

How to Apply for Initial MFT License (Associate or Independent License)

Before beginning your application, make sure you have all required documentation saved on your device. You will be prompted to upload these toward the end of the process.

A “Checklist for Required Documents” can be found on the MFT Board’s [Forms and Publications webpage](#) . Additional information is available on the MFT Board’s [Applying for an MFT License webpage](#).

NOTE: A person must apply for Texas’ approval before registering with the Association of Marital and Family Therapy Regulatory Boards (AMFTRB) to sit for the AMFTRB national licensing exam. **Request for approval to sit for exam is NOT this application process; it is a separate application/approval process.**

See

- [Application to Request AMFTRB Exam Authorization Code webpage](#) and
- “How to Apply Online for Approval to Sit for AMFTRB Exam” on the Council’s [How To User Guides webpage](#).

ONLY AFTER PASSING AMFTRB Exam, should you submit an application for licensure.

ALSO NOTE: In addition to the AMFTRB national licensing exam, the Council accepts the California exam for *independent* LMFT licensure. Staff must receive verification of your California license, which includes verification of California exam(s), directly from CA BBS. See more information on [Applying for an MFT License webpage](#).

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Step 1: Log In or Create an Account

Visit the Texas Online Licensing System: [Online Licensing System Link](#)

If you haven't already created an account, follow the "How to Create an Account" guide on the Council's [How To User Guides webpage](#).

After logging in as "Returning User" or completing sign-up for "New User," proceed to Step 2.



Step 2: Select the Correct Licensing Board

- From the dropdown menu, choose **Texas Behavioral Health Executive Council**.
- Then select the board that issues the license for which you're applying.
- Click **Select**.

■ Start a New Application

What are you applying for?

Texas Behavioral Health Executive Council ▼

Licensed Marriage and Family Therapist Online Initial ▼ **Select**

Step 3: Review the Introduction

Read the introduction page and click **Next** to continue.

Introduction	Licensed Marriage and Family Therapist Online Initial - Introduction
Function: Suitability	Welcome to the online application process for the Texas State Board of Examiners of Marriage and Family Therapists (board). Please note: Your information will not be saved until you complete the application and submit your information and fees. From the time all of your application materials and fees are received by the board, you can expect a minimum of four weeks processing time, if there are no problems or deficiencies. This online application is appropriate for use for an application only for initial licensure as a Licensed Marriage and Family Therapist Associate (LMFT Associate) or a Licensed Marriage and Family Therapist (LMFT).
Name and Personal Details	
Contact Information	
Select Attributes	If you are already licensed as an LMFT or LMFT Associate in the State of Texas, and you need to: apply for full licensure based on an existing LMFT Associate license, renew your license, change the status of your license (e.g. inactive status, reinstatement of your license, etc.), or apply to be a board-approved supervisor, you must complete those transactions separately from completion of this online application process. Please see the board's website at www.bhcec.texas.gov for requirements.
Name History and Citizenship Status	
Education Questions for Initial Online	If an initial applicant for LMFT licensure does not meet the minimum requirements for licensure related supervised clinical experience or supervision, the application will be processed as an application for the LMFT Associate license.
Other Licenses	Press "Next" to continue.
Endorsement Questions for Online Initial	Press "Cancel" to cancel this application and return to the main menu.
Attachments	
Summary (pre-fees)	
	Next Cancel App

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Step 5: Enter/Update Personal Details

Provide or update your personal information and click **Next**.

Introduction	Licensed Marriage and Family Therapist Online Initial - Name and Personal Details
Function Suitability	I understand that the disclosure of a social security number by an applicant is mandatory under the Family Code, Section 231.302 and the Health Insurance Portability and Accountability Act of 1996, Section 221. Social Security Numbers are confidential and will be used for identification and reporting purposes as required by law.
Name and Personal Details	Enter your personal details and press "Next" to continue.
Contact Information	Press "Previous" to return to the previous section.
Select Attributes	Press "Cancel" to cancel this application and return to the main menu.
Name History and Citizenship Status	Title: <input type="text"/>
Education Questions for Initial Online	First Name: <input type="text"/>
Other Licenses	Second Name: <input type="text"/>
Endorsement Questions for Online Initial	Last Name: <input type="text"/>
Attachments	Suffix: <input type="text"/>
Summary (pre-fees)	• Social Security Number: <input type="text"/> (No Dashes)
	• Confirm Social Security Number: <input type="text"/> (No Dashes)
	• Date of Birth: <input type="text"/> (mm/dd/yyyy)
	Previous Next Cancel App

[next page]

Step 6: Enter Contact Information

Fill out your contact details and click **Next**.

