



Board of Behavioral Sciences



1625 North Market Blvd., Suite S-200, Sacramento, CA 95834
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www.bbs.ca.gov

Governor Edmund G. Brown Jr.
State of California
Business, Consumer Services and Housing Agency
Department of Consumer Affairs

Exempt Setting Committee Meeting Notice and Agenda

**June 8, 2018
8:30 a.m.**

Department of Consumer Affairs
Hearing Room
1625 North Market Blvd., #S-102
Sacramento, CA 95834

While the Board intends to webcast this meeting, it may not be possible to webcast the entire meeting due to technical difficulties or limitations on resources. If you wish to participate or to have a guaranteed opportunity to observe, please plan to attend at the physical location.

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- I. Call to Order, Establishment of Quorum, and Introductions*
 - II. Discussion and Possible Recommendations Regarding Registrant Employment by Temporary Staffing Agencies
 - III. Discussion and Possible Recommendations Regarding Practice Setting Definitions
 - IV. Discussion of Possible Outreach Efforts to Educate Consumers about Therapy Settings and Consumer Rights
 - V. Discussion of Possible Outreach Efforts to Educate Students about Practicum Placement Settings
 - VI. Suggestions for Future Agenda Items
 - VII. Public Comment for Items Not on the Agenda
Note: The Board may not discuss or take action on any matter raised during this public comment section, except to decide whether to place the matter on the agenda of a future meeting. [Government Code Sections 11125, 1125.7(a)]
 - VIII. Adjournment
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(Continued on Reverse)

**Introductions are voluntary for members of the public.*

Public Comment on items of discussion will be taken during each item. Time limitations will be determined by the Chairperson. Times and order of items are approximate and subject to change. Action may be taken on any item listed on the Agenda.

This agenda as well as Board meeting minutes can be found on the Board of Behavioral Sciences website at www.bbs.ca.gov.

NOTICE: The meeting is accessible to persons with disabilities. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Christina Kitamura at (916) 574-7835 or send a written request to Board of Behavioral Sciences, 1625 N. Market Blvd., Suite S-200, Sacramento, CA 95834. Providing your request at least five (5) business days before the meeting will help ensure availability of the requested accommodation.



Board of Behavioral Sciences

Memo

1625 North Market Blvd., Suite S-200
Sacramento, CA 95834
(916) 574-7830, (916) 574-8625 Fax
www.bbs.ca.gov

To: Exempt Setting Committee Members **Date:** May 30, 2018
From: Christy Berger
Regulatory Analyst **Telephone:** (916) 574-7817
Subject: **Discussion and Possible Recommendation Regarding Registrant
Employment by Temporary Staffing Agencies**

At its June 2017 and February 2018 meetings, the Exempt Setting Committee discussed the topic of registrants gaining hours of experience while employed by a temporary employment/staffing agency. This type of arrangement has often been seen with registrants placed at the Veteran's Administration (VA).

Current law for the LMFT, LCSW and LPCC professions does not address a temporary agency as an employer of individuals gaining hours of experience toward licensure, and certain provisions of existing law are a poor fit for this situation.

Staff presented conceptual draft language to address those concerns at the February 2018 meeting, and were directed to make minor changes to the text regarding the locations where individuals are authorized to see clients (see **Attachment**).

Recommendation

Conduct an open discussion about the proposed amendments. Direct staff to make any discussed changes, and any non-substantive changes, and recommend to the full Board as regulatory proposal.

Attachment

Draft Language

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ATTACHMENT

Draft Language

Re: Temporary Agency Employers

Title 16, California Code of Regulations

(a) A “temporary employment agency” is defined as agency that locates positions for individuals seeking temporary work, and fills vacancies for agencies seeking to employ individuals on a temporary basis.

(b) A “contracting agency” is defined as the agency where a trainee, associate, or applicant for licensure has been placed by a temporary employment agency.

(c) The following provisions apply to a trainee, associate, or applicant for licensure whose employer is a temporary employment agency:

(1) Notwithstanding BPC sections 4980.43.5, 4996.23.3, and 4999.46.4, the trainee, associate or applicant for licensure shall only perform mental health and related services at the places where the contracting agency ~~regularly conducts permits~~ business ~~to be conducted~~.

(2) Notwithstanding Title 16, CCR sections 1821, 1833 and 1869, the written agreement shall be between the contracting agency and the supervisor; and, in cases where the supervisor is an employee of the contracting agency, no written agreement shall be required.

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To: Exempt Setting Committee Members **Date:** May 30, 2018
From: Christy Berger
Regulatory Analyst **Telephone:** (916) 574-7817
Subject: **Discussion and Possible Recommendations Regarding Practice Setting
Definitions**

The Exempt Setting Committee has now reviewed the results of two major surveys conducted by staff:

- Practicum Placement Coordinator Survey
- Exempt and Private Practice Settings Survey

After discussing the survey results, as well as some additional information provided to the Committee, there was interest expressed in creating definitions for different types of practice settings in order to help achieve the following:

- Clarify acceptable practicum settings for students
- Make efforts to protect consumers receiving psychotherapy from unlicensed/unregistered therapists in exempt settings

Defining Types of Settings

Exempt Settings

In current law, the only fully-defined types of settings are “exempt” settings:

- Nonprofit and charitable entities (aka 501c3)
- Schools (whether public, private, for-profit or non-profit)
- Governmental agencies

Churches and religious organizations who meet certain federal requirements are also considered “nonprofit and charitable” (though not required to file as a 501c3), and are therefore also considered an exempt setting.

One of the main reasons for initiating the Exempt Setting Committee was to explore whether consumers were being harmed in such settings. California law permits psychotherapy to be provided in exempt settings by unlicensed and unregistered individuals, including those who are not pursuing licensure as a mental health professional, and who may have little training or oversight. While governmental entities and public schools by their very nature have governmental oversight along with institutional controls, by comparison there is little oversight of non-profit and charitable settings or private schools.

The Exempt Settings Survey results, as well as information gathered during a meeting with four nonprofit mental health treatment clinics, seem to indicate that in most cases, consumers are being adequately protected in exempt settings. Nonprofit clinics typically do fingerprint individuals, provide training and supervision for unlicensed therapists (including those not pursuing licensure), and have a complaint process for consumers.

However, there are agencies who do not fingerprint employees (16% of survey respondents), do not have a licensee supervising unlicensed/unregistered staff (34%), or do not have a consumer complaint process (15%). The Committee expressed interest in possible efforts to address those agencies where consumer protection may be lacking.

Because the Board does not regulate agencies, this limits the Board's ability to enforce any requirements placed upon exempt settings, or placed upon unlicensed staff working in exempt settings. However, this does not mean that requirements cannot be instituted. Laws do exist that are mostly symbolic, and which are typically an attempt to persuade rather than punish. Most individuals and entities make an effort to follow the law even if there are no penalties associated with it.

If the Committee was interested in setting some requirements that may help protect consumers, one option would be to specify that unlicensed/unregistered therapists working in an exempt setting must provide consumers with written information about how to file a complaint about the therapist with the agency, prior to initiating psychotherapy.

The Committee may also wish to consider requiring **all** settings in which psychotherapy is performed, including private practices, to provide written information to consumers about where to file a complaint with the Board about the therapist. This is currently a requirement in law for psychologists, physicians, dentists and other health professions.

Proposed language based on all of the above is provided in **Attachment A**.

Note: A separate agenda item proposes other efforts to address consumer protection in exempt settings. This includes developing informational materials that include precautions for consumers, as well as explaining the characteristics of a competent therapist and/or therapy setting.

For-Profit Business Entities

There are a variety of for-profit business entity types that may be set up for the purpose of providing professional mental health services. The different entity types specify who is liable for the company's obligations, how taxes are paid, and who manages and controls the company. The management and control of the company may be an important factor to consider in formulating definitions.

