How to apply for your intern number, joining professional organizations and the alumni association, along with other important information.
How to apply for your intern number with the BBS

I. Obtaining the Application(s)

A. You can obtain an intern registration packet(s) either by phone or the internet. You need to contact the BBS at (916) 574-7830 and have the packet mailed to you, or you can go online to www.bbs.ca.gov and download the packet. Please specify whether you need the LMFT packet, LPCC packet, or both.

B. The process for applying for the LPCC intern number is basically the same. However, you will need to complete a section titled “Additional Coursework Requirements.” Please see Appendix A of this document for further instructions on this section.

C. If applying for both, you must do so separately.

II. Applying

To apply, you will need the following:

1. An official, sealed transcript (Available from Admissions and Records)

2. An official, sealed Program Certification form (this will be mailed to you)

3. The intern application form

4. A passport photograph (head and shoulders only) taken within 60 days of mailing the application.

5. A $75.00 annual fee for MFTI; $100 for PCCI

6. Fingerprinting (do not complete more than 60 days prior to submitting your application. See BBS website for further information.)

Note: You will need to renew your internship number(s) every year.
III. Transcripts
A. Transcript requests must be made in writing. The transcript request forms may be obtained from the Admissions & Records Information Counter (they have automated instructions at 657-278-2300) or go to http://www.fullerton.edu/admissions/resources/forms.asp, to access the information and download the transcript request form.

B. It’s a good idea to order your transcript now and **make sure you request that they mail it when your degree is posted** (The evaluator who posts the degrees will place priority on those files with transcripts ordered).

C. Order several copies (3-4) – open one copy, verify all the information, and keep for your records. Remember, **you will need to send an official, sealed transcript to the BBS**. Keep the remaining copies for future jobs and/or future school applications.

IV. Program Certification Forms
A. These forms are included in the intern registration packet as SAMPLES only – you do not need to complete these forms.

B. These forms must originate from the Counseling Department Office in order to be official.

C. The Counseling Department Office will automatically send you the LMFT and LPCC program certification forms in inner sealed envelopes, once your degree is posted by the evaluator.

**NOTE:** Do not open the envelope with the signature at the seal. If the seal is broken, the content is void. You will need this sealed information to send to the BBS.

D. Everyone will have different post dates, so delivery of the Program Certification forms and the transcripts will vary.

E. How will you know this is the form if you can’t open it? On the backside of the envelope, Alison Quigley types, “Program Certification Form,” and you will see Leah Brew’s signature across the sealed flap with a piece of tape over it.

F. Make sure that Alison Quigley has your correct address to ensure prompt delivery. You can email her aquigley@fullerton.edu or call her at (657) 278-3609 to update your information.
V. **Intern Application Form**

A. This form is included in intern registration packet.
   i. Attach your passport photograph to this form.

VI. **Sending Your Completed Intern Registration Packet**

A. Send this via CERTIFIED MAIL (Return Receipt Requested) within 90 days of graduation. There are no appeals. If you miss the 90 day deadline, you lose all intern hours earned AFTER graduation.

B. Remember, once your degree is posted, the LMFT experience hours you obtain will now fall under “intern” hours, and will remain that way as long as you apply for your intern number within the 90-day grace period. [NOTE: All LPCC experience hours must be earned after graduation.]

C. You must renew annually up to five times for a total of six years.

D. If you happen to have any prior convictions, regardless of whether they have been expunged, you will need to contact the Department Chair, Dr. Leah Brew, prior to submitting your application to the BBS.

VII. **What Happens Once You Are Registered?**

A. Once registered as a MFT intern, an evaluator is assigned to you by the BBS. This person answers your questions about hours, after they are submitted in writing. You are assigned alphabetically to an evaluator, and will receive responses in writing or by phone.

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**Other Important Information**

I. **Experience Verification Forms**

A. When you receive your intern number from the BBS, you will receive an “Experience Verification” form included in that packet. Remember, at the time of intern registration you will not be asked to submit any hours (All hours are submitted when you apply for your license at the end of the 3,000 hours). However, any time that you complete work with a particular supervisor, it is strongly recommended to complete one of the Experience Verification Forms. You will need a separate form for each supervisor that signs off hours for you. If you wait until the end of all your hours, you may not be able to track down past supervisors.
II. **Personal Therapy**

A. The BBS no longer requires you to have a separate form for personal therapy hours. You can just fill out your own hours it is on an honor system. There is a place on your final application to fill out this information. When or if you finish with a therapist, make sure that you have their license number to keep for your records. 100 hours counts as 300 hours for LMFTs. [NOTE: No personal therapy counts for LPCC experience hours.]

II. **Supervisor Responsibility Statements**

A. These are turned in when you apply for hours of acceptance.
   
i. The BBS will often accept copies, yet it is a good idea to mail the one with the original signatures. If you have turned that in at the fieldwork office, you may pick it up after graduation or arrange to have it mailed to you.

III. **All BBS Records**

A. Keep copies of all BBS records in 2 places (i.e. home, work, safety deposit box) to ensure that you never lose this important information.