Your Main Address will continue to be your address of record with the Board, and we will send all correspondence, including reminder renewal postcards and renewal permits, to that address.

Function Suitability	Please review the address information below and make any necessary changes/corrections.
Name and Personal Details	Your Main Address will continue to be your address of record with the Board, and we will send all correspondence, including reminder renewal postcards and renewal permits, to that address.
Contact Information	Your Main Address will be displayed in full unless you have designated it as your home address below in the online licensing system.
Select Attributes	
Name History and Citizenship Status	If you would like to display a Business Address to the public, please use the "Add Another Contact" section and select the Business Address (optional) to enter that address. The Business Address will be displayed in full in public search.
Education Questions for Initial Online	Press "Continue" to go to next page.
Other Licenses	Press "Previous" if you do not want to save your changes.
Endorsement Questions for Online initial	Press "Delete" to delete this address.
Attachments	If Copy Button is available. Press "Copy" to copy a previously entered address.
Summary (pre-fees)	Press "Lookup" after entering the zip code to populate the U.S. city, state and county. Select an address type and press "Add" to add a new address.

Main Address

• Is this your Home Address? Yes No

Street Number:

• Address:

• Zip Code:

• City:

• State:

• County:

• Country:

• Phone Number: (999) 999-9999

Extension:

• E-mail:

Contact #:

Web Address:

Add Another Contact

Contact Type:

Step 7: Select License Type & Military Status

Choose your license type:

- For recent graduates, who have passed the AFMTRB national licensing exam, select **Marriage and Family Therapist Associate**.
 - If you have not passed the AMFTRB national licensing exam, cancel this application and see “How to Apply Online for Approval to Sit for AMFTRB Exam” on the Council’s [How To User Guides webpage](#). Apply for MFT License only after passing the AMFTRB national licensing exam.
- For applicants licensed in another state, who do not yet meet Texas supervised experience requirements prescribed in 22 TAC §801.142 (see the Council’s [Statutes and Rules webpage](#)), select **Marriage and Family Therapist Associate**.
- For applicants, who hold independent license in another state and have met Texas supervised experience requirements prescribed in 22 TAC §§801.142 or 801.115(see the Council’s [Statutes and Rules webpage](#)), select **Marriage and Family Therapist**.

! If you’re upgrading from Texas LMFT Associate to Texas independent LMFT, **cancel this application** and follow the “How To Apply Online for MFT Upgrade” on the Council’s [How To User Guides webpage](#).

Indicate your military status, if applicable, and click **Next**. See “Application for Recognition of Military Service” on the Council’s [Military Service Members, Veterans, and Military Spouses webpage](#).

Licensed Marriage and Family Therapist Online Initial - Select Attributes																										
Introduction	Prior to claiming any Military Status, please review Council rule 882.60 and the corresponding Board rule (i.e., LMFT 801.204, LPC 681.114, Psychology 463.20, Soc. Work 781.419) to determine if you meet the Council's military licensing standards. If you believe that you do, please upload supporting documentation (e.g., proof of military service or marriage to a military service member, proof of substantial equivalency) on the Attachments page of this application.																									
Function Suitability	Listed below are the license attribute(s) you may add.																									
Name and Personal Details	Please select the desired attribute(s) and press "Next" to continue.																									
Contact Information	Press "Previous" to return to the previous section.																									
Select Attributes	Press "Cancel App" to cancel this application and return to the main menu.																									
Name History and Citizenship Status																										
Education Questions for Initial Online																										
Other Licenses	<table border="1"> <thead> <tr> <th>Attribute Type:</th> <th>How Licensed</th> <th>Exists On License</th> <th>Request To Add</th> <th></th> </tr> </thead> <tbody> <tr> <td>Attributes:</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="radio"/></td> <td>Marriage and Family Therapist</td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="radio"/></td> <td>Marriage and Family Therapist Associate</td> </tr> </tbody> </table>	Attribute Type:	How Licensed	Exists On License	Request To Add		Attributes:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	Marriage and Family Therapist		<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	Marriage and Family Therapist Associate										
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	Military Veteran																						
	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	None of the Above																						

Step 8: Name & Citizenship

Answer questions about any previous names and your citizenship status, then click **Next**.