Private Practices and Professional Corporations

Currently, only LCSW statute¹ contains a private practice definition, as follows:

"A "private practice" is a setting owned by a licensed clinical social worker, a licensed marriage and family therapist, a licensed psychologist, a licensed professional clinical counselor, or a licensed physician and surgeon, or a professional corporation of any of those licensed professions, as defined in section 13401(b) of the Corporations Code."

¹ Business and Professions Code (BPC) section 4996.23(i)

Note that professional corporations are included in the above definition. A professional corporation must register with the California Secretary of State and meet the requirements of the Corporations Code. See **Attachment B** for the legal definitions of a professional corporation.

Current law² for the LMFT, LCSW and LPCC professions sometimes lumps professional corporations and private practices together as in the above definition, but also at times deals with them separately (see **Attachment C** for a list of all laws referencing “private practice” or “professional corporation”):

- Subjects professional corporations to all laws governing registrant employment and supervised experience in a private practice setting.
- Prohibits a LMFT Trainee from working in a private practice or a professional corporation.
- Prohibits an LMFT, LCSW, or LPCC in private practice from employing, at any one time, more than three BBS registrants. Prohibits a professional corporation from employing, at any one time, more than three BBS registrants for each employee or shareholder who is qualified to supervise individuals gaining hours toward licensure.
- Requires those supervising experience hours in a professional corporation to be employed full-time by the corporation and be actively engaged in performing professional services at and for the corporation.

It may be appropriate to include professional corporations in the definition of private practice, as a single licensee can form a professional corporation. While a professional corporation may be owned by one or more licensees, a private practice may also be owned by one or more licensee(s). When owned by one licensee, it would be considered a sole proprietorship.

However, when a practice is owned by two or more licensees, the company could be either a professional corporation or a partnership. For some example “private practice” definitions from different sources (some of which include professional corporations), see **Attachment C**.

Other For-Profit Settings

It is also necessary to define other types of “for-profit” settings that do not meet the criteria for what is normally considered a private practice or professional corporation. While these types of settings could potentially be subsumed into the private practice definition, there are some important considerations that need to be carefully weighed:

- If other types of for-profit businesses were included in the private practice definition, it could impact whether schools would be allowed to continue placing students gaining practicum experience in such for-profit entities. Currently, 42% of programs place students in for-profit entities. In addition, 30% of schools do not have enough placements for their students.
- If other for-profit entities were added to the private practice definition, it would subject other types of companies to all of the laws pertaining to private practices, provided in **Attachment D**.

² BPC sections 4980.43, 4980.45, 4996.24 and 4999.455

“Other” for-profit business entity types include :

- Companies owned by an individual who is not a licensee
- Partnerships (multiple owners, can be licensees or non-licensees)
- General stock corporations such as:
 - Telecare (employee-owned)
 - Health Net of California which owns MHN, an employee assistance program

Types of for-profit companies may include, but are not limited to:

- Mental health clinics
- Substance abuse recovery programs
- Medical settings such as hospitals, medical groups, nursing homes, hospices, dialysis clinics

Some types of for-profits are regulated by the State of California. The type of oversight varies, from lightly to heavily regulated. All of the for-profit company types listed in the above bullet points are settings regulated either by the state Department of Public Health or Department of Health Care Services.

Staff are not aware of major concerns regarding students working in these types of for-profit settings, other than the practicum coordinator survey results indicating that substance abuse recovery programs are sometimes not ideal because they can be limited in scope.

The the American Public Health Association has expressed concerns about entities that are owned and/or managed solely by non-licensees³, stating, “The primary fiduciary responsibility of for-profit health care corporations is to their shareholders, not to the health of their patients. For the for-profit health care entities and the caregivers who share in their profits or whose patient care decisions can be influenced by financial incentives, there is a clear potential for conflict of interest.”

A few caveats: Not all for-profit organizations pay their shareholders dividends - they may reinvest the profit back into the company and services provided; the profit potential in mental health is not as high as for medical treatment, and may be less of a concern in this field; and, for-profits must meet the requirements of their professional liability insurance, which would include the need to offer effective treatment, etc.

Draft definitions for the different types of for-profit settings are provided in **Attachment E**.

Recommendation

Conduct an open discussion of the proposed language. Direct staff to make any discussed changes and any non-substantive changes, and submit to the Policy and Advocacy Committee for consideration.

Attachments

Attachment A: Proposed Language: Exempt Settings / Notice to Consumers

Attachment B: Professional Corporation Definitions

³ “The Issue of Profit in Health Care.” *American Public Health Association*, 01 Jan. 1997, <https://www.apha.org/policies-and-advocacy/public-health-policy-statements/policy-database/2014/07/30/09/10/the-issue-of-profit-in-health-care>.

Attachment C: Example Private Practice Definitions

Attachment D: California Laws Referencing “Private Practice”

Attachment E: Draft Definitions of For-Profit Settings

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**ATTACHMENT A
PROPOSED LANGUAGE
EXEMPT SETTINGS /
NOTICE TO CONSUMERS**

Amend §4980.01 (LMFT)

(c)(1) This chapter shall not apply to an employee or volunteer working in any of the following settings if his or her work is performed solely under the supervision of the employer a governmental entity, a school, or an institution that is both nonprofit and charitable if:

(A) His or her work is performed solely under the supervision of the entity;

(B) He or she performs those functions as part of the position for which he or she is employed or is volunteering; and,

(C) If the employee or volunteer is not licensed or registered with the Board, he or she provides consumers with the notice described in paragraph (2) prior to initiating psychotherapy services.

~~(A) A governmental entity.~~

~~(B) A school, college, or university.~~

~~(C) An institution that is both nonprofit and charitable.~~

~~(2) This chapter shall not apply to a volunteer working in any of the settings described in paragraph (1) if his or her work is performed solely under the supervision of the entity, school, or institution.~~

(2) An individual providing psychotherapy services in any of the above settings who is not licensed or registered with the Board must provide consumers with a written notice in at least 12 point font that describes how to file a complaint about the therapist. The notice shall include the following:

NOTICE TO CONSUMERS

The (office/unit/individual name) receives and responds to complaints regarding the practice of psychotherapy by any unlicensed therapist providing services at (agency name). To file a complaint, contact (telephone number, email address and mailing address).

Add §4980.32 (LMFT)

Licensees and registrants shall provide a written notice to consumers in at least 12 point font prior to initiating psychotherapy services, that reads as follows:

NOTICE TO CONSUMERS

The Board of Behavioral Sciences receives and responds to complaints regarding the practice of psychotherapy. You may contact the Board online at www.bbs.ca.gov, by emailing bbs.consumercomplaint@dca.ca.gov, or by calling (916) 574-7830.

Amend §4996.14 (LCSW)

(a) This chapter shall not apply to an employee or volunteer who is working in any of the following settings if his or her work is performed solely under the supervision of the employer: a governmental entity, a school, or an institution that is both nonprofit and charitable if:

(1) His or her work is performed solely under the supervision of the entity;

(2) He or she performs those functions as part of the position for which he or she is employed or is volunteering; and,

(3) If the employee or volunteer is not licensed or registered with the Board, he or she provides consumers with the notice described in paragraph (b) prior to initiating psychotherapy services.

