

**ASSOCIATE MARRIAGE AND FAMILY THERAPIST
PROVISIONAL LICENSE**

Frequently Asked Questions

1) What is the difference between a Marriage and Family Therapist License and an Associate Marriage and Family Therapist Provisional License?

Individuals with a Hawaii Marriage and Family Therapist License may practice marriage and family therapy independently without clinical supervision.

Associate marriage and family therapists practice under a licensed marriage and family therapist or other licensed mental health professional in good standing with the Department of Commerce and Consumer Affairs (Department).

2) Who requires a provisional license?

Licensure is required only for individuals who use, or represent themselves under, the title "marriage and family therapist," "licensed marriage and family therapist," "associate marriage and family therapist," or "licensed associate marriage and family therapist." The licensure requirement is tied to use of these titles, not to the underlying work performed.

Licensure is not required for:

- Individuals whose work overlaps with the practice of marriage and family therapy, provided they do not use the protected titles listed above.
- Students completing a supervised practicum as part of an accredited graduate program, provided they are identified by an appropriate trainee title.
- Members of other licensed professions (such as social work, psychology, nursing, or medicine) providing services consistent with their own profession's standards, provided they do not use the protected MFT titles.

3) What are the requirements to become provisionally licensed as an Associate Marriage and Family Therapist in Hawaii?

Please be advised that the approval of a provisional license as an Associate Marriage and Family Therapist does not constitute or guarantee eligibility for full licensure as a Marriage and Family Therapist. Applicants are responsible for reviewing all applicable licensure requirements and ensuring full compliance with all statutory regulation.

- a. Education: Master's or doctoral degree from an accredited educational institution in marriage and family therapy or in an allied field related to the practice of mental health counseling.

Note: The Marriage and Family Therapist License contains additional education requirements for

full licensure. Please refer to the [Marriage and Family Therapist License Forms](#) for more details.

- b. Practicum: Completed one-year practicum with three hundred hours of supervised client contact. The practicum experience shall be completed under the clinical supervision of a licensed clinical supervisor. The supervisor must be an individual who is either:
 - A licensed marriage and family therapist whose license has been in good standing in any state for two years preceding commencement and during the supervision period OR
 - A licensed mental health professional whose license has been in good standing in any state and who has been a clinical member in good standing in the American Association for Marriage and Family Therapy for two years preceding commencement and during the supervision period.
- c. Post-Master's Experience: In order to obtain post-master's experience, you must do so under the clinical supervision of a licensed professional in good standing with the Department who is either:
 - A Hawaii-licensed marriage and family therapist whose license has been in good standing for two years preceding commencement during the supervision period OR
 - A Hawaii-licensed mental health professional whose license has been in good standing and who has been a clinical member in good standing in the American Association for Marriage and Family Therapy for two years preceding commencement and during the supervision period.

You can verify a supervisor's licensure by using the [Public License Search](#) feature on PVL's website.

See the [Associate Marriage and Family Therapist Provisional License Forms](#) for detailed instructions.

4) How do I apply?

You can submit your application online, in person, or by mail.

- a. Online
 - Download the [Associate Marriage and Family Therapist Provisional License Forms](#).
 - Complete the forms.
 - Log in to [MyPVL](#) to upload your forms, submit your application, and pay online.
- b. In Person
 - Download the [Associate Marriage and Family Therapist Provisional License Forms](#).
 - Complete the forms.
 - You can pay by check, cash, or card.
 - Drop off at our office:
335 Merchant St., Room 301
Honolulu, HI 96813

c. By Mail

- Download the [Associate Marriage and Family Therapist Provisional License Forms](#).
- Complete the forms.
- Include one check with the correct fee total (use a paper clip to attach, not a staple).
- Mail the forms and check to:
Marriage and Family Therapist Program
DCCA, PVL Licensing Branch
P.O. Box 3469
Honolulu, HI 96801

5) What documents do I need to submit with my application?

