

# **GRADUATE HANDBOOK: Master's of Advanced Studies In Marriage & Family Therapy**

## **GUIDE TO GRADUATE PROGRAM PROCEDURES**

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**Division of Graduate Studies Homepage:**  
<http://www.asu.edu/graduate/>

**Graduate School Catalog On-Line:**  
<http://www.asu.edu/aad/catalogs/graduate/>

**Graduate School On-Line Application:**  
<https://www-sec.asu.edu/default.sph/gradappmain.class>

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## **MAS-MFT Program Objectives**

The purpose of this self-contained accelerated program is to provide high quality coursework and supervised internship experiences that meet the degree requirements for licensure in the State of Arizona to practice marriage and family therapy – as determined and laid out by the Arizona Board of Behavioral Health Examiners – <http://www.bbhe.state.az.us/>. The degree requirements are specified by the Board and the program is designed to train practitioners who wish to practice marriage and family therapy.

This 39-semester hour\* program will prepare the student to:

1. Use appropriate written, verbal, and nonverbal communication skills with therapy clients and professionals.
2. Apply ethics to marriage and family therapy incorporating the rules and regulations of the profession, critical thinking, and compassion.
3. Conduct marriage and family therapy with clients of diverse backgrounds based upon an awareness and appreciation of diversity.
4. Apply knowledge of Systems Theory to practice.
5. Apply knowledge of marriage and family therapy models to practice.
6. Provide reasoning in support of diagnosis and treatment interventions.
7. Completion of the educational requirements for MFT licensure eligibility as defined by the Arizona Board of Behavioral Health Examiners (BBHE).

\*If a student does not complete the required total of 300 client contact hours by December of year two, the student will be required to register for additional semester hours of practicum in order to complete the internship. The number of semester hours will depend on the size of the deficiency and will be determined by MAS-MFT faculty.

### **Faculty**

Courses are taught by state-licensed marriage and family therapists.

## **Admission to the MAS-MFT Program**

1. **Submit Division of Graduate Studies Application.** The first step in applying to a graduate program at ASU is completing the application to the Division of Graduate Studies at ASU and submitting all application materials cited in the Graduate Catalog. To apply: [On-line Graduate College \(GC\) Application](http://graduate.asu.edu/admissions/) - <http://graduate.asu.edu/admissions/>
2. **Assemble the following materials**, which are to be submitted electronically as part of the application:

### **Resume/Vita**

- Current Resume or Vita. Please include: educational history, academic honors, awards/scholarships/fellowships, publications, membership in professional organizations, volunteer activities, and employment history.

### Letters of Recommendation

- Three letters of recommendation, including **at least one** from an undergraduate instructor. Letters from employers, supervisors or other professional mentors are also acceptable, but letters from friends or family are not. Instructions for submitting references online are included with the online application to the Division of Graduate Studies.

### Personal Goal Statement

- In three pages or less (double-spaced) please describe the following (this will be submitted online as part of your application):
  - 1) What has led to your decision to apply to an MFT Program?
  - 2) Your professional goals and aspirations
  - 3) The strengths you have that will help you succeed in this program
  - 4) Any clinical and/or research experiences

**Admission and Denial Criteria.** No single criterion will serve as a basis for admission or denial to the MAS-MFT program. Criteria for admission will include:

- Admission to ASU's Division of Graduate Studies, including the minimum GPA requirement
- Evidence of outstanding academic and clinical potential from previous academic record, and previous field-related work and/or volunteer experience as addressed in the applicant's personal statement and letters of recommendation
- Professional goals which are compatible with the MAS-MFT program
- Ability to pass a Background Check per the applicant's report; background checks are required by all internship site placements; individuals with felonies and/or certain misdemeanors on their record will not satisfactorily pass a background check in accordance with agency requirements
- For international students, proficiency in English as demonstrated by satisfactory TOEFL scores
- Successful completion of an interview with MAS-MFT faculty.

Application outcomes will be one of the following:

- **Regular admission** is granted when the applicant meets the criteria of satisfactory grade point average, adequate field-related work and/or volunteer experience, and favorable letters of recommendation when enrollment limits have not been met.

- **Provisional admission** is granted either when the applicant has less than a satisfactory academic record but shows potential for high achievement as a graduate student as evidenced by strong letters of recommendation, or the applicant meets the criteria for regular admission but has had insufficient preparation for the designated area for the graduate study. In such cases, the conditions for admission are stated on the letter of acceptance. The student must meet these stated conditions prior to advancement to regular status. **The student is responsible for initiating a change in graduate classification after the conditions of provisional admission have been fulfilled.** If the conditions for admission are not met within one semester of the student's admission, the student will be asked to leave the program. Students who are dropped from the program may reapply for admittance when they can present evidence that the conditions have been met. Presentation of such evidence does not guarantee re-admittance.
- **Admission is denied** when either the student does not meet the requirements necessary for admission, the student does not rank sufficiently high to be selected for available slots, and/or it is deemed that the graduate program fails to match applicants' needs, goals, and interests.

## **MAS-MFT Program Requirements**

**Program of Study:** A Master's of Advanced Studies in Marriage & Family Therapy requires the successful completion of a minimum of 39 semester hours, including required coursework **and** completion of 300 client contact hours in a community internship placement approved by the MAS-MFT faculty. Internships are expected to last approximately 12 months. Students must maintain a minimum GPA of 3.0 in all classes, including practicum and satisfactorily meet the expectations of the agency supervising their internship. Students who fall below a GPA of 3.0 and/or whose clinical work is deemed unsatisfactory to the MAS-MFT Faculty and/or internship supervisor will be placed on academic probation and will receive a deficiency notice from the Graduate Committee. The student will be required to raise the GPA and/or internship status to a satisfactory level within one semester. If the student fails to raise these deficiencies within the allotted timeframe of one semester, the student will receive a letter from the Graduate Committee notifying him/her that he/she will be recommended for withdrawal from the Program. A student may appeal actions concerning dismissal by petitioning the Program. Program fees are not refundable, either in part or in whole. Tuition refunds or partial refunds are subject to University policy and timelines.