~~(1) A governmental entity.~~

~~(2) A school, college, or university.~~

~~(3) An institution that is both nonprofit and charitable.~~

~~(b) This chapter shall not apply to a volunteer who is working in any of the settings described in subdivision (a) if his or her work is performed solely under the supervision of the entity, school, college, university, or institution.~~

(b) An individual providing psychotherapy services in any of the above settings who is not licensed or registered with the Board must provide consumers with a written notice that describes how to file a complaint about the therapist. The notice shall include the following:

NOTICE TO CONSUMERS

The (office/unit/individual name) receives and responds to complaints regarding the practice of psychotherapy by any unlicensed therapist providing services at (agency name). To file a complaint, contact (telephone number, email address and mailing address).

Add §4996.75 (LCSW)

Licensees and registrants shall provide a written notice to consumers in at least 12 point font prior to initiating psychotherapy services, that reads as follows:

NOTICE TO CONSUMERS

The Board of Behavioral Sciences receives and responds to complaints regarding the practice of psychotherapy. If you have questions or complaints, you may contact the Board at www.bbs.ca.gov, by emailing XXX, by calling (916) 574-7830.

Amend §4999.22 (LPCC)

~~(d) This chapter shall not apply to an employee of or volunteer working in a governmental entity, or a school, college, or university, or of an institution that is both nonprofit and charitable, if his or her practice is performed solely under the supervision of the entity, school, college, university, or institution by which he or she is employed, and if he or she performs those functions as part of the position for which he or she is employed. if:~~

~~(1) His or her work is performed solely under the supervision of the entity;~~

~~(2) He or she performs those functions as part of the position for which he or she is employed or is volunteering; and,~~

~~(3) If the employee or volunteer is not licensed or registered with the Board, he or she provides consumers with the notice described in paragraph (b) prior to initiating psychotherapy services.~~

(e) An individual providing psychotherapy services in any of the above settings who is not licensed or registered with the Board must provide consumers with a written notice that describes how to file a complaint about the therapist. The notice shall include the following:

NOTICE TO CONSUMERS

The (office/unit/individual name) receives and responds to complaints regarding the practice of psychotherapy by any unlicensed therapist providing services at (agency name). To file a complaint, contact (telephone number, email address and mailing address).

Add §4999.71 (LPCC)

Licensees and registrants shall provide a written notice to consumers in at least 12 point font prior to initiating psychotherapy services, that reads as follows:

NOTICE TO CONSUMERS

The Board of Behavioral Sciences receives and responds to complaints regarding the practice of psychotherapy. If you have questions or complaints, you may contact the Board at www.bbs.ca.gov, by emailing XXX, by calling (916) 574-7830.

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ATTACHMENT B
PROFESSIONAL CORPORATION DEFINITIONS

The California Corporations Code (section 13401(b)) defines “professional corporation” as:

“...a corporation organized under the General Corporation Law or pursuant to subdivision (b) of Section 13406 that is engaged in rendering professional services in a single profession, except as otherwise authorized in Section 13401.5, pursuant to a certificate of registration issued by the governmental agency regulating the profession as herein provided and that in its practice or business designates itself as a professional or other corporation as may be required by statute.”

BBS Statute (Business and Professions Code sections 4987.5, 4998 and 4999.123) define a professional corporation as:

“...a corporation that is authorized to render professional services, as defined in Section 13401 of the Corporations Code, so long as that corporation and its shareholders, officers, directors, and employees rendering professional services who are licensed marriage and family therapists, physicians and surgeons, psychologists, licensed professional clinical counselors, licensed clinical social workers, registered nurses, chiropractors, or acupuncturists are in compliance with the Moscone-Knox Professional Corporation Act...”

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ATTACHMENT C: EXAMPLE PRIVATE PRACTICE DEFINITIONS

State/Agency	Private Practice Definition
CA Board of Behavioral Sciences	LCSW law only: A private practice setting is a setting that is owned by a licensed clinical social worker, a licensed marriage and family therapist, a licensed psychologist, a licensed professional clinical counselor, a licensed physician and surgeon, or a professional corporation of any of those licensed professions.
CA Board of Psychology	Prior to some recent regulation changes, BOP required a psychological assistant in a private practice setting to submit a plan for supervised experience to the Board. A private practice setting had been defined as a psychological corporation or a medical corporation, with the exception of a nonprofit corporation supported by donations, or a clinic that provides mental health services under contract to a local mental health agency (Note: The BOP has since deleted this definition, formerly under Title 16 CCR 1387(b)(11).
AZ, FL	None
NY	None in law, but the licensing website provides the following definition: <ul style="list-style-type: none"> • Occurs when any licensee commences practicing for profit absent any planned corporate structure. • The practitioner is responsible independently for his/her professional actions which result in charges of professional misconduct and civilly liable for his/her actions and those of any employee
OH	"Private practice" and "private practitioner" mean an individual who independently, in partnership, or in corporation practices counseling, social work, or marriage and family therapy and sets up his/her own condition of exchange with those clients, and identifies himself/herself in any manner as a counselor, social worker, or marriage and family therapist in offering such services.
OR, TX, VT, VA	None
CAMFT, AAMFT, ACA, NBCC	None
NASW	Private practitioners are social workers who, wholly or in part, practice social work outside a governmental or duly incorporated voluntary agency, who have responsibility for their own practice and set up conditions of exchange with their clients, and identify themselves as social work practitioners in offering services.
Association of Social Work Boards Model Law	Private Practice means the provision of Clinical Social Work services by a licensed clinical social worker who assumes responsibility and accountability for the nature and quality of the services provided to the Client in exchange for direct payment or third-party reimbursement.
Mosby's Medical Dictionary	The work of a professional health care provider who is independent of economic or policy control by professional peers except for licensing and other legal restrictions; To engage in one's profession as an independent provider rather than as an employee.
National Health Service Corps	Solo or Group Private Practice – A clinical practice that is made up of either one or many providers in which the providers have ownership or an invested interest in the practice. Private practices can be arranged to provide primary medical, dental and/or mental health services and can be organized as entities on the following basis: fee-for-service; capitation; a combination of the two; family practice group; primary care group; or multi-specialty group.

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ATTACHMENT D

California Laws Referencing “Private Practice”

Business and Professions Code (BPC):

- Prohibits a licensee who has been granted a renewal waiver due to being on active military duty from working in a private practice while holding the waiver. (BPC section 114.3)
- Prohibits anyone from working in a private practice until registered with the Board as an AMFT or APCC or ASW. (BPC sections 4980.43, 4996.23, 4999.34, 4999.44, 4999.45 and 4999.46)
- Requires an AMFT or APCC working in a private practice to be under the direct supervision of a qualified supervisor who is either employed by and practices at the same site as the intern’s employer, or who is an owner or shareholder of the private practice. (BPC section 4980.43, Title 16, California Code of Regulations (16CCR) sections 1820 and 1833)
- Allows MFT and PCC Trainees or Interns who serve as volunteers and provide services in any setting other than a private practice to be considered employees and not independent contractors if they receive no more than \$500 per month in reimbursement of expenses. (BPC sections 4980.43 and 4999.47)
- Prohibits an LMFT, LCSW, or LPCC in private practice from employing, at any one time, more than three BBS registrants. (BPC sections 4980.45, 4996.24 and 4999.455)
- Subjects LMFT, LCSW and LPCC professional corporations to all laws governing employment, experience and supervision gained in a private practice setting. (BPC sections 4980.45, 4996.24 and 4999.455)
- Prohibits a LMFT or LCSW who conducts a private practice under a fictitious business name from using a name which is false, misleading or deceptive, and requires informing clients of the name and license type of the practice owner(s). (BPC sections 4980.46, 4992.10 and 4999.72)
- Prohibits an AMFT, ASW or APCC from being employed or volunteering in a private practice after the initial six-year registration runs out. (BPC sections 4984.01, 4996.28, 4999.45 and 4999.100)
- States that it is unprofessional conduct for an LEP, when employed by another person or agency, to encourage the employer’s or agency’s clientele to use his or her private practice for further counseling without the approval of the employing agency or administration. (BPC section 4989.54)
- Excludes private practices from the definition of “community mental health setting” in LPCC law. (16CCR section 1820)

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**ATTACHMENT E
PROPOSED LANGUAGE**

FOR-PROFIT SETTING DEFINITIONS

PRIVATE PRACTICE DEFINITION

For the purposes of this chapter, a “private practice” is business which provides clinical mental health services and meets both of the following:

- (a) The business is owned and operated by one or more licensed mental health professionals, or other licensed individuals who are permitted to provide clinical mental health services; and,
- (b) The licensed professionals have responsibility for the practice and services provided, and set conditions of client payment or reimbursement for the provision of services.

