

EXIT INTERVIEWS: GRADUATING COUNSELING STUDENTS

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 <https://www.bbs.ca.gov/applicants/>. 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 \$150.00 annual fee for AMFT; \$150 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.
 - **You may refer to the following website <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.**
- E. An official, sealed transcript (Available from Admissions and Records)
- F. An official Program Certification Form (this will be sent to the BBS via cloud submission)

III. TRANSCRIPTS

A. Transcript requests may be made either on-line, in-person or by mail.

(On-line requests are recommended and is the only request method where credit cards are accepted). Instructions for requesting transcripts can be found here <http://records.fullerton.edu/services/transcripts.php>. If you need assistance, you may contact Admissions and Records at (657) 278-7601.

B. It's a good idea to order your transcript now and **make sure you request that they send 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 send the BBS the official copy via cloud submission. You will receive your copy via email.

D. Everyone will have different postdates, so delivery of the Program Certification Forms and the transcripts will vary.

E. The Counseling Department Office will also email students their unofficial copies for your records.

i. 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 email and mailing 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.

i. 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.

i. 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 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.

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 **this exam is required for renewing** (not obtaining) your associate registration number. If you pass the exam, congrats. If you do not pass, you must retake the exam annually (up to 3 times per year) until you do. In addition, you must pass the CA Law & Ethics Exam before applying for licensure/registering for the Clinical Exam.

- **We recommend that you register for the exam as soon as possible. There is a 4-6-week processing time with the BBS for exam registration requests and testing sites may still be impacted by COVID restrictions.**

ii. Associates who do not pass the exam may immediately **apply** to retake it. However, you may not take the exam until 90-days have passed since the last examination. **If you do not pass the exam prior to your renewal expiration date, 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 \$150.

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 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. Effective January 01, 2021 the BBS began requiring 6 hrs. of suicide risk assessment and intervention education or applied experience under supervision for all license applicants and licensees. Documentation of completing this requirement is included in your Program Certification Form with an additional letter from Dr. Leah Brew.

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 and separate forms for hours obtained as a trainee vs associate. If you wait until the end of all your hours, you may not be able to track down past supervisors

B. **Supervisor Responsibility Statement/Supervision Agreements**

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

➤ The BBS Supervision Agreement Form, replaced the BBS Supervisor Responsibility Statement on January 01, 2022. You should have a BBS Supervisor Responsibility Statement for each supervisor with whom you established a supervisory relationship with prior to January 01, 2022 and BBS Supervision Agreement for any relationship entered on or after that date.

➤ 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**
 - i. These are used to generate your Experience Verification forms and are subject to audit by the BBS.
- D. **Verification of Employment as a Volunteer**
 - i. These are required when an associate has completed supervised hours on a volunteer basis. A sample form can be found on the BBS website.
- E. **Letter of Agreement – Volunteer Supervision**
 - i. These are required when a trainee or associate’s supervisor is working on a volunteer basis. A sample letter 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: The lifetime membership rate is currently \$57 now through June 30, 2023. After June 30th, the regular price of \$149 will apply.

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 minimal historic 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/>

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/>

California Association for Licensed Professional Clinical Counselors (CALPCC)

P.O. Box 280640 Northridge, CA 91328-0640

Website: <http://calpcc.org>

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>