



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



## REGISTRANT MANUAL RENEWAL APPLICATION

- Renew [online](#) for faster processing.
- Do not send this application more than 90 days prior to your expiration date.
- Failure to complete any portion of this renewal application will result in a delay.

MARK ONE:  ASW  AMFT  APCC

Registration Number:		Expiration Date:	Amount Enclosed <sup>→A</sup> :
Legal Name <sup>→B</sup> :	Last	First	Middle
Address of Record <sup>→C</sup> :		Number and Street	
City		State	Zip Code
Is this a new address? <input type="checkbox"/> Yes <input type="checkbox"/> No	Email Address (optional):		Telephone Number:
<b>MARK ONE <sup>→D</sup></b> : Subsequent to your last renewal, have you been convicted of, pled guilty to, or pled nolo contendere to a misdemeanor or felony, or have you had any disciplinary action taken by any regulatory or licensing board in this or any other state? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b><i>Knowingly providing false information or omitting pertinent information may be grounds for denial of this application.</i></b>			
_____		_____	
Signature		Date	

<sup>→A</sup> <b>RENEWAL FEE</b>		Make check payable to: <b>BOARD OF BEHAVIORAL SCIENCES</b>
ASW	\$75	
AMFT	\$75	
APCC	\$100	

<sup>→B</sup> **Name Change:** If you have a name change that you would like processed with your renewal application, you must submit the *Notification of Name Change* form and all required documentation. Your renewal will not be processed until your name change has been processed. Do not send original documents unless specifically requested to do so.

## **INFORMATION FOR SECTIONS C & D**

→C **Address:** Your renewal certificate will be mailed to the address written on your renewal form. This address is public information, and will be placed on the Internet pursuant to Business and Professions Code Section 27. If you do not want your home or work address available to the public, use an alternate mailing address.

→D **Conviction/Discipline:** Check the box next to "YES" if, since your last renewal, you have had any license ("license" includes registrations, certificates, or other means to engage in practice) disciplined by a government agency, or you have been convicted of, plead guilty to, or pled nolo contendere to any misdemeanor or felony in the United States, its territories, or a foreign country.

Convictions dismissed under sections 1203.4, 1203.4a, or 1203.41 of the Penal Code (or equivalent non-California law) must be disclosed. If you have obtained a dismissal of such a conviction, submit a certified copy of the court order. Do not include:

- Convictions prior to your 18<sup>th</sup> birthday unless you were charged as an adult
- Charges dismissed under section 1000.3 of the Penal Code
- Convictions under sections 11357(b), (c), (d), (e) or section 11360(b) of the Health and Safety Code which are two (2) years or older
- Traffic violations for which a fine of \$500 or less was imposed
- Infractions

"Discipline" includes, but is not limited to, suspension, revocation, voluntary surrender, probation or any other restriction. "License" includes professional registrations, certificates, or other means to engage in practice. It is not necessary to report disciplinary action taken by the California BBS.

## **IMPORTANT INFORMATION**

### **RECEIPT OF RENEWAL**

Please do not contact the Board to check the status of your renewal. You may either contact your bank to see if your check has been cashed, or include a self-addressed stamped postcard or envelope with your application, which will be mailed back to you upon receipt. Once your renewal has been processed, your new expiration date will appear in the [BreEZe online system](#).

### **EXPIRED REGISTRATION**

If your renewal is not postmarked on or before your registration's expiration date, your registration will expire and hours of experience will not count during that time.

### **REGISTRATION RENEWAL LIMIT**

Registrations may be renewed annually a maximum of FIVE times after initial registration with the board. When no further renewals are possible, you may apply for a new registration if you meet the requirements for registration in effect at the time of application for a subsequent registration.

### **DISPLAY OF REGISTRATION**

You are required to display your registration in a conspicuous place in the primary place of business.

### **EXAM REQUIREMENT FOR RENEWAL**

Registrants must take the California Law and Ethics Exam prior to renewal in order for the renewal to be approved (unless already passed).