

Experience verification closeout

A practical California working record - editable in Word

USE IT THIS WAY Use when leaving an employer, changing supervisors, or finishing a period of supervised experience.	DO NOT MISTAKE IT FOR THIS This is a preparation aid, not the Experience Verification form submitted to the Board.
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Working record

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

Six review points

1

☐ Select the correct Board form

Use the current form for AMFT, ASW, or APCC experience and the applicable in-state or out-of-state path.

Your record: _____

Source: [BBS: LMFT resources and forms](#)

2

☐ Reconcile dates

Compare first and last dates across agreements, weekly logs, payroll, and your own total.

Your record: _____

Source: [BBS: LCSW resources and forms](#)

3

☐ Reconcile categories

Confirm that category totals can be traced back to contemporaneous weekly records.

Your record: _____

Source: [BBS: LPCC resources and forms](#)

4

☐ Resolve corrections before signature

Document why a total changed and preserve the corrected signed record.

Your record: _____

Source: [BBS: statutes, regulations, and law changes](#)

5

☐ Record delivery and custody

Note who completed the verification, when it was delivered, and where your copy is secured.

Your record: _____

Source: [BBS: LMFT resources and forms](#)

6

[] Preserve contact continuity

Keep an organization-level route for later questions without placing personal details in this worksheet.

Your record: _____

Source: [BBS: LCSW resources and forms](#)

Close the loop

Decision / next action	
Owner	
Due date	

Controlling sources

- [BBS: LMFT resources and forms](#)
- [BBS: LCSW resources and forms](#)
- [BBS: LPCC resources and forms](#)
- [BBS: statutes, regulations, and law changes](#)

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