



NOTICES OF FINAL EXEMPT RULEMAKING

This section of the Arizona Administrative Register contains Notices of Final Exempt Rulemaking.

The Office of the Secretary of State is the filing office and publisher of these rules. Questions about the

interpretation of the final exempt rule should be addressed to the agency proposing them. Refer to Item #5 to contact the person charged with the rulemaking.

NOTICE OF FINAL EXEMPT RULEMAKING

TITLE 4. PROFESSIONS AND OCCUPATIONS

CHAPTER 6. BOARD OF BEHAVIORAL HEALTH EXAMINERS

[R15-153]

PREAMBLE

| <u>I. Articles, Parts, or Sections Affected (as applicable)</u> | <u>Rulemaking Action</u> |
|---|--------------------------|
| R4-6-101 | Amend |
| R4-6-201 | Amend |
| R4-6-202 | Repeal |
| R4-6-203 | Amend |
| R4-6-204 | Repeal |
| R4-6-205 | Amend |
| R4-6-206 | Amend |
| R4-6-207 | Amend |
| R4-6-208 | Amend |
| R4-6-209 | Amend |
| R4-6-210 | Repeal |
| R4-6-210 | New Section |
| R4-6-211 | Amend |
| R4-6-212 | Amend |
| R4-6-212.01 | New Section |
| R4-6-213 | Repeal |
| R4-6-213 | New Section |
| R4-6-214 | Repeal |
| R4-6-214 | New Section |
| R4-6-215 | Repeal |
| R4-6-215 | Amend |
| R4-6-216 | Repeal |
| R4-6-216 | Amend |
| R4-6-301 | Amend |
| R4-6-302 | Amend |
| Table 1 | Amend |
| R4-6-303 | Repeal |
| R4-6-304 | Amend |
| R4-6-305 | Amend |
| R4-6-306 | Amend |
| R4-6-307 | Repeal |
| R4-6-307 | New Section |
| R4-6-401 | Amend |
| R4-6-402 | Amend |
| R4-6-403 | Amend |
| R4-6-404 | Amend |
| R4-6-405 | Repeal |
| R4-6-501 | Amend |
| R4-6-502 | Amend |



| | |
|------------|-------------|
| R4-6-503 | Amend |
| R4-6-504 | Amend |
| R4-6-505 | Repeal |
| R4-6-505 | New Section |
| R4-6-601 | Amend |
| R4-6-602 | Amend |
| R4-6-603 | Amend |
| R4-6-604 | Amend |
| R4-6-605 | Amend |
| R4-6-606 | Repeal |
| R4-6-701 | Amend |
| R4-6-702 | Amend |
| R4-6-703 | Amend |
| R4-6-704 | Amend |
| R4-6-705 | Amend |
| R4-6-706 | Amend |
| R4-6-707 | Repeal |
| R4-6-707 | New Section |
| R4-6-801 | Amend |
| R4-6-802 | Amend |
| R4-6-803 | Amend |
| R4-6-804 | Repeal |
| R4-6-901 | Amend |
| R4-6-902 | Amend |
| Article 10 | Amend |
| R4-6-1001 | Amend |
| R4-6-1002 | Amend |
| R4-6-1101 | Amend |
| R4-6-1102 | Amend |
| R4-6-1103 | Amend |
| R4-6-1104 | Amend |
| R4-6-1105 | Amend |
| R4-6-1106 | New Section |

2. Citations to the agency's statutory rulemaking authority to include the authorizing statute (general) and the implementing statute (specific):

Authorizing statute: A.R.S. § 32-3253(A)(1)

Implementing statute: A.R.S. §§ 32-3253(A), 32-3261, 32-3271, 32-3272, 32-3273, 32-3274, 32-3277, 32-3278, 32-3279, 32-3281, 32-3291, 32-3292, 32-3293, 32-3301, 32-3303, 32-3311, and 32-3321

Statute or session law authorizing the exemption: Laws 2013, Chapter 242, Sec 27 and Laws 2015, Chapter 154, Sec 10

3. The effective date for the rules and the reason the agency selected the effective date:

November 1, 2015, which is the date specified by the legislature under Laws 2013, Chapter 242, for licensing provisions addressed in the rulemaking to go into effect.

4. Citation to all related notices published in the Register as specified in R1-1-409(A) that pertain to the record of the exempt rulemaking:

None

5. The agency's contact person who can answer questions about the rulemaking:

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6. An agency's justification and reason why a rule should be made, amended, repealed, or renumbered, to include an explanation about the rulemaking:

In 2013, the legislature substantially revised the Board's statutes in Laws 2013, Chapter 242. This rulemaking implements the changes made by the legislature and makes required rules. Key provisions of the revised statutes that took effect on September 13, 2013, include:

- The four credentialing committees are no longer involved in disciplinary proceedings. All investigational proceedings are conducted by the Board.
- The Board's authority to issue and renew reciprocal licenses is terminated and the Board is authorized to issue licenses by endorsement to qualified applicants.
- An applicant for licensure may withdraw the application before final action is taken by the Board unless the Board has notified the applicant that the Board has initiated an investigation concerning possible unprofessional misconduct.
- The Board is not authorized to act on a complaint involving an allegation of unprofessional conduct or other violation of statute if the alleged violation occurred more than seven years before the complaint is received by the Board. This time limitation does not apply to an allegation of malpractice.
- The Board is not authorized to act on an anonymous complaint.
- The Board is required to make an investigative file available to the licensee who is subject of the investigation at least five business days before the Board meeting at which the complaint leading to the investigation will be considered.
- The Board is expanded from eight to twelve members, all of whom are appointed by the Governor.

Key provisions of the revised statutes that will take effect from and after October 31, 2015, include:

- The Board is required to maintain a registry of licensees who have met educational requirements to provide supervision for applicants in the same professional as the licensee.
- The Board is authorized to make rules allowing a licensee in one profession to supervise an applicant for licensure in another profession.
- The Board is required to make rules for approval of educational programs of regionally accredited colleges or universities that are not otherwise accredited by a Board-recognized organization or entity.
- The Board is authorized to establish an academic review committee for each profession to review license applications on referral from the Board and to make recommendations regarding approval of educational programs of regionally accredited colleges or universities that are not otherwise accredited by a Board-recognized organization or entity.
- A licensee with two or more licenses may obtain a common renewal date for all licenses.
- Applicants for licensure at the independent level in all four professions are required to obtain at least 3,200 hours of supervised work experience in no less than two years.
- The Board is authorized to establish a confidential program for monitoring licensees who are chemically dependent or have medical, psychiatric, psychological, or behavioral health disorders that impact the ability to practice safely.

The legislature made additional statutory changes in Laws 2015, Chapter 154. Key provisions that go into effect from and after October 31, 2015, include:

- The Board is required to make rules regarding telepractice.
- If delegated by the Board, the executive director is authorized to dismiss a complaint that investigative staff determine is without merit.
- The Board is required to establish an academic review committee for each profession that is authorized to perform additional functions on referral from the Board or executive director.

An exemption from Executive Order 2015-01 was provided for this rulemaking by Ted Vogt, Chief of Operations in the Governor's office, in an e-mail dated June 26, 2015.

7. A reference to any study relevant to the rule that the agency reviewed and proposes either to rely on or not to rely on in its evaluation of or justification for the rule, where the public may obtain or review each study, all data underlying each study, and any analysis of each study and other supporting material:

The Board did not review or rely on a study in its evaluation of or justification for the rulemaking. The rulemaking does not rely on scientific principles or methods.

8. A showing of good cause why the rulemaking is necessary to promote a statewide interest if the rulemaking will diminish a previous grant of authority of a political subdivision of this state:

Not applicable



9. A summary of the economic, small business, and consumer impact, if applicable:

The Board believes the rules will have minimal economic impact on applicants and licensees and consumers of behavioral health services. It is the statutory changes made by the legislature in 2013 and 2015 (see item 6) that will have economic impact. It is assumed the legislature assessed this economic impact and determined the benefit from the changes outweigh the costs.

As of August 2015, there are 9,678 individuals licensed by the Board: Social Workers – 3,916; Counselors -3,744; Marriage and Family Therapists – 492; and Substance Abuse Counselors – 1,526. During each of the last three fiscal years, the number of individuals licensed by the Board has increased.

With the changes implemented in this rulemaking, the Board expects the number of licensees to continue to increase. This is because curriculum, supervised work experience, and endorsement changes required by statute will enable more candidates to qualify for licensure. The licensing process is also being streamlined by implementing a curriculum review process at the university level rather than at each individual applicant level.

The majority of the associate level professionals work under supervision in behavioral health agencies licensed by the Department of Health Services. The independent level professionals may be in private practice or working in an agency setting.

Although licensing fees are being newly placed in rule with this rulemaking, the Board is not raising fees so there should be no economic impact on applicants, licensees, or consumers. The Board also is not increasing any of its licensing time frames. The streamlined licensing process and lower standards should be economically beneficial to businesses that employ behavioral health professionals.

There will be some economic impact on the Board. The Board incurred costs to make these rules and will incur costs to implement them. Increasing the size of the Board from 8 to 12 will impose an economic cost on the Board. However, this may be offset because the Academic Review Committees are smaller than the previous Credentialing Committees.

10. A description of any changes between the proposed rulemaking, including supplemental notices, and the final rulemaking (if applicable):

Not applicable because the rulemaking was not published in proposed form.

11. An agency's summary of the public or stakeholder comments made about the rulemaking and the agency response to comments, if applicable:

After posting the proposed rules on the Board’s web site and providing notice to individuals who requested to be informed of hearings on the proposed rules, the Board held three public hearings. These were: August 19, 2015, in Tucson; August 20, 2015, in Flagstaff; and August 26, 2015, in Phoenix.

| COMMENT | BOARD’S ANALYSIS | BOARD’S RESPONSE |
|---|---|--|
| R4-6-101. Definition of direct supervision: Remove “immediate” from definition because it implies the supervisee has access to the direct supervisor in a matter of time rather than responsibility. | The Board agrees with the comment. | The word “immediate” was deleted from the definition of direct supervision. |
| R4-6-101. Definition of clinical supervision: Add “and educate” to the phrase “...qualified to evaluate, guide, and direct all behavioral health services...” | The definition is about “clinical supervision.” It is not about the supervisor providing the supervision. The Board believes the definition is adequate. | No change |
| R4-6-101. Definition of clinical supervisor: Change the definition to read: “Means an individual who is licensed and educationally qualified as per R4-6-214 and provides oversight, education, and assessment to a supervisee.” | The definition of “clinical supervisor” references the definition of “clinical supervision.” The definition of “clinical supervision” contains the information requested. | No change |
| R4-6-101. Definition of supervised work experience: It is good that the rules require a link between clinical supervision and supervised work experience. Unfortunately, many agencies in position to provide clinical supervision do not require those providing the clinical supervision to have the training required to be qualified to provide the clinical supervision. | The concern is outside the Board’s ability to influence. | No change |
| R4-6-207(B). Confidential Records: Delete this subsection, which allows a licensee to view an investigative file so close to the time the Board will consider a complaint against the licensee. Also cite statute regarding Board’s authorization to redact confidential information. | The Board believes subsection (B) more appropriately belongs in R4-6-1001. | Subsection (B) was moved and is now subsection (C) of R4-6-1001. The statute cited in the lead to the subsection references the Board’s authority to redact information. |



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| R4-6-212(A)(2). Clinical Supervision Requirements: If psychiatric nurses are not allowed to provide clinical supervision, psychiatrists should also not be allowed to provide clinical supervision because they lack treatment experience. | The Board agrees with the comment. | Psychiatrists were removed from the listed of qualified individuals under this subsection. Both psychiatrists and psychiatric nurses were added to R4-6-212.01 as individuals for whom an exemption from the clinical supervision requirements could be granted. |
| R4-6-212(D). Clinical Supervision Requirements: Two hours of face-to-face clinical supervision in a six-month period is too little. The requirement should align with that of DHS, which requires one hour of face-to-face supervision for every 40 hours worked. | This is a minimum standard. More face-to-face clinical supervision is allowed. | No change |
| R4-6-212(D). Clinical Supervision Requirements: Increase the number of hours of clinical supervision allowed by videoconference and telephone. This is important in rural areas where supervision is hard to locate. | The Board understands the concern and agrees that increasing the hours of clinical supervision allowed by videoconference and telephone is appropriate. | The hours of clinical supervision allowed by videoconference and telephone was increased to 90 from 70. |
| R4-6-212(D). Clinical Supervision Requirements: Require one face-to-face session between the clinical supervisor and supervisee before any hours are conducted by electronic means. | This is an option for any clinical supervisor but the Board believes it is not a necessary requirement. | No change |
| R4-6-212(D)(4). Clinical Supervision Requirements: A clinical supervision session should be 15 minutes rather than 30 minutes, especially in a crisis situation. | The Board believes 30 minutes per clinical supervision session is the minimum necessary for the needed observation, guidance, and learning to occur. | No change |
| R4-6-212(F). Clinical Supervision Requirements: Add a provision that the Board may accept hours of clinical supervision from more than four supervisors if death or disability of a supervisor made it necessary to obtain hours from another supervisor. Limiting hours to four supervisors does not consider the high rate of turnover in staff at behavioral health agencies. | The Board agrees with the concern. | R4-6-212(F) was changed to allow clinical supervision by up to six supervisors. |
| R4-6-212(G). Clinical Supervision Requirements: The percentage of hours of clinical supervision obtained in individual sessions should be increased. The percentage of hours obtained with one or two supervisees should be changed to "Not more than 75 percent...." | This is a minimum standard. Additional hours of individual clinical supervision are acceptable. The Board agrees. | No change The suggested change was made to R4-6-212(G)(2). |
| R4-6-212.01. Exemptions to the Clinical Supervision Requirements: Advance Practice Nurses should be considered for exemption. | The Board agrees. | The exemption was added. |
| R4-6-213. Registry of Clinical Supervisors: Requests the Board add a provision that gives licensees an idea of when their supervision will be reviewed. | The Board believes including a clinical supervisor on the registry does not require a time frame expectation. | No change |
| R4-6-214. Clinical Supervision Educational Requirements: Having to pass a jurisprudence examination every three years is burdensome; hours of CE should be substituted for the jurisprudence examination; changing from a two year to a three year renewal of clinical supervision qualification complicates the process. | It is important that licensees know the applicable statutes and rules. However, to reduce the regulatory burden, the Board decided to change jurisprudence examination to a Board-approved tutorial that must be completed every three years. | The requirement that licensees take a jurisprudence examination was changed to a Board-approved tutorial that must be completed every three years. |
| R4-6-214(A)(1). Clinical Supervision Educational Requirements: The 12 hours of required education should include the required training regarding statutes and rules. Twelve hour courses are not offered often enough. | Because of the important role played by clinical supervisors, the Board believes the required education is minimal. The Board did, however, change the jurisprudence examination to a Board-approved tutorial. The training does not have to be obtained in one course. | No change No change |
| R4-6-307(H). Approval of an Educational Program: The requirement to notify the Board when course objectives change is burdensome. Universities use a percentage to track significant changes. | The Board understands the concern and clarified the requirement. | The subsection was amended to require notice to the Board only if more than 25 percent of course competencies or learning objectives change. |
| R4-6-403(A), R4-6-503(A), R4-6-603(A) and R4-6-705(A). Supervised Work Experience for ... Licensure: Delete the following sentence, "Supervised work experience in the practice of ... is limited to the use of psychotherapy for the purpose of assessing, diagnosing, and treating individuals, couples, families, and groups." | The Board agrees. | The sentence was deleted. |



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| R4-6-404(B) and R4-6-504(B). Clinical Supervision for ... Licensure: Recommends leaving the hours of clinical supervision required to be supervised by a LCSW or LPC at 25 or fewer. Most supervisors are licensed counselors so the requirement is hard to meet. Requiring so many hours of supervision by provided from the same discipline will have an economic impact on agencies because they will need to contract out more supervision. | The Board believes it is important that supervision is provided by someone licensed in the field for which application is going to be made. The requirement allows 50 percent of the supervision to be provided by someone licensed in another field and R4-6-212.01 provides a procedure for obtaining an exemption to the clinical supervision requirements. The Board believes any economic impact will be minimal | No change No change |
| R4-6-404(B), R4-6-504(B), and R4-6-604(B). Clinical Supervision for ... Licensure: An LCSW, LPC, and LMFT approved as a supervisor should be able to supervise any of three disciplines. | The Board believes it is important that supervision is provided by someone licensed in the field for which application is going to be made. The requirement allows 50 percent of the supervision to be provided by someone licensed in another field and R4-6-212.01 provides a procedure for obtaining an exemption to the clinical supervision requirements. | No change |
| R4-6-501. Curriculum: Requiring catalogs is outdated. Some universities no longer publish hard-copy catalogs. | The Board agrees. | The requirement was changed to require only a university-published description of a course. |
| R4-6-601(B) and R4-6-701(B). Curriculum: Indicate that the core content is to include but is not limited to the areas listed. | The Board agrees. | The phrase was added throughout the subsection. |
| R4-6-604(B). Clinical Supervision for Marriage and Family Therapy Licensure: Rather than requiring that 75 percent of supervision be provided by a LMFT, allow supervision to be provided by a LMFT or another licensed discipline with a national supervision certification. | The Board believes it is important that supervision is provided by someone licensed in the field for which application is going to be made. R4-6-212.01 provides a procedure for obtaining an exemption to the clinical supervision requirements. | No change |
| R4-6-702(D)(2). Licensed Associate Substance Abuse Counselor Curriculum: Amend the sentence to read, "Met the curriculum requirements with a bachelor's degree at the time the LSAT license was issued." | The Board agrees. | The word "curriculum" was added to the subsection. |
| R4-6-703(E)(2). Licensed Independent Substance Abuse Counselor Curriculum: Amend the sentence to read, "Met the curriculum requirements with a master's degree at the time the LASAC license was issued." | The Board agrees. | The word "curriculum" was added to the subsection. |
| R4-6-704(A)(2) and (B)(2). Examination: Even though the acronym does not work, the NAA-DAC is now called the Association of Addiction Professionals. | The comment is correct. | In both places, the rule was amended to read, "...NAADAC, the Association for Addiction Professionals." |
| R4-6-801. Renewal of License: Allow licensees to certify compliance with the CE requirement rather than have a staff person review all classes individually. | Ensuring compliance with the CE requirement is an important way the Board protects public health and safety. | No change |
| R4-6-1106. Telepractice: Recommends adding "except as otherwise provided by statute" to allow for future interstate compacts. | The Board agrees. | The phrase was added to both subsections (A) and (B). |
| R4-6-1106(B). Telepractice: Practice occurs where the professional is. This provision is not legally defensible. | The Board believes the provision is necessary to protect clients/patients. | No change |
| A.R.S. § 32-3253(C) and (D): The Board should establish in rule a program for impaired professionals; the Board does not need a rule regarding a program for impaired professionals. The Nursing Board has had a program for more than a decade and it is not in rule. | Statute provides that the Board may enter into stipulated agreement with an impaired licensee. No rule is necessary. | No change |
| The Board should count medical social work in a nephrology setting towards supervised work experience in clinical social work. | The Board believes clinical experience is missing from this work. | No change |

12. Other matters prescribed by statute applicable to the specific agency or to any specific rule or class of rules. When applicable, matters shall include, but not be limited to:

Laws 2013, Chapter 242, Sec 25 requires the Board and the Department of Health Services to adopt the recommendations of the task force on patient consent and documentation best practices in rule by March 31, 2015. The necessary information is contained in R4-6-1101.

Laws 2013, Chapter 242, Sec 27 requires the Board to:

- Allow interested parties to provide written comments or testimony on the proposed exempt rules.



- Adequately address all comments including those regarding information contained in the economic, small business, and consumer impact statement.
- Prepare a mailing list of persons who wish to be notified on hearings relating to the proposed exempt rules.
- Hold at least two public hearings on the proposed exempt rules.
- Testify before the JLBC regarding the proposed exempt rules.

The Board complied fully with these requirements.

a. Whether the rule requires a permit, whether a general permit is used and if not, the reasons why a general permit is not used:

For all four disciplines, the licenses listed in Table 1 are general permits consistent with A.R.S. § 41-1037 because they are issued to qualified individuals or entities to conduct activities that are substantially similar in nature.

b. Whether a federal law is applicable to the subject of the rule, whether the rule is more stringent than federal law and if so, citation to the statutory authority to exceed the requirements of federal law:

None of the rules is more stringent than federal law. No federal law is directly applicable to the subject of any of the rules in this rulemaking.

c. Whether a person submitted an analysis to the agency that compares the rule's impact of the competitiveness of business in this state to the impact on business in other states:

No analysis was submitted.

13. A list of any incorporated by reference material as specified in A.R.S. § 41-1028 and its location in the rule:

None

14. Whether the rule was previously made, amended, or repealed as an emergency rule. If so, cite the notice published in the Register as specified in R1-1-409(A). Also, the agency shall state where the text was changed between the emergency and the final rulemaking packages:

None of the rules in this rulemaking was previously made, amended, or repealed as an emergency rule.

15. The full text of the rules follows:

TITLE 4. PROFESSIONS AND OCCUPATIONS

CHAPTER 6. BOARD OF BEHAVIORAL HEALTH EXAMINERS

ARTICLE 1. DEFINITIONS

Section
R4-6-101. Definitions

ARTICLE 2. GENERAL PROVISIONS

Section
R4-6-201. Board Meetings; Elections
R4-6-202. ~~Board Elections~~ Repealed
R4-6-203. ~~Credentialing Academic Review Committee Meetings; Elections~~
R4-6-204. ~~Credentialing Committee Elections~~ Repealed
R4-6-205. Change of Address Contact Information
R4-6-206. Change of Name
R4-6-207. Confidential Records
R4-6-208. Conviction of a Felony or Prior Disciplinary Action
R4-6-209. Deadline Extensions
R4-6-210. ~~Supervision Requirements General Practice Limitations~~
R4-6-211. Direct Supervision; ~~Requirements~~ Supervised Work Experience: General
R4-6-212. Clinical Supervision Requirements
R4-6-212.01. Exemptions to Clinical Supervision Requirements
R4-6-213. Registry of Clinical Supervisors
R4-6-214. Clinical Supervisor Educational Requirements
~~R4-6-213~~ R4-6-215. Fees and Charges
~~R4-6-214~~ R4-6-216. Foreign Equivalency Determination

ARTICLE 3. LICENSURE

Section
R4-6-301. Application for a ~~Regular~~ License by Examination
R4-6-302. Licensing Time-frames
Table 1. ~~Time-frames~~ Time Frames (in Days)
R4-6-303. ~~Reassessment~~ Repealed



- R4-6-304. Application for a ~~Reciprocal~~ License by Endorsement
- R4-6-305. Inactive Status
- R4-6-306. Application for a Temporary License
- R4-6-307. Application for a Regular License by the Holder of a Reciprocal License Approval of an Educational Program

ARTICLE 4. SOCIAL WORK

- Section
- R4-6-401. Curriculum
- R4-6-402. Examination
- R4-6-403. Supervised Work Experience for Clinical Social Worker Licensure
- R4-6-404. Clinical Supervision for Clinical Social Worker Licensure
- R4-6-405. ~~Licensed Master Social Worker and Licensed Baccalaureate Social Worker Independent Practice Prohibition~~ Repealed

ARTICLE 5. COUNSELING

- Section
- R4-6-501. Curriculum
- R4-6-502. Examination
- R4-6-503. Supervised Work Experience for Professional Counselor Licensure
- R4-6-504. Clinical Supervision for Professional Counselor Licensure
- R4-6-505. ~~Licensed Associate Counselor Independent Practice Prohibition~~ Post-degree Programs

ARTICLE 6. MARRIAGE AND FAMILY THERAPY

- Section
- R4-6-601. Curriculum
- R4-6-602. Examination
- R4-6-603. Supervised Work Experience for Marriage and Family Therapy Licensure
- R4-6-604. Clinical Supervision for Marriage and Family Therapy Licensure
- R4-6-605. Post-degree Programs
- R4-6-606. ~~Licensed Associate Marriage and Family Therapist Independent Practice Prohibition~~ Repealed

ARTICLE 7. SUBSTANCE ABUSE COUNSELING

- Section
- R4-6-701. Licensed Substance Abuse Technician Curriculum
- R4-6-702. Licensed Associate Substance Abuse Counselor Curriculum
- R4-6-703. Licensed Independent Substance Abuse Counselor Curriculum
- R4-6-704. Examination
- R4-6-705. Supervised Work Experience for ~~Associate Substance Abuse Counselor and Independent~~ Substance Abuse Counselor Licensure
- R4-6-706. Clinical Supervision for ~~Associate Substance Abuse Counselor and Independent~~ Substance Abuse Counselor Licensure
- R4-6-707. ~~Licensed Substance Abuse Technician and Licensed Associate Substance Abuse Counselor Independent Practice Prohibition~~ Post-degree Programs

ARTICLE 8. LICENSE RENEWAL AND CONTINUING EDUCATION

- Section
- R4-6-801. Renewal of Licensure
- R4-6-802. Continuing Education
- R4-6-803. Continuing Education Documentation
- R4-6-804. ~~Licensure and Activity Specific Continuing Education Requirements~~ Repealed

ARTICLE 9. APPEAL OF LICENSURE OR LICENSE RENEWAL INELIGIBILITY

- Section
- R4-6-901. Appeal Process for Licensure Ineligibility
- R4-6-902. Appeal Process for Licensure Renewal Ineligibility

ARTICLE 10. DISCIPLINARY PROCESS FOR UNPROFESSIONAL CONDUCT

- Section
- R4-6-1001. Disciplinary Process for ~~Unprofessional Conduct~~
- R4-6-1002. Review or Rehearing of a Board Decision

ARTICLE 11. STANDARDS OF PRACTICE

- Section
- R4-6-1101. Consent for Treatment
- R4-6-1102. Treatment Plan



- R4-6-1103. Client Record
- R4-6-1104. Financial and Billing Records
- R4-6-1105. Confidentiality
- R4-6-1106. Telepractice

ARTICLE 1. DEFINITIONS

R4-6-101. Definitions

In addition to the The definitions set forth at A.R.S. § 32-3251 apply to this Chapter. Additionally, the following definitions apply to this Chapter, unless otherwise specified:

- ~~“Administrative completeness” review means the agency’s determination of whether all documents and information required by statute or rule to be submitted in an application packet have been provided and are complete.~~
- ~~“Agency” means the Arizona Board of Behavioral Health Examiner’s administrative office.~~
- ~~“Aggrieved party” means the state of Arizona or a licensee who is the subject of a complaint pending before the Board who disagrees with a Board decision resulting from a formal administrative hearing.~~
- 1. ~~“Applicant” means: a~~
 - a. An individual requesting a regular license by examination, or temporary license, or a license by reciprocity endorsement by submitting a completed application packet to the agency Board; or
 - b. A regionally accredited college or university seeking Board approval of an educational program under R4-6-307.
- 2. “Application packet” means the required documents, forms, fees, and additional information required by the Board of an applicant.
- 3. “ARC” means an academic review committee established by the Board under A.R.S. § 32-3261(A).
- 4. “Assessment” means the collection and analysis of information to determine an individual’s behavioral health treatment needs.
- 5. “A.S.W.B.” “ASWB” means the Association of Social Work Boards.
- 6. “Behavioral health entity” means any organization, agency, business, or professional practice, including a for-profit private practice, that which provides assessment, diagnosis, and treatment to individuals, groups, or families for behavioral health related issues.
- 7. “Behavioral health service” means the assessment, diagnosis, or treatment of an individual’s behavioral health issue.
- ~~“Board” means the Arizona Board of Behavioral Health Examiners.~~
- 8. “C.A.C.R.E.P.” “CACREP” means the Council on Accreditation for Counseling and Related Educational Programs.
- ~~“Client” means a patient who receives behavioral health services from a person licensed pursuant to A.R.S. § 32-3251 et seq.~~
- 9. “Client record” means the collected documentation of the behavioral health services provided to and the information gathered regarding a client.
- 10. “Clinical social work” means social work involving clinical assessment, diagnosis, and treatment of individuals, couples, families, and groups.
- 11. “Clinical supervision” means face-to-face, videoconferencing or telephonic direction or oversight provided either face to face or by videoconference or telephone by a qualified an individual qualified to evaluate, guide, and direct all behavioral health services provided by a licensee to assist the licensee to develop and improve the necessary knowledge, skills, techniques, and abilities to allow the licensee to engage in the practice of behavioral health ethically, safely, and competently.
- 12. “Clinical supervisor” means an individual who provides clinical supervision.
- 13. “COAMFTE” means the Commission on Accreditation for Marriage and Family Therapy Education.
- 14. “Clock hour” means 60 minutes of instruction, not including breaks or meals.
- 15. “Contemporaneous” means documentation is made within 10 business days.
- 16. “Continuing education” means training that provides an understanding of current developments, skills, procedures, or treatments related to the practice of behavioral health, as determined by the credentialing committee Board.
- 17. “Co-occurring disorder” means a combination of substance use disorder or addiction and a mental disorder or a personality disorder and substance abuse.
- 18. “C.O.R.E.” “CORE” means the Council on Rehabilitation Education.
- ~~“Council on Social Work Education” means the nationally recognized accrediting body for schools of social work.~~
- 19. “Counseling related coursework” means education that prepares an individual to provide behavioral health services, as determined by the credentialing committee ARC.
- ~~“Credentialing committee” means a committee established pursuant to A.R.S. § 32-3251 et seq.~~
- 20. “CSWE” means Council on Social Work Education.
- 21. “Date of service” means the postmark date mailed by regular United States mail applied by the U.S. Postal Service to materials addressed to the last address an applicant or licensee at the address the applicant or licensee last placed on file at the agency in writing by the applicant or licensee with the Board.



