



Board of Behavioral Sciences



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Gavin Newsom, Governor  
State of California

Business, Consumer Services and Housing Agency  
Department of Consumer Affairs

## BOARD PROBATIONER INFORMATION AND INSTRUCTIONS FOR EDUCATION / LAW AND ETHICS COURSEWORK

Pursuant to the [Disciplinary Guidelines](#) adopted pursuant to [California Code of Regulations, Title 16, Division 18, Article 9, section 1888](#) (herein referred to as the “Disciplinary Guidelines”) and your Decision, you are required to take and successfully complete education and/or law and ethics coursework that is pre-approved by the Board of Behavioral Sciences (Board). All coursework taken and completed for Board probation purposes is in addition to and shall **NOT** be used for any coursework required for renewal of licensure.

You are required to take and successfully complete education and/or law and ethics coursework pursuant to:

1. **BOARD DECISION**—Coursework is a term and condition of your probation as required in your Decision.
- OR-
2. **BOARD-ORDERED EVALUATION**—If you were subject to a Board-ordered evaluation (e.g., psychiatric, psychological, or clinical diagnostic evaluation), you are required, pursuant to the [Disciplinary Guidelines](#), to comply with the evaluator’s recommendation(s). Therefore, if the evaluator recommended that you take and successfully complete coursework, the Board does the following:
  - a. Adds the recommended coursework to your disciplinary order; and,
  - b. Provides written notice to you regarding the coursework requirements and deadlines.

All proposed coursework shall be pre-approved by the Board. **DO NOT** register for or enroll in any course until you are notified by the Board that the course has been approved (See **Step 5: Receive Board Notification**). Any coursework that is in progress and/or previously completed will **NOT** be approved.

**Failure to take and successfully complete coursework as required, including submitting all proposed coursework for Board pre-approval, is a violation of the terms and conditions of your probation and may result in the Board referring your case to the Office of the Attorney General to pursue further disciplinary action (i.e., revocation) against your license or registration.**

## EDUCATION / LAW AND ETHICS COURSEWORK INSTRUCTIONS

Complete the education / law and ethics coursework process according to the following steps below. **DO NOT** proceed to a subsequent step until **ALL** requirements listed in each step are met.

### Step 1: Find Proposed Coursework

Find proposed coursework that meets **ALL** of the following requirements:

1. Is offered by a Board-accepted continuing education provider as specified in [Title 16, California Code of Regulations section 1887.4.3](#).
2. Is taught in-person, virtually, or as a hybrid course that is both in-person and virtual.
3. Is available/open for registration.
4. Starts on a date that allows sufficient time for the Board to process, review, and notify you of the approval or denial of your proposed coursework prior to the course's registration deadline and start date.
5. Ends on a date that is on or before the deadline for course completion specified either in your Decision (within 90 days of the effective date of your Decision) or in the Board's written notice to you (if coursework is required per evaluation).
6. Is pertinent to **ALL** of the following:
  - a. The area/type of required coursework;
  - b. The violation(s) for which discipline was imposed on your Board license or registration; and,
  - c. Your license type, if course curriculum is intended for a specific license type.

The Board does **NOT** allow coursework that is taught by you, the probationer (pursuant to the [Disciplinary Guidelines](#) and your Decision).

The Board converts units or hours of course credit as follows:

1 academic quarter unit = 10 hours of coursework

1 academic semester unit = 15 hours of coursework

You are responsible for determining the number or amount of courses you will need to fulfill your coursework requirement(s) by utilizing the unit or hour conversion information listed above if needed.

If you propose a course in which the course content only partially addresses the area/type of coursework that you're required to complete, you must do the following:

1. Request that the course provider send a letter directly to the Board (signed, dated w/ original signature) specifying the number of hours or units within the course that includes the area/type of coursework that you're required to complete; and,
2. Include an explanation of your proposed course as an attachment to your Proposed Plan.

If the Board approves only part of a proposed course, then only the approved number of hours or units are counted towards the total number of your required coursework hours or units.

### **Step 2: Obtain and Print Course Description or Syllabus**

Obtain and print course descriptions or syllabi for your proposed courses that contain all of the following:

1. Course provider name;
2. Course title;
3. Course date(s);
4. Number of hours or academic units for the course;
5. Outline of subject matter to be addressed; and,
6. Instructional mode or methods [for example, in-person or online (live and interactive or asynchronous)].

