



Initial License/Limited Permit Application Requirements

Limited permit applicants only complete steps 1- 6.

- 1. Submit 1. Application Fee** - Pay the \$50 application fee. A \$49 fingerprinting fee will be charged if you require fingerprint cards (**see #4**). Go to www.breeze.ca.gov create an account, log in and start a new application.
- 2. Submit 2. License Application Questions** - After submitting your application fee, go back to the quick start menu, under applicant activities choose **2. License Application Questions** from the drop-down menu. Complete the application questions and submit to the Board electronically.
- 3. Submit a completed Live Scan form** - If you live in or will be traveling to California during the licensure process, download the Live Scan form here: <https://bot.ca.gov/applicants/index.shtml>. (**if applicable skip #4**)
- 4. Fingerprint Cards** - If you reside outside of California and will not be traveling here during the licensure process, you must submit fingerprint cards along with your application for licensure. You must use the Board's pre-printed fingerprint cards. To request a set of fingerprint cards, please contact the Board at **(916) 263-2294** or via email at cbot@dca.ca.gov.

Note: You will need to complete a background check specifically for the Board regardless of whether you have recently been fingerprinted for other employment or licensing purposes. Background information cannot be shared among organizations.
- 5. Submit a NBCOT Verification of Certification or Score Transfer Report** - Contact NBCOT to have either option sent directly to the Board for verification.
**New graduates applying for a Limited Permit must submit an ATT letter & Score Transfer receipt from NBCOT.*
- 6. Submit your 2" x 2" passport quality photo taken within the last six months** - Photo must be printed on photo paper and mailed directly to the Board. Staple your photo to your completed live scan form or write your name on the back if mailing with fingerprint cards. ***Emailed or black & white photos will not be accepted.***

7. **Request a verification of licensure from each jurisdiction in which you hold/held a license** - Verifications of licensure are required for any health- related license you hold/held in any state.
8. **Submit an official transcript, with the degree posted, from the qualifying degree program (accredited college or university)** -Transcripts may be sent electronically directly from your degree program to cbot@dca.ca.gov or mailed directly to the Board.

Pursuant to section 4112 of Title 16, California Code of Regulations, the Board has thirty (30) days in which to review an application and notify the applicant if any additional information or documentation is necessary to complete the application.

*Please **do not** contact the Board for the status of an application. Frequent calls from applicants and employers delay the review process.*

If you have questions regarding requirements, please refer to the Board's website www.bot.ca.gov or contact the Board at **(916) 263-2294**.