



BOARD OF BEHAVIORAL SCIENCES
1625 NORTH MARKET BLVD., SUITE S200, SACRAMENTO, CA 95834
TELEPHONE: (916) 574-7830 TDD: (916) 322-1700
WEBSITE ADDRESS: <http://www.bbs.ca.gov>



CONTINUING EDUCATION (CE) PROVIDER APPLICATION PACKET

Thank you for your interest in becoming a provider of continuing education (CE) for licensed marriage and family therapists (MFTs) and licensed clinical social workers (LCSWs) in California. This packet contains the following:

- CE Provider Requirements (FAQ's)
- CE Provider Application

As of January 1, 2000, the law requires MFTs and LCSWs to have 36 hours* of CE for each biennial license renewal. Business and Professions Code Sections 4980.54 (f)(1) and 4996.22(d)(1) states in part that licensees must take courses from accredited/approved schools or Board-approved providers, and course subject matter must be related to the MFT's or LCSW's scope of practice.

It is important that you read the CE Requirements for providers carefully, as it will be your responsibility as the provider to meet all Board requirements. Violation of these requirements could result in adverse action on your provider approval.

Please complete and return the application form, along with the non-refundable \$200 application fee (make your check or money order payable to the Board of Behavioral Sciences). Once the Board receives your fee and approves you as a CE provider, you will be issued a provider number valid for two years. You may begin offering CE credit to both MFTs and LCSWs after you are issued a provider number. The Board will not be approving individual courses. A valid provider approval enables you to offer any courses that meet Board criteria.

If you have any questions, please contact the Board's Continuing Education Unit at (916) 574-7869.

* Licensees who are renewing for the very first time, are required to take 18 hours of CE and 36 for each subsequent renewal.

CALIFORNIA BOARD OF BEHAVIORAL SCIENCES
CONTINUING EDUCATION PROVIDER REQUIREMENTS
(FAQs)

Revised 6/08

(contained in the California Business and Professions Code Chapters 13 and 14 and the California Code of Regulations Title 16, Division 18)

WHAT TYPES OF COURSEWORK ARE ACCEPTABLE?

Coursework needs to be related to the MFT/LCSW scope of practice and incorporate at least one of the following:

- (1) Aspects of counseling or social work that are fundamental to the understanding or practice of counseling or social work;
- (2) Aspects of counseling or social work in which significant recent developments have occurred; and/or
- (3) Aspects of other related disciplines that enhance the understanding or practice of counseling or social work.

WHAT IS AN MFT'S SCOPE OF PRACTICE?

The practice of marriage and family therapy is that service performed with individuals, couples, or groups wherein interpersonal relationships are examined for the purpose of achieving more adequate, satisfying, and productive marriage and family adjustments. This practice includes relationship and premarriage counseling. The applications of marriage, family, and child counseling principles and methods includes, but is not limited to, the use of applied psychotherapeutic techniques, to enable individuals to mature and grow within marriage and the family, and the provision of explanations and interpretations of the psychosexual and psychosocial aspects of relationships. (B&P §4980.02)

WHAT IS AN LCSW'S SCOPE OF PRACTICE?

The practice of clinical social work is defined as a service in which a special knowledge of social resources, human capabilities, and the part that unconscious motivation plays in determining behavior, is directed at helping people to achieve more adequate, satisfying, and productive social adjustments. The application of social work principles and methods includes, but is not restricted to, counseling and using applied psychotherapy of a nonmedical nature with individuals, families, or groups; providing information and referral services; providing or arranging for the provision of social services; explaining or interpreting the psychosocial aspects in the situations of individuals, families, or groups; helping communities to organize, to provide, or to improve social or health services; or doing research related to social work. (B&P §4996.9)

WHAT ARE THE FEES RELATED TO APPROVAL?

- \$200 application fee (also good for first 2-year approval)
- \$200 biennial renewal fee
- \$100 additional fee for delinquent biennial renewals

These fees are non-refundable.

WHAT DOES BOARD APPROVAL COVER?

A current, valid provider approval will cover any courses that meet Board requirements. There is no limit to the number of courses a provider can offer.

HOW LONG DOES BOARD APPROVAL LAST?

Approval is renewed biennially. Your application fee will cover the first two years' approval. As a courtesy, three months before your expiration date, you will be sent a renewal notice. To renew, just send the bottom part of the notice along with the renewal fee to the Board.

THERE IS NO GRACE PERIOD. You are responsible for renewing your approval whether or not you receive the renewal notice.

WHAT IF MY BOARD APPROVAL EXPIRES?

Renewal applications must be postmarked on or before the provider's expiration date. If the renewal application is sent after the expiration date, please include the \$100 delinquency fee with your application and renewal fee. A provider approval that has expired may be renewed at any time within one year after its expiration upon completing all of the following:

(a) Filing an application for renewal on a form prescribed by the board.