OTHER FOR-PROFIT SETTING DEFINITION

For the purposes of this chapter, an “other for-profit setting” is a for-profit business which provides clinical mental health services and is owned by one or more individuals who are not licensed mental health professionals.

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Board of Behavioral Sciences

Memo

1625 North Market Blvd., Suite S-200
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www.bbs.ca.gov

To: Exempt Setting Committee Members **Date:** May 30, 2018
From: Christy Berger
Regulatory Analyst **Telephone:** (916) 574-7817
Subject: **Discussion of Possible Outreach Efforts to Educate Consumers about
Therapy Settings and Consumer Rights**

At its February 2018 meeting, the Committee discussed the Exempt and Private Practice Settings Survey results. The survey's goal was to help determine whether consumers are being harmed by unlicensed staff performing clinical services in exempt settings, and to better understand the different types of settings in which clinical mental health services are provided.

The Committee discussed the survey results and felt that there were no indications that warranted major changes regarding exempt settings. However, it was suggested that efforts be made to better inform consumers about important qualities to look for when seeking mental health services, both in general and in exempt settings. This may include precautions for consumers, as well as explaining the characteristics of a competent therapist and/or therapy setting.

The "Consumer Information" section of the Board's website is currently in the process of being updated. This section includes information about:

- The Board's licensees
- How to file a complaint
- How to find care
- HIPAA
- Telehealth
- Aging and Mental Health*
- Booklet: *Professional Therapy Never Includes Sex**
- Booklet: *Self-Empowerment: Choosing a Mental Health Professional in California** (**see Attachment**)

*Currently in the process of being updated.

Recommendation

Conduct an open discussion about specific outreach efforts that could be undertaken that would enhance consumer protection, with a focus on individuals whose therapist may be unlicensed.

Attachment

Booklet: *Self-Empowerment: Choosing a Mental Health Professional in California*

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Self-empowerment

Choosing a mental health professional in California



 Self-
empowerment



It's your decision


Choosing a therapist

Your relationship with your mental health professional is vital to your success. If you use mental health services in California, you should feel comfortable asking some basic questions before choosing a therapist. The Board of Behavioral Sciences (Board) has prepared this booklet to help you make an informed decision.

Questions to ask your therapist

You may want to interview several candidates before making your choice. Start by giving the therapist or mental health professional a brief description of why you are seeking mental health services. Then, ask him or her for information such as:

- The name of the university or school he or she attended.
- The dates the degree and clinical license were granted.
- If he or she has experience dealing with issues like yours.
- How and when the length of treatment is determined.
- Whether he or she practices from a particular "model" of treatment, and if so, a brief description of that treatment and what it involves.
- If he or she has forensic experience (this question applies only if you need services because of a legal action, such as a child custody dispute).



**Before choosing a
mental health professional,
interview several people to make sure
you and your therapist
will be a good match.**

Questions continued....

- If he or she thinks you might need medication from a psychiatrist or other physician working with your therapist and, if so, whether the therapist can make a referral.
- If he or she can accommodate your schedule for therapy appointments.
- What the office policies are regarding cancellations, vacation coverage, and phone calls between sessions.

Assessment process

The assessment process usually consists of one to three sessions in which you talk with your therapist about your current situation and needs. Your individual and family histories are also discussed at this time. These meetings should give you a good idea of your therapist's style and whether or not he or she is a good match for your personality, clinical needs, and goals. If you are not comfortable with his or her style, you may wish to search for another therapist.

Treatment plan

At the end of the assessment process, your therapist should give you a working diagnosis and treatment plan. This plan should include a recommendation about the number of sessions and referrals for other services (i.e., referral for medication, testing of a child with learning problems) that you may need to effectively resolve your issues. You and your therapist should work together on your treatment plan. Remember—therapy is a process that requires time and effort from both you and your therapist.







Mental health professionals in California

There are many different types of licensed mental health professionals. In California, they are regulated by different agencies. It's a good idea to be familiar with all of them so that you can make an informed decision.

Check the license of the mental health professional you choose before your first visit. Here's a list of mental health professionals, the agencies that license them, and their contact information:

Marriage and Family Therapists, Marriage and Family Therapist interns

Board of Behavioral Sciences

t (916) 574-7830 **w** www.bbs.ca.gov

Licensed Clinical Social Workers, Associate Clinical Social Workers

Board of Behavioral Sciences

t (916) 574-7830 **w** www.bbs.ca.gov

Licensed Psychologists, Psychological Assistants, Registered Psychologists

Board of Psychology

t (916) 263-2699 **w** www.psychboard.ca.gov

Psychiatrists

Medical Board of California

t (916) 263-2499 **w** www.medbd.ca.gov

Psychiatric Technicians

Board of Vocational Nursing and Psychiatric Technicians

t (916) 263-7800 **w** www.bvnpt.ca.gov

Psychiatric Mental Health Nurses

Board of Registered Nursing

t (916) 322-3350 **w** www.rn.ca.gov

Licensed Educational Psychologists

Board of Behavioral Sciences

t (916) 574-7830 **w** www.bbs.ca.gov



You can get treatment if you do not have health insurance, or if your insurance does not cover mental health.

How do I find a therapist in my area?

For a general list of helpful Web sites and referral services, including resources for specialized needs, please visit the “How to Find Services” page in the “Consumers” section of our Web site at www.bbs.ca.gov.

If you have health insurance, find out what mental health services (for example, inpatient, outpatient, or substance abuse) your plan covers. Many health insurance plans use some form of managed care, such as an HMO. Call your insurance company, read your “Evidence of Coverage” booklet, or visit your health plan’s Web site for more information.

You can still get treatment if you do not have health insurance, or if your insurance does not cover mental health. Community-based mental health programs offer low-cost or sliding scale (income-based) fees. You may have to do some research to find these services, however.

Major Internet search engines can help you locate these services in your area. Try entering your “(your city/county) low cost mental health services” in the search window.

Where else can I get information?

The Department of Managed Health Care, the Department of Insurance, and the Office of the Patient Advocate also can answer questions about your health care plan. Visit them online for more information.

Department of Managed Health Care: www.dmhc.ca.gov

Department of Insurance: www.insurance.ca.gov

Office of the Patient Advocate: www.opa.ca.gov





Dial 2-1-1

Several counties participate in United Way of America's 2-1-1 referral network for human services. In participating counties, you can dial 2-1-1 from any landline (and most cell carriers) and be connected to someone who can help you find mental health services in your area.

The 2-1-1 referral network is constantly expanding to include more counties. Please visit the Web site at www.211.org for more information.

About the Board of Behavioral Sciences

We protect you in several ways, including:

- Ensuring high standards of licensees through education, professional experience, and examination requirements;
- Investigating consumer complaints and bringing appropriate action; and
- Giving you access to valuable information and resources.

Filing a Complaint

We investigate all complaints regarding our licensees and registrants. If you have questions about how to file a complaint, please visit our Web site at www.bbs.ca.gov, or call the Board's Enforcement Unit at (916) 574-7868.

