

APPLICATION FOR
**INACTIVE TO ACTIVE
 LICENSE STATUS CHANGE**



Allow 30 days for processing

See Application Instructions for Important Information

- Attach the fee listed below make payable to “Behavioral Sciences Fund”
- **TYPE OR PRINT CLEARLY IN INK AND ENCLOSE THE CORRECT FEE TO AVOID DELAYS IN PROCESSING**

License Type and Number:	<input type="checkbox"/> LMFT No. _____	<input type="checkbox"/> LPCC No. _____	Expiration Date:	
	<input type="checkbox"/> LCSW No. _____	<input type="checkbox"/> LEP No. _____		
Legal Name:	Last	First	Middle	
Telephone Number:	Email Address (OPTIONAL):			
Public Address of Record:	Number and Street			
City	State	Zip Code		
Is this a new address?	<input type="checkbox"/> Yes <input type="checkbox"/> No If YES, we will update our records accordingly			

FEE

The fee for changing your license status from inactive to active is half of the active biennial renewal fee:

License Type	Fee	License Type	Fee
LMFT	\$65	LPCC	\$87.50
LCSW	\$50	LEP	\$40

I hereby request that my license be changed from an inactive status to an active status. I have completed all of the continuing education required to activate an inactive license. During the time I had an inactive license, I did not engage in any activity for which an active license is required.

NOTE: Knowingly providing false information or omitting pertinent information may be grounds for denial of this application. The Board may refuse to issue a license, or may suspend or revoke the license if the applicant secures the license by fraud, deceit, or misrepresentation.

Signature of Licensee

Date



APPLICATION FOR INACTIVE TO ACTIVE STATUS CHANGE



*Read carefully before
completing application*

Instructions and Important Information

APPLICATION ELIGIBILITY:

If you are within four (4) months of your license expiration date, you must renew your license using the BreEZe online system (www.breeze.ca.gov), and selecting the option to renew as "active."

PROCESSING TIME:

Allow 30 days for processing. Once your request has been approved your active status will appear in the BreEZe online system and you will receive confirmation in the mail.

AVOID DELAYS:

To avoid delays, print and carefully follow these instructions as you complete the *Inactive to Active Status Change Application*. A complete application and the correct fee are required for your license to be issued. The Board will mail you a courtesy deficiency notice in the event of an incomplete application or underpayment.

RECEIPT OF APPLICATION:

To confirm receipt, mail your application using a method that includes tracking.

FEE:

Make your check payable to "Behavioral Sciences Fund."

NAME CHANGE:

If you have a name change that you would like processed with your application, you must submit the Notification of Name Change form and all required documentation. Do not send original documents unless specifically requested to do so. Your license will reflect your new name only if a complete name change request is received with your application.

PUBLIC ADDRESS:

The address you enter on this application is public information and will be placed on the internet pursuant to Business and Professions Code Section 27. If you do not want your home or work address available to the public, provide an alternate mailing address. All correspondence from the Board will be mailed to this address.

REQUIRED CONTINUING EDUCATION:

To activate your license, you must meet the continuing education (CE) requirements described below.

- 18 hours of CE are required if your license will expire **less than one year** from the date of your request for active status.
- 36 hours of CE are required if your license will expire **more than one year** from the date of your request for active status.

If you have not taken a six-hour law and ethics course during your current renewal period (*the two-year period which spans from your license's expiration date to your license's next expiration date*), that course must be included in the above hours. All CE must have been taken within the two years prior to submission of your request for activation, and must be taken from a Board-accepted provider.

Do NOT submit proof of CE with your request form. You must retain your CE certificates for at least two years from the date of your request for active status. The board performs random CE audits. If you are audited, you must provide copies of your CE certificates at that time.

LICENSE RENEWAL AFTER ACTIVATION

Activating your license does not change your license's expiration date. After your license has been activated, you will be required to renew your license prior to its usual expiration date, regardless of how soon it occurs.

To renew, 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 activation toward the renewal CE requirement IF those hours were completed during the current renewal period (as defined above).

QUESTIONS?

Please visit our [Contact Page](#) and select an option under "Message the Board."

