



**Board of Behavioral Sciences**  
1625 North Market Blvd., Suite S200, Sacramento, CA 95834  
Telephone: (916) 574-7830  
[www.bbs.ca.gov](http://www.bbs.ca.gov)



## **Instructions and Important Information for Associate Clinical Social Worker (ASW) Subsequent (2<sup>nd</sup> or 3<sup>rd</sup>) Registration Applicants**

1. **Private Practice Restriction:** ASWs issued a subsequent registration are prohibited from working in a private practice pursuant to Business and Professions Code (BPC) section 4996.28(c). There are no exceptions.
2. **You MUST PASS the LCSW California Law and Ethics Exam (or the former LCSW Standard Written Exam) BEFORE the Board can Issue Your Subsequent Registration:** There are no exceptions to this requirement, which is mandated by BPC section 4992.09. Exam applications are available on the Board's [website](#). If you do not pass, you can retake the exam in 90 days.
3. **Name Changes:** If you have changed your legal name and have not yet notified the Board, submit a [Notification of Name Change](#) form with your application along with the required documentation.
4. **Application Requirements:** Applicants must meet all requirements for ASW registration that are in effect at the time the subsequent registration application is submitted. Use the scenarios below as a guide to determine the steps needed to complete your application. For questions please contact the Board at (916) 574-7830 or [BBS.ASW@dca.ca.gov](mailto:BBS.ASW@dca.ca.gov)

**Scenario A:** Applicant's ASW number has been cancelled, and the Board has already approved the applicant's supervised experience. The following are required:

- Subsequent ASW Registration Number Application
- \$150.00 Application Fee

**Scenario B:** Applicant has a current and valid ASW number that is due to cancel or has been cancelled no longer than 30 days. The following are required:

- Subsequent ASW Registration Number Application
- \$150.00 Application Fee

**Scenario C:** Applicant's ASW number has been cancelled or expired for over 30 days, and the applicant's supervised experience has not yet been approved by the Board. The following are required:

- Subsequent ASW Registration Number Application
- Official Transcripts
- \$150.00 Application Fee
- Live Scan Fingerprints

5. Expedited Processing: The Board is required to expedite the licensure process for the following applicants who meet criteria specified in the Business and Professions Code:

- **Honorably Discharged Veteran** - Download the request form from the Board's [website](#) and include it ON TOP OF your application.
- **Spouse or Partner of Person on Active Military Duty** - Download the request form from the Board's [website](#) and include it ON TOP OF your application.
- **Refugees / Asylees / Special Immigrant Status Holders ("SI" or "SQ")** pursuant to BPC section 135.4. Download the request form from the Board's [website](#) and include it ON TOP OF your application.

## **Frequently Asked Questions**

### **ASW Subsequent Registration Applicants**

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**1. If I apply for a second number, will I lose all of my hours because they were gained under my first number?**

Not necessarily, but all hours of experience must be gained within the most recent six (6) years from the time the Board receives your *Application for Licensure and Examination*. Hours older than six (6) years at the time you apply will not count. **For example:** The Board receives Susan's *Application for Licensure and Examination* on 4/27/2020. All of the hours she gained (under all ASW numbers) between 4/27/2014 and 4/27/2020 would be acceptable.

**2. Can I work in a private practice setting under my second (or third, etc.) ASW registration number?**

No. An applicant issued a subsequent ASW number is prohibited from working in a private practice setting. All other work settings are permissible.

**3. Do I need to maintain a current Associate registration number once I have submitted my *Application for Licensure and Examination* to the Board?**

The Board encourages all individuals to maintain a current Associate registration and to continue recording experience hours until licensed as an LCSW, as a safeguard in the event that some of the hours submitted are unable to be accepted by the Board either now or in the future due to application abandonment and/or the "six-year rule" (see the [FAQs for ASWs](#) for more information).

Whether you are required by law to maintain a registration, however, will depend on the type of setting you are working in. If working in a private practice, you are required to maintain a current Associate registration until your LCSW license has been issued. If you are working in an exempt setting (an institution that is both non-profit and charitable, a school or a governmental entity), or other non-private practice setting, you are not required to maintain a registration once you have submitted your experience hours. However, your employer may require it as a condition of employment.

**4. Where can I get more information about the California Law and Ethics exam?**

See the [Exams](#) tab on the Board's website for information about the LCSW California Law and Ethics exam and how to apply.

