Licensure application packet inventory

A practical California working record - editable in Word

USE IT THIS WAY	DO NOT MISTAKE IT FOR THIS
Use after choosing the exact in-state or out-of-state pathway and before paying or mailing anything.	This does not determine eligibility or replace the current application instructions.

Working record

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

Six review points

1

[ ] Choose one license path

Record LMFT, LCSW, or LPCC and whether the current Board instructions treat the application as in-state or out-of-state.

Your record: _____

Source: BBS: LMFT resources and forms

2

[ ] Inventory Board forms

List each required current form by name, revision date, signer, and completion status.

Your record: _____

Source: BBS: LCSW resources and forms

3

[ ] Inventory third-party records

Track transcripts, verifications, fingerprints, exam records, and any materials another organization must send.

Your record: _____

Source: BBS: LPCC resources and forms

4

[ ] Trace experience totals

Tie application totals to signed source records and explain every adjustment.

Your record: _____

Source: BBS: LMFT resources and forms

5

[ ] Check fees and delivery

Confirm the current fee, payment method, online or paper route, and address directly from the Board.

Your record: _____

Source: BBS: manage a license or registration

6	**[ ] Keep a submission copy** Preserve the entire packet, payment evidence, and delivery confirmation without relying on an email inbox alone. **Your record:** _____ **Source:** BBS: manage a license or registration

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: manage a license or registration

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