



MEMORANDUM

DATE	June 5, 2026
TO	California Board of Behavioral Sciences, Outreach and Education Committee
FROM	Christy Berger, Regulatory Manager
SUBJECT	Update on Publications

Staff continually review and update the Board’s publications based on feedback from Board members, staff and stakeholders, and due to law changes. The Board also publishes a newsletter at least three times per year. Below are links to recently updated publications, as well as publications that received significant edits since the last Committee meeting.

New Publications

Since the last Committee meeting, the following new BBS publications were published:

[Top Tips for a Smooth Associate Application Process](#)

[The Power of Guiding Growth: The Benefits of Supervising Pre-Licensed Clinical Therapists](#)

[Fee Reduction FAQ](#)

Updated Publications

Since the last Committee meeting, the following publications have been revised and expanded upon:

[Licensee Continuing Education Information and FAQ](#)

[Registrant Continuing Education Information and FAQ](#)

Attachments

- A. Top Tips for a Smooth Associate Application Process
- B. The Power of Guiding Growth: The Benefits of Supervising Pre-Licensed Clinical Therapists
- C. Fee Reduction FAQ
- D. Licensee Continuing Education Information and FAQ
- E. Registrant Continuing Education Information and FAQ

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TOP TIPS FOR A SMOOTH ASSOCIATE APPLICATION PROCESS

1. SUBMIT APPLICATION TO BBS WITHIN 90 DAYS OF GRADUATION

- This allows you to count post-degree hours earned before your associate number is issued.
- See the 90-Day Rule FAQ for more information (recently updated): www.bbs.ca.gov/pdf/90day_rule.pdf.

2. KEEP YOUR COMPLETED WORKPLACE LIVE SCAN FORM

- This is different from the Live Scan for your associate application. It must be the signed and processed Live Scan form from your employer.
- Refer to the 90-Day Rule FAQ (mentioned above) for details.

3. USE A VALID, LONG-TERM EMAIL ADDRESS

- Choose an email you will have access to after graduation to ensure you will receive notices about your application status.
- This email address will be used for BBS communications throughout your exam and licensure process.
- Update your email address via the [Change of Address](#) form in BreZE.

4. SUBMIT A COMPLETE APPLICATION PACKET

- Fill out all sections carefully, following all instructions provided.
- Missing details (even something small like a missing signature or address) can delay processing.
- Ensure that your check is filled out and signed correctly.
- Keep a copy for your own records.

5. MAIL WITH TRACKING & DELIVERY CONFIRMATION

- BBS cannot confirm receipt of applications or payments due to application volume.
- Use postal tracking to confirm delivery.

6. DON'T BE TOO EARLY REQUESTING TRANSCRIPTS/DEGREE PROGRAM CERTIFICATIONS

- Request transcripts and degree program certifications no earlier than two weeks prior to submitting your application.
- Requesting these documents too early may cause delays.

7. BE AWARE OF PROCESSING TIMES

- Applications are processed in the order they are received.
- Standard processing is 30 business days but may be longer during graduation seasons.
- Follow BBS on social media for weekly updates.

8. USE FAQs AND OTHER PUBLICATIONS

- Check the Applicant page for your license type for FAQs and other publications: www.bbs.ca.gov/applicants/.
- These publications will answer many of your questions and provide you with a foundation for a smooth application and licensure process.
- Consulting these publications when you have a question helps reduce the volume of inquiries to BBS. While we are happy to answer questions and provide assistance, we encourage applicants to review available resources first, as this allows our evaluators to focus more efficiently on processing applications.

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THE POWER OF GUIDING GROWTH: THE BENEFITS OF SUPERVISING PRE-LICENSED CLINICAL THERAPISTS

In the ever-evolving field of mental health, the role of a clinical supervisor is both a privilege and a profound responsibility. Supervising pre-licensed therapists not only offers a unique opportunity to shape the future of the profession but also enriches your own practice in meaningful ways, leading to growth as a mental health professional.

1. INVESTING IN THE FUTURE OF MENTAL HEALTH

Supervisors are the stewards of the next generation of clinicians. Your influence extends far beyond the supervision room—it ripples outward through the work of every therapist you help train. Through supervision, counselors refine their professional identity, explore specializations, and identify their strengths and areas they wish to develop. Supervision creates a dynamic space for continuous learning and growth, serving as a vital link between academic knowledge and the realities of clinical practice. By offering guidance, support, and mentorship, you can help ensure that clients receive competent, ethical, and compassionate care.

