



Board of Behavioral Sciences

# Memo

1625 North Market Blvd., Suite S-200  
Sacramento, CA 95834  
(916) 574-7830, (916) 574-8625 Fax  
[www.bbs.ca.gov](http://www.bbs.ca.gov)

**To:** Committee Members

**Date:** September 5, 2025

**From:** Marlon McManus  
Assistant Executive Officer

**Subject:** Website Redesign Update

---

Board staff is currently working in collaboration with the Department of Consumer Affairs' Office of Information Services (OIS) to reorganize and restructure its website. This initiative aims to enhance the overall user experience and accessibility, thereby facilitating easier navigation, improved access to information, and more efficient completion of user tasks.

At its previous meeting, the Committee received an overview of the BBS website, including a summary of its current structure (Attachment A). It was noted that the website is organized under seven primary navigation tabs: *About Us*, *Updates/FAQs*, *Applicant*, *Consumers*, *Exams*, *Licensees*, and *Resources*. As part of the website reorganization effort, several changes are being proposed to improve clarity and usability. These include renaming the 'About Us' tab to 'Consumers'; renaming the current 'Consumers' tab to 'Enforcement'; and replacing the 'Resources' tab with a new 'Online Services' tab. The content currently housed under 'Resources' will be redistributed to the most appropriate sections under the revised navigation structure.

A 'Popular Links' section will be added to the BBS website homepage to highlight the most frequently accessed pages, based on user activity data. This feature will be developed with support from OIS. In addition, a 'Quick Hits' section will be introduced, providing direct access to commonly sought information such as Public Records Requests, Continuing Education details, Supervisor Resources, the Fee Schedule, and the File a Complaint page.

BBS staff will continue to collaborate with OIS to improve the website's navigational structure, ensuring that content is organized more logically and that users can more easily locate the information and services they need.

**Blank Page**

## **ATTACHMENT A: BBS Website Outline**

### **1. ABOUT US (TAB)**

#### **a. DCA Leadership**

#### **b. About the Board**

##### **i. Overview**

- 1) Who Are We
- 2) Authority
- 3) Membership
- 4) Mission

##### **ii. Consumer Protection**

- 1) Enforcement
- 2) Examinations
- 3) Community Outreach
- 4) Partnership
- 5) Statutes and Regulations

##### **iii. History**

- 1) A Pioneering Beginning
- 2) Continuing Change
- 3) The Board forges ahead
- 4) The BBS Way

##### **iv. Other Information**

- 1) Outreach
- 2) Policies

#### **c. Accessibility**

#### **d. Board Members & Committees**

- i. Board Members
- ii. Committees
- iii. Resources

#### **e. Law Changes**

- i. Highlights
- ii. Legislation
- iii. Regulations

#### **f. Meetings**

- i. Board Meetings
- ii. Committee Meetings
- iii. Public Participation at Board Meetings

### **2. UPDATES/FAQs (TAB)**

#### **a. Updates**

#### **b. FAQs**

- i. BreEZe
- ii. Telehealth
- iii. Associates FAQs
- iv. Exams FAQs

- v. Criminal Conviction FAQs
- vi. Exemptions from Licensure
- vii. Emotional Support Dogs

**c. BBS Video Guides**

- i. Who is the Board of Behavioral Sciences
- ii. Seven Steps to CA Licensure, CA LPCC Degree
- iii. Requirements, CA LMFT Degree Requirements
- iv. CA LCSW Degree Requirements
- v. Becoming a CA Licensed Educational Psychologist
- vi. CA Law & Ethics Examination
- vii. Helpful Tips for Registrants
- viii. The 90-day Rule
- ix. CA Supervision Requirements
- x. Applying With a Conviction or Disciplinary Action

**3. APPLICANT (TAB)**

**a. Law Changes (See 1.e. Law Changes)**

**b. LCSW**

- i. License Requirements
  - 1) Education
  - 2) Additional Coursework
  - 3) Register as an ASW
  - 4) Fingerprint Requirements
  - 5) Criminal Background Check
  - 6) Take and pass the California Law & Ethics Exam
  - 7) Accrue Supervised Experience
  - 8) Take and Pass the ASWB Clinical Exam
  - 9) Obtain LCSW license
- ii. Out-of-State or Out-of-Country Applicants
  - 1) Guide to LCSW Out-of-State Applicant Requirements
  - 2) Which Application Should I Submit and What is the Process for Out-of-State and Out-of-Country Applicants?
  - 3) Application for LCSW Licensure (Path A)
  - 4) Application for LCSW Licensure (Path B)
  - 5) ASW Registration Application OUT-OF-STATE or OUT-OF-COUNTRY Degree
  - 6) Verification of License or Registration Another State or Country
- iii. Register as an ASW
  - 1) ASW Registration Application IN-STATE DEGREE
  - 2) ASW Registration Application OUT-OF-STATE DEGREE
  - 3) 90-day rule/fingerprinting
- iv. Subsequent Registration Numbers
  - 1) 6-year Life Span
  - 2) Private Practice and Professional Corporation

