



**Board of Behavioral Sciences**  
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## INSTRUCTIONS FOR COMPLETING THE LICENSED PROFESSIONAL CLINICAL COUNSELOR LICENSURE ELIGIBILITY APPLICATION

### “GRANPARENT” METHOD FOR NON-BBS-LICENSED APPLICANTS

Please review the following instructions and checklist to ensure accurate completion of your application package and that all required original documents are furnished to the Board of Behavioral Sciences (Board). Please retain a copy of all documents submitted to the Board. All items are mandatory. Failure to provide any of the requested information may result in the rejection of the incomplete application. Submit a completed application package to the address shown above with the fee indicated in section II below.

#### I. MISCELLANEOUS FORMS INSTRUCTIONS

- A. PERSONAL DATA CARD: Please type or print legibly. The address you enter on this card is public information and will be placed on the Internet pursuant to Business and Professions Code (BPC) Section 27. If you do not want your home or work address available to the public, please provide an alternate mailing address. The address provided will be used for Board communications, such as license renewal notices.
- B. EXAMINATION SECURITY NOTICE: The notice must be completed and signed. Failure to complete the notice may affect your examination eligibility.
- C. FINGERPRINTS: See enclosed “INSTRUCTIONS FOR LIVE SCAN FINGERPRINTING”. The Board requires a Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) criminal history background check on all applicants. **Note: Do not complete fingerprints more than 60 days prior to submitting your application. Fingerprint results without an application on file will be held for 6 months.**

#### II. LICENSE ELIGIBILITY APPLICATION INSTRUCTIONS

- A. APPLICATION: Complete all sections. The application must be signed. NOTE: If you have registered with the Board previously and have changed your legal name since registering without submitting a name change request to the Board, please complete and submit a *Notification of Name Change* form with your application packet along with required documentation. This form is available on the Board's web site.
- B. FEES:
- 1) Submit a \$280.00 check or money order made payable to the Behavioral Sciences Fund. The \$280.00 fee consists of a \$180.00 application fee and a \$100 law and ethics examination fee. The application fee is an earned fee for evaluation of your application and is **NOT REFUNDABLE**.
  - 2) If you need to take and pass the National Counselor Examination for Licensure and Certification (NCE), the Certified Rehabilitation Counselor Examination (CRCE), or the National Clinical Mental Health Counselor Examination (NCMHCE), you will need to pay the fees and schedule your examination directly with the administering organization. Upon final review of your license eligibility application, the Board will send you a letter outlining all deficiencies. This will include all necessary examination registration information. Your application must be evaluated by the Board before you can register for the NCE, NCMHCE, or the California Law and Ethics Examination.
- C. INITIAL LICENSE APPLICATION AND FEE:  
 Once you have completed the education and experience requirements and passed the necessary examinations, you will be required to submit a *Request for Initial License* form with a fee. This fee will be prorated and established according to the month of issuance (month fee is received by the Board) and expiration date (applicant's birth month) of the license.

#### D. CONVICTION AND/OR DISCIPLINARY ACTION

Attach documentation explaining prior conviction(s) and/or disciplinary action(s) and attesting to your rehabilitation, if applicable: Please refer to the REPORTING PRIOR CONVICTION(S) and/or REPORTING DISCIPLINE AGAINST LICENSE(S) sections of these instructions.

### III. VERIFICATION OF EDUCATION AND EXPERIENCE:

A. TRANSCRIPTS. Official transcripts verifying your master's or doctoral degree, with the degree title and date of conferral on the transcript, must be submitted for all applicants. Must be in a sealed envelope.

#### B. ADDITIONAL COURSEWORK REQUIREMENTS:

The required education/training listed below may have been earned either within or in addition to your qualifying degree program.

- 1) Alcoholism and Other Chemical Substance Dependency - 15 hours of training or coursework. (BPC Section 4999.32(e)(1))
- 2) Human Sexuality - 10 contact hours of training or coursework. (BPC Sections 25 and 4999.32(e)(2))
- 3) Psychopharmacology - Two (2) semester unit or three (3) quarter unit survey course. (BPC Section 4999.32(e)(3))
- 4) Spousal or Partner Abuse Assessment, Detection, and Intervention Strategies - 15 hours of training or coursework (BPC Section 4999.32(e)(4))
- 5) Child Abuse Assessment and Reporting - Seven (7) contact hours of training or coursework. (BPC Sections 28 and 4999.32(e)(5))
- 6) California Law and Professional Ethics - 18 hours of training or coursework. (BPC Section 4999.32(e)(6))
- 7) Aging and Long-Term Care - 10 hours of training or coursework. (BPC Section 4999.32(e)(7))
- 8) Crisis and Trauma Counseling - 15 hours of training or coursework. (BPC Section 4999.32(e)(8))

