



BOARD OF BEHAVIORAL SCIENCES
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MEETING NOTICE

Communications Committee January 10, 2007

1:00 p.m. – 3:00 p.m.
Department of Consumer Affairs
1625 N Market Boulevard
El Dorado Room – Second Floor
Sacramento, CA 95834
(916) 574-3000

- I. Introductions
- II. Presentation by Lindle Hatton of Hatton Management Consultants Regarding Strategic Planning Process.
- III. Strategic Plan Goal #1 – Communicate Effectively With the Public and Mental Health Professionals - Report on Progress
 - A. Objective 1.1 -- Provide Six Educational Opportunities for Stakeholders and Staff on BBS Budget by July 30, 2006
 - B. Objective 1.2 -- Distribute a Handbook Outlining Licensing Requirements by December 31, 2006 to 100% of California Schools Offering Qualifying Degrees
 - C. Objective 1.3 -- Distribute Consumer Publication Regarding Professions Licensed by the Board by June 30, 2007
 - D. Objective 1.4 -- Achieve 60% on Customer Service Satisfaction Surveys by June 30, 2008
 - E. Objective 1.5 – Participate Four Times Each Year in Mental Health Public Outreach Events Through June 30, 2010
 - F. Objective 1.6 – Review and Revise Website Content Four Times Per Year
- IV. Review of Pamphlet *A Consumer's Guide, What Can the Board Do For Me?*
- V. BP Cubed Deliverables Update
- VI. Review Student Handbook Drafts
- VII. Website Redesign Update
- VIII. Review Customer Satisfaction Survey Results

- IX. Review Board of Behavioral Sciences Outreach Program
- X. Review Examination Unit Statistics
- XI. Discuss Future Meeting Dates and Agenda Topics

Adjournment

Public Comment on items of discussion will be taken during each item. The Chairperson will determine time limitations. Due to the convenience of the presenters, items may be heard out of the order listed on the Agenda. Times are approximate and subject to change. Action may be taken on any item listed on the Agenda.

* -- The Communications Committee would ordinarily consider these items. Due to the small number of board members currently appointed, this committee will consider the items until sufficient board members are appointed to allow further appointments to the Communications Committee.

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 facilities are accessible to persons with disabilities. Please make requests for accommodations to the attention of Christina Kitamura at the Board of Behavioral Sciences, 1625 N. Market Boulevard, Suite S-200, Sacramento, CA 95834, or by phone at 916-574-7835, no later than one week prior to the meeting. If you have any questions please contact the Board at (916) 574-7830.

**State of California
Board of Behavioral Sciences**

M e m o r a n d u m

To: Communications Committee

Date: January 10, 2007

From: Mona C. Maggio
Assistant Executive Officer

Telephone: (916) 574-7841

Subject: Agenda Item I - Introduction

The Communications Committee is one of the committees formed as part of a reorganization of the Board. Each of the Board committees now has express responsibility for overseeing specific goals in the strategic plan recently adopted by the Board as well as a general jurisdiction.

The Communications Committee is responsible for Goal #1 in the Strategic Plan – Communicate Effectively with the Public and Mental Health Professionals.

Joan Walmsley Committee Chair will introduce the Communication Committee Members and ask audience members to introduce themselves.

Communications Committee

Chair – Joan Walmsley, LCSW
Victor Law
D'Karla Leach
Victor Perez

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**State of California
Board of Behavioral Sciences**

M e m o r a n d u m

To: Communications Committee

Date: January 10, 2007

From: Mona C. Maggio
Assistant Executive Officer

Telephone: (916) 574-7841

**Subject: Agenda Item II – Presentation by Lindle Hatton of Hatton Management
Consultants Regarding Strategic Planning Process**

The Board of Behavioral Sciences (Board) has contracted with Dr. Lindle Hatton to facilitate its strategic planning process. Dr. Hatton led the Board through a prior strategic planning process in 2005. Over the next few months, Dr. Hatton will be meeting with Board stakeholders to assist in evaluating the organization's effectiveness and establishing a framework for crafting the strategic direction that will guide our organization over the next five years.

Today's presentation is designed to give committee members and the public an overview of the strategic planning process. Dr. Hatton will give this presentation before each of the Board's committees. A full strategic planning work session will be conducted with the entire board members and the public at a future meeting.

Dr. Hatton is a native of Kentucky where he received his BS in Management and Strategy. While attending the University of Colorado he received his MPA in Financial Management. Later, returning to the University of Kentucky he completed his Doctoral studies in Strategic Management.

He has published articles, monographs and papers in the Journal of Small Business Management, Business Simulation Experiential Learning Journal, Journal of Business for Education, International Journal of Strategic and Organizational Leadership, and Academy of Business Administration.

Dr. Hatton has worked with other state agencies on strategic planning; including other boards in the Department of Consumer Affairs, and is a professor of strategic management at California State University, Sacramento.

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**State of California
Board of Behavioral Sciences**

M e m o r a n d u m

To: Communications Committee

Date: January 10, 2007

From: Mona C. Maggio
Assistant Executive Officer

Telephone: (916) 574-7841

Subject: Agenda Item III - Strategic Plan Goal #1 - Report on Progress

Goal #1 - Communicate Effectively With the Public and Mental Health Professionals.

Objective 1.1 -- Provide Six Educational Opportunities for Stakeholders and Staff on BBS Budget by July 30, 2006.

Background

In an effort to demystify the state budget process, staff will present updates as part of its educational opportunities to its stakeholders.

Update

Ms. Gershon prepared an article *Understanding the Board's Budget* for the Spring 2006 newsletter. A presentation tailored to the public is included during outreach presentations such as student and educator forums.

Ms. Gershon also gave a budget overview presentation before the Board at its November 2005 and 2006 Board meetings.

Staff has identified this objective as being met.

Objective 1.2 -- Distribute a Handbook Outlining Licensing Requirements by December 31, 2006 to 100% of California Schools Offering Qualifying Degrees.

Background

The Board identified a need to provide students and educators with an outline of examination and licensing requirements to assist students in their education and career development.

Update

Staff has completed the first draft of the Student Handbooks created for students in marriage and family therapy and social work programs. The handbooks were created from the "Frequently Asked Questions" handouts and by the questions and comments heard at outreach and student presentation events. The Committee will have the opportunity to give its review and comments regarding the handbooks at its January 10, 2007 meeting.

Objective 1.3 -- Distribute Consumer Publication Regarding Professions Licensed by the Board by June 30, 2007.

Background

The Board identified a need to provide information to its stakeholders regarding various services, i.e., complaint process, licensing process, examinations, how to select a therapist, etc.

Update

As part of the continuing development of an Outreach Program, the Board contracted with BP Cubed, a public relations firm to assist in the development of brochures, handouts, PowerPoint presentations and restructuring of the Board's Web site, as well as identify the Board's primary constituency groups and their needs. BP Cubed is performing a communication audit of the Board's current materials that are distributed to the public and conducting a thorough review of the Board's Website to assist in its redesign.

BP Cubed meets on an ongoing basis with the Board's Outreach Coordinator Sean O'Connor and has made a presentation before the Communications Committee in September 2006 and before the Board at its November 2006 meeting.

Objective 1.4 - Achieve 60% On Customer Service Satisfaction Surveys by June 30, 2008.

Background

At the Strategic Planning meetings, it was determined that good customer service is essential in meeting goal #1: to Communicate Effectively With the Public and Mental Health Professionals. This objective was created to measure the level of customer satisfaction with Board activities. The purpose of the surveys, which is to aid in the Board's goal of improving customer satisfaction levels.

Status

At the March 29, 2006 meeting, the Communications Committee reviewed and provided edits to the draft surveys. Each survey was designed to attain comment from the Board's various stakeholders. The survey can be accessed on the BBS Web site. Since the survey became available on the Web site, approximately 268 responses have been submitted. Beginning in September 2006 Licensing Evaluators began mailing out the licensing survey with all registration and initial license packets. Enforcement Analysts are mailing out an enforcement survey when a complaint reaches a conclusion. The General Survey is available for request by phone and at the front counter. Outreach surveys are also be available at schools and consumer outreach events.

This objective will be discussed at today's meeting under agenda item VIII.

Objective 1.5 -- Participate Four Times Each year in Mental Health Public Outreach Events Through June 30, 2010.

Background

In an effort to expand its outreach and provide effective communication to the public and mental health professionals, the Board determined that it should participate in mental health public outreach events four or more times per year.

Status

Part of the PR firms' responsibilities will be to help identify the appropriate mental health outreach events. In 2006, staff participated in the following events that has provided an opportunity to communicate the Board's mission and vision with its various stakeholders:

- April 21-22, 2006 - NASW Conference in Los Angeles.
- May 4-7, 2006 - CAMFT Annual Conference in Palm Springs.
- April 28, 2006 the Board hosted "California's Diverse Consumers: Implications for Licensure – A Working Conference."

Additionally, Mr. Riches and staff participate in the quarterly MFT Consortiums with educators and students; and Staff and Board Members are participating on the various workforce groups as part of the Mental Health Services Act.

Events scheduled for 2007

- April 26 – 27, 2007 ASWB Annual Meeting, Mobile, Alabama
- May 4 –5, 2007 NASW, San Francisco
- May 17 – 19, 2007, Santa Clara

Objective 1.6 -- Review and Revise Website Content Four Times Per Year.

Staff has identified this as an ongoing objective and recommends the "review and revise website content" be completed every six months rather four times per year. This will be completed so that it coincides with effective dates on legislation that may impacts board operations, procedures, contents, processes, forms, etc.

Background

One of the goals of the 2005 Strategic Plan is to communicate effectively with the public and mental health professionals. The BBS Website provides valuable information regarding various Board services, regulatory functions, examinations, enforcement, licensing, licensee status, etc.

Status

Since the quarterly schedule for this objective was implemented and completed in December, we have found that the leads and various staff responsible for various content areas of the website have been forwarding necessary updates to the webmaster on a regular basis rather than waiting till the quarterly time frame to have revisions made to the website.

Since the last update was completed in December, the next "bi-annual" review of the overall website is in progress during the month of June.

BP Cubed is currently working with BBS staff on revising the BBS website.

The project's goal is to make the website more "user friendly." The revision encompasses both the content and organization of the website. Executive staff has begun discussion regarding the new layout and staff will be working on review of content and making recommendations to streamline the content.

Objective 1.7

Student Outreach

Staff determined that the success of the Board's Student Outreach Program warranted consideration for the adoption of a new student outreach objective to the Strategic Plan.

At its May 18, 2006 meeting, the Board adopted a new Strategic Plan Objective 1.7 – Student Outreach.

Status

From January 31, 2006 – December 4, 2006, Mr. O'Connor made presentations to 25 marriage and family therapy programs, six presentations to social work programs, and three agencies presentations throughout the state.

2007 Schedule:

Six presentations have already been scheduled for MFT programs, and five presentations for social work programs. One agency presentation has also been scheduled.

State of California

Memorandum

To: Communications Committee

Date: January 4, 2007

From: Rosanna Webb-Flores
Lead Enforcement Analyst

Telephone: (916) 574-7864

Subject: **Agenda Item IV - Review of Pamphlet *A Consumer's Guide, What Can the Board Do For Me?***

Background

The Committee previously discussed the development of a brochure for licensees and consumers explaining the complaint handling process, investigation, and disciplinary action. The Board currently has a consumer brochure, *A Consumer's Guide, What Can the Board Do For Me*, which it distributes upon receipt of inquiries from consumers and licensees regarding the complaint process.

Action Requested:

Review the proposed amended language to the pamphlet and make suggested edits as deemed appropriate.

Attachments:

- A. Pamphlet, "*A Consumer's Guide, What Can the Board Do for Me?*"
- B. Proposed Changes

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What is the Board of Behavioral Sciences?