Our Consumer Complaint Form and instructions are available in the Forms and Publications section of our Web site. These forms can also be sent to you upon request.

* For more information

Call, write, or visit us online at:
Board of Behavioral Sciences
1625 N. Market Blvd, Suite S-200
Sacramento, CA 95834
(916) 574-7830
www.bbs.ca.gov

Disclaimer: The questions and recommendations contained in this brochure are for the purpose of educating consumers about typical patient experiences with mental health treatment. Every individual's experience with mental health treatment is unique. This brochure offers suggestions only and your specific treatment experience may differ from these descriptions. Differences are to be expected and do not necessarily mean that your provider is not following a responsible treatment course.



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To: Exempt Setting Committee Members **Date:** May 30, 2018
From: Christy Berger
Regulatory Analyst **Telephone:** (916) 574-7817
Subject: **Discussion of Possible Outreach Efforts to Educate Students about
Practicum Placement Settings**

At its February 2018 meeting, the Committee discussed the Practicum Coordinators' Survey results. The Committee directed staff to create and revise definitions of different types of settings in order to help clarify which settings are acceptable for students pursuing licensure. In addition, the Committee considered methods to help students be better informed about issues pertaining to practicum settings.

Current and Past Student Outreach Efforts

Staff currently attends (in person or by telephone) the Marriage and Family Therapist (MFT) Consortium meetings when requested. There are eight regional consortia groups that meet on a regular basis. In these meetings, MFT and LPCC educators examine the various protocols schools use in preparing students for practicum training and collaborate with the sites that provide the direct clinical experience and supervision to the students. The consortium meetings include both educators and agency representatives. These outreach efforts will continue.

In 2008, there was a major initiative undertaken to increase the Board's outreach efforts, some of which was specifically geared toward students. Staff were made available to provide informational presentations relating to the licensing process and other topics as requested.

However, when furloughs and a travel freeze were instituted in 2009, it required the Board to make some difficult decisions, one of which included limiting outreach efforts (note that some outreach efforts resumed once the furloughs and travel freeze were lifted, but are not at the prior level).

Also in 2008, the Board published student handbooks which provide information about degree requirements, registration with the board, experience requirements and exam requirements (**see Attachments A and B**). These booklets were removed from publication several years later when they became outdated. The booklets have not been updated since that time.

Recommendation

Conduct an open discussion about outreach efforts to students, including updating the student handbooks to reflect current requirements, and to incorporate information about what to look for when selecting a practicum site (e.g., effective supervision, quality learning/training opportunities, exposure to a spectrum of clients/experiences).

Attachments

Attachment A: LCSW Student Handbook

Attachment B: LMFT Student Handbook

LICENSED CLINICAL SOCIAL WORKER

STUDENT HANDBOOK



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PART I

EARNING A MASTER OF SOCIAL WORK DEGREE

Earning a Master of Social Work (MSW) degree from an accredited school of social work is your first step toward becoming a Licensed Clinical Social Worker (LCSW) in California. There is more to come, however, and this handbook from the Board of Behavioral Sciences (BBS) will guide you through the process.

Accepting your degree

For the BBS to accept your degree, it must be earned at an accredited school of social work. You can verify your school's accreditation on the BBS Web site, www.bbs.ca.gov/app-reg/lcs_schools.shtml.

Completing pre-licensure coursework

The BBS requires you to complete certain additional coursework before applying to take the LCSW exams. You can complete this coursework as part of your MSW degree or afterward, while you are earning the required hours of supervised work experience.

TIP: You can find a list of specific courses that meet these requirements on the BBS Web site. Go to www.bbs.ca.gov/app-reg/lcs_schools.shtml, find your school, and select “Additional Courses Required.”

The requirements are:

- Child Abuse Assessment and Reporting - seven hours.
- Human Sexuality - 10 hours.
- Substance Abuse and Dependency - 15 hours.
- Spousal/Partner Abuse Assessment, Detection, and Intervention - 15 hours.
- Aging and Long-Term Care - 10 hours.

NOTE: Spousal/Partner Abuse Assessment, Detection, and Intervention hours can be any amount if you began your degree program before January 1, 2004.

NOTE: Aging and Long-Term Care coursework is not required if you began your degree program before January 1, 2004.

TIP: Keep the course description and/or syllabus for any course you took that you believe fulfilled the requirements. The BBS may need the materials to verify the course content.

You can take these required courses from:

- State, county, or other government entities.
- Accredited colleges or universities.
- BBS-approved continuing education providers (A list of BBS-approved continuing education providers is on the BBS Web site at www.bbs.ca.gov/forms.shtml.)

PART II

BECOMING AN ASSOCIATE CLINICAL SOCIAL WORKER (ASW)

After graduation, you will need to apply to become an Associate Clinical Social Worker (ASW) before you can begin accumulating your required pre-licensure supervised work experience hours. An ASW application packet can be downloaded from the “Forms and Publications” section of the BBS Web site (www.bbs.ca.gov/forms.shtml.)

Before submitting the completed ASW application packet, be sure it contains the following:

- The completed one-page application.
- A check or money order for \$75.
- A copy of your official transcripts in your school’s sealed envelope. (Make sure the school includes the date it conferred your degree.)
- A completed Live Scan form. (Keep a copy for your records.)

Important reminder

You cannot begin accruing hours toward licensure until the BBS issues you an ASW registration number. Once issued, your ASW number will be posted on the BBS Web site. Seven to 10 business days later, you should receive a packet in the mail with a letter, forms, and your ASW registration certificate. Pay attention to the letter; it will note any coursework you may need to complete.

TIP: Find out if you have been issued an ASW registration number by looking up your name on the BBS Web site. Go to: www.bbs.ca.gov/quick_links/weblookup.shtml.

PART III

GAINING QUALIFYING EXPERIENCE

Once you are registered as an ASW, you can begin accruing the required hours of experience to qualify for the licensing examinations. You will need 104 weeks of supervision and 3,200 hours of supervised work experience.

Some tips to simplify the process:

- Always renew your ASW registration number on time. Submit your renewal fee at least six weeks before the expiration date to ensure your registration does not expire. Hours earned under an expired ASW registration will not count.
- Keep track of your supervision documents, including Responsibility Statements, Supervisory Plans, and Clinical Social Work Experience Verification forms. Be sure all forms are completed and signed. You will need to submit the forms with original signatures when you apply for examination eligibility.
- Meet with your supervisor every week for at least one hour of individual supervision or two hours of group supervision. Your work experience in a given week will not count unless you meet this requirement.
- Review the LCSW Breakdown of Required Experience on the next page so you will know which areas to focus on.

- Use the BBS Experience Calculator to determine how close you are to finishing your hours of work experience. You can access the calculator on the BBS Web site (www.bbs.ca.gov/app-reg/exp_calc.shtml).
- Familiarize yourself with the definition of psychotherapy as it relates to clinical social work. This is defined in Business and Professions Code Section 4996.9 and in the glossary of this handbook.

Remember the six-year rule

All work experience must be accrued no more than six years before the date the BBS receives your application for examination eligibility. For example, if the BBS received your application on April 3, 2006, only the experience gained between April 3, 2000, and April 3, 2006, would count.

Contact the BBS for help

If you have additional questions, call an LCSW/ASW Evaluator at (916) 574-7851 or (916) 574-7852, or e-mail your questions to bbswebmaster@bbs.ca.gov. Have your file number or registration number available for faster service.

