Board of Behavioral Sciences
1625 North Market Blvd., Suite S200, Sacramento, CA 95834
Telephone: (916) 574-7830 TTY: (800) 326-2297 FAX: (916) 574-8626
www.bbs.ca.gov

REQUEST FOR RE-EXAMINATION

To confirm receipt, mail this form using a method that includes tracking. Processing time will vary depending on application volumes. A waiting period is required between retakes. See page 2 for more information.

For Office Use Only
Cashiering No.

$100 FEE MUST ACCOMPANY THIS FORM
Make check payable to - Behavioral Sciences Fund

(Type or print clearly in ink)

1. SSN or ITIN*		2. Registration Number:	
3. Exam Type: **PICK ONLY ONE**	☐ LCSW Law and Ethics Exam ➔ ☐ LMFT Law and Ethics Exam ➔ ☐ LPCC Law and Ethics Exam ➔ ☐ LMFT Clinical Exam ☐ LEP Exam	If you need to retake a Law and Ethics Exam, you *MAY* be required to attach a certificate of completion for a 12-hour course on Law and Ethics. See below** for details.	
4. Legal Name: Last		First	Middle
5. Address of Record***: Number and Street		City	
State	Zip Code	6. Is this a new address? ☐ Yes ☐ No If YES, we will update our records accordingly	
7. Business Telephone:	8. Residence Telephone:	9. E-Mail Address (OPTIONAL):	

** You may provide either your Social Security Number, your Federal Employer Identification Number, or Individual Taxpayer Identification Number, as applicable.*

*** If you hold a current or delinquent intern or associate registration, and did not pass the Law and Ethics Exam prior to your registration's expiration date, you may be required to complete a 12-hour course on California Law and Ethics before you will be allowed to retake the exam. See page 3 to determine whether you are required to attach proof of course completion.*

**** The address you enter on this application is public information and will be placed on the Internet pursuant to Business and Professions Code section 27. If you don't want your home or work address available to the public, use an alternate mailing address.*

Applicant Name: Last	First	Middle

NOTE: Knowingly providing false information or omitting pertinent information may be grounds for denial of this application.

_____ _____

Signature of Applicant ***Date***

WAITING PERIOD FOR RETAKES

California Law and Ethics Exam: 90-day waiting period
LMFT Clinical Exam: 120-day waiting period *LEP Exam:* 180-day waiting period

EXPEDITED PROCESSING – MILITARY SPOUSE/PARTNER AND HONORABLY DISCHARGED VETERANS ONLY

The Board is required to expedite the licensure process for (1) an applicant who is a honorably discharged veteran of the U.S. Armed Forces or (2) an applicant whose spouse or partner is an active duty member of the U.S. Armed Forces and meets other criteria pursuant to BPC section 115.5. Download the request form from the Board's website and include it ON TOP OF your *Request for Re-Examination* form.

TESTING ACCOMMODATIONS

All exam sites are physically accessible to individuals with disabilities. Pursuant to the Americans with Disabilities Act (ADA) and California law, the Board and its contracted testing vendor will provide reasonable accommodations to candidates who have a qualifying disability or medical condition. Accommodations will not be provided unless prior approval by the Board has been granted. The processing time will vary depending on the volume of requests received. *Request for Accommodation* forms and instructions are available on the Board's website, or by contacting the Board to have them mailed to you.

ABANDONMENT OF APPLICATION

In accordance with Title 16, California Code of Regulations section 1806, your file will be deemed abandoned if:

- You fail to sit for the examination within one (1) year after being notified of eligibility to take the examination;
- You fail to sit for the clinical examination within one (1) year of being notified of passing the standard written or law and ethics examination; or,
- You fail to retake an exam within one (1) year from the date you were notified of failing the examination.

To re-open an abandoned file, you must submit a new application, fee and all required documentation, as well as meet all current requirements in effect at the time the new application is submitted.

LAW AND ETHICS EXAM - IMPACT ON REGISTRATION RENEWAL

- **Registrants Must Take the California Law and Ethics Exam to Renew**
  You are required to take the California Law and Ethics Exam for the license type you are pursuing while a registrant in order to renew (unless you have already passed the Standard Written Exam or the California Law and Ethics Exam). Your registration will not be renewable until you have taken the required exam.