2. DEEPENING YOUR CLINICAL INSIGHT

Teaching others sharpens your own skills. Supervisors often report that the process of articulating clinical reasoning, exploring ethical dilemmas, and reviewing case conceptualizations enhances their own understanding and practice. Supervision invites reflection, encourages curiosity, and keeps you engaged with emerging theories and best practices.

3. STRENGTHENING LEADERSHIP AND COMMUNICATION SKILLS

Supervision is a dynamic leadership role. It requires clear communication, emotional intelligence, and the ability to provide constructive feedback. These are transferable skills that enhance your effectiveness in any professional setting.

4. FOSTERING PROFESSIONAL LEGACY AND FULFILLMENT

There is deep satisfaction in watching a supervisee grow in confidence and competence. Many supervisors describe the experience as one of the most rewarding aspects of their careers. You become a role model and part of someone's professional story. Validation from a supervisor boosts a therapist's self-assurance and helps

them develop confidence in their abilities. Supervision also provides a safe, supportive space for therapists to process difficult cases and their own emotional reactions, which helps build resilience and prevents burnout.

5. CONTRIBUTING TO EQUITY AND ACCESS IN THE FIELD

Supervisors help therapists develop greater self-awareness by encouraging them to reflect on personal biases, values, and their impact on therapeutic work. Supervision provides opportunities to discuss cultural factors, helping therapists be more attuned to diverse client backgrounds. Your support can be especially impactful for those navigating systemic barriers in the profession, helping to create a more equitable future for clients and clinicians alike.

6. MEETING YOUR OWN PROFESSIONAL DEVELOPMENT GOALS

Supervisor training hours can count toward continuing education (CE) requirements, and the Board is currently pursuing regulations that would allow 18 hours of actual supervision hours to count toward CE requirements. In many settings, supervisors are also compensated for their time. Whether you're in private practice, a community agency, or an academic setting, supervision is a valuable component of your professional role.

BECOMING A SUPERVISOR: A CALL TO ACTION

If you're a licensed clinician with a passion for teaching, learning, and supporting others, consider becoming a clinical supervisor. It's a powerful act of service, leadership, and legacy. Your guidance can make a lasting difference, not just in the lives of your supervisees but in the lives of every client they serve.

For more information on how to become a supervisor and the required qualifications, visit http://www.bbs.ca.gov/pdf/supervisor_qualifications.pdf

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TEMPORARY FEE REDUCTION

Frequently Asked Questions

Effective July 1, 2026

1. What is the purpose of the fee reduction?

To comply with Business and Professions Code §128.5(b) by reducing excess reserve funds below the 24-month limit, while also lowering financial barriers and providing cost savings to licensees, registrants, and applicants.

2. When will the fee reduction go into effect?

July 1, 2026

3. How long will the 50% fee reduction remain in place?

Four years — from July 1, 2026, through June 30, 2030.

4. Which types of fees will be reduced by 50%?

The following fees will be reduced:

	Current Fee	Reduced Fee (7/1/2026 – 6/30/2030)
Annual Renewal AMFT, ASW, APCC	\$150	\$75
Biennial Active Renewal LMFT, LCSW, LPCC*; LEP	\$200	\$100
Biennial Inactive Renewal LMFT, LCSW, LPCC*; LEP	\$100	\$50
Registration Application AMFT, ASW, APCC	\$150	\$75
Initial License Issuance LMFT, LCSW, LPCC, LEP	\$200	\$100
California Law & Ethics Exam LMFT, LCSW, LPCC	\$150	\$75
LMFT Clinical Exam	\$250	\$125
LEP Written Exam	\$250	\$125
License Application LMFT, LCSW, LPCC, LEP	\$250	\$125
Retired to Active Application LMFT, LCSW, LPCC*; LEP	\$200	\$100
Inactive to Active Application LMFT, LCSW, LPCC, LEP	\$100	\$50

** A \$20 Mental Health Practitioner Education Fund fee applies to LMFT, LCSW, and LPCC license renewal-related applications, including Biennial Active, Biennial Inactive, and Retired to Active renewals. This fee is required by law and is not reduced as part of the temporary fee reduction.*

