How to apply for your associate number(s), joining professional organizations and the alumni association, along with other important information
How to Apply for Your Associate Registration number with the BBS

I. Obtaining the Application(s)

You may obtain the Associate Marriage and Family Therapist Application/Associate Professional Clinical Counselor Application either online or by phone. To access online forms, go to http://www.bbs.ca.gov/forms. To order by phone, you will need to contact the BBS at (916) 574-7830 and have the application packet(s) mailed to you. If you choose to order by phone, please specify whether you need the Associate Marriage and Family Therapist Application/Associate Professional Clinical Counselor Application, or both.

A. The process for applying for the Associate Professional Clinical Counselor number is basically the same as the Associate Marriage and Family Therapist number.

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

II. Applying

To apply, you will need the following:

A. The registered associate application - included in the associate registration packet.
   i. Attach your official passport photograph to this form.

B. An official passport photograph (head and shoulders only) taken within 60 days of mailing the application.

C. A $75.00 annual fee for AMFT; $100 for APCC

D. Fingerprinting (do not complete more than 60 days prior to submitting your application. See BBS website for further information.)
   i. Fingerprints are ordered by requestor, namely the BBS. Therefore, if you are planning to register as both an AMFT and APCC, you will only need to obtain and pay for one set of fingerprints, as the requestor is the same for both applications. Mail the original request in with one application and send a copy with the second.

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

F. An official, sealed Program Certification Form (this will be mailed to you)

**NOTE: YOU WILL NEED TO RENEW YOUR ASSOCIATE NUMBER(S) EVERY YEAR.**
III. **TRANSCRIPTS**

A. Transcript requests must be made in writing. The Transcript Request Form 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](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 associate 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 postdates, 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, our program coordinator, Andrea Platt, types, “Program Certification Form,” and you will see Leah Brew's signature across the sealed flap with a piece of tape over it.

For your records, you will also receive an “open” copy of your Program Certification Form in a larger envelope. You will need this when applying for licensure to ensure that you have met all course requirements.

F. Make sure that Andrea Huberg has your correct address to ensure prompt delivery. You can email her ahuberg@fullerton.edu or call her at (657) 278-3609 to update your information.
V. Sending Your Completed Associate Registration Packet – “90-day Rule”

A. Once your degree posts, all hours earned after graduation will count as “associate” hours as long as the BBS receives your application within the 90-day grace period.

This means that the BBS must be in receipt of your application within 90 days of your degree posting date. Therefore, we highly recommend that you send the application via CERTIFIED MAIL (Return Receipt Requested) at least one week prior to the 90-day deadline. Be sure to save the proof of delivery receipt for your records. There are no appeals. If you miss the 90-day deadline, you lose all associate hours earned AFTER graduation and up to the date of your associate registration number.

[NOTE: All LPCC experience hours must be earned after graduation]

ii. A new law will affect individuals graduating on or after January 1, 2020. These applicants may only count post-degree hours of experience gained under the “90-day rule” if the workplace required the applicant to complete Live Scan fingerprinting prior to gaining those hours.

This means that you must obtain a copy of your completed “Request for Live Scan Service” form from your employer and keep it in a safe place-then submit a copy of this form within 90 days of graduation upon application for licensure. Other documentation cannot be accepted as the law does not allow for any alternatives.

(1) If your employer does not require fingerprinting or you cannot obtain a copy of the completed “Request for Live Scan Service” form, post-degree experience hours gained during the window of time between your degree award date and the issue date of your Associate registration number will not count.

(2) The Live Scan requirement does not apply to trainees. However, if you plan to continue working for the same agency as an associate, you will need to have been fingerprinted by the agency before you may count any post-degree hours under the 90-day rule at that agency. The fingerprinting may be completed while a Trainee.

B. You must renew annually and may do so up to five times for a total of six years.

C. 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.

VI. What Happens Once You are Registered?

A. Once registered as an Associate Marriage and Family Therapist and/or Licensed Professional Clinical Counselor, 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.
BBS Requirements and Records

I. BBS LMFT/LPCC EXPERIENCE HOURS

On January 01, 2016, the BBS implemented a new “streamlined” experience verification format with a five-year phase-in period from 1/1/16 through 12/31/20. In this interim, applicants for LMFT licensure may submit their hours of experience using EITHER the old format (including the potential bonuses) or the new, streamlined format.

However, this is not a pick-and-choose menu— 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 format, 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.

A. New Streamlined Format

i. ‘Clinical’ (1,750 hrs. – still includes 500 hours for Children, Couples, and Families)
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.

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 associates 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.