C. ADDITIONAL UNITS: This section applies to applicants with a qualifying degree program issued prior to 1996 ONLY. Pursuant to BPC Section 4999.54(a)(1)(A)(ii), degrees issued prior to 1996 must include a minimum of 30 semester units or 45 quarter units and the total number of units completed must be no less than 48 semester units or 72 quarter units. If your degree program included the minimum number of required units but less than 48 semester units or 72 quarter units, then submit documentation that verifies completion of the remaining number of required units. Degrees issued in 1996 or after must include at least 48 semester units or 72 quarter units and no units may be remediated.

#### D. DEGREE PROGRAM CERTIFICATION FORM

This form is a certified statement from the school's Chief Academic Officer or authorized designee verifying the content of your degree program and must have the Chief Academic Officer or authorized designee's original signature. Degrees issued prior to 1996 must include at least six (6) of the nine (9) required core content areas. Degrees issued in or after 1996 must include at least seven (7) of the nine (9) core content areas. Coursework completed outside of the degree program must be verified on the *Remedial Coursework Verification* form. Provide official documentation of completion and documentation of required course content (such as a syllabus) if not clearly described by the course title. If you have an out-of-state degree, you must submit a syllabus for all coursework listed on the Certification form, except as specified in Item F below.

E. REMEDIAL COURSEWORK CERTIFICATION FORM: This form verifies all coursework completed outside of the degree program in fulfillment of the required nine core content areas. Applicants with a qualifying degree issued prior to 1996 may receive credit for no more than three (3) core content areas gained outside of the degree program (BPC Section 4999.54(a)(1)(A)(ii)). Applicants with a qualifying degree issued in 1996 or after may receive credit for no more than two (2) core content areas gained outside of the degree program (BPC Section 4999.54(a)(1)(A)(iii)). A counselor educator whose degree is deficient in no more than two (2) of the nine core content areas may receive credit for courses taught in a graduate program in counseling or a related area that include the equivalent of a required core content area (BPC Section 4999.54(a)(1)(A)(i)). Provide official documentation of completion and documentation of required course content (such as a syllabus) if not clearly described by the course title. You must submit a syllabus for all coursework completed out-of-state, listed on the Certification form, except as specified in Item F below.

#### F. COUNCIL FOR ACCREDITATION OF COUNSELING AND RELATED EDUCATIONAL PROGRAMS (CACREP)

ACCREDITATION. If your degree was conferred in **2001 or later**, and at that time your degree program was CACREP accredited, then you do not need to submit course syllabi, however, the Board may require submission of syllabi after evaluating your application.

G. The Board reserves the right to require additional information to verify course content.

- H. VERIFICATION OF LICENSURE: If you have a license that allows you to independently provide clinical mental health services in another state or foreign country, then complete and sign the "Applicant" section of the *Licensed Professional Clinical Counselor Verification of Licensure in Another State* form and mail it to the licensing agency to authorize release of your information.
- I. EXPERIENCE: If you are not licensed to practice clinical mental health services in another state, disclose all required experience on the *Experience Verification* form, which must be completed and signed by each qualified supervisor for each employment setting. Your supervisor's license/registration/certification may be verified using the *Licensed Professional Clinical Counselor Verification of Licensure in Another State* form.

YOUR SUPERVISOR'S LICENSE/REGISTRATION/CERTIFICATION MUST BE VERIFIED IN ORDER TO APPLY YOUR EXPERIENCE TOWARD THE LICENSING REQUIREMENTS.

- J. REQUIRED EXAMINATIONS: If you received a passing score on the National Counselor Examination for Licensure and Certification (NCE), the Certified Rehabilitation Counselor Examination (CRCE), or the National Clinical Mental Health Counselor Examination (NCMHCE) before applying with the Board, then enclose an official score verification certificate with your application. Upon review of your application, the Board will send you information on registering for any examination you have not yet taken.

If you need to take the NCE or NCMHCE, then your application must first be evaluated by the Board before you can register for either exam. Once you pass the NCMHCE, the National Board for Certified Counselors (NBCC) will automatically submit your score to the Board and you do not have to send us your score verification certificate. Once you pass the NCE or the CRCE, your score will NOT be automatically sent to the Board and you must submit an official score verification certificate to the Board.

The California Law and Ethics Examination is a new examination offered by the Board for LPCC applicants. All candidates will receive law and ethics examination registration information after the Board reviews the licensure eligibility application.