22. "Day" means calendar day.
23. "Direct client contact" means, beginning November 1, 2015, the performance of therapeutic or clinical functions related to the applicant's professional practice level of psychotherapy that includes diagnosis, assessment and treatment and that may include psychoeducation for mental, emotional and behavioral disorders based primarily on verbal or nonverbal communications and intervention with, and in the presence of, one or more clients. A.R.S. § 32-3251.
24. "Direct supervision" means ~~immediate~~ responsibility and oversight for all services provided by a supervisee as prescribed in R4-6-211.
25. "Disciplinary action" means any action taken by the Board against a licensee, ~~or applicant~~ based on a finding that the licensee ~~has~~ engaged in unprofessional conduct, ~~and includes all sanctions of any kind,~~ including refusing to ~~grant or~~ renew a license and suspending or revoking a license.
26. "Documentation" means written or electronic supportive evidence.
27. "Educational program" means a degree program in counseling, marriage and family therapy, social work, or substance use or addiction counseling that is:
- Offered by a regionally accredited college or university, and
 - Not accredited by an organization or entity recognized by the Board.
28. "Electronic signature" means an electronic sound, symbol, or process that is attached to or logically associated with a record and that is executed or adopted by an individual with the intent to sign the record.
29. "Family member" means a parent, sibling, half-sibling, child, cousin, aunt, uncle, niece, nephew, grandparent, grandchild, and present and former spouse, in-law, stepchild, stepparent, foster parent, or significant other.
30. "Gross negligence" means ~~the~~ careless or reckless disregard of established standards of practice or ~~the~~ repeated failure to exercise the care that a reasonable practitioner would exercise within the scope of professional practice.
"Group clinical supervision" means ~~clinical supervision provided by a clinical supervisor to two but no more than six supervisees.~~
- "Immediate family member" means a parent, sibling, half-sibling, child, cousin, aunt, uncle, niece, nephew, grandparent, grandchild, and present and former spouse, in-law, stepchild, stepparent, or foster parent.
31. "Inactive status" means the Board has granted a licensee the right to suspend behavioral health practice temporarily by postponing license renewal for a maximum of 48 months.
32. "Independent contractor" means a licensed behavioral health professional whose contract to provide services on behalf of a behavioral health entity qualifies for independent contractor status under the codes, rules, and regulations of the Internal Revenue Service of the United States.
33. "Independent practice" means engaging in the practice of marriage and family therapy, professional counseling, social work, or substance abuse counseling without direct supervision.
"Inactive status" means ~~a licensee has temporarily suspended practice under Arizona licensure by postponing renewal of licensure for a maximum of 48 months.~~
34. "Indirect client service" means, beginning November 1, 2015, training for, and the performance of, functions of an applicant's professional practice level in preparation for or on behalf of a client for whom direct client contact functions are also performed, including case consultation and receipt of clinical supervision. Indirect client service does not include the provision of psychoeducation. A.R.S. § 32-3251.
35. "Individual clinical supervision" means clinical supervision provided by a clinical supervisor to one supervisee.
"Ineligible" means ~~failure to meet licensure requirements based upon unprofessional conduct by the applicant or failure to meet minimum licensure or renewal requirements.~~
36. "Informed consent for treatment" means a written document authorizing treatment of a client that:
- Contains the requirements of R4-6-1101;
 - Is dated and signed by the client or the client's legal representative, and
 - Beginning on July 1, 2006, is dated and signed by an authorized representative of the behavioral health entity.
- "Last client contact" means ~~the last time a licensee communicated orally or in writing with a client for the purpose of providing or coordinating treatment.~~
37. "Legal representative" means an individual authorized by law to act on a client's behalf.
38. "License" means written authorization issued by the Board that allows an individual to engage in the practice of behavioral health in Arizona.
"Licensee" means ~~an individual holding a current license issued by the Board to practice behavioral health in Arizona.~~
39. "License period" means the two years between the dates on which the Board issues a license and the license expires.
40. "NASAC" means the National Addiction Studies Accreditation Commission.
"Passing score" means ~~the minimum acceptable score that an applicant is required to obtain on an examination as determined by the Board.~~
41. "Practice of behavioral health" means the practice of marriage and family therapy, professional counseling, social work and substance abuse counseling pursuant to A.R.S. § 32-3251 et seq. this Chapter. A.R.S. § 32-3251.



- 42. "Practice of marriage and family therapy" means the professional application of family systems theories, principles and techniques to treat interpersonal relationship issues and nervous, mental and emotional disorders that are cognitive, affective or behavioral. The practice of marriage and family therapy includes:
 - a. Assessment, appraisal and diagnosis.
 - b. The use of psychotherapy for the purpose of evaluation, diagnosis and treatment of individuals, couples, families and groups. A.R.S. § 32-3251.
- 43. "Practice of professional counseling" means the professional application of mental health, psychological and human development theories, principles and techniques to:
 - a. Facilitate human development and adjustment throughout the human life span.
 - b. Assess and facilitate career development.
 - c. Treat interpersonal relationship issues and nervous, mental and emotional disorders that are cognitive, affective or behavioral.
 - d. Manage symptoms of mental illness.
 - e. Assess, appraise, evaluate, diagnose and treat individuals, couples, families and groups through the use of psychotherapy. A.R.S. § 32-3251.
- 44. "Practice of social work" means the professional application of social work ~~theory~~ theories, principles, methods and techniques to:
 - a. Treat mental, behavioral and emotional disorders.
 - b. Assist individuals, families groups and communities to enhance or restore the ability to function physically, socially, emotionally, mentally and economically.
 - c. Assess, appraise, diagnose, evaluate and treat individuals, couples, families and groups through the use of psychotherapy. A.R.S. § 32-3251.
- 45. "Practice of substance abuse counseling" means the professional application of general counseling theories, principles and techniques as specifically adapted, based on research and clinical experience, to the specialized needs and characteristics of persons who are experiencing substance abuse, chemical dependency and related problems and to the families of those persons. The practice of substance abuse counseling includes the following as they relate to substance abuse and chemical dependency issues:
 - a. Assessment, appraisal, and diagnosis.
 - b. The use of psychotherapy for the purpose of evaluation, diagnosis and treatment of individuals, couples, families and groups. A.R.S. § 32-3251.
- 46. "Progress note" means contemporaneous documentation of a behavioral health service provided to an individual that is dated and signed or electronically acknowledged by the licensee.
- 47. "Psychoeducation" means the education of a client as part of a treatment process that provides the client with information regarding mental health, emotional disorders or behavioral health." A.R.S. § 32-3251.
- 48. "Quorum" means a majority of the ~~appointed~~ members of the Board or a credentialing committee an ARC. Vacant positions do not reduce the quorum requirement.
- 49. "Regionally accredited college or university" means approved by the:
 - a. New England Association of Schools and Colleges;_;
 - b. Middle States Association of Colleges and Schools Commission on Higher Education;_;
 - c. North Central Association of Colleges and Schools;_;
 - d. Northwest Association of Schools and Commission on Colleges and Universities;_;
 - e. Southern Association of Schools and Colleges and Schools;_; or
 - f. Western Association of Schools and Colleges.

~~"Release of information" means a written authorization, dated and signed by a client or a client's legal representative, that allows a licensee to provide specified treatment information to the individual or individuals designated in the written release of information.~~
- 50. "Significant other" means an individual whose participation ~~the~~ a client considers to be essential to the effective provision of behavioral health services to the client.
~~"Substantive review" means a credentialing committee's determination whether an applicant is eligible for licensure.~~
- 51. "Supervised work experience" means practicing clinical social work, marriage and family therapy, professional counseling, or substance abuse counseling for remuneration or on a voluntary basis under direct supervision and while receiving clinical supervision as prescribed in R4-6-212 and Articles 4 through 7.
~~"Three semester credit hour course" means a three semester credit hour course, a four quarter credit hour course or a four trimester credit hour course.~~
- 52. "Telepractice" means providing behavioral health services through interactive audio, video or electronic communication that occurs between a behavioral health professional and the client, including any electronic communication for evaluation, diagnosis and treatment, including distance counseling, in a secure platform, and that meets the requirements of telemedicine pursuant to A.R.S. § 36-3602. A.R.S. § 32-3251.



53. “Treatment” means the application by a licensee of one or more therapeutic practice methods to improve, eliminate, or manage a client’s behavioral health issue.
54. “Treatment goal” means the desired result or outcome of treatment.
55. “Treatment method” means the specific approach a licensee used to achieve a treatment goal.
56. “Treatment plan” means a description of the specific behavioral health services that a licensee will provide to a client that is documented in the client record, and meets the requirements found in R4-6-1102.

ARTICLE 2. GENERAL PROVISIONS

R4-6-201. Board Meetings; Elections

- A. The Board:
1. Shall meet at least annually in June and elect the officers specified in A.R.S. § 32-3252(E);
 2. Shall fill a vacancy that occurs in an officer position at the next Board meeting; and
 - ~~2-3.~~ May hold additional meetings:
 - a. As necessary to conduct the Board’s business; and
 - b. If requested by the Chair, a majority vote of the Board members, or upon written request from two Board members.
- B. The Board ~~may~~ shall conduct official business only when a quorum is present.
- C. The vote of a majority of the Board members present is required for Board action.

R4-6-202. Board Elections Repealed

- ~~A. At the annual meeting in June, the Board shall elect, by a majority vote of the Board members present, a Chair and a Secretary/Treasurer.~~
- ~~B. A vacancy that occurs in either office shall be filled, by a majority vote of the Board members present, at the first Board meeting following the vacancy.~~

R4-6-203. Credentialing Academic Review Committee Meetings; Elections

- A. Each ~~credentialing committee~~ ARC:
1. Shall meet at least annually in June: and elect a Chair and Secretary;
 2. Shall fill a vacancy that occurs in an officer position at the next ARC meeting; and
 - ~~2-3.~~ May hold additional meetings:
 - a. As necessary to conduct the ~~credentialing committee’s~~ ARC’s business; and
 - b. If requested by the Chair of the ~~credentialing committee~~ ARC, a majority vote of the ~~credentialing committee~~ ARC, or upon written request from two ~~credentialing committee~~ ARC members of the ARC.
- B. ~~A credentialing committee~~ An ARC shall conduct official business only when a quorum is present.
- C. The vote of a majority of the ARC members present is required for ARC action.

R4-6-204. Credentialing Committee Elections Repealed

- ~~A. At the credentialing committee meeting in June of each year, the credentialing committee shall elect, by a majority vote of the credentialing committee members present, a Chair and Secretary.~~
- ~~B. A vacancy that occurs in either office shall be filled, by a majority vote of the credentialing committee members present, at the first credentialing committee meeting following the vacancy.~~

R4-6-205. Change of Address Contact Information

- A. The Board shall communicate with a licensee or applicant using the contact information provided to the Board including:
1. Home address and telephone number.
 2. Office address and telephone number.
 3. Mobile telephone number, and
 4. E-mail address.
- B. To ensure timely communication with the Board, A licensee or applicant shall notify the agency Board in writing no later than within 30 days after any change of the licensee’s or applicant’s residence or office mailing address or residence or office telephone number contact information listed in subsection (A). The licensee or applicant shall ensure that the written notice provided to the Board includes the new contact information.

R4-6-206. Change of Name

- A licensee or an applicant shall notify the agency Board in writing ~~no later than~~ within 30 days after ~~a name change, the applicant’s or licensee’s name is changed. The applicant or licensee shall attach to the written notice:~~
1. ~~provide a copy of a legal documentation establishing document that establishes the name change, such as a marriage certificate, divorce decree, or court order and surrender any previous license issued by the Board to the licensee; or~~
 2. A copy of two forms of identification, one of which includes a picture of the applicant or licensee, reflecting the changed name.

R4-6-207. Confidential Records

- A. ~~The~~ Except as provided in A.R.S. § 32-3282, the following records are confidential and not open to public inspection:
1. Minutes of executive session;



- 2. Records classified as confidential by other laws, rules, or regulations;
 - 3. College or university transcripts, licensure examination scores, medical or mental health information, and professional references of applicants except that the individual who is the subject of the information may view or copy the records or authorize a release of these records to a third party.
 - 4. Records for which the Board ~~or credentialing committee~~ determines that public disclosure would have a significant adverse effect on the Board's ~~or credentialing committee's~~ ability to perform its duties or ~~which~~ would otherwise be detrimental to the best interests of the state. When the Board ~~or credentialing committee~~ determines that the reason justifying the confidentiality of the records no longer exists, the record shall be made available for public inspection and copying; and
 - 5. All investigative materials regarding any pending or resolved complaint.
- B.** ~~Persons~~ As provided under A.R.S. § 39-121, a person wanting to inspect Board ~~or credentialing committee~~ records that are available for public inspection may do so at the agency Board office by appointment Monday through Friday, 8:00 a.m. to 5:00 p.m., except holidays, after giving the agency reasonable notice in writing to prepare for the inspection.

R4-6-208. Conviction of a Felony or Prior Disciplinary Action

- A.** ~~The Board shall consider the following factors to determine whether a felony conviction or prior disciplinary action will result in imposing disciplinary sanctions on~~ including refusing to renew the license of a licensee or an applicant, including refusing to renew the license of a licensee or refusing to issue a license to an applicant:
- 1. The age of the licensee or applicant at the time of the felony conviction or when the prior disciplinary action occurred;
 - 2. The seriousness of the felony conviction or prior disciplinary action;
 - 3. The factors underlying the conduct that led to the felony conviction ~~of the felony~~ or imposition of disciplinary action;
 - 4. The length of time since the felony conviction or prior disciplinary action;
 - 5. The relationship between the practice of the profession and the conduct giving rise to the felony conviction or prior disciplinary action;
 - 6. The licensee's or applicant's efforts toward rehabilitation;
 - 7. The assessments and recommendations of qualified professionals regarding the licensee's or applicant's rehabilitative efforts;
 - 8. The licensee's or applicant's cooperation or non-cooperation with the Board's background investigation regarding the felony conviction or prior disciplinary action; and
 - 9. Other factors the Board ~~or credentialing committee~~ deems relevant.

R4-6-209. Deadline Extensions

- A.** Deadlines established by date of service may be extended a maximum of two times by the chair of the Board or the chair of the ~~credentialing committee~~ ARC if ~~good cause is documented in a written request is~~ postmarked or received by delivered to the agency Board no later than the required deadline.
- B.** ~~The Board shall consider the following to determine whether good cause has been established:~~
- 1. ~~Illness or disability;~~
 - 2. ~~Military service; or~~
 - 3. ~~Any other circumstance beyond the control of the individual requesting a deadline extension.~~
- C.** ~~The Board shall not grant an extension for~~ deadlines regarding renewal submission deadlines, or late renewal submission deadlines or reassessment deadlines.
- C.** If a deadline falls on a Saturday, Sunday, or official state holiday, the Board considers the next business day the deadline.

R4-6-210. Supervision Requirements — General Practice Limitations

- ~~In addition to the specific supervision requirements contained in Articles 4, 5, 6, and 7:~~
- 1. ~~An immediate family member or other individual whose objective assessment of the supervisee's performance may be limited by a relationship with the supervisee shall not provide direct or clinical supervision.~~
 - 2. ~~A supervisee may not acquire supervised work experience in a professional setting which the supervisee operates or manages or in which the supervisee has an ownership interest.~~
 - 3. ~~Supervised work experience acquired as an independent contractor must include the following:~~
 - a. ~~The supervisee has entered into a written contract to provide services for a behavioral health entity;~~
 - b. ~~The supervisee receives an appropriate level of direct supervision from the contracting behavioral health entity, as determined by the Board;~~
 - e. ~~The supervisee is paid by the contracting behavioral health entity and receives no payment directly from clients;~~
 - d. ~~The supervisee provides services to clients who are advised in writing that they are clients of the contracting behavioral health entity.~~
 - e. ~~The written contract between the contracting behavioral health entity and the supervisee provides that the supervisee is required to comply with the contracting behavioral health entity's clinical policies and procedures, including its code of ethics and record-keeping procedures; and~~



- f. ~~The written contract between the contracting behavioral health entity and the supervisee provides that all client records belong to the contracting behavioral health entity and remain the contracting behavioral health entity's property at the termination of the contract between the contracting behavioral health entity and the supervisee.~~
- 4. ~~Beginning on January 1, 2006, the Board shall not accept work experience acquired after December 31, 2005, by an unlicensed professional practicing under an exemption provided in A.R.S. § 32-3271.~~

The following licensees shall not engage in the independent practice of behavioral health but rather, shall practice behavioral health only under direct supervision as prescribed in R4-6-211:

1. Licensed baccalaureate social worker.
2. Licensed master social worker.
3. Licensed associate counselor.
4. Licensed associate marriage and family therapist.
5. Licensed substance abuse technician.
6. Licensed associate substance abuse counselor, or
7. Temporary licensee.

R4-6-211. Direct Supervision; Requirements Supervised Work Experience: General

- A.** ~~In addition to the specific supervision requirements contained in Articles 4, 5, 6, and 7:~~
 1. ~~A direct supervisor must be employed by the same entity as the supervisee.~~
 2. ~~An individual shall provide direct supervision to a maximum of 15 supervisees at the same time.~~
- B.** ~~An applicant may submit a written request to the credentialing committee for an exemption from the requirement of subsection (A)(2). The credentialing committee shall review the exemption request and the direct supervisor's other job responsibilities to determine whether the direct supervisor can provide an appropriate level of direct supervision to more than 15 supervisees at the same time. The credentialing committee shall not grant an exemption request for more than 30 supervisees.~~
 - A.** A licensee working under direct supervision shall not:
 1. Have an ownership interest in, operate, or manage the entity with immediate responsibility for the behavioral health services provided by the licensee;
 2. Receive supervision from a family member or an individual whose objective assessment may be limited by a relationship with the licensee;
 3. Engage in the independent practice of behavioral health; or
 4. Be directly compensated by behavioral health clients.
 - B.** To meet the supervised work experience requirements for licensure, supervision shall:
 1. Meet the specific supervised work experience requirements contained in Articles 4, 5, 6, and 7;
 2. Be acquired after completing the degree required for licensure and receiving certification or licensure from a state regulatory entity;
 3. Be acquired before January 1, 2006, if acquired as an unlicensed professional practicing under an exemption provided in A.R.S. § 32-3271;
 4. Meet the direct supervision requirements specified in subsection (A);
 5. Involve the practice of behavioral health; and
 6. Be for a term of no fewer than 24 months.
 - C.** If the Board determines that an applicant engaged in unprofessional conduct related to services rendered while acquiring hours under supervised work experience, including clinical supervision, the Board shall not accept the hours to satisfy the requirements of R4-6-403, R4-6-503, R4-6-603, or R4-6-706. Hours accrued before and after the time during which the conduct that was the subject of the finding of unprofessional conduct occurred, as determined by the Board, may be used to satisfy the requirements of R4-6-403, R4-6-503, R4-6-603, or R4-6-706 so long as the hours are not the subject of an additional finding of unprofessional conduct.

R4-6-212. Clinical Supervision Requirements

- A.** The Board shall accept hours of clinical supervision submitted by an applicant if the clinical supervision meets the requirements specified in R4-6-404, R4-6-504, R4-6-604, or R4-6-706, as applicable to the license for which application is made, and was provided by one of the following:
 1. A clinical social worker, professional counselor, independent marriage and family therapist, or independent substance abuse counselor who:
 - a. Holds an active and unrestricted license issued by the Board, and
 - b. Has complied with the educational requirements specified in R4-6-214;
 2. A mental health professional who holds an active and unrestricted license issued under A.R.S. Title 32, Chapter 19.1 as a psychologist and has complied with the educational requirements specified in R4-6-214; or
 3. An individual who:
 - a. Holds an active and unrestricted license to practice behavioral health,
 - b. Is providing behavioral health services in Arizona:
 - i. Under a contract or grant with the federal government under the authority of 25 U.S.C. § 450-450(n) or § 1601-1683, or



- ii. By appointment under 38 U.S.C. § 7402 (8-11), and
- c. Has complied with the educational requirements specified in R4-6-214.

~~A.B.~~ An individual shall provide clinical supervision to a maximum of 15 supervisees at the same time. Unless an exemption was obtained under R4-6-212.01, the Board shall accept hours of clinical supervision submitted by an applicant if the clinical supervision was provided by an individual who:

- 1. Was qualified under subsection (A), and
- 2. Was employed by the behavioral health entity at which the applicant obtained hours of clinical supervision.
- ~~B.~~ An applicant may submit a written request to the credentialing committee for an exemption from the requirement of subsection (A). The credentialing committee shall review the exemption request and the clinical supervisor's other job responsibilities to determine whether the clinical supervisor can provide an appropriate level of clinical supervision to more than 15 supervisees at the same time. The credentialing committee shall not grant an exemption request for more than 30 supervisees.
- ~~C.~~ A clinical supervisor shall have experience, training, and competence adequate to perform and direct all services provided by the supervisee.
- ~~D.~~ No more than 25 percent of the clinical supervision hours required for licensure as a professional counselor, marriage and family therapist, social worker, or substance abuse counselor may be acquired telephonically.
- ~~E.~~ Clinical supervision acquired telephonically shall not be accepted for a communication lasting less than 30 minutes.
- ~~F.C.~~ To be approved by the Board, shall include The Board shall accept hours of clinical supervision submitted by an applicant if the clinical supervision includes all of the following:
 - 1. A review of ~~Reviewing~~ ethical and legal requirements applicable to the supervisee's practice, including unprofessional conduct as defined in A.R.S. § 32-3251(+2);
 - 2. Monitoring of the supervisee's activities to verify the supervisee is providing services safely and competently;
 - 3. ~~Verification~~ Verifying in writing that the supervisee provides clients with appropriate written notice of clinical supervision, including the means to obtain the name and telephone number of the supervisee's clinical supervisor;
 - 4. ~~Documentation written and maintained~~ Contemporaneously written documentation by the clinical supervisor for a minimum of seven years of all clinical supervision sessions that, for each clinical supervision session, at a minimum, includes at least the following for each clinical supervision session:
 - a. The date Date and duration of each the clinical supervision session;
 - b. A comprehensive clinical description Description of topics discussed during each clinical supervision session. Identifying information regarding clients is not required;
 - c. Beginning on July 1, 2006, the name and signature of the individual receiving clinical supervision;
 - d. The name, Name and signature, and telephone number of the clinical supervisor and the date signed; and
 - e. Whether the clinical supervision occurred on a group or individual basis;
 - 5. Maintaining the documentation of clinical supervision required under subsection (C)(4) for at least seven years;
 - ~~5-6.~~ ~~Verification~~ Verifying that no conflict of interest exists between the clinical supervisor and the supervisee supervisee's clients;
 - ~~6-7.~~ ~~Verification~~ Verifying that no conflict of interest exists between the supervisee and the supervisee's clients; and clinical supervision was not acquired:
 - a. From a family member or other individual whose objective assessment of the supervisee's performance may be limited by a relationship with the supervisee; or
 - b. In a professional setting in which the supervisee has an ownership interest or operates or manages.
 - ~~7-8.~~ Monitoring of the supervisee's clinical documentation through Conducting on-going compliance review of the supervisee's clinical documentation to ensure that the supervisee maintains adequate written documentation;
 - 9. Providing instruction regarding:
 - a. Assessment,
 - b. Diagnosis,
 - c. Treatment plan development, and
 - d. Treatment;
 - 10. Rating the supervisee's overall performance as at least satisfactory, using a form approved by the Board; and
 - 11. Complying with the discipline-specific requirements in Articles 4 through 7 regarding clinical supervision.
- ~~D.~~ The Board shall accept hours of clinical supervision submitted by an applicant for licensure if:
 - 1. At least two hours of the clinical supervision were provided in a face-to-face setting during each six-month period;
 - 2. No more than 90 hours of the clinical supervision were provided by videoconference and telephone.
 - 3. No more than 15 of the 90 hours of clinical supervision provided by videoconference and telephone were provided by telephone; and
 - 4. Each clinical supervision session was at least 30 minutes long.

~~G.E.~~ Effective July 1, 2006, the Board shall accept hours of clinical supervision submitted by an applicant if at least 10 of the hours involve the clinical supervisor observing the supervisee providing treatment and evaluation services to a client, must receive a minimum of 10 hours of clinical supervision obtained during direct observation or a review of audiotapes or videotapes by the clinical supervisor of the applicant while the applicant is providing treatment and evaluation services to a client The clinical supervisor may conduct the observation:

- 1. In a face-to-face setting.



2. By videoconference.
 3. By teleconference, or
 4. By review of audio or video recordings.
- ~~H.F.~~ The Board shall accept hours of clinical supervision submitted by an applicant may submit clinical supervision hours from a maximum of four six clinical supervisors.
- ~~I.G.~~ Clinical The Board shall accept hours of clinical supervision obtained by an applicant may include in both individual and group supervision sessions, subject to the following restrictions:
1. At least 25 percent of the clinical supervision hours involve individual supervision.
 2. No more than 75 percent of the clinical supervision hours may involve a group of two supervisees; and
 3. No more than 50 percent of the clinical supervision hours involve a group of three to six supervisees. Group clinical supervision hours shall not exceed individual supervision hours.
- ~~J.~~ Clinical supervision of a supervisee for licensure as a marriage and family therapist, professional counselor, clinical social worker, or independent substance abuse counselor. Beginning on July 1, 2006, a licensee acting as a clinical supervisor shall complete continuing education as follows:
1. Between July 1, 2004, and the individual's first license expiration date following July 1, 2006, at least 12 clock hours shall be taken in the following categories:
 - a. The role and responsibility of a clinical supervisor;
 - b. The skill sets necessary to provide oversight and guidance to a supervisee who diagnoses, creates treatment plans, and treats clients;
 - e. The concepts of supervision methods and techniques; and
 - d. Evaluation of a supervisee's ability to plan and implement clinical assessment and treatment processes; and
 2. A licensee who seeks to continue providing clinical supervision after completion of the requirements under subsection (J)(1) shall complete at least six clock hours of continuing education as provided in subsections (J)(1)(a) through (d) between the date the Board receives the licensee's last renewal application and the next license expiration date.
- ~~K.~~ Clinical supervision by a licensee of the Arizona Board of Psychologist Examiners, the Arizona Medical Board, the Arizona Board of Osteopathic Examiners in Medicine and Surgery, or the Arizona Board of Nursing. Beginning on July 1, 2006, a clinical supervisor of a supervisee listed in subsection (J) shall comply with the continuing education requirements under subsections (J)(1) and (2).
- ~~L.~~ Clinical supervision training required pursuant to subsections (J) and (K) shall be waived if the clinical supervisor holds any of the following certifications or designations if the certification or designation is current as of the clinical supervisor's license renewal date:
1. National Board for Certified Counselors/Center for Credentialing and Education ("NBCC/CCE") Approved Clinical Supervisor certification;
 2. International Certification and Reciprocity Consortium ("ICRC") Clinical Supervisor certification, or
 3. American Association of Marriage and Family Therapists Clinical Member with Approved Supervisor designation.
- ~~H.~~ If an applicant provides evidence that a catastrophic event prohibits the applicant from obtaining documentation of clinical supervision that meets the standard specified in subsection (C)(4), the Board shall consider alternate documentation.