IV. **Join ACA**

A. Membership in ACA helps develop your identity as a counselor, and supports both LMFT and LPCC career paths. Benefits include access to professional publications, discounts on workshops, conferences, books and more.

V. **Join CAMFT**

A. Membership in CAMFT supports your professional development as an LMFT or LPCC, and is focused on doing business in California. Benefits include networking communities, free legal consultations, and access to EBSCO host for research.

VI. **Because you never know**

A. **Keep In Fireproof Box:** Syllabi of each class, 4-Way Agreements, Supervisor Responsibility Form, Summary of weekly hours, Practicum Summary Logs/Semester Accounting Forms, CEU Certificates. **Make copies of these and keep in a different place, so you have 2 sets.**
Alumni Information

I. **JOIN THE CSUF ALUMNI ASSOCIATION**

A. CSUF Alumni Association website: go to Fullerton.edu → Alumni → Chapters → Counseling
   Or, [http://www.fullerton.edu/alumni/chapters/counseling/](http://www.fullerton.edu/alumni/chapters/counseling/)

II. **JOIN THE COUN DEPARTMENT’S ALUMNI ‘LISTSERV’**

A. Go to [www.yahoogroups.com](http://www.yahoogroups.com)

B. Look for ‘your group’ = csufcaa (for Counseling Alumni Association)

C. Send an email to csufcaa@yahoogroups.com through that site. Jodi Blackley (Past CAMFT Pres & our alumna) moderates the list & will let you ‘on’

D. Browse the current and past job listings, networking info and news/upcoming events

E. Watch your inbox for mail coming from [csufcaa@yahoogroups.com] and set your spam filter to allow it through
BBS & Clinical Associations Contact Sheet

American Counseling Association (ACA)
5999 Stevenson Ave.   Alexandria, VA 22304
Phone: 800-347-6647   Fax: 800-473-2329
TDD: 703-823-6862    Website: www.Counseling.org

Board of Behavioral Sciences (BBS)
1625 North Market Blvd. Suite S-200, Sacramento, CA 95834
Phone: 916-574-7830   Fax: 916-574-8625
Website: www.bbs.ca.gov

California Association of Marriage and Family Therapists (CAMFT)
7901 Raytheon Road, San Diego, CA 92111-1606
Phone: 858-29-CAMFT(292-2638)   Fax: 858-292-2666
Website: http://www.camft.org

California Association for Licensed Professional Clinical Counselors (CALPCC)
P.O. Box 280640 Northridge, CA 91328-0640
Website: http://calpcc.org
# Appendix A

## Additional Coursework Requirements for LPCC Intern Registration Application

<table>
<thead>
<tr>
<th>#</th>
<th>Course</th>
<th>Length/Content Required</th>
<th>Met With</th>
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</table>
| 1.  | Child Abuse Assessment and Reporting      | § 7 hrs.  
|     |                                            | § must be based on California Law                                                                        | COUN 522                  |
|     |                                            |                                                                                                             | COUN 524                  |
|     |                                            |                                                                                                             | COUN 526                  |
| 2.  | Human Sexuality                           | § 10 hrs.                                                                                                   | COUN 518                  |
|     |                                            |                                                                                                             | COUN 562                  |
| 3.  | Alcoholism and Other Chemical Substance Dependency | § 15 hours (must be taken in qualifying degree program)  
|     |                                            |                                                                                                             | COUN 535                  |
| 4.  | Aging, Long Term Care and Elder/Dependent Adult Abuse | § 10 hrs. (only for those who entered a degree program on or after 1/1/2004; For all others this is not a pre-licensure requirement)  
|     |                                            |                                                                                                             | COUN 518                  |
|     |                                            |                                                                                                             | COUN 523                  |
| 5.  | Spousal/Partner Abuse Assessment, Detection and Intervention | § 15 hrs. (for those who entered degree program on or after 1/1/2004; Course can be any length for those who entered a qualifying degree program between 1/1/1995 to 12/31/2003: Must be taken in qualifying degree program).  
|     |                                            |                                                                                                             | COUN 522                  |
|     |                                            |                                                                                                             | COUN 526                  |
|     |                                            |                                                                                                             | COUN 527                  |
|     |                                            |                                                                                                             | COUN 562                  |
| 6.  | Psychopharmacology                        | § 2 semester or 3 quarter units  
|     |                                            | (only for those who entered a qualifying degree program on or after 1/1/2001)                              | COUN 525                  |
| 7.  | California Law and Ethics                 | § 2 semester or 3 quarter units                                                                           | COUN 526                  |
| 8.  | Crisis or Trauma Counseling               | § 15 hrs. (for those who entered a degree program prior to 08/01/2012)                                     | COUN 538                  |
Appendix B

BBS changes in LMFT laws taking effect 1/1/16

Two main areas will be affected:

- The way you can count experience hours toward the LMFT license, aka the “buckets” bill
- The exam structure for MFTIs (the BBS calls them IMFs but I watched too much *Mission Impossible* to use that acronym).

I. BBS “Buckets”

The way experience hours fit into “buckets” (or categories) has long needed an overhaul. Complexities in this process often confuse students, interns, supervisors and instructors, and delay BBS evaluators in deciding whether the 3,000 hours submitted by an applicant all count. Therefore, the BBS has created new streamlined buckets as outlined below.