#### IV. REPORTING PRIOR CONVICTION(S):

California Code of Regulations, Title 16, Section 1813 states: "When considering the denial of a license or registration under Section 480 of the Code, the Board, in evaluating the rehabilitation of the applicant and his or her present eligibility for a license or registration shall consider the following criteria:

- a. The nature and severity of the act(s) or crime(s) under consideration as grounds for denial.
- b. Evidence of any act(s) committed subsequent to the act(s) or crime(s) under consideration as grounds for denial which also could be considered as grounds for denial under Section 480 of the Code.
- c. The time that has elapsed since commission of the act(s) or crime(s) referred to in Section 480 of the Code.
- d. The extent to which the applicant has complied with any terms of probation, parole, restitution, or any other sanctions lawfully imposed against the applicant.
- e. Evidence, if any, of rehabilitation submitted by the applicant."

Submit the following information with your application if you report that you have pled guilty or nolo contendere to a misdemeanor or felony conviction (*including any convictions dismissed under Section 1203.4 of the Penal Code*):

1. A certified copy of the conviction and disposition of your case from the Court Clerk of the court in which convicted and any police reports.
2. A letter from you describing the underlying circumstances of the conviction. If convicted under a different name, please provide that name.
3. A letter from you describing rehabilitation efforts or changes you have made to prevent future problems. It is your responsibility to present sufficient evidence of rehabilitation to demonstrate your fitness for licensure. The evidence of rehabilitation may include, but is not limited to:
  - a. Proof of completion of probation if it was required.
  - b. Letters of reference from employers, instructors, professional counselors, probation or parole officers on official letterhead.
4. You must disclose all convictions even if they have been previously reported to the Board. However, it is not necessary for you to re-submit documentation previously on file. You may simply provide a written statement indicating that you believe the information is already on file.

## V. REPORTING DISCIPLINE AGAINST LICENSE(S):

Submit the following information with your application if you report any disciplinary action you received against a professional license:

- 1. A certified copy of the determination made by the licensing entity. This document should include date and location of the incident, specific violation, date of disciplinary action, and sanctions or penalties imposed and completion dates.
- 2. A letter from you describing the underlying circumstances of the incident. If disciplinary action occurred under a different name, please provide that name.
- 3. A letter from you describing rehabilitation efforts or changes you have made to prevent future problems. It is your responsibility to present sufficient evidence of rehabilitation to demonstrate your fitness for licensure. The evidence of rehabilitation may include, but is not limited to:
  - a. Proof of completion of probation if it was required.
  - b. Letters of reference from employers, instructors, professional counselors, or probation or parole officers on official letterhead.
- 4. You must disclose **all** discipline against licenses even if they have been previously reported to the Board. However, it is not necessary for you to re-submit documentation previously on file. You may simply provide a written statement indicating that you believe the information is already on file.

## **INFORMATION ABOUT THE LICENSURE ELIGIBILITY APPLICATION PACKAGE**

### 1. INFORMATION AND DOCUMENTS

All information furnished to the Board is subject to investigation. The application submitted and all papers and documents pertinent thereto are the property of the State of California and will not be returned. **ANY FALSE, DISHONEST OR MISLEADING STATEMENTS IN THIS APPLICATION OR THE ATTACHMENTS ARE GROUNDS FOR DENIAL OR SUBSEQUENT REVOCATION OR SUSPENSION OF THE REGISTRATION OR LICENSE FOR WHICH APPLICATION IS BEING MADE.**

### 2. RECEIPT OF APPLICATION

Please do not contact the Board to check the status of your application. **If you wish to know whether the Board has received your application, check with your bank to determine whether your check has been cashed; another option is to include a self-addressed stamped postcard or envelope with your application, which will be mailed back to you upon receipt.**

### 3. REQUIRED EXAMINATIONS:

In order to qualify for an LPCC license, you must receive a passing score on the following examinations: 1) the National Counselor Examination for Licensure and Certification (administered by the National Board for Certified Counselors) or the Certified Rehabilitation Counselor Examination; 2) the National Clinical Mental Health Counselor Examination; and 3) the California Law and Ethics Examination. Upon review of the license eligibility application package, applicants will receive a letter identifying all deficiencies, including examination, experience, and education deficiencies, and the appropriate examination registration information.

### 4. REQUESTS FOR ACCOMMODATION:

All examination sites are physically accessible to individuals with disabilities. Pursuant to Title II of the Americans with Disabilities Act (ADA) and California law, the Board will provide reasonable accommodations to qualified candidates with mental disabilities, physical disabilities, or medical conditions. However, the Board will not provide accommodations that fundamentally alter the measurement of the skills or knowledge the examination is intended to test.