R4-6-212.01. Exemptions to the Clinical Supervision Requirements

The Board shall accept hours of clinical supervision submitted by an applicant if the clinical supervision meets the requirements specified in R4-6-212 and R4-6-404, R4-6-504, R4-6-604, or R4-6-706, as applicable to the license for which application is made, unless an exemption is granted as follows:

1. An individual using supervised work experience acquired in Arizona may apply to the Board for an exemption from the following requirements:
 - a. Qualifications of the clinical supervisor. The Board may grant an exemption to the supervisor qualification requirements in R4-6-212(A) and R4-6-404, R4-6-504, R4-6-604, or R4-6-706, as applicable to the license for which application is made, if the Board determines that:
 - i. A qualified supervisor is not available because of the size and geographic location of the professional setting in which the clinical supervision will occur; or
 - ii. The behavioral health professional who provided or will provide the clinical supervision holds an active and unrestricted license issued under A.R.S. Title 32 as a physician under Chapter 13 or 17 with certification in psychiatry or addiction medicine or as a nurse practitioner under Chapter 15 with certification in mental health; and
 - iii. The behavioral health professional who provided or will provide the clinical supervision has education, training, and experience necessary to provide clinical supervision and has complied with the educational requirements specified in R4-6-214;
 - b. Employment of clinical supervisor. The Board may grant an exemption to the requirement in R4-6-212(B) regarding employment of the supervisor by the behavioral health entity at which the supervisee obtains hours of clinical supervision if the Board determines that the supervisor and behavioral health entity have a written contract that:
 - i. Requires the supervisor to comply with all provisions of R4-6-212.
 - ii. Guarantees the supervisor unrestricted access to all clinical records maintained by the supervisee, and



- iii. Requires the supervisee to obtain written authorization from all clients for release of the clients' records to the supervisor; and
- c. Discipline-specific changes. The Board may grant an exemption to a requirement in R4-6-404, R4-6-504, R4-6-604, or R4-6-706, as applicable to the license for which application is made, that changed on November 1, 2015, and had the effect of making the clinical supervision previously completed or completed no later than October 31, 2017, non-compliant with the clinical supervision requirements. If the Board grants an exemption under this subsection, the Board shall evaluate the applicant's clinical supervision using the requirements in existence before November 1, 2015.
- 2. An individual using supervised work experience acquired outside of Arizona may apply to the Board for an exemption from the supervision requirements in R4-6-404, R4-6-504, R4-6-604, or R4-6-706, as applicable to the license for which application is made. The Board may grant an exemption for supervised work experience acquired outside of Arizona if the Board determines that:
 - a. Clinical supervision was provided by a behavioral health professional qualified by education, training, and experience to provide supervision; and
 - b. The behavioral health professional providing the supervision met one of the following:
 - i. Complied with the educational requirements specified in R4-6-214.
 - ii. Complied with the clinical supervisor requirements of the state in which the supervision occurred, or
 - iii. Was approved to provide supervision to the applicant by the state in which the supervision occurred.

R4-6-213. Registry of Clinical Supervisors

- A. The Board shall maintain a registry of individuals who have met the educational requirements to provide supervision that are specified in R4-6-214.
- B. To be included on the registry of clinical supervisors, an individual shall submit the following to the Board:
 - 1. A registration form approved by the Board;
 - 2. Evidence of being qualified under R4-6-212(A); and
 - 3. Documentation of having completed the education required under R4-6-214.
- C. The Board shall include an individual who complies with subsection (B) on the registry of clinical supervisors. To remain on the registry of clinical supervisors, an individual shall submit the following to the Board:
 - 1. A registration form approved by the Board;
 - 2. Evidence of being qualified under R4-6-212(A); and
 - 3. Documentation of having completed the continuing education required under R4-6-214.
- D. If the Board notified an individual before November 1, 2015, that the Board determined the individual was qualified to provide clinical supervision, the Board shall include the individual on the registry maintained under subsection (A). To remain on the registry of clinical supervisors, the individual shall comply with subsection (C).

R4-6-214. Clinical Supervisor Educational Requirements

- A. The Board shall consider hours of clinical supervision submitted by an applicant only if the individual who provides the clinical supervision is qualified under R4-6-212(A) and complies with the following:
 - 1. Completes one of the following:
 - a. At least 12 hours of training that meets the standard specified in R4-6-802(D), addresses clinical supervision, and includes the following:
 - i. Role and responsibilities of a clinical supervisor;
 - ii. Skills in providing effective oversight of and guidance to supervisees who diagnose, create treatment plans, and treat clients;
 - iii. Supervisory methods and techniques; and
 - iv. Fair and accurate evaluation of a supervisee's ability to plan and implement clinical assessment and treatment;
 - b. An approved clinical supervisor certification from the National Board for Certified Counselors/Center for Credentialing and Education;
 - c. A clinical supervisor certification from the International Certification and Reciprocity Consortium; or
 - d. A clinical member with an approved supervisor designation from the American Association of Marriage and Family Therapy; and
 - 2. Beginning January 1, 2018, completes a Board-approved tutorial on Board statutes and rules.
- B. Through December 31, 2017, the Board shall consider hours of clinical supervision submitted by an applicant if the individual who provided the clinical supervision was licensed at an independent level, qualified under R4-6-212(A), and the supervision was provided during the first two years the individual was licensed at the independent level.
 - 1. For the Board to continue to accept hours of clinical supervision provided by the individual described under subsection (B), the individual shall have obtained at least 12 hours of training described in subsection (A)(1)(a):
 - a. Before the individual's license expired for the first time; or
 - b. Before providing supervision if the 12 hours of training described in subsection (A)(1)(a) were obtained after the individual's license expired;



2. For the Board to continue to accept hours of clinical supervision provided by the individual described under subsection (B)(1), the individual shall have obtained at least six hours of training described in subsection (A)(1)(a) before the individual's license expires again and during each subsequent license period expiring before January 1, 2018;
 3. For the Board to continue to accept hours of clinical supervision provided by the individual described under subsection (B)(2), the individual shall comply fully with subsection (C) before the individual's license expires for the first time on or after January 1, 2018.
- C.** To continue providing clinical supervision, an individual qualified under subsection (A)(1)(a) shall, at least every three years:
1. Complete a minimum of nine hours of continuing training that meets the standard specified in R4-6-802(D), concerns clinical supervision, and addresses the topics listed in subsection (A)(1)(a); and
 2. Beginning January 1, 2018, complete a Board-approved tutorial on Board statutes and rules.
- D.** To continue providing clinical supervision, an individual qualified under subsections (A)(1)(b) through (d) shall:
1. Provide documentation that the national certification or designation was renewed before it expired, and
 2. Beginning January 1, 2018, complete a Board-approved tutorial on Board statutes and rules.

R4-6-213, R4-6-215, Fees and Charges

- A.** The Under the authority provided by A.R.S. § 32-3272, the Board shall establish at its June meeting nonrefundable establishes and shall collect the following fees for:
1. Application for a regular license by examination; \$250;
 2. Application for a reciprocal license by endorsement; \$250;
 3. Issuance of license for non-independent level of practice (LBSW, LMSW, LAC, LSAT, LASAC, and LAMFT); \$100;
 4. Issuance of license for independent level of practice (LCSW, LPC, LISAC, and LMFT); \$250;
 - 3-5. Application for a temporary license; \$50;
 4. Fingerprint background check;
 6. Application for approval of educational program; \$500;
 7. Application for approval of an educational program change; \$250;
 - 5-8. Biennial renewal of first area of licensure; \$350;
 9. Biennial renewal of each additional area of licensure if all licenses are renewed at the same time; \$175;
 6. Duplicate license;
 - 7-10. Late renewal penalty; \$100 in addition to the biennial renewal fee;
 - 8-11. Inactive status request; \$100; and
 - 9-12. Late inactive status request; \$100 in addition to the inactive status request fee.
 10. Reassessment of eligibility;
- B.** The Board shall charge the following amounts for the services it provides:
1. Issuing a duplicate license; \$25;
 2. Criminal history background check; \$40;
 - 11-3. General copying Paper copy of records; \$.50 per page after the first four pages;
 - 12-4. Commercial copying Electronic copy of records; \$25;
 13. Public records requests;
 - 14-5. Copying audiotapes; Copy of a Board meeting audio recording; \$20;
 - 15-6. Verification of licensure; \$20 per discipline or free if downloaded from the Board's web site;
 - 16-7. Copies of the Board's rules and statutes book; \$10 or free if downloaded from the Board's web site;
 - 17-8. Directory Mailing list of licensees; \$150, and
 - 18-9. Returned checks check due to insufficient funds; \$50.
- C.** The application fees in subsections (A)(1) and (2) are non-refundable. Other fees established in subsection (A) are not refundable unless the provisions of A.R.S. § 41-1077 apply.
- B-D.** The Board shall accept payment of fees and charges as follows:
1. For an amount of \$40 or less, a personal or business check;
 2. For a fingerprint background check, a personal or business check; and
 - 3-2. For all other fees amounts greater than \$40, a certified check, cashier's check, or money order; and
 3. By proof of online payment by credit card for the following:
 - a. All fees in subsection (A);
 - b. The charge in subsection (B)(2) for a criminal history background check; and
 - c. The charge in subsection (B)(8) for a mailing list of licensees.
- C.** The agency shall make the current fee schedule available to the public.
- E.** An applicant shall make payment for a criminal history background check separate from payment for other fees and charges.
- D.** Fees for required examinations are set by contract between the Board and the organizations administering the approved examinations.

R4-6-214, R4-6-216, Foreign Equivalency Determination



The Board shall accept as qualification for licensure a degree from an institution of higher education in a foreign country ~~degrees that meet~~ if the degree is substantially equivalent to the educational standards required in this Chapter for professional counseling, marriage and family therapy, and substance abuse counseling licensure. To enable the Board to determine whether a foreign degree ~~meets~~ is substantially equivalent to the educational standards required in this Chapter, the applicant shall, at the applicant's expense, have the foreign degree evaluated by an entity approved by the Board.

ARTICLE 3. LICENSURE

R4-6-301. Application for a ~~Regular~~ License by Examination

An applicant for a ~~regular~~ license by examination shall submit a completed application packet that contains the following:

1. A notarized statement, signed by the applicant, ~~stating~~ certifying that all information submitted in support of the application is true and correct;
2. Identification of the license for which application is made;
- ~~2-3.~~ The license application fee required under ~~R4-6-213~~ R4-6-215;
- ~~3-4.~~ The applicant's name, date of birth, social security number, ~~residence and business address, and residence and business telephone number and contact information;~~
- ~~4-5.~~ Each name or alias previously or currently used by the applicant;
- ~~5-6.~~ The name of each college or university the applicant attended and an official transcript for all education used to meet requirements;
7. Verification of current or previous licensure or certification from the licensing or certifying entity as follows:
 - a. Any license or certification ever held in the practice of behavioral health; and
 - b. Any professional license or certification not identified in subsection (7)(a) held in the last 10 years;
8. Background information to enable the Board to determine whether, as required under A.R.S. § 32-3275(A)(3), the applicant is of good moral character;
9. A list of every entity for which the applicant has worked during the last 10 years;
10. If the relevant licensing examination was previously taken, an official copy of the score the applicant obtained on the examination;
11. A report of the results of a self-query of the National Practitioner Data Bank;
12. Documentation required under A.R.S. § 41-1080(A) showing that the applicant's presence in the U.S. is authorized under federal law;
- ~~6-13.~~ A completed and legible fingerprint card for a state and federal criminal history ~~records~~ background check and a certified check, cashier's check, or money order in the amount payment as prescribed under ~~R4-6-213(A)(4)~~ as authorized at A.R.S. § ~~32-3280(A)~~; R4-6-215 if the applicant has not previously submitted a full set of fingerprints to the Board, or verification that the applicant holds a current fingerprint card issued by the Arizona Department of Public Safety;
7. An official transcript or education documentation acceptable to the credentialing committee; and
14. A completed application supplement for the license for which application is made; and
- ~~8-15.~~ Other documents or information requested by the ~~credentialing committee~~ ARC to determine the applicant's eligibility.

R4-6-302. Licensing ~~Time-frames~~ Time Frames

- A. The overall ~~time-frames~~ time frames described in A.R.S. § 41-1072(~~4~~) for each type of ~~approval~~ license granted by the Board is are listed in Table 1. The person applying for a license and the ~~credentialing committee~~ ARC may agree in writing to extend the substantive review ~~time-frame~~ and the overall ~~time-frame~~. The substantive review time-frame and the overall time-frame may not be extended by more than time frames up to 25 percent of the overall time-frame time frame.
- B. The administrative completeness review ~~time-frame~~ time frame described in A.R.S. § 41-1072(~~4~~) begins when the Board receives an application packet.
 1. If the application packet is not complete, the Board shall send ~~to~~ the applicant a written notice specifying the missing document or incomplete information. The administrative completeness review ~~time-frame~~ and the overall ~~time-frame~~ time frames are suspended from the date of ~~service~~ of the notice is served until the date the Board receives a ~~complete application packet~~ the deficient information from the applicant.
 2. If An applicant may assume an application packet is complete; when the Board shall send sends the applicant a written notice of administrative completeness to the applicant or when the administrative completeness time frame specified in Table 1 expires.
- C. An applicant shall submit all of the deficient information specified in the notice provided under subsection (B)(1) within 60 days of after the date of service of the deficiency notice is served.
 1. If an applicant cannot submit all deficient information within 60 days ~~of the date of service of~~ after the deficiency notice is served, the applicant may obtain ~~an~~ a 60-day extension by submitting a written ~~request~~ notice to the ~~agency~~ Board postmarked or delivered ~~no later than~~ before expiration of the 60 days from the date of service of the deficiency notice.
 2. The written ~~request for an~~ notice of extension shall document the reasons the applicant is unable to meet the 60-day deadline.



- ~~3-2.~~ The agency shall review the request for an extension of the 60-day deadline and grant the request if the agency determines that an extension of the 60-day deadline will enable the applicant to assemble and submit the deficient information. An extension of the 60-day deadline shall be for no more than 60 days. An applicant who requires an additional extension shall submit ~~an additional to the Board~~ a written request in accordance with this subsection ~~that is delivered or postmarked before expiration of the initial extension and documents the reasons the applicant requires an additional extension.~~ The ~~agency Board~~ shall notify the applicant in writing of its decision to grant or deny the request for an extension.
- ~~4-3.~~ If an applicant fails to submit all of the deficient information within the required time, the ~~agency Board~~ shall ~~administratively~~ close the applicant's file with no recourse to appeal. To receive further consideration for licensure, ~~the an~~ applicant ~~whose file is administratively closed~~ shall submit a new application and fee.
- D.** The substantive review ~~time frame~~ ~~time frame~~ described in A.R.S. § 41-1072(4) begins on the date of service of the notice of administrative completeness ~~time frame is complete as described under subsection (B)(2).~~
- ~~1.~~ If the credentialing committee finds an applicant is ineligible for licensure, the credentialing committee shall recommend to the Board that the applicant be denied licensure.
 - ~~2.~~ If the credentialing committee finds an applicant is eligible for licensure, the credentialing committee shall recommend to the Board that the applicant be licensed.
 - ~~3.~~ Upon receipt of the credentialing committee's recommendation, the Board shall either:
 - ~~a.~~ Send a written notice of approval to an applicant who meets the qualifications and requirements in A.R.S. Title 32, Chapter 33 and this Chapter; or
 - ~~b.~~ Send a written notice of denial to an applicant who fails to meet the qualifications and requirements in A.R.S. Title 32, Chapter 33 and this Chapter.
 - ~~4-1.~~ If an application is referred to the credentialing committee ~~ARC~~ for substantive review and the ~~ARC~~ finds deficiencies ~~that additional information is needed during the substantive review of the application, the credentialing committee ARC shall provide a written list of the deficiencies comprehensive written request for additional information~~ to the applicant. The substantive review ~~time frame is and overall time frames are suspended from the date the deficiency notice comprehensive written request for additional information~~ is served until the applicant provides ~~the agency with all deficient information to the Board.~~
 - ~~2.~~ As provided under A.R.S. § 41-1075(A), the ~~ARC~~ and the applicant may agree in writing to allow the ~~ARC~~ to make additional supplemental requests for information. If the ~~ARC~~ issues an additional supplemental request for information, the substantive review and overall time frames are suspended from the date of the additional supplemental request for information until the applicant provides the information to the Board.
 - ~~5-3.~~ An applicant shall submit all of the ~~deficient~~ information ~~requested under subsection (D)(1)~~ within 60 days ~~of the date of service of~~ ~~after the deficiency notice comprehensive request for additional information is served.~~ If the ~~ARC~~ issues an additional comprehensive request for information under subsection (D)(2), the applicant shall submit the additional information within 60 days after the additional comprehensive request for information is served. If the applicant cannot submit all requested information within the time provided, the applicant may obtain an extension under the terms specified in subsection (C)(2).
 - ~~6.~~ If the credentialing committee determines the applicant has not taken and passed the required licensure examination, the deficiency notice shall include the approval for and requirement that the applicant take and pass an approved licensure examination.
 - ~~7-4.~~ If an applicant fails to submit all of the ~~deficient~~ ~~requested~~ information within the ~~required~~ time provided under subsection (D)(3), the ~~agency Board~~ shall ~~administratively~~ close the applicant's file with no recourse to appeal. To receive further consideration for licensure, ~~the an~~ applicant ~~whose file is administratively closed~~ shall submit a new application and fee.
- E.** An applicant may withdraw an application for licensure under the terms specified in A.R.S. § 32-3275(D).
- F.** After the substantive review of an application is complete:
- ~~1.~~ If the applicant is found ineligible for licensure, a recommendation shall be made to the Board that the applicant be ~~denied licensure.~~
 - ~~2.~~ If the applicant is found eligible for licensure, a recommendation shall be made to the Board that the applicant be ~~granted licensure.~~
- G.** After reviewing the recommendation made under subsection (F), the Board shall send a written notice to an applicant ~~that either:~~
- ~~1.~~ Grants a license to an applicant who meets the qualifications and requirements in A.R.S. Title 32, Chapter 33 and this Chapter; or
 - ~~2.~~ Denies a license to an applicant who fails to meet the qualifications and requirements in A.R.S. Title 32, Chapter 33 and this Chapter. The Board shall ensure that the written notice of denial includes the information required under ~~A.R.S. § 41-1092.03.~~
- E.H.** If a ~~time frame's~~ ~~time frame's~~ last day falls on a Saturday, Sunday, or an official state holiday, the Board considers the next business day the ~~time frame's~~ ~~time frame's~~ last day.

Table 1. Time Frames Time Frames (in Days)



| Type of Approval License | Statutory Authority | Overall Time-frame Time Frame | Administrative Completeness Time-frame Time Frame | Substantive Review Time-frame Time Frame |
|-----------------------------------|--------------------------------------|-------------------------------|---|--|
| Regular License by Examination | A.R.S. § 32-3253 A.R.S. § 32-3275 | 270 | 90 | 180 |
| Temporary License | A.R.S. § 32-3253 A.R.S. § 32-3279 | 90 | 30 | 60 |
| Reciprocal License by Endorsement | A.R.S. § 32-3253 A.R.S. § 32-3274 | 270 | 90 | 180 |
| License Renewal | A.R.S. § 32-3253 A.R.S. § 32-3273 | 270 | 90 | 180 |

R4-6-303. Reassessment Repealed

- ~~A. An applicant who is found ineligible may submit to the agency a written request for reassessment of the application within 12 months of the date of service of the notice of ineligibility.~~
- ~~B. The credentialing committee shall review a request for reassessment to determine if the applicant has established the following:

 1. There has been a statutory or rule change that enables the previously ineligible applicant to meet the requirements for licensure; or
 2. The applicant was initially determined ineligible because of deficiencies in supervised work experience, supervision, or curriculum and has removed all deficiencies.~~
- ~~C. An applicant requesting a reassessment shall use a form provided by the agency and submit the proper fee with the reassessment form.~~

R4-6-304. Application for a Reciprocal License by Endorsement

- ~~A. An applicant who meets the requirements specified under A.R.S. § 32-3274 for a reciprocal license by endorsement shall submit a completed application packet, that includes the following as prescribed in R4-6-301, and the following:

 1. A notarized statement, signed by the applicant, stating that all information submitted in support of the application is true and correct. The name of one or more states where the applicant was certified or licensed as a behavioral health professional by a state regulatory entity for at least three years;
 2. The license fee required under R4-6-213;
 3. The applicant's name, date of birth, social security number, residence and business address, and residence and business telephone number;
 4. Each name or alias previously or currently used by the applicant;
 5. A completed and legible fingerprint card for a state and federal criminal history records check, and a certified check, cashier's check, or money order in the amount prescribed under R4-6-213(A)(4) as authorized at A.R.S. § 32-3280(A), if the applicant has not previously submitted a full set of fingerprints to the Board, or verification that the applicant holds a current fingerprint card issued by the Department of Public Safety;
 6. The name of the state where the applicant was certified or licensed by a state regulatory entity continuously for five years immediately before the date of the applicant's submission of the reciprocal license application;
 7. A verification of the each certificate or license identified in subsection (A)(6) (1) by the state regulatory entity issuing the certification certificate or license that at a minimum includes the following:

 - a. The certificate or license number issued to the applicant by the state regulatory entity;
 - b. The issue and expiration date of the certificate or license;
 - ~~b.c.~~ Whether the state regulatory entity applicant has instituted been the subject of disciplinary proceedings against the applicant or has by a state regulatory entity including whether there are any unresolved complaints pending against the applicant; and
 - ~~e.d.~~ Whether the certificate or license is active and in good standing; and
 - d. Whether the state required that the applicant meet minimum education, work experience, and clinical supervision requirements at the time the applicant was certified or licensed and that the applicant met each requirement necessary for the level of certification or licensure approved;
 8. Verification of An affidavit from an individual who can verify the work experience required under subsection (B)(3) A.R.S. § 32-3274(A)(3); and
 4. If applying at a practice level listed in A.R.S. § 32-3274(B), include:

 - a. An official transcript as prescribed in R4-6-301(6); and
 - b. If applicable, a foreign degree evaluation prescribed in R4-6-216 or R4-6-401.
 9. Other documents or information requested by the credentialing committee to determine the applicant's eligibility.~~
- ~~B. An applicant is eligible for a reciprocal license if the applicant meets the following requirements:~~



1. The applicant is currently licensed or certified in another state by a state regulatory entity in the discipline and at the level for which the applicant is requesting licensure in Arizona for at least the five years immediately preceding the date of the applicant's submission of a reciprocal license application and the license or certification is in effect and in good standing;
 2. The applicant passed the examination required pursuant to Articles 4, 5, 6, or 7 for the discipline and level license sought by the applicant;
 3. Prior to applying for a reciprocal license in Arizona, an applicant was engaged in the practice of behavioral health in the state issuing the license used by the applicant to qualify for a reciprocal license for a minimum of 6,000 hours during the five years immediately preceding the date of the applicant's submission of a reciprocal license application;
 4. The applicant is not the subject of a pending complaint before the Board or any other state behavioral health regulatory entity and has not had a license or certificate to practice a health care profession suspended or revoked by another state behavioral health regulatory entity; and
 5. The applicant meets the eligibility requirements prescribed under A.R.S. § 32-3275.
- C. A person issued a reciprocal license shall practice behavioral health only under the direct supervision of a licensee and shall not engage in independent practice.

R4-6-305. Inactive Status

- A. A licensee seeking inactive status shall submit:
1. A written request to the ~~credentialing committee~~ Board before expiration of the current license, and
 2. The fee specified in R4-6-215 for inactive status fee request.
- B. ~~To be placed on inactive status after a licensee seeking inactive status after the license expiration, date of a license but no longer than a licensee shall, within three months after the expiration date of a license expiration, shall submit: comply with subsection (A) and submit the fee specified in R4-6-215 for late request for inactive status.~~
1. ~~A written request for inactive status to the credentialing committee,~~
 2. ~~The inactive status fee, and~~
 3. ~~The late inactive status fee.~~
- C. ~~The credentialing committee~~ Board shall grant a request for inactive status to a licensee upon receiving a written request for inactive status from a licensee. ~~The Board shall grant inactive status for a maximum of 24 months.~~
- D. ~~The credentialing committee~~ Board shall not grant a request to be placed on for inactive status that is received more than three months after ~~expiration of the current license expiration.~~
- E. ~~Placement on inactive Inactive status for any time period shall does not change; a licensee's licensure expiration~~
1. ~~The date on which the license of the inactive licensee expires, and~~
 2. ~~The Board's ability to start or continue an investigation against the inactive licensee.~~
- F. To return to active status, a licensee on inactive status shall: ~~meet~~
1. ~~Comply with all renewal requirements prescribed under R4-6-801(B); and~~
 2. ~~Establish to the Board's satisfaction that the licensee is competent to practice safely and competently. To assist with determining the licensee's competence, the Board may order a mental or physical evaluation of the licensee at the licensee's expense.~~
- G. Upon a showing of good cause, the ~~credentialing committee~~ Board shall grant a written request for modification or reduction of the continuing education requirement received from a licensee on inactive status. ~~The Board shall consider the following to show good cause:~~
1. ~~Illness or disability.~~
 2. ~~Active military service, or~~
 3. ~~Any other circumstance beyond the control of the licensee.~~
- H. The ~~credentialing committee~~ Board may, upon a written request filed before the expiration of the original 24 months of inactive status and for good cause, ~~as described in subsection (G),~~ permit an ~~already inactive license licensee~~ to remain on inactive status for one additional period not to exceed 24 months. To return to active status after being placed on a 24-month extension of inactive status, a licensee shall, ~~in addition to the continuing education hours required under subsection (F)(2) comply with the requirements in subsection (F) complete and complete an additional 30 clock hours of continuing education during the additional 24-month extension.~~
- I. A licensee on inactive status shall not engage in the practice of behavioral health.
- J. ~~To return to active practice, the licensee must establish the licensee's competence to practice safely and competently. When reviewing a licensee's request to return to active practice, the Board may order any type of mental or physical evaluation, at the licensee's expense, it deems necessary to determine the licensee's competence to practice safely and competently.~~
- K. ~~The Board may start or continue an investigation against a licensee regardless of whether the licensee seeks to obtain inactive status or is on inactive status.~~

R4-6-306. Application for a Temporary License

- A. Subject to subsection (G), the Board may issue a temporary license to an applicant for a regular license if the applicant is currently licensed or certified by another state behavioral health regulatory entity. To be eligible for a temporary license, an applicant shall:
1. Have applied under R4-6-301 for a license by examination or R4-6-304 for a license by endorsement.



