

APPLICATION FOR RETIRED LICENSE

Instructions and Important Information



Read Carefully Before Completing Your Application

ELIGIBILITY FOR RETIRED LICENSE STATUS

To be eligible for a retired license, your license must meet both of the following:

- Your license status must be current and active OR current and inactive. You may qualify to apply for a retired license if your license has expired, but only if it expired within the three years before the Board receives your Retired License application.
- Your license must not be suspended, revoked or otherwise punitively restricted by the Board of Behavioral Sciences or subject to disciplinary action by the Board.

PLEASE BE AWARE

- A retired license can ONLY BE REACTIVATED ONE TIME, and ONLY WITHIN THREE (3) YEARS FROM THE DATE THE RETIRED LICENSE WAS ISSUED (see next section for details).
- A holder of a retired license is not required to renew that license.
- A licensee is not entitled to payment by a client or an insurer for services performed while license is expired, inactive or retired.
- A licensee may not supervise or sign off experience hours toward licensure while a license is expired, inactive or retired.

3-YEAR TIME LIMIT FOR REACTIVATION OF A RETIRED LICENSE

Once your retired license is three years old, it is no longer eligible to be restored. If after three years you wish to obtain an active license, you must apply for licensure and pass the licensing examinations.

If you wish to restore your license within the three years from your retired license's issue date, you must meet all requirements to restore your license. This includes completing fingerprinting and continuing education requirements, submitting a *Retired to Active License Status Change* application, and paying a fee.

INACTIVE STATUS AS AN ALTERNATIVE

Instead of applying for a retired license, you may apply for an inactive license status upon your next renewal. There is no penalty for having an inactive status, and you can renew with an inactive status at a reduced fee indefinitely. You may reactivate an inactive license any time.

INACTIVE STATUS AS AN ALTERNATIVE (continued)

Continuing education (CE) is not required to renew an inactive license. An inactive license can be reactivated at any time by completing the CE required at the time of reactivation and submitting the *Inactive to Active License Status Change* application with the appropriate fee. More information is available on the Board's website at <https://www.bbs.ca.gov/licensees/manage.html>.

WHAT PROFESSIONAL TITLE MAY I USE ONCE I'VE BEEN ISSUED A RETIRED LICENSE?

Retired licensees may continue to list their license type, if the full word "retired" is included, either immediately before or after the professional title. For example, "Jamie Garcia, LMFT, Retired" Or "Jamie Garcia, Retired LMFT".

LAWS RELATING TO RETIRED LICENSES

California Business and Professions Code sections 4984.41 (LMFT), 4989.45 (LEP), 4997.1 (LCSW) and 4999.113 (LPCC) authorize the Board to issue retired licenses and set forth related requirements. See the Board's Statutes and Regulations online at <https://www.bbs.ca.gov/pdf/publications/lawsregs.pdf>.

HOW TO APPLY

- **Complete the attached application.**
- **FEE: Attach a \$40 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

ADDRESS CHANGE:

If your address has changed, be sure to update it ASAP online at www.breeze.ca.gov.

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 is approved, your retired status will appear online at www.breeze.ca.gov, and you will receive a retired status certificate in the mail.

NOTICE ON COLLECTION OF PERSONAL INFORMATION

Please read the [Notice on Collection of Personal Information](#) (access at bbs.ca.gov>About the Board>Other Information> Policies).

QUESTIONS?

Visit the **Contact Us** link at www.bbs.ca.gov and select an option under “Message the Board.”

APPLICATION FOR RETIRED LICENSE



Office Use Only:

Carefully read the "Instructions and Important Information" FIRST

Attach \$40 Fee

Allow 30 days for Processing

License Type and Number:	<input type="checkbox"/> LMFT # _____	<input type="checkbox"/> LCSW # _____	License Expiration Date:
	<input type="checkbox"/> LPCC # _____	<input type="checkbox"/> LEP # _____	
SSN or ITIN*:		Birth Date mm/dd/yyyy:	
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 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 https://www.bbs.ca.gov/pdf/forms/change_name.pdf. Your license will reflect your new name only if a complete "Notification of Name Change" is received with your application.

IMPORTANT

Reactivation of a retired license is only possible within three (3) years from the date the retired license was issued.

I declare under penalty of perjury that the information provided on this application is true and correct.

I understand that I am not permitted to engage in any activity for which an active license is required while holding a retired license. I hereby request that my license be changed to "Retired" status.

Signature of Licensee

Date