



Board of Behavioral Sciences
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INFORMATION AND INSTRUCTIONS FOR SUSPENSION OF PRACTICE

Pursuant to the [Uniform Standards Related to Substance Abuse and Disciplinary Guidelines](#) adopted pursuant to [California Code of Regulations, Title 16, section 1888](#) and [Business and Professions Code section 315.2](#) (if applicable), the Board of Behavioral Sciences (Board) has suspended your license or registration.

Failure to comply with the requirements of your suspension will result in the Board taking appropriate action to ensure consumer protection, including further disciplinary action (i.e., revocation) of your license or registration and/or other action as determined appropriate by the Board.

One of the following terms apply to licensees and registrants who are on Board probation (a.k.a. "probationers") and are subject to the suspension of their license or registration:

1. **SUSPENSION PURSUANT TO BOARD DECISION:** Suspension commences at the onset of their Board probation period pursuant to Board Decision; OR,
2. **SUSPENSION DURING PROBATION PERIOD:** Suspension commences during their probation period if the Board orders the suspension of their license or registration after the effective date of the Board Decision.

Refer to the applicable "SUSPENSION PURSUANT TO BOARD DECISION" section or the "SUSPENSION DURING BOARD PROBATION" section of these instructions for terms that specifically apply to your suspension. All other sections of this form apply to **all** probationers whose license or registration is suspended by the Board.

The Board may investigate your compliance with suspension requirements.

Please note that the Board is required to provide information about your suspension on the California Department of Consumer Affairs' website pursuant to [Business and Professions Code section 27](#).

SUSPENSION PERIOD

You must do the following **at all times** during your suspension period:

1. **Cease practice¹ and NOT engage in any activity for which a license or registration issued by the Board is required** pursuant to Business and Professions Code sections [4980.02](#), [4989.14](#), [4996.9](#), or [4999.20](#). Please note that the Board considers the rendering of expert testimony to be an activity for which a Board license or registration is required **IF** the testimony is on matters related to such activities.

– AND –

2. **Comply with ALL terms and conditions of your probation.** The only exceptions to this requirement are if you are required to have supervised practice, restricted practice, monitor billing system, and/or monitor billing system audit as term(s) and condition(s) of your probation. If that is the case, then those terms and conditions of probation are not required during your suspension period.

You may **NOT** resume practice until your suspension is lifted by the Board **AND** the Board notifies you that you may resume practice as a licensee or registrant, **EVEN IF** your Decision specifies a time period for your suspension and that time period has lapsed.

SUSPENSION PURSUANT TO BOARD DECISION – INSTRUCTIONS

If you are suspended by the Board per your Decision, your suspension period begins on the effective date of your Decision. Therefore, **no later than fifteen (15) days prior to the effective date of your Decision**, you must do all of the following:

- 1. **Notify your current employer(s)²** (if you are not self-employed) of your suspension and inform your employer that they must prepare a letter to be sent directly to the Board as required in the “EMPLOYER ACKNOWLEDGEMENT AND CERTIFICATION LETTER” section of these instructions.
- 2. **Provide your current employer(s)** with a copy of your Decision, including your Stipulated Settlement or Proposed Decision and Accusation or Statement of Issues.

¹ All references to “practice” herein pertain to any and all activities for which a license or registration issued by the Board is required pursuant to Business and Professions Code sections [4980.02](#), [4989.14](#), [4996.9](#), or [4999.20](#)].

² Notification is only required for employers that provide and/or hold themselves out as providing services for which a Board license or registration is required pursuant to Business and Professions Code sections [4980.02](#), [4989.14](#), [4991.6.9](#) or [4999.20](#).

SUSPENSION PURSUANT TO BOARD DECISION – INSTRUCTIONS (*CONTINUED*)

- 3. Prepare a Notification to Clients document** (a.k.a. “Notification”) for Board approval. **DO NOT** provide this Notification to your clients until the Board approves it. The Notification must state the following:
- That you are not available during your suspension period.
 - Identifying alternative arrangements that you have made for your clients’ care during your suspension period.

NOTE: The Notification is not required to inform clients as to the mandatory nature of your absence from your practice. See “NOTIFICATION TO CLIENTS” section for the next steps after the Board approves the Notification.