(b) Paying the renewal fee in effect on the last regular renewal date.

(c) Paying the delinquency fee in effect on the last regular renewal date.

(d) Submission of a letter stating that no courses were presented while the provider's approval status was expired. If a course was presented during that time, the letter shall state

that all participants have been notified that the provider's approval status at the time of completion of the continuing education was expired and that continuing education hours will not be disallowed by the Board if the provider renews within one year after its expiration.

Approvals that are not renewed within one year after expiration may not be renewed and will be cancelled. Any course offered after your approval is cancelled will not be accepted towards Board required CE or coursework.

Cancelled providers will need to apply for a new provider number by submitting the Continuing Education (CE) Provider Application and application fee.

WILL MY PROVIDER APPROVAL BE LINKED TO MY PERSONAL LICENSE?

Yes. **If you as an individual are the provider**, any disciplinary action on your personal license (MFT, LCSW, LEP, PSY, etc.) may affect your provider approval, and any disciplinary action on your provider approval may affect your personal license.

CAN A PROVIDER APPLICATION BE DENIED?

Yes. Board approval will be denied for good cause, including:

- (1) a provider is convicted of a felony or misdemeanor offense related to the activities of a provider;
- (2) a provider, if a licensee, violates any laws or regulations relating to the practice of MFT, LCSW, or LEP; or
- (3) a provider makes a material misrepresentation of fact in information submitted to the Board.

A notice of denial will be sent to the provider and the provider

will have an opportunity to appeal the denial to the Board's designee. Thereafter, if still not satisfied with the outcome, the provider will have a chance to appeal to a committee of the Board. The decision of this committee is final.

CAN BOARD APPROVAL BE REVOKED?

Yes. The Board may revoke its approval of a provider for good cause.

ARE COURSES APPROVED BY THE BOARD?

No, it is the provider's responsibility to ensure that courses meet Board requirements.

WHAT KINDS OF COURSES ARE ACCEPTABLE?

Any course relating to the MFT or LCSW scope of practice is acceptable. Courses can relate to direct patient/client care (theoretical frameworks, intervention techniques, etc.) or indirect patient/client care (legal issues, consultation, office management, insurance matters, supervision training, etc.).

CAN A COURSE BE OFFERED TO BOTH MFTs & LCSWs?

A course can be offered to both MFTs and LCSWs as long as it relates to both scopes of practice.

ARE ANY COURSES UNACCEPTABLE AS CE?

Courses outside the MFT or LCSW scope of practice are not acceptable.

The Board will be issuing your approval based on the sample course information you submit with your application. Although the Board will not be approving individual courses, a provider application will not be approved if the course subject matter is outside the scope of practice.

WHAT IS A "SELF-STUDY COURSE"?

A self-study course is a course offered by a Board-approved provider, performed at a licensee's residence, office, or other private location. This includes listening to audiotapes or participating in self-assessment testing. Self-study courses must administer a test prior to issuing a record of course completion to the licensee. Licensees can earn up to one-half of their CE hours through self-study courses. **Please specify on the certificates you issue to our licensees if the hours were earned through self-study.**

PLEASE NOTE: AMENDED REGULATION REGARDING OBTAINING CE.

Effective February 1, 2003, licensees may obtain all of their hours of required continuing education through interactive, electronic means. This includes online, teleconferencing and videotape viewing.

WHAT IS THE SPOUSAL OR PARTNER ABUSE REQUIREMENT?

For renewals after January 1, 2004 all licensees will be required to complete a one-time course in spousal or partner abuse assessment, detection, and intervention strategies including community resources, cultural factors, and same gender abuse dynamics. There is no hour length specified for courses in 2004.

If the spousal or partner abuse course is taken on or after January 1, 2005, it must be at least seven hours. Licensees can use prior, equivalent coursework or experience to waive this requirement, but it will not count towards the CE hours.

WHAT IS THE LAW & ETHICS REQUIREMENT?

For renewals after January 1, 2004, all licensees are required to complete at least six hours of CE in the area of Law and Ethics as a condition of **each renewal**.

WHAT IS THE AGING AND LONG-TERM CARE REQUIREMENT?

For renewals after January 1, 2005, those persons who began graduate study prior to January 1, 2004 must complete a three-hour continuing education course in aging and long term care. The course could include, but is not limited to, the biological, social, and psychological aspects of aging. Licensees can use prior, equivalent coursework or experience to waive this requirement, but it will not count towards the CE hours.

WHAT IS THE HIV/AIDS COURSE REQUIREMENT?

MFTs and LCSWs must take a one-time course in HIV and AIDS. This course must be at least 7 hours in length and taken during the licensee's first renewal period after the adoption of the CE regulations. Licensees can use prior, equivalent coursework or experience to waive this requirement, but it will not count towards the CE hours.

