

Before scheduling
your examination,
be sure you understand
the contents of this bulletin.
Please retain and use it as a
reference when contacting PSI.



**California Board of Behavioral Science
1625 North Market Boulevard, Suite S200
Sacramento, CA 95834
www.bbs.ca.gov**

**Licensed Clinical Social Worker
California Law and Ethics Examination**

CANDIDATE HANDBOOK



PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121
www.psiexams.com

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FOR MORE INFORMATION

All questions about examination scheduling should be directed to:

PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121
(877) 392-6422 • TTY (800) 735-2929
www.psiexams.com

Questions about examination content or licensing should be directed to:

Board of Behavioral Sciences
1625 North Market Blvd., Ste. S200
Sacramento, CA 95834
(916) 574-7830
BBS.Exams@dca.ca.gov

SCHEDULING INFORMATION

Date Scheduled: _____

Name of Scheduler: _____

Date of Exam: _____

Time of Exam: _____

Test Site Location: _____



PURPOSE

This handbook serves as your notice of eligibility and is designed to provide you with general information regarding the California Licensed Clinical Social Worker Law and Ethics examination processes and content.

EXAMINATIONS BY PSI

The State has contracted with PSI to conduct its examination program. PSI provides examinations through a network of computer examination centers in California and ten additional nationwide sites.

All questions regarding the scheduling and administration of examinations should be directed to PSI.

PSI licensure: certification

3210 E Tropicana
Las Vegas, NV 89121

(877) 392-6422 • Fax (702) 932-2666 • TTY (800) 735-2929
www.psiexams.com

All other questions about examinations should be directed to the BBS.

Board of Behavioral Sciences

1625 North Market Blvd., Suite S-200,
Sacramento, CA 95834
(916) 574-7830 ** FAX (916) 574-8626
BBS.EXAMS@DCA.CA.GOV

EXAMINATION SCHEDULING PROCEDURES

The PSI examination centers are open for testing during normal working hours of 8:00 AM to 5:00 PM Monday through Friday, and operating hours on Saturday, except for the following major holidays:

| | |
|------------------------|-----------------------------|
| Independence Day | Closed July 4, 2018 |
| Labor Day | Closed September 3, 2018 |
| Thanksgiving | Closed November 22-23, 2018 |
| Christmas | Closed December 24-25, 2018 |
| New Years Day | Closed January 1, 2019 |
| Martin Luther King Jr. | Closed January 21, 2019 |
| Memorial Day | Closed May 27, 2019 |
| Independence Day | Closed July 4, 2019 |

INTERNET SCHEDULING

You may schedule your test by completing the online Test Registration Form. The Test Registration Form is available at PSI's website, www.psiexams.com. You may schedule for a test via the Internet 24 hours a day.

1. Complete the registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available dates for scheduling your test.
3. You will need to choose a date to complete your registration.

4. Upon successful registration, you will receive a traceable confirmation number.

TELEPHONE SCHEDULING

You may call PSI at (877) 392-6422, Monday through Friday between 4:30 am and 7:00 pm, or Saturday-Sunday, between 6:00 am and 2:30 pm, Pacific Time, to schedule your appointment for the test. Scheduling services are also available via our Telecommunications Device for the Deaf (TDD) by calling 800.735.2929.

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee **if your cancellation notice is received two (2) days prior to the scheduled examination date**. For example, for a 9:00 a.m. Monday appointment, the cancellation notice would need to be received **before 9:00 a.m.** on the previous Saturday. You may call PSI at (877) 392-6422.

Note: A voicemail or email message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak directly to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled, further you will forfeit your examination fee, if:

- You do not cancel your appointment 2 days before the scheduled examination date;
- You do not appear for your examination appointment;
- You arrive after examination start time;
- You do not present proper identification when you arrive for the examination.

RE-EXAMINATION

Candidates who fail are eligible to re-take this examination. A request for re-examination form will be provided with the score report at the test center, or may be obtained by accessing the BBS website

To apply for re-examination, candidates must complete the form and submit it to the BBS with the correct fee. A notice confirming your eligibility for re-examination will be sent approximately 90 days from the date of the examination. Candidates are permitted to take the examination four times in a 12-month period.

Registrants who fail the California Law and Ethics examination are required to take a 12-hour California Law and Ethics course before they register to retake the California Law and Ethics exam. More information on this requirement can be found on the Board's website:

http://www.bbs.ca.gov/exams/exam_news.shtml



CANDIDATES MUST PARTICIPATE IN THE EXAMINATION WITHIN ONE YEAR OF FAILING A PREVIOUS EXAMINATION.

Sample Scenarios:

- Maria passes her California Law and Ethics examination on 5/31/14. She must take the ASWB National Clinical examination no later than 5/31/15.
- Arnold failed his California Law and Ethics examination on 4/22/14. He must retake his California Law and Ethics examination no later than 4/22/15.
- Danny received notice of eligibility to take the California Law and Ethics examination on 1/18/14. He must take this California Law and Ethics examination no later than 1/18/15.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (877) 392-6422. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. You will be rescheduled at no additional charge.

EXAMINATION SITE LOCATIONS

The California examinations are administered at the PSI examination centers in California as listed below:

ANAHEIM

Park Gate Center
2301 W. LINCOLN AVE, SUITE 252
ANAHEIM, CA 92801
(714) 254-1453

DIRECTIONS FROM LA: TAKE 5 SOUTH EXIT BROOKHURST AND TURN RIGHT. TURN RIGHT ON LINCOLN (PASS A SMALL STREET NAMED MONTEREY), AND GO TO THE FIRST OPEN DRIVEWAY ON THE RIGHT.

DIRECTIONS FROM SAN DIEGO, IRVINE, MISSION VIEJO, ETC: TAKE 5N EXIT BROOKHURST AND TURN LEFT. TURN RIGHT ONTO LINCOLN (PASS A SMALL STREET NAMED MONTEREY) AND GO TO THE FIRST OPEN DRIVEWAY ON THE RIGHT.

IF BROOKHURST EXIT IS CLOSED: TAKE 5 N EXIT EUCLID AND TURN LEFT. TURN RIGHT ON LINCOLN (PASS BROOKHURST AND SMALL STREET NAMED MONTEREY) AND GO TO THE FIRST OPEN DRIVEWAY ON THE RIGHT.

*****KEEP IN MIND THAT THE EUCLID EXIT COMES FIRST AND THEN BROOKHURST.*****

OR 91 FREEWAY: TAKE 91 W EXIT BROOKHURST AND TURN LEFT. TURN RIGHT ONTO LINCOLN (PASS A SMALL STREET NAMED MONTEREY) AND GO TO THE FIRST OPEN DRIVEWAY ON THE RIGHT.

ATASCADERO

7305 MORRO RD, SUITE 201A
ATASCADERO, CA 93422
(805) 462-8983

FROM US-101 N, TAKE THE CA-41 EXIT- EXIT 219-TOWARD MORRO RD. TURN LEFT ONTO EL CAMINO REAL. Turn LEFT onto CA-41/MORRO RD.

FROM US-101 S, TAKE THE MORRO RD/CA-41 EXIT- EXIT 219, TURN RIGHT ONTO CA-41/MORRO RD.

BURBANK

2835 N. NAOMI STREET, SUITE 110
BURBANK CA 91504
(818) 566-9882

FROM I-5 SOUTH: TAKE HOLLYWOOD WAY EXIT 149. KEEP LEFT TO TAKE THE RAMP TOWARD WOODBURY UNIVERSITY. TURN LEFT ONTO N. HOLLYWOOD WAY. TURN RIGHT ONTO N. GLENOAKS BLVD. TURN RIGHT ONTO N. NAOMI ST. 2835 N NAOMI ST IS ON THE RIGHT.

FROM I-5 NORTH: TAKE BUENA VISTA STREET EXIT 148. TURN LEFT ONTO N. BUENA VISTA. TURN LEFT ONTO N. GLENOAKS BLVD. TURN LEFT ONTO N. NAOMI ST. 2835 N. NAOMI ST IS ON THE RIGHT.

CARSON

17420 AVALON BLVD, SUITE 205
CARSON, CA 90746
(310) 400-7393

FROM CA-91 E/GARDENA FWY TAKE THE AVALON EXIT. OFF RAMP WILL LEAD YOU ONTO ALBERTONI ST. MAKE A RIGHT ONTO AVALON BLVD AND WE ARE LOCATED ON THE RIGHT HANDSIDE (SAME PARKING LOT AS CARL'S JR).

FROM CA-91 W TAKE THE AVALON EXIT. MAKE A LEFT ONTO AVALON BLVD. MAKE A U-TURN ON AVALON BLVD AND ALBERTONI ST. WE ARE LOCATED ON THE RIGHT-HAND SIDE. (SAME PARKING LOT AS CARL'S JR).

EL MONTE - SANTA FE SPRINGS

10330 PIONEER BOULEVARD, SUITE 285
SANTA FE SPRINGS, CA 90670
(562) 325-8113

FROM THE I-5 NORTH TAKE NORWALK BLVD EXIT #121, TURN RIGHT ONTO NORWALK BLVD. TURN LEFT ONTO IMPERIAL HWY/CA-90. TURN RIGHT ONTO PIONEER BLVD, TESTING CENTER WILL BE ON YOUR RIGHT.