- 5. Which exams are excluded from the reduced fees?**
Reduced fees do not apply to exams which are not board-administered.
- 6. Will the clinical examination fee for the LCSW be reduced?**
No. The LCSW clinical exam is administered by the Association of Social Work Boards (ASWB) and is not included in the reduction.
- 7. Will the clinical examination fee for the LPCC be reduced?**
No. The LPCC clinical exam is administered by the National Board for Certified Counselors (NBCC) and is not included in the reduction.
- 8. Will Duplicate documents and Fingerprint fees be reduced?**
No. These fees are not included in the reduction.
- 9. How can licensees verify that they are charged the correct reduced fee when renewing or applying after July 1, 2026?**
Licensees should review the official fee schedule and confirm the total before submitting payment. The updated fees will be reflected in your Breeze account, effective July 1, 2026.
- 10. What steps should applicants take if they are unsure whether the reduced fees apply to their situation?**
Applicants should review the updated fee schedule and/or contact the Board for clarification before submitting payment. For all payment related questions, email the Board's Cashiering Unit at BBS.CASHIER@dca.ca.gov
- 11. What happens if the Board receives an application before July 1, 2026?**
The current full fee applies. The reduction only applies to payments made between July 1, 2026 – June 30, 2030.
- 12. Can I receive a refund if my renewal or other application fee was received and/or paid before July 1, 2026?**
No. Any fees received and/or paid before July 1, 2026, are subject to the existing fee schedule and are not eligible for refund, including those for renewal and non-renewal-related applications.
- 13. Should I send in my renewal application or pay online?**
The Board encourages all Licensees and Registrants to renew online. Online renewals are processed instantly through the Board's Breeze system. Manual renewals are accepted; however, they are subject to 4–6-week processing times.
- 14. What factors might the Board evaluate before deciding whether to extend or reinstate full fees after June 30, 2030?**
The Board may evaluate:
- Reserve fund balance
 - Operating expenses and revenue trends
 - Economic conditions
 - State budget impacts

- Implementation costs of major policy initiatives
- Compliance with BPC §128.5

For updated information, please visit the Board's website at www.bbs.ca.gov.

To be alerted of updates, sign up for the Board's subscriber list at [Subscriber List](#).

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LICENSEE

CONTINUING EDUCATION REQUIREMENTS AND FREQUENTLY ASKED QUESTIONS



Board of Behavioral Sciences

California law requires all LCSW, LMFT, LPCC and LEP licensees to complete 36 hours of continuing education (CE), including specific coursework, prior to each “active status” license renewal. CE courses and records of completion must meet all requirements set in law. This document will provide you with all of the information you need in order to be in compliance with the Board’s CE requirements.

Please read carefully!
Failure to comply with all CE requirements may result in a citation and fine and/or disciplinary action against your license.

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A. CE REQUIRED FOR RENEWAL AND COURSE TIMING

Minimum Hours for Initial License Renewal (new licensees)

36 hours of CE, which includes specific coursework, must be completed with a Board-accepted provider during your first license **renewal period*** to renew with an Active status. Refer to the [Licensee CE Requirements Summary](#) for specific required coursework, and to section B below. Note: A newly licensed LEP may be required to complete 37 hours in total due to specific one-time course requirements.

Minimum Hours for Subsequent License Renewals (licensees renewing for the 2nd time and beyond)

All licensees are required to complete a minimum of 36 hours of CE, which must include six (6) hours of CE on the subject of Law and Ethics, taken from a Board-accepted provider during each and every **renewal period*** in order to renew with an Active license status.

Course Timing and *Definition of “Renewal Period”

All CE must be completed during your renewal period to count towards your CE requirements. A “renewal period” is the two-year period that spans from the first day after your license’s issue date or prior expiration date to your current license expiration date.

In addition, all required CE must be completed BEFORE submitting your renewal application as you will be required to certify completion at that time. Courses may be credited to only one renewal period and cannot be counted twice.

B. MANDATORY COURSES

Law and Ethics

As a condition of each and every renewal, ALL licensees are required to complete at least six (6) hours of CE in Law and Ethics. These hours count toward the overall 36-hour CE requirement.

One-Time Courses

Each license type has additional, **one-time** mandatory courses that must be completed. For a list of one-time mandatory courses, see the [CE Summary Chart for Licensees](#).

If a one-time course is taken from a Board-accepted provider during your renewal period, the course will count toward the 36 hours of CE required overall for renewal. If the one-time course was taken prior to your renewal period, the course will count toward your one-time coursework requirement but will NOT count toward your overall 36 hours of CE.

C. COURSE TYPES AND CONTENT

The Board does not approve specific CE courses and is not able to provide information about individual courses offered by providers. Refer to section D below for information on acceptable course providers.