- a. Completed [Associate Marriage and Family Therapist – Application \(MFTP-02\)](#).
- b. Official transcript of your master's or doctoral degree from an accredited educational institution in marriage and family therapy or in an allied field related to the practice of mental health counseling sent directly to our office either by email or mail.

Email:

mft@dcca.hawaii.gov

OR

Mail:

Marriage and Family Therapist Program
DCCA, PVL Licensing Branch
P.O. Box 3469
Honolulu, HI 96801

- c. If you graduated with a master's or doctoral degree from an accredited educational institution in an allied field related to the practice of mental health counseling, a completed [Training Outline \(MFTP-03\)](#).
- d. Completed [Associate Marriage and Family Therapist – Practicum Verification Form \(MFTP-04\)](#), which requires your supervisor's signature and notarization.
- e. Completed [Associate Marriage and Family Therapist Post-Master's Experience Verification Form \(MFTP-05\)](#), which requires your supervisor's signature and notarization. Only the applicant's **current** supervisor is required to complete the supervision verification form. Applicants may voluntarily provide a list of former supervisors but are not required to do so.

Please note that e-signatures and e-notarizations on forms are acceptable.

See the [Associate Marriage and Family Therapist Provisional License Forms](#) for detailed instructions.

6) What are the fees associated with the Associate Marriage and Family Therapist Provisional License?

- Application fee (non-refundable): \$50
- License fee (non-refundable): \$76
- Compliance Resolution Fund: \$50
- Total: \$176

7) Is there an examination requirement?

No, there is no examination requirement for the Associate Marriage and Family Therapist Provisional License.

8) What if I cannot reach my practicum supervisor to complete the Practicum Verification Form?

An official letter from the institution of higher education explaining the circumstances, along with a completed [Practicum Verification Form \(MFTP-04\)](#) can be submitted on the supervisor's behalf.

9) Is my post-master's supervisor required to have been licensed in Hawaii for the two years *prior* to the start of my supervised period?

No. Your post-master's supervisor must be currently licensed in Hawaii and in good standing with the Department during your supervision. However, during the two years preceding the start of your supervised experience, the supervisor's licensure can be from another state.

10) What happens if my supervisor changes or terminates supervision?

The supervisor identified on your Post-Master's Experience Verification Form (MFTP-05) will be attached to your provisional license. If your relationship with your supervisor is terminated or you intend to change supervisors, you will need to complete a new MFTP-05 form with the new supervisor's information, signature, and notarization. (Please note that e-signatures and e-notarizations are acceptable.)

If you do not submit the new form prior to the termination of your relationship with the supervisor on your license, your provisional license will go inactive. To reactivate your license, you will need to provide a [reactivation application](#), [new MFTP-05 form](#), and reactivation fee of \$12.

See the [Associate Marriage and Family Therapy Provisional License Forms](#) for detailed instructions.

11) How long does an Associate Marriage and Family Therapist Provisional License remain valid?

The provisional license is valid for one year from the date of issuance, provided the provisional licensee remains under the clinical supervision of a Hawaii-licensed supervisor who is approved by and remains in good standing with the Department.

12) Can I renew my provisional license?

Yes, the provisional license can be renewed for an additional one-year period.

13) When can I renew my provisional license?

Applicants are encouraged to renew 1-2 months before their provisional license expires.

14) How do I renew my provisional license?

Renewal Instructions

- a. Renewal applications may be submitted in person or by mail to the DCCA Professional & Vocational Licensing Branch. These renewal applications are not accepted online.

Deliver in Person:

335 Merchant St., Room 301
Honolulu, HI 96813

Mail to:

Marriage and Family Therapist Program
DCCA, PVL Licensing Branch
P.O. Box 3469
Honolulu, HI 96801

- b. Carefully review the renewal application in its entirety.
- c. Update any contact information, including email, residential, and mailing address.
- d. Answer every applicable question on the form.
- e. Before submitting, verify that all applicable questions are answered, all required documents accompany your renewal application, and the correct fees are submitted. Missing or incorrect information, or incorrect fees, will delay processing.
- f. Sign and return.

