

GUIDANCE ON THE REQUIREMENT FOR THE AMERICAN ASSOCIATION FOR MARRIAGE AND FAMILY THERAPY APPROVED SUPERVISOR DESIGNATION FOR MARRIAGE AND FAMILY THERAPIST, GS-0101 POSITIONS

1. **PURPOSE.** This notice clarifies the American Association for Marriage and Family Therapy (AAMFT) requirement for the Approved Supervisor designation in specific Veterans Health Administration (VHA) assignments in the Marriage and Family Therapist (MFT) Qualification Standard in VA Handbook 5005, Part II, Appendix G44.
2. **POLICY.**
 - a. This notice must be used in conjunction with the MFT Qualification Standard dated April 18, 2018.
 - b. **Background.** AAMFT issues a national designation allowing MFTs to provide supervision to MFT trainees and unlicensed MFTs. An individual holding this designation is referred to as an “AAMFT Approved Supervisor.” An “AAMFT Supervisor Candidate” is a candidate for the Approved Supervisor designation but has not been granted the designation. The Approved Supervisor designation duties alone do not meet the supervisory control requirements needed to classify a position as a supervisor for official titling purposes. Positions that must be filled by an AAMFT Approved Supervisor or conditionally by AAMFT Supervisor Candidates are referred to as “Covered Assignments.”
 - c. **Qualification Requirements.** To qualify for Covered Assignments, applicants must meet all appropriate qualification requirements, and either be an AAMFT Supervisor Candidate or hold the designation of an AAMFT Approved Supervisor.
 - d. **Condition of Employment.**
 - (1) The AAMFT Approved Supervisor designation is always a condition of employment for the MFT (Program Manager) and Supervisory MFT. The functional statement and job opportunity announcement must include the requirement for the AAMFT Approved Supervisor designation.
 - (2) The AAMFT Approved Supervisor designation is a condition of employment for the MFT (Advanced) and MFT (Program Coordinator) assignments when responsible for providing clinical supervision. When required the functional statement and job opportunity announcement must include the requirement for the AAMFT Approved Supervisor designation.
 - (3) AAMFT Supervisor Candidates have 2 years from date of placement into a Covered Assignment to obtain the designation. The provisions of this Notice do not permit an extension of the 2-year timeframe.

- (4) Management officials must take appropriate action to relieve an employee from the Covered Assignment who fails to obtain the AAMFT Approved Supervisor designation within 2 years and/or fails to maintain the designation, which may lead to removal from employment.
 - e. **Supporting Documentation Requirements.** MFT applicants for Covered Assignments must provide one of the following when they submit their application:
 - (1) For AAMFT Approved Supervisors. Proof of the AAMFT Approved Supervisor designation.
 - (2) For AAMFT Supervisor Candidates. A written statement attesting they are in the process of obtaining the designation. The written statement must include the date the candidate started the process with AAMFT, the anticipated completion date of the designation and the name and AAMFT identification number of the AAMFT Approved Supervisor providing mentorship.
 - f. **AAMFT Supervisor Candidates selected for assignments requiring the designation.** Prior to effecting the fill action, the Human Resources (HR) Office staff must communicate, in writing, to the AAMFT Supervisor Candidate the requirement for designation, the deadline date to obtain the designation and the consequences for not obtaining designation by the deadline. Once awarded, employees must provide evidence of the AAMFT Approved Supervisor designation to the supervisor and the servicing HR Office within 30 days of completion.
3. **RESPONSIBLE OFFICE.** Office of Human Resources and Administration/Operations, Security and Preparedness (006), Office of the Chief Human Capital Officer (OCHCO), Recruitment and Placement Policy Service (059). Questions regarding this notice may be directed to the [OCHCO, Recruitment and Placement Policy Service](#).
 4. **RELATED HANDBOOK:** VA Handbook 5005, Part II, Appendix G44 dated April 18, 2018.
 5. **RESCISSION.** None.

**Department of Veterans Affairs
Washington, DC 20420**

**VA NOTICE 22-08
March 03, 2022**

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY OF
VETERANS AFFAIRS:**

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