Providers are required to ensure that the content of a course is relevant to the scope of practice for your license. Self-improvement courses and courses designed for non-practitioners are not acceptable.

To ensure that a course will count toward your CE requirements, you must ensure the provider is acceptable and maintain records of course completion (see section F for more information on course record requirements).

D. ACCEPTABLE CE PROVIDERS

CE must be taken from one of the types of Board-accepted providers listed below; otherwise, the course will not count toward your renewal requirements. See the Board's [website](#) under "Where to Find Courses" for more information.

- An accredited school, college or university that meets the accreditation requirements specified in [Business and Professions Code](#) section 4980.54 (LMFTs), section 4989.34 (LEPs), section 4996.22 (LCSWs), or section 4999.76 (LPCCs);
- A school, college or university approved by the California Bureau for Private Postsecondary Education;
- Board-recognized approval agency as indicated in [Title 16, California Code of Regulations section 1887.4.1\(a\)](#);
- A provider who has been approved by a Board-recognized approval agency; OR
- An organization, institution, association or entity that is recognized by the Board as a CE provider, as provided in [Title 16, California Code of Regulations section 1887.4.3\(a\)\(3\)](#).

Provider Complaints

If you have a complaint about a CE provider, you should first contact the provider of the course to resolve your concerns. If you are not satisfied with the outcome, contact the provider's approval agency and/or send your complaint in writing to the Board. Include the course name, date, location, the names of the instructor and provider, and specific details about your complaint.

E. ALTERNATIVE WAYS TO EARN CE

Teaching

If you have taught for a Board-accepted CE provider during your license renewal period, you may claim up to 18 hours of CE credit. You may claim the same amount of credit as an attendee would receive (up to 18 hours). You may only claim credit for teaching a course one time during a single renewal period.

BBS Enforcement Case Review

If you serve as an expert consultant performing enforcement case review for the BBS (including training), you will be awarded up to six (6) hours of Law and Ethics CE course credit. The Board will make an announcement when there is an opportunity for licensees to apply.

Serving as a BBS Subject Matter Expert (SME)

If you serve as a SME for exam development for the BBS, you will be awarded up to six (6) hours of Law and Ethics CE course credit. If you have been licensed for at least 1 year and are interested in contributing to the exam writing process, please send an email to bbsexamunit@dca.ca.gov and indicate in the subject line "SME Recruitment".

Participating in a Professional Law and Ethics Review Committee

If you participate in a professional organization's law and ethics review committee, you will be awarded up to six (6) hours of Law & Ethics CE course credit. For this activity to be credited, this activity must have been with a **mental health** professional organization, and documentation of participation must consist of a letter or certificate from the organization.

Completion of a BBS Occupational Analysis Survey

A licensee who completes an occupational analysis (OA) survey in full for the BBS will be credited with six (6) hours of CE. An OA is a comprehensive study of a profession that is performed approximately every five (5) years. Licensees complete a survey, the results of which help to determine the important tasks that are currently performed by practicing licensees. Results of the OA are used to develop a current description of practice, including core competencies, which help to form the basis for development of licensing examinations. The Board will make an announcement when there is an opportunity for licensees to participate.

F. COURSE RECORD REQUIREMENTS

You must maintain documentation of completed CE courses (certificates, transcripts, etc.) for at least two (2) years after the license renewal period during which you took the courses. DO NOT submit course certificates with your renewal. The Board will not retain them, and you will need them in the event of an audit.

The Board does not manage or track CE courses for licensees. Providers do not submit certificates to the Board. If a certificate has been misplaced, you must contact the CE provider for a replacement.

A record of course completion must include specific elements in order for it to be accepted by the Board, which includes all of the following:

- Licensee's name and license number or other identification number
- Course provider's name and address
- Board-recognized approval agency name, or a statement that the provider is an entity recognized by the Board to provide continuing education pursuant to section 1887.4.3
- Title of course
- Date of course
- Number of hours of CE credit
- Signature of course instructor, provider, or provider designee

G. MISCELLANEOUS INFORMATION

Course Hours Equivalency

1 hour of instruction = 1 CE hour

1 semester unit = 15 CE hours

1 quarter unit = 10 CE hours

Dual Licensees

If you have more than one license with the BBS, you may apply CE hours to the licenses IF the subject matter relates to the same scopes of practice and the courses are taken within each license's renewal period. CE earned for other licenses may be applied to your BBS-issued license if taken from a BBS-accepted provider and the subject matter relates to your license's scope of practice.