The Board of Behavioral Sciences (BBS) was created by the California Legislature to safeguard the public's health, safety, and welfare. It is one of the boards within the Department of Consumer Affairs. The BBS is responsible for consumer protection through the regulation of ~~marriage, family, and child counselors (MFCC)~~; marriage and family therapists (MFT), licensed clinical social workers (LCSW); and licensed educational psychologists (LEP). The BBS registers ~~MFCC~~ MFT Interns, LCSW Associates, and ~~MFCC MFT~~ and LCSW Corporations.

Individuals who seek help from ~~marriage, family, and child counselors~~ marriage and family therapists; MFT interns, licensed clinical social workers; LCSW Associates, and educational psychologists are entitled to receive quality care. That is why our mission is to assure the consumer of a choice of qualified licensed professionals. In pursuing our goal, we provide a process by which consumers may file complaints against our licensees and registrants.

Who Can/Should File a Complaint?

A complaint should be filed by anyone who believes that a BBS licensee, registrant, or applicant has acted illegally, irresponsibly, or unprofessionally in providing care to a client. The most effective complaints are those that contain firsthand, verifiable information. While anonymous complaints will be reviewed, they may be impossible to pursue unless they contain documented evidence of the allegations made. Third-party complaints involving another adult, other than the complainant, may be impossible for the BBS to pursue, because each individual has the legal right to the confidentiality of his or her personal records. Unless all persons are willing to be contacted and authorize release of information, the BBS may be unable to investigate and prosecute a complaint.

What Types of Complaints Does the BBS Handle?

Complaints of gross negligence/incompetence under the BBS jurisdiction include but are not limited to::

- v ~~sexual contact~~ misconduct with a ~~patient~~ client
- v violating the patient's confidentiality
- v providing services for which the individual has not been trained or licensed
- v ~~drug~~ substance abuse
- v fraud or other crimes
- v unprofessional ~~services~~ conduct or negligent acts
- v focusing therapy on the licensee's own problems, rather than the ~~patient's~~ client's
- v ~~servicing in multiple roles~~, dual relationships i.e., having social relationships with ~~patients~~ clients, lending them money, employing them, bartering, etc.
- v false advertising
- v misrepresentation

What Types of Complaints Are Outside the BBS' Jurisdiction?

~~The BBS does not investigate fee or billing disputes, or personality conflicts. The BBS does not investigate individuals licensed by other regulatory agencies. In such cases, staff will refer the complainant to the correct agency. The BBS does not have jurisdiction over employment disputes, billing disputes, the amount to be charged for services, and personality conflicts. BBS does not have jurisdiction over persons who are licensed by other boards (for example: psychologists). These types of complaints will be referred to the appropriate agency, and the complainant will be notified.~~

How Do I File a Complaint?

Your complaint must first be submitted in writing before it can be processed. Complaint forms and additional information may be obtained by contacting the Board office at (916) 574-7830. You may download the complaint form from our website, fill it out and mail it along with any supporting documents you may have to our office, or you may file a complaint using our online process at <http://www.bbs.ca.gov/comp-1.htm>

Individuals who file complaints are notified in writing upon receipt of the complaint, referral for investigation, referral for disciplinary action, and closure. Materials and information obtained during the course of an investigation are not public and cannot be released to the complainant. ~~of the status of their complaint throughout the process.~~

When completing the complaint form, provide a statement, in your own words, which explains the nature of your complaint.

Include as much detail as possible, as well as **copies** of any documents you have, such as patient client records, billing statements, photographs, contracts, correspondence, etc., that can be used as evidence. ***Don't mail the originals.*** Include dates, times and locations of therapy wherever possible. Don't worry about citing specific sections of the law you feel have been violated.

~~Along with the written complaint, you will be required to complete Attached to the Consumer Complaint Form is an Authorization Release of Confidential Information form. This form authorizes the licensee to respond to the BBS' inquiries regarding the complaint, which may involve providing confidential information about the complainant/client. The complainant must sign the Authorization Release form; otherwise the BBS is *precluded* from contacting the licensee for information. Be sure to list all health care providers who may have patient client records concerning your complaint.~~

How Are Complaints Processed?

You will be notified that we have received your complaint within ten days of its arrival. ~~Complaints are reviewed by the BBS' enforcement unit.~~

Minor Violations

~~If your complaint involves a minor violation, we may attempt to mediate an agreement between you and the licensee, or attempt some other means of resolution.~~

Investigations

Complaints are assigned to BBS' enforcement analysts, nationally certified investigators. If your complaint involves a more serious violation, such as sexual misconduct, gross negligence, or incompetence, it may be referred for ~~formal~~ investigation by the Department of Consumer Affairs Division of Investigation. You will be notified of the referral. The investigator may contact you and the licensee during the course of the investigation. While details of your complaint and the investigation are confidential and are not public record, they *must* be disclosed to the licensee at some point during the administrative process.

Investigative Outcome

Complaints involving a minor violation may result in an attempt to mediate an agreement between you and the licensee, or may result in other enforcement actions (i.e., citation, warning letter). If the investigation results in determination of no violation, no jurisdiction, or insufficient evidence, the complaint is closed without further action. You may appeal the closure in writing.

Referral to the Attorney General

If it is determined that the licensee's acts may constitute a violation of law, the matter may be submitted to the Office of the Attorney General to determine whether sufficient evidence exists to file an Accusation. This is a formal statement of the charges and the first public document in the disciplinary process. A copy is mailed to you and to the licensee. The licensee may request an administrative hearing be scheduled so that he or she can contest the charges.

Stipulated Agreements

In most cases, the licensee, or if represented, the attorney for the licensee, and the Deputy Attorney General work out what is called a "stipulated agreement," instead of holding a hearing. The licensee usually "stipulates," or admits to one or more of the allegations and agrees that discipline is warranted. The BBS encourages stipulated agreements because they reduce the need for costly administrative hearings and enable the BBS to more quickly impose disciplinary measures that protect consumers.

Administrative Hearings

If a stipulated agreement cannot be negotiated, a hearing is held before an administrative law judge of the Office of Administrative Hearings. The BBS' witnesses, the licensee, and the licensee's witnesses may testify. The BBS must provide clear and convincing evidence to satisfy the judge that the allegations are true. For this reason, you may be required to testify in person. Within 30 days after the hearing, the Judge issues a proposed decision, stating the findings (facts which were proven in the hearing), which include his or her recommendations. If the charges were proven, the judge may recommend that disciplinary action, such as probation, suspension, or revocation, be taken against the licensee. The judge may recommend dismissal of the charges if they were *not* proven. BBS Board members then vote on the proposed decision. If they vote to adopt, the decision becomes final. The Board can vote to nonadopt a decision and issue its *own* decision after reviewing transcripts of the hearing, and written and oral arguments. Final decisions are matters of public record, and copies are available upon request. As the complainant, you would receive a copy of the BBS' final decision. This administrative disciplinary process can take up to two years from the filing of the accusation to the hearing or stipulated agreement.

Are Psychotherapists Required to Report Unprofessional Conduct by Colleagues?

This is the most frequently asked question raised by licensees who have been told by a patient client that the patient client had a sexual relationship with one or more previous psychotherapists. While no law requires the licensee to report sexual misconduct by a colleague, he or she may do so on behalf of a client, but *only* if the client gives written authorization. If you are in this situation, you may find it more comfortable to call the BBS and learn more about the complaint process before you file your complaint. A licensee who is told by a client of sexual involvement with another therapist is required to give the client the Department of Consumer Affairs brochure *Professional Therapy Never Includes Sex*. The brochure explains patient client rights and complaint procedures.

Should Unlicensed Practice be Reported to the BBS?

Yes. If you have evidence that a person is practicing without a license or registration, please notify the BBS in writing. The BBS will investigate the allegations and, if sufficient evidence is found, will refer the matter to the local District Attorney for criminal prosecution.

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Memorandum

To: Communications Committee

Date: January 10, 2007

From: Sean O'Connor, Outreach Coordinator
Board of Behavioral Sciences

Telephone (916) 574-7863

Subject Agenda Item V - BP Cubed Deliverables Update

BP Cubed is a public relations firm located in Sacramento, California. The Board of Behavioral Sciences (BBS) contracts with BP Cubed for communications and public relations services. The contract with BP Cubed started in July 2006 and will terminate on June 30, 2008.

Current Projects

BP Cubed is currently developing a second batch of logos for Board Member approval. Upon approval of the Board, the BBS logo will be used to develop branding. The logo will be used on the BBS website, on letterhead, and on BBS publications.

BP Cubed developed a Communications Plan for the BBS. This Communications Plan includes key themes and messages for the BBS's constituent base.

BP Cubed is currently working with BBS staff on revising the BBS website. The project's goal is to make the website more "user friendly." The revision encompasses both the content and organization of the website.

On January 29, 2007, Jairo Moncada, a BP Cubed account representative, will accompany BBS Outreach Coordinator Sean O'Connor for a presentation on the BBS licensure process to MSW students at UC Berkeley. The purpose of Mr. Moncada's visit is to review Mr. O'Connor's presentation and offer suggestions for improvement.

BP Cubed created a draft layout for the new BBS Marriage and Family Therapist (MFT) and Licensed Clinical Social Worker (LCSW) Student Handbooks.

Requested Action

1. Review the sample logo designs and make recommendation to take forward to the Board or return to BP Cubed for further logo options.

Attachments

1. Logo Designs
2. Communications Plan
3. Student Handbooks (see agenda item VI)

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Communications Plan

Strategic Branding Overview & Theme:

The Board of Behavioral Sciences (BBS), as reflected in its mission statement, seeks to protect the well-being of California residents by setting regulatory standards for California's mental health professionals. These regulatory standards have been established to ensure the integrity and credibility of California's mental health profession for both licensed professionals and consumers.

As we embark on a strategic communications plan for the BBS, BPcubed will develop a comprehensive effort that clearly establishes one primary branding theme: **Protecting our consumer and championing your profession, the Board of Behavioral Sciences is dedicated to the success of all parties involved in the mental health process.** This branding theme offers enough versatility to resonate with mental health professionals, students, patients, and legislative leaders.

Building on this overarching branding theme, BPcubed has developed a strategically sound and tactically feasible communications plan that will integrate brand awareness, recruitment techniques and public relations elements that will establish the BBS as more than just a state regulatory agency.

Communications Goals:

Clearly defined overarching communications goals will establish the benchmark to gauge overall success. In an effort to measure the success of the campaign, we must establish strategic communications goals to ensure that all tactical activities are in line to reach our communications goals.

As we divide our goals into long-term and short-term categories, please note that navigating through the short-term goals will place us in a better position to achieve the long-term success of the organization. Short-term goals are defined by goals that we can achieve within the given twenty-four (24) month time frame of the campaign. Long-term goals are defined by ongoing and continuous efforts that extend beyond the twenty-four (24) month time frame of the campaign.

Short-Term Goal(s):

- Increase visibility and awareness of BBS and the mental health profession among college and graduate students
- Increase licensee awareness of improved efforts and activities by the BBS
- Increase public awareness of the BBS and the mental health profession
- Develop a visible and credible voice in the public policy and legislative arena

Long-Term Goal(s):

- Maintain an adequate flow of licensed talent into the mental health profession
- Protect our consumer and champion the mental health profession
- Establish the BBS as an entity that reaches out to multiethnic / multicultural / diverse communities to promote the mental health profession

Quantifiable Objectives *(as described in Strategic Plan provided by BBS):*

The quantifiable objectives allow us to measure our success and track progress. Below are the quantifiable objectives that BPCubed can co-manage with the BBS staff. [NOTE: BPCubed will offer communications counsel on the following objectives. These tactics may or may not reflect our broader communications efforts as it relates to our core audiences].