In addition, a student cannot accumulate more than 1 incomplete at any given time while completing a graduate program of study. If a student accumulates 2 or more incompletes at any given time, the student will be placed on academic probation and receive a deficiency notice from the Graduate Committee. The student will be required to complete all incompletes by the end of the following semester beginning of the following academic year. If the student fails to complete all incompletes within the

allotted time, the student will receive a letter from the Graduate Committee notifying him/her that he/she will be recommended for withdrawal from the Program. A student may appeal actions concerning dismissal by petitioning the Program.

All graduate students admitted to the program are subject to the general standards of academic good standing of the university. However, academic standards do not necessarily guarantee that a student will graduate from the program. Because students obtaining a clinical degree from the program are placed in positions of dealing with internship site supervisors, staff, other mental health and social service professionals, and clients, they must also demonstrate the requisite qualifications for successful professional performance, including sound mental health, interpersonal skills, basic communication skills, appropriate professional conduct, and satisfactory performance in their internship experience. Graduate students who demonstrate behaviors or characteristics that make it questionable that they can succeed in the profession will be reviewed by the MAS-MFT faculty and, when applicable, by the internship site supervisor. If the student's performance is deemed unsatisfactory by the MAS-MFT faculty and, when applicable, by the internship site supervisor, the student will be placed on academic probation and will receive a deficiency letter from the Graduate Committee. MAS-MFT faculty will specify what type of additional work will be required, the conditions under which the work will be completed (e.g., additional monitoring or supervision) and the timeline for completing the work in the form of a memo written by the MAS-MFT faculty to the student. In most cases, these conditions must be met within one semester. If the deficiency involves a violation of the American Association of Marriage & Family Therapy's (AAMFT) Code of Ethics, the MAS-MFT faculty will determine whether to recommend probation or withdrawal from the Program. A student may appeal actions concerning dismissal by petitioning the Program.

**Grievance Procedure.** There is an established grievance procedure available to students:

- If a student has an academic or general concern, then the student should first raise this concern with MAS-MFT faculty. If the problem remains unresolved after this step, the student has the option of expressing the concern verbally or in writing to the FHD Chair of the Graduate Committee. This person will act on the concern in a timely manner and work to resolve the problem to the satisfaction of all parties involved. If the graduate student is not satisfied with how the issue is resolved, the student has the option of asking the FHD Graduate Committee to address the issue. If the student feels the issue is not appropriately addressed by these prior steps, they may request that the School Director review the issue.
- Any grievances with an internship supervisor are subject to the grievance procedures in place at the agency. The student should also make MAS-MFT faculty aware of any grievance issues with an internship supervisor.

**Foreign Language Requirements:** None, except when English is not the student's primary language, in which case TOEFL scores must be submitted to demonstrate proficiency in English.

**Thesis Requirements:** NONE

**GRE Scores:** GRE scores are waived for this program.

**Transportation:** For the internship, students are required to have a vehicle, a valid Arizona driver's license, and proof of current automobile insurance, which must be maintained for the duration of the internship in accordance with Arizona law.

**Internship Examination:** An examination to demonstrate readiness for internship placement will be held at the end of the first eight-week semester.

**External Employment:** Because of the demands of any accelerated clinical graduate program, students can expect to accommodate, **at most**, flexible part-time employment. Both coursework and internships require that students be available during week-day hours.

**Background Check.** Although ASU will not conduct a background check, applicants need to be aware that potential internship sites will. Any felonies and/or certain misdemeanors in an applicant's or student's background will make them ineligible to work at an internship site and thus unable to complete the program. Applicants who have concerns about passing a background check must address their concerns with MAS-MFT faculty during the application process.

**Tuition and Fees.** Students pay graduate tuition (in-state or out-of-state), fees, and a per-semester-hour program fee of \$475 for each of the 39 semester hours. Residency status is determined by the Graduate College. Because this is an applied accelerated program, assistantships and other internal funding are not available. Students are encouraged to pursue scholarships or other forms of financial aid independently. Questions about tuition, financial aid, tuition payment schedules and residency status should be directed to the Graduate College <http://graduate.asu.edu/>.

### **Coursework**

This is a self-contained 18-month program, which means that *only* the students admitted to this program will be permitted to attend the MAS-MFT classes. Classes outside this program cannot be used to meet the requirements for this degree, i.e. there are no elective courses, and courses taken elsewhere, either within ASU or at another institution, cannot be substituted for any of the courses required for this degree. Courses must be taken in the semester listed below. Courses, with the exception of Practicum will meet twice a week, during daytime hours, for eight weeks (except for Summer Semesters within the following schedule (for full course descriptions, see Appendix A):

## **Course Schedule**

### **FALL, Year One**

- FAS 570 – Introduction to Marriage & Family Therapy (August-October) – 3 semester hours
- FAS 581 – Professional Issues & Ethics (August-October) – 3 semester hours
- FAS 571 – Assessment in Marriage & Family Therapy (October-December) – 3 semester hours
- FAS 576 – Applied Issues in Human Development: Psychopathology (October-December) – 3 semester hours

### **SPRING, Year One**

- FAS 573 – Dysfunctional Families (January-March) - 3 semester hours
- FAS 577 – Applied Issues in Children & Adolescents (January-March) - 3 semester hours
- FAS 572 – Advanced Techniques in Marriage & Family Therapy (March-May) – 3 semester hours
- FAS 580\* - Practicum, concurrent with Internship (January-May) – 2 semester hours

### **SUMMER, Year One**

- FAS 575 – Applied Issues in Couple’s Therapy (First Five Week Semester) – 3 semester hours
- FAS 578 – Applied Issues in Sexuality (Second Five Week Semester) – 3 semester hours
- FAS 580 – Practicum, concurrent with Internship (Eight Week Semester) – 2 semester hours

### **FALL, Year Two**

- FAS 574 – Family Theory for Marriage & Family Therapy – 3 semester hours
- FAS 579 – Applied Research Issues in Marriage & Family Therapy - 3 semester hours
- FAS 580\*\* – Practicum, concurrent with Internship – 2 semester hours

This concludes the required coursework. If the student has not yet accumulated the required 300 client contact hours in the internship, it will be necessary to register for 1-3 semester hours for the Spring Semester of Year Two. The number of hours the student must register for will depend on how many client contact hours have been accumulated and will be determined by the MAS-MFT faculty.