Supervisors of Associates and MFT Trainees

You may apply your supervisor course training hours to your CE requirement if the training has been taken from a Board-accepted CE provider **with one exception**:

A course on law and ethics designed specifically to meet supervisor training requirements **cannot** be accepted toward meeting the six-hour law and ethics course required of all licensees during each renewal period. However, such a course **does** count toward the overall 36-hour CE requirement.

CE Audits and Noncompliance

The Board may audit your records to verify completion of CE. If you are selected for audit, you will be notified in writing and shall submit documentation of courses (or allowed alternative CE methods) completed. If audited, a prompt response is important.

Failure to comply with CE requirements may result in a citation and fine and/or disciplinary action against your license. Fines typically range between \$150-\$1,500, but could be up to \$2,500. Additionally, citations and fines are reported to the National Practitioner Data Bank.

H. CE EXCEPTIONS AND WAIVERS

The following licensees are NOT required to complete CE for renewal:

- Your license status is “Inactive” or “Retired.”
- You were granted a waiver by the Board **prior to** your license’s expiration date. The Board may only grant a waiver if a licensee meets the specific, limited criteria set forth in law, and a *Request for CE Waiver* is submitted at least 60 days prior to the license’s expiration date. For more information on obtaining a waiver, please see the forms below:

[Request for CE Waiver](#) and [Verification of Disability or Medical Condition](#)

I. FREQUENTLY ASKED QUESTIONS

1. Where can I find CE course providers?

See section D above titled “Acceptable Providers”.

2. How often do I need to take the 6-hour California law and ethics course?

You must complete this coursework during each renewal period.

3. I am a supervisor. What are my CE requirements?

Supervisors are required to complete 6 hours of Continuing Professional Development (CPD) during each renewal period. CPD may consist of a CE course for supervisors or other activities as specified in the [Summary of Supervisor Qualifications](#). If you plan to take a CE course for your CPD, please see section G above for more information.

4. What is a renewal period?

A “renewal period” is the two-year period that spans from the first day after your license’s issue date or prior expiration date to your current license expiration date.

5. If I have two license types with the Board, do I need to take 36 hours of CE for each license type?

No. You may apply your hours of CE to both licenses if the coursework you completed relates to both scopes of practice and the courses were taken during the renewal period for both licenses.

6. Am I required to submit proof of course completion?

Do not submit your record of course completion unless the Board requests it during an audit. Be sure to save your documentation in a safe place so that you have it easily accessible if audited. You will receive notification from the Board if you are selected for audit.

7. How long do I need to save my records of course completion?

You are required to save your records of course completion for at least two years from the date of the license renewal (expiration date) for which the course was completed.

8. How do I certify completion of CE?

You will be required to sign under penalty of perjury as part of your license renewal application that you have completed the coursework.

9. How can I avoid failing a CE audit?

Refer to the Board's publication [Stay Audit-Ready: Don't Let Continuing Education Requirements Catch You Off Guard](#).

Laws Referenced

Business and Professions Code sections 4980.54, 4989.34, 4996.22 and 4999.76.
Title 16, California Code of Regulations sections 1887 through 1887.12.



REGISTRANT

CONTINUING EDUCATION REQUIREMENTS AND FREQUENTLY ASKED QUESTIONS

California law requires all registered Associates to complete three (3) hours of continuing education (CE) in California law and ethics annually, prior to each registration renewal. CE courses and records of completion must meet all requirements set in law. This document will provide you with all of the information you need in order to be in compliance with the Board’s CE requirements.

Please read carefully!
Failure to comply with all CE requirements may result in a citation and fine and/or disciplinary action against your registration.

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A. CE REQUIRED FOR RENEWAL AND COURSE TIMING

Associates must take a minimum of three (3) hours of CE in California law and ethics during each **renewal period** (*the one-year period that spans from the first day after the registration’s issue date or prior expiration date to the current registration expiration date*) to be eligible to renew their registration.

All registrants are required to take this course during each renewal period even if the registrant has already passed the California Law And Ethics Exam. The purpose of this CE requirement is to help ensure registrants stay current with law changes and best practices for their profession.

Your CE must be completed BEFORE submitting your renewal application as you will be required to certify completion at that time. Courses may be credited to only one renewal period.

B. ACCEPTABLE COURSES

The Board does not approve specific CE courses and is not able to provide information about individual courses offered by providers. Refer to section C below for information on acceptable course providers.

Providers are required to ensure that the content of a course is relevant to the scope of practice for your profession and is specific to the topic of California law and ethics. Courses designed for non-practitioners are not acceptable.