- 2. Have submitted an application for a temporary license using a form approved by the Board and paid the fee required under R4-6-215, and
- 3. Be one of the following:
 - a. Applying for a license by endorsement;
 - b. Applying for a license by examination, not currently licensed or certified by a state behavioral health regulatory entity, and:
 - i. Within 12 months after obtaining a degree from the education program on which the applicant is relying to meet licensing requirements,
 - ii. Has completed all licensure requirements except passing the required examination, and
 - iii. Has not previously taken the required examination; or
 - c. Applying for a license by examination and currently licensed or certified by a state behavioral health entity.
- ~~B.~~ Subject to subsection (G), the Board may issue a temporary license to an applicant for a regular license where the following conditions have been met: An individual is not eligible for a temporary license if the individual:
 - 1. The applicant submits an application for licensure within 12 months of graduation from the educational program submitted to meet licensure educational requirements; Is the subject of a complaint pending before any state behavioral health regulatory entity.
 - 2. The applicant has completed all the requirements to become licensed, as determined by the credentialing committee, other than passage of the required examination; and Has had a license or certificate to practice a health care profession suspended or revoked by any state regulatory entity.
 - 3. The applicant has not previously taken the required examination
 - 3. Has a criminal history or history of disciplinary action by a state behavioral health regulatory entity unless the Board determines the history is not of sufficient seriousness to merit disciplinary action, or
 - 4. Has been previously denied a license by the Board.
- ~~C.~~ A The Board shall ensure that a temporary license issued pursuant to subsection (B) to an applicant for licensure by examination counseling, marriage and family therapy, or substance abuse licensure shall expire:
 - 1. Under subsection (A)(3)(b):
 - a. Expires 90 180 days after the next available examination date in Arizona issuance by the Board, and
 - b. Is revoked immediately if the applicant fails to take the required examination within 180 days after the temporary license is issued or fails the required examination; or
 - 2. Under subsection (A)(3)(c), expires in one year after issuance by the Board.
- ~~D.~~ A temporary license issued pursuant to subsection (B) to an applicant for social work licensure shall expire 120 days after issuance by the Board.
- ~~E.~~ A temporary license issued to an applicant for counseling, marriage and family therapy, or substance abuse licensure shall be immediately revoked where the applicant fails to take the next available examination as notified by the Board or fails the required examination. A temporary licensee shall provide written notice and return the temporary license to the Board if the temporary licensee:
 - 1. An applicant for counseling, marriage and family therapy, or substance abuse licensure who fails to take the next available examination as notified by the Board must provide written notice of the failure to the Board and return the temporary license to the Board within five days of the date of the examination. Fails to take the required examination; or
 - 2. An applicant for counseling, marriage and family therapy, or substance abuse licensure who takes and fails the examination must provide written notice of the failure to the Board and return the temporary license to the Board within five days of receiving notice of the failure. Takes but fails the required examination.
- ~~F.E.~~ A temporary license issued to an applicant for social work licensure shall be immediately revoked where the applicant fails to take the required examination within 120 days of receiving a temporary license or fails the required examination. An applicant for social work licensure who takes and fails the required examination must provide written notice of the failure to the Board and return the temporary license to the Board within five days of receiving notice of the failure. The Board shall ensure that a temporary license issued to an applicant for licensure by endorsement:
 - 1. Expires 180 days after issuance by the Board if the applicant has not previously taken the required examination and is revoked immediately if the applicant fails to take the required examination within 180 days after the temporary license is issued or fails the required examination; or
 - 2. Expires one year after the date of issuance if the applicant has previously passed the required examination and is revoked immediately when the applicant is issued or denied a license by endorsement.
- ~~G.~~ The applicant is not the subject of a pending complaint before the Board or any other state behavioral health regulatory entity and has not had a license or certificate to practice a health care profession suspended or revoked by another state behavioral health regulatory entity.
- ~~H.~~ An applicant who has a criminal history or history of disciplinary action by a state behavioral health regulatory entity is not eligible for a temporary license without prior Board approval.
- ~~I.F.~~ An applicant who is issued a temporary license shall practice as a behavioral health professional only under direct supervision. The temporary license may contain restrictions as to time, place, and supervision that the Board deems appropriate. The temporary license shall expire one year after the date of issuance or sooner if specified by the Board.
- ~~G.~~ The Board shall issue a temporary license only in the same discipline for which application is made under subsection



(A).

- ~~J.H.~~ No extensions are available for The Board shall not extend the time of a temporary licensee's license or grant an additional temporary license based on the application submitted under subsection (A).
- ~~K.I.~~ A temporary licensee is subject to disciplinary action by the Board pursuant to under A.R.S. § 32-3281. A temporary license may also be summarily revoked without a hearing pursuant to under A.R.S. § 32-3279(C)(4).
- ~~L.J.~~ The Board's denial of If the Board denies a license by examination or endorsement to application terminates a temporary license. An applicant must licensee, the temporary licensee shall return the temporary license to the Board within five days of receiving the Board's notice of the denial of the applicant's license application from the Board.
- ~~M.K.~~ An individual is not eligible for a temporary license if the Board has previously denied an application for a regular license, an application for a license by reciprocity, or an application for a temporary license for that individual. If a temporary licensee withdraws the license application submitted under R4-6-301 for a license by examination or R4-6-304 for a license by endorsement, the temporary license expires.

R4-6-307. Application for a Regular License by the Holder of a Reciprocal License Approval of an Educational Program

- ~~A.~~ A person holding a reciprocal license may apply for a regular license at the same level and in the same discipline if the person meets all of the following requirements:
- ~~1.~~ After issuance of the reciprocal license, the applicant for a regular license shall complete a minimum of 1600 hours of supervised work experience in Arizona in the practice of behavioral health in no less than 12 months.
 - ~~a.~~ Supervised work experience in the practice of behavioral health is limited to the use of psychotherapy for the purpose of assessment, diagnosis and treatment of individuals, couples, families and groups.
 - ~~b.~~ The 1600 hours of supervised work experience in behavioral health shall include a minimum of 800 hours of direct client contact.
 - ~~2.~~ During the supervised work experience required in subsection (A)(1), an applicant for a regular license shall receive a minimum of 50 hours of clinical supervision in no less than 12 months.
 - ~~3.~~ During the supervised work experience required in subsection (A)(1), an applicant for a regular license shall demonstrate satisfactory performance in the following areas:
 - ~~a.~~ Assessment;
 - ~~b.~~ Diagnostics;
 - ~~c.~~ Individual and group psychotherapy;
 - ~~d.~~ Referrals;
 - ~~e.~~ Personal integrity;
 - ~~f.~~ Appropriate use of supervision;
 - ~~g.~~ Insight into client's problems;
 - ~~h.~~ Objectivity;
 - ~~i.~~ Ethics;
 - ~~j.~~ Concern for welfare of clients;
 - ~~k.~~ Responsibility;
 - ~~l.~~ Boundaries;
 - ~~m.~~ Recognition of own limits, and
 - ~~n.~~ Confidentiality by having the applicant's clinical supervisor submit a performance evaluation on forms available from the Agency.
 - ~~o.~~ The time span covered by the performance evaluation shall be the same as that for the supervised work experience required in subsection (A)(1).
- ~~B.~~ An applicant for a regular license shall receive the clinical supervision required in subsection (A)(2) from any of the following behavioral health professionals licensed at the independent level in Arizona:
- ~~1.~~ A licensed professional counselor;
 - ~~2.~~ A licensed clinical social worker;
 - ~~3.~~ A licensed marriage and family therapist;
 - ~~4.~~ A licensed psychologist; or
 - ~~5.~~ An allopathic or osteopathic medical doctor with a specialty in psychiatry.
- ~~C.~~ An applicant for a regular license in substance abuse counseling shall receive the clinical supervision required in subsection (A)(2) from a professional listed in subsection (B) or from a licensed independent substance abuse counselor.
- ~~D.~~ An applicant for a regular license shall submit a completed application packet that includes the following:
- ~~1.~~ A notarized statement, signed by the applicant, stating that all information submitted in support of the application is true and correct;
 - ~~2.~~ The license fee required under R4-6-213;
 - ~~3.~~ The applicant's name, date of birth, Social Security number, residence and business address, and residence and business telephone number;
 - ~~4.~~ Each name or alias previously or currently used by the applicant;
 - ~~5.~~ Verification of the work experience required under subsection (A);
 - ~~6.~~ Other documents or information requested by the credentialing committee to determine the applicant's eligibility.
- ~~A.~~ To obtain the Board's approval of an educational program, an authorized representative of the regionally accredited col-



lege or university shall submit:

1. An application, using a form approved by the Board;
2. The fee prescribed under R4-6-215; and
3. Documentary evidence that the educational program is consistent with the curriculum standards specified in A.R.S. Title 32, Chapter 33, and this Chapter.

B. The Board shall review the application materials for administrative completeness and determine whether additional information is necessary.

1. If the application packet is incomplete, Board shall send a written deficiency notice to the applicant specifying the missing or incomplete information. The applicant shall provide the additional information within 60 days after the deficiency notice is served.
2. The applicant may obtain a 60-day extension of time to provide the deficient information by submitting a written request to the Board before expiration of the time specified in subsection (B)(1).
3. If an applicant fails to provide the deficient information within the time specified in the written notice or as extended under subsection (B)(2), the Board shall administratively close the applicant's file with no recourse to appeal. To receive further consideration for approval of an educational program, an applicant whose file is administratively closed shall comply with subsection (A).

C. When an application for approval of an educational program is administratively complete, the ARC shall substantively review the application packet.

1. If the ARC finds that additional information is needed, the ARC shall provide a written comprehensive request for additional information to the applicant.
2. The applicant shall provide the additional information within 60 days after the comprehensive request of additional information is served.
3. If an applicant fails to provide the additional information within the time specified under subsection (C)(2), the Board shall administratively close the applicant's file with no recourse to appeal. To receive further consideration for approval of an educational program, an applicant whose file is administratively closed shall comply with subsection (A).

D. After the ARC determines the substantive review is complete:

1. If the ARC finds the applicant's educational program is eligible for approval, the ARC shall recommend to the Board that the educational program be approved.
2. If the ARC finds the applicant's educational program is ineligible for approval, the ARC shall send written notice to the applicant of the finding of ineligibility with an explanation of the basis for the finding. An applicant may appeal a finding of ineligibility for educational program approval using the following the procedure:
 - a. Submit to the ARC a written request for an informal review meeting within 30 days after the notice of ineligibility is served. If the applicant does not request an informal review meeting within the time provided, the ARC shall recommend to the Board that the educational program be denied approval and the applicant's file be closed with no recourse to appeal.
 - b. If the ARC receives a written request for an informal review meeting within the 30 days provided, the ARC shall schedule the informal review meeting and provide at least 30 days' notice of the informal review meeting to the applicant.
 - c. At the informal review meeting, the ARC shall provide the applicant an opportunity to present additional information regarding the curriculum of the educational program.
 - d. When the informal review is complete, the ARC shall make a second finding whether the educational program is eligible for approval and send written notice of the second finding to the applicant.
 - e. An applicant that receives a second notice of ineligibility under subsection (D)(2)(d), may appeal the finding by submitting to the Board, within 30 days after the second notice is served, a written request for a formal administrative hearing under A.R.S. Title 41, Chapter 6, Article 10.
 - f. The Board shall either refer a request for a formal administrative hearing to the Office of Administrative Hearings or schedule the hearing before the Board. If no request for a formal administrative hearing is made under subsection (D)(2)(e), the ARC shall recommend to the Board that the educational program be denied approval and the applicant's file be closed with no recourse to appeal.
 - g. If a formal administrative hearing is held before the Office of Administrative Hearings, the Board shall review the findings of fact, conclusions of law, and recommendation of the Administrative Law Judge and issue an order either granting or denying approval of the educational program.
 - h. If a formal administrative hearing is held before the Board, the Board shall issue findings of fact and conclusions of law and issue an order either granting or denying approval of the educational program.
 - i. The Board shall send the applicant a copy of the findings of fact, conclusions of law, and order.

E. The Board shall add an approved educational program to the list of approved educational programs that the Board maintains.

F. The Board's approval of an educational program is valid for five years unless the accredited college or university makes a change to the educational program that is inconsistent with the curriculum standards specified in A.R.S. Title 32, Chapter 33, and this Chapter.



- G.** An authorized representative of a regionally accredited college or university with a Board-approved educational program shall certify annually, using a form available from the Board, that there have been no changes to the approved educational program.
- H.** If a regionally accredited college or university makes one of the following changes to an approved educational program, the regionally accredited college or university shall notify the Board within 60 days after making the change and request approval of the educational program change under subsection (I):
1. Change to more than 25 percent of course competencies;
 2. Change to more than 25 percent of course learning objectives;
 3. Addition of a course in one of the core content areas specified in R4-6-501, R4-6-601, or R4-6-701; or
 4. Deletion of a course in one of the core content areas specified in R4-6-501, R4-6-601, or R4-6-701.
- I.** To apply for approval of an educational program change, an authorized representative of the regionally accredited college or university shall submit:
1. An approved educational program change form available from the Board;
 2. The fee prescribed under R4-6-215; and
 3. Documentary evidence that the change to the approved educational program is consistent with the curriculum standards specified in A.R.S. Title 32, Chapter 33, and this Chapter.
- J.** To maintain approved status of an educational program after five years, an authorized representative of the regionally accredited college or university shall make application under subsection (A).
- K.** The Board shall process the materials submitted under subsections (I) and (J) using the procedure specified in subsections (B) through (D).
- L.** Unless an educational program is currently approved by the Board under this Section, the regionally accredited college or university shall not represent that the educational program is Board approved in any program or marketing materials.

ARTICLE 4. SOCIAL WORK

R4-6-401. Curriculum

- A.** An applicant for licensure as a baccalaureate social worker shall have a baccalaureate degree in social work from a regionally accredited college or university in a program accredited by the ~~Council on Social Work Education CSWE~~ or an equivalent foreign degree as determined by the Foreign Equivalency Determination Service of the ~~Council on Social Work Education CSWE~~.
- B.** An applicant for licensure as a master ~~social worker~~ or a clinical social worker shall have a master or higher degree in social work from a regionally accredited college or university in a program accredited by the ~~Council on Social Work Education CSWE~~ or an equivalent foreign degree as determined by the Foreign Equivalency Determination Service of the ~~Council on Social Work Education CSWE~~.

R4-6-402. Examination

- A.** To be licensed as a baccalaureate social worker, an applicant shall receive a passing score on the bachelors, masters, advanced generalist, or clinical examination offered by ~~A.S.W.B ASWB~~.
- B.** To be licensed as a master social worker, an applicant shall receive a passing score ~~as~~ on the masters, advanced generalist, or clinical examination offered by ~~A.S.W.B ASWB~~.
- C.** ~~To Except as specified in subsection (F)(2), to be licensed as a clinical social worker, an applicant shall receive a passing score on the clinical examination offered by A.S.W.B ASWB.~~
- D.** An applicant for baccalaureate ~~social worker~~, master ~~social worker~~, or clinical social worker licensure shall receive a passing score on an approved examination for the level of licensure requested within 12 months after receiving the date of service of the written deficiency notice described in R4-6-302(D)(6) examination authorization from the Board. An applicant shall not take an approved licensure examination more than twice during the 12-month testing period.
- E.** If an applicant does not receive a passing score on an approved licensure examination within the 12 months referenced in subsection (D), the ~~agency Board~~ shall close the applicant's file with no recourse to appeal. To receive further consideration for licensure, an applicant whose file is closed shall submit a new application and fee.
- F.** To be licensed by endorsement as a clinical social worker, an applicant shall receive a passing score on:
1. The clinical examination offered by ASWB; or
 2. The advanced generalist examination offered by ASWB if the applicant:
 - a. Was licensed as a clinical social worker before July 1, 2004;
 - b. Met the examination requirement of the state being used to qualify for licensure by endorsement; and
 - c. Has been licensed continuously at the same level since passing the examination.

R4-6-403. Supervised Work Experience for Clinical Social Worker Licensure

- A.** ~~After completing the degree required in R4-6-401(B), an An applicant for clinical social worker licensure shall complete a minimum of demonstrate completion of at least 3200 hours of supervised work experience in the practice of clinical social work in no less than 24 months. Supervised work experience in the practice of clinical social work shall include:~~
1. ~~Supervised work experience in the practice of clinical social work is limited to the use of psychotherapy for the purpose of assessment, diagnosis and treatment of individuals, couples, families and groups. At least 1600 hours of direct client contact involving the use of psychotherapy, no more than 400 hours of which are in psychoeducation;~~
 2. ~~The 3200 hours of supervised work experience in clinical social work shall include a minimum of 1600 hours of direct client contact. At least 100 hours of clinical supervision as prescribed under R4-6-212 and R4-6-404; and~~



- 3. For the purpose of licensure, no more than 1600 hours of indirect client contact related to psychotherapy services.
- ~~B.~~ For any month in which an applicant provides direct client contact, the applicant shall obtain at least one hour of clinical supervision.
- ~~C.~~ An applicant may submit more than the required 3200 hours of supervised work experience for consideration by the Board.
- ~~B.D.~~ During the period of required supervised work experience specified in subsection (A), an applicant for clinical social worker licensure shall not engage in independent practice behavioral health under the limitations specified in R4-6-210.
- ~~C.E.~~ There is no supervised work experience requirement for licensure as a baccalaureate social worker or a master social worker.

R4-6-404. Clinical Supervision for Clinical Social Worker Licensure

- ~~A.~~ During the supervised work experience required in R4-6-403, an An applicant for clinical social worker licensure shall receive a minimum of demonstrate that the applicant received at least 100 hours of clinical supervision that meet the requirements specified in subsection (B) and R4-6-212 in no less than 24 months during the supervised work experience required under R4-6-403.
- ~~B.~~ During the supervised work experience required in R4-6-403, an applicant for clinical social worker licensure shall demonstrate satisfactory performance in the following areas: assessment, diagnostics, individual and group psychotherapy, referrals, personal integrity, appropriate use of supervision, insight into client's problems, objectivity, ethics, concern for welfare of clients, responsibility, boundaries, recognition of own limits, and confidentiality by having the applicant's clinical supervisor submit a performance evaluation on forms available from the agency The Board shall accept hours of clinical supervision for clinical social worker licensure if the hours required under subsection (A) meet the following:
 - 1. At least 50 hours are supervised by a clinical social worker licensed by the Board, and
 - 2. The remaining hours are supervised by an individual qualified under R4-6-212(A), or
 - 3. The hours are supervised by an individual for whom an exemption was obtained under R4-6-212.01.
- ~~C.~~ The time span covered by the performance evaluations shall be the same as that for the supervised work experience required in R4-6-403.
- ~~D.~~ Clinical supervision of an applicant for clinical social worker licensure shall be provided by a clinical social worker licensed in Arizona.
- ~~E.~~ An applicant may submit a written request to the social work credentialing committee for an exemption from the requirement of subsection (D). The request shall include the name of the behavioral health professional proposed by the applicant to act as the clinical supervisor, a copy of the proposed clinical supervisor's transcript and curriculum vitae, and any additional documentation requested by the committee. The social work credentialing committee shall review the supervision exemption request to determine whether the proposed supervisor has the necessary education, training, and experience to provide supervision acceptable for clinical social worker licensure. If the proposed supervisor has the necessary education, training, and experience, the social work credentialing committee shall grant the supervision exemption request.
 - 1. The social work credentialing committee shall accept a maximum of 75 hours of clinical supervision provided by an alternative behavioral health professional as provided in subsection (E)(2). An applicant must obtain a minimum of 25 hours of clinical supervision by a social worker at the masters or higher level certified or licensed at the independent level by a state behavioral health regulatory entity.
 - 2. When reviewing supervision exemption requests, the social work credentialing committee will only consider supervision provided by a masters or higher level professional certified or licensed at the independent level by a state behavioral health regulatory entity, a licensed psychologist, or a medical doctor with a specialty in psychiatry. The social work credentialing committee will take into consideration an applicant's ability to demonstrate that supervision by a certified or licensed social worker was not available or available supervision was not specific to the applicant's area of practice. When considering the availability of a certified or licensed social worker, the social work credentialing committee will consider the size of the professional setting in which the applicant worked and its geographic location.
 - 3. The social work credentialing committee will not grant an exemption request for an unlicensed clinical supervisor providing clinical supervision in Arizona after July 1, 2006, except that an exemption may be granted by the committee if the clinical supervisor holds a current active license to practice behavioral health at the independent level and is providing services pursuant to a contract or grant with the federal government under the authority of 25 U.S.C. 450-450(n) or 25 U.S.C. 1601-1683.
 - 4. Beginning on July 1, 2006, the social work credentialing committee will The Board shall not grant an exemption request for a substance abuse counselor accept hours of clinical supervision for clinical social worker licensure provided by a substance abuse counselor.

R4-6-405. Licensed Master Social Worker and Licensed Baccalaureate Social Worker — Independent Practice Prohibition Repealed

- ~~A.~~ Neither a licensed master social worker nor a licensed baccalaureate social worker shall engage in the independent practice of clinical social work. A licensed master social worker and a licensed baccalaureate social worker shall only engage in the practice of clinical social work under direct supervision.
- ~~B.~~ A licensed baccalaureate social worker shall only engage in the independent practice of nonclinical social work after obtaining a minimum of 3200 hours of supervised work experience in social work in no less than 24 months after being



licensed as a bachelor social worker by the Board.

~~C.~~ A licensed master social worker may engage in the independent practice of nonclinical social work.

ARTICLE 5. COUNSELING

R4-6-501. Curriculum

- A. An applicant for licensure as an associate counselor or a professional counselor shall have a ~~master~~ master's or higher degree ~~in with a major emphasis in~~ counseling or a related field from:
1. ~~A regionally accredited college or university in a program that consists of a minimum of 48 semester credit hours,~~
~~or~~
 2. ~~A program accredited by C.A.C.R.E.P. CACREP or C.O.R.E. CORE in a program that consists of a minimum of 48~~
~~at least 60 semester or 90 quarter credit hours, including a supervised counseling practicum as prescribed under~~
~~subsection (E);~~
 2. An educational program previously approved by the Board under A.R.S. § 32-3253(A)(14) that consists of at least 60 semester or 90 quarter credit hours, including a supervised counseling practicum as prescribed under subsection (E); or
 3. A program from a regionally accredited college or university that consists of at least 60 semester or 90 quarter credit hours, meets the requirements specified in subsections (C) and (D), and includes a supervised counseling practicum as prescribed under subsection (E).
- B. ~~Beginning on January 1, 2008, the program of study required under subsections (A)(1) or (2) shall include a minimum of 60 semester credit hours. To assist the Board to evaluate a program under subsection (A)(3), an applicant who obtained a degree from a program under subsection (A)(3) shall attach the following to the application required under R4-6-301:~~
1. Published college or university course descriptions for the year and semester enrolled for each course submitted to meet curriculum requirements.
 2. Verification, using a form approved by the Board, of completing the supervised counseling practicum required under subsection (E); and
 3. Other documentation requested by the Board.
- C. ~~The Board shall accept for licensure the curriculum for degrees from programs a program not accredited by C.A.C.R.E.P. CACREP or C.O.R.E. CORE shall include if the curriculum includes at least 60 semester or 90 quarter credit hours in counseling-related coursework, of which at least three semester or 4 quarter credit hours are in each of the following eight core content areas:~~
1. ~~One three-semester credit hour course from each of the following four content areas Professional orientation and ethical practice: Studies that provide a broad understanding of professional counseling ethics and legal standards, including but not limited to:~~
 - a. ~~Counseling Theory—studies that are limited to providing a broad understanding of multiple counseling theories, principles, and their application, including such theories as client centered, behaviorism, psychoanalytic, gestalt, rational-emotive, reality, and existential Professional roles, functions, and relationships;~~
 - b. ~~Supervised Counseling Practicum—studies that are limited to the provision of counseling services within an educational or professional setting under the direction of a faculty member or supervisor designated by the college or university Professional credentialing;~~
 - c. ~~Multi-cultural Foundations—studies that are limited to providing a broad understanding of cultures and the implications for counseling with individuals and families within the major racial and cultural groups in the U.S; Ethical standards of professional organizations; and~~
 - d. ~~Professional Counseling Ethics—studies that are limited to providing a broad understanding of professional counseling ethics, legal standards, and responsibilities Application of ethical and legal considerations in counseling;~~
 2. ~~Five three-semester credit hour courses from the following seven content areas Social and cultural diversity: Studies that provide a broad understanding of the cultural context of relationships, issues, and trends in a multicultural society, including but not limited to:~~
 - a. ~~Human Growth and Development—studies that are limited to providing a broad understanding of the physical, psychological, social and moral development of individuals throughout the lifespan, including normal and abnormal behavior; Theories of multicultural counseling, and~~
 - b. ~~The Helping Relationship—studies that are limited to providing a broad understanding of the counseling processes, basic and advanced interview skills, consultation theories, and their applications; Multicultural competencies and strategies;~~
 - e. ~~Group Dynamics Processing and Counseling—studies that are limited to providing a broad understanding of group development and dynamics, group counseling theories, group leadership styles, and basic and advanced group counseling methods and skills;~~
 - d. ~~Life and Career Development—studies that are limited to providing a broad understanding of career development theories, occupational and educational information sources and systems, career and leisure counseling, guidance, and education, career decision making, and career development program planning and placement;~~



- e. ~~Social and Lifestyle Issues – studies that are limited to providing a broad understanding of social norms, changes, and trends, human roles, and alternative lifestyles;~~
- f. ~~Appraisal of Individuals – studies that are limited to providing a broad understanding of group and individual psychometric theories, formal and informal approaches to appraisal, data and information gathering methods, validity and reliability, factors influencing appraisals, diagnostic procedures, and use of appraisal results in the helping process; and~~
- g. ~~Research and Evaluation – studies that are limited to providing a broad understanding of types of research, statistics, research report development, research implementation, program evaluation, needs assessment, and publication of research.~~
- 3. ~~Sufficient semester credit hour courses in studies that provide a broad understanding in counseling-related subjects, including psychology, marriage and family studies, substance abuse, career counseling, and rehabilitation studies to equal the semester credit hour course requirements of subsection (A):~~ Human growth and development: Studies that provide a broad understanding of the nature and needs of individuals at all developmental stages, including but not limited to:
 - a. Theories of individual and family development across the life-span, and
 - b. Theories of personality development;
- 4. ~~This subsection expires December 31, 2006.~~ Career development: Studies that provide a broad understanding of career development and related life factors, including but not limited to:
 - a. Career development theories, and
 - b. Career decision processes;
- 5. Helping relationship: Studies that provide a broad understanding of counseling processes, including but not limited to:
 - a. Counseling theories and models,
 - b. Essential interviewing and counseling skills, and
 - c. Therapeutic processes;
- 6. Group work: Studies that provide a broad understanding of group development, dynamics, counseling theories, counseling methods and skills, and other group work approaches, including but not limited to:
 - a. Principles of group dynamics,
 - b. Group leadership styles and approaches, and
 - c. Theories and methods of group counseling;
- 7. Assessment: Studies that provide a broad understanding of individual and group approaches to assessment and evaluation, including but not limited to:
 - a. Diagnostic process including differential diagnosis and use of diagnostic classification systems such as the Diagnostic and Statistical Manual of Mental Disorders and the International Classification of Diseases,
 - b. Use of assessment for diagnostic and intervention planning purposes, and
 - c. Basic concepts of standardized and non-standardized testing; and
- 8. Research and program evaluation: Studies that provide a broad understanding of recognized research methods and design and basic statistical analysis, including but not limited to:
 - a. Qualitative and quantitative research methods, and
 - b. Statistical methods used in conducting research and program evaluation.
- D. ~~To be applicable toward curriculum requirements, a course shall be exclusively devoted to the subject matter described in each curriculum requirement. The Board shall not accept a course in which the required curriculum subject matter is embedded in a course including other subject matter. In evaluating the curriculum required under subsection (C), the Board shall assess whether a core content area is embedded or contained in more than one course. The applicant shall provide information the Board requires to determine whether a core content area is embedded in multiple courses. The Board shall not accept a core content area embedded in more than two courses unless the courses are succession courses. The Board shall allow subject matter in a course to qualify in only one core content area.~~
- E. ~~The Board shall accept a supervised counseling practicum that is part of a master’s or higher degree program if the supervised counseling practicum meets the following standards:~~
 - 1. Consists of at least 700 clock hours in a professional counseling setting,
 - 2. Includes at least 240 hours of direct client contact,
 - 3. Provides an opportunity for the supervisee to perform all activities associated with employment as a professional counselor,
 - 4. Oversight of the counseling practicum is provided by a faculty member, and
 - 5. Onsite supervision is provided by an individual approved by the college or university.
- F. ~~The Board shall require that an applicant for professional counselor licensure who received a master’s or higher degree before July 1, 1989, from a program that did not include a supervised counseling practicum complete three years of post-master’s or higher degree work experience in counseling under direct supervision. One year of a doctoral-clinical internship may be substituted for one year of supervised work experience.~~
- E.G. ~~To receive credit towards licensure, an applicant shall complete each course described in this Section with a passing grade. The Board shall accept for licensure only courses that the applicant completed with a passing grade.~~
- F.H. ~~To be applicable towards curriculum requirements, a course taken before an applicant is accepted into a master or higher~~



degree program shall be used by the applicant to meet the master or higher degree requirements The Board shall deem that an applicant who holds an active associate counselor license issued by the Board and in good standing meets the curriculum requirements for professional counselor licensure.

