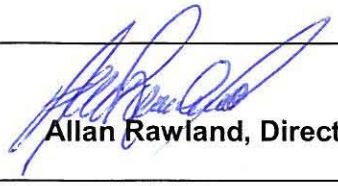
County of San Bernardino
Department of Behavioral Health

Waiver for Pre-Licensed/Out-of-State Licensed Ready Psychologists

Effective Date 07/16/06
Revision Date 10/30/07



Allan Rawland, Director

Policy

Clinical staff shall conform to all applicable licensing regulations and other legal requirements for professional competence.

Purpose

To establish policy and procedures regarding waivers of licensed psychologists to:

- Ensure quality services to Mental Health clients
- Comply with State law

Requirements

State law requires that doctoral-level psychologists employed by local mental health agencies (including DBH contract agencies) who are not yet licensed, but are preparing for licensure, must receive a waiver from the State Department of Mental Health to practice in the Department/agency. See **MH Professional Licensing Waiver Request (PDF) (WORD)** format.

There is a five year waiver period. Time worked in other public mental health agency settings (including contract agencies) may count against the individual's five year maximum. **There will be no waiver extensions**, except in instances where medical reasons necessitate lengthy absences from work, or authorized by the appointing authority. Employee will be subject to disciplinary action that may include termination if a license is not obtained by the end of the waiver period.

Psychologists who are recruited from out of state, and who already have sufficient supervised experience to gain admission to the licensing examination in California, must apply for and may be granted a waiver. The maximum length of time for this waiver is three years.

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Roles and Responsibilities

The information below describes the roles and responsibilities of staff involved in the waiver process.

Roles	Responsibilities
Human Resources Officer II or Designee	• Gather Waiver Request information during the hiring process. • Transmit waiver request information for hired psychologists to the State Department of Mental Health. See **Waiver Request Cover Letter**. • Monitor status of waivers and waiver expirations. • Produce a quarterly report of waiver status of all pre-licensed psychologists and submit to Program Managers.
Pre-licensed Psychologist	At time of hire, sign a **Statement of Awareness of the Requirement to Obtain Licensure for Continued Employment**.
Program Managers or Designee	• Ensure that all employees comply with the requirements and procedures. • Ensure that pre-licensed psychologists in contract agencies submit waiver materials to DBH Human Resources Officer II in a timely fashion. • Ensure that all provisions of this policy are carried out in contract agencies.

Consequences

Psychologists who are not licensed at the end of the five year waiver period or at the end of an extension will be subject to termination.