A. New Streamlined Buckets
   
   i. ‘Clinical’ (1,750 hrs.)
   ii. ‘Non-Clinical’ (1,250 hrs.)

   **NOTE:** **THE ONLY CAVEAT IS THAT THE 1,750 CLINICAL HOURS MUST STILL INCLUDE 500 HOURS OF EXPERIENCE TREATING CHILDREN, FAMILY OR COUPLES.**

That’s it - no maximum hours for sub-categories like group therapy, client-centered advocacy or paperwork.

Of course, supervision must always be obtained every week you see clients (until you’re licensed) and the ratios are unchanged at present, still 5:1 for trainees (averaged across the time at a setting) and 10:1 for interns (week-by-week, with a maximum of 2 units of supervision required to cover all allowable hours in a week).

B. Removal of “Bonus” hours

This new simplicity mirrors LPCC and LCSW requirements. To further assist cross-license and between-state licensure parity, two “bonus” factors for LMFT hours are removed in the new, streamlined buckets:

i. **Counting personal psychotherapy hours**

   In the ‘old’ buckets, MFT trainees and interns could count up to 100 hours of their own psychotherapy (with a licensed mental health practitioner only) as up to 300 of their total 3,000 required experience hours. This harms parity by potentially reducing an applicant’s total experience hours to 2,700. No other license and no other state allows this.
Appendix B Cont.

BBS changes in LMFT laws taking effect 1/1/16

ii. 150 bonus hours for relational therapy

Likewise, the 150 “bonus” hours added by the BBS to the first 150 experience hours a trainee or intern does therapy with a ‘couple’ or ‘family’ (i.e., more than one person in the room related by relationship, not just a ‘group’) harms parity, further reducing the experience hours actually gained.

C. BBS “Buckets” - Final Thoughts

An applicant for the LMFT license using both bonuses could be doing as few as 2,550 experience hours, not 3,000. These non-experiential “bonus” hours are not recognized by any other states, and other licenses in CA can reasonably argue that an LMFT might not be as well-prepared for licensure, since they may not have as much actual experience as other licensees. So, both temporary “bonuses” granted by the BBS need to draw to a close.

However, to make this change as painless as possible for those already “in the pipeline” and counting on using the “old buckets” with their bonuses, the BBS is allowing a five-year phase-in period from 1/1/16 until 12/31/20.

In this interim, applicants for LMFT licensure may submit their hours of experience using EITHER the old buckets format (including the potential bonuses) or the new, streamlined format.

This is not a pick-and-choose menu, though – all 3,000 hours must meet the requirements of one format or the other. No mixing of formats is allowed.

Anyone who has not submitted their application to take the licensure exam (see below) by December 31, 2020 will be required to have ALL hours slotted into the new buckets, with no bonus hours allowed. So plan your timeline accordingly, to see whether the bonus hours will be possible for you. Or, just plan to use the new system, with no bonuses, and protect both your timeline and potential parity.

II. BBS Exam Structure

A. Intern Registration Renewal-The exam structure for LMFT interns (after graduation) changes on 1/1/16 as well. Rather than completing all 3,000 experience hours, then taking the first Standard Written exam, passing it, and taking the second exam (Clinical Vignettes) resulting in LMFT licensure, new interns must now take the new CA Law & Ethics exam in order to RENEW their MFTI registration number

i. Again, taking and/or passing this exam is required for renewing (not obtaining) the intern’s MFTI registration number. Specific parameters are spelled out on the BBS website.
Appendix B Cont.

BBS changes in LMFT laws taking effect 1/1/16

ii. At the end of gathering the 3,000 experience hours (whichever format is used), applicants for licensure then take the CA Clinical exam covering broader issues (e.g., theory, case conceptualization, and treatment). This change helps to protect the public (recall that the BBS is an arm of the Department of Consumer Affairs, tasked with just that mission) in case a student graduated without a full grasp of the legal and ethical issues for MFTIs and LMFTs.

iii. Rather than waiting until the intern has practiced on the public for 3,000 hours to check their L&E proficiency, the BBS is now doing that closer to graduation/commencing intern hours, in order to renew MFTI intern registration.

iv. There will be test preparation materials forthcoming on the BBS website, and a phase-in period allows those graduating in the first half of 2016 to wait a period of time before being required to take the L & E exam.

v. There are FAQs on the BBS website covering many potential scenarios – I encourage you to look for the one that may reflect your situation, especially for our December, 2015 graduates.

B. BBS Requirements Resources –

i. As always, I'm available, to help you with any questions you have about Clinical Training issues, including counting your hours for the BBS and LMFT licensure. Just sign up outside my office door for my office hours.

ii. Dr. Leah Brew - the BBS member for LPCCs has offered to be the faculty member who answers questions specific to LPCC licensure.

iii. BBS Website - I highly recommend visiting the BBS website often – www.bbs.ca.gov – as they are regularly posting new materials, FAQs and videos to explain these changes to LMFT licensure law. Good luck! Peace, Mary

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