- 3) Examination Requirements
  - 4) APCC Subsequent Registration Application
- v. Social Work Schools in California
- vi. Forms/Pubs
  - 1) Forms
  - 2) Pubs
- c. LMFT**
  - i. License Requirements
    - 1) Education
    - 2) Additional Coursework
    - 3) Register as an AMFT
    - 4) Fingerprint Requirements
    - 5) Criminal Background Check
    - 6) Take and pass the California Law & Ethics Exam
    - 7) Accrue Supervised Experience
    - 8) Take and Pass the LMFT Clinical Exam
    - 9) Obtain LMFT license
  - ii. Out-of-State or Out-of-Country Applicants
    - 1) Which Application Should I Submit and What is the Process for Out-of-State and Out-of-Country Applicants?
    - 2) Guide to Educational Requirements for Out-of-State and Out-of-Country AMFT Registration Applicants
    - 3) Application for AMFT Registration (OUT-OF-STATE and OUT-OF-COUNTRY DGREES)
    - 4) Guide to Requirements for Out-of-State and Out-of-Country Applicants for LMFT Licensure
    - 5) Application for LMFT Licensure (Path A)
    - 6) Application for LMFT Licensure (Path B)
    - 7) Verification of License or Registration Another State or Country
  - iii. Register as an AMFT
    - 1) AMFT Registration Application IN-STATE DEGREE
    - 2) AMFT Registration Application OUT-OF-STATE DEGREE
    - 3) 90-day rule/fingerprinting
  - iv. Subsequent Registration Numbers (See 3.b.iv)
  - v. Schools with MFT Programs
  - vi. Forms/Pubs
    - 1) Forms
    - 2) Publications
- d. LPCC**
  - i. License Requirements
    - 1) Education
    - 2) Additional Coursework
    - 3) Register as an APCC

- 4) Fingerprint Requirements
- 5) Criminal Background Check
- 6) Take and pass the California Law & Ethics Exam
- 7) Accrue Supervised Experience
- 8) Take and Pass the Clinical Exam (NCMHCE)
- 9) Obtain LPCC license
- ii. Out-of-State or Out-of-Country Applicants
  - 1) Which Application Should I Submit and What is the Process for Out-of-State and Out-of-Country Applicants?
  - 2) Guide to Educational Requirements for Out-of-State and Out-of-Country APCC Registration Applicants
  - 3) Application for APCC Registration (OUT-OF-STATE and OUT-OF-COUNTRY DGREES)
  - 4) Guide to Requirements for Out-of-State and Out-of-Country Applicants for LPCC Licensure
  - 5) Application for LPCC Licensure (Path A)
  - 6) Application for LPCC Licensure (Path B)
  - 7) Verification of License or Registration Another State or Country
- iii. Register as an APCC
  - 1) APCC Registration Application IN-STATE DEGREE
  - 2) APCC Registration Application OUT-OF-STATE DEGREE
  - 3) 90-day rule/fingerprinting
- iv. Subsequent Registration Numbers (See 3.b.iv)
- v. Schools with LPCC Programs
- vi. Forms/Pubs
  - 1) Forms
  - 2) Pubs
- e. LEP**
  - i. License Requirements
    - 1) Obtain a Qualifying Master's Degree
    - 2) Live Scan
    - 3) Criminal Background Check
    - 4) Complete Experience Requirements
    - 5) Take and Pass the LEP Written Exam
    - 6) Obtain LEP License
  - ii. Schools with LEP Programs
  - iii. Forms/Pubs
    - 1) Forms
    - 2) Pubs
- f. Military Resources**
  - i. Active-Duty Military Expedited Request
  - ii. Professional License Portability and State Registration for Servicemembers and their Spouses

- iii. Military Veteran Expedite Request
- iv. Military Spouses and Partners; Expedites, Fee Waivers and Paths to Licensure
- v. Additional Military Member Resources

#### **4. CONSUMERS (TAB)**

##### **a. Consumer Complaints**

- i. About
  - 1) Consumer Protection Mandate
  - 2) Who Should File
  - 3) Notifying Complainants
- ii. Submitting Complaints to the Board
  - 1) How to File
  - 2) What to Include
  - 3) Anonymous Complaints
  - 4) Third Party Complaints
  - 5) Complaints Against Licensees in the Family Court System
- iii. Forms/Pubs

##### **b. Criminal Conviction**

- i. About
  - 1) Consumer Protection Mandate
  - 2) Applicant Reporting Requirement
  - 3) Licensee/Registrant Reporting Requirement
  - 4) Applicant Conviction Review
- ii. What to Submit
  - 1) Written Statement
  - 2) Certified Reports and Documents
  - 3) Evidence of Rehabilitation
- iii. Forms/Pubs
  - 1) Forms
  - 2) Pubs

##### **c. Enforcement Actions**

- i. About
- ii. Verify a License
- iii. Glossary
- iv. Latest Enforcement Actions
  - 1) Citations
  - 2) Accusations
  - 3) First Amended Accusation
  - 4) Petition to Revoke Probation
  - 5) First Amended Petition to Revoke Probation
  - 6) Decisions
- v. Forms/Pubs
  - 1) Forms