FRESNO

351 E. BARSTOW, SUITE 101
FRESNO, CA 93710
(559) 538-3975

FROM CA-41 S, TAKE THE BULLARD AVE EXIT. TURN LEFT ONTO E BULLARD AVE. TURN RIGHT ONTO N FRESNO ST. PASS THROUGH THE INTERSECTION OF FRESNO AND BASTOW AVE. TAKE THE FIRST DRIVEWAY ON THE RIGHT-HAND SIDE.

FROM CA-41 N, TAKE THE SHAW AVE EXIT TOWARD CLOVIS. TURN RIGHT ONTO E SHAW AVE. TURN LEFT ONTO N FRESNO ST. TURN LEFT INTO THE LAST DRIVEWAY BEFORE BARSTOW AVE. TESTING CENTER IS IN THE OFFICE COMPLEX ON THE SW CORNER OF BARSTOW AND FRESNO ST.

HAYWARD

24301 SOUTHLAND DRIVE, SUITE B-1
HAYWARD, CA 94545
(510) 901-7992

FROM I-880 N TOWARD OAKLAND, TAKE THE WINTON AVENUE EXIT. MERGE ONTO W WINTON AVE TOWARD HEALD COLLEGE. TURN LEFT ONTO SOUTHLAND DR.

FROM I-880 S TOWARD SAN JOSE/SAN MATEO BR, TAKE THE WINTON AVE WEST EXIT TOWARD HEALD COLLEGE. MERGE ONTO W WINTON AVE. TURN LEFT ONTO SOUTHLAND DR.

REDDING

2861 CHURN CREEK, UNIT C
REDDING, CA 96002
(530) 221-0945

FROM I-5 S, TAKE THE CYPRESS AVENUE EXIT (677). TURN RIGHT ONTO E. CYPRESS AVE. TURN RIGHT ON CHURN CREEK RD.

FROM I-5 N TOWARDS SACRAMENTO, TAKE THE CYPRESS AVE EXIT (677). TURN LEFT ONTO E. CYPRESS AVE. TURN RIGHT ONTO CHURN CREEK RD.

FROM 299 E TOWARDS REDDING, START GOING WEST ON CA-299. MERGE ONTO I-5 S RAMP ON THE LEFT TOWARDS SACRAMENTO. TAKE THE CYPRESS AVE EXIT (677). TURN LEFT ONTO E. CYPRESS AVE. TURN RIGHT ONTO CHURN CREEK RD.



FROM 299 W TOWARDS REDDING. START GOING EAST ON CA-299 TOWARDS WEAVERVILLE/REDDING. FROM 299 EAST TURN RIGHT ONTO CA-273/CA-299 E/MARKET STREET. TURN LEFT ONTO CA-299-E. MERGE ONTO 1-5 S VIA EXIT 2A TOWARDS RED BLUFF/SACRAMENTO. TAKE THE CYPRESS AVE EXIT (677). TURN LEFT ONTO E. CYPRESS AVE. TURN RIGHT ONTO CHURN CREEK RD.

RIVERSIDE

7888 MISSION GROVE PARKWAY S., SUITE 130
RIVERSIDE, CA 92508
951-565-8037

FROM THE CA-91W TOWARD RIVERSIDE/BEACH CITIES, TAKE THE CENTRAL AVENUE EXIT TOWARD MAGNOLIA CENTER. TURN LEFT ONTO CENTRAL AVE. CENTRAL AVE BECOMES ALESSANDRO BLVD. VEER TO THE RIGHT, THEN STAY STRAIGHT TO GO ONTO TRAUTWEIN RD (YOU WILL PASS COMMUNICATIONS CENTER DR). TURN LEFT ONTO MISSION GROVE PKY W.

FROM THE HIGH DESERT/SAN BERNARDINO AREA 215 S, WHERE THE 60 FWY, 91 FWY AND THE 215 FWY SPLIT, TAKE 215S (SIGNS FOR THE 60 EAST INDI). TAKE EXIT 27C FOR ALESSANDRO BLVD, TURN RIGHT ONTO E ALESSANDRO BLVD, TURN LEFT ONTO MISSION GROVE PKWY S.

SACRAMENTO

8950 CAL CENTER DR, SUITE 158
SACRAMENTO, CA 95826
916-476-5926

FROM US-50 E: USE THE RIGHT TWO LANES TO TAKE EXIT 11 FOR WATT AVE. USE THE RIGHT 2 LANES TO TURN RIGHT ONTO WATT AVE. USE THE LEFT LANE TO TURN LEFT AT THE FIRST CROSS STREET ONTO FOLSOM BLVD. USE THE LEFT TWO LANES TO TURN LEFT ONTO MANLOVE RD. TURN LEFT ONTO CAL CENTER DR. BUILDING 8950 WILL BE ON THE LEFT.

FROM US-50 W: USE THE RIGHT TWO LANES TO TAKE EXIT 11 FOR WATT AVE. USE THE LEFT 2 LANES TO TURN LEFT ONTO WATT AVE. USE THE LEFT LANE TO TURN LEFT AT THE FIRST CROSS STREET ONTO FOLSOM BLVD. USE THE LEFT TWO LANES TO TURN LEFT ONTO MANLOVE RD. TURN LEFT ONTO CAL CENTER DR. BUILDING 8950 WILL BE ON THE LEFT.

SAN DIEGO

5440 MOREHOUSE DRIVE, SUITE 2300
SAN DIEGO, CA 92121
(858) 550-5940

FROM 1-805 S, TAKE THE SORRENTO VALLEY RD/MIRA MESA BLVD EXIT. TURN LEFT ONTO MIRA MESA BLVD, TURN LEFT ONTO SCRANTON ROAD. TURN RIGHT ONTO MOREHOUSE DRIVE.

FROM 1-805 N TOWARD LOS ANGELES, TAKE THE MIRA MESA BLVD/VISTA SORRENTO PKWY EXIT. TURN RIGHT ONTO MIRA MESA BLVD. TURN LEFT ONTO SCRANTON RD. TURN RIGHT ONTO MOREHOUSE DR.

ADDITIONAL PARKING CAN BE FOUND (on top of the AT&T building) BY CONTINUING ON MOREHOUSE PAST OUR BUILDING AND TURNING LEFT AT THE NEXT DRIVEWAY UP THE HILL

SAN FRANCISCO

150 EXECUTIVE PARK BLVD., STE 2400
SAN FRANCISCO, CA 94134
(415) 844-0008

I-80 W BECOMES US-101 S. TAKE EXIT 429 A TOWARD MONSTER PARK/TUNNEL AVE. TAKE THE RAMP TOWARD 3COM PARK. TURN RIGHT ONTO ALANNA RD. TURN LEFT ONTO EXECUTIVE PARK BLVD.

SANTA CLARA

2936 SCOTT BLVD
SANTA CLARA, CA 95054
(408) 844-0008

FROM US-101 N, TAKE THE SAN TOMAS EXPWY/MONTAGUE EXPWY EXIT- EXIT 392. TAKE THE SAN TOMAS EXPWY RAMP. MERGE ONTO SAN TOMAS EXPY/CR-G4. TURN LEFT ONTO SCOTT BLVD.

FROM I-880 S TOWARD SAN JOSE, TAKE THE MONTAGUE EXPWY EXIT (7). TAKE THE MONTAGUE EXPWY WEST RAMP. MERGE ONTO MONTAGUE EXPY/CR-G4 E. TURN LEFT ONTO E TRIMBLE RD. E TRIMBLE RD BECOMES DE LA CRUZ BLVD. TURN SLIGHT RIGHT ONTO CENTRAL EXPY/CR-G6 W. TURN SLIGHT RIGHT ONTO SCOTT BLVD.

SANTA ROSA

160 WIKIUP DRIVE, SUITE 105
SANTA ROSA, CA 95403
(707) 791-3113

FROM US-101 N, TAKE MARK WEST SPRINGS/RIVER ROAD EXIT. TURN RIGHT ON MARK WEST SPRINGS. TURN LEFT AT OLD REDWOOD HIGHWAY. TURN RIGHT ON WIKIUP DRIVE. FIRST DRIVEWAY ON RIGHT.

FROM US-101 S, TAKE MARK WEST SPRINGS/RIVER ROAD EXIT. TURN LEFT ON MARK WEST SPRINGS. TURN LEFT AT OLD REDWOOD HIGHWAY. TURN RIGHT ON WIKIUP DRIVE. FIRST DRIVEWAY ON RIGHT.

VENTURA

4245 MARKET ST, SUITE 208
VENTURA, CA 93003
(805) 650-5220

FROM US-101N, TAKE THE TELEPHONE ROAD EXIT 65. TURN LEFT ONTO TELEPHONE ROAD. TURN RIGHT ONTO MARKET STREET.

VISALIA

3400 W MINERAL KING AVE, SUITE D
VISALIA, CA 93291
(559) 627-6700

FROM CA-99N, MERGE ONTO CA-198E VIA EXIT 96 TOWARD VISALIA/SEQUOIA NAT'L PARK. TAKE THE EXIT TOWARD DEMAREE STREET. MERGE ONTO W NOBLE AVENUE. TURN LEFT ONTO S COUNTY CENTER DRIVE. TAKE THE 1ST LEFT ONTO W MINERAL KING AVENUE.