- Provide six (6) educational opportunities for stakeholders and staff
- Distribute a handbook outlining licensing requirements to ALL California schools offering qualifying degrees
- Distribute consumer publication regarding professions licensed by BBS
- Participate in four (4) mental health public outreach events per year
- Review and revise website content / functionality four times per year

- Participation by executive staff and board members in 20 external events
- Participate in 15 public policy forums throughout the state addressing access to mental health services

Research:

To effectively guide and enhance our efforts, primary research will lay the foundation for us to fully implement the strategy and tactics of the campaign or consider additional strategic options. The primary research will provide unparalleled insights into our communication strategies. Our research will consist of the following two (2) elements:

Internal/External Communications Audit:

It is imperative that all communications material, including collateral, advertising, and press materials demonstrate a clear and consistent message, particularly during a communications campaign that seeks to achieve strategic objectives in the short-term for long-term benefit. BPcubed will conduct a communications audit to determine consistent messaging along all communications material and will develop appropriate material, as applicable. The communication audit will help us tailor material to specific audiences.

Licensee Survey Analysis:

We will seek to informally gauge licensee opinions on a variety of topics that directly impact BBS and the mental health profession. A licensee survey will demonstrate BBS' commitment to the opinions of the mental health professionals and will provide valuable feedback from those practicing in the field.

Audience Demographic:

Based on our strategic objectives, both short-term and long-term, BPcubed has identified two (2) key audiences and one (1) secondary audience that will be motivated by our messages. The selected audiences have a vested interest in receiving communications directly from BBS, a strong pre-disposition to enter the behavioral sciences field, and/or the ability to rapidly and effectively communicate our story to a mass population.

Primary Audience(s):

- *Licensees / Non-Licensees*
- *Decided Students / Considering Students*
- *General Public / Consumers*

Secondary Audience(s):

- *Legislative Leadership*
- *Interest Groups (Mental Health Professional Associations)*

Message Development:

Key, overarching messages will ensure that our audiences establish a firm identification with our efforts and more importantly, with the BBS. We will focus messages that broadly appeal to our core audiences. The following messages, including a campaign slogan, will be considered as the anchors for our multiple audiences:

Key Message(s) – Licensees / Non-Licensees:

- The Board of Behavioral Sciences is dedicated to your success and your client's success
- The Board of Behavioral Sciences is dedicated to ensuring the credibility and high professional standards of your field

Key Message(s) – Decided Students / Considering Students:

- Mental Health Services Act has created a high demand for mental health professionals
- Changing demographics in California requires diversity within the mental health professions
- The Board of Behavioral Sciences is dedicated to helping you achieve a strong start in your career

Key Message(s) – General Public:

- The Board of Behavioral Sciences is committed to protecting clients

Board of Behavioral Sciences Slogan (Based on Current Material):

- "Strong Minds, Strong Lives, Strong Families Through Quality Mental Health Professionals" [NOTE: If given approval, BPCubed recommends brainstorming additional ideas]

Tactics:

Our public relations tactics will be the most visible aspect of our communications and branding efforts. The tactics will give us an opportunity to reach each of our pre-identified audiences through targeted messaging and materials. The following five (5) tactics will be used:

Collateral Development / Distribution:

Collateral will be developed to reflect our new branding theme. Collateral material can include: brochures, reference guides, posters, newsletter templates, refreshed website design, folders, etc. All of our collateral material will be strategically developed with our target audience in mind and will reflect our designated goals and objectives. Once our material is developed, we will identify the vehicles that we utilize for distribution and ensure that all targeted material is distributed to the intended audience.

Mentorship Program:

To engage our licensees and motivate our college audience, BPcubed is recommending the development of a Mentorship Program, formed in conjunction with the BBS Outreach Coordinator. The Mentorship Program will consist of licensed mental health professionals that will help us with a variety of activities, including: college tours, speaking engagements, convention activities, internship opportunities, etc. A Mentorship Program will engage our practicing mental health professionals and offer college students an opportunity to gain unique insight into the field.

Signature Idea(s):

- *INTERNSHIP CONNECT:* As part of BPcubed's refreshed website design, we are recommending the development of a student zone that is centered around an INTERNSHIP CONNECT program. The INTERNSHIP CONNECT program will allow mental health professionals to place internship positions for college students. It will also drive student traffic to the BBS website and help develop a positive perception of BBS for potential mental health professionals. The INTERNSHIP CONNECT program will engage both of our primary audiences.

Media Outreach:

BPcubed recommends a media outreach push that will help establish the BBS as the advocate for the integrity of the mental health professional.

Career Outreach / Event Participation:

BPcubed recommends participating in strategic career fairs that will help students become familiar with the mental health profession. BPcubed also recommends strategic participation in behavioral sciences conferences and/or events.

Evaluation:

Throughout the campaign and post-campaign, we will evaluate our success based on a number of factors. It is critical that we assess the strengths and weaknesses of our efforts to ensure that we keep the strategies and tactics that work and modify other parts of the campaign, as necessary. Most importantly, it is important that our evaluation be specific to achieving our campaign objectives. The following three (3) evaluation methods will be used to measure the success of our initial objectives:

INTERNSHIP CONNECT Tracking:

BPcubed will track the number of BBS website visits after the implementation of the INTERNSHIP CONNECT program. We will establish a benchmark that averages the number of weekly website hits and compare that to the average number of weekly website hits after the promotion and launch of INTERNSHIP CONNECT.

Survey Tracking:

BPcubed recommends inviting (via BBS newsletter) mental health professionals to participate in the opinion survey noted previously in the Research section of the plan. BPcubed recommends having the survey available exclusively online to determine the number of mental health professionals that are engaged. It also serves to drive traffic to the BBS website.

Strategic Plan Tracking:

BPcubed will monitor all of the quantifiable objectives to ensure that BBS remains on an efficient timeline to complete the objectives listed on the Strategic Plan document.

**State of California
Board of Behavioral Sciences**

M e m o r a n d u m

To: Communications Committee

Date: January 10, 2007

From: Mona C. Maggio
Assistant Executive Officer

Telephone: (916) 574-7841

Subject: Agenda Item VI – Review Student Handbook Drafts

As part of the Board's Strategic Plan Goal #1, Communicate Effectively With the Public and Mental Health Professionals, the Board identified a need to provide students and educators with an outline of examination and licensing requirements to assist students in their education and career development.

Staff has drafted two handbooks, one for students in marriage and family therapy programs and the other for students in social work programs. A handbook for educational psychology students is currently being researched. The basis for the handbooks comes from the Board's "Frequently Asked Questions" information and the questions and comments received during student presentations.

The handbooks give the students detailed information as well as "quick tips" to guide them along their way to licensure.

Action Requested

Review the handbooks and provide suggested edits to text and/or layout.

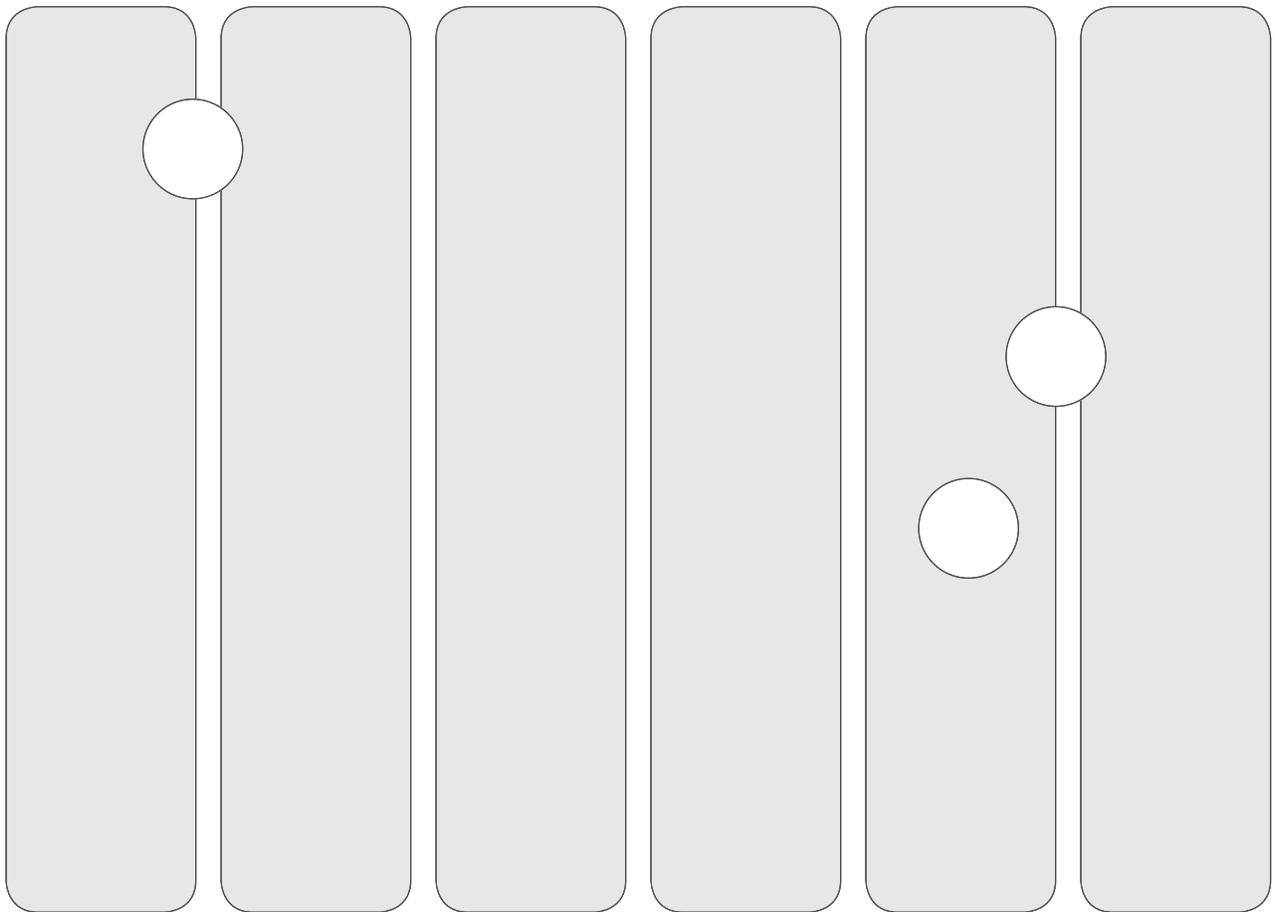
Attachments

1. Student Handbook for Marriage and Family Therapy Students - Draft
2. Student Handbook for Licensed Clinical Social Work Students - Draft

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Marriage and Family Therapist

STUDENT HANDBOOK



Board of
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PART ONE – *While You Are in School*

The Marriage and Family Therapist (MFT) licensure process begins the moment you start taking classes in your accredited or approved MFT degree program. While in school, the notion of licensure may seem years away, but for any person interested in becoming a MFT, thinking about the path to licensure early is important.

QUICK TIP 1

An easy way to look up accredited or approved schools in California is to go to <http://www.bbs.ca.gov/mfcsch1.htm> for accredited schools or <http://www.bbs.ca.gov/mfcsch2.htm> for approved schools.

Pre-Licensure Additional Coursework

In addition to holding a qualifying degree, the Board of Behavioral Sciences (BBS) requires all applicants to prove completion of certain additional coursework prior to sitting for the MFT examination.

You can start fulfilling these courses while you are still in your graduate program.

These courses include:

- Child Abuse Assessment and Reporting (7 hours)
- Human Sexuality (10 hours)
- Alcoholism and Chemical Substance Abuse Dependency (15 hours/1 semester unit; must be taken in qualifying degree program)
- Spousal/Partner Abuse (15 hours unless before 1/1/04; must be taken in qualifying degree program)
- Psychological Testing (2 semester or 3 quarter units)
- Psychopharmacology (2 semester or 3 quarter units)
- California Law and Professional Ethics (2 semester or 3 quarter units)
- Aging and Long Term Care (10 hours unless before 1/1/04)

QUICK TIP 2

You can access a list containing courses that complete these requirements on the BBS website. Go to <http://www.bbs.ca.gov/mfcsch1.htm> or <http://www.bbs.ca.gov/mfcsch2.htm> to find your school. Select "Additional Courses Required." This list will show you what courses from each school will fulfill the pre-licensure required additional coursework.

