

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

License Exam Prep Program Policy

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Revision Date 09/23/11



Allan Rawland, Director

Policy It is the policy of the Department of Behavioral Health to support staff efforts to become licensed professionals who deliver quality mental health services.

Background The License Exam Prep Program (LEPP) was designed as a result of the workforce needs assessment completed for the Workforce Education and Training (WET) component of the Mental Health Services Act (MHSA). The Department of Behavioral Health has a disproportionate number of pre-licensed staff to licensed staff. To assist staff to become licensed, funding has been allocated to pay for a License Prep Program for Social Workers (MSWs), Marriage and Family Therapists (MFTs) and Psychologists who are DBH and contract agency staff.

Eligibility Criteria The following is a list of the eligibility criteria for the program:

- Must not already be licensed (LCSW, LMFT or Psychology)
- Must have supervisor approval
- Must agree to take the initial exam within one year
- Be willing to complete all forms
- For Psychologists:
 - To take the Examination for Professional Practice in Psychology (EPPP), must have completed a qualifying doctorate degree and at least 1500 hours of qualifying supervised professional experience, and be ready to take the exam
 - To take the California Psychology Supplemental Examination (CPSE), must have completed all 3000 hours of qualifying supervised professional experience and have passed the EPPP
 - To take the California Psychology Law & Ethics Examination (CPLEE), must meet the California Board of Psychology's requirements and be ready to take the exam
- For MSWs or MFTs, must be within 250 hours of completion of required hours to take the exam

Note: This is not an entitlement program. Only employees who meet the criteria above as well as meet performance standards will be selected to participate.

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License Exam Prep Program Policy, Continued

**Application/
Agreement**

All employees selected for this program will be required to sign an agreement and other enrollment forms as part of the application. The agreement will include requirements to:

- **Take** the initial licensing exam within one (1) year of receiving the exam materials. If the initial exam isn't taken within one (1) year, the participant will be dropped from the program.
- If the initial exam is **passed** within two (2) years, funding may be provided for the second exam. If the initial exam is not passed within two (2) years, the employee will be dropped from the program and will need to re-apply for eligibility for funding for the second exam after passing the initial exam
- Participate in all aspects of the license prep program for which the participant has requested enrollment, including attending a mandatory orientation
- Communicate to or provide to the WET Program:
 - The date of the scheduled exam, and exam results (pass/fail)
 - Proof of passing an exam
 - Proof of attendance for in-person training (workshops)

Note: Failure to adhere to these requirements may disqualify the employee from program participation. Exam results are needed to determine the effectiveness of the vendors selected for the license prep training and the overall effectiveness of the program.

How to apply

Complete the survey which will be sent to staff when funding is available for the program. Participants will be chosen from the survey responses.

**Availability of
the program**

This program is offered at the discretion of DBH when funds are available. The program can be discontinued at any time when funding is not available. If the program does not produce an increase in the number and retention of licensed staff, the program may be discontinued.

Questions

For questions about this program, contact the DBH Workforce Education and Training Manager or Intern Supervisors.
