Associate renewal calendar

A practical California working record - editable in Word

USE IT THIS WAY	DO NOT MISTAKE IT FOR THIS
Open at the start of each registration year and review monthly during the final quarter.	This does not renew a registration or establish an exception, extension, or right to practice after expiration.

Working record

Prepared by	
Reference (no names)	
Date opened	
Next review date	

Six review points

1

[ ] Verify the expiration date

Record the date from the Board record and compare it with your own calendar.

Your record: _____

Source: DCA license lookup

2

[ ] Record renewal requirements

Use the current Board page to list the law-and-ethics education and exam-activity requirements that apply to you.

Your record: _____

Source: BBS: manage a license or registration

3

[ ] Verify the course source

Preserve provider, title, date, hours, and completion evidence for required education.

Your record: _____

Source: BBS: continuing education

4

[ ] Calendar the exam step

Record the required attempt or completed result and the evidence you retain.

Your record: _____

Source: BBS: manage a license or registration

5

[ ] Submit through the current route

Record when, how, and with what fee the renewal was submitted.

Your record: _____

Source: BBS: manage a license or registration

6	**[ ] Confirm the public record** Do not treat a receipt alone as active status; recheck the Board record before practice after expiration. **Your record:** _____ **Source:** DCA license lookup

Close the loop

Decision / next action	
Owner	
Due date	

Controlling sources

- DCA license lookup
- BBS: manage a license or registration
- BBS: continuing education

Educational information only. Not legal, clinical, tax, billing, or regulatory advice. Recheck every source before relying on an older saved copy. Do not put client-identifying information in a copy you cannot secure.