- 4. Prepare a letter to the Board** (including the date and your original signature), signed under penalty of perjury, stating the following:
- Identifying alternative arrangements that you have made for all clients affected by the suspension of your license or registration; and,
 - Certifying, under penalty of perjury, that you have stopped engaging in any activities for which a Board license or registration is required and will not begin engaging in any such activities until your suspension is lifted by the Board AND the Board notifies you that you may resume practice as a licensee or registrant.
- 5. Attach your completed Notification to Clients document AND letter (as required in 3. and 4. above) to an email, and then email them to your assigned Board Probation Analyst.**
- 6. Notify any prospective employers (see Footnote 2) of your suspension prior to commencing employment.** Your prospective employer(s) must prepare a letter to be sent directly to the Board as required in the “EMPLOYER ACKNOWLEDGEMENT AND CERTIFICATION LETTER” section below.

SUSPENSION DURING BOARD PROBATION – INSTRUCTIONS

If you are suspended by the Board during your Board probation (at a period in time **after** the effective date of your Decision), your suspension period begins immediately upon Board notice to you. Therefore, you must **immediately** do the following:

- 1. Notify your current employer(s) (see Footnote 2) (if you are not self-employed) of your suspension and that the employer must prepare a letter to be sent directly to the Board as required in the “EMPLOYER ACKNOWLEDGEMENT AND CERTIFICATION LETTER” section of these instructions.**

SUSPENSION DURING BOARD PROBATION – INSTRUCTIONS (*CONTINUED*)

- 2. Prepare a Notification to Clients document** (a.k.a. “Notification”) for Board approval. **DO NOT** provide the Notification to your clients until the Board approves it. The Notification must state the following:
- That you are not available during your suspension period.
 - Identifying alternative arrangements that you have made for your clients’ care during your suspension period.

NOTE: The Notification is not required to inform clients as to the mandatory nature of your absence from your practice. See “NOTIFICATION TO CLIENTS” section for the next steps after the Board approves the Notification.

- 3. Prepare a letter to the Board** (including the date and your original signature), signed under penalty of perjury, stating the following:
- Identifying alternative arrangements that you have made for all clients affected by the suspension of your license or registration.
 - Certifying, under penalty of perjury, that you have stopped engaging in any activities for which a Board license or registration is required and will not do so until your suspension is lifted by the Board and the Board notifies you that you may resume practice as a licensee or registrant.
- 4. Attach your completed Notification to Clients document AND letter (as required in 2. and 3. above) to an email, and then email them to your assigned Board Probation Analyst.**
- 5. Notify any prospective employers** (see *Footnote 2*) of your suspension **prior to commencing employment.** Your prospective employer(s) must prepare a letter to be sent directly to the Board as required in the “EMPLOYER ACKNOWLEDGEMENT AND CERTIFICATION LETTER” section.

NOTIFICATION TO CLIENTS

Upon Board approval of your Notification to Clients document (a.k.a. “Notification”), do the following:

- 1. Immediately** provide the Notification to all of your current clients.
- 2.** Have all of your clients sign and date the Notification.

NOTIFICATION TO CLIENTS (CONTINUED)

- 3. Within 7 days of Board approval** of the Notification, do the following:
- a. Prepare a letter (including the date and your original signature) to the Board stating:
 - i. Whether you have secured signed/dated Notifications from all of your clients as required; and,
 - ii. If you failed to secure signed/dated Notifications from all of your clients, specify the reason(s) and a plan for how you will obtain them (as applicable).
 - b. Attach your letter to an email and email it to your assigned Board Probation Analyst.

EMPLOYER ACKNOWLEDGEMENT AND CERTIFICATION LETTER

Your current and prospective employer(s) must prepare a letter (on their letterhead), to be sent directly to the Board, according to the deadlines specified in these instructions and stating the following:

1. The date and your employer's original signature;
2. Your employer acknowledges the suspension of your license or registration, including the date of the suspension; and,
3. Your employer certifies under penalty of perjury that, at all times during your suspension period, all activities, services, and/or duties that your employer requires you to perform are not activities, services, and/or duties for which a Board license or registration is required.

Your employer must attach the letter to an email and email it to:

BBS.Probation@dca.ca.gov

You must confirm with your employer(s) that they submitted their letter to the Board as required above and notify your assigned Board Probation Analyst accordingly.

PROBATIONER QUESTIONS

If you have any questions, contact your assigned Board Probation Analyst.