

PROVIDER NUMBER: _____ EXP DATE: _____ AMOUNT ENCLOSED:\$ _____

Make check payable to: Board of Behavioral Sciences

NAME * _____

ADDRESS* _____

CE COORDINATOR* _____

RENEWAL FEES

PCE \$200
PCE (delinquent) \$300

*HAS A CHANGE OCCURRED
IN THIS INFORMATION?

YES NO

I HEREBY CERTIFY THAT I AM THE RESPONSIBLE PARTY REGISTERED WITH THE BOARD OF BEHAVIORAL SCIENCES, AND THAT THE NAME CHANGE IS NOT A RESULT OF A CHANGE OF OWNERSHIP. I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT.

Signature

Date

(Detach Here)

IMPORTANT INFORMATION

You may apply for renewal by completing and returning this application with the required fee. 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 (1) 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 (1) year after its expiration.

Approvals that are not renewed within one (1) 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. You may contact the Board office for the application or download it from the Board's website.

Change in Ownership

CE provider approval is nontransferable. If you have had a change of ownership, you will need to apply for a new provider number by submitting the CE Provider Application.

Course Completion Certificate Requirements

Providers are responsible for issuing a record of course completion to each attendee. These records of course completion must include: (1) name of licensee and license 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.

Provider Records Requirements

Providers are responsible for keeping the following records for at least 4 years: (1) syllabi for all courses; (2) the time and location of all courses; (3) course advertisements; (4) all instructors' vitas/resumes; (5) attendance rosters with the names and license numbers of licensees who attended the courses; (6) sign-in sheets; and (7) records of course completion issued to licensees who attended the courses.

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

Advertising Requirements

Advertisements need to be accurate and include: (1) the provider's name; (2) the provider number (if a board approved provider); (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 Science;" (4) the provider's policy on refunds in cases of non-attendance by the registrant; and (5) a clear, concise description of the course content and objectives.

Notice of 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 Title 16 CCR section 1887.13 for the purpose of identifying and evaluating continuing education providers for licensure and renewal. Submission of your personal information, such as name and address, is mandatory. The Board cannot process your request for renewal unless you provide all of the requested personal information on this form. We make every effort to protect the personal information you provide us. However, the information may be transferred to other governmental and enforcement agencies, or provided in response to a court order or subpoena. You have a right of access to records containing personal information about you maintained by the Board, unless the records are exempted from disclosure by Section 1798.40 of the California Civil Code. Individuals may obtain information regarding the location of his or her records by contacting the Public Records Request Coordinator at the following address and telephone number 1625 North Market Blvd., Suite S200, Sacramento, CA 95834 or (916) 574-7830.