

## **Documentation Checklist for Non-Texas, independent MFT License Holder, Applying for Texas 30-day Temporary License**

On October 15, 2024, the Council approved adoption of 22 TAC 801.201 *Temporary License*, which authorizes issuance of a temporary Texas license for marriage and family therapists who are licensed to practice independently in another jurisdiction. Temporary license holders are allowed to use this license for up to thirty (30) days within one year from the date of issuance, and the thirty days are not required to be consecutive. Temporary license holders are required to report the use of this license after utilizing the full thirty days or the expiration of one year from licensure, whichever occurs first.

Applications are reviewed in the order received. If staff find your application incomplete or have a question regarding your application, a staff member will contact you, usually via email.

Below is a checklist of documentation that is required for MFT licensure. For more detailed information please visit the "[Applying For A License](#)" page.

- Complete Part I of *Verification of Licensure in Other Jurisdiction* on the MFT Board's [Forms and Publications webpage](#); then send to the non-Texas licensing agency that issued your license. The non-Texas licensing agency will complete the form and submit it to the Texas MFT Board at [mftbhec@bhec.texas.gov](mailto:mftbhec@bhec.texas.gov). A separate form must be received for each license you currently hold or have ever held in the past. Staff may not accept license verification directly from the applicant.
  - Some state agencies generate their own form, staff may consider the data on the state-agency-generated form – if data is not included on the state-agency-generated form, staff may ask the applicant for additional information/documentation. The state-agency may send their own generated form to [mftbhec@bhec.texas.gov](mailto:mftbhec@bhec.texas.gov).
  - Some state agencies no longer issue any type of license verification, but rather provide an online primary source verification. If that's the case for one or more of the licenses you hold, please note that in your online application or send in an email to [mftbhec@bhec.texas.gov](mailto:mftbhec@bhec.texas.gov) after your application has been submitted. If another state's online license verification does not include all the data needed, staff may ask the applicant for additional information/documentation.
- **MILITARY SERVICE MEMBERS, VETERANS, AND MILITARY SPOUSES** – If you or your spouse have [qualifying military service](#), please complete the [Military Supplemental Form](#), and upload the Supplemental form with required documents listed on the form. NOTE: If you indicate in the online application system that you are military service member, veteran, or military spouse; the fee payment module may not display. Staff will review your Supplemental form and related documents to determine if you qualify for application fee waiver. Staff will contact you if fee must be paid.
- Complete an online application with fee payment via the Council's [Online Licensing System portal/webpage](#). For step by step instructions with screen captures of the Council's Online Licensing System, see *How To Apply to Texas Temporary MFT License* on the Council's [How to User Guide webpage](#).
- The Online Licensing System will display the fee amount and prompt you for payment. For a list of fee amounts, see [22 TAC §885.1 Executive Council Fees](#).

The confirmation email you receive after submitting your online application includes a link to information on how to submit fingerprints for the background check as well as the exam code to sit for the exam with AMFTRB. **You may ignore this information in the confirmation email.**