What to Submit:

- a. A completed [Associate Marriage and Family Therapist – Application \(form MFTP-02\)](#). This serves as your renewal form.
- b. If you answer “Yes” to any question on the renewal form (MFTP-02), provide a detailed explanation. Supporting documentation may be required.
- c. If your supervisor has changed, a completed [Associate Marriage and Family Therapist – Post-Master’s Experience Verification Form \(form MFTP-05\)](#), with your new supervisor’s information. This form requires your supervisor’s signature and notarization (e-signatures and e-notarizations are acceptable).
- d. If paying by check, include one check with the correct fee total (use a paper clip to attach, not a staple).

See the [Associate Marriage and Family Therapy Provisional License Forms](#) for detailed instructions.

Renewal Fees

- Renewal fee (non-refundable): \$50
- Compliance Resolution Fund: \$50
- Total: \$100

Reactivation Fee

- Reactivation: \$12

15) Are there continuing education (“CE”) requirements for provisional licensure renewal?

No, continuing education is not required to renew the Associate Marriage and Family Therapist Provisional License.

16) What if I need to continue accruing post-master’s hours after the provisional license period of two years?

Licensees can apply again for the provisional license, starting with the one-year period and renewing for an additional one year if needed.

17) What if I am in the midst of completing my post-master’s experience requirements? Will the hours I have already accrued count towards provisional licensure?

Any post-master’s experience obtained under supervision prior to the provisional licensure effective date of July 1, 2026, will count towards provisional licensure requirements, so long as they meet the requirements for clinical supervision.

18) Is the provisional license a prerequisite for the full Marriage and Family Therapist license?

No, the full licensure process and application pathway remain unchanged. An individual who meets full licensure requirements can apply directly without having first held a provisional license.

19) Will applications continue to be accepted after July 1, 2026?

Yes, provisional license applications will continue to be accepted after July 1, 2026.

20) I am licensed in another state. Can I transfer my license to Hawaii? Is there reciprocity?

Currently, Hawaii does not have a marriage and family therapist reciprocity agreement with any state. Individuals licensed in another state must apply for Hawaii licensure and demonstrate that they meet Hawaii’s licensure requirements.

21) What if I am accruing my post-master’s hours outside of Hawaii? Do I need to be provisionally licensed in Hawaii before I can be fully licensed as a Marriage and Family Therapist?

Provided that you meet all requirements for full licensure as a Marriage and Family Therapist, post-master’s experience obtained outside of Hawaii is acceptable.

Post-masters obtaining experience outside of Hawaii are not required to obtain provisional licensure.

22) After submitting an Associate Marriage and Family Therapist Provisional License application, is there a grace period allowing me to continue accruing post-master’s hours while I wait for approval?

If it is July 1, 2026, or later (and an individual does not qualify under one of the exemptions), licensure is required only for individuals who use, or represent themselves under, the title "marriage and family

therapist," "licensed marriage and family therapist," "associate marriage and family therapist," or "licensed associate marriage and family therapist." The licensure requirement is tied to use of these titles, not to the underlying work performed.

23) How do I check the status of my application?

You can use the [Public License Search](#) feature on PVL's website or call 1-844-808-DCCA (3222), option 1.

24) How do I confirm if I am provisionally licensed as an Associate Marriage and Family Therapist?

Once you have been approved to be provisionally licensed as an Associate Marriage and Family Therapist, you will receive a [Notice of Licensure](#) by email or mail. This notice will include your name and provisional license number; the name, title and license number of your clinical supervisor; as well as the effective and expiration dates of your license.

You may also verify by using the [Public License Search](#) feature on PVL's website.

25) What if I have other questions?

For more information visit the [Marriage and Family Therapist Program page](#) or call 1-844-808-DCCA (3222), option 1.