- G.** The counseling credentialing committee shall approve the curriculum of an applicant with a degree of less than 48 semester credit hours if the applicant's degree was received before July 1, 1989, and all other current curriculum requirements are met. This subsection expires December 31, 2006.
- H.** An applicant for professional counselor licensure shall be deemed to meet the curriculum requirements in this Section if the applicant holds an active associate counselor license in good standing.
- I.** To be eligible for licensure, an applicant for professional counselor licensure who received a master or higher degree before July 1, 1989, and whose program of study did not offer a practicum, shall have completed three years of post-master or higher degree work experience in counseling under direct supervision. One year of a doctoral clinical internship may be substituted for one year of supervised work experience.
- J.** An applicant who does not meet all curriculum requirements is ineligible for licensure.
1. An applicant who is ineligible but has a master or higher degree in counseling or a related field may submit a reassessment request in accordance with R4-6-303.
 2. An ineligible applicant is considered to have a degree with a major emphasis in counseling if the ineligibility results from curriculum deficiencies that constitute no more than 15 semester credit hours.
 3. This subsection expires December 31, 2006.
- K.** Beginning on January 1, 2007, the curriculum for degrees from programs not accredited by C.A.C.R.E.P. or C.O.R.E. shall include:
1. Coursework from each of the following 14 required content areas:
 - a. ~~Diagnosis, Assessment, and Treatment Planning—~~one three-semester credit hour course in studies that are limited to providing an understanding of the use of assessment and diagnosis to develop appropriate treatment interventions for behavioral health disorders. ~~Studies in this area shall include the use of the current Diagnostic and Statistical Manual, the integration of diagnostic and other assessment information, and the development of treatment plans;~~
 - b. ~~Basic Tests and Appraisal in Counseling—~~one three-semester credit hour course in studies that are limited to providing an understanding of individual and group approaches to assessment and evaluation. ~~Studies in this area shall include all of the following:~~
 - i. ~~Basic concepts of standardized and non-standardized testing and other assessment techniques, which could include norm-referenced and criterion-referenced assessment, environmental assessment, performance assessment, individual and group test and inventory methods, behavioral observations, and computer-managed and computer-assisted methods;~~
 - ii. ~~Statistical concepts, which could include scales of measurement, measures of central tendency, indices of variability, shapes and types of distributions, and correlations;~~
 - iii. ~~Reliability, which could include theory of measurement error, models of reliability, and the use of reliability information; and~~
 - iv. ~~Validity, which could include evidence of validity, types of validity, and the relationship between reliability and validity;~~
 - e. ~~Pre-practicum—~~A pre-practicum or supervised field work experience under the supervision of a faculty member, which shall include either of the following:
 - i. ~~100 total hours of pre-practicum activities, of which a minimum of 40 hours shall be direct client contact hours; or~~
 - ii. ~~300 clock hours in a supervised counseling practicum, field work experience, or internship in addition to the 600 clock hours required in subsection (K)(1)(d);~~
 - d. ~~Supervised Counseling Practicum, Field Work Experience, or Internship—~~A supervised counseling practicum, field work experience, or internship shall provide for the development of counseling skills under supervision. ~~The counseling practicum, field work experience, or internship must include a minimum of six semester credit hours and 600 clock hours in a professional counseling setting. The counseling practicum, field work experience, or internship must provide the opportunity for the student to perform all the activities that a regularly employed professional counselor would be expected to perform. Counseling practicum, field work experience, or internship services must be under the direction and supervision of a faculty member and an onsite supervisor approved by the college or university;~~
 - e. ~~Counseling Theories—~~one three-semester credit hour course in studies that are limited to providing a comprehensive survey of the major counseling theories and principles. ~~At a minimum, coursework shall include five of the following theories:~~
 - i. ~~Cognitive behavioral;~~
 - ii. ~~Person-centered;~~
 - iii. ~~Brief solution focused;~~
 - iv. ~~Adlerian;~~
 - v. ~~Behavioral;~~
 - vi. ~~Psychoanalytic and neopsychoanalytic; or~~
 - vii. ~~Rational emotive;~~



- f. Professional Counseling Ethics—one three-semester credit hour course in studies that are limited to providing a broad understanding of professional counseling ethics, legal standards, and responsibilities. Coursework may not include material in an adjunctive therapeutic area;
- g. Social and Cultural Diversity Issues in Counseling—one three-semester credit hour course in studies that are limited to providing a broad understanding of issues and trends in a multicultural and diverse society. Studies in this area shall include all of the following:
 - i. Attitudes and behaviors based on such factors as age, race, religious preference, physical disability, sexual orientation, ethnicity and culture, family patterns, gender, socioeconomic status and intellectual ability;
 - ii. Individual, family, group, and community strategies for working with diverse populations; and
 - iii. Theories of multicultural counseling, theories of identity development, and multicultural competencies;
- h. Basic Counseling Skills in the Helping Relationship—one three-semester credit hour course in studies that are limited to providing a broad understanding of counseling processes, including all of the following:
 - i. Counselor and client characteristics and behaviors that influence helping processes, which could include age, gender and ethnic differences, verbal and nonverbal behaviors, and personal characteristics, orientations, and skills; and
 - ii. Essential interviewing and counseling skills with a focus on the development of a therapeutic relationship, establishment of appropriate counseling goals and intervention strategies, evaluation of client outcome, and successful termination of the counseling relationship;
- i. Human Growth and Development—one three-semester credit hour course in studies that are limited to providing an understanding of the nature and needs of individuals at all developmental levels, including all of the following:
 - i. Theories of individual and family development and transitions across the life-span;
 - ii. Theories of learning and personality development; and
 - iii. Strategies for facilitating optimum development over the life-span;
- j. Career Development and Counseling—one three-semester credit hour course in studies that are limited to providing an understanding of career development and related life factors, including all of the following:
 - i. Career development theories and decision-making models;
 - ii. Interrelationships among and between work, family, and other life roles and factors including the role of diversity and gender in career development; and
 - iii. Psychotherapy and career counseling processes, techniques, and resources, including those applicable to specific populations;
- k. Group Counseling Theory and Practice—one three-semester credit hour course in studies that are limited to providing a broad understanding of group development, group dynamics, group counseling theories, group counseling methods and skills, and other group work approaches. Studies in this area shall include all of the following:
 - i. Principles of group dynamics, which could include group process components, developmental stage theories, and group members' roles and behaviors;
 - ii. Group leadership styles and approaches, which could include characteristics of various types of group leaders and leadership styles;
 - iii. Theories of group counseling, which could include commonalities, distinguishing characteristics, and pertinent research and literature; and
 - iv. Group counseling methods, which could include group counselor orientations and behaviors, ethical standards, appropriate selection criteria and methods, and methods of evaluation of effectiveness;
- l. Research Methods—one three-semester credit hour course in studies that are limited to providing an understanding of research methods and basic statistical analysis, including all of the following:
 - i. The importance of research and opportunities and difficulties in conducting research in the counseling profession;
 - ii. Research methods such as qualitative, quantitative, single-case designs, action research and outcome-based research; and
 - iii. Use of research to improve counseling effectiveness;
- m. Marriage and Family Therapy—one three-semester credit hour course in studies that are limited to providing a broad understanding of the structure and dynamics of the family, which may include assessment and methods of marital and family intervention and counseling; and
- n. Chemical Dependency Counseling—one three-semester credit hour course in studies that are limited to providing a broad understanding of the stages, processes, and effects of chemical dependency, social and psychological dynamics of chemical dependency, and the professional's role in prevention, intervention, and aftercare. Coursework shall include all of the following:
 - i. Drug classification and effects;
 - ii. Chemical dependency assessment; and
 - iii. Theories and methods of chemical dependency counseling; and



2. Sufficient semester credit hour courses in any of the following counseling related elective subjects to equal the semester credit hour course requirements of subsections (A) and (B):
 - a. Human sexuality;
 - b. Psychopharmacology;
 - c. Crisis intervention;
 - d. Biological basis of behavior;
 - e. Counseling special populations, including forensic populations, sex offenders, children and adolescents, adults, elderly, gender specific populations, seriously mentally ill individuals, and individuals affected by domestic violence, dual diagnosis, co-morbidity, or co-occurring disorders;
 - f. Rehabilitation counseling;
 - g. Counseling interventions; or
 - h. Additional or advanced courses in any required curriculum category listed in subsection (K)(1).
- ~~L.~~ Beginning on January 1, 2007, an applicant who did not attend a college or university in Arizona shall provide:
 1. A university or college catalogue course description for the year and semester the applicant was enrolled in the course for every course the applicant submits to meet the curriculum requirements in subsection (K), and
 2. Any additional documentation the Counseling Credentialing Committee determines is necessary to evaluate an applicant's curriculum.
- ~~M.~~ Beginning on January 1, 2008, an applicant with a master or higher degree in counseling or a related field from a program accredited by C.A.C.R.E.P. or C.O.R.E. whose program of study did not include a minimum of 60 semester credit hours may submit coursework obtained outside of the degree from a regionally accredited college or university. Coursework completed outside of the degree shall meet curriculum requirements listed in any curriculum category in subsection (K).
- ~~N.~~ Beginning on January 1, 2007, an applicant who does not meet all curriculum requirements is ineligible for licensure.
 1. If an applicant is determined ineligible, but has a master or higher degree in counseling or a related field, the applicant may submit a request for reassessment according to R4-6-303.
 2. An ineligible applicant is considered to have a degree in counseling or a related field if the degree included a minimum of 36 semester credit hours in coursework identified in subsection (K).

R4-6-502. Examination

- ~~A.~~ The counseling credentialing committee Board approves the following licensure examinations of the following organizations for applicants for counselor licensure:
1. National Counselor Examination for Licensure and Certification offered by the National Board for Certified Counselors,
 2. National Clinical Mental Health Counseling Examination offered by the National Board for Certified Counselors, and
 - ~~2.3. Certified Rehabilitation Counselor Examination offered by the Commission on Rehabilitation Counselor Certification, and.~~
- ~~B.~~ Applicants An applicant for associate counselor and professional counselor licensure shall receive a passing score on an approved licensure examination.
- ~~C.~~ An applicant shall pass an approved examination within 12 months after the date of service of the receiving written deficiency notice described in R4-6-302(D)(6) examination authorization from the Board. An applicant shall not take an approved examination more than twice during the 12-month testing period.
- ~~D.~~ If an applicant does not receive a passing score on an approved licensure examination as required under subsection (B) within the 12 months referenced in subsection (C), the agency Board shall close the applicant's file with no recourse to appeal. To receive further consideration for licensure, the an applicant whose file is closed shall submit a new application and fee.

R4-6-503. Supervised Work Experience for Professional Counselor Licensure

- ~~A.~~ After completing the degree required in R4-6-501, an An applicant for professional counselor licensure shall complete a minimum of demonstrate completion of at least 3200 hours of supervised work experience in the practice of professional counseling in no less than 24 months. The applicant shall ensure that the supervised work experience includes:
1. Supervised work experience in the practice of professional counseling is limited to the use of psychotherapy for the purpose of assessment, diagnosis and treatment of individuals, couples, families and groups. At least 1600 hours of direct client contact involving the use of psychotherapy, no more than 400 hours of which are in psychoeducation;
 2. At least 100 hours of clinical supervision as prescribed under R4-6-212 and R4-6-504; and
 - ~~2.3. The 3200 hours of supervised work experience in professional counseling shall include a minimum of 1600 hours of direct client contact For the purpose of licensure, no more than 1600 hours of indirect client contact related to psychotherapy services.~~
- ~~B.~~ For any month in which an applicant provides direct client contact, the applicant shall obtain at least one hour of clinical supervision.
- ~~C.~~ An applicant may submit more than the required 3200 hours of supervised work experience for consideration by the Board.
- ~~B.D.~~ During the period of supervised work experience period required specified in subsection (A), an applicant for professional counselor licensure shall not engage in independent practice behavioral health under the limitations specified in



R4-6-210.

~~C.E.~~ There is no supervised work experience requirement for licensure as an associate counselor.

R4-6-504. Clinical Supervision for Professional Counselor Licensure

- A. ~~During the supervised work experience required in R4-6-503, an~~ An applicant for professional counselor licensure shall ~~receive a minimum of~~ demonstrate that the applicant received at least 100 hours of clinical supervision ~~that meet the requirements specified in subsection (B) and R4-6-212 in no less than 24 months during the supervised work experience required under R4-6-503.~~
- B. ~~During the supervised work experience required in R4-6-503, an applicant for licensure as a professional counselor shall demonstrate satisfactory performance in the following areas: assessment, diagnostics, individual and group psychotherapy, referrals, personal integrity, appropriate use of supervision, insight into client's problems, objectivity, ethics, concern for welfare of clients, responsibility, boundaries, recognition of own limits, and confidentiality by having the applicant's clinical supervisor submit a performance evaluation on forms available from the Agency. The Board shall accept hours of clinical supervision for professional counselor licensure if:~~
 - 1. At least 50 hours are supervised by a professional counselor licensed by the Board, and
 - 2. The remaining hours are supervised by an individual qualified under R4-6-212(A), or
 - 3. The hours are supervised by an individual for whom an exemption was obtained under R4-6-212.01.
- C. ~~The time span covered by the performance evaluation shall be the same as that for the supervised work experience requirement required in R4-6-503.~~
- D. ~~An applicant for professional counselor licensure shall receive the clinical supervision required by subsection (A) from any of the following behavioral health professionals licensed at the independent level in Arizona:~~
 - 1. ~~A licensed professional counselor;~~
 - 2. ~~A licensed clinical social worker;~~
 - 3. ~~A licensed marriage and family therapist;~~
 - 4. ~~A licensed psychologist; or~~
 - 5. ~~An allopathic or osteopathic medical doctor with a specialty in psychiatry.~~
- E. ~~An applicant may submit a written request to the counseling credentialing committee for an exemption from the requirement in subsection (D). The request shall include the name of the behavioral health professional proposed by the applicant to act as the clinical supervisor, a copy of the proposed clinical supervisor's transcript and curriculum vitae, and any additional documentation requested by the committee. The counseling credentialing committee shall review the supervision exemption request to determine if the proposed supervisor has the necessary education, training, and experience to provide supervision acceptable for professional counselor licensure. If the proposed supervisor has the necessary education, training, and experience, the counseling credentialing committee shall grant the supervision exemption request.~~
 - 1. ~~The counseling credentialing committee will not grant an exemption request for an unlicensed clinical supervisor providing clinical supervision in Arizona after July 1, 2006, except that an exemption may be granted by the committee if the clinical supervisor holds a current active license to practice behavioral health at the independent level and is providing services pursuant to a contract or grant with the federal government under the authority of 25 U.S.C. 450-450(n) or 25 U.S.C. 1601-1683.~~
 - 2. ~~Beginning on July 1, 2006, the counseling credentialing committee will~~ The Board shall not grant an exemption request for a substance abuse counselor accept hours of clinical supervision provided by a substance abuse counselor for professional counselor licensure.

R4-6-505. Licensed Associate Counselor Independent Practice Prohibition Post-degree Programs

~~A licensed associate counselor shall not engage in independent practice. A licensed associate counselor shall practice only under direct supervision. An applicant who has a master's or higher degree with a major emphasis in counseling but does not meet all curriculum requirements specified in R4-6-501 may take post-graduate courses from a regionally accredited college or university to remove the curriculum deficiencies as follows:~~

- 1. ~~An applicant whose degree did not consist of 60 semester or 90 quarter credit hours may take graduate or higher level counseling-related courses to meet the curriculum requirement;~~
- 2. ~~An applicant whose degree did not include the eight core content areas specified in R4-6-501(C) may take graduate or higher level courses to meet the core content requirement; and~~
- 3. ~~An applicant whose practicum did not meet the requirements specified in R4-6-501(E) may obtain additional graduate level supervised practicum hours.~~

ARTICLE 6. MARRIAGE AND FAMILY THERAPY

R4-6-601. Curriculum

~~A~~ An applicant for licensure as an associate marriage and family therapist or a marriage and family therapist shall have a ~~master's or higher degree in a behavioral health science~~ from a regionally accredited college or university ~~whose in a behavioral health science program that is:~~

- 1. ~~Accredited~~ Is accredited by the Commission on Accreditation for Marriage and Family Therapy Education COAM-FTE; ~~or~~



2. Determined by the marriage and family therapy credentialing committee to be substantially equivalent to a program accredited by the Commission on Accreditation for Marriage and Family Therapy Education Was previously approved by the Board under A.R.S. § 32-3253(A)(14); or
 3. Includes at least three semester or four quarter credit hours in each of the number of courses specified in the six core content areas listed in subsection (B).
- B.** A program is substantially equivalent if it includes the following courses for a minimum of three-semester credit hours each under subsection (A)(3) shall include:
- a-1. Marriage and Family Studies (3 courses) — studies of family studies: Three courses from a systems theory orientation including but not limited to:
 - a. ~~introductory~~ Introductory systems theory, family;
 - b. Family development, family;
 - c. Family systems, including marital, sibling, and individual subsystems;
 - d. ~~special~~ Special family issues; and
 - e. gender Gender and cultural issues; ~~all with a major focus from a systems theory orientation;~~
 - b-2. Marriage and Family Therapy (3 courses) — studies of family therapy: Three courses including but not limited to:
 - a. ~~advanced~~ Advanced systems theory and interventions;
 - b. ~~major~~ Major systemic marriage and family treatment approaches;
 - c. structural, strategic, neo-analytic, group therapy, behavioral marriage Group and family therapy;
 - d. communications, sex therapy, Communications;
 - e. Sex therapy; and
 - f. psychopharmacology Psychopharmacology;
 - e-3. Human Development (3 courses) — studies of development: Three courses that may integrate systems theory including but not limited to:
 - a. ~~normal~~ Normal and abnormal human development;
 - b. personality Personality theory;
 - c. ~~human~~ Human sexuality; and
 - d. psychopathology Psychopathology and abnormal behavior; ~~which may be integrated with systems theory;~~
 - d-4. Professional Studies (1 course) — studies of studies: One course including but not limited to:
 - a. ~~professional~~ Professional ethics as a therapist, including legal and ethical responsibilities and liabilities; and
 - b. ~~family~~ Family law;
 - e-5. Research; (1 course) — studies of One course in research design, methodology, and statistics in marriage and family therapy behavioral health science; and
 6. Supervised practicum: Two courses that supplement the practical experience gained under subsection (D).
- C.** In evaluating the curriculum required under subsection (B), the Board shall assess whether a core content area is embedded or contained in more than one course. The applicant shall provide information the Board requires to determine whether a core content area is embedded in multiple courses. The Board shall not accept a core content area embedded in more than two courses unless the courses are succession courses. The Board shall allow subject matter in a course to qualify in only one core content area.
- D.** f. Practicum or Internship (2 courses) — studies that are limited to the provision of A program's supervised practicum shall meet the following standards:
1. Provides an opportunity for the enrolled student to provide marriage and family therapy services to individuals, couples, and families within in an educational or professional setting under the direction of a faculty member or supervisor designated by the college or university;
 2. Includes at least 300 client-contact hours provided under direct supervision;
 3. Has supervision provided by a designated licensed marriage and family therapist designated by the college or university as provided in subsections (2)(f)(ii) or (iii).
 - i. The supervised practicum or internship shall consist of a minimum of 300 client contact hours under direct supervision; and
 - ii. A licensed marriage and family therapist shall supervise the required practicum or internship; or
- E.** iii. An applicant may submit a written request to the marriage and family therapy credentialing committee ARC for an exemption from the requirement of specified in subsection (2)(f)(ii) (D)(3). The request shall include the name of the behavioral health professional proposed by the applicant to act as supervisor of the practicum or internship supervisor, a copy of the proposed supervisor's transcript and curriculum vitae, and any additional documentation requested by the committee ARC. The marriage and family therapy credentialing committee ARC shall determine whether an grant the exemption if the ARC determines the individual proposed supervisor is qualified to provide supervision by evaluating the proposed supervisor's by education, experience, and training to provide supervision.
- F.** The Board shall deem an applicant who holds an active associate marriage and family therapist license issued by the Board and in good standing meets the curriculum requirements for marriage and family therapist licensure.

R4-6-602. Examination

- A.** The marriage and family therapy credentialing committee Board approves the marriage and family therapy licensure examination offered by the Professional Examination Service Association of Marital and Family Therapy Regulatory Boards.



- ~~B. Applicants~~ An applicant for associate marriage and family therapist and or marriage and family therapist licensure shall receive a passing score on an the approved licensure examination.
- ~~C. An applicant shall pass an the approved examination within 12 months after receiving the date of service of the written deficiency notice described in R4-6-302(D)(6) examination authorization from the Board. An applicant shall not take an approved-the examination more than twice during the 12-month testing period.~~
- ~~D. If the required examination is not passed within the 12 months referenced in an applicant does not receive a passing score as required under subsection (C) (B) within the 12 months referenced in subsection (C), the Agency Board shall close the applicant's file with no recourse to appeal. To receive further consideration for licensure, the an applicant whose file is closed shall submit a new application and fee.~~

R4-6-603. Supervised Work Experience for Marriage and Family Therapy Licensure

- ~~A. After completing the degree required in R4-6-601, an An applicant for licensure as a marriage and family therapist shall complete a minimum of demonstrate completion of at least 3200 hours of supervised work experience in the practice of marriage and family therapy in no less than 24 months. The applicant shall ensure that the supervised work experience includes:~~
 - ~~1. Supervised work experience in the practice of marriage and family therapy is limited to the use of psychotherapy for the purpose of assessment, diagnosis and treatment of individuals, couples, families and groups. At least 1600 hours of direct client contact involving the use of psychotherapy;~~
 - ~~2. The 3200 hours of supervised work experience in marriage and family therapy shall include a minimum of 1600 hours of direct client contact.~~
 - ~~a. A minimum of 1000 of the 1600 hours of direct client contact shall be client contact with couples and families. The remaining 600 hours may be with individuals and groups. At least 1000 hours of direct client contact are with couples or families; and~~
 - ~~b. During the required supervised work experience period, an applicant for marriage and family therapist licensure shall not engage in independent practice. No more than 400 hours of direct client contact are in psychoeducation and at least 60 percent of psychoeducation hours are with couples or families;~~
 - ~~e. There is no supervised work experience requirement for licensure as an associate marriage and family therapist.~~
 - ~~2. At least 100 hours of clinical supervision as prescribed under R4-6-212 and R4-6-604; and~~
 - ~~3. For the purpose of licensure, no more than 1600 hours of indirect client contact related to psychotherapy services.~~
- ~~B. For any month in which an applicant provides direct client contact, the applicant shall obtain at least one hour of clinical supervision.~~
- ~~C. An applicant may submit more than the required 3200 hours of supervised work experience for consideration by the Board.~~
- ~~D. During the period of supervised work experience specified in subsection (A), an applicant for marriage and family therapist licensure shall practice behavioral health under the limitations specified in R4-6-210.~~
- ~~E. There is no supervised work experience requirement for licensure as an associate marriage and family therapist.~~

R4-6-604. Clinical Supervision for Marriage and Family Therapy Licensure

- ~~A. During An applicant for marriage and family therapy licensure shall demonstrate that the applicant received at least 100 hours of clinical supervision that meets the requirements specified in subsection (B) and R4-6-212 during the supervised work experience required in under R4-6-603, an applicant for licensure as a marriage and family therapist shall receive a minimum of 200 hours of clinical supervision in no less than 24 months and at least 120 of the hours shall address issues focusing on couples and families.~~
- ~~B. An applicant for licensure as a marriage and family therapist shall ensure that the applicant's clinical supervisor submits a performance evaluation on forms available from the Agency. The Board shall not license an applicant unless the performance evaluation demonstrates satisfactory performance in the following areas: assessment, diagnostics, individual and group psychotherapy, referrals, personal integrity, appropriate use of supervision, insight into client's problems, objectivity, ethics, concern for welfare of clients, responsibility, boundaries, recognition of own limits, and confidentiality. The Board shall accept hours of clinical supervision for marriage and family therapist licensure if:~~
 - ~~1. The hours are supervised by an individual who meets the educational requirements under R4-6-214;~~
 - ~~2. At least 75 of the hours are supervised by a marriage and family therapist licensed by the Board, and~~
 - ~~3. The remaining hours are supervised by one or more of the following:~~
 - ~~a. A professional counselor licensed by the Board;~~
 - ~~b. A clinical social worker licensed by the Board;~~
 - ~~c. A marriage and family therapist licensed by the Board; or~~
 - ~~d. A psychologist licensed under A.R.S. Title 32, Chapter 19.1; or~~
 - ~~4. The hours are supervised by an individual for whom an exemption is obtained under R4-6-212.01.~~
- ~~C. The time span covered by the performance evaluation shall be the same period as the supervised work experience under R4-6-603.~~
- ~~D. Clinical supervision of an applicant for marriage and family therapist licensure shall be provided by a marriage and family therapist licensed in Arizona. The Board shall not accept hours of clinical supervision provided by a substance abuse counselor for marriage and family therapy licensure.~~
- ~~E. An applicant may submit a written request to the marriage and family therapy credentialing committee for an exemption from the requirement of subsection (D).~~



1. The request shall include the name of the behavioral health professional proposed by the applicant as the clinical supervisor and a copy of the proposed clinical supervisor's graduate degree transcript and curriculum vitae. The applicant shall provide any additional documentation requested by the committee.
2. The marriage and family therapy credentialing committee shall review the supervision exemption request to determine whether the proposed supervisor has education, training, and experience comparable to that of a licensed marriage and family therapist. If the proposed supervisor has comparable education, training, and experience, the marriage and family therapy credentialing committee shall grant the supervision exemption request.
 - a. Beginning on July 1, 2006, the marriage and family therapy credentialing committee shall not grant an exemption request for clinical supervision provided in Arizona by a person not licensed to practice psychotherapy in Arizona, except that the committee may grant an exemption if the clinical supervisor holds a current active license in any state or jurisdiction to practice psychotherapy at the independent level and is providing services pursuant to a contract or grant with the federal government under 25 U.S.C. 450—450n or 25 U.S.C. 1601—1683.
 - b. Beginning on July 1, 2006, the marriage and family credentialing committee shall not grant an exemption for clinical supervision by a substance abuse counselor.

R4-6-605. Post-degree Programs

An applicant who has a ~~master~~ master's or higher degree in a behavioral health science, but who does not meet all curriculum requirements specified in R4-6-601 may take post-graduate courses from a regionally accredited college or university to remove ~~any~~ the curriculum deficiencies if: ~~the curriculum deficiencies constitute no more than nine semester credit hours.~~

1. The deficiencies constitute no more than 12 semester or 16 quarter credit hours; and
2. Courses taken to remove the deficiencies are at a graduate or higher level.

