

**Los Angeles County Department of Mental Health
Quality Assurance Unit – Policy and Technical Development**

Professional Licensure Waiver Information and Application Checklist for DMH Legal Entity Providers

Purpose of the Professional Licensure Waiver:

A Professional Licensure Waiver (PLW) is granted by the California Department of Health Care Services (DHCS). The PLW permits unlicensed individuals or out-of-state licensed professionals to provide specialty mental health services to Medi-Cal Members under specific conditions while they accumulate the requisite experience to obtain California licensure.

Eligibility:

To qualify for the PLW, the applicant must possess a postgraduate degree from a doctoral program in Psychology and be accumulating the necessary experience for licensure OR an out-of-state licensed professional with sufficient experience to qualify for California licensing examinations.

Students in formal graduate programs who are not employed or under contract with a local mental health program, as specified, may not be subject to these PLW requirements. This may include, for example, pre-doctoral students gaining “experience required for licensure” in a formal internship placement, as well as practicum-level students gaining experience required for graduate study, as long as they are not employed or contracted with DMH.

Duration:

PLWs are valid for a five-year period beginning on the date of issuance by DHCS. There are no extensions or exceptions to the duration period. The five-year term may not be backdated, postponed, paused, deferred, or extended for any reason. Upon expiration of the PLW, the practitioner must be licensed in order to provide specialty mental health services within the scope of a licensed practitioner (e.g., psychotherapy) to Medi-Cal clients.

Application Process for Legal Entity Providers:

Legal Entity providers must submit an application for a PLW on behalf of the individual. All required documentation must be forwarded to the Los Angeles County Department of Mental Health at: Waivers@dmh.lacounty.gov.

- **DO NOT DIRECTLY SUBMIT APPLICATIONS OR CORRESPONDENCE TO DHCS.** The Department of Health Care Services (DHCS) typically processes applications within 30 days. If an application is denied, denials can be appealed within 30 days.

Application:

The application, instructions, and documentation checklist can be found on the DMH website at: <https://dmh.lacounty.gov/qa/mental-health-professional-licensing-waivers/>

Required Documents:

1. **Application Form [DHCS 1739 \(Revised 08/2024\)](#):** Fill out Sections B-F (sections are highlighted). Save as a fillable PDF. Do not sign Section G; this is for DMH to sign electronically.
2. **MOU: [Memorandum of Understanding](#).**
3. **Official (not sealed) Transcript:** Must clearly indicate the applicant’s name and institution. The transcript must indicate that the applicant has completed 48 semester/trimester or 72 quarter units of graduate coursework in psychology, excluding thesis, internship, or dissertation, at an accredited or approved college or institution of higher education.
4. **Résumé or Curriculum Vitae**
5. **Additional Requirements for Out of State Employees:**
 - a. Evidence of the issued license that includes the individual’s full name, license number, and name of the state they are licensed in;
 - b. Evidence from the appropriate California licensing board that the applicant has been accepted to sit for the applicable California licensing exam for their profession. A copy of the email from the licensing board confirming the applicant’s licensing exam date is sufficient to meet this requirement.

For any questions, please direct them to Waivers@dmh.lacounty.gov

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