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](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 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.

   • COVID 19 UPDATE. Please refer to the following website [https://oag.ca.gov/fingerprints/locations](https://oag.ca.gov/fingerprints/locations) to search for a Live Scan office near you. Check before you go and try to schedule an appointment, if offering.

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

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

   • COVID 19 UPDATE. The Department of Counseling is currently working with the BBS to set-up an automated process for Program Certification Forms. You will receive a copy for your records, and the department will submit to the BBS.

NOTE: You will need to renew your associate number(s) every year.
III. **TRANSCRIPTS**

A. Transcript requests may be made either on-line or in-person *(On-line only during COVID 19).* Instructions for requesting transcripts can be found here [http://records.fullerton.edu/services/transcripts.php](http://records.fullerton.edu/services/transcripts.php). If you need assistance, you may contact Admissions and Records at (657) 278-2300 for assistance.

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). If your practicum hours will not be complete by May 22, 2020, due to COVID 19, please contact Dr. Matt Englar-Carlson for advisement regarding degree posting options.*

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**

**NOTE:** COVID 19 update includes cloud transmission of Program Certification Forms directly to the BBS from the Dept. of Counseling.

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 Huberg, 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.

- 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. **REGISTERED ASSOCIATE APPLICATION FORM**

A. This form is included in the associate registration packet.

   - Attach your official passport photograph to this form.

VI. **SENDING YOUR COMPLETED ASSOCIATE REGISTRATION PACKET**

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]**

B. You must renew annually for 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.

VII. **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. This new simplicity mirrors LPCC and LCSW requirements and further assists cross-license and between-state licensure parity. **NOTE: THE 1,750 CLINICAL HOURS MUST STILL INCLUDE 500 HOURS OF EXPERIENCE TREATING CHILDREN, FAMILY OR COUPLES.**

New Streamlined Format
i. ‘Clinical’ (1,750 hrs. – still includes 500 hours for Children, Couples, and Families)
ii. ‘Non-Clinical’ (1,250 hrs.)

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. **Due to COVID 19 exam centers are currently closed. We advise that you register for and take the CA Law & Ethics exam as soon as they reopen.**

   ii. You do not need to pass the test in order to renew. However, if you fail, you must take a 12-hour CA 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/](https://www.bbs.ca.gov/exams/) for further exam news.

III. BBS TRIADIC SUPERVISION

A. On January 01, 2019, the BBS introduced triadic supervision. Triadic supervision is defined as one supervisor providing one hour of 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. Be sure to use the updated versions of the “Weekly Summary of Experience Hours” and “Experience Verification” forms to track and count your triadic supervision hours.
IV. BBS SUICIDE RISK ASSESSMENT & INTERVENTION TRAINING
A. On January 01, 2021 the BBS will require 6 hrs. of suicide risk assessment and intervention education or applied experience under supervision for all license applicants. Documentation of completing this requirement is included in your Program Certification Form.

V. BBS RECORDS
A. Experience Verification forms
   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.

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.

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.
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.**
Alumni Information

I. JOIN THE CSUF ALUMNI ASSOCIATION

A. CSUF Alumni Association website: go to Fullerton.edu → Alumni → Membership Benefits → Join Online or you may simply visit: https://alumni.fullerton.edu/alumnimembership/

NOTE: There is a currently special lifetime membership rate for current grads of only $57/per person. After June 30, 2020, the rate will increase to $149/per person.

B. Benefits include:
   - Invitations to Alumni Association Events
   - Access to all 23 CSU Libraries
   - Discounts on Games and Performing Arts Tickets
   - (3) Free Parking Vouchers/year
   - Savings on membership to the Student Recreation Center and much more!

II. JOIN THE COUNSELING DEPARTMENT’S ALUMNI ‘LISTSERV’

A. Go to https://groups.google.com/forum/#!overview

B. In the search bar, search for: CSUF Counseling Alumni Association

C. Request to become a member. Jodi Blackley Baldel (Past CAMFT Pres & our alumna) is the group moderator & will approve your request to join

D. Browse the current and past job listings, networking info and news/upcoming events. 
   NOTE: The listserv was just moved from Yahoo to Google 05/2020, so there is no historical data to browse, at this time.

E. Watch your inbox for mail coming from [CSUFCAA@googlegroups.com] and set your spam filter to allow it through

III. JOIN THE COUNSELING DEPARTMENT’S ALUMNI FACEBOOK PAGE

A. Send a friend request to Coun Alum Assoc https://www.facebook.com/coun.assoc
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)