R4-6-606. ~~Licensed Associate Marriage and Family Therapist—Independent Practice Prohibition~~ Repealed

~~A licensed associate marriage and family therapist shall not engage in independent practice. A licensed associate marriage and family therapist shall practice only under direct supervision.~~

ARTICLE 7. SUBSTANCE ABUSE COUNSELING

R4-6-701. Licensed Substance Abuse Technician Curriculum

- A. An applicant for licensure as a substance abuse technician shall ~~present evidence acceptable to the substance abuse credentialing committee that the applicant has earned~~ have:
 1. ~~An associate of applied science degree from a regionally accredited college or university in chemical dependency with the following semester credit hours: An associate's or bachelor's degree from a regionally accredited college or university in a program accredited by NASAC;~~
 - a. ~~A minimum of 30 semester credit hours of counseling related coursework as determined by the substance abuse credentialing committee, and~~
 - b. ~~A minimum of 18 of the 30 semester credit hours of coursework required in subsection (A)(1)(a) shall specifically relate to chemical dependency, or~~
 2. ~~A bachelor's degree from a regionally accredited college or university in a behavioral science with a minimum of 30 semester credit hours of counseling related coursework as determined by the substance abuse credentialing committee. An associate's or bachelor's degree from a regionally accredited college or university in an educational program previously approved by the Board under A.R.S. § 32-3253(A)(14); or~~
 3. ~~An associate's or bachelor's degree from a regionally accredited college or university in a behavioral health science program that includes coursework from the seven core content areas listed in subsection (B).~~
- B. ~~Coursework restrictions and limitations: An associate's or bachelor's degree under subsection (A)(3), shall include at least three semester or four quarter credit hours in each of the following core content areas:~~
 1. ~~The Board shall not accept coursework in a general survey course, such as Psychology 101, as meeting the coursework requirements of this Section. Psychopharmacology, including but limited to:~~
 - a. ~~Nature of psychoactive chemicals;~~
 - b. ~~Behavioral, psychological, physiological, and social effects of psychoactive substance use;~~
 - c. ~~Symptoms of intoxication, withdrawal, and toxicity;~~
 - d. ~~Toxicity screen options, limitations, and legal implications; and~~
 - e. ~~Use of pharmacotherapy for treatment of addiction;~~
 2. ~~The Board shall not accept coursework that does not include a significant clinical component, such as statistics, as meeting the coursework requirements of this Section. Models of treatment and relapse prevention: Including but not limited to philosophies and practices of generally accepted and scientifically supported models of:~~
 - a. ~~Treatment.~~
 - b. ~~Recovery.~~
 - c. ~~Relapse prevention, and~~
 - d. ~~Continuing care for addiction and other substance use related problems;~~



- 3. ~~Undergraduate or graduate coursework completed outside of the associate of applied science degree and submitted to meet curriculum requirements shall constitute no more than six semester credit hours. Group work: Group dynamics and processes as they relate to addictions and substance use disorders;~~
- 4. ~~Undergraduate or graduate coursework completed outside of the bachelor's degree and submitted to meet curriculum requirements shall constitute no more than six semester credit hours. Working with diverse populations: Issues and trends in a multicultural and diverse society as they relate to substance use disorder and addiction;~~
- 5. ~~Co-occurring disorders, including but not limited to:

 - a. Symptoms of mental health and other disorders prevalent in individuals with substance use disorders or addictions;
 - b. Screening and assessment tools used to detect and evaluate the presence and severity of co-occurring disorders; and
 - c. Evidence-based strategies for managing risks associated with treating individuals who have co-occurring disorders;~~
- 6. ~~Ethics, including but not limited to:

 - a. Legal and ethical responsibilities and liabilities;
 - b. Standards of professional behavior and scope of practice;
 - c. Client rights, responsibilities, and informed consent; and
 - d. Confidentiality and other legal considerations in substance abuse counseling; and~~
- 7. ~~Assessment, diagnosis, and treatment. Use of assessment and diagnosis to develop appropriate treatment interventions for substance use disorders or addictions.~~
- C. ~~The substance abuse credentialing committee may Board shall~~ waive the education requirement in subsection (A) for an applicant requesting licensure as a substance abuse technician if the applicant demonstrates all of the following:
 - 1. ~~The applicant provides services pursuant to under a contract or grant with the federal government under the authority of 25 U.S.C. § 450 – 450(n) or 25 U.S.C. § 1601 – 1683;~~
 - 2. ~~The applicant has obtained at least the equivalent of a high school diploma or equivalent degree; or~~
 - 3. ~~Because of cultural considerations, obtaining the degree required for substance abuse technician licensure under subsection (A) would be an extreme hardship for the applicant; and~~
 - 4. ~~The applicant has completed a minimum of at least 6400 hours of supervised work experience in substance abuse counseling, as prescribed in R4-6-705(C), in no less than 48 months within the seven years immediately preceding the date of application;~~
 - 5. ~~The 6400 hours of supervised work experience in substance abuse counseling shall include a minimum of 3200 hours of direct client contact; and~~
 - 6. ~~The applicant has completed a minimum of 200 hours of clinical supervision in no less than 48 months within the supervised work experience submitted pursuant to R4-6-701(C)(4).~~
- D. ~~The supervised work experience in the practice of substance abuse counseling required in subsection (C) is limited to the use of psychotherapy for the purpose of assessment, diagnosis, and treatment of individuals, couples, families, and groups as they relate to substance abuse and chemical dependency issues. In evaluating the curriculum required under subsection (B), the Board shall assess whether a core content area is embedded or contained in more than one course. The applicant shall provide information the Board requires to determine whether a core content area is embedded in multiple courses. The Board shall not accept a core content area embedded in more than two courses unless the courses are succession courses. The Board shall allow subject matter in a course to qualify in only one core content area.~~
- E. ~~During the period of required supervised work experience in the practice of substance abuse counseling required in subsection (C), an applicant for substance abuse technician licensure shall not engage in independent practice. An applicant for licensure as a substance abuse technician who completed the applicant's educational training before the effective date of this Section or no later than October 31, 2017, may request that the Board evaluate the applicant's educational training using the standards in effect before the effective date of this Section.~~
- F. ~~During the supervised work experience required in subsection (C), an applicant for substance abuse technician licensure shall demonstrate satisfactory performance in the following areas as they relate to substance abuse counseling by having the applicant's clinical supervisor submit a performance evaluation on forms available from the agency:

 - 1. Intake;
 - 2. Diagnostics;
 - 3. Assessment;
 - 4. Triage;
 - 5. Crisis intervention;
 - 6. Treatment planning;
 - 7. Family, group, and individual therapy;
 - 8. Outreach; and
 - 9. Consultation with other professionals.~~
- G. ~~The time span covered by the performance evaluations required under subsection (F) shall be the same as that for the supervised work experience required in subsection (C).~~
- H. ~~Clinical supervision of an applicant for substance abuse technician licensure required in subsection (C) shall be provided by an independent substance abuse counselor licensed in Arizona.~~



- ~~I. An applicant may submit a written request to the substance abuse credentialing committee for an exemption from subsection (H). The request shall include the name of the behavioral health professional proposed by the applicant to act as the clinical supervisor, a copy of the proposed supervisor's transcript and curriculum vitae, and any additional documentation requested by the committee.~~
 - ~~1. The substance abuse credentialing committee shall review the supervision exemption request to determine whether the proposed supervisor has the necessary education, training, and experience to provide supervision acceptable for substance abuse technician licensure. If the proposed supervisor has the necessary education, training, and experience, the substance abuse credentialing committee shall grant the supervision exemption request.~~
 - ~~2. The substance abuse credentialing committee will not grant an exemption request for an unlicensed clinical supervisor providing clinical supervision in Arizona after July 1, 2006, except than an exemption may be granted by the committee if the clinical supervisor holds a current active license to practice behavioral health at the independent level and is providing services pursuant to a contract or grant with the federal government under the authority of 25 U.S.C. 450—450(n) or 25 U.S.C. 1601—1683.~~
- ~~J. A person who is licensed pursuant to subsection (C) shall only provide substance abuse counseling services to those eligible for services pursuant to 25 U.S.C. 450—450(n) or 25 U.S.C. 1601—1683.~~

R4-6-702. Licensed Associate Substance Abuse Counselor Curriculum

- ~~A. An applicant for licensure as an associate substance abuse counselor shall present evidence acceptable to the substance abuse credentialing committee that the applicant has either have one of the following:~~
 - ~~1. A bachelor's degree from a regionally accredited college or university in a behavioral health service with a minimum of 30 semester credit hours of counseling related coursework as determined by the substance abuse credentialing committee, program accredited by NASAC and supervised work experience that meets the standards specified in R4-6-705(A); or~~
 - ~~2. A master's or higher degree from a regionally accredited college or university in a behavioral health service with a minimum of 24 semester credit hours of counseling related coursework as determined by the substance abuse credentialing committee program accredited by NASAC and includes at least 300 hours of supervised practicum as prescribed under subsection (C);~~
 - ~~3. Undergraduate or graduate coursework completed outside of the bachelor degree and submitted to meet the curriculum requirements in subsection (1) shall constitute no more than 12 semester credit hours through June 30, 2007, and six semester credit hours as of July 1, 2007. A bachelor's degree from a regionally accredited college or university in a behavioral health science program that meets the core content standards specified in R4-6-701(B) and supervised work experience that meets the standards specified in R4-6-705(A);~~
 - ~~4. Graduate coursework completed outside of the master or higher degree and submitted to meet curriculum requirements in subsection (2) shall constitute no more than three semester credit hours. A master's or higher degree from a regionally accredited college or university in a behavioral health science program that meets the core content standards specified in R4-6-701(B) and includes at least 300 hours of supervised practicum as prescribed under subsection (C); or~~
 - ~~5. The Board shall not accept coursework in a general survey course, such as Psychology 101, as meeting the coursework requirements in this Section. A bachelor's degree from a regionally accredited college or university in an educational program previously approved by the Board under A.R.S. § 32-3253(A)(14) and supervised work experience that meets the standards specified in R4-6-705(A); or~~
 - ~~6. The Board shall not accept coursework that does not include a significant clinical component, such as statistics coursework, as meeting the coursework requirements in this Section. A master's or higher degree from a regionally accredited college or university in an educational program previously approved by the Board under A.R.S. § 32-3253(A)(14) and includes at least 300 hours of supervised practicum as prescribed under subsection (C).~~
- ~~B. In evaluating the curriculum required under subsection (A)(3) or (4), the Board shall assess whether a core content area is embedded or contained in more than one course. The applicant shall provide information the Board requires to determine whether a core content area is embedded in multiple courses. The Board shall not accept a core content area embedded in more than two courses unless the courses are succession courses. The Board shall allow subject matter in a course to qualify in only one core content area.~~
- ~~C. Supervised practicum. A supervised practicum shall integrate didactic learning related to substance use disorders with face-to-face, direct counseling experience. The counseling experience shall include intake and assessment, treatment planning, discharge planning, documentation, and case management activities.~~
- ~~D. The Board shall deem an applicant to meet the curriculum requirements for associate substance abuse counselor licensure if the applicant:~~
 - ~~1. Holds an active and in good standing substance abuse technician license issued by the Board; and~~
 - ~~2. Met the curriculum requirements with a bachelor's degree when the substance abuse technician license was issued.~~
- ~~E. An applicant for licensure as an associate substance abuse counselor who completed the applicant's educational training before the effective date of this Section or no later than October 31, 2017, may request that the Board evaluate the applicant's educational training using the standards in effect before the effective date of this Section.~~

R4-6-703. Licensed Independent Substance Abuse Counselor Curriculum

- ~~A. An applicant for licensure as an independent substance abuse counselor shall have a master's or higher degree~~



from a regionally accredited college or university in one of the following: in a behavioral health service with a minimum of 24 semester credit hours of counseling related coursework as determined by the substance abuse credentialing committee.

- 1. ~~The Board shall not accept coursework in a general survey course, such as Introduction to Human Services, as meeting the coursework requirements in this Section. A program accredited by NASAC that includes at least 300 hours of supervised practicum as prescribed under subsection (D);~~
- 2. ~~The Board shall not accept coursework that does not include a significant clinical component, such as statistics coursework, as meeting the coursework requirements in this Section. A behavioral health science program that meets the core content standards specified in R4-6-701(B) and includes at least 300 hours of supervised practicum as prescribed under subsection (D); or~~
- 3. ~~Graduate coursework completed outside of the master or higher degree and submitted to meet curriculum requirements shall constitute no more than three semester credit hours. An educational program previously approved by the Board under A.R.S. § 32-3253(A)(14) that includes at least 300 hours of supervised practicum as prescribed under subsection (D).~~

- B.** In addition to the degree requirement under subsection (A), an applicant for licensure as an independent substance abuse counselor shall complete the supervised work experience requirements prescribed under R4-6-705(B).
- C.** In evaluating the curriculum required under subsection (A)(2), the Board shall assess whether a core content area is embedded or contained in more than one course. The applicant shall provide information the Board requires to determine whether a core content area is embedded in multiple courses. The Board shall not accept a core content area embedded in more than two courses unless the courses are succession courses. The Board shall allow subject matter in a course to qualify in only one core content area.
- D.** Supervised practicum. A supervised practicum shall integrate didactic learning related to substance use disorders with face-to-face, direct counseling experience. The counseling experience shall include intake and assessment, treatment planning, discharge planning, documentation, and case management activities.
- E.** The Board shall deem an applicant to meet the curriculum requirements for independent substance abuse counselor licensure if the applicant:
 - 1. Holds an active and in good standing associate substance abuse counselor license issued by the Board; and
 - 2. Met the curriculum requirements with a master's degree when the associate substance abuse counselor license was issued.
- F.** An applicant for licensure as an independent substance abuse counselor who completed the applicant's educational training before the effective date of this Section or no later than October 31, 2017, may request that the Board evaluate the applicant's educational training using the standards in effect before the effective date of this Section.

R4-6-704. Examination

- A.** ~~The substance abuse counseling credentialing committee~~ Board approves the following licensure examinations for an applicant for substance abuse technician licensure:
 - 1. International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse Counselor and Advanced Alcohol and Drug Counselor Examinations offered by the International Certification and Reciprocity Consortium, and
 - 2. Level II or higher examinations offered by the National Association of Alcoholism and Drug Abuse Counselors NAADAC, the Association of Addiction Professionals.
- B.** ~~An applicant for substance abuse technician, associate substance abuse counselor and independent substance abuse counselor licensure shall receive a passing score on an approved licensure examination. The Board approves the following licensure examinations for an applicant for associate or independent substance abuse counselor licensure:~~
 - 1. Advanced Alcohol and Drug Counselor Examination offered by the International Certification and Reciprocity Consortium,
 - 2. Level II or higher examinations offered by the NAADAC, the Association of Addiction Professionals, and
 - 3. Examination for Master Addictions Counselors offered by the National Board for Certified Counselors.
- C.** For an applicant for associate or independent substance abuse counselor licensure who received written examination authorization from the Board before the effective date of this Section, the Board shall accept an examination listed in subsection (A) through expiration of the written examination authorization provided by the Board.
- ~~C.~~D.** Applicants An applicant shall pass an approved examination within 12 months after the date of service of the receiving written deficiency notice described in R4-6-302(D)(6) examination authorization from the Board. An applicant shall not take an approved examination more than twice during the 12-month testing period.
- ~~D.~~E.** If an applicant does not receive a passing score on an approved licensure examination within the 12 months referenced in subsection (C) (D), the agency Board shall close the applicant's file with no recourse to appeal. To receive further consideration for licensure, an applicant whose file is closed shall submit a new application and fee.

R4-6-705. Supervised Work Experience for Associate Substance Abuse Counselor and Independent Substance Abuse Counselor Licensure

- A.** ~~An applicant for associate substance abuse counselor licensure who has a bachelor's degree and is required under R4-6-702(1) R4-6-702(A) to participate in a supervised work experience shall complete a minimum of at least 3200 hours of supervised work experience in substance abuse counseling in no less than 24 months. The applicant shall ensure that the supervised work experience relates to substance use disorder and addiction and meets the following standards:~~
 - 1. At least 1600 hours of direct client contact involving the use of psychotherapy related to substance use disorder and addiction issues.



2. No more than 400 hours of direct client contact in psychoeducation.
 3. For the purpose of licensure, no more than 1600 hours of indirect client contact related to psychotherapy services.
 4. At least 100 hours of clinical supervision as prescribed under R4-6-212 and R4-6-706, and
 5. At least one hour of clinical supervision in any month in which the applicant provides direct client contact.
- B.** After completing the master or higher degree described in R4-6-703, an An applicant for independent substance abuse counselor licensure shall complete a minimum of demonstrate completion of at least 3200 hours of supervised work experience in substance abuse counseling in no less than 24 months. The applicant shall ensure that the supervised work experience meets the standards specified in subsection (A).
- C.** The supervised work experience in the practice of substance abuse counseling required in this Section is limited to the use of psychotherapy for the purpose of assessment, diagnosis and treatment of individuals, couples, families and groups as they relate to substance abuse and chemical dependency issues. The 3200 hours of supervised work experience in substance abuse counseling shall include a minimum of 1600 hours of direct client contact. An applicant for substance abuse technician qualifying under R4-6-701(C) shall complete at least 6400 hours of supervised work experience in no less than 48 months. The applicant shall ensure that the supervised work experience includes:
1. At least 3200 hours of direct client contact;
 2. Using psychotherapy to assess, diagnose, and treat individuals, couples, families, and groups for issues relating to substance use disorder and addiction; and
 3. At least 200 hours of clinical supervision as prescribed under R4-6-212 and R4-6-706.
- D.** An applicant may submit more than the required number of hours of supervised work experience for consideration by the Board.
- ~~D.E.~~** During the period of required supervised work experience, an applicant for associate substance abuse counselor and independent substance abuse counselor licensure shall not engage in independent practice behavioral health under the limitations specified in R4-6-210.
- ~~E.F.~~** There is no supervised work experience requirement for an applicant for licensure as:
1. a A substance abuse technician for an applicant qualifying pursuant to under R4-6-701(A), or associate
 2. An associate substance abuse counselor for an applicant qualifying pursuant to R4-6-702(2) under R4-6-702(A) with a master's or higher degree.

R4-6-706. Clinical Supervision for Associate Substance Abuse Counselor and Independent Substance Abuse Counselor Licensure

- A.** During the supervised work experience required in under R4-6-705, an applicant for associate substance abuse counselor and independent substance abuse counselor licensure shall receive a minimum of 100 demonstrate that the applicant received, for the level of licensure sought, at least the number of hours of clinical supervision specified in R4-6-705 in no less than 24 months that meets the requirements in subsection (B) and R4-6-212.
- B.** During the supervised work experience required in R4-6-705, an applicant for associate substance abuse counselor and independent substance abuse counselor licensure shall demonstrate satisfactory performance in the following areas as they relate to substance abuse counseling: intake, diagnostics, assessment, triage, crisis intervention, treatment planning, family, group and individual psychotherapy, outreach, and consultation with other professionals by having the applicant's clinical supervisor submit a performance evaluation on forms available from the Agency. The Board shall accept hours of clinical supervision for substance abuse licensure if the focus of the supervised hours relates to substance use disorder and addiction and:
1. At least 50 hours are supervised by an independent substance abuse counselor licensed by the Board, and
 2. The remaining hours are supervised by an individual qualified under R4-6-212(A), or
 3. The hours are supervised by an individual for whom an exemption was obtained under R4-6-212.01.
- C.** The time span covered by the performance evaluations shall be the same as that for the supervised work experience required in R4-6-705.
- D.** Clinical supervision of an applicant for associate substance abuse counselor and independent substance abuse counselor licensure shall be provided by an independent substance abuse counselor licensed in Arizona.
- E.** An applicant may submit a written request to the substance abuse credentialing committee for an exemption from the requirement of subsection (D). The request shall include the name of the behavioral health professional proposed by the applicant to act as the clinical supervisor, a copy of the proposed clinical supervisor's transcript and curriculum vitae, and any additional documentation requested by the committee. The substance abuse credentialing committee shall review the supervision exemption request to determine whether the proposed supervisor has the necessary education, training, and experience to provide supervision acceptable for associate substance abuse counselor and independent substance abuse counselor licensure. If the proposed supervisor has the necessary education, training, and experience, the substance abuse credentialing committee shall grant the supervision exemption request. The substance abuse credentialing committee will not grant an exemption request for an unlicensed clinical supervisor providing clinical supervision in Arizona after July 1, 2006, except that an exemption may be granted by the committee if the clinical supervisor holds a current active license to practice behavioral health at the independent level and is providing services pursuant to a contract or grant with the federal government under the authority of 25 U.S.C. 450—450(n) or 25 U.S.C. 1601—1683.

R4-6-707. Licensed Substance Abuse Technician and Licensed Associate Substance Abuse Counselor—Independent Practice Prohibition Post-degree Programs

Neither a licensed substance abuse technician nor a licensed associate substance abuse counselor shall engage in independent practice. A licensed substance abuse technician and a licensed associate substance abuse counselor shall practice only under direct supervision.



An applicant who has a behavioral health science degree from a regionally accredited college or university but does not meet all curriculum requirements specified in R4-6-701, R4-6-702, or R4-6-703 may take post-graduate courses from a regionally accredited college or university to remove the curriculum deficiencies. The Board shall accept a post-graduate course from a regionally accredited college or university to remove a curriculum deficiency if the course meets the following requirement, as applicable:

1. For an applicant who has an associate's or bachelor's degree, an undergraduate or higher level course; or
2. For an applicant who has a master's degree, a graduate or higher level course.

ARTICLE 8. LICENSE RENEWAL AND CONTINUING EDUCATION

R4-6-801. Renewal of Licensure

- A. Under A.R.S. § 32-3273, a license issued by the Board under A.R.S. Title 32, Chapter 33 and this Chapter is renewable every two years. A licensee who has more than one license may request in writing that the Board synchronize the expiration dates of the licenses. The licensee shall pay any prorated fees required to accomplish the synchronization.
- B. A licensee holding an active license to practice behavioral health in this state shall complete 30 clock hours of continuing education as prescribed under R4-6-802 and R4-6-804 between the date the Board receives received the licensee's last renewal application and the next license expiration date. A licensee may not carry excess continuing education hours over to another renewal cycle from one license period to the next. One hour of credit is allowed for each clock hour of participation in continuing education activities.
- ~~B.C.~~ To renew licensure, a licensee shall submit the following to the agency Board on or before the date of license expiration or as specified in A.R.S. § 32-4301:
 1. A ~~completed~~ renewal application form, approved by the Board. The licensee shall ensure that the renewal form: ~~that~~ includes
 - a. Includes a list of 30 clock hours of continuing education activities that the licensee completed during the license period;
 - b. If the documentation previously submitted under R4-6-301(12) was a limited form of work authorization issued by the federal government, includes evidence that the work authorization has not expired; and
 - c. Is signed by the licensee and attesting that all information submitted in support of the renewal application is true and correct;
 2. A certified check, cashier's check, or money order for Payment of the renewal fee as prescribed in R4-6-215; and
 3. Other documents requested by the ~~credentialing committee~~ Board to determine that the licensee's continued eligibility licensee continues to meet the requirements under A.R.S. Title 32, Chapter 33 and this Chapter.
- C. A license shall expire unless the licensee submits to the agency the items listed in subsection (B) on or before the license expiration date.
- ~~D.~~ The Board shall mail to each licensee a license renewal application. Failure to receive the license renewal application shall not relieve the licensee of the requirements of subsection (A).
- ~~E.D.~~ The Board may audit a licensee to verify compliance with the continuing education requirements under subsection (A) (B). Documentation A licensee shall maintain documentation verifying compliance with the continuing education requirements shall be retained as prescribed under R4-6-803.
- ~~F.E.~~ A licensee whose license expires may renew licensure have the license reinstated by submitting a complete renewal application, other documents requested by the credentialing committee, complying with subsection (C) and paying a late fee renewal penalty within 90 days of the license expiration date. A license that is renewed reinstated under this subsection shall be considered is effective on the first of the month following the expiration date with no lapse in licensure.

R4-6-802. Continuing Education

- A. A licensee who maintains more than one license may apply the same continuing education hours for each license renewal of each license if the content of the continuing education relates to the scope of practice of each specific license.
- B. For each renewal license period, a licensee may report a maximum of:
 1. 10 Ten clock hours of continuing education from for first-time presentations by the licensee that deal with current developments, skills, procedures, or treatments related to the practice of behavioral health. The licensee may claim one clock hour for each hour spent preparing, writing, and presenting information;
 - ~~C.2.~~ For each renewal period, a licensee other than a Board or credentialing committee member may report a maximum of six Six clock hours of continuing education for attendance at a Board or credentialing committee meeting where the licensee is not:
 - a. A member of does not address the Board, or credentialing committee
 - b. The subject of with regard to any matter on the agenda; or
 - c. The complainant in any matter that is on the agenda; and
 - ~~D.3.~~ For each renewal period, a licensee may report a maximum of 10 Ten clock hours of continuing education for service as a Board or credentialing committee ARC member.
- C. For each license period, a licensee shall report:
 1. A minimum of three clock hours of continuing education sponsored, approved, or offered by an entity listed in subsection (D) in:
 - a. Behavioral health ethics or mental health law, and
 - b. Cultural competency and diversity; and
 2. Beginning January 1, 2018, complete a Board-approved tutorial on Board statutes and rules.



~~E.D.~~ Continuing Education A licensee shall participate in continuing education activities that relates to the scope of practice of the specific license held and to maintaining or improving the skill and competency of the licensee. The ~~credentiaing committee shall determine whether continuing education submitted by a licensee is appropriate for the purpose of maintaining or improving the skills and competency of a licensee. Appropriate Board has determined that in addition to the continuing education listed in subsections (B) and (C), the following continuing education activities include meets this standard:~~

1. Activities sponsored or approved by national, regional, or state professional associations or organizations in the specialties of marriage and family therapy, professional counseling, social work, substance abuse counseling, or in the allied professions of psychiatry, psychiatric nursing, psychology, or pastoral counseling;
2. Programs in the behavioral health field sponsored or approved by a regionally accredited college or university;
3. In-service training, courses, or workshops in the behavioral health field sponsored by federal, state, or local social service agencies, public school systems, or licensed health facilities or hospitals;
4. Graduate-level or undergraduate coursework courses in the behavioral health field offered by a regionally accredited colleges college or universities university. One semester-credit hour or the hour equivalent of one semester hour is equivalent to equals 15 clock hours of continuing education and one quarter-credit hour is equivalent to 10 clock hours of continuing education. Audited courses shall have hours in attendance documented;
5. A licensee's first time presentation of an academic course, in-service training workshop, or seminar, as prescribed in subsection (B);
- 6-5. Publishing a paper, report, or book that deals with current developments, skills, procedures, or treatments related to the practice of behavioral health. The For the license period in which publication occurs, the licensee may claim one clock hour for each hour spent preparing and writing materials. Publications can only be claimed after the date of actual publication;
7. Attendance at a Board or credentialing committee meeting, as prescribed in subsection (C), where the licensee does not address the Board or credentialing committee with regard to any matter on the agenda;
8. Service as a Board or credentialing committee member, as prescribed in subsection (D); and
- 9-6. Programs in the behavioral health field sponsored by a state superior court, adult probation department, or juvenile probation department.

E. The Board has determined that a substance abuse technician, associate substance abuse counselor, or an independent substance abuse counselor shall ensure that at least 20 of the 30 clock hours of continuing education required under R4-6-801(B) are in the following categories:

1. Pharmacology and psychopharmacology.
2. Addiction processes.
3. Models of substance use disorder and addiction treatment.
4. Relapse prevention.
5. Interdisciplinary approaches and teams in substance use disorder and addiction treatment.
6. Substance use disorder and addiction assessment and diagnostic criteria.
7. Appropriate use of substance use disorder and addiction treatment modalities.
8. Substance use disorder and addiction as it related to diverse populations.
9. Substance use disorder and addiction treatment and prevention.
10. Clinical application of current substance use disorder and addiction research, or
11. Co-occurring disorders.