This coursework must cover the characteristics and method of assessment and treatment of people living with HIV and AIDS.

DOES EACH COURSE REQUIRE AN EVALUATION?

Yes. It is the provider's responsibility to ensure that each attendee completes an evaluation upon course completion. Evaluations do not have to be kept as part of the course records.

ARE ANY TESTS REQUIRED?

The only testing required by the Board is a post-test for self-study courses. Otherwise, testing during a course is not required.

HOW MANY HOURS CAN BE EARNED PER COURSE?

Each provider decides this. In general, licensees will earn one hour of CE for each actual hour of instruction. Lunch and breaks can be counted as hours of CE only if actual instruction outlined in the course syllabus is occurring during that time.

HOW MANY HOURS CAN BE EARNED FOR AN ACADEMIC COURSE?

1 semester unit = 15 CE hours
1 quarter unit = 10 CE hours

WHAT ARE COURSE ADVERTISEMENT REQUIREMENTS?

Advertisements need to be accurate and include:

- (1) the provider's name;
- (2) the provider number;
- (3) the statement "*Course meets the qualifications for _____ hours of continuing education credit for MFTs and/or LCSWs as required by the California Board of Behavioral Sciences.*"
- (4) the provider's policy on refunds in cases of non-attendance; and
- (5) a clear, concise description of the course content and objectives.

WHAT ARE COURSE INSTRUCTOR REQUIREMENTS?

Providers are responsible for ensuring that instructors meet **at least two** of the following criteria:

- (1) a current, valid license, registration, or certificate, free from disciplinary

action, in an area related to the subject matter of the course;

NOTE: *If at any time an instructor's license is restricted pursuant to disciplinary action in California or any other territory, they must notify all approved providers that he/she is providing instruction for, BEFORE instruction begins or immediately upon notice of the decision whichever occurs first.*

- (2) a master's or higher degree from an educational institution in an area related to the subject matter of the course;
- (3) training, certification, or experience in teaching subject matter related to the subject matter of the course; or
- (4) at least 2 years' experience in an area related to the subject matter of the course.

The Board will be issuing your approval based on the sample instructor information you submit with your application. Although the Board will not be approving individual instructors, a provider application will be denied if the instructor information does not meet Board criteria.

ARE PROVIDERS REQUIRED TO ISSUE RECORDS OF COURSE COMPLETION?

Yes. Providers are responsible for issuing a record of course completion (e.g., letters of verification of attendance, certificates, gradeslips, transcripts) to each attendee. These records of course completion must include:

- (1) name of licensee and license number or other identification number;
- (2) course title;
- (3) provider name and address;
- (4) provider number;
- (5) date of course;
- (6) number of hours of continuing education credit; and
- (7) signature of course

instructor, provider, or provider designee.

WHAT TYPES OF RECORDS MUST PROVIDERS KEEP?

Providers are responsible for keeping the following records for **at least 4 years**:

- (1) syllabi for all courses;
- (2) the time & location of courses;
- (3) course advertisements;
- (4) instructors' vitaes/resumes;
- (5) attendance rosters with the names & license numbers of licensees who attended the course;
- (6) sign-in sheets; and
- (7) records of course completion issued to licensees who attended the course.

Providers are required to submit the above records to the Board only when they are audited. Providers will be audited on a random basis to ensure compliance with Board criteria.

WHAT ABOUT AUDITS?

The Board is authorized to audit records, courses, instructors, related activities of a provider, and licensees to assure compliance with the law and regulations. Site visits may be scheduled in a CE provider's office.

The Board will conduct random audits of advertising. You are requested to respond to these audits by the dates specified in the audit notice. Failure to comply with the request may lead to administrative action.

LICENSEE LISTS/LABELS

To order lists of licensees and their addresses by license type and/or geographical location, please contact:

**DEPT OF CONSUMER
AFFAIRS
PUBLIC SALES OFFICE
(916) 574-8150**

You will need to specify that you are requesting information for Marriage and Family Therapists and/or Licensed Clinical Social Workers.



LAWS AND REGULATIONS

To obtain the laws and regulations, please contact the Board at:

**1625 NORTH MARKET
BLVD., SUITE S200
SACRAMENTO, CA 95834
(916) 574-7830
<http://www.bbs.ca.gov>**

CONTINUING EDUCATION (CE)
PROVIDER APPLICATION
\$200 FEE (Non-refundable)

For Office Use Only:
Cashiering No.: _____
File No. _____
Approval No.: _____

(please type or print clearly in ink - use additional paper as necessary)