\*Practicum is a minimum of six credit hours (total). Practicum is held concurrent with the student's internship placement and will include monthly meetings with MAS-MFT faculty for the duration of the internship. Entrance into Practicum is contingent upon the student passing the entrance exam in October.

\*\*Students are required to remain in Practicum until the semester ends in December even if they complete their 300 hours while the semester is in progress. If a student is not finished with their hours in December, they must enroll for Practicum for the following semester and remain in Practicum for the duration of the semester.

### **Admission to Practicum: Practicum/Internship Entrance Examinations**

Following successful completion of the first eight-week semester, students must complete and pass a Practicum Entrance Examination prior to starting the interview process for a practicum placement. The purpose of the examination is to ensure that students are able to demonstrate sufficient knowledge and fluency with MFT theoretical, research, and application concepts in order to be adequately prepared to begin clinical work. Exams will be written. MAS-MFT faculty reserves the right to amend the written exam with an oral exam when deemed necessary in order to evaluate the student's knowledge and competency. After the exam, students will be judged to have passed, passed with conditions (e.g., some remediation), or failed the examination. Students failing the exam will not be permitted to begin interviewing for a practicum placement at that time and a plan regarding the students' future in the MAS-MFT program will be formulated by the faculty.

Students who successfully complete the first two eight-week semesters AND satisfactorily pass an examination held at the end of the first eight-week semester will be eligible to interview\* for an internship placement at an approved internship site in the Valley beginning in January and continuing for 12 months or until the student completes the required 300 hours of client contact. Approved internships sites are selected by MAS-MFT faculty; sites are located throughout the Valley. All students will be supervised by a state-licensed marriage and family therapist. Additionally, students must have their own car, a valid Arizona driver's license (out-of-state students with a valid driver's license will be able to obtain an Arizona license once they have moved to Arizona), proof of automobile insurance, and be able to pass the internship agency's background check. Students are required to spend 10-15 hours during the work week at their agency, which includes time spent seeing clients in-home.

\*Acceptance to an internship is ultimately at the discretion of the internship supervisor. While MAS-MFT faculty will assist students in preparing for interviews, the outcome of the interview is beyond the control of MAS-MFT faculty or of ASU. MAS-MFT faculty will make every reasonable effort to assist a student in being successfully placed at an approved interview site, but cannot guarantee such placement.

### **Clinical Practicum Requirements**

- 1) Conduct 300 total hours of therapy. You will need 8-10 hours of direct client contact\* per week for three semesters: Spring, Summer, and Fall, for a total of a

minimum of six credit hours. Meeting this goal requires that you spend 10-15 hours per week at your internship site. Note: You must not exceed 10 hours of client contact per week unless your supervisor is willing and able to accommodate you with extra supervision. The supervision/client contact hour ratio is 1:5, that is, one hour of supervision (either group or individual) for every five hours of client contact.

\*Direct client contact is defined as face-to-face (therapist and client) therapy with individuals, couples, and families. Activities such as telephone contact, case planning, observation of therapy, record keeping, travel, administrative activities, consultation with community members or professionals, or supervision, are not considered direct client contact. Assessments (intakes) may be counted as direct client contact if they are face-to-face processes that are more than clerical in nature and focus.

Students should ensure that at least 150 of the 300 hours is therapy with either couples or families. A maximum of 150 hours can be with individual clients. This will generally not be an issue since our internship sites are agencies that mainly serve children and families.

### **Joining AAMFT/Liability-Malpractice Insurance.**

Every MAS-MFT student must carry liability/malpractice insurance (available as a no-cost membership benefit through the American Association for Marriage and Family Therapy (AAMFT) student membership. A copy of this must be submitted to MAS-MFT faculty before a student can start seeing clients. Information about becoming a student member of AAMFT can be found at: <http://www.aamft.org/>. Students are encouraged to join AAMFT as early in the program as possible but must join no later than December of Year One.

### **Recording Supervision and Therapy Hours**

It is important to keep a record of all supervision and therapy hours you participate in for two reasons. First, when you apply for AAMFT Clinical Membership and state licensure you must document the number of hours and dates when they occurred. Second, when you apply for jobs, many employers want to know how much experience you have had. Therefore, the Internship Reporting Form (see Appendix B) is a requirement. This form is to be turned in monthly to one of the MAS-MFT Clinical Lecturers by the 15<sup>th</sup> of each month. You and your supervisor will sign this form each month. Your internship agency may require you to keep a separate log in accordance with agency policy. You and your supervisor should each keep a copy of all signed forms. Reporting forms are to accurately reflect the student's therapy and supervision activities. Falsification of any reporting form is an ethical violation that is subject to the student's dismissal from both the internship and the program.

### **Continuing in Practicum**

Once students have been admitted to practicum, continuing in practicum is not automatic. Continuing in practicum is decided by the faculty on a semester-by-semester basis and is dependent on students' performance per the evaluation of the

internship supervisor and MAS-MFT faculty. In rare circumstances students who do not demonstrate sufficient clinical competence, conscientiousness, responsibility, or who commit ethical violations may be prohibited from continuing in practicum or in the MAS-MFT program. Students are expected to adhere to the policies and procedures of the MAS-MFT Program, the internship agency and the AAMFT Code of Ethics (see Appendix C), at all times they are representing the agency or ASU in clinical activities that impact client welfare.

Graduate students who demonstrate behaviors or characteristics that make it questionable that they can succeed in the profession will be reviewed by the MAS-MFT faculty and by the internship site supervisor. If the student's performance is deemed unsatisfactory by the MAS-MFT faculty and/or the internship site supervisor, the student will be placed on academic probation and will receive a deficiency letter from the Graduate Committee. MAS-MFT faculty will specify what type of additional work will be required, the conditions under which the work will be completed (e.g., additional monitoring or supervision) and the timeline for completing the work in the form of a memo written by the MAS-MFT faculty to the student. In most cases, these conditions must be met within one semester. If the deficiency involves a violation of the American Association of Marriage & Family Therapy's (AAMFT) Code of Ethics (Appendix C) the MAS-MFT faculty will determine whether to recommend probation or withdrawal from the Program. A student may appeal actions concerning dismissal by petitioning the Program.

