



**BOARD OF BEHAVIORAL SCIENCES**  
 1625 North Market Blvd., Suite S-200, Sacramento, CA 95834  
 Telephone (916) 574-7830  
 TDD (916) 322-1700  
 Website Address: <http://www.bbs.ca.gov>



SUBJECT: Public Disclosure of License Verification	POLICY # E-06-1	DATE ADOPTED: 05/18/2006
	SUPERSEDES: E-95-1 SUPERSEDES: E-01-1 SUPERSEDES: E-04-1 SUPERSEDES: E-04-2	PAGE: 1 OF 2
DISTRIBUTE TO: All Staff/Board Members	APPROVED BY: <b>BOARD OF BEHAVIORAL SCIENCES</b>	

**Policy:**

Upon request by a member of the public, the following information, if known, shall be disclosed:

1. Current status of a license, issuance and expiration date of a license, prior discipline, accusation filed, temporary restraining order or interim order of suspension issued or the resulting discipline.
2. Malpractice judgments of more than \$30,000 reported to the Board on or after July 1, 1995.
3. Final determination of a citation and fine issued by the Board. This is not considered disciplinary action. Payment of the fine shall be represented as satisfactory resolution of the matter for purposes of public disclosure. (B&P Code Section 125.9(d)).
4. Malpractice settlements and arbitration awards in excess of \$10,000 reported to the board.

A request by a member of the public includes access to the Board's Web site.

**Implementation:**

**TO IMPLEMENT THE PUBLIC DISCLOSURE POLICY:**

Effective immediately, the CAS (Consumer Affairs System) mainframe should be used for verifying the status of a license. This information is extracted nightly to the Board's Web site under its "Verify License" feature so that the public may access the information on the Board's Web site.

## INFORMATION AVAILABLE BY MAIL AND TELEPHONE

License Status and/or formal action: Staff are to use the CAS 624 License Verification screen to verify the current status of a license.

1. Name
2. Address of Record
3. Issued Date
4. Expiration Date
5. License Number
6. Current status (status codes)
7. School attended and year of graduation.

Do NOT provide the DOB (date of birth), social security number or other information. Should the caller request this information, staff should suggest that the request be submitted in writing and then we will obtain authorization to release the requested information from the licensee. This procedure applies to telephone verification requests and does not apply when the Board is served with a subpoena.

If a Public Disclosure record is present on an individual's license a PF6 key will appear at the bottom of the 624 (License Verification) screen. Select the PF6 key and continue to hit enter until it brings you back to the 624 screen. This will paginate you through each public disclosure screen that is available for that license record. In addition, the Public Disclosure records are extracted from the CAS mainframe nightly and made available on the Board's Web site under the "license verification" feature so the public may access the information. The following disclaimers appear for each public disclosure category:

### Administrative Disciplinary Actions Disclaimer:

"The information on Board disciplinary actions only goes as far back as 1980 following the final date of the action, such as the effective date of the discipline (e.g., revocation, probation, etc.) or the last day of probation. Our data does not include actions that were a result of action prior to this date."

\* Note: If only status code 50 (Accusation filed) appears, also read the following:

"Although an Accusation has been filed, the subject has not had a hearing or been found to have violated any law or regulation."

### Malpractice Judgment Disclaimer:

"A malpractice judgment is an award for damages and does not necessarily reflect that the care provided by the licensee is substandard. All such reported judgments are reviewed by the Board and action taken only when and if it is determined that a violation of the licensing laws and/or regulations has occurred. Judgments are subject to a possible appeal." The information provided includes judgments reported on or after July 1, 1995.

### Administrative Citations Issued:

A citation and/or fine has been issued. This is not considered disciplinary action under California law but is an administrative action. Payment of the fine amount represents satisfactory resolution of the matter.

**Implementation Date: Immediate**

**Attachment: None**