WALNUT CREEK

175 LENNON LANE, SUITE 203
WALNUT CREEK, CA 94598
(925) 906-9165

FROM I-5N, KEEP LEFT TO TAKE I-580W TOWARD TRACY/SAN FRANCISCO. MERGE ONTO I-680N VIA EXIT 44B TOWARD SACRAMENTO/WALNUT CREEK/CONCORD. TAKE THE YGNACIO VALLEY ROAD EXIT AND TURN RIGHT. TURN LEFT ONTO LENNON LANE. VALLEY ROAD EXIT AND TURN RIGHT. TURN LEFT ONTO LENNON LANE.

The following out-of-state sites will also offer this examination.

ALBUQUERQUE

2820 BROADBENT PARKWAY
SUITE E & F
ALBUQUERQUE, NM 87107

FROM I-40 W TAKE EXIT 159D, FOLLOW FRONTAGE RD. N TO MENAUL BLVD NE, MAKE A LEFT ONTO MENAUL BLVD NE, MAKE A RIGHT ONTO BROADBENT PKWY NE. BUILDING WILL BE ON THE RIGHT.

ATLANTA (MARIETTA)

2100 ROSWELL ROAD NE, SUITE 2128
MARIETTA, CA 30062

FROM I-75 NORTHBOUND, TAKE EXIT #263 - THE 120 LOOP, EAST TOWARD ROSWELL. DRIVE APPROXIMATELY 1.5 MILES (PAST POWERS FERRY AND LOWER ROSWELL ROADS) AND EXIT RIGHT TOWARD ROSWELL. MAKE A RIGHT AT THE LIGHT OFF OF THE EXIT AND ONTO ROSWELL ROAD. PAVILIONS AT EAST LAKE SHOPPING CENTER IS 1/2 MILE ON RIGHT. THE SITE IS LOCATED IN SUITE 2128 IN THE SAME SHOPPING CENTER AS KROGERS.

FROM I-75 SOUTHBOUND, TAKE EXIT#265 - GA 120 LOOP/EAST. TURN LEFT ONTO NORTH MARIETTA PKWY. AFTER 1.4 MILES, TAKE THE RIGHT-SIDE OFF RAMP TO GA-3/ROSWELL/MARIETTA. TURN LEFT ONTO GA-120 EAST/ROSWELL RD. GO .3MILE TO PAVILIONS AT EAST LAKE SHOPPING CENTER. TURN RIGHT INTO SHOPPING CENTER. THE SITE IS LOCATED IN SUITE 2128 IN THE SAME SHOPPING CENTER AS KROGERS.



BOSTON (CHARLESTOWN)

WASHINGTON CROSSING
56 ROLAND ST, SUITE 305
CHARLESTOWN, MA 02129

FROM THE NORTH: TAKE I-93 SOUTH. EXIT 28 -BOSTON/SULLIVAN SQ./CHARLESTOWN. MERGE INTO MYSTIC AVE. TAKE I-93S RAMP TO BOSTON/SULLIVAN SQ./CHARLESTOWN (TAKE RAMP DO NOT GET ON HIGHWAY). MAKE SLIGHT LEFT TURN ON TO MAFFA WAY. MAKE SLIGHT RIGHT TURN ON TO CAMBRIDGE STREET. AT FIRST TRAFFIC LIGHT, MAKE LEFT ON TO CARTER STREET. TURN RIGHT ON TO ROLAND STREET. END AT 56 ROLAND. ENTER THROUGH NORTH LOBBY. DO NOT PARK IN THE BUILDING'S PARKING LOT.

FROM THE SOUTH: TAKE I-93 NORTH. EXIT 28 - RT 99/SULLIVAN SQ./SOMERVILLE. MAKE LEFT ON TO CAMBRIDGE ST. AT FIRST TRAFFIC LIGHT, MAKE LEFT ON TO CARTER STREET. TURN RIGHT ON TO ROLAND STREET. END AT 56 ROLAND STREET (BUILDING ON LEFT, PARKING LOT ON RIGHT). ENTER THROUGH NORTH LOBBY. DO NOT PARK IN THE BUILDING'S PARKING LOT.

CHARLOTTE

TYVOLA EXECUTIVE PARK 1
5701 WESTPARK DR, #202
CHARLOTTE, NC 28217

FROM I-77S TOWARDS COLUMBIA, EXIT TYVOLA ROAD (EXIT #5). TURN LEFT AT TYVOLA ROAD. MAKE A RIGHT AT WESTPARK DR.
FROM I-77N, EXIT TYVOLA ROAD (EXIT #5). BEAR RIGHT AT TYVOLA ROAD. TURN RIGHT AT WESTPARK DR.

CHERRY HILL

950 N. KINGS HWY, SUITE 301
CHERRY HILL, NJ 08034

FROM THE NEW JERSEY TPKE S, TAKE EXIT #4/PHILADELPHIA/CAMDEN ONTO RT-73 N TOWARD CAMDEN/PHILADELPHIA. TAKE RAMP ONTO I-295 S TOWARD DEL MEM BR. TAKE EXIT #34B/CHERRY HILL/CAMDEN ONTO MARLTON PIKE (RT-70 W). TURN RIGHT ON KINGS HWY N (RT-41). NOTE BUILDING 950 IS BEHIND BUILDINGS #900 AND #1030.

CHICAGO

332 S. MICHIGAN AVENUE
SUITE 410
CHICAGO, IL 60604

TAKE US-41S WHICH BECOMES I-94E. TAKE THE W JACKSON BLVD EXIT (51F). TURN LEFT ON W JACKSON BLVD. TURN RIGHT ON S MICHIGAN AVE.

CRANBERRY TOWNSHIP

CRANBERRY CORPORATE BUSINESS CENTER
213 EXECUTIVE DR., SUITE 150
CRANBERRY TOWNSHIP, PA 16066

FROM I-79 EXIT CRANBERRY-MARS ROUTE 228, GO WEST. CROSS OVER ROUTE 19 ONTO FREEDOM ROAD. GO THREE TRAFFIC LIGHTS THEN TURN RIGHT ONTO EXECUTIVE DRIVE. BUILDING IS DIRECTLY ACROSS FROM HAMPTON INN.

DALLAS

1701 N COLLINS BLVD, SUITE 130
RICHARDSON, TX 75080

FROM US-75 NORTH TAKE EXIT 26 ONTO N. CENTRAL EXPRESSWAY TOWARD COLLINS BLVD./CAMPBELL RD. TURN LEFT ONTO CAMPBELL RD. TURN LEFT ON COLLINS BLVD. BUILDING IS ON RIGHT.

HOUSTON (NORTHWEST)

9800 NORTHWEST FREEWAY
SUITE 200
HOUSTON, TX 77092

FROM HWY 290 DRIVING SOUTHEAST, MERGE ONTO LOOP 610 NORTH. EXIT AT T.C. JESTER AND THEN U-TURN UNDER LOOP 610. STAY ON THE FEEDER ROAD, SHERATON HOTEL IS ON THE RIGHT AS THE ROAD CURVES RIGHT. TURN INTO THE PARKING LOT IMMEDIATELY AFTER THE SHERATON HOTEL AND BEFORE THE OFFICE BUILDING. CENTER IS ON THE 2ND FLOOR.

LAS VEGAS

3210 E TROPICANA AVENUE
LAS VEGAS, NEVADA 89121

FROM I-15 - EXIT EAST ON TROPICANA, TRAVEL APPROXIMATELY 4 MILES, TURN LEFT ON MOJAVE, TURN RIGHT INTO THE PARKING LOT.
FROM I-95 - EXIT WEST ON TROPICANA, TRAVEL APPROXIMATELY 1 MILE, TURN RIGHT ON MOJAVE, TURN RIGHT INTO THE PARKING LOT.

MILFORD

500 BIC DRIVE
SUITE 101
MILFORD, CT 06461

FROM HIGHWAY I-95 EXIT 35. GO TOWARD BIC DRIVE. GO .5 MILES TO 500 BIC DRIVE WHICH IS AT GATE 1 OF THE FORMER BIC COMPLEX. GO TO THE REAR OF THE LOT AND PARK. WALK DOWN THE HILL IN FRONT OF THE BUILDING AND ENTER THE FRONT DOOR. SIGNS WILL DIRECT YOU TO SUITE 101 (PSI).

NASHVILLE

THE OAKS
1100 KERMIT DRIVE, SUITE 103
NASHVILLE, TN 37217

FROM I-40 EAST: TAKE EXIT ONTO I-24 (EXIT 213-A). TAKE MURFREESBORO ROAD AT THE FIRST EXIT (EXIT 52). STAY IN THE RIGHT LANE ON THE RAMP, AS THE EXIT APPEARS WHILE YOU ARE STILL IN THE CURVE. ON MURFREESBORO, STAY IN THE LEFT LANE. YOU WILL PASS DAYS INN AND SUPER GIGANTE GROCERY ON YOUR RIGHT. TURN LEFT ONTO KERMIT DRIVE WHEN THERE IS A MCDONALDS ON YOUR RIGHT. PSI IS IN THE FIRST BUILDING ON YOUR LEFT.