Accommodations will not be provided at the examination site unless prior approval by the Board has been granted. **A candidate who seeks an accommodation has the responsibility to make the request and provide documentation substantiating the need for accommodation at the time of submission of the application for the examination.** The information supplied to substantiate a candidate's request for an accommodation will be kept confidential to the extent provided by law. Any request for accommodation (except for accommodations requiring a physically accessible examination site) must be submitted to the Board on the forms prescribed by the Board and must be received a minimum of 90 days prior to the desired test date to allow for processing. If you wish to submit a request for accommodation, please contact the Board and request a *Request for Accommodation* package or download the forms from the Board's web site.

The Board does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. The Executive Officer of the Board has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements of Title II of the ADA. Information concerning the provisions of the ADA, and the rights provided hereunder, are available from the ADA coordinator.

While the Board accepts accommodation requests for the NCMHCE and the NCE, the National Board for Certified Counselors is responsible for the provision of these accommodations, **NOT** the Board, therefore, please direct any concerns regarding the accommodations provided at the testing site to the NBCC.

5. PUBLIC ADDRESS and CHANGE OF ADDRESS:

The address you enter on any Board form is public information and will be placed on the Internet pursuant to Business and Professions Code Section 27. If you do not want your home or work address available to the public, please provide an alternate mailing address. Title 16, California Code of Regulations Section 1804, states that all persons regulated by the Board shall maintain a current mailing address with the Board and shall notify the Board within 30 days concerning any change of address giving both the old and new addresses. **CHANGES OF ADDRESS MUST BE RECEIVED IN WRITING.**

6. ABANDONMENT OF LICENSURE APPLICATION:

In accordance with Title 16, California Code of Regulations Section 1806, an application shall be deemed abandoned in any of the following circumstances:

- Applicant does not submit evidence that he or she has removed the deficiencies specified in the deficiency letter within one (1) year from the date of the deficiency letter
- Applicant fails to sit for examination within one (1) year after being notified of eligibility
- Applicant fails to retake an examination within one (1) year from the date of failure
- Applicant fails to pay the initial license fee within one (1) year after notification by the board of successful completion of examination requirements.

7. STATUTES AND REGULATIONS:

To obtain a copy of the *Statutes and Regulations* pertaining to licensed professional clinical counseling, you may download the information from the Board's web site; alternatively, you may submit a written request to the Board (type or print clearly your name and address).

8. DUPLICATION OF BOARD FORMS:

Applicants are granted permission to reproduce any form provided by the Board. **However, only those forms having original signatures will be accepted as part of any application.**

9. MANDATORY REPORTER:

Under California law each person licensed by the Board of Behavioral Sciences is a "mandated reporter" for both child, elder and dependent adult abuse or neglect purposes. See enclosed "**MANDATORY REPORTER INFORMATION**" included in this application packet for more information on mandatory reporting requirements.

## NOTICE ABOUT COLLECTION OF PERSONAL INFORMATION

The Board of Behavioral Sciences of the Department of Consumer Affairs collects the personal information requested on this form as authorized by Business and Professions Code Sections 4999.47, 4999.50, 4999.58, and 4999.59; and Article 5 of Chapter 16 (commencing with Section 4999.80), and Title 16 of California Code of Regulations Sections 1805, 1806, 1820, 1821 and 1822. The Board uses this information principally to identify and evaluate licenses and enforce licensing standards set by statute and regulation.

**Mandatory Submission.** Submission of the information requested by this application is mandatory. The Board cannot consider your application for licensure or renewal unless you provide all of the requested information.

**Access to Personal Information.** You may review the records maintained by the Board of Behavioral Sciences that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

**Possible Disclosure of Personal Information.** We make every effort to protect the personal information you provide us. The information you provide, however, may be disclosed in the following circumstances:

- In response to a Public Records Act request (Government Code Section 6250 and following), as allowed by the Information Practices Act (Civil Code Section 1798 and following);
- To another government agency as required by state or federal law; or
- In response to a court or administrative order, a subpoena, or a search warrant.

**Contact Information.** For questions about this notice or access to your records, you may contact the Board at (916) 574-7830 or by email at [BBSWebMaster@dca.ca.gov](mailto:BBSWebMaster@dca.ca.gov). For questions about the Department of Consumer Affairs' privacy policy or the Information Practices Act, you may contact the Office of Privacy Protection, 915 Capitol Mall, Suite 200, Sacramento, CA 95814, (866) 785-9663 or email [privacy@scsa.ca.gov](mailto:privacy@scsa.ca.gov).