1. PROVIDER NAME <i>(limited to 40 characters)</i>		2. BUSINESS PHONE NUMBER ()	
3. MAILING ADDRESS <i>(street address, city, state, zip)</i>			
EMAIL OR WEBSITE ADDRESS <i>(optional)</i>		WILL OFFER ON-LINE COURSES YES <input type="checkbox"/> NO <input type="checkbox"/>	
4. ORGANIZATION TYPE <i>(select one)</i> <input type="checkbox"/> association <input type="checkbox"/> licensed health facility <input type="checkbox"/> governmental agency <input type="checkbox"/> other <i>(please specify):</i>			
<input type="checkbox"/> 4-yr institution of higher learning <input type="checkbox"/> other educational organization <input type="checkbox"/> corporation		<input type="checkbox"/> non-profit corporation <input type="checkbox"/> partnership <input type="checkbox"/> individual * TYPE: _____ LIC. # _____	
5. HAVE YOU OR YOUR AGENCY EVER APPLIED TO BE A PROVIDER WITH THIS BOARD BEFORE? YES <input type="checkbox"/> NO <input type="checkbox"/> IF APPROVED, PCE # _____ IF DENIED, DATE OF DENIAL _____			
6. CE COORDINATOR NAME		7. CE COORDINATOR PHONE NUMBER ()	
8. COURSE SUBJECT MATTER(S) <i>(list subject matter - attach course outlines and explanation of how it relates to the scope of practice of LCSWs and MFTs)</i>			
9. INSTRUCTOR QUALIFICATIONS <i>(check all that apply - attach instructor resumes)</i> <input type="checkbox"/> license, registration, or certificate in an area related to the course subject matter <input type="checkbox"/> master's or higher degree in an area related to the course subject matter <input type="checkbox"/> training, certification, or teaching experience in subject matter related to the course subject matter <input type="checkbox"/> at least 2 years' experience in an area related to the course subject matter <input type="checkbox"/> other <i>(please specify):</i>			
<i>I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</i>			
_____ CE Coordinator Signature		_____ Date	

- PLEASE ALLOW 6 TO 8 WEEKS FOR PROCESSING -

CE PROVIDER APPLICATION INSTRUCTIONS

SUBMIT YOUR COMPLETED APPLICATION AND FEE TO THE:

BOARD OF BEHAVIORAL SCIENCES
CONTINUING EDUCATION PROGRAM
1625 NORTH MARKET BLVD. SUITE S200
SACRAMENTO, CA 95834

1. **PROVIDER NAME:** Full business name or individual's name (limited to 40 characters) **NOTE:** *If provider is an individual, it will be listed by last name then first name.*
2. **BUSINESS PHONE NUMBER:** The business phone number will be provided to licensees upon request.
3. **MAILING ADDRESS:** The address is public information and will be placed on the internet.
4. **ORGANIZATION TYPE:** The primary organization type of the provider - collected for statistical purposes.
5. **HAVE YOU OR YOUR AGENCY EVER APPLIED TO BE A PROVIDER WITH THIS BOARD:** This information is requested for historical purposes only and will not have any bearing on your current request for approval.
6. **CE COORDINATOR NAME:** the individual responsible for administering the provider's CE program – this person will be the primary contact for the Board of Behavioral Sciences.
7. **CE COORDINATOR PHONE NUMBER:** The CE Coordinator's phone number if different from business phone number will **not** be provided to licensees.
8. **COURSE SUBJECT MATTER(S):** A description of the types of subject matter to be covered in future MFT/LCSW courses offered by the provider. This list does not have to be all-inclusive but must include documentation that demonstrates subject matter (e.g., ads, course outlines, catalogs). If the provider does not have any courses planned at this time, list a sampling of the courses provided in the past.
9. **INSTRUCTOR QUALIFICATIONS:** Each instructor must have at least two of the four qualifications listed – check all boxes that apply and include documentation (e.g., resumes, curriculum vitae, biographical synopses) that demonstrates qualifications for a **sampling** (one to four) of the instructors.

INFORMATION COLLECTION, ACCESS, AND DISCLOSURE

The information provided on this application is maintained by the Executive Officer of the Board of Behavioral Sciences, 1625 North Market Blvd., Suite S200, Sacramento, CA 95834, under the authority granted by the Business and Professions Code, Division 2, Chapter 13, Article 1, Section 4980.54, and Chapter 14, Article 4, Section 4996.22.

→→→ **IT IS MANDATORY THAT YOU PROVIDE ALL INFORMATION REQUESTED. OMISSION OF ANY ITEM OF INFORMATION WILL RESULT IN THE APPLICATION BEING REJECTED AS INCOMPLETE.**

Your completed application becomes the property of the Board of Behavioral Sciences and will be used by authorized personnel to determine your eligibility for approval as a provider of continuing education. Information on your application may be transferred to other governmental or law enforcement agencies.

You have the right to review the records maintained on you by the Board unless the records are identified as confidential information pursuant to the Public Records Act or are exempted by Section 1798.40 of the Civil Code. You may gain access to the information by contacting the Board at the above address.