FROM I-40 WEST: TAKE EXIT ONTO BRILEY PARKWAY, TURN LEFT ONTO BRILEY PWY. EXIT ONTO MURFREESBORO RD. STAY IN THE RIGHT LANE. TURN RIGHT ONTO KERMIT DRIVE. PSI IS IN THE FIRST BUILDING ON YOUR LEFT.

NORTH OREM (PROVO)

581 WEST 1600 NORTH, SUITE C
NORTH OREM, UT 84057

FROM US-89, TURN RIGHT ONTO W CENTER ST/UT-114. MERGE ONTO I-15 N VIA THE RAMP ON THE LEFT TOWARD SALT LAKE. TAKE THE 1600 NORTH EXIT 273. TURN EAST ONTO WEST 1600 NORTH. GO ONE MILE EAST.

NORTH SALT LAKE CITY

25 NORTH 400 WEST, SUITE 7
NORTH SALT LAKE CITY, UT 84054

(THE CITY OF NORTH SALT LAKE NOT SALT LAKE CITY PROPER. THE PSI TEST SITE IS IN DAVIS COUNTY JUST NORTH OF THE FLYING J REFINERY.)

FROM SALT LAKE CITY AND THE SOUTH.
MERGE ON TO I-15N. TAKE EXIT 312 AND MERGE ON TO US89 NORTH FOR ABOUT 1.8 MILES. TURN LEFT ONTO E CENTER ST AND GO WEST FOR ABOUT .6 MILES. TURN RIGHT ON TO 400 W.

FROM THE NORTH
MERGE ONTO I-15 S SALT LAKE. TAKE THE CENTER ST., EXIT 314. TURN RIGHT ONTO W CENTER ST. TURN RIGHT ONTO 400 W.
FROM I-80 EAST MERGE TO I-215 NORTH. TAKE THE REDWOOD RD/UT-68 EXIT 28 AND TURN RIGHT ONTO CENTER STREET.

PHOENIX

5727 N 7TH ST.
SUITE 301
PHOENIX, AZ 85014

FROM I-17 SOUTH EXIT TO BETHANY HOME ROAD. GO LEFT (EAST) ON BETHANY HOME. TURN RIGHT (SOUTH) ON 7TH STREET. THE PSI SITE IS ON THE EAST SIDE OF THE STREET JUST BEFORE MISSOURI. IT IS A 4 STORY GLASS BUILDING.

QUEENS

THE SHOPS AT ATLAS PARK
71-19 80TH STREET, SUITE 8307
GLENDALE (QUEENS), NY 11385

FROM I-678 S, TAKE THE J ROBINSON PKWY EXIT- EXIT 7. TAKE THE FOREST PARK DR EXIT- EXIT 4- TOWARD MYRTLE AVE / WOODHAVEN BLVD. TAKE THE RAMP TOWARD MYRTLE AVE / WOODHAVEN BLVD.



SPECIAL ACCOMMODATIONS AVAILABLE

TURN SLIGHT RIGHT ONTO FOREST PARK DR. TURN RIGHT ONTO MYRTLE AVE. TURN LEFT ONTO 80TH ST. GO TO 2ND LIGHT PAST MYRTLE AVE OVER SMALL OVERPASS MAKE A RIGHT INTO ATLAS PARK. MAKE A RIGHT AT STOP SIGN TO GET INTO PARKING LOT. ONCE PARKED, GO TO TOP FLOOR OF PARKING LOT, TURN RIGHT AND WALK UNTIL YOU SEE "MARKET PLAZA". TAKE ELEVATOR TO THE 3RD FLOOR. OFFICES ARE LOCATED IN THE RED BRICK BUILDING.

RICHMOND

MOOREFIELD VI BUILDING
620 MOOREFIELD PARK DRIVE
SUITE 205
RICHMOND, VA 23236

FROM I-64E, TAKE THE PARHAM RD EXIT AND TURN RIGHT. N PARHAM RD/VA-73 S BECOMES VA-150 S/CHIPPENHAM PKWY. MERGE ONTO VA-76 S/POWHITE PKWY. MERGE ONTO MIDLOTHIAN TURNPIKE WEST. TURN LEFT ON MOOREFIELD PARK DR.

SOUTHFIELD (DETROIT AREA)

2640 LAHSER ROAD, SUITE 150
SOUTHFIELD, MI 48033

FROM I-96 E MERGE ONTO I-696 E. THEN MERGE ONTO MI-10 S. TAKE THE LAHSER ROAD EXIT. KEEP LEFT AT THE FORK IN THE RAMP. TURN LEFT ONTO NORTHWESTERN HWY. TURN RIGHT ONTO LAHSER ROAD. YOU MAY ACCESS THE BUILDING FROM THE BACK USING THE NW DOOR.

WEST DES MOINES

1001 OFFICE PARK ROAD, SUITE 315
WEST DES MOINES, IA 50265

FROM I-235, EXIT 8TH ST/73RD ST AND PROCEED SOUTH. TURN RIGHT ON OFFICE PARK ROAD. TURN RIGHT INTO THE DRIVEWAY.

WEST HARTFORD

1245 FARMINGTON AVENUE, SUITE 203
WEST HARTFORD CT.

FROM I-84 WEST, TAKE EXIT 40 TOWARD CT-71/NEW BRITAIN AVE/CORBINS CORNER. TURN RIGHT ONTO RIDGEWOOD RD. TURN LEFT ONTO WOOD PONT RD. TURN LEFT ONTO TUNXIS RD. TURN RIGHT ONTO BROOKMOOR RD. TURN RIGHT ONTO BUENA VISTA RD. TURN LEFT ONTO EVERETT AVE. TURN RIGHT ONTO FARMINGTON AVE. DESTINATION IS ON THE RIGHT.

WILSONVILLE

25195 SW PARKWAY AVENUE, SUITE 105
WILSONVILLE, OR 97070

GOING SOUTH: OFF I5, TAKE EXIT 286 (ELLINGENS/BOONES FERRY RD). TURN LEFT AND CROSS BACK OVER THE FREEWAY. TURN LEFT AT 2ND SIGNAL LIGHT (PARKWAY AVE.) TURN INTO PARKWAY PLAZA PARKING LOT (ACROSS THE STREET FROM SHRINER'S). WE ARE LOCATED IN THE MAIN ENTRANCE FIRST DOOR ON THE RIGHT.

WOODBURY

6053 HUDSON RD, SUITE 210
WOODBURY, MN 55125

FROM I-94 GO SOUTH ON CENTURY TO THE FIRST LEFT (WHICH IS THE FRONTAGE ROAD ENTRANCE TO THE COUNTRY INN). ENTER THE OFFICE COMPLEX THROUGH THE SINCLAIR GAS STATION AND ALONG BACK OF THE INN. 6053 IS THE BUILDING DIRECTLY AHEAD. THE ENTRANCE ON THAT (WEST) SIDE IS ACTUALLY ON THE 2ND FLOOR. SUITE 210 IS DOWN THE CORRIDOR TO THE RIGHT. PLEASE USE THE WEST ENTRANCE ON SATURDAYS.

Do not call PSI to schedule your examination until you have received written notification from BBS regarding your request for accommodations.

All examination sites are physically accessible to individuals with disabilities. Scheduling services are also available via our Telecommunications Device for the Deaf (TDD) by calling 800.735.2929.

The Board and PSI recognize their responsibilities under the Federal Americans with Disabilities Act and the California Fair Employment and Housing Act by providing testing accommodations or auxiliary aids or services for candidates who substantiate the need due to a physical or mental disability or qualified medical condition.

Accommodations will not be provided at the examination site unless prior approval by the BBS has been granted. Reasonable, appropriate, and effective accommodations may be requested by submitting a "Request for Accommodation" package. This package is available by contacting the Board or online at <http://www.bbs.ca.gov/pdf/forms/specaccom.pdf>.

Requests for accommodation must be received a minimum of 60 days prior to the desired test date to allow for processing. Accommodations that fundamentally alter the measurement of the skills or knowledge the examinations are intended to test will not be granted.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you must arrive at least 30 minutes prior to your scheduled appointment time. This allows time for check-in and identification verification and provides time to familiarize yourself with the examination process. If you arrive late, you may not be admitted to the examination site and you may forfeit your examination registration fee. Even though candidates will be thumb printed, you are still required to comply with any identification requirements established by the appropriate regulatory entity.

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide one of the following valid forms of government-issued identification before you may examine:

- A photographic Driver's License (any state)
- State identification card (any state)
- U.S. military identification
- Valid passport - any country (valid foreign passport with valid record of arrival/departure - Form I-94 or processed for I-551 stamped in a valid foreign passport)
- U.S. Government-issued passport card.

All photographs must be recognizable as the person to whom the identification card was issued. The name on the application must match the photographic I.D. card. If you have recently changed your name with the BBS, you may



want to contact PSI to verify that they have the correct same name on file.

