

**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.

Individuals with an Associate Marriage and Family Therapist Provisional License may practice marriage and family therapy only under the clinical supervision of a Hawaii-licensed clinical supervisor while completing the post-graduate experience requirements for full licensure.

2) Do all Marriage and Family Therapist post-graduates need a Hawaii provisional license?

If you are practicing marriage and family therapy in Hawaii while completing your post-graduate experience requirements, you must obtain an Associate Marriage and Family Therapist Provisional License.

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-Graduate Experience: In order to obtain post-graduate experience (engage in the practice of marriage and family therapy), you must do so under the clinical supervision of a licensed clinical supervisor 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 Therapy 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 Therapy 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 Therapy 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 Therapy – Application (forms MFTP-01 & 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.

Mail to:

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

- c. Completed Associate Marriage and Family Therapy – Practicum Verification Form (MFTP-04), which requires your supervisor's signature and notarization.
- d. Completed Associate Marriage and Family Therapy Post-Master's Experience Verification Form (form MFTP-05), which requires your supervisor's signature and notarization.

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) 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 DCCA.

9) Can I renew my provisional license?

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

10) When can I renew my provisional license?

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

11) 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. Renewal applications are not accepted online.

Deliver in Person:

335 Merchant St., Room 301
Honolulu, HI 96813

Mail to:

Mental Health Counselor 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 as well as 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 (forms MFTP-01 & MFTP-02).
- b. If you answer “Yes” to any question on the renewal form (MHCP-01), provide a detailed explanation. Supporting documentation may be required.
- c. If your supervisor has changed, a completed Associate Marriage and Family Therapy – Post-Master’s Experience Verification Form (form MFTP-05), with your new supervisor’s information. This form requires your supervisor’s signature and notarization.
- d. If paying by check, include one check with the correct fee total (use a paper clip to attach, not a staple).

Please note that once your provisional license is issued, a change in supervisor will trigger an inactivation of your license if a new MHCP-03 form is not submitted with your new supervisor’s information. To reactivate your license, you will need to provide a reactivation application (a new MHCP-03 form) and a reactivation fee.

Renewal Fees

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

Reactivation Fee

- Reactivation: \$12

12) 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.

13) 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.

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

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

15) What if I am accruing my post-graduate 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-graduate experience obtained outside of Hawaii is acceptable.

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

16) 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.

17) 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.

18) After submitting an Associate Mental Health Counselor Provisional License application, is there a grace period allowing me to continue accruing post-graduate hours while I wait for approval?

If it is July 1, 2026, or later, you must be provisionally licensed before continuing to accrue post-graduate hours.

19) 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.