

## **INSTRUCTIONS AND IMPORTANT INFORMATION**

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

This application is **ONLY** for the exam types listed below under “**HOW TO APPLY.**”

**DO NOT** submit this form for the **LPCC** or **LCSW Clinical Exam** – instead, apply through the national testing vendor: [LCSW](#) or [LPCC](#). (access these links at [www.bbs.ca.gov/exams](http://www.bbs.ca.gov/exams)).

**APPLY ONLINE FOR FASTER PROCESSING** via the [BreEZe system](#) ([www.breeze.ca.gov](http://www.breeze.ca.gov)).

### **HOW TO APPLY**

1. **Ensure that your current email address is on file** via the [BreEZe system online](#).  
*If your email address is missing or incorrect you will NOT receive notice that you are eligible to take the exam.*
2. **Complete the attached application.**
3. **FEE: Attach a check or money order payable to “Behavioral Sciences Fund” in the amount of:**  
Law and Ethics Exam: \$150  
LMFT Clinical Exam or LEP Exam: \$250
4. **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 the bank to see if your check or money order has been cashed.

### **REQUIRED WAITING PERIOD BETWEEN RETAKES**

- California Law and Ethics Exam: 90-day waiting period
- LMFT Clinical Exam: 90-day waiting period
- LEP Exam: 120-day waiting period

## APPLICATION PROCESSING TIME AND EXAM ADMINISTRATOR INFORMATION

**Allow 4–6 weeks for processing - but also remember that the required waiting period listed on the prior page must have passed from your last attempt before you will receive notice of eligibility to schedule.** Please do not contact the Board to check on the status unless your application has been on file for 45 or more days.

Pearson Vue administers the exams. Do not attempt to schedule a date with Pearson Vue until you receive notification of eligibility. After the Board processes your application and your waiting period has passed, you will receive an e-mail from Pearson Vue notifying you of eligibility. Only then will Pearson Vue allow you to schedule your exam. Refer to the Candidate Handbook for important information, including testing site locations (*access at [www.bbs.ca.gov](http://www.bbs.ca.gov)>Exams*).

## EXPEDITED PROCESSING

The Board is required to expedite the licensure process for the following applicants (*access these forms at [www.bbs.ca.gov](http://www.bbs.ca.gov)>Applicant*):

- **Honorably discharged veterans of the U.S. Armed Forces** pursuant to Business and Professions Code (BPC) section 115.4. Download the request form from the Board's [website](#) and include it ON TOP OF your application.
- **Spouses/Partners of persons on active duty military** pursuant to BPC section 115.5. Download the request form from the Board's [website](#) and include it ON TOP OF your application.
- **Refugees / Asylees / Special Immigrant Status Holders ("SI" or "SQ")** pursuant to BPC section 135.4. Download the request form from the Board's [website](#) and include it ON TOP OF your application.

## TESTING ACCOMMODATIONS

Reasonable accommodations will be provided to qualifying candidates who have a disability, a medical condition, or when English is their second language (ESL). You may also attach one of the above expedite forms to expedite your accommodation request if you meet the qualifications.

All testing sites are physically accessible to individuals with disabilities, and certain types of comfort aids are allowed (see list of approved comfort aids at the link below). All other accommodations for disabilities or medical conditions require pre-approval of a [Request for Accommodation](#) (*access at <https://home.pearsonvue.com/Test-takers/Accommodations.aspx>*).

ESL accommodations require pre-approval of a [Request for ESL accommodation](#) (*access at [www.bbs.ca.gov](http://www.bbs.ca.gov)>Exams*).

## MAILING ADDRESS OR EMAIL ADDRESS CHANGE

If your mailing address or email address has changed, be sure to update it ASAP online at [www.breeze.ca.gov](http://www.breeze.ca.gov) to ensure you receive your notice that you are eligible to take the exam.

## LAW AND ETHICS EXAM – IMPACT ON ASSOCIATE REGISTRATION RENEWAL

### **Registrants Must Take the California Law and Ethics Exam to Renew**

You are required to take the Law and Ethics Exam for the license type you are pursuing in order to renew an Associate registration (unless you have already passed the Law and Ethics Exam). Your registration will not be renewable until you have taken the required exam.

### **Passing Score Required for Issuance of a Subsequent Registration**

Applicants cannot be issued a subsequent ASW, AMFT, or APCC registration (second or third number, etc.) without first passing the California Law and Ethics Exam for their license type.

## IMPORTANT! AVOID YOUR FILE BEING CLOSED AND LOSING EXPERIENCE HOURS BY MEETING THE TIME FRAMES BELOW

In accordance with Title 16, California Code of Regulations section 1806, your file will be closed and deemed abandoned if any of the following occur:

- You fail to sit for the exam within one (1) year after being notified of eligibility to take the exam;
- You fail to sit for the clinical exam within one (1) year of being notified of passing the law and ethics exam; or,
- You fail to retake an exam within one (1) year from the date you were notified of failing the exam.

To reopen a closed 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. There are no exceptions as this is a requirement specified in law.

**This means that you could lose earned experience hours if your file is closed**, as your six (6)-year period for earning hours will be recalculated to six (6) years back from the date your new application is received.

## NOTICE ON COLLECTION OF PERSONAL INFORMATION

Please see the [Notice on Collection of Personal Information](#) (access at [www.bbs.ca.gov](http://www.bbs.ca.gov)>About Us>About the Board>Other Information).

## 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.”

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APPLICATION FOR  
**RE-EXAMINATION**



Office Use Only:

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

**Attach Fee**

**Allow 45 Days for Processing**

**LPCC Clinical or LCSW Clinical Exam: Do NOT submit this form.  
You must apply through the national testing vendor.**

**Exam Type (SELECT ONLY ONE):**

- LCSW Law and Ethics Exam
- LPCC Law and Ethics Exam
- LMFT Law and Ethics Exam
- LMFT Clinical Exam
- LEP Exam

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

**SSN or ITIN\*:**

**Legal Name\*\*:**

**Last**

**First**

**Middle**

\* You may provide either your Social Security Number, your Federal Employer Identification Number, or Individual Taxpayer Identification Number, as applicable.

\*\* 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). Do not send original documents unless specifically requested.

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

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