If you cannot provide the required identification, you must call (877) 392-6422 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.*

CALIFORNIA LAW SECURITY PROCEDURES

Section 123 of the California Business and Professions Code states: It is a misdemeanor for any person to engage in any conduct which subverts or attempts to subvert any licensing examination or the administration of an examination, including, but not limited to:

- Conduct which violates the security of the examination materials;
- Removing from the examination room any examination materials without authorization;
- The unauthorized reproduction by any means of any portion of the actual licensing examination;
- Aiding by any means the unauthorized reproduction of any portion of the licensing examination;
- Paying or using professional or paid examination-takers for the purpose of reconstructing any portion of the licensing examination;
- Obtaining examination questions or other examination material, except by specific authorization either before, during, or after an examination; or
- Selling, distributing, buying, receiving, or having unauthorized possession of any portion of a future, current, or previously administered licensing examination.
- Communicating with any other examinee during the administration of a licensing examination.
- Copying answers from another examinee or permitting one's answers to be copied by another examinee.
- Having in one's possession during the administration of the licensing examination any books, equipment, notes, written or printed materials, or data of any kind, other than the examination materials distributed, or otherwise authorized to be in one's possession during the examination.
- Impersonating any examinee or having an impersonator take the licensing examination on one's behalf.

Nothing in this section shall preclude prosecution under authority provided for in any other provision of law. In addition to any other penalties, a person found guilty of violating this section, shall be liable for the actual damages sustained by the agency administering the examination not to exceed ten thousand dollars (\$10,000) and the costs of litigation.

IMPORTANT INFORMATION ABOUT TAKING AN EXAMINATION

1. All candidates will have their thumbprint taken during examination check-in. The thumb print must be matched after candidates return from a restroom break and any time the candidate leaves and returns to the test site after check-in.
2. The temperature in the testing room is maintained at a moderate level. Candidates are advised to layer clothing. Acceptable layered clothing includes lightweight shirts, sweaters, and pullovers without pockets or hoods. These items must be worn upon check-in, while you wait to enter the testing room, and during your initial seating for the examination. If the layered item is removed during the examination, you will be required to store it in the lobby while time continues to count down on your examination. Outerwear (coats, heavy jackets, vests, shawls, scarves, etc.) is not allowed in the testing rooms.
3. There are timing mechanisms available in the testing room and on the computer console to help candidates keep track of time during the test administration. Candidates are not permitted to bring watches or other timekeeping devices into the testing rooms.
4. Only one candidate will be allowed to take a restroom break at a time. Candidates are required to sign out when leaving and returning to the testing room. If a candidate's restroom break takes longer than 5 (five) minutes, a proctor will check on the candidate and will notify the applicable regulatory entity of the occurrence. The regulatory entity will investigate and take appropriate action.
5. The following is a non-exhaustive list of personal items that are not permitted in the testing rooms:

| | |
|----------------------------------|---------------------------------|
| Purses | Briefcases/daypacks/luggage |
| Cellular phones | Pagers |
| Drinks (including water) | Food/candy/snacks/gum |
| Good luck items | Luggage |
| Calculators | Reading materials |
| Textbooks | Notes |
| Any recording device | Smart devices |
| Electronic devices | Headphones or earphones/earbuds |
| Personal pens or pencils | Therapeutic items |
| Cameras | Over-the-counter medication |
| Weapons | Fashion scarves |
| Hats/baseball caps/visors* | Sunglasses** |
| Bulky, large or noisy jewelry*** | Prescription drugs**** |

**Headwear worn for religious purposes is subject to inspection.*

***Prescription and non-prescription eyeglasses may not be worn for the photo. Eyeglasses subject to inspection.*

****Jewelry that is allowed into the examination room is subject to inspection.*

*****Drugs that are medically necessary during the pendency of the examination may be brought into the examination site, in a container bearing a proper prescription label with*



the name of the candidate and of the drug; any such medication is subject to examination by a proctor upon check-in.

Examination proctors will have considerable discretion to refuse permission of clothing and/or items that compromise the integrity or security of the examination.

During the check-in process, all candidates will be asked if they possess any of the prohibited items and all candidates will be asked to empty their pockets. If prohibited items are found during check-in, candidates must return these items to their vehicle or other place of safekeeping. Neither PSI nor the Department of Consumer Affairs will be responsible for the items. Any candidate possessing prohibited items in the testing room will have his or her examination results invalidated, and PSI will notify the appropriate regulatory entity of the occurrence.

6. Shoes must be worn at all times and feet are not permitted on the chairs. Feet must remain on the floor during examinations.
7. Copying any portion of the examination content by any means, or communicating examination content for the purpose of aiding its unauthorized reproduction, whether before, during, or after the examination, is a violation of PSI security policy and existing law. Either one may result in the disqualification or invalidation of examination results, the denial of your license, and may result in criminal prosecution.
8. If a candidate is asked by a proctor to step into the lobby during your examination, the proctor will suspend the candidate's examination, so all remaining test time will be retained.

Only candidates, and those individuals with prior regulatory entity approval, are allowed to be present in the testing sites.

If candidates require that an exception be made to ANY of the abovementioned security procedures, candidates must contact their regulatory entity PRIOR to the date of their examination. The regulatory entity must provide the exception to PSI. NO EXCEPTIONS WILL BE MADE ON THE DAY OF THE EXAMINATION.

TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this

tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers.

TEST QUESTION SCREEN

The "function bar" at the top of the test question screen provides mouse-click access to the features available while taking the examination.



The screenshot shows a web-based test interface. At the top, there is a navigation bar with icons for Mark, Comments, Goto, Help, and End. Below this, a status bar displays: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left(Min): 359. The main question area contains the text: "3. What do the stars on the United States of America's flag represent?". Below the question, it says "(Choose from the following options)". There are four radio button options: "1. Presidents", "2. Colonies", "3. States", and "4. Wars". At the bottom of the question area, there are two buttons: "<< Back" and "Next >>".

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

EXAMINATION RESULTS

At the end of your test, a pass or fail result will be shown on the screen and you will receive a printed score report. Numerical (raw) scores are provided to candidates who fail, but are not provided to candidates who pass. Your test results are confidential and are released only to you and your state licensing agency. To protect your privacy and to maintain the confidentiality of test results, score information is not given over the telephone.

FAILING SCORE REPORTS

The score report will indicate the candidate's overall score and grade, including the number of items answered correctly. It also reveals how the candidate performed on each major section of the test as defined by the LCSW Examination Plan. The number correct in each content area is displayed. The primary purpose in providing a subscore for each part of the examination is to guide candidates in areas requiring additional preparation for re-testing.

ABANDONMENT OF APPLICATION/INELIGIBILITY

FIRST TIME EXAMINEES: In accordance with Title 16, California Code of Regulations Section 1806 (c) An application shall be deemed abandoned if the applicant fails to sit for examination within one year after being notified of eligibility. To re-open an abandoned application the candidate must submit a new application, fee and all required documentation, as well as meet all current requirements in effect at the time the new



application is submitted if that candidate wishes to pursue licensure.

RE-EXAMINATION APPLICANTS: California Business and Professions Code Section 4992.09 (d) states, “If an applicant fails the California law and ethics examination, he or she may retake the examination, upon payment of the required fees, without further application except for as provided in subdivision (e)”

Persons failing to appear for re-examination, once having been scheduled, shall forfeit any re-examination fees paid.

AFTER PASSING THE EXAMINATION

Upon passing the California Law and Ethics examination if you have met all other licensing requirements you will be eligible to register for the Association of Social Worker Boards (ASWB) Clinical Examination.

To apply candidates must register with ASWB at the following website: <https://www.aswb.org/exam-candidates/> If you are still earning your supervised hours of experience you will need to wait until the BBS gives you approval to register for the ASWB Exam.

STUDY MATERIAL AND COURSES

The LCSW Law and Ethics Examination outline contained in this handbook is the official standard for the material that will be covered on the examination. It is important for candidates to study the *Examination Items* section of this handbook and the examination outline. Should the examination outline or format change, ample notice will be provided and updates posted on the Board’s Web site at www.bbs.ca.gov.

Candidates are encouraged to trust in and use their clinical education, experience, and judgment as a basis for responding to examination items. Examination preparation courses are not necessary for success in the examination, and are not a substitute for education and experience.

Should you decide to use examination preparation course materials or workshops, we strongly encourage you to become an informed consumer prior to purchase and to consider the impact that incorrect information could have on your examination performance.

The BBS does not supply examination preparation providers with confidential examination material. Additionally, it is unlawful for candidates to provide information regarding examination content to anyone.

LCSW CALIFORNIA LAW AND ETHICS EXAMINATION PLAN

The development of an examination program begins with an occupational analysis to identify the tasks performed in a profession and the knowledge required to perform those tasks. The results of the occupational analysis form the basis for the licensing examination and establish a link between the content of examination and the competencies required for practice. The Department of Consumer Affairs’

Examination Validation Policy requires an occupational analysis be performed every three to seven years. The most recent occupational analysis for the LCSW Law and Ethics examination program was conducted in 2014.

The occupational analysis began with an in-depth analysis of the laws and ethical standards that apply to professional LCSW practice. Multiple panels were conducted with licensed practitioners who served as subject matter experts to develop and refine task and knowledge statements that define the legal and ethical performance of LCSWs in independent practice. In addition, these panels organized the task and knowledge statements into content areas and sections and determined the weighting for each content area and section.

