

May 7, 2020

## **BBS ACCEPTING ELECTRONIC TRANSCRIPTS AND EDUCATION VERIFICATION FORMS**

Many schools/universities now have the capability to electronically submit your transcripts and education verification forms (Form A & B) directly to the Board. When preparing to submit your application to the Board, please consult with your school/university to determine whether the school is able to submit documents electronically to the Board, or if you will need to submit a sealed copy of your transcript and/or hard copies of your education verification forms. Please be advised you will be required to include all documents, that are not submitted electronically by your school/university, with your application packet.

Some schools/universities are utilizing third-party electronic transcripts vendor such as Parchment, National Student Clearinghouse, etc. If this is the case for your school/university, please provided one of the following email addresses when ordering:

[BBSLMFTtranscripts@dca.ca.gov](mailto:BBSLMFTtranscripts@dca.ca.gov) – AMFT/LMFT license applications

[BBSLCSWtranscripts@dca.ca.gov](mailto:BBSLCSWtranscripts@dca.ca.gov) – ASW/LCSW license applications

[BBSLPCCtranscripts@dca.ca.gov](mailto:BBSLPCCtranscripts@dca.ca.gov) – APCC/LPCC license applications

[BBLEPtranscripts@dca.ca.gov](mailto:BBLEPtranscripts@dca.ca.gov) – LEP license applications

[BBStranscripts@dca.ca.gov](mailto:BBStranscripts@dca.ca.gov) (If you are applying for multiple license types)

Once your electronic documents are received by the Board they will be attached to your electronic file.

### **FAQ's**

#### ***Will I need to note on my application if my documents will be sent electronically?***

This will not be necessary.

#### ***Can I submit my application form electronically?***

Currently, no.

#### ***What should I submit with my application?***

All documents that are not being provided to Board electronically by your school/university or a third-party transcript vendor. This will always include the application and completed LiveScan form. This may also include your sealed transcripts, education verification forms or any other documents.

#### ***How will I know if the Board received my transcripts and education verification forms?***

Once your application(s) is reviewed you will be notified of any documents that may be missing.

#### ***Do I need to order two transcripts if I am applying for two license types?***

Only one transcript is necessary, if you are applying for multiple license types and your school or university uses a third party transcript vendor, please provide them with the following email:

[BBStranscripts@dca.ca.gov](mailto:BBStranscripts@dca.ca.gov). \*\*If you are not submitting your transcripts electronically, an official transcript for each application is required.