

APPLICATION FOR INITIAL LMFT CALIFORNIA CLINICAL EXAMINATION



See Application Instructions for Important Information

\$100 FEE MUST ACCOMPANY THIS FORM

Allow 4–6 weeks for processing

(Type or print clearly in ink)

1.SSN or ITIN*		2. E-mail Address (OPTIONAL):	
4. Legal Name: Last		First	Middle
5. Address of Record: Number and Street			City
State	Zip Code	6. Is this a new address? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, we will update our records accordingly	
7. Business Phone:		8. Residence Phone:	

NOTE: Knowingly providing false information or omitting pertinent information may be grounds for denial of this application.

Signature of Applicant

Date

* You may provide either your Social Security Number or Individual Taxpayer Identification Number, as applicable. Disclosure of your SSN or ITIN is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 (42 USCA 405(c)(2)(C)) authorizes collection of your SSN or ITIN, which will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with Section 11350.6 of the Welfare and Institutions Code, or for verification of licensure or examination status by a licensing or examination entity that utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your SSN or ITIN you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.



APPLICATION FOR INITIAL LMFT CALIFORNIA CLINICAL EXAMINATION



Instructions and Important Information

FEE

A \$100 fee must accompany your *Application for Initial LMFT California Clinical Examination*. Make your check payable to "Behavioral Sciences Fund."

WHO CAN APPLY

The application and fee will ONLY be accepted from individuals who have passed the LMFT California Law and Ethics Examination and whose hours of experience and education have been approved by the Board.

TO CONFIRM YOUR APPLICATION WAS RECEIVED

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

HOW LONG WILL IT TAKE FOR THE BOARD TO PROCESS MY APPLICATION?

Allow 4–6 weeks for processing. Please do not contact the Board to check on the status unless your application has been on file for 45 or more days.

Psychological Services, Inc. (PSI) administers the LMFT California Clinical Examination. After the Board processes your *Application for Initial LMFT California Clinical Examination*, you will receive a *Candidate Handbook* in the mail and/or an e-mail notifying you of your eligibility from PSI. You may contact PSI to schedule your examination once you receive the handbook or e-mail. Do not attempt to schedule an examination date with PSI until you receive notification of eligibility.

PSI testing centers are located throughout the state as well as some out of state, offering testing 5–6 days a week. Refer to the Candidate Handbook for exact locations of testing sites.

YOUR ADDRESS IS PUBLIC INFORMATION

The address you enter on this application is public information and will be placed on the Department of Consumer Affairs' website pursuant to Business and Professions Code (BPC) Section 27. If you don't want your home or work address available to the public, use an alternate mailing address.

YOUR E-MAIL ADDRESS

While providing your e-mail address is optional, **the Board strongly recommends submission** as it will allow the Board's testing vendor, PSI, to provide you with faster notification that you are eligible to schedule your exam.

EXPEDITED PROCESSING – MILITARY SPOUSE/PARTNER AND HONORABLY DISCHARGED VETERANS ONLY

The Board is required to expedite the licensure process for (1) an applicant who is a honorably discharged veteran of the U.S. armed forces or (2) an applicant whose spouse or partner is an active-duty member of the U.S. armed forces and meets other criteria pursuant to BPC Section 115.5. Download the application available on the Board's website and include it ON TOP OF your *Application for Initial LMFT California Clinical Examination*.

TESTING ACCOMMODATIONS

Reasonable accommodations will be provided to candidates who have a qualifying disability or medical condition. All testing sites are physically accessible to individuals with disabilities. All other accommodations require pre-approval. A *Request for Accommodation* packet must be received a minimum of 90 days prior to the desired test date. *Request for Accommodation* forms and instructions are available on the Board's website.

ABANDONMENT OF APPLICATION

In accordance with Title 16, California Code of Regulations Section 1806, your file will be deemed abandoned if:

- You fail to sit for the examination within one year after being notified of eligibility to take the examination.
- You fail to sit for the clinical examination within one year of being notified of passing the law and ethics examination.
- You fail to retake an examination within one year from the date you were notified of failing the examination.

To reopen an abandoned file you must submit a new application, fee, and all required documentation, as well as meet all current requirements in effect at the time the new application is submitted.