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 associate 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.
II. **BBS EXAM STRUCTURE**

A. **Associate Registration Renewal** - The exam structure for LMFT associates (after graduation) changed 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 associates must now take the new CA Law & Ethics exam in order to RENEW their Associate Marriage and Family Therapist registration number. 
   
i. Again, taking and/or passing **this exam is required for renewing** (not obtaining) the associate’s registration number.

   ii. You do not need to pass the test in order to renew. However, if you fail, you must take a 12-hour Law & Ethics course in order to retake the exam for your next renewal. You will also need to submit documentation of the course completion when submitting your request to retake the exam.

   iii. Please note that the California Law and Ethics exam is different for each license type. Therefore, if you plan on registering as both an AMFT/APCC, you will need to register and pay for the exam for each license type. The exam is currently $100.

B. **Clinical Exam** - 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).

   i. **BBS Website** - See https://www.bbs.ca.gov/exams/ for further exam news.

III. **BBS TRIADIC SUPERVISION**

A. On January 01, 2019, the BBS will introduce triadic supervision. Triadic supervision is defined as one supervisor providing supervision to two supervisees. This will count toward the 52-week individual supervision requirement, which may be met by either individual or triadic supervision, or a combination of both. On or after 01/01/19, you will need to begin using the updated versions of the “Weekly Summary of Experience Hours” and “Experience Verification” forms to begin tracking and counting your triadic supervision hours.

IV. **BBS SUICIDE RISK ASSESSMENT & INTERVENTION TRAINING**

A. Last year, the Legislature passed AB 1436 (Chapter 527, Statutes of 2018). Under this new law, effective January 1, 2021, the Board will begin requiring both applicants for licensure and licensees to have completed a minimum of six hours of coursework or applied experience under supervision in suicide risk assessment and intervention. This is a one-time requirement, which is met through your coursework. Documentation of meeting this requirement will be provided.

V. **BBS RECORDS**

A. **Experience Verification forms**

   i. When you receive your associate registration number from the BBS, you will receive an “Experience Verification” form included in that packet. Remember, at the time of 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.

B. **Supervisor Responsibility Statements**
   - These are turned in when you apply for your hours to be accepted. You must have a Supervisor Responsibility Statement on-file for each supervisor who has signed-off on your Weekly Summary of Experience Hours forms.
   - 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.

C. **Weekly Summary of Experience Hours**
   - These are used to generate your Experience Verification forms and are subject to audit by the BBS

D. **Letter of Agreement – Volunteer Supervision**
   - These are required when a trainee or associate’s supervisor is working on a volunteer basis. Sample letters can be found on the BBS website.

VI. **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.

VII. **PERSONAL THERAPY**

   **NOTE: Applies only if you are using Option 2 – “the old complex buckets.”**

   B. 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.]

Other Important Information

I. **MALPRACTICE INSURANCE**
   A. If you plan to continue seeing clients after graduation, you will need to update your malpractice insurance status from “student” to “associate” in order to receive continuous coverage. You will not automatically be updated/covered once you are no longer students. Therefore, you will need to update your status as of the date of your degree posting. Doing this will require membership dues to the organization of your choice, along with an additional fee for coverage to the insurance company.
II. **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.

III. **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.

IV. **JOIN CALPCC**  
A. Membership in CALPCC supports your professional development as an LPCC, and is focused on doing business in California. Benefits include in-person/online networking communities, consultation on legal/ethical, business and practice concerns, personal consultations on licensing process, and discounts on professional development activities, including conferences.

V. **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.**

### Alumi Information

I. **JOIN THE CSUF ALUMNI ASSOCIATION**  
A. CSUF Alumni Association website: go to Fullerton.edu → Alumni → Membership Benefits → Join Online
   
   i. Or, [https://alumni.fullerton.edu/alumnimembership/](https://alumni.fullerton.edu/alumnimembership/)

B. Benefits include:
   
   i. Invitations to Alumni Association Events
   ii. Access to all 23 CSU Libraries
   iii. Discounts on Games and Performing Arts Tickets
   iv. (3) Free Parking Vouchers/year
   v. Savings on membership to the Student Recreation Center and much more!
II. **Join the Counseling Department’s Alumni ‘listserv’**

**NOTE:** You must have a yahoo account. If you don’t already have a yahoo account, please create one first then follow the steps below.

A. Go to https://groups.yahoo.com/neo

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

C. Send an email to csufcaa@yahoogroups.com through that site. Jodi Blackley Baldel (Past CAMFT Pres & our alumna) moderates the list & will approve your request to join

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

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**BBS & Clinical Associations Contact Sheet**

**American Counseling Association (ACA)**
5999 Stevenson Ave. Alexandria, VA 22304  
Phone: 800-347-6647  Fax: 800-473-2329  
Website: [https://www.counseling.org/](https://www.counseling.org/)

**Board of Behavioral Sciences (BBS)**
1625 North Market Blvd. Suite S-200, Sacramento, CA 95834  
Phone: 916-574-7830  Fax: 916-574-8626  
Website: [http://www.bbs.ca.gov/](http://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](http://www.camft.org)

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