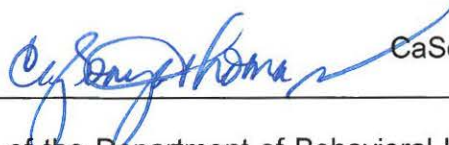


**County of San Bernardino
Department of Behavioral Health**

License Exam Prep Program Policy

Effective Date 05/11/09
Revision Date 12/03/13



CaSonya Thomas, Director

Policy It is the policy of the Department of Behavioral Health (DBH) to support staff efforts to become licensed professionals who deliver quality mental health services.

Background The License Exam Prep Program (LEPP) was designed as a result of the workforce needs assessment completed for the Workforce Education and Training (WET) component of the Mental Health Services Act (MHSA). Within DBH there is a disproportionate number of pre-licensed clinical therapist staff to licensed clinical therapist staff. To assist staff to become licensed, funding has been allocated to reimburse for LEPP materials or packages for Social Workers (MSWs), Marriage and Family Therapists (MFTs) and Psychologists who are DBH or DBH contract agency pre-licensed clinical therapist staff.

Program Overview The key points of the LEPP Policy are listed below:

- Participants will be reimbursed for materials or study packages they purchase to help them become licensed clinical therapists.
- Participants may purchase exam materials or study packages from any vendor they choose. However, participants can only be reimbursed for an aggregate total of up to **\$1,000**. Also, participants can only be reimbursed for one set of exam materials or package per exam.
- DBH employee participants using their designated Memorandum of Understanding (MOU) funds to purchase exam materials can only be reimbursed for their out of pocket costs (difference between the material or package cost and the MOU funds used).
- Participants will be reimbursed for their first exam material or study package purchase when they pass the first exam. They will be reimbursed for their second exam material or study package purchase when they become licensed. See reimbursement process below for further details.

Eligibility Criteria The following is a list of the eligibility criteria for the LEPP:

- Must be a DBH employee or DBH contract agency employee, in good standing, in a DBH funded program.
- Must not already be California State licensed in any discipline (e.g. LPCC, LCSW, LMFT, or Psychology).
- Must have supervisor approval.
- Must be eligible to take the initial exam at the time of application (i.e., have the hours required to qualify for the exam).

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License Exam Prep Program Policy, Continued

Eligibility Criteria (continued)

- Be willing to complete all necessary forms.

Note: This is not an entitlement program. Only employees who meet the criteria above and performance standards will be eligible to participate.

Application/ Agreement

Participants will be selected for this program via submission of a signed [LEPP Application/Agreement](#), which will be accepted on an on-going basis. Submitted LEPP Applications/Agreements must be signed by the applicant, applicant's Program Manager (or equivalent) and Deputy Director (or equivalent). The application/agreement will include requirements to:

- Participate in all aspects of the LEPP for which the participant has requested enrollment.
- Provide the WET program with:
 - Proof of passing an exam
 - Receipt of purchase of exam materials
 - Other forms required for reimbursement (see reimbursement process sections below)

Note: Failure to adhere to these requirements may disqualify the employee from program participation.

Important Note: LEPP exam timelines are based on program participation and are not intended to supersede timelines of licensure requirements under the [Registration and Licensure Requirements for Clinical Therapists](#) policy.

Reimbursement Process – All Participants

Participants in the LEPP will be reimbursed for their out of pocket costs for exam materials or packages after they meet the required criteria (see DBH employee participant or contract agency employee participant reimbursement process sections below). **The aggregate limit of all reimbursements is \$1,000** (i.e. a participant that received a reimbursement of \$600 for the cost of materials/package for their first exam would only be reimbursed up to \$400 for the costs of the materials/package for their second exam). Program participants requesting reimbursement must adhere to the following:

- All DBH employees or DBH contract agency employees must be in good standing at the time of application and at the time of reimbursement.
 - Participants that only need to pass one exam to become licensed will be reimbursed for their out of pocket costs for licensed exam prep materials/packages after they become licensed.
 - Participants that need to pass two (2) exams to become licensed will be reimbursed for their out of pocket costs for license exam prep materials or packages for their first exam after they pass the exam, and for their costs for their second exam prep materials/packages after they become licensed.
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License Exam Prep Program Policy, Continued

Participant Reimbursement Process – DBH Employees

A LEPP participant that is a DBH employee using their MOU funds to purchase license exam materials or packages can only be reimbursed for their out of pocket costs (i.e. the difference between the total cost and the amount of MOU funds applied towards the purchase). Once a DBH employee passes their first or second licensing exam they can be reimbursed for the cost of the materials/package for that exam.

Note: The employee can request reimbursement for materials/package costs related to the first licensing exam, upon passing the first exam, and does not have to wait until they pass the second licensing exam.

The following steps must be taken for reimbursement:

Step	Action
1	DBH employee must submit to WET the following items: <ul style="list-style-type: none"> • Proof of passing the exam (applicable only for passing the first licensing exam). • Proof of licensure (applicable only for passing the second licensing exam). • Completed County Employee Reimbursement Form (ERF). • Completed LEPP Reimbursement Form signed by the applicant's Program Manager, the WET Admin Manager and the Deputy Director for WET. • Proof of purchase for the exam materials/package.
2	WET will submit the items listed above, along with a copy of the LEPP application/agreement to DBH Procurement for reimbursement to the participant.

Participant Reimbursement Process – DBH Contract Agency Employees

A LEPP participant that is a DBH contract agency employee must be working for a program funded by DBH at the time of their LEPP application submittal and at the time of reimbursement. At the time of reimbursement, the employee does not have to be working for the same contract agency that they were when they were accepted into the LEPP; however, they must still be working for a DBH contract agency in a program funded by DBH. Once a DBH contract agency employee passes their first or second licensing exam, they can be reimbursed for the cost of the materials/package for that exam.

Note: The contract agency employee can request reimbursement for materials/package costs related to the first licensing exam, upon passing the first exam, and does not have to wait until they pass the second licensing exam.

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License Exam Prep Program Policy, Continued

Participant Reimbursement Process – DBH Contract Agency Employees
(continued)

The following steps must be taken for reimbursement:

Step	Action
1	DBH contract agency employee must submit to WET (see address on Reimbursement Form) the following items: <ul style="list-style-type: none"> • Proof of passing of the exam (applicable only for passing the first licensing exam). • Proof of licensure (applicable only for passing the second licensing exam). • Completed W-9 form. • Completed LEPP Reimbursement Form signed by the applicant's Program Manager (or equivalent), the WET Admin Manager and the Deputy Director for WET. • Proof of purchase for the exam materials/package.
2	WET will submit the items listed above, along with a copy of the LEPP application/agreement to DBH Procurement for reimbursement to the participant.

Availability of the program

This program is offered at the discretion of DBH when funds are available. The program can be discontinued at any time when funding is not available. If the program does not produce an increase in the number and retention of licensed staff, the program may be discontinued.

Questions

For questions about this program, contact the DBH Workforce Education and Training office at (800) 722-9866, or email at training@dbh.sbcounty.gov.