LCSW Breakdown of Required Experience

Experience Type	Number of Hours	Notes
<ul style="list-style-type: none"> • Clinical Psychosocial Diagnosis • Assessment • Treatment • Psychotherapy • Counseling 	<p>Minimum: 2,000 hours; 750 of those hours must be in face-to-face individual or group psychotherapy.</p> <p>Maximum: None</p>	Two hours of direct supervisor contact is required for any week in which more than 10 hours of face-to-face psychotherapy is performed for each setting which experience is gained.*
<ul style="list-style-type: none"> • Client-centered Advocacy • Consultation • Evaluation • Research 	<p>Minimum: None</p> <p>Maximum: 1,200 hours</p>	
Supervision, Individual	<p>Minimum: 52 weeks; 13 of those hours must be supervised by an LCSW.</p> <p>Maximum: None</p>	One hour of direct supervisor contact is required for a minimum of 104 weeks. No more than five hours of supervision may be credited in a single week.**
Supervision, Group (No more than eight in group)	<p>Minimum: None</p> <p>Maximum: None</p>	See note above.**
Total Weeks of Experience Required	<p>Minimum: 104 weeks</p> <p>Maximum: None</p>	
Total Hours of Experience Required	3,200 hours**	A maximum of 40 hours may be credited for any week.

Footnotes:

* An hour of direct supervisor contact equals one hour of individual supervision or two hours of group supervision.

** A minimum of 1,700 hours must be under the supervision of an LCSW. Source: Business and Professions Code Section 4996.23.

PART IV

APPLYING TO TAKE THE EXAMS

After you complete your work experience and additional coursework, you may apply to take the examinations. You will need to pass the Standard Written Examination and the Written Clinical Vignette Examination before you are eligible to receive your license.

All examination related items are on the BBS Web site (www.bbs.ca.gov/forms.shtml).

The BBS will notify you by mail once your application is approved. Approximately two weeks later, you will receive the LCSW Standard Written Examination Candidate Handbook in the mail. The candidate handbook is your official study guide. Your deadline for taking the exam will be printed on the back of the handbook. The LCSW Standard Written Examination Candidate Handbook and the LCSW Clinical Vignette Candidate Handbook are also available on the BBS Web site (www.bbs.ca.gov/forms.shtml).

TIP: If you continue to work, even as a volunteer, during the examination process, you must be supervised. You cannot practice independently unless you are licensed by the BBS.

If you do not pass an exam:

You will have up to a year to retake any examination you do not pass. To retake an exam, you must submit an LCSW Examination/Re-Examination form, along with the \$100 fee. You must wait 6 months to retake an exam.

TIP: Keep track of your deadline for taking or retaking the examination. If you miss the deadline, you will have to apply for examination and pay the fee again.

If you pass the Standard Written Examination:

You may apply to take the LCSW Written Clinical Vignette Examination. Submit the LCSW Examination/Re-Examination form with the \$100 fee.

If you pass the Written Clinical Vignette Examination:

Personnel at the test site will give you an application for your LCSW initial license. Complete the application and mail it to the BBS with your fee. (See your Written Clinical Vignette Examination Candidate Handbook for the specific fee amount.)

Congratulations!

Your license number will be posted on the BBS Web site before you receive your certificates in the mail. To find out if a license has been issued, check the BBS Web site at www.bbs.ca.gov/quick_links/weblookup. The BBS will mail you an engraved wall license along with your smaller license certificate shortly after license issuance.

TIP: Now that you're an LCSW, be sure to read the *BBS News* and visit the BBS Web site regularly to stay up-to-date on continuing education requirements and other important topics.

GLOSSARY:

BBS News – The bi-annual newsletter published by the BBS. This publication is mailed to all active licensees and registrants in addition to being available on the BBS Web site.

Direct supervisor contact – Direct supervisor contact can be either one hour of individual supervision or two hours of group supervision. The two hours of group supervision must be obtained within the same week.

LCSW/ASW Evaluator - An employee at the BBS responsible for processing ASW registration applications, examination eligibility applications, and answering questions and emails relating to LCSW licensing requirements.

Live Scan – A fingerprinting process in which applicants roll their fingers across a computer pad. Typically, results are processed much quicker than traditional fingerprinting processes.

Psychotherapy – Psychotherapy, within the meaning of Chapter 14 (Social Workers) of the Business and Professions Code, is the use of psychosocial methods within a professional relationship, to assist the person or persons to achieve a better psychosocial adaptation, to acquire greater human realization of psychosocial potential and adaptation, to modify internal and external conditions which affect individuals, groups, or communities in respect to behavior, emotions, and thinking, in respect to their intrapersonal and interpersonal processes. Source: Business and Professions Code Section 4996.9.

Please note that this information is intended only as a general reference. The BBS encourages you to thoroughly read the laws and regulations relating to licensure for licensed clinical social workers. Please consult the laws beginning at Sections 4991 of the California Business and Professions Code and the regulations beginning with Section 1800 of Title 16 of the California Code of Regulations. The laws and regulations are available on the Board's Web site at www.bbs.ca.gov/pdf/publications/lawsregs.pdf.



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MARRIAGE & FAMILY THERAPIST

STUDENT HANDBOOK



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PART I

OBTAINING A MARRIAGE & FAMILY THERAPIST QUALIFYING DEGREE

The Marriage and Family Therapist (MFT) licensure process begins the moment you start taking classes in a qualifying degree program. Although licensure may be years away, knowing the requirements beforehand is important. This handbook from the California Board of Behavioral Sciences (BBS) will help you understand the process.

On Your Way

The first step is to be certain your master's or doctoral degree is from a qualifying degree-granting institution.

To check, go to the BBS Web site at:

www.bbs.ca.gov/app-reg/qualify_schools.shtml.

Additional Coursework Required

In addition to a qualifying degree, the BBS requires you to complete additional courses on eight specific topics.

TIP: You can find a list of specific classes that meet these requirements online at www.bbs.ca.gov/qualify_schools.shtml. Find your school, then click on "Additional Courses Required."

You must complete the following two courses as part of your degree program before you graduate: (Note: If you completed your education out of State, you can complete these two courses after graduation.)

- Alcoholism and Chemical Substance Abuse Dependency (15 hours or one semester unit)
- Spousal/Partner Abuse, Detection, and Intervention (15 hours)

Note: If you began your degree program before January 1, 2004, your hours for Spousal/Partner Abuse, Detection, and Intervention can be any number of hours.

You must complete the following three courses through a BBS-approved continuing education provider (check the BBS Web site); a county, State, or government entity; or an accredited or approved college or university:

- Child Abuse Assessment and Reporting (seven hours)
- Human Sexuality (10 hours)
- Aging and Long-Term Care (10 hours)

Note: If you began your degree program before January 1, 2004, you are not required to complete Aging and Long-Term Care hours for pre-licensure, but the hours will be a continuing education requirement for your first license renewal.

You must complete these three courses at an accredited or approved college or university:

- Psychological Testing (two semester or three quarter units)
- Psychopharmacology (two semester or three quarter units)
- California Law and Professional Ethics (two semester or three quarter units)

Note: For updates regarding the status of approved schools, please visit the “News Flash” section of the BBS Web site (www.bbs.ca.gov/quick_links/news_flash.shtml).

TIP: Keep the course description and/or syllabus for the courses you believe fulfilled the requirements. The BBS may need the materials to verify the course content.

Pre-Degree Hours of Experience

As an MFT student, you may count personal psychotherapy hours and work experience as an MFT Trainee toward your supervised experience requirement.

Personal Psychotherapy

This is group or individual therapy you undergo with a licensed mental health professional. Keep track of the dates of your personal psychotherapy; you will need to log the hours on the MFT examination eligibility application. Licensed mental health professionals include Marriage and Family Therapists, Licensed Clinical Social Workers, Licensed Psychologists, and physicians nationally certified in psychiatry by the American Board of Psychiatry and Neurology.