If a student's internship is terminated by the internship agency due to unsatisfactory performance, the student will be responsible for securing an alternate local internship placement that meets the approval of the MAS-MFT faculty unless the student has been withdrawn from the program.

### **Dress Code**

Your work at your internship site represents a professional position and you are a representative of ASU and of the internship agency. Therefore, it is important that your attire reflect that position and your level of professionalism. It is recommended that women wear dresses or slacks/skirts and a blouse. Dresses and skirts should be of a professional length. The recommended dress for men is dress slacks or appropriate casual slacks, e.g., khakis. Jeans are not to be worn unless they are accepted on "casual Fridays" per the agency policy. Shorts, midriff-baring tops, low-cut tops and short dresses or skirts are never acceptable. Follow any agency policy about dress including tattoos, body piercings, etc. This dress code is in effect any time you see clients, or in any way represent the agency or ASU.

### **Practicum Completion**

During the semester you anticipate meeting the required number of client contact hours, you should initiate a meeting with your supervisor to discuss your active cases. Clients wishing to continue therapy will need to be transferred to another therapist, which should be determined in consultation with your supervisor in accordance with agency

protocol. You should then schedule a follow-up meeting with MAS-MFT faculty to keep them abreast of your practicum completion timeline.

### **Program Completion.**

Students are expected to adhere to the prescribed course schedule, including practicum, to complete the program. If circumstances arise necessitating the student to drop out of the program because of a documented emergency, the student will be allowed to rejoin the program the following year in order to complete the requirements. This extension will be granted only under circumstances of a dire emergency which make it impossible for the student to continue, **and which meet the university's requirements for a complete withdrawal.** Whether the student will be able to return to his or her original internship placement will depend on whether the internship agency is able to accommodate the intern in terms of supervisory and client availability. In the event that the original agency cannot accommodate the student, the MAS-MFT faculty will try to assist the student in locating an alternate placement; however, ultimately the student will be responsible for securing an alternate local placement that meets the approval of MAS-MFT faculty. Students who are unable to rejoin the program the following year will need to reapply and start the program from the beginning. Program fees are not refundable, either in part or in whole. Tuition refunds or partial refunds are subject to University policy and timelines.

### **Post Graduation Employment/State Licensure/AAMFT Clinical Membership**

Currently, there are two licensure levels for marriage and family therapists in the state of Arizona, as defined by the Board of Behavioral Health Examiners (BBHE): Licensed Associate Marriage and Family Therapist (LAMFT); and Licensed Marriage and Family Therapist (LMFT). You are also eligible to apply for a Temporary License once you have completed the program and plan to take the exam on the next available date. Upon graduation from the program, it is advisable to contact the Board of Behavioral Health Examiners (web site is [www.bbhe.az.gov](http://www.bbhe.az.gov)) and follow the required instructions to obtain licensure at the Associate level and, if desired, a Temporary License. Note: BBHE requirements are subject to change. It is your responsibility to obtain a copy of the most recent requirements as you begin the licensure process.

The American Association for Marriage & Family Therapy (AAMFT) is the national professional organization for marriage and family therapists. By joining, you automatically become a member of the state organization, the Arizona Association for Marriage & Family Therapy (AzAMFT). AAMFT offers several levels of membership. During your tenure in the program, you should apply to become a Student Member. Upon graduation, it is advisable to contact AAMFT to request requirements for becoming an Associate Member ([www.aamft.org](http://www.aamft.org)). After a period of 24 months, you may become eligible for Clinical Membership when all requirements are met.

## **Frequently Asked Questions**

### **Can I attend this program part time?**

Because the program is a self-contained, accelerated program, students must attend full time and take courses according to the class schedule provided in the Program Description.

### **Can I take some of the MAS-MFT courses as a non-degree student?**

Enrollment is limited to students who have been formally admitted to the MAS-MFT program.

### **Can I keep my job while I'm in school?**

It is important to remember that most master's programs take 2-3 full years to complete. This program is an **accelerated** advanced degree program and is very demanding. While students can usually manage a flexible, part-time job, we discourage students from attempting to work full-time, even with a flexible schedule. Remember, you will be attending classes two full days per week and, after the first two eight-week semesters, be spending 10-15 hours each work week at your internship placement. This does not take study time into account. You will be very busy with this program!

### **Are assistantships available?**

Because this is an accelerated, applied program with no research activity, assistantships are not available. Assistantships in other SSFD graduate programs and in other ASU programs are given to students admitted to and enrolled in those programs. Students are free to independently pursue scholarships or other forms of financial aid.

### **How much does the program cost?**

Contact the Division of Graduate Studies directly for **all** questions about tuition, the tuition payment schedule, and determination of residency status at: <http://graduate.asu.edu/>. There is a program fee of \$475 per each of the 39 semester hours in addition to tuition. The student is also responsible for books, transportation, parking, fees charged by the university, and any other miscellaneous expenses.

### **When are classes offered?**

Classes are held two days each week on the Tempe campus (days may vary from semester to semester depending on classroom availability). Typically students will attend two three-hour classes twice a week. Evening and weekend classes are not offered.

### **Will I be licensed as soon as I graduate?**

At present, the State of Arizona has two levels of licensure: Associate and Independent, plus a Temporary License for new graduates who are planning to take the licensing exam on the next available date it is offered. Upon graduating, you can apply to take the licensing exam and, upon passing it, you will receive an Associate License. (Whether or not you apply for a Temporary License depends on the timing of your exam)

date.) This requires that you work for a minimum of 24 months in an approved setting while accumulating additional supervision and client contact hours. Once you've obtained these hours, you can apply for full licensure, which allows you to practice independently. For the most current information, go to <http://www.bbhe.state.az.us/>.

### **Will I be able to get licensed in other states?**

The MAS-MFT program is designed to meet the educational requirements for licensure in Arizona. Each state determines whether and how mental health professionals will be credentialed. Arizona has one of the more stringent licensure requirements, but it is impossible for us to keep current with other states. If you are considering a move to a particular state, we recommend visiting that state's website to find out what credentialing requirements are.

