

EXIT INTERVIEWS: GRADUATING COUNSELING STUDENTS

How to apply for your associate number(s), joining professional organizations and the alumni association, along with other important information

How to Apply for Your Associate Registration number with the BBS

I. APPLYING

To apply, you will need the following:

- A. Registered Associate Application Form(s) <https://www.bbs.ca.gov/applicants/>
 - i. The process for applying for the Associate Professional Clinical Counselor number is basically the same as the Associate Marriage and Family Therapist number. You will need to download and complete both per the instructions
 - NOTE: When applying for your associate number(s), the BBS allows for you to submit proof of additional coursework in Suicide Risk Assessment & Intervention (6hrs) & the Provision of Mental Health Services via Telehealth (3hrs). Please note that these are requirements for LICENSURE, not for obtaining your associate number. Both requirements have been met within your program coursework. The letter of confirmation is on our website:
<http://hhd.fullerton.edu/counsel/alumni/index.php>
- B. A \$150.00 fee for AMFT; \$150 for APCC
 - ii. If applying for both, you must do so separately. However, the BBS will accept one check for both applications
- C. Live Scan Fingerprinting (do not complete more than 60 days prior to submitting your application. (See BBS website for further information.)
 - i. Live Scan fingerprints are ordered by requestor, namely the BBS. Therefore, if you are planning to register as both an AMFT and APCC, **you will only need to obtain and pay for one set of fingerprints, as the requestor is the same for both applications.**
 - **You may refer to the following website <https://oag.ca.gov/fingerprints/locations> to search for a Live Scan fingerprinting office near you. Check before you go and try to schedule an appointment.**
- D. An official, sealed transcript (Available from Admissions and Records) or you may choose to have your transcripts emailed directly to the BBS through the National Student Clearinghouse. See the AAMF/APCC Registration Application for BBS email addresses.
- E. An official Program Certification Form (this will be sent to the BBS via cloud submission by the department and you will receive an emailed unofficial copy)

II. TRANSCRIPTS

A. Transcript requests may be made either on-line, in-person or by mail.

(On-line requests are recommended and is the only request method where credit cards are accepted). Instructions for requesting transcripts can be found here <http://records.fullerton.edu/services/transcripts.php>. If you need assistance, you may contact Admissions and Records at (657) 278-7601.

III. PROGRAM CERTIFICATION FORMS

A. These forms are included in the associate registration packet as SAMPLES only – you do not need to complete these forms.

B. These forms must originate from the Counseling Department Office in order to be official.

C. The Counseling Department Office will send the BBS the official copy via cloud submission. You will receive your copy via email.

D. Everyone will have different postdates, so delivery of the Program Certification Forms and the transcripts will vary.

E. The Counseling Department Office will also email students their unofficial copies for your records.

i. You will need this when applying for licensure to ensure that you have met all course requirements.

➤ Be sure we have your most up-to-date email address!

IV. SENDING YOUR COMPLETED ASSOCIATE REGISTRATION PACKET

A. **Post Degree 90-Day Rule**

- i. The date that you may begin counting post-degree hours of experience toward licensure depends on all of the following:
- If you submit your Application for Associate Registration WITHIN 90 days from the date your qualifying degree was conferred, as posted on your transcript, you may begin accruing hours immediately upon graduation.
 - If you submit your Application for Associate Registration MORE than 90 days after the date your qualifying degree was conferred, as posted on your transcript, you may not begin accruing hours until your Associate registration (AMFT) number has been issued.

Live Scan (fingerprinting) Requirement for Applicants who Graduated on or after January 1, 2020:

Hours may only be accepted under the “90-day-rule” described above IF the hours are obtained at a workplace that, prior to the applicant gaining hours, required Live Scan fingerprinting. The applicant must provide documentation to the Board consisting of a copy of the processed “State of California Request for Live Scan Service” form provided by the employer. This form must be submitted with the Application for Licensure in order for the hours gained between graduation and registration issuance to be accepted. A copy of the processed form is the ONLY acceptable documentation specified in law. There are no exceptions. See the FAQ about the 90-day rule for more information (access at www.bbs.ca.gov>Updates/FAQs).

[NOTE: All LPCC experience hours must be earned after graduation]

- B. You must renew annually and may do so up to five times for a total of six years. Be sure to create a calendar reminder!!!!
- C. If you happen to have any prior convictions, regardless of whether they have been expunged, you will need to contact the Department Chair, Dr. Leah Brew, prior to submitting your application to the BBS.

V. WHAT HAPPENS ONCE YOU ARE REGISTERED?

- A. Once registered as an Associate Marriage and Family Therapist and/or Licensed Professional Clinical Counselor, an evaluator is assigned to you by the BBS. This person answers your questions about hours after they are submitted in writing.

