you like; however, you will be charged the full practice exam fee each time you register for a practice exam.
- The 90 questions on each practice exam will remain the same each time you take the examination.
- You will receive your overall score on the practice exam, as well as a breakdown by domain at the end of the practice exam. Answers to the practice examination items are *not* made available. The Practice Exam passing score is set to 67% **but this is not the MFT National Examination score**.
- A passing or failing score on the practice exam of 90 questions (actual examination currently has 180 questions) does not guarantee a similar outcome on the MFT National Examination. It can, however, be a good indication of your preparedness.
- The pass-point of 67% on the practice exam should **not** be used to calculate a passing point for the actual MFT National Examination.

Please read all the information carefully before proceeding to the examination.

The Practice Exam vs. The Actual MFT National Examination
The practice exam has been developed by MFT content experts using the same methodology used to develop the actual MFT National Examination. Because the practice exam questions are actual test questions that have appeared on previous examinations (but have been removed from the bank of test questions), the questions on the practice exams are formatted in the same way as the actual examination questions. It is important to note that **a passing or failing score on the practice exam does not guarantee a similar outcome on the actual licensing examination**. It can, however, be a good indication of your preparedness.

Practice Exam Fee and Credit Card Options
The cost to take each practice exam is $70.00. This is payable only by credit card whenever you are ready to take the exam. Visa, MasterCard, American Express, Diners, ,and Discover credit cards are accepted as payment for the practice exam. Candidates will be charged the full fee each time they register for a practice exam. If you choose and begin taking an exam, you will be charged for that exam and will have to pay the fee again if you choose to take that exam again or if you choose another exam. You will not be able to apply for a refund. You are welcome to take a practice exam as many times as you like; however, the $70.00 fee will be collected each time.

Plan and Prepare
Before taking a practice exam, be sure to allocate enough time to complete the entire exam. You will be allotted two hours (120 minutes) to take the practice exams. This time frame **simulates** the actual MFT National Examination time period, which is four hours. If you will need extended time on the actual exam due to an ADA accommodation, you will be able to have an additional one hour (60 minutes), which will provide you with three hours (180 minutes) on the practice exam to ensure a simulated examination experience. Each exam must be completed within the allotted time. Your actual "screen time" will be equal to the time period you choose. If at any time during the practice exam process, you experience technical difficulties or problems , contact https://www.ptcny.com/contact.

Help with the Practice Exam
- Registration, sign in, or to recover password, visit https://secure.ptcny.com/webtest
- Purchasing and Technical assistance: **call 212-356-0660 or visit**
- Feedback: https://www.ptcny.com/contact

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.

EXAMINATION SECURITY

Candidates seeking admission to take the examination do so for the purpose of pursuing registration, and for no other purpose. Because of the confidential nature of the examination, candidates may not make or keep copies, excerpts, or notes of examination materials, and to not use or divulge information learned from the examination. The examination is the exclusive property of AMFTRB and candidates may not use examination information in any way without the express prior written consent of AMFTRB.

The MFT National Examination is confidential. Candidates are required to sign a confidentiality agreement prior to the start of the examination.

Candidates agree to abide by the testing rules in effect at the time of their test appointment. AMFTRB, PTC, and/or Prometric staff may refuse a candidate admission to the examination if they do not have the proper identification as detailed in the Candidate Handbook. Candidates who do not abide by the testing rules may have their exam terminated during the exam administration in order to maintain a secure and proper exam administration and/or exam scores invalidated.

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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PTC DEI Statement

At PTC, we encourage and welcome diversity, equity, and inclusion. We value all employees' talents and support an environment that is inclusive, equitable, and respectful. Respecting each individual and recognizing the value that we each bring to our team is essential. By creating a supportive environment that allows everyone to perform to their potential, we achieve success. We are strongly committed to this, realize this is an ongoing process and will commit to looking for ways to be sensitive to all aspects of diversity, equity, and inclusion.