### **Can I transfer credits from another MFT program into this program?**

All of the courses in this self-contained program must be taken as prescribed in the course schedule. No transfer credits or course substitutions are permitted.

### **Who teaches the classes in the MAS-MFT program?**

All MAS-MFT faculty are fully licensed as marriage and family therapists in Arizona.

### **Do I have to find my own internship?**

No. All approved MAS-MFT internship sites are selected by MAS-MFT faculty. Sites are located throughout the greater Phoenix area.

### **Do I automatically start my internship in the Spring Semester?**

Although our first two eight-week semester's classes will prepare you to begin your internship, students will be required to pass an entrance examination after completing the first two eight-week classes in the fall semester. Once a student passes this exam, they will be able to interview with internship site directors at potential internship placements. Each agency will also conduct a background check before approving a student. **Important: A felony and/or certain misdemeanors in a candidate's background will make the candidate ineligible for placement at internship sites.**

### **When are internship hours?**

Internship hours vary from agency to agency. Students must be at their internship site for 10-15 hours each work week and can expect to work a combination of daytime hours, evening hours, and, in some cases, on Saturdays. This reflects the typical work schedule of therapists employed at agencies. The more flexible a student is, the sooner they will be able to complete their client contact hours.

### **Why do I need a car for my internship?**

Although Phoenix has public transportation, it is not adequate to get you to and from your internship. In addition, you will likely be providing services to clients in their home as part of your internship. Agencies will also require a valid Arizona driver's license and proof of current automobile insurance, which must be maintained for the duration of the internship in accordance with Arizona law.

**How is in-state residency determined?**

Residency status is determined by the Graduate College. <http://graduate.asu.edu/>.

**Do you admit students each semester?**

No. Students are admitted for the fall semester only.

**How do I apply?** Click here for application information: [On-line Graduate College \(GC\) Application](http://graduate.asu.edu/admissions/) - <http://graduate.asu.edu/admissions/>

**When will I know if I've been accepted?**

The application deadline is January 15. After we review the pool of applications, some students will be selected for a personal interview, which is the next stage of the admission process. At the conclusion of the interviews, we will make admission recommendations to the Graduate College. The Graduate College makes the final admission determination and will notify students of the outcome of their application.

## **APPENDICES**

**Appendix A**

**Course Descriptions**

**Appendix B**

**Internship Reporting Form**

**Appendix C**

**AAMFT Ethical Code**

## Appendix A – MAS-MFT Program Course Descriptions

- FAS 570 Introduction to Marriage & Family Therapy**  
An introduction to family systems theory, and an overview of the major theories of marriage and family therapy
- FAS 581 Professional Issues & Ethics**  
Examination of legal and ethical concerns of marriage and family therapists, emphasizing licensing standards and the Code of Ethics (AAMFT)
- FAS 571 Assessment in Marriage & Family Therapy**  
A critical examination of the assessment process for individuals, couples, and families, with emphasis on the current state-mandated assessment format
- FAS 576 Applied Issues in Human Development: Psychopathology**  
Emphasis on developing skills necessary to recognize and diagnose maladaptive behavior according to DSM criteria while maintaining systemic perspective
- FAS 573 Dysfunctional Families**  
Evaluation of family lifespan development from a multicultural perspective, and a review of factors related to the development of family dysfunction
- FAS 577 Applied Issues in Children and Adolescents in Marriage & Family Therapy**  
An overview of the research and major treatment modalities for children and adolescents with an emphasis on developmental and systemic factors
- FAS 572 Advanced Techniques in Marriage & Family Therapy**  
Practical implementation of systemic intervention skills in marriage and family therapy
- FAS 580 Practicum**  
Community-based placement designed to give students a scope of experience under the supervision of an Arizona-licensed marriage and family therapist who has completed the state-supervisory course
- FAS 575 Applied Issues in Couples' Therapy**  
A critical examination of issues unique to couples therapy from a systemic perspective, including consideration of multicultural diversity

- FAS 578      **Applied Issues in Sexuality for Marriage & Family Therapy****  
Examination of major methods used to assess and treat sexual disorders, utilizing both behavioral and non-behavioral methods
- FAS 574      **Family Theory for Marriage & Family Therapy****  
An in-depth examination of the major family theories, including the evolution, premises and assumptions of each
- FAS 579      **Applied Research in Marriage & Family Therapy****  
A critical examination of research concepts, quantitative and qualitative research designs, and applicability in clinical settings

**ARIZONA STATE UNIVERSITY  
MAS-MFT PROGRAM  
Internship Reporting Form  
CLIENT CONTACT AND SUPERVISION HOURS**

This form is to record your hours once per month and are for the time period beginning on the first day of the month and ending on the last day of a month. The forms are to be signed by your internship supervisor monthly and turned into Mary Doyle or Karissa Greving Mehall **NO LATER THAN the 15th** of the month immediately following the completed hours.

Student Name: \_\_\_\_\_ Month: \_\_\_\_\_ 20\_\_

Internship Site: \_\_\_\_\_

Supervisor's Name(s): \_\_\_\_\_

Week of:	Direct Client Contact Hours*			Supervision Hours		
	Indiv.	Family	TOTAL	Indiv.	Group	TOTAL
<b>Month Totals</b>						
<b>CUMULATIVE TOTALS** (All Monthly Totals to Date)</b>						

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Practicum Supervisor's Signature

\_\_\_\_\_  
Date

**\*Direct client contact is defined as face-to-face (therapist and client) therapy with individuals, couples, and families. Activities such as telephone contact, case planning, observation of therapy, record keeping, writing documentation, travel, administrative activities, consultation with community members or professionals, or supervision, are not considered direct client contact.**

## Appendix C – AAMFT Code of Ethics

### AAMFT Code of Ethics

Effective July 1, 2001

#### Preamble

The Board of Directors of the American Association for Marriage and Family Therapy (AAMFT) hereby promulgates, pursuant to Article 2, Section 2.013 of the Association's Bylaws, the Revised AAMFT Code of Ethics, effective July 1, 2001.

