

TOP TIPS FOR A SMOOTH ASSOCIATE APPLICATION PROCESS

1. SUBMIT APPLICATION TO BBS WITHIN 90 DAYS OF GRADUATION

- This allows you to count post-degree hours earned before your associate number is issued.
- See the 90-Day Rule FAQ for more information (recently updated): www.bbs.ca.gov/pdf/90day_rule.pdf.

2. KEEP YOUR COMPLETED WORKPLACE LIVE SCAN FORM

- This is different from the Live Scan for your associate application. It must be the signed and processed Live Scan form from your employer.
- Refer to the 90-Day Rule FAQ (mentioned above) for details.

3. USE A VALID, LONG-TERM EMAIL ADDRESS

- Choose an email you will have access to after graduation to ensure you will receive notices about your application status.
- This email address will be used for BBS communications throughout your exam and licensure process.
- Update your email address via the [Change of Address](#) form in BreZEze.

4. SUBMIT A COMPLETE APPLICATION PACKET

- Fill out all sections carefully, following all instructions provided.
- Missing details (even something small like a missing signature or address) can delay processing.
- Ensure that your check is filled out and signed correctly.
- Keep a copy for your own records.

5. MAIL WITH TRACKING & DELIVERY CONFIRMATION

- BBS cannot confirm receipt of applications or payments due to application volume.
- Use postal tracking to confirm delivery.

6. DON'T BE TOO EARLY REQUESTING TRANSCRIPTS/DEGREE PROGRAM CERTIFICATIONS

- Request transcripts and degree program certifications no earlier than two weeks prior to submitting your application.
- Requesting these documents too early may cause delays.

7. BE AWARE OF PROCESSING TIMES

- Applications are processed in the order they are received.
- Standard processing is 30 business days but may be longer during graduation seasons.
- Follow BBS on social media for weekly updates.

8. USE FAQs AND OTHER PUBLICATIONS

- Check the Applicant page for your license type for FAQs and other publications: www.bbs.ca.gov/applicants/.
- These publications will answer many of your questions and provide you with a foundation for a smooth application and licensure process.
- Consulting these publications when you have a question helps reduce the volume of inquiries to BBS. While we are happy to answer questions and provide assistance, we encourage applicants to review available resources first, as this allows our evaluators to focus more efficiently on processing applications.