If you began your MFT qualifying degree program before 1/1/04, your course requirements for Spousal/Partner Abuse will be slightly different. You will still need to complete a course; however, the course can be any length, meaning it can be less than 15 hours if you choose.

The BBS does not require Aging and Long Term Care as a pre-licensure requirement if you entered your degree program prior to 1/1/04. The BBS requires that those who do not complete this course as a pre-licensure requirement complete it as a post-licensure continuing education requirement due with their first license renewal.

Keep track of any courses you believe fulfilled these requirements. Hold on to your course descriptions and/or course syllabi. The BBS may request such materials from you to verify course content.

If you don't fulfill all these courses with your MFT degree program, don't worry. With the exception of the Alcoholism and Chemical Substance Abuse Dependency and Spousal/Partner Abuse requirements, you can fulfill pre-licensure additional coursework requirements after you graduate.

- Child Abuse Assessment and Reporting, Human Sexuality, and Aging and Long Term Care may be taken through a BBS approved continuing education provider, a county, state, or governmental entity, or an accredited college or university.

- Psychological Testing, Psychopharmacology, and California Law and Professional Ethics must be taken at an accredited college or university.

QUICK TIP 3

A list of continuing education providers is available in the “Forms and Publications” section of the BBS website.

Pre-Degree Hours of Experience

Personal Psychotherapy Hours

As an MFT student, you may count pre-degree hours of experience towards the required 3000 hours.

From the date you begin your degree program, you may count personal psychotherapy hours. Personal psychotherapy hours are hours in which a student (or post graduate Intern) undergoes a session of individual or group psychotherapy with a licensed mental health professional.

QUICK TIP 4

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.

The BBS advises any potential license candidate to keep track of the dates of personal psychotherapy. You will log these hours directly on the MFT licensure application when a candidate is ready to apply for licensure.

Note: The BBS triple counts personal psychotherapy hours. If you attend 50 hours of personal psychotherapy, the BBS will credit you with 150 hours. Personal psychotherapy hours max out at 300 credited hours.

MFT Trainee Hours

In addition to personal psychotherapy hours, you may count other types of experience before graduating from your degree program. While gaining these hours, you will be considered an MFT Trainee.

Important: In order to count hours as an MFT Trainee, you must comply with both of the following:

1. You must complete a minimum of 12 semester or 18 quarter units in a qualifying degree program.
2. You must have a written agreement between the school and each work site that details each party’s responsibilities, including the methods by which supervision shall be provided.

The maximum number of hours that you can count pre-degree is 1,300. This includes:

- Counseling and Supervision Hours (max 750 hours)
- Workshops, Seminars, Training Sessions, or Conferences (max 250 hours)
- Personal Psychotherapy (max 300 hours)

Counseling Hours and Supervision Ratios

Counseling Hours include the following:

- Individual Psychotherapy (no min/max)
- Couples Families and Children (min 500 hours)
- Group Psychotherapy (max 500 hours)
- Telephone Counseling (max 250 hours)

Note: The minimums and maximums above apply to your entire 3000 required hours of work experience, not just pre-degree hours of experience. For example, you do not need to complete a minimum of 500 hours of Couples, Families and Children hours before you graduate. For a breakdown of all required hours of experience in a chart form, please refer to the back of this handbook.

As a MFT Trainee, you must comply with certain supervision ratios in order for your counseling hours to qualify. You need one (1) hour of individual or two (2) hours of group supervision for every five (5) direct counseling hours claimed in a setting.

Supervision Hours and Supervised Weeks

You will only be credited with a maximum of 5 hours of supervision a week, even though it might be necessary to obtain more supervision in order to meet the mandatory ratios.

The BBS requires you to gain a minimum of 104 supervised weeks before applying for licensure. A supervised week is a week in which you met with a supervisor for either 1 hour of individual or 2 hours of group supervision. Of the 104 required weeks, 52 must be with an individual supervisor.

You must accumulate 1 hour of individual or 2 hours of group supervision in order to count hours in any given week.

BBS Supervision Forms

The BBS has three (3) basic forms you will need to become familiar with in regards to supervision and accumulating your hours.

1. *Responsibility Statement Forms for Supervisors of a Marriage and Family Therapist Trainee or Intern* – Your supervisor should sign this form at the commencement of supervision.
2. *Weekly Summary of Hours of Experience* – You will need to work on this form regularly to log in your weekly hours
3. *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.

QUICK TIP 5

The BBS recommends that you keep all the paperwork for hours gained pre-degree separate from those gained post-degree. Doing so results in quicker application processing times and saves you from having to send in your *Weekly Summary of Hours of Experience* forms.

PART TWO – *Applying For A MFT Intern Registration Number With The BBS*

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

The application process is simple. First, you need to obtain an MFT Intern Registration Application package.

QUICK TIP 6

The best way to obtain an application for BBS licensure is through the BBS website. Go to <http://www.bbs.ca.gov/bbsforms.htm> and scroll down until you see “Marriage and Family Therapist Intern Registration Application Package.” Click on this link to obtain a copy of the application in Adobe Acrobat format.

Your complete MFT Intern registration application package shall include:

- MFT Intern application (1 page)
- Official sealed transcripts documenting your possession of a qualifying degree
- Program certification form completed by your school
- Live Scan receipt (retain one copy for your records)
- \$75 fee

The 90 Day Window

If you apply for a MFT Intern registration number within 90 days from your qualifying degree’s conferral date, you can count the hours you accrue in between your graduation date and the issue date of your Intern registration number. The BBS honors the postmark date when checking whether or not an applicant met the 90 day window.

For example, the school conferred Mark’s qualifying degree on 5/16/2006. Mark applied to be a MFT Intern on 6/30/2006. He got his application in within 90 days; thus, he may count the hours he gained between graduation and the date of Intern registration.

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

Application Processing Times

The BBS asks applicants to wait 60 days after submitting the MFT Intern registration before calling for a status check. The Intern evaluator processes all applications in the order received. The BBS CANNOT expedite applications for registration.

QUICK TIP 7

Want an update on the status of an application? The best way to check whether or not the Board issued an MFT Intern registration number is to attempt to verify yourself on the BBS website (<http://www.bbs.ca.gov/weblookup.htm>).

PART THREE – *What to Expect While You Are Gaining Post-Licensure Hours of Experience*

Now graduated and registered, you find your goal of licensure is in sight. You will gain the majority of your required 3000 hours of experience post-licensure. Aside from keeping track of your hours, you will want to keep several helpful habits in mind.

1. Always renew your MFT Intern registration number on time. You should send your renewal fee six weeks in advance of the expiration date. You cannot accumulate hours if you work under an expired MFT Intern registration.
2. Keep track of your supervision paperwork. The BBS does not require you submit any forms until you are ready to apply for licensure. This includes all Responsibility Statements and Experience Verification forms. Weekly Summary forms do not need to be sent in unless the BBS specifically requests you to do so. Make sure all these forms are complete. You need to be sure all the forms contain original signatures. When the time comes to send them in to the BBS, you will need to send in the originals.
3. Take time to review the required hours of experience for licensure so that you know what types of work experience on which you need to focus. The breakdown of the hours of experience is in Business and Professions Code section 4980.43 and California Code of Regulations section 1833. For a breakdown of the required hours of experience, please see the chart at the end of this handbook.

All hours of experience must be gained within the most recent six (6) years from the time you apply for MFT licensure. The only exception is a maximum of 500 hours of pre-degree practicum work experience that may be older than 6 years.

For example, Susan applies for MFT licensure. The BBS receives her application on 4/27/2006. All the hours she gained between 4/27/2000 and 4/27/2006 will be acceptable. If needed, she could count up to 500 practicum hours older than 4/27/2000.

QUICK TIP 8

Keep your 6-year time limit in mind as you gain your hours. To check whether your hours are too old or not, all you have to do is count back 6 years from the present date.

Change in Supervision Ratio and Post Degree Countable Hours

Upon graduation, the supervision ratio for counseling experience hours changes to 1 hour of individual or 2 hours of group supervision for every 10 hours of direct counseling experience. This ratio only affects Individual Psychotherapy; Couples, Families, and Children; Group Counseling; and Telephone Counseling hours of experience.

After you graduate, you will be able to start collecting hours in the category of Administering and Evaluating Psychological Tests, Writing Clinical Reports, Writing Progress or Process Notes (max 250 hours).

In fact, all categories are fair game once you graduate. Below is a list of all the different types of hours you can gain after graduation.

Counseling Hours

- Individual Psychotherapy (no min/max)
- Couples, Families, and Children (min 500 hours)
- Group Counseling (max 500 hours)
- Telephone Counseling (max 250 hours)

Non-Counseling Hours

- Administering and Evaluating Psychological Tests, Writing Clinical Reports, Writing Progress or Process Notes (max 250 hours)
- Workshops, Seminars, Training Sessions or Conferences (max 250 hrs)
- Personal Psychotherapy Received (max 100 hrs triple counted as 300)

Contacting the BBS for Questions

QUICK TIP 9

When contacting the BBS have your file number or registration number available so the evaluator can aid you efficiently and accurately.

While gaining hours of experience towards licensure, you may have questions. If you cannot locate an answer for your question on your own, please call a BBS MFT Evaluator.

For last names beginning in the letters A-K, call 916 574 7854. For last names beginning in the letters L-Z, call 916 574 7853.

PART FOUR – *The Examination Process*

You have completed your hours. You are now ready to submit your hours with the MFT licensure application. You feel prepared to take the last phase of the licensure process.

QUICK TIP 10

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

You will find the application for MFT licensure in the Forms and Publications section of the BBS website (<http://www.bbs.ca.gov/bbsforms.htm>). The application includes a useful checklist to ensure that you send all of the appropriate materials.

When sending the application through the mail, applicants often send them “return-receipt requested.” This allows the sender to know when the BBS received the application.

If approved, you will receive a letter from the BBS telling you so along with an informative brochure. Approximately 2 weeks later, you will receive the MFT Standard Written Examination Candidate Handbook in the mail. This handbook is your official study guide for the examination. You can also access this handbook from the Forms and Publications section of the BBS website. On the back of the candidate handbook you receive once approved, you will find an eligibility notice and the date by which you need to take the examination.

QUICK TIP 11

Remember important deadlines when in the exam process. Failure to meet an examination deadline means you will have to re-apply for MFT licensure.

Important Facts

If you continue to work while in the exam process, you will need to be under supervision since you will still be an unlicensed person. Also, you must work as either an employee or a volunteer. You cannot practice independently until you receive your MFT license from the BBS.

Individuals in the examination process do not need an IMF registration number in order to take the examination. However, you need to check with your employer to see if you will need to retain an MFT Intern registration number

for employment purposes. If the need should arise, 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.

Once you pass the MFT Standard Written Examination, you can apply to sit for the MFT Written Clinical Vignette Examination. To do so, you need to submit an MFT Examination/Re-Examination form with the required \$100 fee. The processing time for this form is 60 days.

If you take and fail an examination, you must re-take it no later than one year from the date of failure. Also, after failing an examination, you must wait a minimum of 160 days from the date of failure before the BBS can approve you again to take the examination. You must submit an MFT Examination/Re-Examination form with the required \$100 fee in order to retake the test. Again, the processing time for this form is 60 days.

Initial License Issuance

Upon passing the Written Clinical Vignette Examination, you will receive an application for your MFT initial license at the test site center. This form requires only a simple one-page application and a fee. Once the BBS receives this fee and processes the application, you will receive a MFT license number.

