

Applying for your Intern Registration Number

1. Obtain a “Marriage and Family Therapist Intern Registration Application Packet” located at: <http://www.bbs.ca.gov/pdf/forms/imfapp.pdf>. Follow the instructions.
2. Go to section: “VERIFICATION OF EDUCATION”. You will need TWO transcripts. One you will send to the Board of Behavioral Sciences. The other will be sent to our department chair. Both must be in a sealed envelope.
3. **HERE’S THE IMPORTANT PART!!! READ CAREFULLY. YOU MAY ONLY APPLY TO GET YOUR INTERN NUMBER AFTER YOUR DEGREE APPEARS ON YOUR OFFICIAL SFSU TRANSCRIPT. THIS WILL HAPPEN AT LEAST 6 WEEKS AFTER GRADUATION. CHECK MY SFSU TO DETERMINE WHETHER YOUR CONFERRED DEGREE APPEARS ON YOUR TRANSCRIPT.**
4. Once your degree appears on your transcript, then obtain the Program Certification form from the BBS application packet.
5. Complete the top portion of the Program Certificate form, i.e., Applicant’s Name, Social Security Number, and Enrollment Date (approximately when you started the program).
6. Send the Program Certification along with the official transcript and a self-addressed stamped envelope to the department chair. The chair will verify all coursework.
 - a. We have the Program Certifications prepared already.
 - b. Note that the BBS already has a record of which courses we assert will account for specific requirements. Only the child abuse certificate will really be necessary. But even that is not needed.
7. Within a week, the chair will return the completed program certification in a sealed envelope to you. You cannot open the envelope because it must remain sealed, according to BBS regulations.
8. Mail in your completed application to the BBS, then wait. Give them about 60 days to process your number.
9. The 90 day clock starts ticking around the day of graduation. Panic if you are at day 75.