BBS Licensure Requirements and Records

I. BBS LMFT/LPCC EXPERIENCE HOURS

On January 01, 2016, the BBS implemented a new “streamlined” experience verification format. This new simplicity mirrors LPCC and LCSW requirements and further assists cross-license and between-state licensure parity. **NOTE: THE 1,750 CLINICAL HOURS MUST STILL INCLUDE 500 HOURS OF EXPERIENCE TREATING CHILDREN, FAMILY OR COUPLES if you intend to apply for the LMFT license.**

New Streamlined Format

- i. ‘Clinical’ (1,750 hrs. – still includes 500 hours for Children, Couples, and Families)
- ii. ‘Non-Clinical’ (1,250 hrs.)

VI. BBS EXAM STRUCTURE

A. Associate Registration Renewal

New associates must take the CA Law & Ethics exam in order to RENEW their Associate Marriage and Family Therapist and Associate Professional Clinical Counselor registration.

- i. Again, taking **this exam is required for renewing** (not obtaining) your associate registration number. If you hold an AMFT or APCC registration you are required to take the exam a minimum of one time per renewal cycle in order to renew, until you pass the exam. If you hold more than one type of registration, you must take the exam that pertains to your registration type in order to renew that registration (e.g., if you’re dually registered, you must take both law and ethics exams). You must pass the CA Law & Ethics Exam(s) before applying for licensure/registering for the Clinical Exam.
- ii. Associates who do not pass the exam may immediately **apply** to retake it but can also wait until their next renewal period. You will be required to wait 90 days prior to retaking the exam. For more information on the CA Law and Ethics exam:
https://www.bbs.ca.gov/pdf/publications/law_ethics_faq.pdf
- iii. **Effective January 1, 2023, a 12-hour law and ethics course is no longer required for a reexam.** But...
- iv. **NEW ANNUAL CONTINUING EDUCATION REQUIREMENTS FOR REGISTRATION RENEWAL**
 - All registrants who renew their registration or whose registration expires on or after January 1, 2023 must take a minimum of 3 hours of continuing education (CE) coursework in California Law and Ethics during each renewal period to be eligible to renew their registration. For more information:
https://www.bbs.ca.gov/pdf/ab_1759_faq_registrant.pdf
- v. Please note that the California Law and Ethics exam is different for each license type. Therefore, if you plan on registering as both an AMFT/APCC, you will need to register and pay for the exam for each license type. The exam is currently \$150.

B. **Clinical Exam** - At the end of gathering the 3,000 experience hours (whichever format is used), applicants for licensure then take the CA Clinical exam covering broader issues (e.g., theory, case conceptualization, and treatment).

i. **BBS Website** - See <https://www.bbs.ca.gov/exams/> for further exam news.

VII. BBS TRIADIC SUPERVISION

A. Triadic supervision is defined as one supervisor providing one hour of supervision to two supervisees. This will count toward the 52-week individual supervision requirement, which may be met by either individual or triadic supervision, or a combination of both. Be sure to use the updated versions of the “Weekly Summary of Experience Hours” and “Experience Verification” forms to track and count your triadic supervision hours.

VIII. BBS SUICIDE RISK ASSESSMENT & INTERVENTION TRAINING

A. Effective January 01, 2021 the BBS began requiring 6 hours of suicide risk assessment and intervention education or applied experience under supervision for all license applicants and licensees. Documentation of completing this requirement is included in your Program Certification Form with an additional letter found here:

<http://hhd.fullerton.edu/counsel/alumni/index.php>

IX. PROVISION OF MENTAL HEALTH SERVICES VIA TELEHEALTH TRAINING

A. Effective July, 01, 2023, the BBS will require 3 hrs. of training in the Provision of Mental Health Services via Telehealth. This is a one-time requirement. You may provide proof either when applying for your associate number or license. The BBS allows for early submission of this LICNESURE requirement along with your associate application.

X. BBS RECORDS

A. Experience Verification Forms

i. When you receive your associate registration number from the BBS, you will receive an “Experience Verification” form included in that packet. Remember, at the time of registration you will not be asked to submit any hours (**All hours are submitted when you apply for your license at the end of the 3,000 hours**). However, any time that you complete work with a particular supervisor, it is strongly recommended to complete one of the Experience Verification Forms. You will need a separate form for each supervisor that approves hours for you and separate forms for hours obtained as a trainee vs associate. If you wait until the end of all your hours, you may not be able to track down past supervisors.

ii. For more information: https://www.bbs.ca.gov/pdf/forms/mft/lmft_expver_37a-301_option1.pdf

B. Supervisor Responsibility Statement/Supervision Agreements

i. These are turned in when you apply for your hours to be accepted. You must have a Supervisor Responsibility Statement/Supervision Agreement on-file for each supervisor who has approved your Weekly Summary of Experience Hours forms.

