

## **Congratulations**

You completed all of the pre-licensure requirements, and you are now ready to take your licensing examination(s). The road to licensure for you is nearly complete. Stay informed and think one step ahead.

## **Examination Cycle Timelines**

In order to remain in the testing cycle and keep your hours “locked in,” you must take an examination at least once a year until you pass all required examinations. Once the Board approves you for entry in to the examination process, you **MUST TAKE** the test within one year of the stated eligibility date. If you take and fail an examination, you must re-take it no later than one year from the date of failure. Also, after failing an examination, you must wait a minimum of 160 days from the date of failure before the Board can approve you again to take the examination. You must submit an application for re-examination with the required fee in order to retake a test. The processing time for a re-examination application is 60 days. You can find the re-examination application in the “Forms and Publications” section of the web site.

**Example:** Steve passes his LCSW Standard Written Examination on 2/14/2006. He must take the Clinical Vignette Examination no later than 2/14/2007.

**Example:** Wendy failed her LMFT Standard Written Examination on 1/31/2006. She must retake her Standard Written Examination no later than 1/31/2007.

**Example:** Chandra received her notice of eligibility to take the LEP Written Examination. Her eligibility notice stated an eligibility date of 4/27/2006. She must take her exam no later than 4/27/2007.

## **Facts and Strategies to Help You Through the Testing Experience**

Examinations test your knowledge and professional skills as well as your ability to make judgments about appropriate techniques and methods as applicable to the LMFT/LCSW/LEP Scope of Practice.

## **Studying for the Examination**

The examination plans contained within the examination handbooks are official study guides for the material tested on the examination. All candidate handbooks can be downloaded from the “Forms and Publications” section of the Board web site. Trust in your clinical education and experience when responding to the examination items.

## **A Word About Examination Prep Courses**

Some entities offer examination preparation courses. These preparation courses do not guarantee a passing score and are no substitute for education and experience.

Before selecting an examination preparation course, educate yourself about the different course providers and consider the harm of taking a preparation course that offers inaccurate information.

**The Board does not recommend or endorse any examination preparation courses.**

## **Helpful Strategies for a Smooth Examination Day**

Research the location of your testing center before the day of your test. Map out a route and travel the route prior to the test date if time permits. Be sure to leave early. You should plan on arriving at the testing center **AT LEAST 15 minutes** prior to your examination. Remember, you cannot be penalized for arriving too early.

**You must bring valid photo identification with you to the test site center.**

Proper forms of identification include:

- Driver's license
- State issued identification
- Military identification

Also, the form of identification must contain your signature, photo, and the name must match the name used to register for the examination, including designations such as “Jr.” or “III.” The Psychological Services (PSI) test site center will not accept expired identification. **Per the Board's contract with PSI, employees at the test site center will disregard the middle name on any form of identification.**

## **Examination Results**

You will receive the results of the examination at the test site center once the examination is complete. Please refer to the Testing Accommodations section of this brochure for information on paper and pencil examination results.

In the event you fail an examination, you will receive a re-examination application at the test site center. Applications for re-examination are also available on the “Forms and Publications” section of the Board website.

When you pass the LCSW or LMFT Standard Written Examination, you will need to obtain an application to apply for the LCSW or LMFT Clinical Vignette Examination. The appropriate form is the Examination/Re-Examination Form available at the test site center and on the web site.

When you pass the LCSW or LMFT Clinical Vignette Examination or the LEP Written Examination, you will receive an application for initial licensure.

### ***Save Your Candidate Handbooks***

The initial license fee chart is in the Clinical Vignette Handbook. LEP candidates will find the initial license fee chart on the back of the initial license application.

### **Testing Accommodations**

In recognition of the Federal Americans with Disabilities Act and the California Fair Employment and Housing Act, the Board and PSI provide fair and reasonable test accommodations to candidates who substantiate a need due to physical or mental disability or qualified medical condition.

Candidates seeking accommodations should apply early and allow the Board sixty days for processing of a request.

Request for Accommodations forms are available in the "Forms and Publications" section of the Board web site under "Examination Materials."

Candidates who receive testing accommodations to take a paper and pencil examination will receive the results of the examination 14 business days from the completion of the examination.

### **For Questions...**

While in the examination process, you can call your evaluator for any questions you might have regarding eligibility or other concerns. For questions regarding examination accommodations, you should call the Board's Testing Accommodations Coordinator.

ASW Evaluator (916) 574-7823  
LCSW Evaluator (916) 574-7852  
LMFT Evaluator (A-K) (916) 574-7854  
LMFT Evaluator (L-Z) (916) 574-7853  
LEP Evaluator (916) 574-7823

Testing Accom (916) 574-7862

### **Scheduling an Examination**

To schedule an examination, you must call PSI. You should contact them approximately thirty days prior to your preferred testing date.

**PSI:** (877) 392-6422  
[www.psiexams.com](http://www.psiexams.com)

**This brochure is supplemental and is not intended to replace your examination handbook. Please thoroughly read your examination handbook.**

# *LMFT, LCSW,& LEP*

## Examination Information



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