The results of the occupational analysis established the content of the new examination outline based on the legal and ethical tasks and knowledge required for independent practice.

The LCSW Law and Ethics examination plan consists of two content areas: Law and Ethics. Each of these content areas has three sections (see examination outline). **It is important that candidates prepare for the examination by studying the examination plan.**

EXAMINATION DEVELOPMENT

The LCSW Law and Ethics Examination is developed and maintained by the Office of Professional Examination Services (OPES), a division of the Department of Consumer Affairs. OPES staff are test validation and development specialists who are trained to develop and analyze occupational licensing examinations.

The development process involves LCSW practitioners who serve as subject matter experts (SMEs). SMEs are trained by OPES staff in established examination development processes and measurement methodologies. The cooperative efforts among these members of the LCSW profession, OPES, and the BBS are necessary to achieve both the measurement and content standards for examination construction.

ESTABLISHING THE PASSING STANDARDS

The LCSW Law and Ethics Examination measures the legal and ethical competencies required for practice. It is designed to measure those competencies at a level that SMEs agree is the minimum acceptable level for performance in the profession.

To establish pass/fail standards for each version of the Law and Ethics Examination, a criterion-referenced methodology is used. The intent of this methodology is to differentiate between a qualified and unqualified candidate. The passing score is based on minimum competence criterion that are defined in terms of the actual behaviors that qualified practitioners would perform if they possessed the knowledge necessary to perform in a legal and ethical manner.

Using a criterion-referenced methodology to determine the passing standard, a panel of SMEs considers various factors that contribute to minimum acceptable competence for practice, such as prerequisite qualifications (e.g., education, training, and experience); the difficulty of the issues addressed in each



multiple-choice item; and public health and safety issues. By adopting a criterion-referenced passing score, the Board applies the same minimum competence standards to all candidates.

Because each version of the examination varies in difficulty, an important advantage of the criterion-referenced methodology is that the passing score can be modified to reflect subtle differences in difficulty from one examination to another, providing safeguards to both the candidate and the consumer.

A new examination version is implemented a minimum of four times per year to maintain examination security and the integrity of the licensing process.

EXAMINATION ITEMS

The LCSW Law and Ethics examination is comprised of 75 multiple-choice items. The examination may contain up to 25 pretest items. Pre-testing allows performance data to be gathered and evaluated before the items are scoreable on an examination. These pre-test (“experimental”) items will be distributed throughout the examination and WILL NOT be counted for or against the examination score. Pretest items WILL NOT be identified to candidates.

All of the scoreable items in the Law and Ethics Examination have been written and reviewed by licensed practitioners who served as SMEs. Items are based on the practice-related task and knowledge statements contained in the examination plan and are supported by reference materials. Statistical analyses have been performed on scoreable items to ensure measurement standards are met.

There is only one correct answer for each item. The ‘incorrect’ answers are typically common errors and misconceptions, true but not relevant statements, or incorrect statements. There are no ‘trick’ questions in the examination.

Candidates will have 90 minutes to complete the examination.

EXAMPLE LAW AND ETHICS EXAMINATION ITEMS

Ethics:

1. A therapist receives an invitation from a long-term client to connect on an Internet social media website that includes personal information. Which of the following actions should the therapist take to manage the ethical issue in this case?
 - A. Decline the invitation and deactivate all online accounts
 - B. Decline the invitation and discuss the importance of therapeutic boundaries
 - C. Accept the invitation and monitor the potential for a dual relationship
 - D. Accept the invitation and evaluate the impact to the therapeutic relationship
2. A client discloses that he had a sexual relationship with a previous therapist. The client does not disclose the identity of the former therapist. Which of the following actions should the therapist take to address the legal obligation in this case?
 - A. Report the incident to the licensing board
 - B. Encourage the client to report the incident to authorities
 - C. Assist the client to confront the former therapist about the violation
 - D. Provide the client with the brochure *Professional Therapy Never Includes Sex*
3. A 15-year-old client is in therapy for symptoms of depression. He makes repeated statements about suicide and describes a plan to take his mother’s sleeping pills that evening and “go to sleep forever.” The client has made a prior suicide attempt. Which of the following actions should the therapist take to address the legal obligation in this case?
 - A. Break confidentiality and initiate an evaluation for hospitalization
 - B. Break confidentiality and notify the client’s parents of his comments about dying
 - C. Maintain confidentiality and provide the client with a suicide prevention hotline number
 - D. Maintain confidentiality and make a contract with the client to prevent a suicide attempt

Answers: 1-B; 2-D; 3-A

LICENSED CLINICAL SOCIAL WORKER
LAW AND ETHICS EXAMINATION PLAN (OUTLINE)

| CONTENT AREA | SECTION | WEIGHT | NUMBER OF ITEMS |
|--------------|--|--------|-----------------|
| I. LAW | | 40% | 20 |
| | IA. Confidentiality, Privilege, and Consent | 14% | 7 |
| | IB. Limits to Confidentiality/Mandated Reporting | 16% | 8 |
| | IC. Legal Standards for Professional Practice | 10% | 5 |
| II. ETHICS | | 60% | 30 |
| | IIA. Professional Competence and Preventing Harm | 18% | 9 |
| | IIB. Therapeutic Relationship | 27% | 14 |
| | IIC. Business Practices and Policies | 15% | 7 |

The exact number of items devoted to each content area or section may vary slightly from one examination version to another in accordance with the clinical features and/or nature of the constructs measured by the questions. In addition, items may address both legal and ethical aspects associated with a given practice situation. All multiple-choice items are equally weighted.

LCSW CALIFORNIA LAW AND ETHICS EXAMINATION PLAN

The following pages contain detailed information regarding examination content. The content areas, sections, and associated task and knowledge statements are provided. It is important for candidates to use this section as a study guide because each item on the LCSW Law and Ethics Examination is directly linked to this examination outline. Candidates are encouraged to use this section to consider their strengths and weaknesses in each area in preparing and studying for the examination.

I. Law (40%) – This area assesses the candidate’s ability to identify and apply legal mandates to clinical social work practice.

| Section | Task Statement | Knowledge Statement |
|---|--|--|
| IA. Confidentiality, Privilege, and Consent (14%) | T1. Comply with legal requirements regarding the maintenance/dissemination of confidential information to protect the client’s privacy. | K1. Knowledge of laws regarding confidential communications within the therapeutic relationship. K2. Knowledge of laws regarding the disclosure of confidential information to other individuals, professionals, agencies, or authorities. |
| | T2. Identify holder of privilege by evaluating client’s age, legal status, and/or content of therapy to determine requirements for providing therapeutic services. | K3. Knowledge of laws regarding holder of privilege. K4. Knowledge of laws regarding privileged communication. |
| | T3. Comply with legal requirements regarding the disclosure of privileged information to protect client’s privacy in judicial/legal matters. | K4. Knowledge of laws regarding privileged communication. K5. Knowledge of laws regarding the release of privileged information. K6. Knowledge of legal requirements for responding to subpoenas and court orders. |
| | T4. Comply with legal requirements regarding providing therapeutic services to minor clients. | K1. Knowledge of laws regarding confidential communications within the therapeutic relationship. K2. Knowledge of laws regarding the disclosure of confidential information to other individuals, professionals, agencies, or authorities. K3. Knowledge of laws regarding holder of privilege. K4. Knowledge of laws regarding privileged communication. Knowledge of legal criteria and requirements for providing therapeutic services to minors. |
| | T5. Maintain client records by adhering to legal requirements regarding documentation, storage, and disposal to protect client’s privacy and/or the therapeutic process. | K8. Knowledge of laws regarding documentation of therapeutic services. K9. Knowledge of laws pertaining to the maintenance/disposal of client records. |
| | T6. Respond to requests for records by adhering to applicable laws and regulations to protect client’s rights and/or safety. | K10. Knowledge of laws pertaining to client’s access to treatment records. K11. Knowledge of laws pertaining to the release of client records to other individuals, professionals, or third parties. |
| | T7. Provide services via information and communication technologies by complying with “telehealth” regulations. | K12. Knowledge of laws regarding the consent to and delivery of services via information and communication technologies. |
| | T8. Comply with the Health Information Portability and Accountability Act (HIPAA) regulations as mandated by law. | K13. Knowledge of legal requirements of the Health Information Portability and Accountability Act (HIPAA). |

I. Law (40%) – This area assesses the candidate’s ability to identify and apply legal mandates to clinical social work practice.