The screenshot shows a web application interface for the 'Licensed Marriage and Family Therapist Online Initial - Information' form. On the left is a vertical navigation menu with buttons for: Introduction, Function Suitability, Name and Personal Details, Contact Information, Select Attributes, Name History and Citizenship Status (highlighted), Education Questions for Initial Online, Other Licenses, Endorsement Questions for Online Initial, Attachments, and Summary (pre-fees). The main content area is titled 'Name History and Citizenship Status' and contains the following text: 'Please provide responses to the following questions. The questions that are marked with an asterisk must be answered to continue with this application.' Below this, there are two questions marked with an asterisk. The first question is 'Have you ever used another name?' with radio buttons for 'Yes' and 'No'. Below it is a text input box with the instruction 'If yes, please list name(s) in the box below.' The second question is 'Are you a U.S. Citizen? If not, you will need to complete and submit the Systematic Alien Verification for Entitlements (SAVE) form found [here](#). Please upload and attach this form under the File Attachments page of this online application.' with radio buttons for 'Yes' and 'No'. At the bottom right of the form are three buttons: 'Previous', 'Next', and 'Cancel App'.

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Step 9: Enter Education Information

Provide your degree and school details, then click **Next**.

Academic requirements for MFT licensure are in [22 TAC §§801.112, 801.113, and 801.114](#); see the Council's [Statutes and Rules webpage](#)).

Licensed Marriage and Family Therapist Online Initial - Information

Please provide responses to the following questions. The questions that are marked with an asterisk must be answered to continue with this application.

Education History

Please provide the required information concerning your education.

I am submitting original transcripts which verify that I have met the minimum academic requirements for licensure as indicated below:

* A master's degree or doctorate degree in marriage and family therapy from a program accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE). Yes No

* A master's degree or doctorate degree in marriage and family therapy from an institution or program accredited by an accrediting body that is recognized by the Council for Higher Education Accreditation (CHEA), but which are not accredited by COAMFTE, provided that the practicum is at least 9 credit hours or 12 months. If the practicum is not at least 9 credit hours or 12 months an applicant may be approved to take the licensing examination and may be issued an associate license upon successfully passing the examination. Prior to receiving a license as a marriage and family therapist, the applicant shall complete the pre-graduation practicum deficit in addition to the post-graduate supervised experience requirements consistent with the requirements in Section 801.142. Yes No

* A master's degree or doctorate degree from an institution or program accredited by an accrediting body that is recognized by the Council for Higher Education Accreditation (CHEA) in a related mental health field with a planned course of study in marriage and family therapy as described in Section 801.113(d) and (e) with minimum course content as described in Section 801.114. Yes No

List all colleges, universities, and educational programs attended: Name of instructional institution, Location, Dates attended From (mo/yr) and To (mo/yr), Type of Degree obtained and Major (if applicable):

test

[Previous](#) [Next](#) [Cancel App](#)

NOTE: An official transcript showing qualifying degree has been conferred must be emailed directly from your school(s) to transcripts@bhec.texas.gov; or staff may accept a paper copy of

a transcript only in the unopened envelope that was sealed by the school and mailed to BHEC MFT Transcripts, 1801 Congress Ave., Ste. 7.300, Austin, TX 78701.

Step 10: Enter Previous Licensure Info

If applicable, include details of any previous or current professional licenses. Click **Next**.

Licensed Marriage and Family Therapist Online Initial - Information

Please provide responses to the following questions. The questions that are marked with an asterisk must be answered to continue with this application.

Other Licenses

If you answered "yes" to any of these questions, please provide details in the text box below. More information may be required.

* Have you had a professional license or certification denied, cancelled, probated, suspended, or revoked? Yes No

Please provide details, including license number, license type, state of issue, etc.:

List all professional licenses or certifications which you currently hold or have previously held in any field of practice. Include the Title of the Professional License/Certification held, the Expiration date, the State or Jurisdiction of Issuance, the Name of Issuing Board or Entity, the License Number, and the Issue Date.

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NOTE: Complete Part I of the "Verification of Licensure in Another State" (available on the MFT Board's [Forms and Publications webpage](#)); then forward a copy of this form to every state licensing agency that has issued you a professional license (even if the license is now expired). The Council will accept either the completed form or the standard verification form used by a particular state agency. The Council will also accept online verification of licensure for those states that no longer provide hardcopy verifications so long as the online information includes any disciplinary action taken by the agency. The state agency that issued your license(s) may mail to the address on the form or may email to bhecmtf@bhec.texas.gov.

Step 11: Select Method of Licensure

- Select “**No**” if applying for an Associate license.
- Select “**Yes**” if you already hold an MFT license in another state.
Click **Next**.

Licensed Marriage and Family Therapist Online Initial - Information

Please provide responses to the following questions. The questions that are marked with an asterisk must be answered to continue with this application.

