

**County of San Bernardino
Department of Behavioral Health**

Registration and Licensure Requirements for Clinical Therapists

Effective Date 07/01/1996
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Policy All clinical therapists (MSWs and MFTs) must be registered or licensed with the California Board of Behavioral Science (BBS).

Purpose To inform Behavioral Health staff of the registration and licensure requirements for clinical therapists.

California Applicants All pre-licensed MSWs and MFTs applicants must be registered with the BBS upon employment with the Department of Behavioral Health (DBH) and obtain licensure within six years of the date of original registration with the BBS.

Applicants From Out Of State: Applicants from out of state:

1. Who possess MSW/MFT degrees, are not licensed in California, and who have not completed the requirements for California licensure, must be registered with the BBS upon employment with DBH and obtain licensure within six years of the date of original registration with the BBS.
2. The State Department of Mental Health may grant a waiver for those licensed-ready according to the Board of Behavioral Science's criteria, for up to three (3) years. See State [Waiver Request Form](#). Applicants must have sufficient experience to gain admission to a licensing examination so that registration with the BBS is not required. Offers of employment are contingent on the applicant's ability to obtain a waiver and obtain licensure within three (3) years of the date of the waiver.

At the interview, all pre-licensed applicants will sign a Statement of Awareness of the Requirement to Obtain Licensure for Continued Employment.

Note: The Director of DBH will review and determine, on a case-by-case basis, whether to grant a one year extension to an employee who has not obtained licensure within the stipulated time. Under certain circumstances, this extension may be requested annually, up to a maximum of three years.

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Registration and Licensure Requirements for Clinical Therapists, Continued

Roles and Responsibilities

The information below describes roles and responsibilities for record maintenance:

Roles	Responsibilities
Hiring Program Manager/Supervisor	<ul style="list-style-type: none"> • Ensure that new pre-licensed and licensed applicants, existing licensed employees, and contract agency staff comply with registration, licensure and waiver requirements.
Secretary to Hiring Program Manager/Supervisor	<ul style="list-style-type: none"> • Obtain licensing information and verify registration and validity of license with the BBS.
Payroll	<ul style="list-style-type: none"> • Collect BBS registration or license and the Statement of Awareness of Need to Obtain Licensure for Continued Employment from applicants that are hired. • Maintain registration/licensing information in the personnel file. • Notify HRO or Designee when there is an out of state licensed ready applicant.
Human Resources Officer or Designee	<ul style="list-style-type: none"> • Gather waiver request information from applicants that are hired from out-of-state during the hiring process. • Transmit waiver request information for clinical therapists to the State Department of Mental Health. See Waiver Request Cover Letter. • Submit copies of approved waivers to the Office of Compliance.
Compliance	<ul style="list-style-type: none"> • Produce monthly report identifying individuals whose registration, waiver, or license is about to expire, and for whom no registration is on file. • Distribute report to appropriate clinic supervisor. • Notify applicable Deputy Directors, Program Managers, Chief Compliance Office and/or Human Resources Officer if license, registration, or waiver expires.
Pre-licensed Clinical Therapist	<ul style="list-style-type: none"> • Obtain and maintain registration with the BBS until licensed. • Maintain continuous licensure with the BBS. • Inform the immediate supervisor of any change in status.

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**Registration and Licensure Requirements for Clinical
Therapists, Continued**

**Extensions of
Continued
Employment**

To request an extension, the following conditions must be met:

- The employee is currently meeting work/job expectations.
- The employee will present proof of having taken the written exam for licensure, date of oral examination and/or timetable for reexamination.
- A request for extension shall be generated by the immediate supervisor which needs to include a justification for the extension;
- Extension justifications are sent to Program Manager II and Deputy Director for approval/denial and then forwarded to the Director for final approval/denial.

**Consequences
of Violation**

- A newly hired employee will not be able to begin employment, if he/she is not registered or licensed with the BBS.
- An existing employee, who fails to maintain registration or licensure with the BBS, will be placed on unpaid leave. The employee must present a copy of the BBS's certificate of registration or licensure within two (2) pay periods from the lapse date or he/she will be subject to disciplinary action that may result in termination. In consultation with the Human Resources Officer, the supervisor will issue a memo to employee placing him/her on unpaid leave. The memo will be generated by the office of the HRO.

Reference

- Business and Professions Codes: §4984, 4984.01, 4996.6, 4996.17, 4996.28
 - Welfare & Institutions Code §5751.2
 - CCR, Title 9, §1840.314(e)
 - CCR, Title 16, §1846
 - DMH Information Notice 02-09
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