| Section | Task Statement | Knowledge Statement |
|--|--|---|
| IB. Limits to Confidentiality/ Mandated Reporting (16%) | T9. Report known or suspected abuse, neglect, or exploitation of dependent adult client(s) to protective authorities. | K14. Knowledge of indicators of abuse, neglect, or exploitation of dependent adults. K15. Knowledge of laws pertaining to the reporting of known or suspected incidents of abuse, neglect, or exploitation of dependent adults. |
| | T10. Report known or suspected abuse, neglect, or exploitation of elderly client(s) to protective authorities. | K16. Knowledge of indicators of abuse, neglect, or exploitation of elderly clients. K17. Knowledge of laws pertaining to the reporting of known or suspected incidents of abuse, neglect, or exploitation of elderly clients. |
| | T11. Report known or suspected abuse or neglect of a child or adolescent to protective authorities. | K18. Knowledge of indicators of abuse/neglect of children and adolescents. K19. Knowledge of laws pertaining to the reporting of known or suspected incidents of abuse/neglect of children and adolescents. |
| | T12. Comply with legal requirements regarding breaking confidentiality to protect the client in the presence of indicators of danger to self/others and/or grave disability. | K20. Knowledge of symptoms of mental impairment that may indicate the need for involuntary hospitalization. K21. Knowledge of protocols for initiating involuntary hospitalization. K22. Knowledge of laws regarding confidentiality in situations of client danger to self or others. |
| | T13. Comply with legal requirements to report and protect when client expresses intent to cause harm to people or property. | K23. Knowledge of methods/criteria for identifying situations where client poses a danger to others. K24. Knowledge of laws pertaining to duty to protect when client indicates intent to cause harm. K25. Knowledge of situations/conditions that constitute reasonable indicators of client's intent to cause harm. |
| | T14. Comply with legal requirements regarding privilege exceptions in client litigation or in response to breach of duty accusations. | K26. Knowledge of laws regarding privilege exceptions in litigation involving client's mental or emotional condition as raised by the client or client's representative. K27. Knowledge of laws regarding privilege exceptions where client alleges breach of duty. |
| | T15. Comply with legal requirements regarding privilege exceptions in court-appointed and/or defendant-requested evaluation/therapy. | K28. Knowledge of laws regarding privilege exceptions in court-appointed evaluation or therapy. K29. Knowledge of laws pertaining to privilege exceptions in defendant-requested evaluation or therapy. |
| | T16. Comply with legal requirements regarding reporting instances of crime perpetrated against minor clients. | K30. Knowledge of laws pertaining to the reporting of crimes perpetrated against a minor. K31. Knowledge of laws regarding privilege exceptions in crime or tort involving minors. |

I. Law (40%) – This area assesses the candidate’s ability to identify and apply legal mandates to clinical social work practice.

| Section | Task Statement | Knowledge Statement |
|--|--|---|
| IC. Legal Standards for Professional Practice (10%) | T17. Comply with laws regarding sexual contact, conduct, and relations between therapist and client to prevent harm to the client and/or the therapeutic relationship. | K32. Knowledge of laws regarding sexual conduct between therapist and client. K33. Knowledge of legal requirements for providing client with the brochure <i>Professional Therapy Never Includes Sex</i> . |
| | T18. Comply with legal parameters regarding scope of practice. | K34. Knowledge of laws that define the scope of clinical practice. |
| | T19. Comply with legal parameters regarding professional conduct. | K35. Knowledge of laws that define professional conduct for licensed practitioners. |
| | T20. Disclose fee structure prior to initiating therapeutic services. | K36. Knowledge of laws regarding disclosures required prior to initiating therapeutic services. |
| | T21. Comply with legal regulations regarding providing treatment when interacting with third-party payers. | K37. Knowledge of laws and regulations regarding third-party reimbursement. K38. Knowledge of parity laws regarding the provision of mental health services. |
| | T22. Comply with laws regarding advertisement of services and professional qualifications. | K39. Knowledge of laws regarding advertisement and dissemination of information of professional qualifications, education, and professional affiliations. |
| | T23. Comply with laws pertaining to the payment or acceptance of money or other consideration for referral of services. | K40. Knowledge of legal requirements regarding payment or acceptance of money or other considerations for referral of services. |

II. *Ethics (60%) – This area assesses the candidate’s ability to identify and apply ethical standards for professional conduct.*

| Section | Task Statement | Knowledge Statement |
|---|--|---|
| IIA. Professional Competence and Preventing Harm (18%) | T24. Consult with other professionals and/or seek additional education, training, and/or supervision to address therapeutic issues that arise outside therapist’s scope of competence. | K41. Knowledge of limitations of professional experience, education, and training to determine issues outside scope of competence. K42. Knowledge of situations that indicate a need for consultation with colleagues or other professionals. K43. Knowledge of ethical standards regarding the protection of client rights when engaging in consultation/collaboration with other professionals. K44. Knowledge of ethical methods for developing additional areas of practice or expanding competence. K45. Knowledge of the ethical responsibility to remain current on developments in the profession. |
| | T25. Consult with other professionals to address questions regarding ethical obligations or practice responsibilities that arise during treatment. | K42. Knowledge of situations that indicate a need for consultation with colleagues or other professionals. K43. Knowledge of ethical standards regarding the protection of client rights when engaging in consultation/collaboration with other professionals. |
| | T26. Evaluate therapist’s own mental, emotional, or physical problems/impairments to determine impact on ability to provide competent therapeutic services. | K42. Knowledge of situations that indicate a need for consultation with colleagues or other professionals. K46. Knowledge of problems/impairments that interfere with the process of providing therapeutic services. K47. Knowledge of referrals and resources to assist in meeting the needs of clients. K48. Knowledge of methods to facilitate transfer when referrals to other professionals are made. |
| | T27. Provide referral(s) to qualified professionals when adjunctive/alternate treatment would benefit the client. | K41. Knowledge of limitations of professional experience, education, and training to determine issues outside scope of competence. K43. Knowledge of ethical standards regarding the protection of client rights when engaging in consultation/collaboration with other professionals. K47. Knowledge of referrals and resources to assist in meeting the needs of clients. K48. Knowledge of methods to facilitate transfer when referrals to other professionals are made. K49. Knowledge of methods for collaborating with client to determine if referral(s) or other resources are clinically indicated. |
| | T28. Manage therapist’s personal values, attitudes, and/or beliefs to prevent interference with effective provision of therapeutic services and/or the therapeutic relationship. | K50. Knowledge of the potential impact of therapist’s personal values, attitudes, and/or beliefs on the therapeutic relationship. K51. Knowledge of methods for managing the impact of therapist’s personal values, attitudes, and/or beliefs on the client or the therapeutic relationship. |

II. *Ethics (60%) – This area assesses the candidate’s ability to identify and apply ethical standards for professional conduct.*

| <i>Section</i> | <i>Task Statement</i> | <i>Knowledge Statement</i> |
|--|--|---|
| IIA. Professional Competence and Preventing Harm, Cont. (18%) | T29. Evaluate potential conflict of interest situations to determine impact on the client or the therapeutic process. | K52. Knowledge of conditions/situations that could potentially exploit or cause harm to the client. K53. Knowledge of methods for managing boundaries and/or professional relationships with the client. K54. Knowledge of ethical standards regarding protecting the client’s wellbeing in potential conflict of interest situations. |
| | T30. Maintain professional boundaries with client to prevent situations or relationships that adversely impact the provision of therapeutic services. | K52. Knowledge of conditions/situations that could potentially exploit or cause harm to the client. K53. Knowledge of methods for managing boundaries and/or professional relationships with the client. K55. Knowledge of relationships that can be potentially detrimental to the client and/or therapeutic relationship. K56. Knowledge of methods to prevent impairment to clinical judgment and/or harm to the client in situations where multiple relationships are unavoidable. |
| | T31. Adhere to ethical guidelines regarding sexual activity or contact with prospective, current, or former clients and/or those with whom the client has a personal relationship to avoid causing harm or exploitation of the client. | K57. Knowledge of the potential for client harm or exploitation associated with sexual activity or contact between therapist and client. K58. Knowledge of ethical standards regarding engaging in sexual activity or contact with client and/or others with whom the client has/had a personal relationship. K59. Knowledge of ethical standards regarding entering into a therapeutic relationship with former sexual partners. |

II. *Ethics (60%) – This area assesses the candidate’s ability to identify and apply ethical standards for professional conduct.*

| Section | Task Statement | Knowledge Statement |
|--|---|---|
| IIB. Therapeutic Relationship/ Services (27%) | T32. Obtain informed consent by providing client with information regarding the therapist and the treatment process to facilitate client’s ability to make decisions. | K60. Knowledge of the ethical responsibility to provide client with information regarding the therapeutic process. K61. Knowledge of disclosures that facilitate client’s ability to make informed decisions regarding treatment. K62. Knowledge of client’s right to self-determination in making decisions regarding therapeutic services received. K63. Knowledge of methods for communicating information pertaining to informed consent in a manner consistent with developmental and cultural factors. K64. Knowledge of the right and responsibility of legal guardian/representative to make decisions on behalf of clients unable to make informed decisions. K65. Knowledge of methods for protecting client’s welfare when client is unable to provide voluntary consent. |
| | T33. Evaluate for current relationships with other service providers to determine impact of entering into a relationship with a new service provider. | K66. Knowledge of the effects of concurrent mental health treatments on the provision of therapeutic services. K67. Knowledge of methods for establishing collaborative professional relationships to improve the welfare of the client. K68. Knowledge of ethical standards regarding the protection of client rights when engaging in consultation/collaboration with other professionals. |
| | T34. Address confidentiality and/or therapeutic issues associated with therapist’s role, treatment modality, and involvement of third parties to protect the client’s rights and/or the therapeutic relationship. | K69. Knowledge of methods for identifying the “client” and the nature of relationships when providing therapeutic services to more than one person. K70. Knowledge of the impact of client unit, therapeutic modality, and involvement of multiple systems on confidentiality. K71. Knowledge of the factors that impact the therapeutic relationship. K72. Knowledge of methods for managing confidentiality and privacy issues when providing concurrent therapy. K73. Knowledge of methods for managing confidentiality and privacy issues when treatment involves multiple systems or third parties. |