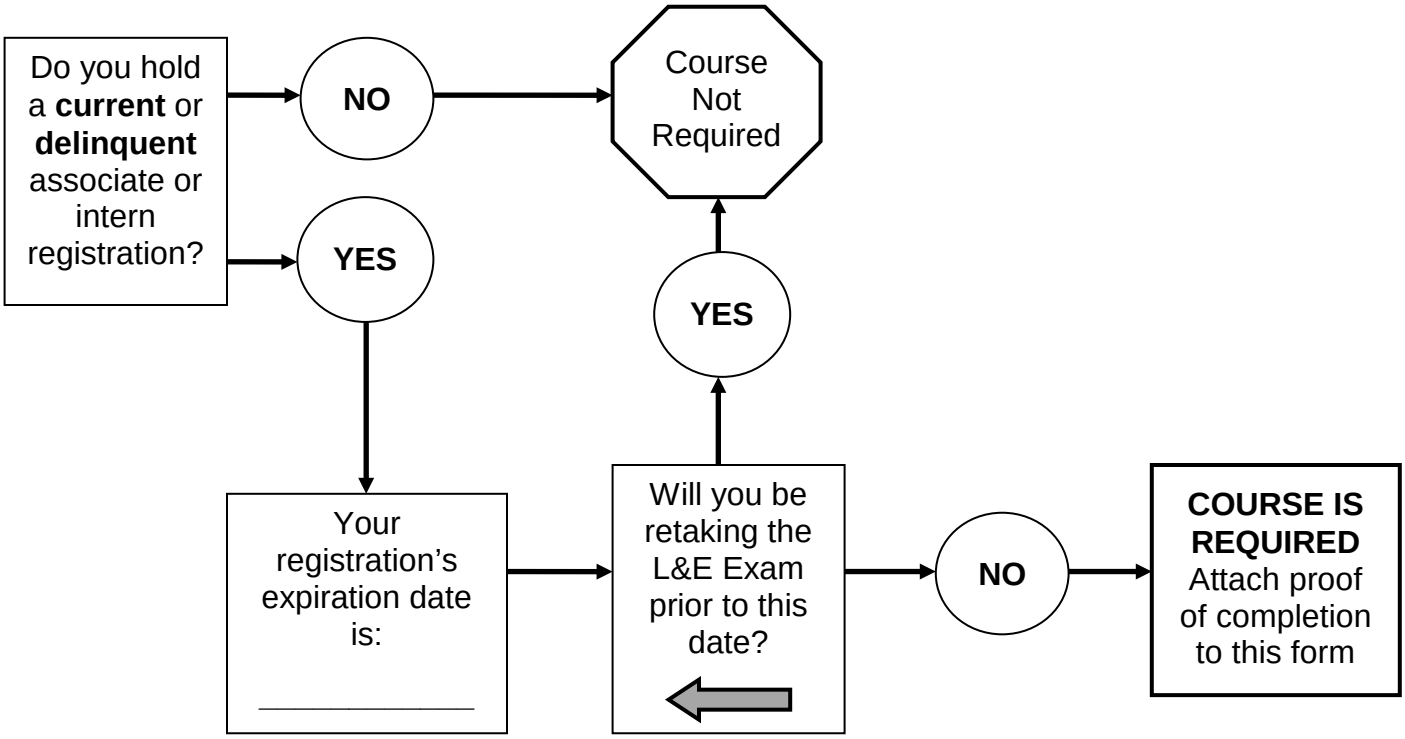
- **Passing Score Required for Issuance of a Subsequent Registration**
  Applicants cannot be issued a subsequent ASW or Intern registration (second or third number, etc.) without first **passing** the California Law and Ethics Exam.

For more information, see Exam Restructure Information for Registrants.

12-HOUR CALIFORNIA LAW AND ETHICS COURSE

If you aren't able to pass the California Law and Ethics exam, you may be required to complete a 12-hour course on California Law and Ethics before you will be allowed to retake the exam during your next registration renewal cycle. The course must be taken through an acceptable continuing education provider, a governmental entity, or a college or university.

To determine whether you need the course: *Use the flow chart below to determine whether you need to submit proof of completion of the 12-hour course on California Law and Ethics with this application:*



For more information on the examination process, see the *Exam News* page on the Board's website.