- The BBS Supervision Agreement Form, replaced the BBS Supervisor Responsibility Statement on January 01, 2022. You should have a BBS Supervisor Responsibility Statement for each supervisor with whom you established a supervisory relationship with prior to January 01, 2022 and BBS Supervision Agreement for any relationship entered on or after that date.
- The BBS will accept both digital and ink signatures.
- For more information:
https://www.bbs.ca.gov/pdf/forms/supervision_agreement.pdf

C. Weekly Summary of Experience Hours

- i. These are used to generate your Experience Verification forms and are subject to audit by the BBS.
- ii. For more information: https://www.bbs.ca.gov/pdf/forms/mft/lmft_expver_37a-301_option1.pdf

D. Verification of Employment as a Volunteer

- i. These are required when an associate has completed supervised hours on a volunteer basis. A sample form can be found on the BBS website.

E. Letter of Agreement – Volunteer Supervision

- i. These are required when a trainee or associate’s supervisor is working on a volunteer basis. A sample letter can be found on the BBS website.

XI. ALL BBS RECORDS

- A. Keep copies of all BBS records in 2 places (i.e. home, work, safety deposit box) to ensure that you never lose this important information...

Other Important Information

I. MALPRACTICE INSURANCE

A. If you plan to continue seeing clients after graduation, you will need to update your malpractice insurance status from “student” to “associate” in order to receive continuous coverage. You will not automatically be updated/covered once you are no longer students. Therefore, you will need to update your status as of the date of your degree posting. Doing this will require membership dues to the organization of your choice, along with an additional fee for coverage to the insurance company.

II. JOIN ACA

A. Membership in ACA helps develop your identity as a counselor and supports both LMFT and LPCC career paths. Benefits include access to professional publications, discounts on workshops, conferences, books and more.

III. JOIN CAMFT

A. Membership in CAMFT supports your professional development as an LMFT or LPCC and is focused on doing business in California. Benefits include networking communities, free legal consultations, and access to EBSCO host for research.

IV. JOIN CALPCC

A. Membership in CALPCC supports your professional development as an LPCC, and is focused on doing business in California. Benefits include in-person/online networking communities, consultation on legal/ethical, business and practice concerns, personal consultations on licensing process, and discounts on professional development activities, including conferences.

V. BECAUSE YOU NEVER KNOW

A. **Keep in Fireproof Box:** Syllabi of each class, 4-Way Agreements, Supervisor Responsibility Form, Summary of weekly hours, Practicum Summary Logs/Semester Accounting Forms, CEU Certificates. **Make copies of these and keep in a different place, so you have 2 sets.**

Alumni Information

I. JOIN THE CSUF ALUMNI ASSOCIATION

A. CSUF Alumni Association website: go to Fullerton.edu → Alumni → Membership Benefits → Join Online or you may simply visit: <https://alumni.fullerton.edu/alumnimembership/>

NOTE: The lifetime membership rate is currently \$57 now through June 30, 2023. After June 30th, the regular price of \$149 will apply.

B. Benefits include:

- Invitations to Alumni Association Events
- Access to all 23 CSU Libraries
- Discounts on Games and Performing Arts Tickets
- (3) Free Parking Vouchers/year
- Savings on membership to the Student Recreation Center and much more!

II. JOIN THE COUNSELING DEPARTMENT'S ALUMNI 'LISTSERV'

A. Go to <https://groups.google.com/forum/#!overview>

B. In the search bar, search for: **CSUF Counseling Alumni Association**

C. Request to become a member. Jodi Blackley Baldel (Past CAMFT Pres & our alumna) is the group moderator & will approve your request to join

D. Browse the current and past job listings, networking info and news/upcoming events.

NOTE: The listserv was just moved from Yahoo to Google 05/2020, so there is minimal historic data to browse, at this time.

E. Watch your inbox for mail coming from [CSUFCAA@googlegroups.com] and set your spam filter to allow it through

III. JOIN THE COUNSELING DEPARTMENT'S ALUMNI FACEBOOK PAGE

A. Send a friend request to Coun Alum Assoc <https://www.facebook.com/coun.assoc>

BBS & Clinical Associations Contact Sheet

American Counseling Association (ACA)

5999 Stevenson Ave. Alexandria, VA 22304

Phone: 800-347-6647 Fax: 800-473-2329

Website: <https://www.counseling.org/>

Board of Behavioral Sciences (BBS)

1625 North Market Blvd. Suite S-200, Sacramento, CA 95834

Phone: 916-574-7830 Fax: 916-574-8626

Website: <http://www.bbs.ca.gov/>

California Association for Licensed Professional Clinical Counselors (CALPCC)

P.O. Box 280640 Northridge, CA 91328-0640

Website: <http://calpcc.org>

California Association of Marriage and Family Therapists (CAMFT)

7901 Raytheon Road, San Diego, CA 92111-1606

Phone: 858-29-CAMFT (292-2638) Fax: 858-292-2666

Website: <http://www.camft.org>