R4-6-803. Continuing Education Documentation

- A. A licensee shall maintain documentation of continuing education activities for ~~48~~ 24 months following the date of the license renewal.
- B. The licensee shall retain the following documentation as evidence of participation in continuing education activities:
1. For conferences, seminars, workshops, and in-service training presentations, a signed certificate of attendance or a statement from the provider verifying the licensee's participation in the activity, including the title of the program, name, address, and ~~phone~~ telephone number of the sponsoring organization, names of presenters, date of the program, and clock hours involved;
 2. For first-time presentations by a licensee, the title of the program, name, address, and telephone number of the sponsoring organization, date of the program, syllabus, and clock hours required to prepare and make the presentation;
 3. For a graduate or undergraduate course, an official transcript;
 4. For an audited graduate or undergraduate course, an official transcript; and
 5. For attendance at a Board or credentialing committee member meeting, a signed certificate of attendance prepared by the Agency Board.

~~R4-6-804. Licensure and Activity Specific Continuing Education Requirements Repealed~~

- ~~A.~~ To be eligible to renew a license, a licensee shall complete a minimum of three clock hours of continuing education in behavioral health ethics or mental health law and a minimum of three clock hours of continuing education in cultural competency and diversity during the two years before the license renewal date.
- ~~B.~~ To be eligible to renew a license, a substance abuse technician, associate substance abuse counselor and an independent



substance abuse counselor shall complete a minimum of 20 clock hours of continuing education in any combination of the following categories during the two years before the license renewal date:

1. Pharmacology and psychopharmacology;
2. Addiction processes;
3. Models of substance abuse treatment;
4. Relapse prevention;
5. Interdisciplinary approaches and teams in substance abuse treatment;
6. Substance abuse assessment and diagnostic criteria;
7. Appropriate use of substance abuse treatment modalities;
8. Recognizing needs of diverse populations;
9. Substance abuse treatment and prevention;
10. Clinical application of current substance abuse research; or
11. Co-occurring disorders.

- ~~C. Clinical supervision of a supervisee for licensure as a marriage and family therapist, professional counselor, clinical social worker, or independent substance abuse counselor. Beginning on July 1, 2006, a licensee acting as a clinical supervisor shall complete continuing education as follows:

 1. Between July 1, 2004, and the individual's first license expiration date following July 1, 2006, at least 12 clock hours shall be taken in the following categories:
 - a. The role and responsibility of a clinical supervisor;
 - b. The skill sets necessary to provide oversight and guidance to a supervisee who diagnoses, creates treatment plans, and treats clients;
 - e. The concepts of supervision methods and techniques; and
 - d. Evaluation of a supervisee's ability to plan and implement clinical assessment and treatment processes; and
 2. A licensee who seeks to continue providing clinical supervision after completion of the requirements under subsection (C)(1) shall complete at least six clock hours of continuing education as provided in subsection (C)(1)(a) through (d) between the date the Board receives the licensee's last renewal application and the next license expiration date.~~
- ~~D. Clinical supervision training required pursuant to subsection (C) shall be waived if the clinical supervisor holds any of the following certifications or designations if the certification or designation is current as of the clinical supervisor's license renewal date:

 1. NBCC/CCE Approved Clinical Supervisor certification.
 2. ICRC Clinical Supervisor certification.
 3. American Association of Marriage and Family Therapists Clinical Member with Approved Supervisor designation.~~
- ~~E. Continuing education clock hours completed pursuant to this Section may be submitted to meet the general continuing education requirements described in R4-6-801(A).~~
- ~~F. The agency shall begin enforcement of this Section on July 1, 2006.~~

ARTICLE 9. APPEAL OF LICENSURE OR LICENSURE RENEWAL INELIGIBILITY

R4-6-901. Appeal Process for Licensure Ineligibility

- A. An applicant for licensure may be found ineligible because of unprofessional conduct or failure to meet licensure requirements.
- B. If the ~~credentia~~ling committee ARC finds that an applicant is ineligible because of failure to meet licensure requirements, ~~the following procedures shall be used:~~
 1. ~~The credentia~~ling committee ARC shall send a written notice of the finding of ineligibility to the applicant, ~~including with~~ an explanation of the basis for the finding.
 2. An applicant who wishes to appeal the finding of ineligibility shall submit a written request for a an informal review meeting to the ~~credentia~~ling committee ARC within 30 days ~~from the date of service of~~ after the notice of ineligibility is served. If an informal review meeting is not requested within the time provided, the ~~credentia~~ling committee ARC shall recommend to the Board that licensure be denied and ~~that the licensee's file be closed with no recourse to appeal.~~
 3. If a request for a an informal review meeting is received within the ~~required~~ 30 days provided under subsection (B)(2), the ~~credentia~~ling committee ARC shall schedule the informal review meeting and provide a ~~minimum of 30 days at least 30-days'~~ notice of the informal meeting to the applicant. At the informal review meeting, the ~~credentia~~ling committee ARC shall allow the applicant to present additional information regarding the applicant's qualifications for licensure.
 4. ~~Upon completion of~~ When the review is complete, the ~~credentia~~ling committee ARC shall make a second finding whether the applicant is eligible for licensure. The ~~agency~~ ARC shall send written notice of this second finding to the applicant with an explanation of the basis for the finding.
 5. ~~If the credentia~~ling committee again finds the applicant is ineligible for licensure, an applicant who wishes to appeal the second finding of ineligibility shall submit a written request for an informal meeting to the ~~credentia~~ling committee within 30 days from the date of service of the notice of ineligibility. If an informal meeting is not



- requested within the time provided, the credentialing committee shall recommend to the Board that licensure be denied and that the licensee's file be closed with no recourse to appeal.
6. If a request for an informal meeting is received within the required 30 days, the credentialing committee shall schedule the informal meeting and provide a minimum of 30 days notice of the informal meeting to the applicant. At the informal meeting, the credentialing committee shall allow the applicant to present additional information regarding the applicant's qualifications for licensure.
 7. Upon completion of the informal meeting, the credentialing committee shall make a third finding whether the applicant is eligible for licensure. The agency shall send written notice of this third finding to the applicant.
 - 8-5. If the credentialing committee ARC again finds the applicant is ineligible for licensure, an applicant who wishes to appeal the ~~third~~ second finding of ineligibility shall submit ~~within 30 days from the date of service of the third notice of ineligibility~~ a written request to the Board for a formal administrative hearing under the Administrative Procedure Act, A.R.S. § 41-1061 et seq Title 41, Chapter 6, Article 10, within 30 days after the second notice of ineligibility is served. The ~~request~~ Board shall either ~~be referred~~ refer the request for a formal administrative hearing to the Office of Administrative Hearings for ~~scheduling or scheduled~~ schedule the formal administrative hearing before the Board. If a formal administrative hearing is not requested within 30 days, the ~~credentialing committee ARC~~ shall recommend to the Board that licensure be denied and ~~that~~ the applicant's file be closed with no recourse to appeal.
 - 9-6. If a ~~the~~ formal administrative hearing is held before the Office of Administrative Hearings, the Board shall review the findings of fact, conclusions of law, and recommendation and issue an order either to grant or deny licensure.
 - 10-7. If a ~~the~~ formal administrative hearing is held before the Board, the Board shall issue the findings of fact and conclusions of law and shall ~~enter~~ issue an order either to grant or deny licensure.
 - 11-8. The Board shall send the applicant a copy of the final findings of fact, conclusions of law, and order. An applicant who is denied licensure following a formal administrative hearing is required to exhaust the applicant's administrative remedies as described in R4-6-1002 before seeking judicial review of the Board's final administrative decision.
- C. If the Board receives a complaint against an applicant while ~~an~~ the applicant is under review for licensure, the Board shall review the complaint shall be reviewed in accordance with the procedures in R4-6-1001. The Board shall not take ~~any~~ final action on an application while a complaint is pending against the applicant.

R4-6-902. Appeal Process for Licensure Renewal Ineligibility

- A. A licensee who applies for licensure renewal may be found ineligible because of failure to meet licensure renewal requirements.
- B. If the ~~credentialing committee Board~~ finds ~~that~~ an applicant for licensure renewal is ineligible because of failure to meet licensure renewal requirements, ~~the following procedures shall apply:~~
 1. The ~~credentialing committee Board~~ shall send a written notice of the finding of ineligibility to the licensee, ~~including with~~ an explanation of the basis for the finding.
 2. A licensee who wishes to appeal the finding of ineligibility for licensure renewal shall submit a written request for an informal review meeting to the ~~credentialing committee Board~~ within 30 days ~~from the date of service of~~ after the notice of ineligibility is served. If an informal review meeting is not requested within the time provided, the ~~credentialing committee Board~~ shall ~~recommend to the Board that deny~~ licensure renewal ~~be denied~~ and ~~that close~~ the licensee's file ~~be closed~~ with no recourse to appeal.
 3. If a request for an informal review meeting is received within the required 30 days provided under subsection (B)(2), the ~~credentialing committee Board~~ shall schedule an the informal review meeting and provide ~~a minimum of 30 days at least 30-days' notice of the informal meeting~~ to the licensee. At the informal review meeting, the ~~credentialing committee Board~~ shall allow the licensee to present additional information regarding the licensee's qualifications for renewal.
 4. ~~Upon completion of~~ When the informal review meeting is complete, the ~~credentialing committee Board~~ shall make a second finding whether the licensee meets renewal requirements. The ~~agency Board~~ shall send written notice of this second finding to the licensee with an explanation of the basis for the finding.
 5. If the ~~credentialing committee Board~~ again finds the licensee is ineligible for licensure renewal, a licensee who wishes to appeal the second finding of ineligibility shall submit ~~within 30 days of the date of service of the second notice of ineligibility~~ a written request to the Board for a formal administrative hearing under the Administrative Procedure Act, A.R.S. § 41-1061 et seq Title 41, Chapter 6, Article 10, within 30 days after the second notice of ineligibility is served. The ~~request~~ Board shall either ~~be referred~~ refer the request for a formal administrative hearing to the Office of Administrative Hearings for ~~scheduling or scheduled~~ schedule the formal administrative hearing before the Board. If a formal administrative hearing is not requested within 30 days, the ~~credentialing committee Board~~ shall ~~recommend to the Board that deny~~ licensure renewal ~~be denied~~ and ~~that close~~ the licensee's file ~~be closed~~ with no recourse to appeal.
 6. If the formal administrative hearing is held before the Office of Administrative Hearings, the Board shall review the findings of fact, conclusions of law, and recommendation and issue an order either to grant or deny licensure renewal.



- 7. If the formal administrative hearing is held before the Board, the Board shall issue the findings of fact and conclusions of law and issue an order either to grant or deny licensure renewal.
- 8. The Board shall send the licensee a copy of the final findings of fact, conclusions of law, and order. A licensee who is denied licensure renewal following a formal administrative hearing is required to exhaust the licensee's administrative remedies as described in R4-6-1002 before seeking judicial review of the Board's final administrative decision.

ARTICLE 10. DISCIPLINARY PROCESS FOR UNPROFESSIONAL CONDUCT

R4-6-1001. Disciplinary Process for Unprofessional Conduct

- ~~A.~~ If the ~~agency Board~~ receives a written complaint alleging a licensee is or may be incompetent, guilty of unprofessional practice by a licensee or an applicant, or mentally or physically unable to engage in the practice of behavioral health safely, the ~~agency Board~~ shall send written notice of the complaint to the licensee ~~or applicant~~ and require the licensee ~~or applicant~~ to submit a written response within 30 days from the date of service of the written notice of the complaint.
- ~~B.~~ The Board shall conduct all disciplinary proceedings according to A.R.S. §§ 32-3281 and 3282 and Title 41, Chapter 6, Article 10.
- ~~C.~~ As provided under A.R.S. § 32-3282(B), a licensee who is the subject of a complaint, or the licensee's designated representative, may review the complaint investigative file at the Board office at least five business days before the meeting at which the Board is scheduled to consider the complaint. The Board may redact confidential information before making the investigative file available to the licensee.
- ~~B-D.~~ When determining the degree of discipline If the Board determines that disciplinary action is appropriate, the Board ~~may shall~~ consider ~~certain~~ factors including, but not limited to, the following when determining the appropriate discipline:
 - 1. Prior disciplinary offenses;
 - 2. Dishonest; or self-serving motive;
 - 3. Pattern of misconduct; multiple offenses;
 - 4. Bad faith obstruction of the disciplinary proceeding by intentionally failing to comply with rules or orders of the Board;
 - 5. Submission of false evidence, false statements, or other deceptive practices during the investigative or disciplinary process;
 - 6. Refusal to acknowledge wrongful nature of conduct; and
 - 7. Vulnerability of the victim.

R4-6-1002. Review or Rehearing of a Board Decision

- ~~A.~~ The Board shall provide for a rehearing or review of its decisions under A.R.S. Title 41, Chapter 6, Article 10 and the rules established by the Office of Administrative Hearings.
- ~~B.~~ Except as provided in subsection (I), a party is required to file a motion for rehearing or review of a Board decision to exhaust the party's administrative remedies. A party that has exhausted the party's administrative remedies may apply for judicial review of the final order issued by the Board in accordance with A.R.S. § 12-901 et seq.
- ~~C.~~ When a motion for rehearing or review is based on affidavits, the affidavits shall be served with the motion. An opposing party may, within 15 days after service, serve opposing affidavits.
- ~~D.~~ A party may amend a motion for rehearing or review at any time before the Board rules on the motion.
- ~~E.~~ Except as provided in subsection (F), an An aggrieved party may seek a review or rehearing of a Board decision that results from a formal administrative hearing by submitting a written request for a review or rehearing to the Board within 30 days from the date of after service of the decision. The request shall specify the grounds for a review or rehearing. The Board shall grant a request for a review or rehearing for any of the following reasons materially affecting the rights of an aggrieved party:
 - 1. Irregularity in the ~~Board or credentialing committee's~~ administrative proceedings or any abuse of discretion that deprived the aggrieved party of a fair hearing;
 - 2. Misconduct of the Board, ~~credentialing committee its staff,~~ or any duly authorized agent of the Board or credentialing committee an administrative law judge, or any party;
 - 3. Accident or surprise that could not have been prevented by ordinary prudence;
 - ~~3-4.~~ Newly discovered material evidence that could not with reasonable diligence have been discovered and produced at the original hearing;
 - ~~4-5.~~ Excessive penalties;
 - ~~5-6.~~ Decision, findings of fact, or conclusions not justified by the evidence or contrary to law; or
 - ~~6-7.~~ Errors regarding the admission or rejection of evidence or errors of law that occurred at the hearing or during the progress of the proceedings.
- ~~B-F.~~ The Board may affirm or modify the decision or grant a rehearing to any party on all or part of the issues for any shall determine whether one of the reasons listed in subsection (A) (E), materially affected the rights of the aggrieved party and issue an order either to grant or deny the request for review or rehearing. The Board shall specify with particularity the reason the request is granted or denied An order modifying a decision or granting a rehearing shall specify with particularity the grounds for the order. The rehearing, if granted, shall be limited to the matters specified by the Board.
- ~~C-G.~~ The Board shall send written notice of the decision to grant or deny a request for review or rehearing to the complainant and the licensee or applicant No later than 30 days after a decision is rendered, the Board may order a rehearing or



review on its own initiative, for any reason it might have granted relief on motion of a party.

~~D.H.~~ If the Board grants a request for a review or rehearing, the new hearing shall address only the question or questions related to the reasons in subsection (A) for which the review or rehearing was granted, if separable. Board shall hold the rehearing within 60 days after the date on the order granting the rehearing.

~~E.~~ An aggrieved party may apply for judicial review of the final order issued by the Board in accordance with A.R.S. § 12-901 et seq.

~~F.I.~~ If the Board makes a specific finding in that a particular order decision needs to be effective immediately that the immediate effectiveness of the order is necessary to preserve the public health, safety, or welfare, and that a rehearing or review of the decision is impracticable, unnecessary, or contrary to the public interest, the Board may issue the decision as a final decision order without an opportunity for a rehearing or review. If the Board issues a decision as a final decision without an opportunity for a review or rehearing, the licensee or applicant may apply for judicial review of the decision in accordance with A.R.S. § 12-901 et seq.

ARTICLE 11. STANDARDS OF PRACTICE

R4-6-1101. Consent For Treatment

A licensee shall:

1. Provide treatment to a client only in the context of a professional relationship based on valid informed consent for treatment;
2. Document in writing for each client served the following elements of informed consent for treatment:
 - a. Purpose of treatment;
 - b. General procedures to be used in treatment, including benefits, limitations, and potential risks;
 - c. ~~A~~ The client's right to have ~~client~~ the client's records and all information regarding the client kept confidential and an explanation of the limitations on confidentiality;
 - d. Notification of the licensee's supervision or involvement with a treatment team of professionals;
 - e. Methods for ~~a~~ the client to obtain information about the client's records;
 - f. The client's right to participate in treatment decisions and in the development and periodic review and revision of the client's treatment plan;
 - g. ~~A~~ The client's right to refuse any recommended treatment or to withdraw informed consent to treatment and to be advised of the consequences of such refusal or withdrawal; and
 - h. The client's right to be informed of all fees that the client is required to pay and the licensee's refund and collection policies and procedures; ~~and~~
3. Obtain a dated and signed informed consent for treatment from a client or ~~a~~ the client's legal representative before providing treatment to ~~a~~ the client ~~and when a change occurs in an element listed in subsection (2) that might affect the client's consent for treatment;~~ ~~and~~
4. ~~Inform a client of the limitations and risks associated with providing treatment via electronic media before providing such services;~~
5. ~~Obtain a dated and signed informed consent for treatment from a client or a client's legal representative before providing treatment to the client via electronic media; and~~
- 6-4. Obtain a dated and signed informed consent for treatment from a client or ~~a~~ the client's legal representative before audio or video taping ~~a~~ the client or permitting a third party to observe treatment provided to ~~a~~ the client.

R4-6-1102. Treatment Plan

A licensee shall:

1. Work jointly with each client served or ~~a~~ the client's legal representative to prepare an integrated, individualized, written treatment plan, based on the licensee's provisional or principal diagnosis and assessment of behavior and the treatment needs, abilities, resources, and circumstances of the client, that includes:
 - a. One or more treatment goals;
 - b. One or more treatment methods;
 - c. The date when the client's treatment plan ~~shall~~ will be reviewed;
 - d. If a discharge date has been determined, the aftercare needed ~~after discharge~~;
 - e. The dated signature ~~and date signed by~~ of the client or the client's legal representative; and
 - f. The dated signature ~~and date signed by~~ of the licensee;
2. ~~At a minimum, review~~ Review and reassess the treatment plan:
 - a. ~~according~~ According to the review date specified in the treatment plan ~~as required under subsection (1)(c); and~~
 - b. ~~at~~ At least annually with ~~each~~ the client or the client's legal representative to ensure the continued viability and effectiveness of the treatment plan and, where appropriate, add a description of the services the client may need after terminating treatment with the licensee;
3. Ensure that all treatment plan ~~updates and~~ revisions include the dated signature ~~and date signed by~~ of the client or the client's legal representative and ~~the signature and date signed by~~ the licensee;
4. Upon written request, provide a client or ~~a~~ the client's legal representative an explanation of all aspects of the client's condition and treatment; ~~and~~
5. Ensure that a client's treatment is in accordance with the client's treatment plan.



R4-6-1103. Client Record

- A. A licensee shall ensure that a client record is maintained for each client and:
 1. Is protected at all times from loss, damage, or alteration;
 2. Is confidential;
 3. Is legible and recorded in ink or electronically recorded;
 4. Contains entries that are dated and signed with include the first and last printed name and signature of the individual signing the document or electronically authenticated by electronic signature of the individual making the entry;
 5. Is current and accurate;
 6. Contains original documents and original signature, initials, or authentication; and
 7. Is disposed of in a manner that protects client confidentiality.
- B. A licensee shall ensure that a client record contains the following, if applicable:
 1. The client's name, address, and ~~home~~ telephone number;
 2. ~~Documentation of informed consent to treatment;~~
 3. ~~Documentation of the treatment plan and all updates and revisions to the treatment plan;~~
 4. ~~Information or records provided by or obtained from another person regarding the client;~~
 5. ~~Written authorization to release a client the client's record or information;~~
 6. ~~Documentation of requests for client records and of the resolution of those requests;~~
 7. ~~Documentation of the release of any information in the client record;~~
 8. ~~Progress notes;~~
 9. ~~Documentation of telephone, written, or face to face contact with the client or another individual that relates to the client's health, safety, welfare, or treatment;~~
 10. ~~Documentation of behavioral health services provided to the client;~~
 5. Informed consent to treatment;
 6. Contemporaneous documentation of:
 - a. Treatment plan and all revisions to the treatment plan;
 - b. Requests for client records and resolution of the requests;
 - c. Release of any information in the client record;
 - d. Contact with the client or another individual that relates to the clients health, safety, welfare, or treatment; and
 - e. Behavioral health services provided to the client;
 11. ~~Other information or documentation required by state or federal law.~~
 12. ~~Financial records, including:~~
 - a. Records of financial arrangements for the cost of providing behavioral health services;
 - b. Measures that will be taken for nonpayment of the cost of behavioral health services provided by the licensee.
- C. A licensee shall make client records in the licensee's possession promptly available to another health professional; and the client or the client's legal representative in accordance with A.R.S. § 12-2293.
- D. A licensee shall make client records of a minor client in the licensee's possession promptly available to the minor client's parent in accordance with A.R.S. § ~~25-403(H)~~ 25-403.06.
- E. A licensee shall retain records in accordance with A.R.S. § 12-2297.
- F. A licensee shall ensure the safety and confidentiality of any client records the licensee creates, maintains, transfers, or destroys whether the records are written, taped, computerized, or stored in any other medium.
- G. A licensee shall ensure that a client's privacy and the confidentiality of information provided by the client is maintained by subordinates, including employees, supervisees, clerical assistants, and volunteers.
- H. A licensee shall ensure that ~~a~~ each progress note includes the following:
 1. The date a behavioral health service was provided;
 2. The ~~duration~~ of time spent providing the behavioral health service;
 3. If counseling services were provided, whether the counseling was individual ~~counseling~~, couples, family, ~~counseling~~ or group ~~counseling~~; and
 4. The dated signature ~~and date signed by~~ of the licensee who provided the behavioral health service.

R4-6-1104. Financial and Billing Records

A licensee shall:

1. Make financial arrangements with a client, ~~a or the~~ the client's legal representative, ~~third party payer~~ third-party payer, or supervisee that are reasonably understandable and conform to accepted billing practices;
2. Before entering a therapeutic relationship, clearly explain to ~~each a~~ a client or the client's legal representative, all financial arrangements related to professional services, including the use of collection agencies or legal measures for nonpayment;
3. Truthfully represent financial and billing facts to a client, ~~a or the~~ the client's legal representative, ~~third party payer~~ third-party payer, or supervisee regarding services rendered; and
4. Maintain ~~separate written or electronic~~ separate billing records, ~~separate from clinical documentation, that which~~ that correspond with the client record.

R4-6-1105. Confidentiality

A. A licensee shall ~~only~~ release or disclose client records or any information regarding a client only:



1. In accordance with applicable federal or state law that authorizes release or disclosure; or
 2. With written authorization from the client or the client's legal representative.
- B.** A licensee shall ensure that written authorization for release of client records or any information regarding a client is obtained before a client record or any information regarding a client is released or disclosed unless otherwise allowed by state or federal law.
- C.** Written authorization includes:
1. The name of the person disclosing the client record or information;
 2. The purpose of the disclosure;
 3. The individual, agency, or entity requesting or receiving the record or information;
 4. A description of the client record or information to be released or disclosed;
 5. A statement indicating authorization and understanding that authorization may be revoked at any time;
 6. The date or circumstance when ~~that the~~ authorization expires, not to exceed 12 months;
 7. The date the authorization was signed; and
 8. The dated signature ~~and date signed by~~ of the client or the client's legal representative.
- D.** A licensee shall ensure that any written authorization to release a client record or any information regarding a client is maintained in the client record.
- E.** ~~Where~~ If a licensee provides behavioral health services to ~~more than one person in~~ multiple members of a family, each ~~family member who is legally competent, participating family member to consent to authorize release of client records~~ shall ~~sign a~~ independently provide written authorization to release client records regarding ~~that the~~ family member ~~or any information obtained from that family member~~. Without ~~such an~~ authorization from a family member, ~~a the~~ licensee shall not disclose ~~that the~~ family member's client record or any information obtained from ~~that the~~ family member.

R4-6-1106. Telepractice

- A.** Except as otherwise provided by statute, an individual who provides counseling, social work, marriage and family therapy, or substance abuse counseling via telepractice to a client located in Arizona shall be licensed by the Board.
- B.** Except as otherwise provided by statute, a licensee who provides counseling, social work, marriage and family therapy, or substance abuse counseling via telepractice to a client located outside Arizona shall comply with not only A.R.S. Title 32, Chapter 33, and this Chapter but also the laws and rules of the jurisdiction in which the client is located.
- C.** An individual who provides counseling, social work, marriage and family therapy, or substance abuse counseling via telepractice shall:
1. In addition to complying with the requirements in R4-6-1101, document the limitations and risks associated with telepractice, including but not limited to the following:
 - a. Inherent confidentiality risks of electronic communication.
 - b. Potential for technology failure.
 - c. Emergency procedures when the licensee is unavailable, and
 - d. Manner of identifying the client when using electronic communication that does not involve video.
 2. In addition to complying with the requirements in R4-6-1103, include the following in the progress note required under R4-6-1103(H):
 - a. Mode of session, whether interactive audio, video, or electronic communication; and
 - b. Physical location of the client during the session.



NOTICE OF FINAL EXEMPT RULEMAKING

TITLE 4. PROFESSIONS AND OCCUPATIONS

CHAPTER 16. ARIZONA MEDICAL BOARD

[R15-160]

PREAMBLE

1. **Articles, Parts, and Sections Affected (as applicable)** **Rulemaking Action**

| | |
|-------------|-------------|
| R4-16-201 | Amend |
| R4-16-201.1 | New Section |
| R4-16-202 | Amend |
| R4-16-203 | Amend |
| R4-16-204 | Repeal |
| R4-16-205 | Amend |
| R4-16-205.1 | New Section |
| R4-16-206 | Amend |
| R4-16-207 | Repeal |
| Table 1 | Amend |

2. **Citations to the agency's statutory rulemaking authority to include both the authorizing statute (general) and the implementing statute (specific):**
 Authorizing statute: A.R.S. §§ 32-1403(A)(8) and 32-1404(D)
 Implementing statute: A.R.S. §§ 32-1422, 32-1423, 32-1425, 32-1426, 32-1428, 32-1429, 32-1430, 32-1432, 32-1432.01, 32-1432.02, and 32-1432.03
 Statute or session law authorizing the exemption: Laws 2015, Chapter 251, Section 3

3. **The effective date for the rules and the reason the agency selected the effective date:**
 October 15, 2015. Under A.R.S. § 41-1032(A)(1) and (4), the rules in this rulemaking will be effective immediately because the rules are necessary to preserve public health and safety and because they provide a benefit to the public and no penalty is associated with the rules.

4. **Citation to all related notices published in the Register as specified in R1-1-409(A) that pertain to the record of the exempt rulemaking:**
 None

5. **The agency's contact person who can answer questions about the rulemaking:**
 Name: Patricia McSorley, Executive Director
 Address: Arizona Medical Board
 9545 E. Doubletree Ranch Road
 Scottsdale, AZ 85258
 Telephone: (480) 551-2700
 Fax: (480) 551-2704
 E-mail: patricia.mcsorley@azmd.gov
 Web site: www.azmd.gov

6. **An agency's justification and reason why a rule should be made, amended, repealed, or renumbered, to include an explanation about the rulemaking:**
 The Board is initiating this rulemaking in response to a 2013 report issued by the Arizona Office of the Ombudsman-Citizens' Aide regarding the Board's handling of license applications and complaints and a U.S. Department of Justice report concluding that questions similar to those asked by the Board single out applicants based on their status of having a mental health disability rather than their conduct and violate the Americans with Disabilities Act. Additionally, the rulemaking makes the rules consistent with Laws 2015, Chapter 251, in which the legislature amended the Board's statutes regarding submission of documents with a license application.
 An exemption from Executive Order 2015-01 was provided to the Board by Ted Vogt, Chief of Operations in the Governor's office, in an e-mail dated July 17, 2015.