QUICK TIP 12

Your number will first appear on the BBS website. To check to see if you have a number, try to perform a verification on yourself via the website. If you have a MFT number on the website, you are officially licensed. The BBS will then mail you your engraved wall license along with your smaller license certificate.

Congratulations!

The issuance of a MFT license means you successfully completed the licensure process.

Once licensed, be sure to read BBS publications like the *BBS News* and visit the website regularly. Doing so will ensure that you stay informed on continuing education requirements and other important topics related to your license.

Experience Breakdown Chart

	EXPERIENCE TYPE	ALLOWED PRE-DEGREE?	ALLOWED POST-DEGREE?	MINIMUMS AND MAXIMUMS	NOTES
CLINICAL EXPERIENCE	1. Individual Counseling or Psychotherapy (performed by you)	Yes	Yes	No Minimum or Maximum	No pre- or post-degree hours are required performing individual psychotherapy, though many people gain hundreds of hours in this area due to the limitations of other categories.
	2. Couples, Family and Child Psychotherapy (performed by you)	Yes	Yes	Minimum 500 hours REQUIRED	May be completed pre- or post-degree or a combination of both.
	3. Group Therapy or Counseling (performed by you)	Yes	Yes	Maximum 500 hours	May be completed pre- or post-degree or a combination of both.
	4. Telephone Counseling (performed by you)	Yes	Yes	Maximum 250 hours	May be completed pre- or post-degree or a combination of both.
<p>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.</p> <p>EXAMPLE: A trainee earns 625 hours of clinical experience comprising a combination of categories 1, 2, 3, and 4. In addition, the trainee earns 125 hours of individual supervision pre-degree.</p>					
SUPERVISION	5. Supervision, One-on-One*	Yes	Yes	Minimum 52 Hours	May be completed pre- or post-degree or a combination of both. Note: These may be non-consecutive weeks.
	6. Supervision, Group* Not more than eight (8) supervisees in the group	Yes	Yes	No Minimum or Maximum	No pre- or post-degree hours are required to be completed in this area.
	<p>NOTE: A TOTAL MINIMUM of 104 hours of supervision is required. Interns and trainees are required to have a minimum of one (1) hour of individual supervision, OR two (2) hours of group supervision for each week in which experience is claimed for each work setting. A maximum of five (5) hours of supervision may be credited per week.</p>				
<p>Supervision RATIOS Required for Clinical Experience: Ratio: Hours of Clinical Experience to Units** of Supervision</p> <p><i>**One unit of supervision is equal to one (1) hour of individual or two (2) hours of group supervision.</i></p> <p>Pre-Degree: 5 to 1 Required Post-Degree: 10 to 1 Required</p>					<p>Trainees are required to have a minimum of one hour of direct supervisor contact for every five (5) hours of client contact in each setting.</p> <p>Interns are required to have a minimum of one hour of direct supervisor contact for every ten (10) hours of client contact in each setting.</p> <p>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 below).</p>
<p>EXAMPLE: An intern receives 11 hours of clinical experience and 2 hours of group supervision (one unit of supervision) the first week, 13 hours of clinical experience and 1 hour of individual supervision (one unit of supervision) the second week, and 16 hours of clinical experience and 4 hours of group supervision (two units of supervision) the third week. This totals 40 hours of clinical experience and 4 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 1 unit of supervision.</p>					

	EXPERIENCE TYPE	ALLOWED PRE-DEGREE?	ALLOWED POST-DEGREE?	MINIMUMS AND MAXIMUMS	NOTES
MISCELLANEOUS	7. Attending Workshops, Seminars, Training Sessions or Conferences*	Yes	Yes	Maximum 250 hours	May be completed pre- or post-degree or a combination of both.
	8. Psychotherapy (received by you)*	Yes	Yes	Maximum 100 hours X 3	Up to 100 hours may be earned. These hours are triple-counted by the Board. Hours may be completed pre- or post-degree or a combination of both.
	9. Administering and Evaluating Psychological Tests of Counselees, Writing Clinical Reports, Writing Progress Notes, or Writing Process Notes	NO	Yes	Maximum 250 hours	May be completed post-degree only.
TOTALS	Weeks of Experience REQUIRED			Minimum 104 weeks	Completed pre and post degree.
	Total Hours of Experience REQUIRED			Maximum 1,300 hours PRE-DEGREE Minimum 1,700 hours POST-DEGREE Minimum 3,000 hours TOTAL	1,300 hours of pre-degree experience = 750 clinical experience and supervision hours + 250 workshops, seminars, etc. hours + (100 hours X 3) personal psychotherapy

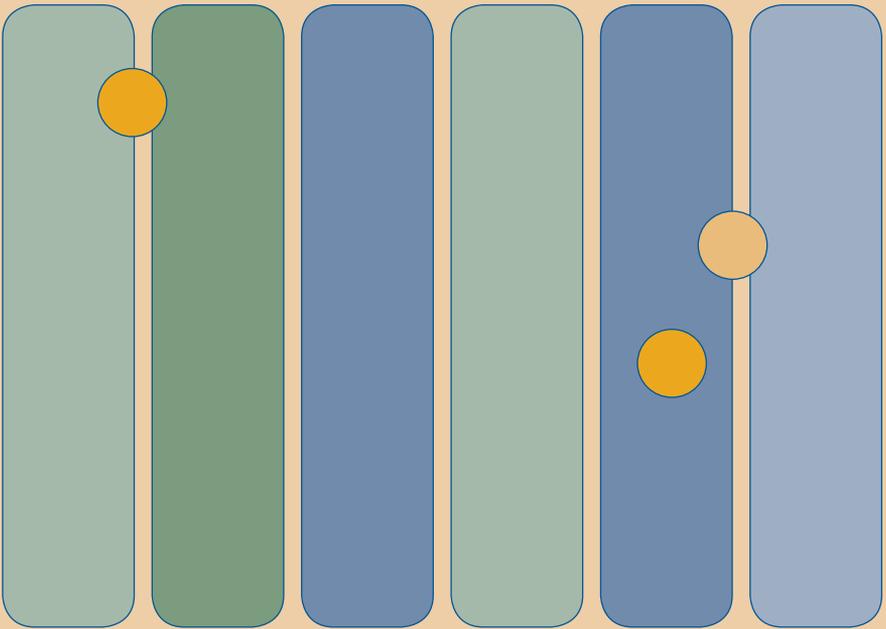
*Of the 3,000 hours of required experience, the combined subtotal for Workshops, Seminars, Training Sessions or Conferences, Personal Psychotherapy Received, and Supervision Hours may not exceed 1000 hours.
[B&P Code 4980.43 (a)(7)]

The information provided in this publication is general and intended to serve as a quick answer guide for common questions. The Statutes and Regulations Relating to the Practice of Marriage and Family Therapy, Licensed Clinical Social Work, and Licensed Educational Psychology contains the official legal code sections and language.

The BBS encourages you to thoroughly read the Statutes and Regulations and refer to it in cases that require official legal language.

Licensed Clinical Social Worker

STUDENT HANDBOOK



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PART ONE – *While You Are in School*

Obtaining a Masters of Social Work (MSW) is your first step towards becoming a Licensed Clinical Social Worker (LCSW) in California. In order for a MSW degree to be acceptable to the Board of Behavioral Sciences, the degree must be earned at an accredited school of social work.

QUICK TIP 1

You can find accredited schools of social work in the state of California at <http://www.bbs.ca.gov/lcs-schl.htm>.

Pre-Licensure Additional Coursework

While you are in school, you can actually start fulfilling pre-licensure coursework requirements.

Prior to sitting for the LCSW examinations, the Board requires all applicants to complete the following additional coursework:

- Child Abuse Assessment and Reporting (7 hours)
- Human Sexuality (10 hours)
- Substance Abuse and Dependency (15 hours)
- Spousal/Partner Abuse (15 hours)
- Aging and Long Term Care (10 hours)

Attention Candidates Who Began Their Degree Program Prior to 1/1/04:

Your pre-licensure coursework requirements will differ slightly from those listed above. You must complete the following:

- Child Abuse Assessment and Reporting (7 hours)
- Human Sexuality (10 hours)
- Substance Abuse and Dependency (15 hours)
- Spousal/Partner Abuse (No hour requirement; course can be any length)

Keep track of any courses you believe fulfilled the above requirements. Retain your course descriptions and/or course syllabi. The Board may request such materials from you to verify course content.

QUICK TIP 2

You can access a list of courses from each school that meets these requirements from the Board's website. Go to <http://www.bbs.ca.gov/lcs-schl.htm>, find your school, and select "Additional Courses Required." This list will show you what courses from each school fulfill each pre-licensure requirement.

What if I did not fulfill all these courses in my MSW degree program?

Do not worry. While you need to fulfill these requirements prior to submitting your LCSW licensure application, you may take the courses as you work on your post-degree supervised work experience.

The three acceptable entities from which you can take these courses are:

- County, State, or Governmental Entities
- Accredited Colleges or Universities
- Board approved Continuing Education Provider

QUICK TIP 3

A list of Continuing Education Providers is available under the "Forms and Publications" section on the Board website: <http://www.bbs.ca.gov/bbsforms.htm>. Look under the sub-heading "Continuing Education."

PART TWO – *Applying for An Associate Clinical Social Worker Registration Number*

Upon graduation, you will need to apply to become an Associate Clinical Social Worker (ASW) prior to beginning your pre-licensure hours.

Before you can apply, you must make sure your school conferred your degree.

The most convenient way to obtain an application for registration is to download one from the “Forms and Publications” section of the Board’s website (<http://www.bbs.ca.gov/bbsforms.htm>). The application includes comprehensive instructions.

Your complete ASW application package should include the following:

- One page application
- \$75 fee
- A copy of official transcripts in the school’s sealed envelope (make sure the school posted the degree conferral date)
- A completed Livescan sheet (applicant retains one copy for personal records)

QUICK TIP 4

If your school cannot immediately provide official transcripts to you with a degree conferral date posted, you can request your school’s social work department provide you with a letter stating the degree conferral date. This letter must be signed by an official from the social work department and appear on official school letterhead.

Remember

You cannot begin accruing hours towards licensure until the Board issues you an ASW registration number. Once issued, your ASW number will first appear on the Board’s website. Approximately 7-10 business days from the issue date, you will receive a packet in the mail with information, forms, and your ASW registration certificate.

Pay attention to your cover letter as it will notify you of any pre-licensure coursework that you still need to complete

before applying for LCSW licensure.

QUICK TIP 5

Want an update on the status of an application? The best way to check whether or not the Board issued an ASW registration number is to attempt to verify yourself on the Board website (<http://www.bbs.ca.gov/weblookup.htm>).

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PART THREE – *What to Expect While You Are Gaining Hours*

Once registered with the Board, you begin the process of gaining hours of experience to qualify and sit for the licensing examinations. In order to make the process of gaining hours a smooth one, you will want to keep the following in mind:

1. Always renew your ASW registration number on time. You should send your renewal fee at least six weeks in advance of the expiration date. You cannot accumulate hours if you work under an expired ASW registration. If you do not receive a courtesy renewal form, you may obtain one from the Board's website (<http://www.bbs.ca.gov/bbsforms.htm>)
2. Keep track of your supervision paperwork. The Board does not require you submit any forms until you are ready to apply for licensure. This includes all Responsibility Statements, Supervisory Plans, and Clinical Social Work Experience Verification forms. Make sure all these forms are complete. You need to be sure all the forms contain original signatures. When the time comes to send them in to the Board, you will need to send in the originals.
3. Take time to review the required hours of experience for licensure so that you know what types of work experience on which you need to focus. The breakdown of the hours of experience is in Business and Professions Code section 4996.23. For a comprehensive breakdown of the required hours of experience for LCSW licensure, please see the table on the next page.

