### **Pepperdine University**

#### Graduate School of Education and Psychology

TO: **Prospective Graduates** of the M.A. in Clinical Psychology with an Emphasis in Marriage and Family Therapy Program

FROM: Kathleen Wenger, Manager, MA Clinical Training and Professional Development Coordinator (CTC)

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DATE: Fall 2013

RE: How to apply for an MFT **Intern Registration** Number

IMPORTANT: PLEASE READ AND SAVE THIS LETTER.

Soon your master’s degree will be posted and you will be eligible to begin gaining the post-degree hours of supervised experience that are required for the MFT license. To count these hours, however, you *must* be registered with the Board of Behavioral Sciences (BBS) as a Marriage and Family Therapist (MFT) Intern*.* This memo will take you through the process of filing for your Intern number. Please make sure to view a very helpful video on the BBS website on important steps to take toward MFT Intern Registration ([www.bbs.ca.gov/app-reg](http://www.bbs.ca.gov/app-reg)/licensing\_QA). This website takes you directly to the Intern Registration videos entitled “Navigating the MFT Licensing Process”.

1. **MFT Intern Application Packet** - Please read the instructions now, but do not send the application to the BBS until after you have graduated and have received from Pepperdine both your Program Certification letter AND your official transcript, to be described.Complete the *Application for Registration as an MFT Intern* included in the stapled packet of BBS forms*,* using the guidelines below:

Question 7. “Social Security Number.” Be sure to include your SS# and read the fine print included in the footnote.

Question 9. “Education: (Qualifying Degree).” Write M.A. in Clinical Psychology.

Question 10. “Name of School.” Write Pepperdine University.

1. **Transcript Request Form** - used to order an *official* transcript. (See below.)
2. **Transcript Information (Emailed from our Registrar’s Office)** - information about the *unofficial* transcript and ordering *official transcripts online* (See below.)Transcripts come in two forms, official and unofficial:

A. An *unofficial transcript* isan exact copy of the official transcript, printed on regular paper with no Registrar’s seal. It is free. You don’t have to order it—it is mailed to you with your diploma. It is not in a sealed envelope. Keep this transcript with your records.

B. An *official transcript* is printed with the official seal of the Registrar. It costs $7.50, and is ordered online. On the form, in the "Send transcripts..." section, mark the bubble labeled "After degree is posted”. This instructs the Registrar to list on the transcript the date your degree was formally awarded, a requirement for BBS Intern Registration. The official transcript arrives in a sealed envelope. Don’t open it! Send it to the BBS with your Intern application. *Remember, this transcript must be ordered; it will not automatically arrive in the mail.*

You should receive your official transcript **2 - 4 weeks** following the end of the term you graduate.

1. **Program Certification** - is a BBS form that we fill out in your name after we are notified by the Registrar that your degree has been posted. It verifies that your degree program meets all academic and practicum requirements for the MFT license, with the exception of a 7-hour workshop in the assessment and reporting of child abuse, discussed below. The Program Certification is to be included with your Intern application.

The MFT degree fulfills the educational requirements for both the MFT Intern Registration Number and the MFT License. However, even though you covered the child abuse reporting laws in your law and ethics course, the state requires a specific number of documented contact hours in this area. Therefore, before you file for the exam*, you will need to attend a 7-contact-hour workshop in the assessment and reporting of child abuse*. This course is now offered and may be completed online.

1. **Fingerprints and Registration Fees** – The BBS processes fingerprints using Live Scan. Please follow the detailed instructions for Live Scan fingerprinting included in the BBS MFT Intern Registration Application Packet. Remember to pay the $32 Department of Justice fingerprint fee and the $24 FBI fingerprint fee to Live Scan and send the $75 application fee separately to the BBS with your Intern application. When you submit the Intern Application Packet, include with it the second copy of the “Request For Live Scan Service Form".

**Reminder:** Fingerprint processing at Live Scan needs to take place no more than 60 days prior to sending in your completed MFT Intern Application to the BBS.

The BBS takes from one to three months to process an Intern application. Although you don’t have your official Intern Registration Number, you may still count post-degree hours toward license requirements *as long as you apply for an Intern number within 90 days of completing your academic requirements.* The 90-day period begins on the week your degree is posted (December 13, 2013) not the graduation ceremony. Also, please note that these interim hours may only be gained in settings appropriate for MFT Trainees (settings other than private practice). Do not set foot in private practice until you have your Intern Registration Number *in hand*.

You may renew your Intern Registration five (5) times. This means that you have six years from the time you first register as an MFT Intern to finish earning your 3,000 hours. Interns who don’t gain all their hours in six years must reapply for a new Intern registration number and consult with the BBS regarding your 3,000 hours. If you want to take a “time out” from gaining hours and do not want to start your 6-year Intern clock, you may postpone your Intern application until you are ready. (Consult the MFT Handbook for a full discussion of the MFT “clocks.”)

If you have questions about this letter, please call Kathleen Wenger, M.A. Clinical Training and Professional Development Manager (IGC) at (949) 223-2580, Rebecca Reed, M.A. Clinical Training and Professional Development Coordinator (WLA) at (310) 568-5776, or Alice Richardson, M.A. Clinical Training and Professional Development Coordinator (EGC) at (818) 501-1619.

FS: Grad Letters/Prospective Grads 12/2013