TIP: The BBS “triple counts” personal psychotherapy hours. For example, if you completed 50 hours of personal psychotherapy, the BBS will credit you with 150 hours toward licensure. You can count a maximum of 100 personal psychotherapy hours—i.e., 300 credited hours—toward licensure.

MFT Trainee

In order to count supervision and work experience hours as an MFT Trainee, you must comply with both of the following:

- You must complete a minimum of 12 semester or 18 quarter units in a qualifying degree program.
- You must have a written agreement between the school and each work site that details each party's responsibilities, including how supervision will be provided.

As an MFT Trainee, up to 1,300 hours of work experience can be claimed in the following categories:

A. Counseling and Supervision hours (Maximum 750 hours)

- Individual Psychotherapy/Counseling
- Couples, Families, and Children
- Group Psychotherapy/Counseling
- Telephone Counseling
- Telemedicine Counseling
- Supervision (both Individual and Group Supervision received)

B. Workshops, Seminars, Training Sessions, or Conferences (Maximum 250 hours)

C. Personal Psychotherapy (Maximum 300 hours)

Additionally, you will also accrue weeks of supervision while working as an MFT Trainee. Any week in which you meet with your supervisor for at least one hour of individual supervision or two hours of group supervision qualifies as a week of supervision. You are required to gain at least 104 weeks of supervision in addition to 3,000 hours of qualifying work experience to be eligible to sit for the MFT licensing examinations.

For more information regarding supervised experience requirements, supervision to counseling experience ratios, categorical minimums and maximums, required forms, and other resources, please refer to Part 3: Gaining Hours of Work Experience.

PART II

BECOMING A MARRIAGE & FAMILY THERAPIST INTERN

Graduating with your qualifying degree means you are ready for the next major step on your path toward MFT licensure: applying for an MFT Intern registration number.

The Intern Registration Application packet is available online at www.bbs.ca.gov/forms.shtml. When you return the application packet to BBS, it must include:

- The completed MFT Intern application
- A copy of your official transcripts in the school's sealed envelope
- A Program Certification form completed by your school
- A Live Scan receipt (retain one copy for your records)
- A check or money order for \$75

The 90-Day Window

If you apply for an MFT Intern registration number within 90 days after your degree was conferred, you can count the hours you accrue between graduation and your registration's issue date. The BBS honors the application postmark date when considering the 90-day window.

For example: The school conferred Mark's qualifying degree on May 16, 2006. He applied to be an MFT Intern on June 30, 2006. He submitted his application within 90 days after graduation; therefore, he may count the hours he gained between graduation and the issue date of his intern registration.

IMPORTANT: You cannot begin working in a private practice setting until you receive an MFT Intern registration number.

TIP: You can find out if you have been issued an MFT Intern registration number by looking up your name on the BBS Web site at www.bbs.ca.gov/quick_links/weblookup.shtml.

PART III

GAINING HOURS OF WORK EXPERIENCE

You are required to gain 3,000 hours of qualifying work experience and 104 weeks of supervision to be eligible to take the MFT licensing examinations. This experience can be a combination of experience gained as an MFT Trainee and an MFT Intern. Qualifying work experience is broken down into the following categories:

- A. Counseling Experience
 - Individual Psychotherapy/Counseling (no minimum or maximum)
 - Couples, Families, and Children (minimum 500 hours)
 - Group Psychotherapy/Counseling (maximum 500 hours)
 - Telephone Counseling (maximum 250 hours)
 - Telemedicine Counseling (maximum 125 hours)
- B. Administrating and Evaluating Psychological Tests of
Counsees, Writing Clinical Reports, Progress Notes, or
Process Notes (maximum 250 hours)
- C. Workshops, Seminars, Training Sessions, or Conferences
(maximum 250 hours)
- D. Personal Psychotherapy (maximum 300 hours)
- E. Supervision (both Individual and Group Supervision Hours)

Supervised Weeks

You must obtain the minimum amount of supervision in a week (one hour of individual or two hours of group) in order to claim experience in any given week. If you receive no supervision in a week, you cannot claim work experience for that week. Any week in which you obtain the minimum amount of supervision qualifies as one of 104 required weeks of supervision. Up to five hours of supervision each week can be counted towards your required 3,000 hours of work experience.

Also, be aware that of the 104 required weeks of supervision, 52 weeks must be weeks in which you met with an individual supervisor for at least an hour.

Supervision – Counseling Experience Ratios

The law requires Trainees and Interns to adhere to certain ratios of supervision to counseling work experience. As a Trainee, for every five hours of counseling experience you accrue, you must have one hour of individual or two hours of group supervision. After your school confers your degree and while you are registered as an Intern, you are required to obtain one hour of individual or two hours of group supervision for every 10 hours of counseling work experience.

For a detailed breakdown of qualifying work experience and supervision in chart form, see page 16.

Supervision Forms

The BBS has three basic forms you will need to use while accumulating your hours.

- Responsibility Statement Forms for Supervisors of a Marriage and Family Therapist Trainee or Intern – This form should be signed by your supervisor when supervision begins.
- Weekly Summary of Hours of Experience – This form will be used regularly to log in your weekly hours.
- Marriage and Family Therapist Experience Verification – This form will be used to verify all the hours gained in a particular setting or under a particular supervisor.

Remember the Six-Year Rule

All supervised work experience must be gained no more than six years before you apply for MFT examination eligibility. The only exception is a maximum of 500 hours of pre-degree counseling work experience and supervision.

For example: The BBS receives Susan's application for MFT examination eligibility on April 27, 2008. The hours of experience Susan gained between April 27, 2002 and April 27, 2008, would meet the requirements. Outside of this six-year window, she could also count up to 500 hours of counseling and supervision hours earned as an MFT Trainee in supervised practicum.

TIP: Keep your paperwork for hours gained pre-degree separate from those gained post-degree. Doing so will speed up application processing.

Helpful Advice Relating to Gaining Your Hours of Experience

1. Always renew your MFT Intern registration on time. Submit your renewal fee at least six weeks before the expiration date to ensure your registration does not expire. Hours earned under an expired MFT Intern registration will not count.
2. Keep track of your supervision paperwork, including all Responsibility Statements, Weekly Summaries, and Experience Verification forms. Make sure all the forms are complete and signed. You will need to submit the forms with original signatures when you apply for licensure. You will submit Weekly Summaries only if requested by the BBS.
3. Review the required hours of experience for licensure so that you know on which areas of work experience to focus.
4. Use the BBS Experience Calculator to determine how close you are to finishing your hours of work experience. You can access the calculator on the BBS Web site (www.bbs.ca.gov/app-reg/exp_calc.shtml).
5. Contact the BBS for Help. If you have questions and your last name begins with A-K, please call (916) 574-7854. If your last name begins with L-Z, please call (916) 574-7853.

PART IV

APPLYING TO TAKE THE EXAMS

You have completed your hours. You are now ready to submit your MFT licensure application to begin the last phase of the licensure process. You will find the application for MFT licensure in the Forms and Publications section of the BBS Web site at www.bbs.ca.gov/forms.shtml. You will need to pass a Standard Written Examination and a Written Clinical Vignette Examination before you are eligible to receive your license.

The application includes a useful checklist to ensure that you submit all of the appropriate materials.

If your application is approved, the BBS will send you a letter notifying you that you are eligible to take the examination. About two weeks later, you will receive the MFT Standard Written Examination Candidate Handbook in the mail. This handbook is your official study guide. On the back, you will find your eligibility notice and your deadline for taking the examination. This handbook, as well as the MFT Written Clinical Vignette Examination Candidate Handbook, is also available in the “Forms and Publications” section of the BBS Web site. (www.bbs.ca.gov/forms.shtml).

TIP: Do not submit an application for MFT licensure without first completing ALL pre-licensure requirements.