### **Step 3: Complete the EDUCATION / LAW AND ETHICS COURSE PROPOSED PLAN Form**

Complete the Proposed Plan form as follows:

1. Complete all parts of the Proposed Plan form for each proposed course.
2. Attach a course description or syllabus to the Proposed Plan for **EACH** course listed in the Proposed Plan.
3. Attach additional sheets to the Proposed Plan if more space is needed or if further explanation is required.

You may complete one Proposed Plan for all of your proposed coursework, or you may complete separate Proposed Plans for your proposed coursework if needed, as long as the correct number of units or hours are included for all areas/types of required coursework in your Proposed Plan(s).

#### **Step 4: Submit the EDUCATION / LAW AND ETHICS COURSE PROPOSED PLAN Form**

You must submit your Proposed Plan with all required attachments to the Board in sufficient time to allow the Board to process, review, and notify you of the approval or denial of your Proposed Plan prior to the course's registration deadline. Therefore, before the deadline specified either in your Decision (within 90 days of the effective date of your Decision) or in the Board's written notice to you (if coursework is required per your evaluation), send your Proposed Plan form with all required attachments to the Board in **one** of the following ways:

- Email them to your assigned Board Probation Analyst (for expeditious review and response); or,
- Mail them to the attention of your assigned Board Probation Analyst at:

Board of Behavioral Sciences  
Attn: [INSERT NAME OF ASSIGNED PROBATION ANALYST]  
1625 N. Market Blvd., Ste. S200  
Sacramento, CA 95834

**FAILURE TO SUBMIT YOUR PROPOSED PLAN(S) AS REQUIRED BY THE SPECIFIED DEADLINE ARE VIOLATIONS OF THE TERMS AND CONDITIONS OF YOUR PROBATION.**

#### **Step 5: Receive Board Notification**

The Board will send written notification to you regarding whether your Proposed Plan is approved or denied. If the Board approves your Proposed Plan, you must do all of the following:

1. Register or enroll in the course(s) listed in your Board-approved Proposed Plan.
2. Successfully take and complete all coursework listed in your Board-approved Proposed Plan. [NOTE: Any changes to the Board-approved Proposed Plan (e.g., course is cancelled or rescheduled, failure to complete the course as stated in your Proposed Plan and as required, etc.) must be reported to your assigned Board Probation Analyst immediately.].
3. Document your compliance with your Board-approved Proposed Plan in the Quarterly Reports that you submit to the Board.

If your Proposed Plan is **denied** by the Board, you must do the following:

1. Download the Proposed Plan form from the Board's website at <https://www.bbs.ca.gov>; and,
2. Return to **Step 1: Find Proposed Coursework** (on Page 2).

## **Step 6: SUBMIT PROOF OF COURSE COMPLETION**

Proof of Board-approved course completion must consist of a record provided by the course provider to you (e.g., letter verifying attendance, certificate, grade slip, official transcript that is sealed in an envelope by the college or university) that contains the following: your name, the title of the course, the number of hours or units earned, the date(s) of attendance, and the name and address of the course provider.

Upon completion of each required course, submit your record(s) of course completion (listed above) to the Board as an attachment to your Quarterly Report.

The Board may investigate course completion records submitted to the Board for verification purposes.

## **ANNUAL EDUCATION / LAW AND ETHICS COURSEWORK REQUIREMENTS**

If you are required to take and successfully complete education / law and ethics coursework on an annual basis, you must complete **Step 1 – 6** listed in this form **EACH** year during your probation period. The deadlines for the Proposed Plans and successful course completion will be the same dates (month and day) **EACH** year.

**Failure to comply with all coursework requirements is a violation of the terms and conditions of your probation and may result in the Board referring your case to the Office of the Attorney General to pursue further disciplinary action (i.e., revocation) against your license or registration.**

### **QUESTIONS**

If you have any questions, contact your assigned Board Probation Analyst. If you have an URGENT matter and are unable to reach your assigned Board Probation Analyst, you may contact the Board's Probation Unit at [BBS.Probation@dca.ca.gov](mailto:BBS.Probation@dca.ca.gov).

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### **Notice on Collection of Personal Information**

*The information requested on this form is mandatory and will be used to determine compliance with the requirements of your Board probation. The information may be provided to other governmental agencies, or in response to a court order, subpoena, or public records request. You have a right of access to records containing personal information unless the records are exempted from disclosure pursuant to Civil Code section 1798.40. Individuals may obtain information regarding the location of their records by contacting the Board's Executive Officer at 1625 North Market Blvd., Sacramento, CA 95834 or at (916) 574-7830.*