The AAMFT strives to honor the public trust in marriage and family therapists by setting standards for ethical practice as described in this Code. The ethical standards define professional expectations and are enforced by the AAMFT Ethics Committee. The absence of an explicit reference to a specific behavior or situation in the Code does not mean that the behavior is ethical or unethical. The standards are not exhaustive. Marriage and family therapists *who* are uncertain about the ethics of a particular course of action are encouraged to seek counsel from consultants, attorneys, supervisors, colleagues, or other appropriate authorities.

Both law and ethics govern the practice of marriage and family therapy. When making decisions regarding professional behavior, marriage and family therapists must consider the AAMFT Code of Ethics and applicable laws and regulations. If the AAMFT Code of Ethics prescribes a standard higher than that required by law, marriage and family therapists must meet the higher standard of the AAMFT Code of Ethics. Marriage and family therapists comply with the mandates of law, but make known their commitment to the AAMFT Code of Ethics and take steps to resolve the conflict in a responsible manner. The AAMFT supports legal mandates for reporting of alleged unethical conduct.

The AAMFT Code of Ethics is binding on Members of AAMFT in all membership categories, AAMFT-Approved Supervisors, and applicants for membership and the Approved Supervisor designation (hereafter, AAMFT Member). AAMFT members have an obligation to be familiar with the AAMFT Code of Ethics and its application to their professional services. Lack of awareness or misunderstanding of an ethical standard is not a defense to a charge of unethical conduct.

The process for filing, investigating, and resolving complaints of unethical conduct is described in the current Procedures for Handling Ethical Matters of the AAMFT Ethics Committee. Persons accused are considered innocent by the Ethics Committee until proven guilty, except as otherwise provided, and are entitled to due process. If an AAMFT Member resigns in anticipation of, or during the course of, an ethics investigation, the Ethics Committee will complete its investigation. Any publication of action taken by the Association will include the fact that the Member attempted to resign during the investigation.

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## **Principle I Responsibility to Clients**

*Marriage and family therapists advance the welfare of families and individuals. They respect the rights of those persons seeking their assistance, and make reasonable efforts to ensure that their services are used appropriately.*

1.1 Marriage and family therapists provide professional assistance to persons without discrimination on the basis of race, age, ethnicity, socioeconomic status, disability, gender, health status, religion, national origin, or sexual orientation.

1.2 Marriage and family therapists obtain appropriate informed consent to therapy or related procedures as early as feasible in the therapeutic relationship, and use language that is reasonably understandable to clients. The content of informed consent may vary depending upon the client and treatment plan; however, informed consent generally necessitates that the client: (a) has the capacity to consent; (b) has been adequately informed of significant information concerning treatment processes and procedures; (c) has been adequately informed of potential risks and benefits of treatments for which generally recognized standards do not yet exist; (d) has freely and without undue influence expressed consent; and (e) has provided consent that is appropriately documented. When persons, due to age or mental status, are legally incapable of giving informed consent, marriage and family therapists obtain informed permission from a legally authorized person, if such substitute consent is legally permissible.

1.3 Marriage and family therapists are aware of their influential positions with respect to clients, and they avoid exploiting the trust and dependency of such persons. Therapists, therefore, make every effort to avoid conditions and multiple relationships with clients that could impair professional judgment or increase the risk of exploitation. Such relationships include, but are not limited to, business or close personal relationships with a client or the client's immediate family. When the risk of impairment or exploitation exists due to conditions or multiple roles, therapists take appropriate precautions.

1.4 Sexual intimacy with clients is prohibited.

1.5 Sexual intimacy with former clients is likely to be harmful and is therefore prohibited for two years following the termination of therapy or last professional contact. In an effort to avoid exploiting the trust and dependency of clients, marriage and family therapists should not engage in sexual intimacy with former clients after the two years following termination or last professional contact. Should therapists engage in sexual intimacy with former clients following two years after termination or last professional contact, the burden shifts to the therapist to demonstrate that there has been no exploitation or injury to the former client or to the client's immediate family.

1.6 Marriage and family therapists comply with applicable laws regarding the reporting of alleged unethical conduct.

1.7 Marriage and family therapists do not use their professional relationships with clients to further their own interests.

1.8 Marriage and family therapists respect the rights of clients to make decisions and help them to understand the consequences of these decisions. Therapists clearly advise the clients that they have the responsibility to make decisions regarding relationships such as cohabitation, marriage, divorce, separation, reconciliation, custody, and visitation.

1.9 Marriage and family therapists continue therapeutic relationships only so long as it is reasonably clear that clients are benefiting from the relationship.

1.10 Marriage and family therapists assist persons in obtaining other therapeutic services if the therapist is unable or unwilling, for appropriate reasons, to provide professional help.

1.11 Marriage and family therapists do not abandon or neglect clients in treatment without making reasonable arrangements for the continuation of such treatment.

1.12 Marriage and family therapists obtain written informed consent from clients before videotaping, audio recording, or permitting third-party observation.

1.13 Marriage and family therapists, upon agreeing to provide services to a person or entity at the request of a third party, clarify, to the extent feasible and at the outset of the service, the nature of the relationship with each party and the limits of confidentiality.

## **Principle II Confidentiality**

*Marriage and family therapists have unique confidentiality concerns because the client in a therapeutic relationship may be more than one person. Therapists respect and guard the confidences of each individual client.*

2.1 Marriage and family therapists disclose to clients and other interested parties, as early as feasible in their professional contacts, the nature of confidentiality and possible limitations of the clients' right to confidentiality. Therapists review with clients the circumstances where confidential information may be requested and where disclosure of confidential information may be legally required. Circumstances may necessitate repeated disclosures.

2.2 Marriage and family therapists do not disclose client confidences except by written authorization or waiver, or where mandated or permitted by law. Verbal authorization will not be sufficient except in emergency situations, unless prohibited by law. When providing couple, family or group treatment, the therapist does not disclose information outside the treatment context without a written authorization from each individual competent to execute a waiver. In the context of couple, family or group treatment, the therapist may not reveal any individual's confidences to others in the client unit without the prior written permission of that individual.

