

	Revision Approval Date: <u>8/7/12</u> By: <u>[Signature]</u> Mental Health Director
POLICY: Professional Licensing Waiver Policy and Procedure (Previous Policy: Supervision and Professional Standards)	Original Policy Approval: <u>07/01/2002</u> Policy No.: _____

POLICY: Professional Licensing Waiver Policy and Procedure

Pursuant to DMH letter 10-03 (June 2010) and W&I Code Section 5751.2:

1. All psychologist candidates providing Medi-Cal services for which they bill must obtain a licensing waiver- *even if they are registered with their licensing board.*
 2. All Licensed Clinical Social Worker (LCSW) and Licensed Marriage and Family Therapist (LMFT) candidates do not need a waiver but must remain registered with his/her licensing board until such time as the candidate is licensed.
- This applies to both county and contract providers.
 - This applies regardless of payer source.
 - This applies to those types of treatment and services that require the practitioner to hold a clinical license.

Exceptions: This does not apply to those Psychologist candidates employed by or under contract to health facilities licensed by the California Department of Public Health. Waiver requests for these persons should be directed to the California Department of Public Health. (e.g. Children’s Hospital, Oakland)

IMPORTANT: See DMH Letter 10-03 for further details, as may be updated by future regulations.

PROCEDURE:

Eligibility Criteria as established by the State of California, Health and Human Services Agency (CA-HHSA).

- In order to be eligible for such a waiver, the psychologist candidate must have successfully completed 48 semester/trimester or 72 quarter units of graduate coursework, not including thesis, internship or dissertation. A copy of the candidates’ transcript reflecting completion of this coursework requirement must be submitted with the waiver application along with the applicant’s resume. DMH reserves the right to request an official transcript if they choose.
- The waiver must be in place prior to when a candidate begins work for which a license or waiver is required.
- There is no statutory provision for extension of psychologist waivers beyond the five-year limit. Waivers are not transferable from one Mental Health Plan to another.

The provider/employer will submit the following documentation to the Behavioral Health Care Services, Quality Assurance (“BHCS-QA”) Office.

Required Documentation:

- Current resume

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- Transcripts from an accredited University demonstrating completion of the required units (described above).
- CA-HHSA Mental Health Professional Licensing Waiver Request Form (MH 12 Rev 06/15/10)

In Completing the Form, the provider/employer must observe the following guidelines:

- Unless the psychologist candidate is from out-of-state, the provider will check the box marked “**Within California/not licensed, eligible.**”
- **Date of Completion of Required Coursework:** This is the last date of the semester (can be approximate) on the transcripts that the candidate received credit for coursework - not including practicum or dissertation work.
- **Employment Start Date:** The future date that the candidate will start work.
 - The provider will submit the form to:
Alameda County BHCS-QA OFFICE
2000 Embarcadero #400
Oakland, CA 94609
- **Request Submitted By:** The BHCS-QA designee, will sign, date and add the county name.

Upon receiving the request, the QA secretary will check for a complete and accurate submission by the provider and upon completion, will submit it to the BHCS-QA designee.

Waiver requests are then sent by the QA secretary to:

California Department of Mental Health
Medi-Cal Oversight-North Branch
Professional Licensing Waiver Unit
1600 Ninth Street, Room 410
Sacramento, CA 95814

Upon receipt of the waiver decision back from the California Health and Human Services Agency, the QA secretary will send the original Mental Health Professional Licensing Waiver Request Form (MH 12 Rev 06/15/10) to the provider and file a copy by the year of waiver expiration.

Every year in the month of June, the BHCS-QA secretary will send a reminder of this policy and procedure to all providers of services under Alameda County Behavioral Health Care Services. The reminder will include a copy of the policy and procedure.