


**County of San Bernardino  
Department of Behavioral Health**

**Waiver for Pre-Licensed/Out-of-State Licensed Ready  
Psychologists**

**Effective Date** 07/16/2006  
**Revision Date** 09/13/2010

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Alan Rawland, Director

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**Policy** Clinical staff shall conform to all applicable licensing regulations and other legal requirements for professional competence.

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**Purpose** To establish policy and procedures regarding waivers of licensed psychologists to:

- Ensure quality services to Mental Health clients
- Comply with State law

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**Requirements** State law requires that doctoral-level psychologists employed by local mental health agencies (including Department of Behavioral Health (DBH) and contract agencies) who are not yet licensed, but are preparing for licensure, must receive a waiver from the State Department of Mental Health to practice in the Department/agency. Approved waiver must be obtained **prior** to allowing applicants to begin work for DBH; see [MH Professional Licensing Waiver Request](#) form.

There is a five-year waiver period. Time worked in other public mental health agency settings (including contract agencies) may count against the individual's five-year maximum. **There will be no waiver extensions.** Once a waiver is granted, the waiver period runs continuously to its expiration point unless DBH requests that it be terminated earlier. If employee has not obtained license by the end of the waiver period he/she will be subject to disciplinary action that will result in termination.

Psychologists recruited from out of state, and already have sufficient supervised experience to gain admission to the licensing examination in California, must apply for and be granted a waiver. The maximum length of time for this waiver is three years.

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**Waiver for Pre-Licensed/Out-of-State Licensed Ready Psychologists, Continued**

**Roles and Responsibilities** The information below describes the roles and responsibilities of staff involved in the waiver process.

<b>Roles</b>	<b>Responsibilities</b>
Human Resources Officer (HRO) or Designee	<ul style="list-style-type: none"> <li>• Gather Waiver Request information during the hiring process.</li> <li>• Transmit waiver request information for hired psychologists to the State Department of Mental Health. See <a href="#">Waiver Request Cover Letter</a>.</li> <li>• Produce a quarterly report of waiver status of all pre-licensed psychologists and submit to Program Managers.</li> </ul>
Office of Compliance	<ul style="list-style-type: none"> <li>• Review monthly report identifying individuals whose waiver or license is about to expire.</li> <li>• Send 60 day notice to individuals and clinic supervisor prior to expiration.</li> <li>• Notify applicable Deputy Directors, Program Managers, Chief Compliance Officer and/or HRO if license or waiver expires.</li> </ul>
Pre-Licensed Psychologist	At time of hire, sign a <a href="#">Statement of Awareness of the Requirement to Obtain Licensure for Continued Employment</a> .
Program Managers or Designee	<ul style="list-style-type: none"> <li>• Ensure that all employees comply with the requirements and procedures.</li> <li>• Ensure that pre-licensed psychologists in contract agencies submit waiver materials to DBH HRO in a timely fashion.</li> <li>• Ensure all provisions of this policy are carried out in contract agencies.</li> </ul>

**Consequences** Psychologists failing to obtain license by the end of the five-year waiver period or at the end of an extension will result in termination.

- Reference**
- Welfare & Institutions Code Section 5751.2
  - CA Code of Regulations, Title 9, Section 1840.314(e)
  - DMH Information Letter 10-03