2.3 Marriage and family therapists use client and/or clinical materials in teaching, writing, consulting, research, and public presentations only if a written waiver has been obtained in accordance with Subprinciple 2.2, or when appropriate steps have been taken to protect client identity and confidentiality.

2.4 Marriage and family therapists store, safeguard, and dispose of client records in ways that maintain confidentiality and in accord with applicable laws and professional standards.

2.5 Subsequent to the therapist moving from the area, closing the practice, or upon the death of the therapist, a marriage and family therapist arranges for the storage, transfer, or disposal of client records in ways that maintain confidentiality and safeguard the welfare of clients.

2.6 Marriage and family therapists, when consulting with colleagues or referral sources, do not share confidential information that could reasonably lead to the identification of a client, research participant, supervisee, or other person with whom they have a confidential relationship unless they have obtained the prior written consent of the client, research participant, supervisee, or other person with whom they have a confidential relationship. Information may be shared only to the extent necessary to achieve the purposes of the consultation.

**Principle III**  
**Professional Competence and Integrity**

*Marriage and family therapists maintain high standards of professional competence and integrity.*

3.1 Marriage and family therapists pursue knowledge of new developments and maintain competence in marriage and family therapy through education, training, or supervised experience.

3.2 Marriage and family therapists maintain adequate knowledge of and adhere to applicable laws, ethics, and professional standards.

3.3 Marriage and family therapists seek appropriate professional assistance for their personal problems or conflicts that may impair work performance or clinical judgment.

3.4 Marriage and family therapists do not provide services that create a conflict of interest that may impair work performance or clinical judgment.

3.5 Marriage and family therapists, as presenters, teachers, supervisors, consultants and researchers, are dedicated to high standards of scholarship, present accurate information, and disclose potential conflicts of interest.

3.6 Marriage and family therapists maintain accurate and adequate clinical and financial records.

3.7 While developing new skills in specialty areas, marriage and family therapists take steps to ensure the competence of their work and to protect clients from possible harm. Marriage and family therapists practice in specialty areas new to them only after appropriate education, training, or supervised experience.

3.8 Marriage and family therapists do not engage in sexual or other forms of harassment of clients, students, trainees, supervisees, employees, colleagues, or research subjects.

3.9 Marriage and family therapists do not engage in the exploitation of clients, students, trainees, supervisees, employees, colleagues, or research subjects.

3.10 Marriage and family therapists do not give to or receive from clients (a) gifts of substantial value or (b) gifts that impair the integrity or efficacy of the therapeutic relationship.

3.11 Marriage and family therapists do not diagnose, treat, or advise on problems outside the recognized boundaries of their competencies.

3.12 Marriage and family therapists make efforts to prevent the distortion or misuse of their clinical and research findings.

3.13 Marriage and family therapists, because of their ability to influence and alter the lives of others, exercise special care when making public their professional recommendations and opinions through testimony or other public statements.

3.14 To avoid a conflict of interests, marriage and family therapists who treat minors or adults involved in custody or visitation actions may not also perform forensic evaluations for custody, residence, or visitation of the minor. The marriage and family therapist who treats the minor may provide the court or mental health professional performing the evaluation with information about the minor from the marriage and family therapist's perspective as a treating marriage and family therapist, so long as the marriage and family therapist does not violate confidentiality.

3.15 Marriage and family therapists are in violation of this Code and subject to termination of membership or other appropriate action if they: (a) are convicted of any felony; (b) are convicted of a misdemeanor related to their qualifications or functions; (c) engage in conduct which could lead to conviction of a felony, or a misdemeanor related to their qualifications or functions; (d) are expelled from or disciplined by other professional organizations; (e) have their licenses or certificates suspended or revoked or are otherwise disciplined by regulatory bodies; (f) continue to practice marriage and family therapy while no longer competent to do so because they are impaired by physical or mental causes or the abuse of alcohol or other substances; or (g) fail to cooperate with the Association at any point from the inception of an ethical complaint through the completion of all proceedings regarding that complaint.

#### **Principle IV Responsibility to Students and Supervisees**

*Marriage and family therapists do not exploit the trust and dependency of students and supervisees.*

4.1 Marriage and family therapists are aware of their influential positions with respect to students and supervisees, and they avoid exploiting the trust and dependency of such persons. Therapists, therefore, make every effort to avoid conditions and multiple relationships that could impair professional objectivity or increase the risk of exploitation. When the risk of impairment or exploitation exists due to conditions or multiple roles, therapists take appropriate precautions.

4.2 Marriage and family therapists do not provide therapy to current students or supervisees.

4.3 Marriage and family therapists do not engage in sexual intimacy with students or supervisees during the evaluative or training relationship between the therapist and student or supervisee. Should a supervisor engage in sexual activity with a former supervisee, the burden of proof shifts to the supervisor to demonstrate that there has been no exploitation or injury to the supervisee.

4.4 Marriage and family therapists do not permit students or supervisees to perform or to hold themselves out as competent to perform professional services beyond their training, level of experience, and competence.

4.5 Marriage and family therapists take reasonable measures to ensure that services provided by supervisees are professional.

4.6 Marriage and family therapists avoid accepting as supervisees or students those individuals with whom a prior or existing relationship could compromise the therapist's objectivity. When such situations cannot be avoided, therapists take appropriate precautions to maintain objectivity. Examples of such relationships include, but are not limited to, those individuals with whom the therapist has a current or prior sexual, close personal, immediate familial, or therapeutic relationship.

4.7 Marriage and family therapists do not disclose supervisee confidences except by written authorization or waiver, or when mandated or permitted by law. In educational or training settings where there are multiple supervisors, disclosures are permitted only to other professional colleagues, administrators, or employers who share responsibility for training of the supervisee. Verbal authorization will not be sufficient except in emergency situations, unless prohibited by law.

#### **Principle V Responsibility to Research Participants**

*Investigators respect the dignity and protect the welfare of research participants, and are aware of applicable laws and regulations and professional standards governing the conduct of research.*

5.1 Investigators are responsible for making careful examinations of ethical acceptability in planning studies. To the extent that services to research participants may be compromised by participation in research, investigators seek the ethical advice of qualified professionals not directly involved in the investigation and observe safeguards to protect the rights of research participants.

