

# APPLICATION FOR **RETIRED LICENSE**



*Read carefully before  
completing application*

## Instructions and Important Information

### **ELIGIBILITY FOR REINSTATEMENT:**

To be eligible for a retired license, you must be current and active or on inactive status, and the license must not be suspended, revoked or otherwise punitively restricted by the Board of Behavioral Sciences or subject to disciplinary action by the Board.

### **PROCESSING TIME:**

Allow 30 days for processing. Once your request has been approved your retired status will appear in the [BreEZe online system](#) and you will receive a retired certificate in the mail.

### **AVOID DELAYS:**

To avoid delays, print and carefully follow these instructions as you complete the *Retired License 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 \$40 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.

### **REACTIVATION OF A RETIRED LICENSE:**

**A retired license can ONLY be reactivated within three (3) years from the date the retired license was issued.**

If a retired license is no longer eligible to be reactivated and the holder wishes to obtain an active license, he or she must apply for licensure as if applying for the first time, meet all current requirements, and pass the licensing examinations.

If a retired license is eligible to be reactivated, the holder may do so by meeting the fingerprinting and continuing education requirements, submitting the Retired to Active License Status Change form, and paying the appropriate fee.

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## **INACTIVE STATUS AS AN ALTERNATIVE OPTION:**

There is no penalty for having an inactive status, and you can renew with an inactive status indefinitely. Continuing education (CE) is not required to renew an inactive license or to change license status to inactive. 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.

## **PLEASE BE AWARE:**

- 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.

## **LAWS RELATING TO RETIRED LICENSES:**

California Business and Professions Code sections 4984.41, 4984.41, 4989.45, 4997.1 and 4999.113 authorize the board to issue retired licenses and set forth related requirements.

## **HOW CAN I REFER TO MYSELF ONCE I'VE BEEN ISSUED A RETIRED LICENSE?**

Retired licensees may continue list their license type, as long as the word "retired" is included. For example, "James Garcia, LMFT, Retired."

## **QUESTIONS?**

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



# APPLICATION FOR RETIRED LICENSE



Attach a \$40 fee made payable to  
"Behavioral Sciences Fund"

See Application Instructions for Important Information

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. _____	License Expiration Date:
	<input type="checkbox"/> LCSW No. _____	<input type="checkbox"/> LEP No. _____	
Birth Date mm/dd/yyyy:		SSN or ITIN*:	
Legal Name**:	Last	First	Middle
Maiden name and any other AKA			
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			

## IMPORTANT READ CAREFULLY

- A holder of a retired license may not engage in any activity for which an active license is required.
- Reactivation of a retired license is only possible within three (3) years from the date the retired license was issued.

*I have read and understand the information provided, and hereby request that my license be placed on "Retired" status.*

\_\_\_\_\_  
Signature of Licensee

\_\_\_\_\_  
Date

\*You may provide either your Social Security 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).