APPLICATION FOR  
**SUBSEQUENT  
 ASSOCIATE CLINICAL  
 SOCIAL WORKER  
 REGISTRATION**



Office Use Only:

**Carefully read the Application Instructions FIRST**

**Attach a \$150 Fee Payable to Behavioral Sciences Fund**

SSN or ITIN*	Birth Date: mm/dd/yyyy	E-Mail Address		
Legal Name**	Last	First	Middle	
If you have ever been known by another name, list the full name(s) and dates of use below (attach any additional names and dates):				
Full Name			Dates of Use (from/to)	
Full Name			Dates of Use (from/to)	
Public Address of Record*** Number and Street				
City	State	Zip Code	Phone	

\* Disclosure of your tax identification number is mandatory. You may provide either your Social Security Number, your Federal Employer Identification Number, or Individual Taxpayer Identification Number, as applicable. This number must match the number you provide on your fingerprint forms. See Important Information for Applicants for more information about how your tax identification number is used.

\*\* You must use your legal name. Your “legal name” is the name established legally by your birth certificate, marriage or domestic partnership certificate, or divorce decree (for example).

\*\*\* 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. All correspondence from the Board will be mailed to this address. If you do not want your home or work address available to the public, use an alternate mailing address such as a post office box.

Applicant Name: Last	First	Middle
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1. Have you ever served in the United States Armed Forces or the California National Guard? **(OPTIONAL)** Yes, Currently  No   
 Yes, Previously

2. Have you passed the LCSW California Law and Ethics Exam? Yes  No

*Applicants must pass this exam (or the former LCSW Standard Written Exam) before a subsequent number can be issued.*

3. Have you ever applied for or been issued a license, registration or certificate to practice clinical social work or any other health care profession in California or any other state? Yes  No

*If YES, provide the information requested below (continue on an additional sheet if needed):*

State	Type of License, Registration or Certificate	License, Registration or Certificate Number	Date Issued	Status

4. Within the 7 years preceding your submission of this application, were you denied a professional health care license (“license” includes registrations, certificates, or other means to engage in practice) OR had a professional health care license or privilege suspended, revoked, or otherwise disciplined, OR voluntarily surrendered any such license in California or any other state or territory of the United States, or by any other governmental agency or a foreign country? Yes  No

*If YES, we recommend that you complete the [Background Statement](#) form, available on the Board’s website, to facilitate processing of your application.*

*We recommend that you answer “Yes” even if you have previously reported it to the Board, and indicate the type of professional license that was denied, suspended, disciplined, or surrendered, including the date(s) of the denial, suspension, disciplinary action, You do not need to resubmit documentation previously on file.*

Applicant Name:	Last	First	Middle

5. If you hold or have held a license or registration to practice clinical social work outside of California, have you attached an [Out-of-State Verification of License or Registration](#) form for each license or registration held? Yes  No   
 N/A

6. Applicants with an Out-of-State Degree: Yes  No   
 Have you completed a 12-hour course in California Law and Professional Ethics for Clinical Social Workers that covered ALL of the topics required by Business and Professions Code section 4996.17.2? N/A

If YES, enclose a certificate of completion.

*Note: Applicants with a degree earned in California have already met this requirement and no documentation is necessary.*

**BACKGROUND INFORMATION – RESPONSE IS VOLUNTARY.**

Some criminal convictions will appear on the Board's background check and may require additional investigation prior to a licensing determination. For information on which convictions the Board is permitted to consider, see the [Criminal Conviction FAQ](#). All currently pending criminal actions will appear on the Board's background check and may require additional investigation prior to a licensing determination.

You are not required to disclose any past convictions or pending criminal cases on this application. In some cases, voluntarily providing information with the application about convictions that the Board is permitted to consider may help an application get processed more quickly. You may therefore choose to complete the [Background Statement](#) form and submit it with your application along with evidence of rehabilitation. The form is available on the Board's website, and includes areas to report convictions the board is permitted to consider, or pending criminal actions.

You can also submit the Background Statement form and evidence of rehabilitation after you submit your application or in response to inquiries from the Board. You may seek legal assistance from a lawyer or legal aid organization before providing any information about your criminal history. The Board will not deny your application because you exercised your right not to provide criminal history information in your initial application.

**NOTE: Knowingly making a false statement of fact that is required to be revealed in this application may be grounds for denial of this application.**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_