To ensure a course is eligible for CE credit, it must be completed through a Board-accepted provider and maintain records of course completion (see section F for information on course record requirements).

C. ACCEPTABLE CE PROVIDERS

CE must be taken from one of the Board-accepted provider types listed below; otherwise, the course will not count toward your renewal requirements. See the Board's [website](#) under "**Where to Find Courses**" for more information.

- An accredited school, college or university that meets the accreditation requirements specified in [Business and Professions Code](#) section 4980.54 (for AMFTs), section 4996.22 (for ASWs), or section 4999.76 (for APCCs);
- A school, college or university approved by the California Bureau for Private Postsecondary Education;
- A Board-recognized approval agency as provided in [Title 16, California Code of Regulations section 1887.4.1\(a\)](#);
- A provider who has been approved by a Board-recognized approval agency; OR
- An organization, institution, association or entity that is recognized by the Board as a CE provider, as provided in [Title 16, California Code of Regulations section 1887.4.3\(a\)\(3\)](#).

Provider Complaints

If you have a complaint about a CE provider, you should first contact the provider of the course to resolve your concerns. If you are not satisfied with the outcome, contact the provider's approval agency and/or send your complaint in writing to the Board. Include the course name, date, location, the names of the instructor and provider, and specific details about your complaint.

D. COURSE HOURS EQUIVALENCY

1 hour of instruction = 1 CE hour
1 quarter unit = 10 CE hours
1 semester unit = 15 CE hours

E. DUAL ASSOCIATE REGISTRANTS

Individuals who hold both an AMFT and APCC registration may use the same CE hours for each registration provided that the subject matter relates to both scopes of practice, and the course is taken within each registration's renewal period.

F. COURSE RECORD REQUIREMENTS

You must maintain documentation of completed CE courses (certificates, transcripts, etc.) for at least two (2) years following the renewal period during which you took the course. DO NOT submit course certificates with your renewal. The Board will not retain them, and you will need them in the event of an audit.

The Board does not manage or track CE courses for registrants. Providers do not submit certificates to the Board. If a certificate has been misplaced, you must contact the CE provider for a replacement.

G. CE AUDITS AND NONCOMPLIANCE

The Board may audit your records to verify completion of CE. If you are selected for audit, you will be notified in writing and will be required to submit documentation of coursework completed. If audited, a prompt response is important.

Failure to comply with CE requirements may result in a citation and fine and/or disciplinary action against your registration. Fines typically range between \$150-\$1,500, but could be up to \$2,500, Additionally, citations and fines are reported to the National Practitioner Data Bank.

H. FREQUENTLY ASKED QUESTIONS

1. Where can I find CE course providers?

See section C above titled "Acceptable Providers".

2. How often do I need to take California law and ethics coursework?

You must complete this coursework during each one-year registration renewal period (the one-year period that spans from the first day after the registration's issue date or prior expiration date to the current registration expiration date).

3. If I have two Associate registrations with the Board, do I need to take two 3-hour courses?

No. You may apply your 3 hours of CE to both registrations if the coursework you completed relates to both scopes of practice and the course was taken during the renewal period for both registrations.

4. Am I required to submit proof of completion?

Do not submit your record of course completion unless the Board requests it during an audit. Be sure to save your documentation in a safe place so that you have it easily accessible if audited. You will receive notification from the Board if you are selected for audit.

5. How long do I need to save my record of course completion?

You are required to save your records of course completion for at least two years from the date of the registration renewal for which the course was completed.

6. How do I certify completion of CE?

You will be required to sign under penalty of perjury as part of your registration renewal application that you have completed the coursework.

7. Do I also need to take the California Law and Ethics Exam each renewal period?

To renew your registration, you are required to attempt the California Law And Ethics Exam during that renewal period unless you have already passed the exam. Once you have passed the exam, you do not need to take it again.

8. Do I need to take the CE course if I have already passed the California Law And Ethics Exam?

Yes. All registrants are required to take coursework in California law and ethics prior to each registration renewal, regardless of whether they have passed the California Law And Ethics Exam.

9. How can I avoid failing a CE audit?

Refer to the Board's publication [Stay Audit-Ready: Don't Let Continuing Education Requirements Catch You Off Guard](#).

Laws Referenced

Business and Professions Code sections 4980.54, 4996.22 and 4999.76.
Title 16, California Code of Regulations sections 1887, 1887.4.1, and 1887.4.3.