The Six Year Rule

ALL HOURS OF EXPERIENCE MUST BE GAINED WITHIN THE MOST RECENT SIX YEARS FROM THE DATE A PERSON APPLIES FOR LCSW LICENSURE

For example, Applicant A sent in an application for LCSW licensure, and the Board received the application on 4/3/2006. The Board will only accept the experience gained between 4/3/2000 and 4/3/2006 towards the experience requirement.

QUICK TIP 6

Make copies of everything you sent in to the Board. The Board only accepts the originals of your forms, but you should retain copies for your own records.

Contacting the BBS for questions

As you gain hours of experience towards licensure, you may have questions. In this case, you should contact a LCSW/ASW Evaluator at the Board.

You can contact an evaluator by calling (916) 574-7851 or (916) 574-7852. You can also submit questions via email through bbswebmaster@bbs.ca.gov.

QUICK TIP 7

When contacting the Board, have your file number or registration number available so the evaluator can aid you efficiently and accurately.

Experience Breakdown Chart

EXPERIENCE TYPE	MINIMUMS AND MAXIMUMS	NOTES
<ul style="list-style-type: none"> Clinical psychosocial diagnosis Assessment Treatment Psychotherapy Counseling 	Minimum 2,000 hours REQUIRED Minimum 750 hours of performing face-to-face individual or group psychotherapy is REQUIRED as part of this 2,000 hours	One hour 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 in which experience is gained.
<ul style="list-style-type: none"> Client-centered advocacy Consultation Evaluation Research 	Maximum 1,200 hours allowed	
Supervision, Individual	Minimum 52 weeks REQUIRED , 13 of which must be supervised by a LCSW	One hour of direct supervisor contact* is required for a minimum of 104 weeks. No more than five hours of supervision may be credited during any single week.
Supervision, Group <i>(not more than eight (8) supervisees in the group)</i>	No minimum or maximum	
TOTALS Total Weeks of Experience REQUIRED	Minimum 104 weeks	
TOTALS Total Hours REQUIRED	Minimum 3,200 hours**	Maximum of 40 hours experience may be credited for any week.

* One hour of direct supervisor contact means one hour of individual supervision or two hours of group supervision
 ** A minimum of 1,700 hours must be gained under the supervision of a LCSW

NOTE: All hours of experience for licensure must be gained post-degree.

PART FOUR – *The Examination Process*

Once you complete the required hours of work experience and the additional required pre-licensure coursework, you will need to submit an LCSW application to begin the examination process.

QUICK TIP 8

Do not submit an LCSW application without first completing ALL pre-licensure requirements.

You will find the application on the Forms and Publications section of the Board website

(www.bbs.ca.gov/bbsforms.htm). The application includes a useful checklist to ensure that you send all of the appropriate materials.

When sending the application through the mail, applicants often send them “return-receipt requested.” This allows the sender to know when the Board received the application.

If your application is approved, you will receive a letter from the Board informing you that you are eligible for the examination along with an informative brochure. Approximately two weeks later, you will receive the LCSW Standard Written Examination Candidate Handbook in the mail. This handbook is your official study guide for the examination. You can also access this handbook from the Forms and Publications section of the Board website. On the back of the Candidate Handbook you will receive once approved, you will find your eligibility notice and the date by which you need to take the examination.

Important Facts

Individuals in the examination process do not need an ASW registration number in order to take the examination. However, you need to check with your employer to see if you will need to retain an ASW registration number for employment purposes.

If you continue to work while in the exam process, you are required to work under supervision. Also, you must work as either an employee or a volunteer. You cannot practice independently until you receive your LCSW license from the Board.

Once you pass the LCSW Standard Written Examination, you can apply to sit for the LCSW Written Clinical Vignette Examination. To do so, you need to submit an LCSW Examination/Re-Examination form with the required \$100 fee. The processing time for this form is 60 days.

If you take and fail an examination, you must re-take it no later than one year from the date of failure. Also, after failing an examination, you must wait a minimum of 160 days from the date of failure before the Board can approve you again to take the examination. You must submit an LCSW Examination/Re-Examination form with the required \$100 fee in order to retake the test. Again, the processing time for this form is 60 days.

QUICK TIP 9

Remember important deadlines when in the exam process. Failure to meet an examination deadline means you will have to re-apply for LCSW licensure.

Initial License Issuance

Upon passing the Written Clinical Vignette Examination, you will receive an application for your LCSW initial license at the test site center. This form requires only a simple one-page application and a fee. Once the Board receives this fee and

QUICK TIP 10

Your number will first appear on the Board's website. To check to see if you have a number, try to perform a license verification on yourself via the Board's website. If you have a LCSW number on the website, you are officially licensed. You may use a print out from this webpage as a license verification. The Board will mail you your engraved wall license along with your smaller license certificate.

processes the application, you will receive a LCSW license number.

12

Congratulations!

The issuance of an LCSW license means you successfully completed the licensure process.

Once licensed, be sure to read Board publications like the BBS News and visit the website regularly. Doing so will ensure that you stay informed on continuing education requirements and other important topics related to your license.



Board of
Behavioral
Sciences



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**State of California
Board of Behavioral Sciences**

Memorandum

To: Communications Committee

Date: January 4, 2007

From: Sean O'Connor
Board of Behavioral Sciences

Telephone: (916) 574-7863
Extension:

Subject: Agenda Item VII - Website Redesign Update

Purpose

The Board of Behavioral Sciences' (BBS) website receives millions of hits a year. Many consumers, licensees, registrants, and applicants utilize the various features on the website. While the information on the site is useful to the BBS' constituent base, numerous comments from customer satisfaction surveys indicates a need for the website to undergo some reorganization. Also, the State of California is implementing new state standards for all state governmental websites. The standards apply to both content and organization.

The revision of the BBS website will serve two functions. First, a website revision allows the BBS to meet the needs as identified in the BBS' customer satisfaction surveys. Second, the website revision will allow the BBS to comply with the mandatory state governmental website standards.

Progress

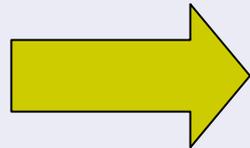
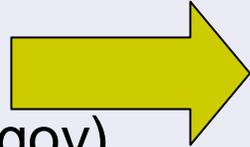
Staff at the BBS and BP Cubed has been meeting to discuss this project. Thus far, the group has discussed website organization, color schemes, and key themes for the project. Another staff meeting on this topic is scheduled. BBS staff hopes to have a new website ready for launch in March 2007.

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What is required?



- Header
 - Logo (links to ca.gov)
 - Search box
 - Skip to stuff
- Footer
- Tabs (either single or double-layer)
- Link to governor's site



CA.GOV WELCOME TO THE STATE OF CALIFORNIA

Skip to: [Content](#) | [Footer](#) | [Accessibility](#) Search GO

Home About California Business Education Employment Health Living in California Tourism & Recreation

Welcome to the State of California Portal home page

GOVERNOR SCHWARZENEGGER Visit His Website

FEATURED LINKS

- DMV
- State Jobs
- Unemployment
- State Lottery
- Taxes
- Parks
- Environment

ALSO VISIT

- Elected Officials
- State Agencies Directory
- California Counties
- California Cities
- Federal Government
- State Phone Directory

ONLINE SERVICES [See Complete List of Online Services]

Professional Licensing	Driving & Travel	Business
→ Real Estate License Renewals	→ Real Estate License Renewals	→ Real Estate License Renewals
→ For Dental Auxiliaries	→ For Dental Auxiliaries	→ For Dental Auxiliaries
→ For Psychologists	→ For Psychologists	→ For Psychologists
→ For Dentists	→ For Dentists	→ For Dentists

CURRENT TOPICS

- Voter Registration Information.
- California Fall Foliage Takes Visitors Off The Beaten Track.
- West Nile Virus.
- Flex Your Power... at the Pump - Use gasoline more efficiently.
- California Service Corps - Bear Responsibility for Your State.
- Board of Governance - Streamline Sales Tax Project.

NEWS & EVENTS

- Halloween "Mansion After Dark" event at Governor's Mansion State Historic Park.
- Plan your next vacation with the 2006 California Drives Guide. Order a free digital copy online.
- 2006 Governor's Environmental and Economic Leadership Awards.
- California Business Portal goes live.
- Track the latest legislation that Governor Schwarzenegger signs into law.

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Memorandum

To: Communications Committee

Date: January 4, 2007

From: Sean O'Connor
Board of Behavioral Sciences

Telephone (916) 574-7863
Extension

Subject Agenda Item VIII – Review Customer Satisfaction Survey Results

Overview

In June 2006, the Board of Behavioral Sciences (BBS) created a customer satisfaction survey accessible from the BBS website. Since August 2006, licensing evaluators have been sending out a Licensing Survey to all new registrants and exam candidates, and Enforcement analysts have been sending out a survey to all newly closed cases. Objective 1.4 of the BBS Strategic Plan sets a goal of 60% customer satisfaction by June 30, 2008. A satisfied customer is a person who indicates a rating of either Excellent or Good in his or her survey response.

Website Customer Satisfaction Survey

Since implementation, website survey responses have indicated an overall satisfaction level either at or exceeding 60%

In recent months, responses to the website survey indicate an increased level of satisfaction with the BBS's customer service. For the month of November, overall customer satisfaction was 75%.

When factoring in all responses to the website survey since implementation in June 2006, the overall satisfaction is 61%.

Another trend is a higher level of satisfaction with BBS accessibility. Accessibility statistics have risen from 54% for June 12, 2006 – August 31, 2006, to 68% for November 1, 2006 – November 30, 2006.

Responsiveness satisfaction has also risen from 57% for June 12 2006 – August 31 2006 to 66% for November 1 2006 – November 30 2006.

Satisfaction with staff knowledge and courtesy has consistently hovered between the high 60 to low 70 percentiles since implementation of the survey.

Additionally, an increasing amount of comments submitted with the survey indicate a noticeable improvement in BBS customer service.

Licensing Survey

The BBS received 216 responses to the Licensing Survey as of October 31 2006. The BBS received additional responses in November, but due to recent personnel changes, the surveys received in November have yet to be entered into the database. This survey reflects recent experiences with BBS staff as it is sent out to new registrants and examination candidates.

Overall satisfaction as of October 31 2006 is 82% as indicated on this survey. Satisfaction with courtesy, responsiveness, knowledge, and accessibility all rank at 86%, 80%, 88%, and 72%, respectively.

96% of these respondents were new registrants (63% IMF and 33% ASW).

Enforcement Survey

To date the BBS has received only 20 responses to the Enforcement Survey. Due to the aforementioned personnel changes, the Enforcement statistical data is not available at this time.

In general, staff reviewing the incoming Enforcement Surveys notice that the satisfaction indicated on the survey typically has more to do with the outcome of the case as opposed to the level of customer service received.

Memorandum

To: Communications Committee

Date: January 4, 2007

From: Sean O'Connor
Board of Behavioral Sciences

Telephone (916) 574-7863
Extension

Subject Agenda Item IX - Review Board of Behavioral Sciences Outreach Program

Review of Outreach Events in 2006

The Board of Behavioral Science's (BBS) outreach program experienced its first full year of operation in 2006. BBS staff and Board Members attended a variety of events throughout the year.

