#### APPLICATION FOR

## INACTIVE TO ACTIVE LICENSE STATUS CHANGE



## Instructions and Important Information

## **Read Carefully Before Completing Your Application**

**▶** Reactivate online at www.breeze.ca.gov for faster processing

### **APPLICATION ELIGIBILITY AND PROCESSING**

- ⇒ If you are within four (4) months of your license's expiration date: You <u>must</u> reactivate your license online at <u>www.breeze.ca.gov</u>. Select the option to renew as Active.
- ⇒ If you are more than four (4) months away from your license's expiration date: You may submit this form to return your license to Active status OR for faster processing you may reactivate your license online at <a href="https://www.breeze.ca.gov">www.breeze.ca.gov</a>.

#### **REQUIRED CONTINUING EDUCATION (CE)**

To return your license to Active status, you must meet the following overall CE requirements. Courses must be taken from a Board-accepted provider within the two years prior to submission of your reactivation request:

- 18 hours if your license expires less than one year from the date of your reactivation request.
- <u>36 hours</u> if your license expires **more than one year** from the date of your reactivation request.
- Law and Ethics Course (6 hours): If you have not taken this course during your current renewal period [the two-year period which spans from a license's prior expiration date (or issue date) to the license's next expiration date], this course must be included in the above hours.

You must also meet the following ONE-TIME CE requirements:

- Suicide Risk Assessment and Intervention (6-Hour Training): If you have not previously taken this one-time training, you must complete a 6-hour CE course or receive 6 hours of supervised training in this area. See <u>FAQ</u> for more information (access at www.bbs.ca.gov> FAQs/Updates>Updates).
- 2. **Provision of Mental Health Services via Telehealth (3 hours):** If your reactivation application is postmarked on or after July 1, 2023, you must complete this one-time course if not previously taken (must include law and ethics related to telehealth). See <u>FAQ</u> for more information (access at www.bbs.ca.gov> FAQs/Updates>Updates).
  - ⇒ #1 and #2 above can be taken any time prior to submission of your reactivation application. However, for a course to count toward your 18 or 36 hours of CE, it must be taken from a Board-accepted provider within two years prior to submission of this application.

**Do NOT submit proof of CE with your application.** You must retain your CE certificates for at least two years from the date of your reactivation application. The Board performs random CE audits. If you are audited, you must provide copies of your CE certificates at that time. A citation and fine and/or disciplinary action may be assessed if you are found to be out of compliance.

#### **HOW TO APPLY**

- Apply online at <u>www.breeze.ca.gov</u> or complete the attached application.
- FEE: Attach a \$100 check or money order (half of the active biennial renewal fee)
  payable to "Behavioral Sciences Fund":
- Submit your application and fee to the address below:

Board of Behavioral Sciences 1625 North Market Blvd., Suite S200 Sacramento CA 95834

#### TO CONFIRM RECEIPT OF APPLICATION

To confirm receipt, mail your application using a method that includes tracking. You may also contact your bank to see if your check has been cashed.

#### APPLICATION PROCESSING TIME

Allow 30 days for processing. Once your request has been approved your active status will appear online at <a href="https://www.breeze.ca.gov">www.breeze.ca.gov</a>, and you will receive confirmation in the mail. **Do not assume your license has been reactivated until you verify your status online.** 

#### EMAIL AND MAILING ADDRESS REQUIREMENTS

Licensees are required to maintain a current mailing address with the Board. This address will appear on public license searches. Licensees are also required to maintain a current email address with the Board if they have one. Email addresses are not subject to public disclosure. If either of your addresses have changed, be sure to update it ASAP online at <a href="https://www.breeze.ca.gov.">www.breeze.ca.gov.</a>

#### YOUR NEXT LICENSE RENEWAL

Reactivating your license does not change your license's expiration date. Your new expiration date will be the same as if your license had remained on Active status. After your license has been updated to Active status, you must renew your license prior to its usual expiration date, regardless of how soon it occurs.

To renew after reactivation, you must meet all renewal requirements, including the full renewal fee and 36 hours of CE (including the 6-hour law and ethics course). However, you can count any CE completed for your license reactivation toward the renewal CE requirement IF those hours were completed during the current renewal period (the two-year period which spans from your license's expiration date to your license's next expiration date).

#### NOTICE ON COLLECTION OF PERSONAL INFORMATION

Please read the <u>Notice on Collection of Personal Information</u> (access at bbs.ca.gov>About the Board>Other Information> Policies).

#### QUESTIONS?

Visit the **Contact Us** link at <u>www.bbs.ca.gov</u> and select an option under "Message the Board."

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Office Use Only:				
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Car	efully read the "Instru	uctions and Important Inform	ation" FIRS I	
Attach \$100 Fee		Reactivate online at www.breeze.ca.gov		
Allow 30 Days f	or Processing		for faster processing	
License Type and Number:	LMFT #	LCSW#		
	LPCC #	LEP#	Date:	
Legal Name*:	Last	First	Middle	
* You must use your legal name as established by your birth certificate, marriage or domestic partnership certificate, or divorce decree (for example). If you have a name change that you would like processed with your application, you must attach the "Notification of Name Change" form and all required documentation. This form is available online at <a href="https://www.bbs.ca.gov/pdf/forms/change_name.pdf">https://www.bbs.ca.gov/pdf/forms/change_name.pdf</a> . Your license will reflect your new name only if a complete "Notification of Name Change" is received with your application. Do not send original documents unless specifically requested.				
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	Signature of Applicant		Date	