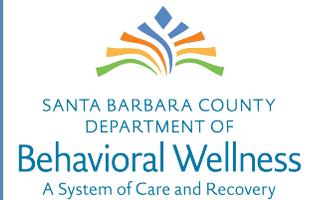


Staff Update



Santa Barbara County Department of Behavioral Wellness, Alice Gleghorn, Ph.D., Director
www.countyofsb.org/behavioral-wellness • Issue 4, August 19, 2016

Behavioral Wellness Policy on License Renewal

We want to take this opportunity to clarify the process for clinical license renewals, which are required for work within the Department of Behavioral Wellness.

Specific job class requirements within the department allow staff to provide direct client care with an active license/registration on file. If you are classified as a Licensed Practitioner of the Healing Arts (LPHA), you must actively renew your license/registration to provide direct client care and keep this license on file. For example, an MFT is required to have an active license on file per the [California Board of Behavioral Sciences](#) (BBS) and Department of Health Care Services (DHCS) requirements.

Prior to the expiration of a clinical license, you will receive an automated renewal notice from our Department three months prior to the posted expiration date. This notice is intended to be a helpful tool to support you in keeping current with licensure and registration requirements. Our online learning platform, Relias, offers a wide variety of CEUs (online and at no-cost) as a tool to support staff with license renewal. If you have not already set up an account in Relias, instructions are [here](#).

Departmental staff members must submit an actual copy of their current license/registration to Quality Care Management (QCM) prior to registration expiration. If you are unable to renew your license by the stated deadline, you will be unable to provide direct client care.

Once you've received the hard copy, please scan and email a copy of your renewed license/registration to BWELLQCM@sbcbswell.org. (Please send a copy of the renewal document, not the BBS web page showing your renewal.)

At the moment, the BBS seems to be moving slowly with its new requirements. One known new requirement that has reportedly caused delay is that of registrations expiring on or after July 1, 2016 being unable to renew until the registrant has taken the required law and ethics exam. If your license falls under BBS jurisdiction, you should renew or schedule your law and ethics test as early as possible. Another new change with the BBS intended to be helpful in the renewal process is that in addition to the BBS mailing out license renewal reminder notices, you may download the manual renewal notice located on the BBS website or use the "[Pathway to Breeze](#)" to renew licenses online.

LPHA staff members without an active license are permitted to take vacation time or leave without pay, as per [Behavioral Wellness Policy 34](#), Staff Credentialing and Licensing. This time is intended to allow you to complete the necessary steps to return your clinical license to active standing.

If you have any questions, please contact QCM Manager Deana Huddleston, MFT, 805-934-6546, dhuddleston@sbcbswell.org.