MFT School Presentations

January 31, 2006 - Antioch University, Los Angeles (Sean O'Connor)
February 24, 2006 – San Francisco State University (Paul Riches, Sean O'Connor)
February 28, 2006 – Loma Linda University (Sean O'Connor)
March 10, 2006 – CSU, Sacramento (Sean O'Connor)
March 29, 2006 – University of San Francisco (Sean O'Connor)
April 4, 2006 – Pepperdine University, W. LA Campus (Sean O'Connor)
April 12, 2006 – University of San Francisco Sacramento Campus (Sean O'Connor)
May 2, 2006 – Alliant International University Sacramento Campus (Sean O'Connor)
May 9, 2006 – University of San Francisco Santa Rosa Campus (Sean O'Connor)
June 9, 2006 – Phillips Graduate Institute (Paul Riches, Mona Maggio, Kari Frank)
July 9, 2006 – University of San Francisco Sacramento Campus (Sean O'Connor)
August 7, 2006 – John F. Kennedy University Campbell Campus (Sean O'Connor)
August 8, 2006 – John F. Kennedy University Oakland Campus (Sean O'Connor)
August 8, 2006 – John F. Kennedy University Pleasant Hill Campus (Sean O'Connor)
August 17, 2006 – CSU, Chico (Sean O'Connor)
August 24, 2006 – National University (Sean O'Connor)
September 22, 2006 – University of Southern California (Sean O'Connor)
September 29, 2006 – CSU, Long Beach (Sean O'Connor)
October 16, 2006 – Notre Dame de Namur (Sean O'Connor)
October 17, 2006 – California Institute of Integral Studies (Sean O'Connor)
October 24, 2006 – Pacific Oaks College (Sean O'Connor)
November 8, 2006 – Golden Gate University (Sean O'Connor)
November 16, 2006 – CSU, Fresno (Sean O'Connor)
November 28, 2006 – CSU East Bay Concord Campus (Sean O'Connor)
December 4, 2006 – CSU East Bay Hayward Campus (Sean O'Connor)

LCSW School Presentations

January 31, 2006 - University of Southern California (Sean O'Connor)
May 18, 2006 – CSU, Sacramento (Sean O'Connor)
May 22, 2006 – CSU, San Bernardino (Sean O'Connor)
May 23, 2006 – CSU, San Bernardino (Sean O'Connor)
May 24, 2006 – CSU, Bakersfield (Sean O'Connor)
August 23, 2006 – UC Berkeley (Sean O'Connor)

Agency Presentations

April 19, 2006 – Whitehouse Counseling Center (Sean O'Connor)
September 19, 2006 – Seneca Center (Sean O'Connor)
November 30, 2006 – Human Options (Board Member Joan Walmsley, Sean O'Connor)

Conferences Attended

April 20–22, 2006 - NASW Annual Conference (Paul Riches, Sean O'Connor)
May 4–7, 2006 – CAMFT Annual Conference (Board Member Joan Walmsley, Sean O'Connor)
September 28, 2006 – CALSWEC Meeting (Paul Riches, Sean O'Connor)
October 20-21, 2006 – NASW CE Fair (Sean O'Connor)

Outreach Response

Staff at events has received positive comment about the new BBS outreach efforts. BBS constituents appreciate the ability to meet and ask questions to a BBS representative in person.

Beginning in August, Sean O'Connor began distributing a survey at school presentations. The response on these surveys indicates a high level of satisfaction with the licensing information presented. All 152 surveys returned indicate either a rating of "Excellent" or "Good" in all categories. Categories rated include Courtesy, Knowledge, and Accessibility. All respondents indicated that they would recommend the presentation to anyone interested in the BBS licensure process.

2007 Outreach

The success of BBS outreach during 2006 has lead to an increasing demand from schools, agencies, and associations for BBS presence at events in 2007. Events already scheduled for 2007 include the following:

January 22, 2007 – Agency Presentation: Laura's House, Orange County (Sean O'Connor)
January 23, 2007 – LCSW School Presentation: USC (Sean O'Connor)
January 23, 2007 – MFT School Presentation: Antioch University, Los Angeles (Sean O'Connor)
January 29, 2007 – LCSW School Presentation: UC Berkeley (Sean O'Connor)
February 6, 2007 – MFT School Presentation: Azusa Pacific University (Sean O'Connor)
February 8, 2007 – MFT School Presentation: Azusa Pacific University (Sean O'Connor)
February 9, 2007 – MFT School Presentation: San Diego State University (Sean O'Connor)
February 13, 2007 – LCSW School Presentation: USC, Orange County (Joan Walmsley, Sean O'Connor)
February 21, 2007 – LCSW School Presentation: CSU East Bay (Sean O'Connor)
March 6, 2007 – MFT School Presentation: Pepperdine University, W. LA Campus (Sean O'Connor)
March 7, 2007 – MFT School Presentation: Pepperdine University, Irvine Campus (Sean O'Connor)
April 13, 2006 – LCSW School Presentation: CSU, Chico (Sean O'Connor)
May 4-5, 2006 – NASW Annual Conference (Sean O'Connor)
May 17-20, 2006 – CAMFT Annual Conference (Sean O'Connor)

Conferences

January 11, 2007 - Reducing Disparities in Mental Health, University of California, Davis – Sacramento Convention Center (Paul Riches, Mona Maggio, Stephen Sodergren, Judy Johnson)

March 9, 2007 – California Association of School Psychologists (CASP), Los Angeles (Paul Riches, Judy Johnson, Sean O'Connor, and Stephen Sodergren)

April 26, 2007 – Association of Social Work Boards (ASWB), Mobil, Alabama (Paul Riches)

May 4 – 5, 2007 – National Association of Social Work Boards – California, Conference, Burlingame (Mona Maggio and Sean O'Connor)

May 17 – 20, 2007 – California Association of Marriage and Family Therapists (CAMFT), Santa Clara (Paul Riches, Mona Maggio, Sean O'Connor and Stephen Sodergren)

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**State of California
Board of Behavioral Sciences**

M e m o r a n d u m

To: Communications Committee

Date: January 10, 2007

From: Kari Frank, Lead Analyst
Examination Unit

Telephone: (916) 574-7850

Subject: Agenda Item X – Examination Statistics

The Examination Program's statistical reports are attached for the Committee's review and discussion.

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BOARD OF BEHAVIORAL SCIENCES
LCSW WRITTEN EXAMINATION STATISTICS
7/1/06-12/31/06

TOTAL EXAMINEES	1ST TIME TAKERS	2ND TIME TAKERS	3RD TIME TAKERS	4TH + TIME TAKERS
753 Participated	433 Participated	152 Participated	67 Participated	101 Participated
466 Passed (62%)	316 Passed (73%)	89 Passed (59%)	32 Passed (48%)	29 Passed (29%)
287 Failed (38%)	117 Failed (27%)	63 Failed (41%)	35 Failed (52%)	72 Failed (71%)

The Examination Statistics are for informational purposes only and should not be the sole source used to analyze a school program. A statistical analysis can only be derived when there are significant numbers of candidates. Please contact each school for specific information on their degree program.

BOARD OF BEHAVIORAL SCIENCES LCSW WRITTEN EXAMINATION STATISTICS

7/1/06-12/31/06

ACCREDITED UNIVERSITIES			% PASSED	1ST TIME TAKERS		% PASSED 1ST TIME
	PASS	FAIL		PASS	FAIL	
CSU, Bakersfield	4	1	80%	4	0	100%
CSU, Fresno	13	22	37%	8	5	62%
CSU, Long Beach	48	31	61%	29	12	71%
CSU, Los Angeles	10	4	71%	7	4	64%
CSU, Sacramento	42	36	54%	24	16	60%
CSU, San Bernardino	17	14	55%	10	5	67%
CSU, Stanislaus	6	10	38%	4	5	44%
San Diego State University	37	9	80%	27	4	87%
San Francisco State University	22	12	65%	13	3	81%
San Jose State University	31	27	53%	21	9	70%
UC, Berkeley	19	4	83%	12	3	80%
UC, Los Angeles	30	5	86%	25	1	96%
Loma Linda University	7	7	50%	3	3	50%
University of Southern California	52	40	57%	35	20	64%
OUT-OF-STATE UNIVERSITIES	118	59	67%	90	25	78%
OUT-OF-COUNTRY UNIVERSITIES	10	6	63%	4	2	67%

753 PARTICIPATED
466 PASSED (62%)
287 FAILED (38%)

The Examination Statistics are for informational purposes only and should not be the sole source used to analyze a school program. A statistical analysis can only be derived when there are significant numbers of candidates. Please contact each school for specific information on their degree program.

BOARD OF BEHAVIORAL SCIENCES
LCSW WRITTEN CLINICAL VIGNETTE
7/1/06 – 12/31/06

TOTAL EXAMINEES	1ST TIME TAKERS	2ND TIME TAKERS	3RD TIME TAKERS	4TH + TIME TAKERS
622 Participated	350 Participated	128 Participated	82 Participated	62 Participated
332 Passed (53%)	195 Passed (56%)	77 Passed (60%)	36 Passed (44%)	24 Passed (39%)
290 Failed (47%)	155 Failed (44%)	51 Failed (40%)	46 Failed (56%)	38 Failed (61%)

The Examination Statistics are for informational purposes only and should not be the sole source used to analyze a school program. A statistical analysis can only be derived when there are significant numbers of candidates. Please contact each school for specific information on their degree program.

BOARD OF BEHAVIORAL SCIENCES LCSW WRITTEN CLINICAL VIGNETTE

7/1/06 – 12/31/06

UNIVERSITIES	Total Pass	Total Fail	% PASSED	1 st Time Takers		% Passed 1 st Time
				Pass	Fail	
CSU, Bakersfield	0	2	0%	0	1	0%
CSU, Fresno	13	9	59%	8	2	80%
CSU, Long Beach	34	32	52%	21	15	58%
CSU, Los Angeles	4	5	44%	3	3	50%
CSU, Sacramento	35	21	63%	18	10	64%
CSU, San Bernardino	16	13	55%	6	7	46%
CSU, Stanislaus	4	5	44%	1	3	25%
San Diego State	28	25	53%	17	14	55%
San Francisco State	6	13	31%	5	8	38%
San Jose State	16	15	52%	7	6	54%
UC, Berkeley	13	3	81%	10	2	83%
UCLA	26	21	55%	19	12	61%
Loma Linda University	7	6	54%	4	5	44%
USC	41	33	55%	19	16	54%
Out-of-State	88	83	52%	57	47	56%
Out-of-Country	1	4	20%	1	3	25%

622 PARTICIPATED
332 PASSED (53%)
290 FAILED (47%)

The Examination Statistics are for informational purposes only and should not be the sole source used to analyze a school program. A statistical analysis can only be derived when there are significant numbers of candidates. Please contact each school for specific information on their degree program.

**BOARD OF BEHAVIORAL SCIENCES
LEP WRITTEN EXAMINATION STATISTICS
7/1/06 – 12/31/06**

TOTAL EXAMINEES	1ST TIME TAKERS	2ND TIME TAKERS	3RD TIME TAKERS	4TH + TIME TAKERS
64 Participated	47 Participated	12 Participated	3 Participated	2 Participated
38 Passed (59%)	33 Passed (70%)	4 Passed (33%)	0 Passed (0%)	1 Passed (50%)
26 Failed (41%)	14 Failed (30%)	8 Failed (67%)	3 Failed (100%)	1 Failed (50%)

BOARD OF BEHAVIORAL SCIENCES LEP WRITTEN EXAM STATS

7/1/06-12/31/06

SCHOOL	PASS	FAIL	TOTAL % PASSED	1ST TIME TAKERS		% PASSED 1ST TIME
				PASS	FAIL	
CSU, Dominguez Hills	1	1	50%	0	0	0%
CSU, Fresno	1	0	100%	1	0	100%
CSU, Hayward	5	1	83%	5	0	100%
CSU, Long Beach	2	0	100%	2	0	100%
CSU, Los Angeles	2	1	67%	2	1	67%
CSU, Northridge	9	4	69%	8	1	89%
CSU, Sacramento	0	2	0%	0	1	0%
CSU, San Bernardino	0	2	0%	0	1	0%
Humboldt State University	0	1	0%	0	1	0%
San Diego State University	0	1	0%	0	1	0%
San Francisco State University	2	0	100%	2	0	100%
UC, Davis	2	0	100%	2	0	100%
UC, Riverside	1	0	100%	1	0	100%
UC, Santa Barbara	1	0	100%	1	0	100%
Azusa Pacific University	1	1	50%	1	0	100%
California Lutheran University	1	0	100%	0	0	0%
Chapman University	1	0	100%	1	0	100%
Loyola Marymount University	3	1	75%	2	0	100%
National University	1	7	13%	1	6	14%
Alliant International University	0	1	0%	0	0	0%
University of San Diego	0	1	0%	0	0	0%
University of Redlands	2	0	100%	1	0	100%
Out-of-State Universities	3	2	60%	3	2	60%

64 PARTICIPATED
38 PASSED (59%)
26 FAILED (41%)

**BOARD OF BEHAVIORAL SCIENCES
MFT WRITTEN EXAMINATION STATISTICS
7/01/06 – 12/31/06**

TOTAL EXAMINEES	1ST TIME TAKERS	2ND TIME TAKERS	3RD TIME TAKERS	4TH + TIME TAKERS
1,013 Participated	681 Participated	143 Participated	70 Participated	119 Participated
625 Passed (62%)	517 Passed (76%)	63 Passed (44%)	26 Passed (37%)	19 Passed (16%)
388 Failed (38%)	164 Failed (24%)	80 Failed (56%)	44 Failed (63%)	100 Failed (84%)

The Examination Statistics are for informational purposes only and should not be the sole source used to analyze a school program. A statistical analysis can only be derived when there are significant numbers of candidates. Please contact each school for specific information on their degree program.