- 2) Pubs
- d. General Info**
  - i. About the Board's Licensees
  - ii. Privacy of Health Information
  - iii. Telehealth
  - iv. Aging and Mental Health
  - v. Forms/Pubs
    - 1) Forms
    - 2) Pubs
- e. Fingerprinting**
  - i. About
    - 1) Authority
    - 2) Information Handling
  - ii. Live Scan (California Residents)
    - 1) Who Must use Live Scan
    - 2) When to Submit Live Scan
    - 3) Live Scan Locations
    - 4) Check Live Scan Submission Status
    - 5) Fingerprint Processing Fee
    - 6) Fingerprint Processing Time
    - 7) Additional Live Scan Questions
  - iii. Fingerprint Hard Cards
    - 1) Who Must Use Hard Cards
    - 2) How to Obtain Hard Cards
    - 3) Fingerprint Processing Fee
    - 4) Where to Submit Hard Cards
    - 5) Hard Card Processing Time
    - 6) Additional Fingerprint Questions
  - iv. Forms/Pubs
    - 1) Forms
    - 2) Pubs
- f. Publications**
  - i. Who are the Board's Licensees (English/Spanish)
  - ii. Considering Receiving Services via Telehealth (English/Spanish)
  - iii. Therapy Never Includes Sexual Behavior (English/Spanish)
  - iv. Self-Empowerment: How to Choose a Mental Health Professional (13 Languages)
- 5. EXAMS (TAB)**
  - a. California Law and Ethics Exam**
  - b. LCSW Clinical Exam**
  - c. LMFT Clinical Exam**
  - d. LPCC Clinical Exam**
  - e. LEP Written Exam**



**f. Exam Development and Statistics**

- i. Exam Development
  - 1) Workshop Types
  - 2) Compensation
  - 3) Qualifications
  - 4) Participate
- ii. Exam Statistics

**6. LICENSEES (TAB)**

**a. Manage License/Registration**

- i. Renewal/Status Change
  - 1) Licensees (LMFT, LCSW, LPCC, LEP) must:
  - 2) Registrants (ASW, AMFT, APCC) must:
  - 3) Fees
  - 4) Social Security or Other Taxpayer Identification Number Requirement
  - 5) Family Support Program
  - 6) State Tax Obligation
- ii. License Status Information
  - 1) Active
  - 2) Delinquent
  - 3) Inactive
  - 4) Retired
  - 5) Cancelled
- iii. Address and Name Changes
  - 1) Address of Record or Email Change
  - 2) Name Change
- iv. Replacement License

**b. Continuing Education (CE)**

- i. Mandatory Coursework
  - 1) Continuing Education Regulation Changes Effective July 1, 2023
  - 2) First-time License Renewals
  - 3) Subsequent License Renewals
  - 4) Exceptions from CE Requirements
  - 5) Associate Registration CE Requirements
  - 6) One time Telehealth Coursework Requirement
  - 7) One time Suicide Risk Assessment Requirement
- ii. CE Audits
  - 1) Notification of Audit
  - 2) Non-compliance
- iii. Where to Find CE Courses
  - 1) CE Approval Agencies
  - 2) Board-Recognized Providers
  - 3) Postsecondary Institutions
  - 4) Teaching Experience

5) Other Ways CE may be Gained

**c. Probation**

**d. License Verification**

**e. Supervisor Resources**

- i. Supervising Associate Clinical Social Workers (ASW)
  - 1) Authorized License Holders
  - 2) Minimum Qualifications
  - 3) Other Resources
  - 4) Forms
- ii. Supervising Associate Marriage and Family Therapists (AMFT) and Trainees
  - 1) Authorized License Holders
  - 2) Minimum Qualifications
  - 3) Other Resources
  - 4) Forms
- iii. Supervising Associate Professional Clinical Counselors
  - 1) Authorized License Holders
  - 2) Minimum Qualifications
  - 3) Other Resources
  - 4) Forms

**f. General Info & Requirements**

- i. About the Board's Licensees
  - 1) Who are the Board's Licensees
- ii. HIPAA
  - 1) About
  - 2) Issues Addressed
  - 3) Additional Info
- iii. Telehealth
  - 1) Providing Mental Health Services Via Telehealth
  - 2) Telehealth FAQs
  - 3) Providing Supervision Via Videoconferencing
  - 4) Use of Online-Only Therapy Platforms
- iv. Requirement to provide notice to psychotherapy clients
- v. Laws and Guidelines
  - 1) Advertising Guidelines
  - 2) Disciplinary Guidelines
  - 3) BBS Statutes and Regulations
  - 4) Therapy Never Includes Sexual Behavior

**g. Temporary Practice Allowance for Out of State Licensees**

**7. RESOURCES (TAB)**

**a. General Info**

- i. Recommended Links
  - 1) Financial Aid and Loan Repayment Programs
  - 2) State and Local Government

- 3) Professional Associations and Societies
- ii. Newsletters, Reports, and Research
  - 1) Newsletters and Strategic Plans
  - 2) Reports and Research
- b. Breeze Helpful Hints**
  - i. Create a Breeze Account
  - ii. Change your address or email
  - iii. HCAI Survey – Troubleshooting