



Board of Behavioral Sciences

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Gavin Newsom, Governor  
State of California  
Business, Consumer Services, and Housing Agency  
Department of Consumer Affairs

## **ELECTRONIC TRANSCRIPTS AND EDUCATION VERIFICATION FORMS**

Many schools/universities now have the capability to electronically submit your transcripts directly to the Board. In addition, Degree Program Certifications (Form A or B for LMFT and LPCC applicants) may also be submitted electronically. When preparing your application, please consult with your school/university to determine whether the school is able to submit these documents electronically to the Board, or if you will need to submit an official sealed copy of your transcript and/or hard copies of your Degree Program Certification forms. Please be advised that you will be required to include all documents that are not submitted electronically by your school/university with your application packet.

Some schools/universities are utilizing a third-party electronic transcripts vendor such as Parchment, National Student Clearinghouse, etc. If this is the case for your school/university, please provide the following email address to them when ordering:

[BBStranscripts@dca.ca.gov](mailto:BBStranscripts@dca.ca.gov)

Once your electronic documents are received by the Board they will be attached to your electronic file.

### **FAQs**

#### ***Will I need to make a note on my application if my documents will be sent electronically?***

The Board's application forms have a box for you to mark indicating whether the documents will be sent electronically.

#### ***Can I submit my application for registration or licensure electronically?***

Currently, no.

#### ***What should I submit with my application?***

All documents that are not being provided to Board electronically by your school/university or a third-party transcript vendor will need to be submitted with your application. Open the pertinent application packet for a checklist of documents required.

***How will I know if the Board received my transcripts or education verification forms?***

Once your application(s) is reviewed you will be notified of any documents that may be missing.

***Do I need to order two transcripts if I am applying for two license types?***

If you are applying for two license types and your school or university sends your transcripts electronically, you do not need to order two transcripts.

However, if you are not submitting your transcripts electronically, an official, sealed transcript attached to each application is required.

**Do you have a question not answered here?** Email the Board at [BBStranscripts@dca.ca.gov](mailto:BBStranscripts@dca.ca.gov)