



Board of Behavioral Sciences



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www.bbs.ca.gov

Gavin Newsom, Governor
State of California

Business, Consumer Services and Housing Agency
Department of Consumer Affairs

QUARTERLY REPORT INFORMATION AND INSTRUCTIONS

GENERAL INFORMATION:

Pursuant to the Disciplinary Guidelines and as set forth in California Code of Regulations, Title 16, Division 18, Article 9, §1888, you are required to submit quarterly reports to the Board of Behavioral Sciences (Board) regarding your compliance with the terms and conditions of your probation. Attached are two copies of the Board's Quarterly Report form which you are to use in submitting these required reports. No other documentation or communication can be substituted for the Quarterly Report form (e.g., other Board forms, letters, emails, telephone calls, etc.).

QUARTERLY REPORT SCHEDULE:

For the entire duration of your probation, all Quarterly Report forms must be received according to the following schedule:

REPORTING PERIOD	DATE DUE AT BOARD
January 1 – March 31	April 10
April 1 – June 30	July 10
July 1 – September 30	October 10
October 1 – December 31	January 10

Quarterly Reports must be emailed, post marked (if mailed), or faxed to the Board no **earlier** than the end of the reporting periods and no **later** than the due dates (listed above).

If others are required to submit Quarterly Reports to the Board pursuant to your probation terms and conditions (i.e., psychotherapy, supervised practice, rehabilitation program, billing monitor, etc.), their Quarterly Reports must also be submitted to the Board according to the schedule listed above.

The Board encourages you to develop your own reminder system to ensure that you submit your Quarterly Reports as required.

FIRST AND FINAL QUARTERLY REPORTS

Your first and final Quarterly Reports must be submitted by the due dates, even if the Quarterly Report only covers a short period of the total quarter.

TOLLING OF PROBATION REQUIREMENTS

Pursuant to the Disciplinary Guidelines and as set forth in California Code of Regulations, Title 16, Division 18, Article 9, §1888, under certain circumstances, if a licensee or associate who is on probation with the Board stops practicing and/or residing in California, their probation may be subject to tolling. If probation is tolled, Quarterly Reports must still be submitted to the Board according to the schedule listed in the “Quarterly Report Schedule” Section.

INSTRUCTIONS:

Complete your Quarterly Reports in the following manner:

1. Make a photocopy of the attached Quarterly Report form;
-OR-
Download the Quarterly Report form, which is located at:
https://www.bbs.ca.gov/consumers/enforcement_actions.html
2. Complete the Quarterly Report form in the following manner:
 - Complete all sections that apply to your probation terms and conditions.
 - Attach additional sheets if more space is needed and/or if further explanation is required.
 - If a section and/or question on the form does not apply to your probation terms and conditions, indicate “Not Applicable.”
 - If your probation has any term(s), condition(s), and/or deadline(s) that are not specified on the Quarterly Report form, attach a separate sheet outlining them and what you have done during the quarter to maintain compliance.
3. Sign and date the form. An electronic signature is accepted.
4. Attach all required documentation, including (if applicable):
 - Proof of payments;
 - Explanations for any deviations from the requirements of the terms and conditions of your probation;
 - Certificates of Completion;
 - Letters;
 - Proof of attendance;

- Proof of completion of educational requirements;
 - Original certified police and/or court records; and/or,
 - Any other attachments required per the Quarterly Report form.
5. Send your Quarterly Report form with attachments to the Board in **one** of the following ways:
- Email them to your assigned Probation Analyst.
 - Mail them to the attention of your assigned Board Probation Analyst at:

Board of Behavioral Sciences
Attn: [INSERT NAME OF ASSIGNED PROBATION ANALYST]
1625 N. Market Blvd., Ste. S200
Sacramento, CA 95834

- Fax them to the attention of your assigned Board Probation Analyst at:
(916) 574-8625.

Failure to submit your Quarterly Reports as required is considered non-compliance with the terms and conditions of your probation and may result in further disciplinary action.

QUESTIONS:

If you have any questions, contact your assigned Board Probation Analyst. If you have an URGENT matter and are unable to reach your assigned Board Probation Analyst, you may contact the Board's Probation Unit at BBS.Probation@dca.ca.gov.

Please read the [Notice on Collection of Personal Information](#) (access at www.bbs.ca.gov>About Us>About the Board>Other Information).