MFT WRITTEN EXAMINATION STATISTICS
7/1/06-12/31/06

ACCREDITED UNIVERSITIES	PASS	FAIL	% PASSED	1ST TIME TAKERS		% PASSED 1ST TIME
				PASS	FAIL	
California Polytechnic State University	3	1	75%	3	1	75%
CSU, Bakersfield	5	2	71%	3	1	75%
CSU, Chico	4	2	67%	2	2	50%
CSU, Dominguez Hills	8	6	57%	8	1	89%
CSU, Fresno	11	7	61%	9	1	90%
CSU, Fullerton	20	6	77%	16	3	84%
CSU, Hayward	13	13	50%	12	7	63%
CSU, Long Beach	6	1	86%	6	0	100%
7CSU, Los Angeles	5	5	50%	5	3	63%
CSU, Northridge	22	18	55%	15	7	68%
CSU, Sacramento	9	4	69%	7	2	78%
CSU, San Bernardino	3	1	75%	2	1	67%
CSU, Stanislaus	0	1	0%	0	0	0%
Humboldt State University	2	2	50%	2	1	67%
San Diego State University	8	7	53%	7	2	78%
San Francisco State University	22	8	73%	18	3	86%
San Jose State University	1	0	100%	1	0	100%
Sonoma State University	6	2	75%	5	1	83%
California State Polytechnic Univ.	2	0	100%	2	0	100%
Azusa Pacific University	8	7	53%	5	1	83%
California Baptist College	10	4	71%	8	3	73%
Phillips Graduate Institute	35	27	56%	28	11	72%
California Inst. of Integral Studies	21	3	88%	21	3	88%
California Lutheran University	2	2	50%	2	1	67%
Alliant International University	4	2	67%	4	2	67%
Chapman University	17	11	61%	14	7	67%
College of Notre Dame	15	7	68%	10	3	77%
Dominican University of California	6	3	67%	6	2	75%
Fuller Theological Seminary	8	2	80%	6	0	100%
Holy Names University	2	3	40%	2	1	67%
John F. Kennedy University	38	21	64%	29	9	76%
Loma Linda University	3	6	33%	3	1	75%
Loyola Marymount University	12	2	86%	11	1	92%
Mennonite Brethren Biblical Seminary	2	0	100%	2	0	100%
Mount St. Mary's College	1	1	50%	1	0	100%
National University	37	62	37%	23	32	42%
New College of California	15	6	71%	13	3	81%
Hope International University	3	7	30%	3	2	60%

Pacific Oaks College	3	11	21%	3	6	33%
Pepperdine University	31	25	55%	25	12	68%
St. Mary's College of California	4	2	67%	4	1	80%
Saybrook Institute	1	0	100%	1	0	100%
University of La Verne	2	3	40%	2	1	67%
University of San Diego	6	3	67%	6	1	86%
University of San Francisco	19	12	61%	18	6	75%
Santa Clara University	17	1	94%	16	0	100%
University of Southern California	4	2	67%	1	1	50%
University of the Pacific*	0	2	0%	0	1	0%
Golden Gate University	0	1	0%	0	1	0%
Bethel Theological Seminary	4	2	67%	3	1	75%
Pacifica Graduate Institute	12	1	92%	11	1	92%
Institute for Transpersonal Psych.	2	4	33%	2	2	50%
Vanguard University	3	1	75%	3	0	100%
APPROVED UNIVERSITIES	PASS	FAIL	% PASSED	1ST TIME TAKERS PASS	FAIL	% PASSED 1ST TIME
Trinity College of Graduate Studies	3	3	50%	3	0	100%
California Graduate Institute	5	4	56%	5	2	71%
Argosy University	3	0	100%	3	0	100%
International College*	0	1	0%	0	0	0%
Professional School of Psychology	2	2	50%	1	0	100%
Rosebridge Graduate School*	0	1	0%	0	0	0%
Ryokan College	6	0	100%	5	0	100%
Sierra University*	0	2	0%	0	0	0%
Western Institute for Social Research	1	0	100%	1	0	100%
World University	0	1	0%	0	0	0%
Institute of Imaginal Studies	3	0	100%	3	0	100%
Western Seminary	8	3	73%	5	0	100%
American Behavioral Studies Institute	2	2	50%	1	1	50%
University of Phoenix, San Diego	4	2	67%	2	1	67%
Southern California Seminary	3	2	60%	2	1	67%
University of Phoenix, Sacramento	5	3	63%	3	1	75%
Remington College*	2	1	67%	2	0	100%
University of Santa Monica	4	1	80%	4	1	80%
Antioch University, Marina Del Rey	32	14	70%	29	4	88%
Antioch University, Santa Barbara	10	4	71%	9	2	82%
OUT-OF-STATE UNIVERSITIES	34	10	77%	30	8	79%
OUT-OF-COUNTRY UNIVERSITIES	1	0	100%	0	0	0%

1,013 PARTICIPATED

625 PASSED (62%)

388 FAILED (38%)

*No longer has MFT program

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**BOARD OF BEHAVIORAL SCIENCES
MFT WRITTEN CLINICAL VIGNETTE
7/1/06 – 12/31/06**

TOTAL EXAMINEES	1ST TIME TAKERS	2ND TIME TAKERS	3RD TIME TAKERS	4TH + TIME TAKERS
959 Participated	605 Participated	202 Participated	95 Participated	57 Participated
782 Passed (82%)	515 Passed (85%)	159 Passed (79%)	67 Passed (71%)	41 Passed (72%)
177 Failed (18%)	90 Failed (15%)	43 Failed (21%)	28 Failed (29%)	16 Failed (28%)

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MFT WRITTEN CLINICAL VIGNETTE
7/1/06-12/31/06

ACCREDITED UNIVERSITIES	TOTAL % PASSED		1ST TIME TAKERS		% PASSED 1ST TIME	
	PASS	FAIL	PASS	FAIL		
California Polytechnic State University	3	0	100%	2	0	100%
CSU, Bakersfield	8	1	89%	3	0	100%
CSU, Chico	9	1	90%	6	1	86%
CSU, Dominguez Hills	5	7	42%	3	5	38%
CSU, Fresno	13	4	76%	9	1	90%
CSU, Fullerton	24	11	69%	17	2	89%
CSU, Hayward	20	4	83%	11	2	85%
CSU, Long Beach	10	2	83%	5	1	83%
CSU, Los Angeles	13	2	87%	5	2	71%
CSU, Northridge	21	5	81%	17	3	85%
CSU, Sacramento	15	3	83%	9	3	75%
CSU, San Bernardino	4	0	100%	3	0	100%
CSU, Stanislaus	0	2	0%	0	1	0%
Humboldt State University	1	0	100%	0	0	0%
San Diego State University	12	1	92%	10	0	100%
San Francisco State University	18	1	95%	14	0	100%
San Jose State University	3	0	100%	2	0	100%
Sonoma State University	7	1	88%	7	0	100%
California State Polytechnic University	4	0	100%	0	0	0%
Azusa Pacific University	11	3	79%	8	2	80%
Calif. Baptist University	9	2	92%	5	0	100%
Phillips Graduate Institute	38	9	81%	28	4	88%
Calif. Institute of Integral Studies	27	1	96%	21	1	95%
Calif. Lutheran University	6	1	86%	2	0	100%
Chapman University	16	7	70%	10	5	67%
College of Notre Dame	15	4	79%	9	1	90%
Dominican University of California	3	0	100%	3	0	100%
Fuller Theological Seminary	12	1	92%	8	1	89%
Holy Names College	2	0	100%	1	0	100%
John F. Kennedy University	43	7	84%	25	5	83%
Loma Linda University	6	1	86%	2	0	100%
Loyola Marymount	7	2	78%	5	1	83%
Mennonite Brethren Biblical Seminary	4	0	100%	3	0	100%
Mount St. Mary's College	3	2	60%	0	2	0%
National University	58	15	79%	32	9	78%
New College of California	12	5	71%	10	2	83%

Hope International University	8	3	73%	4	3	57%
Pacific Oaks College	10	3	77%	4	0	100%
Pepperdine University	35	8	81%	22	6	79%
St. Mary's College of California	4	1	80%	3	0	100%
Alliant International University	10	3	77%	9	2	92%
University of La Verne	3	3	50%	2	2	50%
University of San Diego	8	1	89%	7	1	88%
University of San Francisco	28	6	82%	17	2	89%
Santa Clara University	25	4	86%	21	2	91%
University of Southern California	9	1	90%	6	0	100%
University of the Pacific*	0	1	0%	0	0	0%
Golden Gate University	1	0	100%	1	0	100%
Bethel Theological Seminary	3	0	100%	3	0	100%
Pacifica Graduate Institute	12	3	80%	10	1	91%
Institute of Transpersonal Psych.	4	0	100%	3	0	100%
Vanguard University of Southern California	4	1	80%	3	0	100%
APPROVED UNIVERSITIES	PASS	FAIL	TOTAL % PASSED	1ST TIME TAKERS PASS	FAIL	% PASSED 1ST TIME
Trinity College of Graduate Studies	6	1	86%	3	0	100%
California Graduate Institute	7	2	78%	6	1	86%
Argosy University	3	0	100%	1	0	100%
Professional School of Psychology	3	0	100%	2	0	100%
Ryokan College	5	4	56%	4	0	100%
University for Humanistic Studies*	1	0	100%	1	0	100%
Western Graduate School of Psychology*	1	0	100%	1	0	100%
Western Institute for Social Research	1	0	100%	1	0	100%
Institute for Imaginal Studies	3	2	60%	3	2	60%
Western Seminary	6	2	75%	2	1	67%
San Francisco School of Psychology*	3	0	100%	1	0	100%
American Behavioral Studies Institute	4	0	100%	2	0	100%
University of Phoenix, San Diego	4	0	100%	3	0	100%
Southern California Seminary	0	1	0%	0	0	0%
University of Phoenix, Sacramento	7	4	64%	3	2	60%
Remington College*	1	0	100%	1	0	100%
University of Santa Monica	5	1	83%	4	1	80%
Antioch University, Marina Del Rey	46	9	84%	30	4	88%
Antioch University, Santa Barbara	11	2	85%	8	0	100%
OUT-OF-STATE UNIVERSITIES	39	6	87%	27	4	77%

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959 Participated
782 Passed (82%)
177 Failed (18%)

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