

BreeZe Helpful Hints

Create a Breeze Account

Please follow these steps to create a Breeze account and link registration and/or license to your account



The screenshot shows the BreeZe website interface. At the top, there is a navigation bar with the CA.GOV logo, the Department of Consumer Affairs logo, and the BreeZe logo. Below this, there are links for 'About BreeZe', 'FAQ's', and 'Help/Tutorials'. A 'Skip navigation' link is also present. The main content area is titled 'DCA BreeZe Online Services' and includes a welcome message and a list of services. There are two main sections: 'FOR CONSUMERS' with 'License SEARCH' and 'File a COMPLAINT' buttons, and 'FOR APPLICANTS AND LICENSEES' with a 'Returning User' section containing fields for 'User ID' and 'Password', and a 'New Users' section with a 'BreeZe Registration' button. A footer contains links for 'Back to Top', 'Conditions of Use', 'Privacy Policy', and 'Accessibility', along with a copyright notice for 2019 State of California.

1. Open Breeze at www.breeze.ca.gov
2. Click on Breeze Registration to create a new account
3. Fill in all the required fields and click 'Next'
4. Verify the info being submitted and save
5. Access the email sent to you with the temporary password and follow the instructions to complete your account setup.
6. After changing your password, you are NOT done.
7. Once your account is created you must click on 'Add Profile'
8. Next 'Add License'
9. Provide the last four digits of your SSN & DOB
10. Click 'save'
11. Choose the license type you have or are trying to attain
12. Your Breeze account should now be linked to all records DCA has for you based on your SSN & DOB

If you receive an error or need additional assistance, Breeze assistance can be reached by calling 916-557-1208 (Monday – Friday 8a – 4:45p PST) or emailing breeze@dca.ca.gov

By completing these steps, you will now be able to access a few online applications available based on your profile. BreeZe has two categories to house available applications, License Activities & Applicant Activities. If you have an Associate or License number, you will always choose applications under the License Activities heading. If you do not have an Associate/License number, but you do have a FILE number, you will choose from the applications available under Applicant Activities

Currently, BBS has the following applications available to its online users based on your profile.

Associate number	Full License number	File number
Renewal	Renewal	California Law & Ethics Examination*
Certification Letter	Certification Letter	Certification Letter
Change of Address	Change of Address	Change of Address
Military Active/Inactive Renewal Waiver	Military Active/Inactive Renewal Waiver	
Request for Replacement Registration	Request for Replacement License	
California Law & Ethics Examination (LMFT, LCSW, LPCC)		
Upgrade Associate to Fully Licensed		

* Your out of state application needs to be approved before you can apply for this exam

RENEWAL: BBS will automatically open a renewal application approximately 90 days before it expires. **If your registration has reached its 6th year, it is not eligible for renewal and therefore no renewal will be available. If you still need a registration number, you may apply for a subsequent registration by mailing the appropriate application.**

[AMFT Subsequent Registration Application](#)

[ASW Subsequent Registration Application](#)

[APCC Subsequent Registration Application](#)

CALIFORNIA LAW & ETHICS EXAMINATION (LMFT, LCSW, LPCC) – You may apply for your FIRST law & ethics exam using Breeze, **any subsequent attempts must be applied for by downloading and mailing the re-exam application to the board.**

[Re-Exam application](#)

CERTIFICATION LETTER: If you need a certification sent to another state you would access this application. A certification will provide the following:

- Present registration/license status
- Any disciplinary actions
- License and exam method
- Renewal and expiration information

CHANGE OF ADDRESS APPLICATION: You can change your address of record and email using this application. Any change made with this application is available to the board immediately.

MILITARY ACTIVE/INACTIVE RENEWAL WAIVER APPLICATION

Please complete this application if you are requesting a waiver from renewal requirements, including fees, due to being called to active duty as a member of the United States Armed Forces or the California National Guard. The renewal requirements and fees will only be waived for the period during which a licensee is called to active duty service.

Pursuant to Business and Professions Code Section 114.3, in order to receive this waiver, you must:

- Possess a current and valid license with the board at the time you are called to active duty.
- Provide documentation that substantiates being called to active duty (e.g military orders). Please attach this documentation on the attachments screen later in this application.
- If granted the renewal waiver, it is important to note that you may not engage in any activities for which you are licensed, outside of the military.

Once you have received notice of your discharge date, you must notify the board of your discharge from active duty within 60 days of receiving your notice of discharge.

In order to engage in any activities for which you are licensed once discharged from active duty, you must meet all necessary renewal requirements as determined by the board within six months from date of discharge from active duty service.

REQUEST FOR REPLACEMENT LICENSE OR REGISTRATION: You can order a duplicate license/registration to be sent out to you. The document options are:

- Associate = Small wall (small green certificate for wall/renewed yearly)
- Licensed = Engraved (full size stamped, signed license)
Small wall (small green certificate for wall/renewed every 2 years)

UPGRADE ASSOCIATE TO FULLY LICENSED: Please use this application after completing all requirements to upgrade to fully licensed. **You must have or had an associate number to submit this application. If you have never had an associate number with the board or you just want to mail in your request you must download and submit the [Request for Initial License Issuance](#)**