II. *Ethics (60%) – This area assesses the candidate's ability to identify and apply ethical standards for professional conduct.*

| <i>Section</i> | <i>Task Statement</i> | <i>Knowledge Statement</i> |
|---|--|---|
| IIB. Therapeutic Relationship/ Services, Cont. (27%) | T35. Manage the impact of confidentiality/limits of confidentiality on the therapeutic relationship by discussing with the client issues/implications that arise during the therapeutic process. | K74. Knowledge of ethical standards regarding the management of confidentiality issues that arise in the therapeutic process. K75. Knowledge of methods for managing the impact of confidentiality issues on the therapeutic relationship. |
| | T36. Manage the impact of safety and/or crisis situations by evaluating risk factors to protect the client/others. | K76. Knowledge of methods for assessing level of potential danger or harm to client or others. K77. Knowledge of ethical obligations regarding the management of safety needs. K78. Knowledge of methods and procedures for managing safety needs. |
| | T37. Manage the impact of legal and ethical obligations that arise during the therapeutic process to protect the client/therapist relationship. | K79. Knowledge of the impact of legal and ethical obligations on the therapeutic relationship. K80. Knowledge of methods for protecting the best interest of the client in situations where legal and ethical obligations conflict. K81. Knowledge of methods for protecting the best interest of the client in situations where agency and ethical obligations conflict. |
| | T38. Manage diversity factors in the therapeutic relationship by applying and/or gaining knowledge and awareness necessary to provide services sensitive to client needs. | K82. Knowledge of diversity factors that potentially impact the therapeutic process. K83. Knowledge of ethical standards regarding nondiscrimination. K84. Knowledge of ethical standards for providing therapeutic services congruent with client diversity. K85. Knowledge of methods to gain knowledge, awareness, sensitivity, and skills necessary for working with clients from diverse populations. |
| | T39. Provide treatment that respects the client's inherent dignity and right to self-determination. | K86. Knowledge of the collaborative role between therapist and client in the therapeutic process. K87. Knowledge of the client's right to make decisions regarding therapeutic services. K88. Knowledge of methods to assist client to make decisions and clarify goals. |
| | T40. Contribute to multidisciplinary team by collaborating with colleagues/other professionals to provide services that promote the wellbeing of the client. | K43. Knowledge of ethical standards regarding the protection of client rights when engaging in consultation/collaboration with other professionals. K89. Knowledge of methods for establishing collaborative professional relationships to improve the welfare of the client. K90. Knowledge of ethical standards for participating as a member of an interdisciplinary team. |

II. Ethics (60%) – This area assesses the candidate’s ability to identify and apply ethical standards for professional conduct.

| <i>Section</i> | <i>Task Statement</i> | <i>Knowledge Statement</i> |
|---|---|---|
| IIB. Therapeutic Relationship/ Services, Cont. (27%) | T41. Advocate with and/or on behalf of the client by addressing barriers and/or increasing access to assist client in receiving services. | K91. Knowledge of methods for evaluating client’s capacity to advocate on own behalf. K92. Knowledge of ethical standards pertaining to interacting with third-party payers. K93. Knowledge of ethical standards pertaining to interacting with other service delivery systems. K94. Knowledge of methods for enhancing client’s ability to meet own needs. |
| | T42. Maintain practice procedures that provide for consistent care in the event therapeutic services must be interrupted or discontinued. | K95. Knowledge of ethical considerations and conditions for interrupting or terminating therapeutic services. K96. Knowledge of referrals/resources to provide consistent care in the event therapeutic services must be interrupted or discontinued. K97. Knowledge of methods to facilitate transfer when referrals to other professionals are made. |
| | T43. Terminate therapeutic services when no longer required or no longer benefits the client. | K98. Knowledge of factors and/or conditions that indicate client is ready for termination of therapeutic services. K99. Knowledge of factors and/or conditions that indicate client is not benefiting from treatment. K100. Knowledge of methods for managing the termination process. K101. Knowledge of methods to prevent client abandonment and/or client neglect. |

II. Ethics (60%) – This area assesses the candidate’s ability to identify and apply ethical standards for professional conduct.

| <i>Section</i> | <i>Task Statement</i> | <i>Knowledge Statement</i> |
|---|---|--|
| IIC. Business Practices and Policies (15%) | T44. Advertise services by adhering to ethical guidelines regarding the use of accurate representations and information to promote services and/or expand practice. | K102. Knowledge of ethical guidelines regarding the use of accurate representation of qualifications and credentials in advertisements and/or solicitation of clients. K103. Knowledge of ethical guidelines pertaining to the solicitation of testimonials or statements from clients or others. K104. Knowledge of ethical guidelines regarding the recruitment of clients through employment and/or professional associations. |
| | T45. Maintain client records by adhering to ethical guidelines to document services and/or protect client’s confidentiality. | K105. Knowledge of ethical guidelines regarding the documentation of therapeutic services consistent with sound clinical practice. K106. Knowledge of methods for providing reasonable protection of the confidentiality of client records. K107. Knowledge of ethical guidelines for releasing client records upon request. K108. Knowledge of methods to assist client understand/interpret information contained in therapeutic records. |
| | T46. Clarify roles when acting in a professional capacity other than licensed clinical social worker to avoid confusion and/or inaccurate representation of qualifications. | K109. Knowledge of the ethical responsibility to clarify roles when acting in a professional capacity other than licensed clinical social worker. K110. Knowledge of ethical guidelines regarding engaging in conflicting and/or dual roles. |
| | T47. Implement policies/procedures that address ethical issues associated with the use of electronic media and technology in the course of providing services. | K111. Knowledge of the potential for harm to the client or therapeutic relationship with the use of electronic media in the therapeutic process. K112. Knowledge of ethical standards for implementing electronic media in the therapeutic process. K113. Knowledge of the limits and risks associated with electronic means of service delivery. |

II. *Ethics (60%) – This area assesses the candidate’s ability to identify and apply ethical standards for professional conduct.*

| <i>Section</i> | <i>Task Statement</i> | <i>Knowledge Statement</i> |
|--|---|---|
| <p>IIC. Business Practices and Policies, Cont. (15%)</p> | <p>T48. Maintain fee/payment policies that are commensurate with services provided and protect the therapeutic relationship.</p> | <p>K114. Knowledge of methods and conditions for determining fees commensurate with professional services. K115. Knowledge of prohibited business practices/forms of remuneration for making/accepting client referrals. K116. Knowledge of the potential for client exploitation or harm that may result from bartering/exchanges for services. K117. Knowledge of ethical standards pertaining to the collection of unpaid balances. K118. Knowledge of ethical obligations regarding providing for continuation of treatment to the client. K119. Knowledge of ethical guidelines regarding the provision of therapeutic services when interacting with third-party payers. K47. Knowledge of referrals and resources to assist in meeting the needs of clients.</p> |
| | <p>T49. Adhere to ethical guidelines regarding the acceptance of gifts and/or tokens of appreciation from clients.</p> | <p>K120. Knowledge of conditions/situations that may interfere with professional judgment or have a detrimental effect on the provision of therapeutic services. K121. Knowledge of ethical standards regarding the acceptance of gifts from clients.</p> |
| | <p>T50. Adhere to ethical guidelines for protecting the welfare and dignity of research participants when conducting research related to the provision of therapeutic services.</p> | <p>K122. Knowledge of procedures to safeguard participants when conducting research projects. K123. Knowledge of disclosures required to inform participants of the nature and role of research projects. K124. Knowledge of client’s rights regarding participation in research projects. K125. Knowledge of methods for protecting client confidentiality and data when conducting research projects.</p> |
| | <p>T51. Address unethical or incompetent conduct of colleague by taking action to promote the welfare and interests of clients.</p> | <p>K126. Knowledge of conditions/situations that may impair the integrity or efficacy of the therapeutic process. K127. Knowledge of guidelines for addressing unethical or incompetent conduct of colleagues.</p> |
| | <p>T52. Adhere to ethical guidelines for engaging in the supervisor/prelicensure practitioner relationship.</p> | <p>K128. Knowledge of the ethical guidelines governing the supervisor/prelicensure practitioner relationship and responsibilities.</p> |

California Board of Behavioral Sciences
1625 North Market Blvd. Suite S200
Sacramento, CA 95834
www.bbs.ca.gov



STATE OF CALIFORNIA NOTICE OF ELIGIBILITY

You are eligible to participate in the California Law and Ethics examination for licensure as a Licensed Clinical Social Worker. This is the **ONLY** notice of eligibility you will receive from the BBS for this examination. Your address label contains important date information. In the upper left corner of the address label (above your name) is the date your application for examination was approved; following that is the date by which you must take your examination. You must take the California Law and Ethics examination by the date specified on the label, or you will be required to reapply (see *Abandonment of Application/Ineligibility* in this handbook).

This handbook provides important information regarding California Law and Ethics examination procedures and content. To schedule your examination, please refer to the instructions in this handbook.