Important Fact

If you continue to work during the exam process, even as a volunteer, you must be supervised. You cannot practice independently unless you are licensed by the BBS.

You do not need an Intern registration number in order to take the examination, but you may need one for employment. Check with your employer.

If necessary, you may apply for a second MFT Intern registration number. However, you cannot work in a private practice setting with a second MFT Intern registration number.

If you do not pass an exam

You have up to a year to retake an examination that you did not pass. To retake a test, submit the MFT Examination/ Re-Examination form with the required \$100 fee. You will have to wait six months to retake an exam you failed.

TIP: Keep track of your deadline for taking or retaking the examination. If you miss the deadline, you will have to re-apply for examination eligibility and pay the \$100 fee again.

If you pass the MFT Standard Written Examination

Once you pass the MFT Standard Written Examination, you can apply to take the MFT Written Clinical Vignette Examination. To do so, you need to submit an MFT Examination/Re-Examination form with the required \$100 fee.

If you pass the Written Clinical Vignette Examination

If you pass, you will receive an application for your MFT initial license at the test site center. Complete the simple one-page application and submit it with the required fee. See your *MFT Clinical Vignette Examination Candidate Handbook* for specifics on the fee amount owed. Once the BBS receives this fee and processes the application, you will receive an MFT license number.

Congratulations!

Your license number will be posted on the BBS Web site before you receive your certificates in the mail. To find out if a license has been issued, check the BBS Web site at www.bbs.ca.gov/quick_links/weblookup.shtml. The BBS will mail you an engraved wall license along with your smaller license certificate shortly after license issuance.

TIP: Now that you're a licensed MFT, be sure to read BBS publications like the *BBS News* and visit the Web site regularly to stay informed on continuing education requirements and other important topics related to your license.

MFT BREAKDOWN OF REQUIRED EXPERIENCE

CLINICAL EXPERIENCE

EXPERIENCE TYPE	ALLOWED PRE-DEGREE	ALLOWED POST-DEGREE
1. Individual Counseling or Psychotherapy (performed by you)	Yes	Yes
2. Couples, Family, and/or Child Psychotherapy (performed by you)	Yes	Yes
3. Group Therapy or Counseling (performed by you)	Yes	Yes
4. Telephone Counseling (performed by you)	Yes	Yes
5. Telemedicine Counseling (performed by you)	Yes	Yes

A NOTE ABOUT PRE-DEGREE EXPERIENCE: A minimum of 150 total hours of experience from categories 1, 2, and 3 above are required pre-degree. A maximum of 750 hours of clinical experience, including direct supervisor contact, can be counted pre-degree.

The combined subtotal for Workshops, Seminars, Training Sessions or Conferences, Personal Psychotherapy Received, and Supervision Hours may not exceed 1,000 hours.

MINIMUMS AND MAXIMUMS	NOTES
None	Many people gain hundreds of hours in this area due to the limits in other categories.
Minimum 500 Hours REQUIRED	May be completed pre- or post-degree or a combination of both.
Maximum 500 Hours	May be completed pre- or post-degree or a combination of both.
Maximum 250 Hours	May be completed pre- or post-degree or a combination of both.
Maximum 125 Hours	May be completed pre-or post-degree or a combination of both.

FOR EXAMPLE: A trainee earns 625 hours of clinical experience comprising a combination of categories 1, 2, 3, 4, and 5. In addition, the trainee earns 125 hours of individual supervision pre-degree.

MFT BREAKDOWN OF REQUIRED EXPERIENCE

EXPERIENCE TYPE	ALLOWED PRE-DEGREE	ALLOWED POST-DEGREE
6. Supervision, One-on-One*	Yes	Yes
7. Supervision, Group * (No more than eight (8) in a group.)	Yes	Yes

SUPERVISION

NOTE: A TOTAL MINIMUM of 104 hours of supervision is required. Interns and trainees are required to have a minimum of one hour of individual supervision, OR two hours of group supervision for each week in which experience is claimed for each work setting.

EXAMPLE: An intern receives 11 hours of clinical experience and two hours of group supervision (one unit of supervision) the first week, 13 hours of clinical experience and one hour of individual supervision (one unit of supervision) the second week, and 16 hours of clinical experience and four hours of group supervision (two units of supervision) the third week. This totals 40 hours of clinical experience and four units of supervision. The intern has met the required supervision ratio because she has an average, over the three-week period, of 10 hours of clinical experience for every one unit of supervision.

MINIMUMS AND MAXIMUMS	NOTES
Minimum 52 Hours	May be completed pre- or post-degree or a combination of both. Note: These may be non-consecutive weeks.
No Minimum or Maximum	No pre- or post-degree hours are required to be completed in this area.

Supervision RATIOS for Clinical Experience:

Hours of Clinical Experience to Units of Supervision

One unit of supervision is equal to one hour of individual or two hours of group supervision.

Pre-Degree

Five to One Required

Post-Degree

Ten to One Required

Trainees are required to have a minimum of one unit of supervision for every five hours of client contact in each setting.

Interns are required to have a minimum of one unit of supervision for every ten hours of client contact in each setting.

These ratios can be calculated based on the average number of hours gained over the entire period of time an intern or trainee works in a particular setting (see example at left).

MFT BREAKDOWN OF REQUIRED EXPERIENCE

		EXPERIENCE TYPE	ALLOWED PRE-DEGREE	ALLOWED POST-DEGREE
SUPERVISION		7. Attending Workshops, Seminars, Training Sessions, or Conferences	Yes	Yes
		8. Psychotherapy (received by you)	Yes	Yes
		9. Administering and Evaluating Psychological Tests of Counselees, Writing Clinical Reports, Writing Progress Notes, or Writing Process Notes	No	Yes
TOTALS		Weeks of Experience REQUIRED		
		Total Hours of Experience REQUIRED		

- CONTINUED

MINIMUMS AND MAXIMUMS	NOTES
Maximum 250 Hours	May be completed pre- or post-degree or a combination of both.
Maximum 100 Hours (times three)	Up to 100 hours may be earned. These hours are triple-counted by the BBS. Hours may be completed pre- or post-degree or a combination of both.
Maximum 250 Hours	May be completed post-degree only.
Minimum 104 Weeks	Completed pre- and post-degree.
Maximum 1,300 Hours PRE-DEGREE Minimum 3,000 Hours TOTAL	1,300 Pre-Degree Hours equal: <ul style="list-style-type: none">• 750 hours clinical experience and supervision• 250 hours workshops, seminars, etc.• 100 hours (counted as 300) personal psychotherapy

Please note that this information is intended only as a general reference. The BBS encourages you to thoroughly read the laws and regulations relating to licensure for marriage and family therapists. Please consult the laws beginning at Sections 4980 of the California Business and Professions Code and the regulations beginning with Section 1800 of Title 16 of the California Code of Regulations. The laws and regulations are available on the Board's Web site at **www.bbs.ca.gov/pdf/publications/lawsregs.pdf**.

GLOSSARY:

BBS News – The bi-annual newsletter published by the BBS. This publication is mailed to all active licensees and registrants in addition to being available on the BBS Web site.

Couples, Family, and Children – Work experience in diagnosing, and treating couples, families, and children falls in this category. This category includes individual and group counseling sessions with couples, families, and children.

Live Scan – A fingerprinting process in which applicants roll their fingers across a computer pad. Typically, results are processed much quicker than traditional fingerprinting processes.

MFT Evaluator – An employee at the BBS responsible for processing examination eligibility applications and answering questions and emails relating to MFT licensing requirements.

Unit of Supervision – A unit of supervision can be either one hour of individual supervision or two hours of group supervision. The two hours of group supervision must be obtained within the same week.



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