Endorsement

An applicant who is currently licensed and in good standing with another jurisdiction's Marriage and Family Therapists licensing board (or other regulatory entity which is recognized by the Texas State Board of Examiners of Marriage and Family Therapists), *may* be eligible to demonstrate completion of some minimum requirements for Texas licensure by endorsement. Endorsement is the process whereby the board reviews requirements for licensure completed for or while under the jurisdiction of another board-approved regulatory entity. Minimum requirements for supervised experience and supervision which were completed towards licensure in a discipline other than Marriage and Family Therapy (e.g. Psychology, Professional Counseling, Social Work, and the like) are generally *not* acceptable towards minimum requirements by the board.

* I request that the board consider documentation towards minimum requirements for licensing by Endorsement. Yes No

If “yes” all applicants are required to provide license verification from their previous state/jurisdiction.

[Previous](#)

[Next](#)

[Cancel App](#)

Step 12: Upload Supplemental Documents

Upload your required documents (e.g., Jurisprudence Certificate, etc.). A “Checklist for Required Documents” can be found on the MFT Board’s [Forms and Publications webpage](#)

To upload a file:

1. Click **Choose File** and select the file from your device.
2. In the Notes field, briefly describe the file.
3. Click **Attach**.

You can upload multiple documents this way.

Maximum total upload size is **20 MB**.

You can view or delete files before proceeding.

Click **Next** when finished uploading.

Licensed Marriage and Family Therapist Online Initial - Attachments

Please attach your application form and any required documentation for the license you are applying for in accordance with the instructions on the application checklist. A list of the required documentation and their submission methods can be found on the application checklist included in the application packet. Failure to do so will result in a delay in processing your application. Only pdf and Word files may be uploaded.

1. Locate a file using the "Choose File" button.
2. In the "Notes" field, please enter the description of the file you are uploading.
3. Press "Attach" after entering each description.

You will see all files entered under the Files Uploaded table. You may "View" or "Remove" documents you added if necessary.

Note: There is a 120 character max file name limit, 5MB per file and a 20MB in total attachment limit.

Locate a file with the "Browse" button and press "Attach" or "Remove" as is required.

Press "Next" when there are no more files to attach.

Press "Previous" to return to the previous screen.

Press "Cancel" to cancel this application and return to the main menu.

File Name: No file chosen

Notes:

If, after submitting this online application, you wish to provide any additional information to staff, use the File Upload feature at the bottom of the web-form on the Council’s [Contact Us webpage](#).

Step 13: Review Your Application

Carefully review your application for any errors.
Click **Submit** once everything is complete.

Obtained and major (if applicable).

Other Licenses	Have you had a professional license or certification denied, cancelled, probated, suspended, or revoked? No Please provide details, including license number, license type, state of issue, etc.: List all professional licenses or certifications which you currently hold or have previously held in any field of practice. Include the Title of the Professional License/Certification held, the Expiration date, the State or Jurisdiction of Issuance, the Name of Issuing Board or Entity, the License Number, and the Issue Date.	Edit
Endorsement	I request that the board consider documentation towards minimum requirements for licensing by Endorsement. Yes	Edit

[Previous](#) [Submit](#) [Cancel App](#)

Step 14: Affirmation

You must select **Yes** on the affirmation screen to proceed.
Click **Next**.

Licensed Marriage and Family Therapist Online Initial - Attestation

Press "Previous" to return to the previous section.

Press "Submit" to continue.

Press "Cancel" to cancel this application and return to the main menu.

The undersigned hereby acknowledge, attest, or affirm the following:

- The responses and information contained in this document are true and correct and that any misrepresentation may constitute a criminal violation under Section 37.10 of the Penal Code or a violation of Title 22, Part 41, Chapter 882, Subchapter C, §882.34 of the Texas Administrative Code.
- I have read, understand, and agree to abide by the laws governing the practice of my profession, including the applicable rules set out in Title 22, Parts 21, 30, 34, 35 and 41 in the Texas Administrative Code and understand my duty to stay abreast of and comply with any future changes to these laws. Moreover, the Texas Behavioral Health Executive Council, together with its member boards, appointed members, agents, employees, and contractors, is not obligated to notify me individually or directly of any such future changes to these laws.
- Neither the Council nor its member boards, appointed members, agents, employees, and contractors can modify, waive, or excuse a qualification for licensure unless expressly authorized to do so by statute or rule.
- I have a duty to comply with Title 22, Part 41, Chapter 882, Subchapter C, §882.32 of the Texas Administrative Code by keeping my address and telephone number on file with the agency current while my application is being processed.
- Pursuant to Section 232.0135 of the Family code, this application or a future renewal may be denied for failure to pay child support;
- Application and examination fees submitted in connection with this application are non-refundable and non-transferrable.
- I have one year following receipt of this application by the Council to ensure that all required or requested documentation and information has been submitted. The failure to submit all required or requested documentation and information may delay the processing of my application or result in my application going void or being denied.
- I understand that applications are reviewed in the order in which they are received and that it may take agency staff up to six weeks to process my application. I agree not to inquire about the status of my application or contact agency staff within this six-week period unless I am responding to an inquiry from staff. **In the event an applicant has not heard from the agency after six weeks of submitting his or her application, the applicant may contact agency staff, preferably via email, to check on the status of the application. Telephone calls and emails requesting a status update within the initial six-week review period only serve to increase application processing times for all applicants.**
- I agree to hold the Texas Behavioral Health Executive Council, as well as its member boards, appointed members, agents, employees, and contractors free from any and all actual or potential claims, suits, demands, causes of action, charges, or grievances of any kind or character related to or arising out of (in any way, whether directly or indirectly) this application or materials submitted in support thereof. Furthermore, I expressly authorize the Council to seek and obtain any information or references it deems fit in verifying my credentials and qualifications for licensure.

Yes

No

[Previous](#)

[Submit](#)

[Cancel](#)

Step 15: Payment

Click **Pay Now** to access the payment system.

- If you identified as military service member, military spouse, or military veteran in Step 7 above, the online application system may not present the payment module. You may qualify for application fee waiver - you'll skip payment and go straight to the confirmation screen.
- Unless an applicant qualifies for application fee waiver, staff will not process an application that lacks fee payment in full.
- Rules related to fee payment and schedule of fees are in 22 TAC §885.1; see the Council's [Statutes and Rules webpage](#).
- Click **Next** to be redirected to the payment processor.

Fee and Summary Report

Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records.

Deficiencies that are currently associated with your online application may be listed below.

You are required to pay the amount below for your application to be processed.

Press "Pay Now" to proceed to the fee payment page.

Fees

Total Amount Due: \$161.00

Deficiencies

1. Insufficient money received

[Fix](#)

[Pay Now](#)

[View PDF Summary Report](#)



Enter Your Payment Details:

1. Fill in your customer info.
2. Enter your card details.
3. Click **Next** to complete the payment.

How to Apply for Initial MFT License (Associate or Independent License)

Confirm Payment Details

Select payment method and press "Next" to pay for these applications.

Press "Cancel" if you do not wish to continue with the payment.

Application Number	Description	License Number	License Type	Applicant Name	Fee
████	Licensed Marriage and Family Therapist Online Initial		BHEC - Marriage and Family Therapist	██████████	\$161.00
Total					\$161.00

Payment Method: Credit Card

[Next](#) [Cancel](#)



Card Information

Card Number*  Expiration Date* CVV* 

Billing Address

First Name* Last Name*

Address Line 1* Address Line 2

City* State*

Zip* Country*

Phone Email

* Required fields

Licensed Marriage and Family Therapist Online Initial	\$ 161.00
Total	\$ 161.00

**Payment includes Texas gov cost recovery fees for the state of Texas.

I am human 

[Cancel](#) [Submit](#)

Payment Confirmation

After your payment is processed:

- You'll be redirected to a **Payment Success Page**.
- You'll receive **two confirmation emails**:
 - From the licensing system.
 - From the payment processor.

Online Application Payment Success

Press "Main Menu" to return to the main menu.

Press "View PDF Summary" and print this page for your records using the print function of your browser.

Amount Paid:	\$161.00
Authorization Number:	[REDACTED]
Trace Number:	[REDACTED]

Application Number	Description	Applicant Name	Fee
[REDACTED]	Licensed Marriage and Family Therapist Online Initial	[REDACTED]	\$161.00

[Next](#) [View PDF Summary Report](#) 

⚠ These emails include important next steps:

- Fingerprinting instructions (all applicants). Per Texas law, the Council may not issue a license to a person who does not comply with fingerprint requirement.

What's Next?

Once submitted:

- Your application will be reviewed in the order received.
- BHEC staff may contact you for missing documents. If needed, generally, staff email a deficiency notice within a few business days – Check your inbox, spam, and junk folders frequently while your application is under review.
- If complete, your license will be issued.

⚠ Do not contact BHEC for a status update unless at least **six weeks** have passed.