

## **Instructions and Important Information**

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

Renew online at [www.breeze.ca.gov](http://www.breeze.ca.gov) for faster processing

#### **REGISTRATION 6-YEAR LIMIT AND SUBSEQUENT REGISTRATIONS**

A registration may be renewed a maximum of five (5) times, for a total six (6)-year length. If your registration was issued six or more years ago, do not submit the attached application - it will be rejected. Instead, submit an *Application for Subsequent Registration*, available online at [www.bbs.ca.gov/applicants](http://www.bbs.ca.gov/applicants). You must meet the requirements in effect at the time of your application, which includes a passing score on the California Law and Ethics Exam.

#### **EXAM REQUIREMENT FOR RENEWAL**

You are required to have taken the California Law and Ethics Exam prior to renewal in order for your renewal application to be approved (unless you have already passed the exam).

#### **CONVICTION OR DISCIPLINE**

**Check the box next to "Yes" on the application if, since your last renewal, either of the following have occurred:**

1. You have had any license (includes registrations, certificates, or other means to engage in practice) disciplined by a government agency. "Discipline" includes, but is not limited to, suspension, revocation, voluntary surrender, probation or any other restriction. "License" includes professional registrations, certificates, or other means to engage in practice. Do not report disciplinary action taken by the California Board of Behavioral Sciences.

OR

2. You been convicted of, pled guilty to, or pled nolo contendere to any misdemeanor or felony in the United States, its territories, or a foreign country? Convictions dismissed under sections 1203.4, 1203.4a, or 1203.41 of the Penal Code (or equivalent non-California law) must be disclosed. If you have obtained a dismissal of such a conviction, submit a certified copy of the court order. Do not include:
  - Offenses prior to your 18<sup>th</sup> birthday
  - Charges dismissed under section 1000.3 of the Penal Code
  - Convictions under sections 11357(b), (c), (d), (e) or section 11360(b) of the Health and Safety Code which are two (2) years or older
  - Traffic violations for which a fine of \$500 or less was imposed

## HOW TO APPLY

Do not mail your application more than 90 days prior to your expiration date.

- Complete the attached application.
- **FEE:** Attach a \$150 check or money order 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.

## ADDRESS CHANGE

If your address has changed, be sure to update it ASAP at [www.breeze.ca.gov](http://www.breeze.ca.gov).

## APPLICATION PROCESSING TIME

Allow 30 days for processing. Once your application has been approved your status will be updated online at [www.breeze.ca.gov](http://www.breeze.ca.gov), and you will receive confirmation in the mail. **Do not assume your registration has been renewed until you verify your status online.**

## EXPIRED REGISTRATION - CONSEQUENCES

If your renewal is not postmarked on or before your registration’s expiration date, your registration will expire. While your registration is expired you may not work in a private practice setting. In addition, any hours of experience (gained in any setting) will not count during that time.

## QUESTIONS?

Please visit the **Contact Us** link at [www.bbs.ca.gov](http://www.bbs.ca.gov) and select an option under “Message the Board.”

APPLICATION FOR  
**REGISTRATION RENEWAL**



Office Use Only:

**Carefully read the "Instructions and Important Information" FIRST**

**Do not submit more than 90 days prior to your expiration date**

**Attach \$150 Fee**

**Allow 30 Days for Processing**

**Renew at [www.breeze.ca.gov](http://www.breeze.ca.gov) for faster processing**

<b>Registration Type and Number (mark one):</b>	<input type="checkbox"/> AMFT # _____	<input type="checkbox"/> ASW # _____	
	<input type="checkbox"/> APCC # _____		
<b>Expiration Date:</b>	<b>Amount Enclosed:</b>		
<b>Legal Name*:</b>	<b>Last</b>	<b>First</b>	<b>Middle</b>

\* You must use your legal name. Your "legal name" is the name established legally 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 [https://www.bbs.ca.gov/pdf/forms/change\\_name.pdf](https://www.bbs.ca.gov/pdf/forms/change_name.pdf). Your registration 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.

**CONVICTION OR DISCIPLINE - MARK ONE:**  Yes  No

Since your last renewal, have you been convicted of, pled guilty to, or pled nolo contendere to a misdemeanor or felony, or have you had any disciplinary action taken by any regulatory or licensing board in this or any other state, as described in the "Instructions and Important Information"?

**I have read and understand the attached *Instructions and Important Information*. I swear under penalty of perjury under the laws of the State of California that all statements, answers and representations on this form are true, complete and accurate. I understand that providing false information or omitting pertinent information may be grounds for disciplinary action.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**