

Instructions and Important Information

Read Carefully Before Completing Your Application

ELIGIBILITY FOR RETIRED LICENSE STATUS

To be eligible for a retired license, your license must meet both of the following:

- Your license status must be current and active OR current and inactive
- Your license must not be suspended, revoked or otherwise punitively restricted by the Board of Behavioral Sciences or subject to disciplinary action by the Board.

PLEASE BE AWARE

- A retired license can **ONLY** be reactivated within three (3) years from the date the retired license was issued (see below for details).
- A holder of a retired license is not required to renew that license.
- A licensee is not entitled to payment by a client or an insurer for services performed while license is expired, inactive or retired.
- A licensee may not supervise or sign off experience hours toward licensure while a license is expired, inactive or retired.

3-YEAR TIME LIMIT FOR REACTIVATION OF A RETIRED LICENSE

Once your retired license is three years old, it is no longer eligible to be reactivated. If after three years you wish to obtain an active license, you must apply for licensure as if applying for the first time, which includes meeting all current requirements and passing the licensing examinations.

If you wish to reactivate within three years from your retired license's issue date, you must meet all reinstatement requirements. This includes completing the fingerprinting and continuing education requirements, submitting the *Retired to Active License Status Change* form, and paying the appropriate fee.

INACTIVE STATUS AS AN ALTERNATIVE

Instead of applying for a retired license, you may apply for an inactive license status upon your next renewal. There is no penalty for having an inactive status, and you can renew with an inactive status indefinitely. Continuing education (CE) is not required to renew an inactive license or to change your license status to inactive.

INACTIVE STATUS AS AN ALTERNATIVE (continued)

An inactive license can be reactivated at any time by completing the CE required at the time of reactivation and submitting the *Inactive to Active License Status Change Application* with the appropriate fee. More information is available on the Board's website at <https://www.bbs.ca.gov/licenses/manage.html>.

HOW CAN I REFER TO MYSELF ONCE I'VE BEEN ISSUED A RETIRED LICENSE?

Retired licensees may continue list their license type, as long as the word "retired" is included. For example, "Jamie Garcia, LMFT, Retired."

LAWS RELATING TO RETIRED LICENSES

California Business and Professions Code sections 4984.41, 4984.41, 4989.45, 4997.1 and 4999.113 authorize the Board to issue retired licenses and set forth related requirements. See the Board's *Statutes and Regulations* online at <https://www.bbs.ca.gov/pdf/publications/lawsregs.pdf>.

HOW TO APPLY

- Complete the attached application.
- **FEE: Attach a \$40 check or money order payable to "Behavioral Sciences Fund."**
- **Submit your application and fee to the address below:**

Board of Behavioral Sciences
1625 North Market Blvd., Suite S200
Sacramento CA 95834

TO CONFIRM RECEIPT OF APPLICATION:

To confirm receipt, mail your application using a method that includes tracking. You may also contact your bank to see if your check has been cashed.

ADDRESS CHANGE:

If your address has changed, be sure to update it ASAP online at www.breeze.ca.gov.

APPLICATION PROCESSING TIME

Allow 30 days for processing. Once your request has been approved, your retired status will appear online at www.breeze.ca.gov and you will receive a retired status certificate in the mail.

QUESTIONS?

Please visit the **Contact Us** link at www.bbs.ca.gov and select an option under "Message the Board."

APPLICATION FOR
RETIRED LICENSE



Office Use Only:

Carefully read the "Instructions and Important Information" FIRST

Attach a \$40 Fee

Allow 30 Days for Processing

License Type and Number (mark one):	<input type="checkbox"/> LMFT # _____	<input type="checkbox"/> LPCC # _____	License Expiration Date:
	<input type="checkbox"/> LCSW # _____	<input type="checkbox"/> LEP # _____	

SSN or ITIN*:	Birth Date mm/dd/yyyy:
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Legal Name**:	Last	First	Middle
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* You may provide either your Social Security Number, your Federal Employer Identification Number, or Individual Taxpayer Identification Number, as applicable.

** 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). If you have a name change that you would like processed with your application, you must attach the "Notification of Name Change" form and all required documentation. This form is available online at https://www.bbs.ca.gov/pdf/forms/change_name.pdf. Your license will reflect your new name only if a complete "Notification of Name Change" is received with your application. Do not send original documents unless specifically requested.

IMPORTANT

- A holder of a retired license may not engage in any activity for which an active license is required.
- Reactivation of a retired license is only possible within three (3) years from the date the retired license was issued.

I have read and understand the information provided, and hereby request that my license be changed to "Retired" status.

Signature of Licensee

Date