



Board of Behavioral Sciences
 1625 North Market Blvd., Suite S200, Sacramento, CA 95834
 Telephone: (916) 574-7830 TTY: (800) 326-2297
www.bbs.ca.gov



LICENSEE MANUAL RENEWAL APPLICATION

- Renew [online](#) for faster processing.
- Do not send this application more than 90 days prior to your expiration date.
- Failure to complete any portion of this renewal application will result in a delay.

MARK ONE: LCSW LEP LMFT LPCC

| | | | | | |
|--|---------------------------|-------------------|-------|---------------------------------|--|
| License Number: | | Expiration Date: | | Amount Enclosed ^{→A} : | |
| Legal Name ^{→B} : | | Last | First | Middle | |
| Address of Record ^{→C} : | | Number and Street | | | |
| City | | State | | Zip Code | |
| Is this a new address? <input type="checkbox"/> Yes <input type="checkbox"/> No | Email Address (optional): | | | Telephone Number: | |
| Convictions or Discipline ^{→D} - MARK ONE: | | | | | |
| Subsequent to your last renewal, have you been convicted of, pled guilty to, or pled nolo contendere to a misdemeanor or felony, or have you had any disciplinary action taken by any regulatory or licensing board in this or any other state? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | | |
| License Status and Continuing Education ^{→E} - MARK ONE: | | | | | |
| <input type="checkbox"/> <u>Active Renewal</u> : I have completed the required hours of CE within the last two years or have been granted an exception by the board. Renew my license with an “active” status. | | | | | |
| <input type="checkbox"/> <u>Inactive Renewal</u> : Renew my license with an “inactive” status. | | | | | |

Knowingly providing false information or omitting pertinent information may be grounds for denial of this application. The Board may refuse to issue a license, or may suspend or revoke the license if the applicant secures the license by fraud, deceit, or misrepresentation.

Signature

Date

^{→A} RENEWAL FEES

Make check payable to: Board of Behavioral Sciences

| License Type | Active Renewal | | Inactive Renewal | |
|--------------|----------------|------------|------------------|------------|
| | Timely | Delinquent | Timely | Delinquent |
| MFT | \$140.00 | \$205.00 | \$75.00 | \$140.00 |
| LCSW | \$110.00 | \$160.00 | \$60.00 | \$110.00 |
| LEP | \$80.00 | \$120.00 | \$40.00 | \$80.00 |
| LPCC | \$175.00 | \$262.50 | \$87.50 | \$175.00 |

INFORMATION FOR SECTIONS B, C, D & E

→B Name Change

If you have a name change that you would like processed with your renewal application, you must submit the *Notification of Name Change* form and all required documentation. Your renewal will not be processed until your name change has been processed. Do not send original documents unless specifically requested to do so.

→C Address

Your renewal certificate will be mailed to the address written on your renewal form. This address 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, provide an alternate mailing address.

→D Conviction/Discipline

Check the box next to "YES" if, since your last renewal, you have had any license ("license" includes registrations, certificates, or other means to engage in practice) disciplined by a government agency, or you have been convicted of, plead guilty to, or pled nolo contendere to any misdemeanor or felony in the United States, its territories, or a foreign country.

Convictions dismissed under sections 1203.4, 1203.4a, or 1203.41 of the Penal Code (or equivalent non-California law) must be disclosed. If you have obtained a dismissal of such a conviction, submit a certified copy of the court order.

Do not include:

- Offenses prior to your 18th birthday, unless you were charged as an adult
- Charges dismissed under section 1000.3 of the Penal Code
- Convictions under sections 11357(b), (c), (d), (e) or section 11360(b) of the Health and Safety Code which are two (2) years or older
- Traffic violations for which a fine of \$500 or less was imposed
- Infractions

"Discipline" includes, but is not limited to, suspension, revocation, voluntary surrender, probation or any other restriction. "License" includes professional registrations, certificates, or other means to engage in practice. It is not necessary to report disciplinary action taken by the California Board of Behavioral Sciences.

→E Continuing Education (CE)

- **DO NOT SUBMIT CE CERTIFICATES WITH RENEWAL**
- 18 hours are required to renew an initial license with an "active" status.
- 36 hours are required to renew a license for each two-year renewal period.

IMPORTANT INFORMATION

RECEIPT OF RENEWAL

If you would like to know whether the Board has received your application, mail your application in a manner that includes tracking, or include a self-addressed stamped postcard or envelope, which will be mailed back to you upon receipt. To find out whether your application has been processed, check the [BreEZe online system](#). Once your renewal has been processed, your new expiration date will appear in this system.

RENEWAL POSTMARKED AFTER EXPIRATION DATE

If your renewal form / fee are postmarked after your license's expiration date, a delinquency fee is required. There is no grace period.

INACTIVE STATUS

An inactive license must be renewed every two years. CE is not required to renew an inactive license, or to change a license status to inactive. There is no penalty for having an inactive status, and you can renew with an inactive status indefinitely. An inactive license can be reactivated at any time by completing the CE required at the time of reactivation and paying the remainder of the renewal fee.

RETIRED STATUS

If you are retired, you have the option to place your license on "retired" status. A holder of a retired license may not engage in any activity for which an active license is required. If your license is delinquent, all outstanding requirements for renewal must be met before a [Retired License Application](#) can be processed.

CE AUDITS

You must retain your CE certificates for at least two (2) years from the date of the license renewal for which the courses were completed. The board performs random audits. If you are audited, you must provide copies of your CE certificates at that time as proof of completion.

DISPLAY OF LICENSE

You are required to display your license in a conspicuous place in your primary place of business.

EXPIRED LICENSES

- A license that is not renewed by the expiration date is deemed expired. **It is illegal to practice on an expired license.**
- A licensee may not supervise or sign off experience hours for associate marriage and family therapists, MFT trainees, associate clinical social workers, or associate professional clinical counselors while the license is expired or inactive.
- A licensee is not entitled to payment by a client or an insurer for services performed while a license is expired or inactive.

LICENSE CANCELLATION AFTER 3 YEARS

A license that is not renewed within 3 years after its expiration date will be cancelled. To be licensed again, you will be required to reapply for a new license, meet all current requirements, and pass the licensing examinations.