5.2 Investigators requesting participant involvement in research inform participants of the aspects of the research that might reasonably be expected to influence willingness to participate. Investigators are especially sensitive to the possibility of diminished consent when participants are also receiving clinical services, or have impairments which limit understanding and/or communication, or when participants are children.

5.3 Investigators respect each participant's freedom to decline participation in or to withdraw from a research study at any time. This obligation requires special thought and consideration when investigators or other members of the research team are in positions of authority or influence over participants. Marriage and family therapists, therefore, make every effort to avoid multiple relationships with research participants that could impair professional judgment or increase the risk of exploitation.

5.4 Information obtained about a research participant during the course of an investigation is confidential unless there is a waiver previously obtained in writing. When the possibility exists that others, including family members, may obtain access to such information, this possibility, together with the plan for protecting confidentiality, is explained as part of the procedure for obtaining informed consent.

## **Principle VI Responsibility to the Profession**

*Marriage and family therapists respect the rights and responsibilities of professional colleagues and participate in activities that advance the goals of the profession.*

6.1 Marriage and family therapists remain accountable to the standards of the profession when acting as members or employees of organizations. If the mandates of an organization with which a marriage and family therapist is affiliated, through employment, contract or otherwise, conflict with the AAMFT Code of Ethics, marriage and family therapists make known to the organization their commitment to the AAMFT Code of Ethics and attempt to resolve the conflict in a way that allows the fullest adherence to the Code of Ethics.

6.2 Marriage and family therapists assign publication credit to those who have contributed to a publication in proportion to their contributions and in accordance with customary professional publication practices.

6.3 Marriage and family therapists do not accept or require authorship credit for a publication based on research from a student's program, unless the therapist made a substantial contribution beyond being a faculty advisor or research committee member. Coauthorship on a student thesis, dissertation, or project should be determined in accordance with principles of fairness and justice.

6.4 Marriage and family therapists who are the authors of books or other materials that are published or distributed do not plagiarize or fail to cite persons to whom credit for original ideas or work is due.

6.5 Marriage and family therapists who are the authors of books or other materials published or distributed by an organization take reasonable precautions to ensure that the organization promotes and advertises the materials accurately and factually.

6.6 Marriage and family therapists participate in activities that contribute to a better community and society, including devoting a portion of their professional activity to services for which there is little or no financial return.

6.7 Marriage and family therapists are concerned with developing laws and regulations pertaining to marriage and family therapy that serve the public interest, and with altering such laws and regulations that are not in the public interest.

6.8 Marriage and family therapists encourage public participation in the design and delivery of professional services and in the regulation of practitioners.

### **Principle VII Financial Arrangements**

*Marriage and family therapists make financial arrangements with clients, third-party payors, and supervisees that are reasonably understandable and conform to accepted professional practices.*

7.1 Marriage and family therapists do not offer or accept kickbacks, rebates, bonuses, or other remuneration for referrals; fee-for-service arrangements are not prohibited.

7.2 Prior to entering into the therapeutic or supervisory relationship, marriage and family therapists clearly disclose and explain to clients and supervisees: (a) all financial arrangements and fees related to professional services, including charges for canceled or missed appointments; (b) the use of collection agencies or legal measures for nonpayment; and (c) the procedure for obtaining payment from the client, to the extent allowed by law, if payment is denied by the third-party payor. Once services have begun, therapists provide reasonable notice of any changes in fees or other charges.

7.3 Marriage and family therapists give reasonable notice to clients with unpaid balances of their intent to seek collection by agency or legal recourse. When such action is taken, therapists will not disclose clinical information.

7.4 Marriage and family therapists represent facts truthfully to clients, third-party payors, and supervisees regarding services rendered.

7.5 Marriage and family therapists ordinarily refrain from accepting goods and services from clients in return for services rendered. Bartering for professional services may be conducted only if: (a) the supervisee or client requests it, (b) the relationship is not exploitative, (c) the professional relationship is not distorted, and (d) a clear written contract is established.

7.6 Marriage and family therapists may not withhold records under their immediate control that are requested and needed for a client's treatment solely because payment has not been received for past services, except as otherwise provided by law.

### **Principle VIII Advertising**

*Marriage and family therapists engage in appropriate informational activities, including those that enable the public, referral sources, or others to choose professional services on an informed basis.*

8.1 Marriage and family therapists accurately represent their competencies, education, training, and experience relevant to their practice of marriage and family therapy.

8.2 Marriage and family therapists ensure that advertisements and publications in any media (such as directories, announcements, business cards, newspapers, radio, television, Internet, and facsimiles) convey information that is necessary for the public to make an appropriate selection of professional services. Information could include: (a) office information, such as name, address, telephone number, credit card acceptability, fees, languages spoken, and office hours; (b) qualifying clinical degree (see

subprinciple 8.5); (c) other earned degrees (see subprinciple 8.5) and state or provincial licensures and/or certifications; (d) AAMFT clinical member status; and (e) description of practice.

8.3 Marriage and family therapists do not use names that could mislead the public concerning the identity, responsibility, source, and status of those practicing under that name, and do not hold themselves out as being partners or associates of a firm if they are not.

8.4 Marriage and family therapists do not use any professional identification (such as a business card, office sign, letterhead, Internet, or telephone or association directory listing) if it includes a statement or claim that is false, fraudulent, misleading, or deceptive.

8.5 In representing their educational qualifications, marriage and family therapists list and claim as evidence only those earned degrees: (a) from institutions accredited by regional accreditation sources recognized by the United States Department of Education, (b) from institutions recognized by states or provinces that license or certify marriage and family therapists, or (c) from equivalent foreign institutions.

8.6 Marriage and family therapists correct, wherever possible, false, misleading, or inaccurate information and representations made by others concerning the therapist's qualifications, services, or products.

8.7 Marriage and family therapists make certain that the qualifications of their employees or supervisees are represented in a manner that is not false, misleading, or deceptive.

8.8 Marriage and family therapists do not represent themselves as providing specialized services unless they have the appropriate education, training, or supervised experience.

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Violations of this Code should be brought in writing to the attention of:

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