7. **A reference to any study relevant to the rule that the agency reviewed and either relied on or did not rely on in its evaluation of or justification for the rule, where the public may obtain or review each study, all data underlying each study, and any analysis of each study and other supporting material:**
 The Board neither reviewed nor relied on a study relevant to the rulemaking in its evaluation of or justification for any rule in this rulemaking.



- 8. A showing of good cause why the rulemaking is necessary to promote a statewide interest if the rulemaking will diminish a previous grant of authority of a political subdivision of this state:**
Not applicable
- 9. A summary of the economic, small business, and consumer impact, if applicable:**
The Board, which currently licenses 22,670 individuals, believes the rules will have minimal economic impact. During the last year, the Board received applications from 1,523 individuals. The changes, all of which will have positive economic benefits for licensees and applicants, include:
- Making the rules consistent with the ADA
 - No longer requiring certified copies of documents
 - Establishing a procedure for waiving the documentation requirements regarding malpractice allegations
 - Easing requirements regarding necessary photographs
 - Allowing electronic submission of documentation
 - Allowing use of credential verification organizations
 - Allowing an extension of time to respond to a notice of deficiency or request for additional information
- 10. A description of any changes between the proposed rulemaking, including supplemental notices, and the final rulemaking (if applicable):**
The Board did not publish the proposed rules in the *Register*. It did, however, post them on the Board's web site and took public comment. After the posting, the Board added R4-16-206(D), which provides that an applicant may obtain an extension of time to respond to a notice of deficiency or a request for additional information.
- 11. An agency's summary of the public or stakeholder comments made about the rulemaking and the agency response to comments, if applicable:**
The Board held three public meetings regarding the proposed rules. The meeting on September 9, 2015, was attended by seven individuals. Minor changes were suggested and made. One of those who attended the September 9, 2015, meeting was the only individual to attend the September 14, 2015, meeting. No additional comments were made. No one attended the September 16, 2015 meeting.
- 12. Other matters prescribed by statute applicable to the specific agency or to any specific rule or class of rules. When applicable, matters shall include, but not be limited to:**
Laws 2015, Chapter 251, Section 3, requires the Board to provide public notice and an opportunity for public comment on the proposed rules at least 30 days before a rule is made or amended. The Board posted a draft of the proposed rules on its web site on August 28, 2015. The Board held three public meetings regarding the proposed rules.
- a. Whether the rule requires a permit, whether a general permit is used and if not, the reasons why a general permit is not used:**
The licenses, permits, and registrations listed in Table 1 are general permits consistent with A.R.S. § 41-1037 because they are issued to qualified individuals or entities to conduct activities that are substantially similar in nature.
- b. Whether a federal law is applicable to the subject of the rule, whether the rule is more stringent than federal law and if so, citation to the statutory authority to exceed the requirements of federal law:**
None of the rules is more stringent than federal law. There are numerous federal laws relating to the provision of health care but none is directly applicable to this rulemaking. Some of the amendments to R4-16-201 are designed to ensure the rule is consistent with the Americans with Disabilities Act.
- c. Whether a person submitted an analysis to the agency that compares the rule's impact of the competitiveness of business in this state to the impact on business in other states:**
No analysis was submitted.
- 13. A list of any incorporated by reference material as specified in A.R.S. § 41-1028 and its location in the rule:**
Not applicable
- 14. Whether the rule was previously made, amended, or repealed as an emergency rule. If so, cite the notice published in the Register as specified in R1-1-409(A). Also, the agency shall state where the text was changed between the emergency and the final rulemaking packages:**
None of the rules in this rulemaking was previously made, amended, or repealed as an emergency rule.
- 15. The full text of the rules follows:**

TITLE 4. PROFESSIONS AND OCCUPATIONS

CHAPTER 16. ARIZONA MEDICAL BOARD

ARTICLE 2. LICENSURE



Section

- R4-16-201. Application for Licensure ~~by Examination or Endorsement~~
- R4-16-201.1 Application for Renewal of License
- R4-16-202. Application and Reapplication for Pro Bono Registration
- R4-16-203. Application for Locum Tenens Registration
- R4-16-204. ~~Licensure by Endorsement~~ Repealed
- R4-16-205. Fees and Charges
- R4-16-205.1. Mandatory Reporting Requirement
- R4-16-206. ~~Time frames~~ Time Frames for Licenses, Permits, and Registrations
- R4-16-207. ~~Time frames for License Renewal; Expiration~~ Repealed
- Table 1. ~~Time frames~~ Time Frames (in calendar days)

ARTICLE 2. LICENSURE

R4-16-201. Application for Licensure by Examination or Endorsement

- A. For purposes of this Article, unless otherwise specified:
 - 1. “ABMS” means American Board of Medical Specialties.
 - ~~1-2.~~ “ECFMG” means Educational Commission for Foreign Medical Graduates.
 - 3. “FCVS” means Federation Credentials Verification Service.
 - ~~2-4.~~ “FLEX” means Federation Licensing Examination.
 - ~~3-5.~~ “LMCC” means Licentiate of the Medical Council of Canada.
 - 4. ~~“Medical Condition” means the following physiological, mental, or psychological conditions or disorders: (a) chronic and uncorrected orthopedic, visual, speech, or hearing impairments; (b) cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, HIV disease, or tuberculosis; or (c) specific learning disabilities, dementia, Alzheimer’s, bipolar disorder, schizophrenia, paranoia, or any psychotic disorder.~~
 - 6. “NBME” means National Board of Medical Examiners.
 - 7. “Primary source” means the original source or an approved agent of the original source of a specific credential that can verify the accuracy of a qualification reported by an applicant.
 - ~~5-8.~~ “SPEX” means Special Purposes Examination.
 - ~~6-9.~~ “USMLE” means United States Medical Licensing Examination.
- B. An applicant for licensure to practice medicine by ~~endorsement~~, Step 3 of the USMLE; or ~~by endorsement with the SPEX~~ shall submit the following information on an application form ~~provided by~~ available on request from the Board and on the Board’s web site:
 - 1. Applicant’s full name, social security number, business and home addresses, primary e-mail address, business and home telephone numbers, and date and place of birth;
 - 2. Name of the school of medicine from which the applicant graduated and date of graduation;
 - 3. A complete list of the applicant’s internship, residency, and fellowship training;
 - 4. List of all licensing examinations taken;
 - ~~2-5.~~ Names of the states, U.S. territories, or provinces in which the applicant has applied for or ~~has~~ been granted a license or registration to practice medicine, including license number, date issued, and current status of the license;
 - ~~3-6.~~ A statement of whether the applicant:
 - a. ~~Whether the applicant has~~ Has had an application for medical licensure denied or rejected by another state or province licensing board, and if so, an explanation;
 - ~~4-b.~~ Whether any Has ever had any disciplinary or rehabilitative action ~~has ever been~~ taken against the applicant by another licensing board, including other health professions, and if so, an explanation;
 - ~~5-c.~~ Whether any Has had any disciplinary actions, restrictions, or limitations ~~have been~~ taken against the applicant while participating in any type of training program or by any health care provider, and if so, an explanation;
 - ~~6-d.~~ Whether the applicant has Has been found in violation of a statute, rule, or regulation of any domestic or foreign governmental agency, and if so, an explanation;
 - ~~7-e.~~ Whether the applicant is Is currently under investigation by any medical board or peer review body, and if so, an explanation;
 - ~~8-f.~~ Whether the applicant has ever had a medical license disciplined resulting in a revocation, suspension, limitation, restriction, probation, voluntarily surrender, cancellation during an investigation or entered into a consent agreement or stipulation, and if so, an explanation; Has been subject to discipline resulting in a medical license being revoked, suspended, limited, cancelled during investigation, restricted, or voluntarily surrendered, or resulting in probation or entry into a consent agreement or stipulation and if so, an explanation;
 - ~~9-g.~~ Whether the applicant has Has had hospital privileges revoked, denied, suspended, or restricted, and if so, an explanation;
 - ~~10-h.~~ Whether the applicant has Has been named as a defendant in a malpractice matter currently pending or that resulted in a settlement or judgment against the applicant, and if so, an explanation;



- ~~11.i. Whether the applicant has Has been subjected to any regulatory disciplinary action, including censure, practice restriction, suspension, sanction, or removal from practice, imposed by any agency of the federal or state government, and if so, an explanation;~~
- ~~12.j. Whether the applicant has Has had the authority to prescribe, dispense, or administer medications limited, restricted, modified, denied, surrendered, or revoked by a federal or state agency as a result of disciplinary or other adverse action, and if so, an explanation;~~
- ~~13. Whether the applicant, within the last five years, has or had a medical condition that impairs or limits the applicant's ability to safely practice medicine, and if so, an explanation;~~
- ~~14. Whether the applicant engages in the illegal use of any controlled substance, habit-forming drug, or prescription medication, and if so, an explanation;~~
- ~~15. Whether the applicant has consumed intoxicating beverages resulting in the applicant's present ability to exercise the judgment and skills of a medical professional, being impaired or limited, and if so, an explanation;~~
- ~~16.k. Whether the applicant has Has been found guilty or entered into a plea of no contest to a felony, or a misdemeanor involving moral turpitude in any state, and if so, an explanation;~~
- ~~17. A complete list of the applicant's internship, residency, and fellowship training;~~
- ~~18.7. Whether the applicant is currently certified by any of the American Board of Medical Specialties;~~
- ~~19.8. The applicant's intended specialty;~~
- ~~20.9. Consistent with the Board's statutory authority at A.R.S. § 32-1422(B), other information the Board may deem necessary to fully evaluate the applicant fully;~~
- ~~21. A photograph of passport quality no larger than 2 1/2 x 3 inches taken not more than 60 days before the date of application; and~~
10. Whether the applicant completed a training unit prescribed by the Board regarding the requirements of A.R.S. Title 32, Chapter 13 and this Chapter;
11. In addition to the answers provided under subsections (B)(1) through (B)(10), the applicant shall answer the following confidential question:
- a. Whether the applicant has received treatment within the last five years for use of alcohol or a controlled substance, prescription-only drug, or dangerous drug or narcotic or a physical, mental, emotional, or nervous disorder or condition that currently affects the applicant's ability to exercise the judgment and skills of a medical professional;
- b. If the answer to subsection (B)(11)(a) is yes:
- i. A detailed description of the use, disorder, or condition; and
- ii. An explanation of whether the use, disorder, or condition is reduced or ameliorated because the applicant receives ongoing treatment and if so, the name and contact information for all current treatment providers and for all monitoring or support programs in which the applicant is currently participating; and
- c. A copy of any public or confidential agreement or order relating to the use, disorder, or condition, issued by a licensing agency or health care institution within the last five years, if applicable; and
- ~~22.12. A notarized statement, signed by the applicant, verifying the truthfulness of the information provided, and that the applicant has not engaged in any acts prohibited by Arizona law or Board rules, and authorizing release of any required records or documents to complete application review.~~
- C. In addition to the application form required under subsection (B), an applicant for licensure to practice medicine by endorsement, Step 3 of the USMLE; or endorsement with the SPEX shall submit the following:
1. Certified ~~A~~ copy of the applicant's birth certificate or passport with a notarized certificate of identification, which is a form available on request from the Board and on the Board's web site;
2. Certified ~~evidence~~ Evidence of legal name change if the applicant's legal name is different from that shown on the document submitted under subsection ~~(B)(4)~~ (C)(1);
3. Documentation listed under A.R.S. § 41-1080(A) showing that the applicant's presence in the U.S. is authorized under federal law;
- ~~3.4. Complete list of all hospital affiliations and medical employment for the ~~past~~ five years before the date of application;~~
- ~~4.5. Verification of any medical malpractice matter currently pending or resulting in a settlement or judgment against the applicant, including a copy of the complaint and either the agreed terms of settlement or the judgment and a narrative statement specifying the nature of the occurrence resulting in the medical malpractice action. ~~The verification must contain the name and address of each defendant, the name and address of each plaintiff, the date and location of the occurrence which created the claim and a statement specifying the nature of the occurrence resulting in the medical malpractice action; An applicant who is unable to obtain a document required under this subsection may apply under subsection (E) a waiver of the requirement;~~~~
6. A full set of fingerprints and the processing charge specified in R4-16-205;
7. A paper or digital headshot photograph of the applicant taken no more than 60 days before the date of application; and
- ~~5.8. The fee required in authorized under A.R.S. § 32-1436 and specified in R4-16-205.~~



- D. In addition to the requirements of subsections ~~(A) and (B) and (C)~~, an applicant for licensure to practice medicine by ~~endorsement~~, by Step 3 of the USMLE; or by endorsement with the SPEX shall have the following ~~directly~~ submitted to the Board, ~~electronically or in hard copy, by the primary source, ECFMG, Veridoc, or FCVS:~~
 - 1. ~~The following forms must be included with the application and be completed by persons other than the applicant: Official transcript or other authentication of graduation from a school of medicine:~~
 - a. ~~Medical College Certification;~~
 - b. ~~Postgraduate Training Certification;~~
 - e. ~~Clinical Instructor Certification;~~
 - d. ~~ECFMG certification if applicant is an international graduate;~~
 - e. ~~Federation of State Medical Boards Disciplinary Search;~~
 - f. ~~American Medical Association Physician Profile; and~~
 - g. ~~Verification of American Board of Medical Specialty Certification, if applicable;~~
 - 2. ~~Verification of completion of postgraduate training;~~
 - 3. ~~Verification of ECFMG certification if the applicant graduated from an unapproved school of medicine;~~
 - 2-4. ~~Examination and Board History Report history report scores for USMLE, FLEX, NBME, and SPEX;~~
 - 3-5. ~~Verification of LMCC exam score; or state written exam score; or national board exam score;~~
 - 4-6. ~~Verification of licensure from every state in which the applicant has ever held a medical license; and~~
 - 5-7. ~~Verification of all hospital affiliations and employment for the past during the five years before the date of application. This must be submitted by the verifying entity on its Under A.R.S. § 32-1422(A)(11)(b), this verification is required to be on the hospital's official letterhead- or the electronic equivalent; and~~
 - 8. ~~Verification of all medical employment during the five years before the date of application. Under A.R.S. § 32-1422(A)(11)(b), this verification may be submitted by the employer.~~
- E. ~~As provided under A.R.S. § 32-1422(F), the Board may waive a documentation requirement specified under subsections (C)(5) and (D).~~
 - 1. ~~To obtain a waiver under this subsection, an applicant shall submit a written request that includes the following information:~~
 - a. ~~Applicant's name;~~
 - b. ~~Date of request;~~
 - c. ~~Document required under subsection (C)(5) or (D) for which waiver is requested;~~
 - d. ~~Detailed description of efforts made by the applicant to provide the document as required under subsection (C)(5) or (D);~~
 - e. ~~Reason the applicant's inability to provide the document as required under subsection (C)(5) or (D) is due to no fault of the applicant; and~~
 - f. ~~If applicable, documents that support the request for waiver.~~
 - 2. ~~The Board shall consider the request for waiver at its next regularly scheduled meeting.~~
 - 3. ~~In determining whether to grant the request for waiver, the Board shall consider whether the applicant:~~
 - a. ~~Made appropriate and sufficient effort to satisfy the requirement under subsection (C)(5) or (D); and~~
 - b. ~~Demonstrated that compliance with the requirement under subsection (C)(5) or (D) is not possible because:~~
 - i. ~~The entity responsible for issuing the required document no longer exists;~~
 - ii. ~~The original of the required document was destroyed by accident or natural disaster;~~
 - iii. ~~The entity responsible for issuing the required document is unable to provide verification because of armed conflict or political strife; or~~
 - iv. ~~Another valid reason beyond the applicant's control prevents compliance with the requirement under subsection (C)(5) or (D).~~
 - 4. ~~In determining whether to grant the request for waiver, the Board shall:~~
 - a. ~~Consider whether it is possible for the Board to obtain the required document from other source; and~~
 - b. ~~Request the applicant to obtain and provide additional information the Board believes will facilitate the Board's decision.~~
 - 5. ~~If the Board determines the applicant is unable to comply with a requirement under subsection (C)(5) or (D) in spite of the applicant's best effort and for a reason beyond the applicant's control, the Board may grant the request for waiver and include the decision in the Board's official record for the applicant.~~
 - 6. ~~The Board shall provide the applicant with written notice of its decision regarding the request for waiver. The Board's decision is not subject to review or appeal.~~
- F. ~~As provided under A.R.S. § 32-1426(B), the Board may require an applicant for licensure by endorsement who passed an examination specified in A.R.S. § 32-1426(A) more than ten years before the date of application to provide evidence the applicant is able to engage safely in the practice of medicine.~~
 - 1. ~~If an applicant is board certified by one of the specialties recognized by the ABMS, the Board shall find that the applicant is able to engage safely in the practice of medicine.~~
 - 2. ~~If an applicant is not board certified by one of the specialties recognized by the ABMS, the Board may consider one or more of the following to determine whether the applicant is able to engage safely in the practice of medicine:~~
 - a. ~~The applicant's records.~~



- b. The applicant's practice history.
- c. The applicant's score on the SPEX, and
- d. A physical or psychological assessment of the applicant.

R4-16-201.1. Application for Renewal of License

- A. Under A.R.S. § 32-1430(A), an individual licensed under A.R.S. Title 32, Chapter 13, shall renew the license every other year on or before the licensee's birthday.
- B. To renew a license, a licensee shall submit the following information on an application form available on request from the Board and on the Board's web site:
 - 1. The licensee's full name, license number, business and home addresses, primary e-mail address, and business and home telephone numbers;
 - 2. Identification of changes to medical specialties and fields of practice;
 - 3. A statement of whether, since the time of last license issuance, the licensee:
 - a. Has had an application for medical licensure denied or rejected by another state or province licensing board and if so, an explanation;
 - b. Has had any disciplinary or rehabilitative action taken against the licensee by another licensing board, including other health professions and if so, an explanation;
 - c. Has had any disciplinary action, restriction, or limitation taken against the licensee by any program or health care provider and if so, an explanation;
 - d. Has been subject to discipline resulting in a medical license being revoked, suspended, limited, cancelled during an investigation, restricted, or voluntarily surrendered, or resulting in probation or entry into a consent agreement or stipulation and if so, an explanation;
 - e. Has had hospital privileges revoked, denied, suspended, or restricted and if so, an explanation (do not report if the licensee's hospital privileges were suspended due to failure to complete hospital records and reinstated after no more than 90 days);
 - f. Has been subjected to disciplinary action including censure, practice restriction, suspension, sanction, or removal from practice by an agency of the state or federal government and if so, an explanation;
 - g. Has had the authority to prescribe, dispense, or administer medications limited, restricted, modified, denied, surrendered, or revoked by a federal or state agency as a result of disciplinary or other adverse action and if so, an explanation;
 - h. Has been found guilty or entered into a plea of no contest to a felony, a misdemeanor involving moral turpitude, or an alcohol or drug-related offense in any state and if so, an explanation; and
 - i. Has failed the SPEX;
 - 4. A statement of whether the licensee understands and complies with the medical records and recordkeeping requirements in A.R.S. §§ 32-3211 and 12-2297;
 - 5. A statement of whether the licensee has completed at least 40 hours of CME as required under A.R.S. § 32-1434 and R4-6-102;
 - 6. A statement of whether the licensee requests that the license be inactivated or cancelled; and
 - 7. A statement of whether the licensee completed a training unit prescribed by the Board regarding the requirements of A.R.S. Title 32, Chapter 13 and this Chapter.
- C. Additionally, the licensee shall answer the following confidential question:
 - 1. Whether the applicant has received treatment since the last renewal for use of alcohol or a controlled substance, prescription-only drug, or dangerous drug or narcotic or a physical, mental, emotional, or nervous disorder or condition that currently affects the applicant's ability to exercise the judgment and skills of a medical professional;
 - 2. If the answer to subsection (C)(1) is yes:
 - a. A detailed description of the use, disorder, or condition; and
 - b. An explanation of whether the use, disorder, or condition is reduced or ameliorated because the applicant receives ongoing treatment and if so, the name and contact information for all current treatment providers and for all monitoring or support programs in which the applicant is currently participating; and
 - 3. A copy of any public or confidential agreement or order relating to the use, disorder, or condition, issued by a licensing agency or health care institution since the last renewal, if applicable.
- D. To renew a license, a licensee shall submit the following with the required application form:
 - 1. If the document submitted under R4-16-201(C)(3) was a limited form of work authorization issued by the federal government, evidence that the licensee's presence in the U.S. continues to be authorized under federal law;
 - 2. The renewal fee specified under R4-16-205 and, if applicable, the penalty fee for late renewal; and
 - 3. An attestation that all information submitted is correct.

R4-16-202. Application and Reapplication for Pro Bono Registration

- A. An applicant for a pro bono registration to practice medicine for a maximum of 60 days in a calendar year in Arizona shall submit the following information on an application on a form provided by available on request from the Board and on the Board's web site: that provides the information required by R4-16-106(B).



1. Applicant's full name, social security number, business and home addresses, primary e-mail address, and business and home telephone numbers;
 2. List of all states, U.S. territories, and provinces in which the applicant is or has been licensed to practice medicine;
 3. A statement verifying that the applicant:
 - a. Agrees to render all medical services without accepting a fee or salary; or
 - b. Agrees to perform only initial or follow-up examinations at no cost to the patient or the patient's family through a charitable organization.
- B.** In addition to the application form required under subsection (A), an applicant for a pro bono registration to practice medicine shall submit the following: documentation listed under A.R.S. § 41-1080(A) showing that the applicant's presence in the U.S. is authorized under federal law.
1. Certified copy of the applicant's medical degree diploma;
 2. Certified copies of internship, residency, or fellowship certificates;
 3. Photocopy of any current license to practice medicine in another state, territory, or possession of the United States or the District of Columbia, along with a letter from the medical board issuing the license, certifying that the license is current and in good standing;
 4. Certified copy of ECFMG certificate, if applicable;
 5. The fee required in A.R.S. § 32-1436.
- C.** In addition to the requirements of subsections (A) and (B), an applicant for pro bono registration shall have the following directly submitted to the Board: An applicant may make application for a pro bono registration annually. A previously registered applicant may apply for a pro bono registration by submitting the following information on an application form available on request from the Board and on the Board's web site:
1. American Medical Association physician profile; Applicant's full name, home address and telephone number, and primary e-mail address;
 2. Federation of State Medical Boards disciplinary search; and Number of previous pro bono registration;
 3. Verification of licensure from every state in which the applicant has ever held a license. Name of each state, U.S. territory, and province in which the applicant holds an active medical license;
 4. A statement whether since issuance of the last pro bono registration:
 - a. Any disciplinary action has been taken against the applicant, and
 - b. Any unresolved complaints are currently pending against the applicant with any state board; and
 5. If the document submitted under R4-16-202(B) was a limited form of work authorization issued by the federal government, evidence that the applicant's presence in the U.S. continues to be authorized under federal law.

R4-16-203. Application for Locum Tenens Registration

- A.** An applicant for a locum tenens registration to practice medicine for a maximum of 180 consecutive days in Arizona shall submit an application on a form provided by available on request from the Board and on the Board's web site that provides the information required by R4-16-107(A) under R4-16-201(B).
- B.** In addition to the application form required under subsection (A), an applicant for a locum tenens registration to practice medicine shall have the submit the following submitted directly to the Board, electronically or in hard copy, by the primary source, ECFMG, Veridoc, or FCVS:
1. Certified copy of the applicant's medical degree diploma Official transcript or other authentication of graduation from a school of medicine;
 2. Certified copies of internship, residency, or fellowship certificates Verification of completion of postgraduate training;
 3. A statement completed by the sponsoring Arizona-licensed physician giving the reason for the request for issuance of the registration; and
 4. Certified copy Verification of ECFMG certificate; certification if applicable; the applicant graduated from an unapproved school of medicine; and
 5. Verification of licensure from every state in which the applicant has ever held a medical license.
- C.** In addition to the requirements of subsections (A) and (B), an applicant for locum tenens registration shall have the following directly submitted to the Board: In addition to the application form required under subsection (A), an applicant for a locum tenens registration to practice medicine shall submit the following:
1. American Medical Association physician profile; Documentation listed under A.R.S. § 41-1080(A) showing that the applicant's presence in the U.S. is authorized under federal law;
 2. Federation of State Medical Boards disciplinary search; and A full set of fingerprints and the charge specified in R4-16-205;
 3. Verification of licensure from every state in which the applicant has ever held a license. A copy of a government-issued photo identification; and
 4. The fee specified under R4-16-205.

R4-16-204. Licensure by Endorsement Repealed

- A.** An applicant for licensure by endorsement may make a written request of the Board, for an extension of the seven-year period provided by A.R.S. § 32-1426(B)(4) to pass one of the combinations of specified examinations. The applicant shall submit the written request to the Board with evidence that:



1. The applicant meets all requirements for licensure and for taking the United States Medical Licensing Examination;
2. The combination of examinations cannot be passed in the time required by law, and
3. The applicant is:
 - a. A full-time student in an approved school of medicine, as defined in A.R.S. § 32-1401(5);
 - b. A participant in an approved hospital internship, residency, or clinical fellowship program, as defined in A.R.S. § 32-1401(4); or
 - e. A full-time student in a recognized medical degree program, as defined in subsection (E), concurrently or consecutively with medical school or postgraduate training.
- ~~B. If the Board determines that the applicant satisfies the requirements of subsection (A), the Board shall grant the extension.~~
- ~~C. An extension shall not exceed 10 years from the date on which the applicant successfully completes the first part of the combination of examinations.~~
- ~~D. If the Board denies the request for extension, the applicant may request a hearing by filing a written notice with the Board no later than 30 days after receipt of notice of the Board's action. A hearing shall be conducted according to A.R.S. Title 41, Chapter 6, Article 10.~~
- ~~E. In this Section, a "recognized degree program" means an education program offered by a college or university approved by the New England Association of Schools and Colleges, Middle States Association of Colleges and Secondary Schools, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, or Western Association of Schools and Colleges or accredited by the United States Department of Education, Council on Postsecondary Accreditation, Association of American Medical Colleges, the Association of Canadian Medical Colleges, or the American Medical Association.~~
- ~~F. An applicant for licensure by endorsement under A.R.S. § 32-1426(C) who provides proof of passing an examination specified in A.R.S. § 32-1426(A) more than ten years before the date of filing shall:

 1. Hold a current certification in an American Board of Medical Specialty ("ABMS"), or
 2. Take and pass the Special Purposes Examination (SPEX).~~

R4-16-205. Fees and Charges

- ~~A. The As specifically authorized under A.R.S. § 32-1436(A), the Board charges establishes and shall collect the following fees, which are nonrefundable unless A.R.S. § 41-1077 applies:~~
1. Application for a license through endorsement, USMLE Step 3, or Endorsement with SPX Examination, \$500;
 2. Issuance of an initial license, \$500, ~~which may be prorated from date of issuance to date of license renewal;~~
 3. ~~Two-year~~ Renewal of license renewal for two years, \$500;
 4. Reactivation of an inactive license, \$500, ~~which may be prorated from date of reactivation to date of license renewal;~~
 5. Locum tenens registration, \$350;
 6. ~~Duplicate license, \$50;~~
 - 7-6. Annual registration of an approved internship, residency, clinical fellowship program, or short-term residency program, \$50;
 - 8-7. Annual teaching license at an approved school of medicine or at an approved hospital internship, residency, or clinical fellowship program, \$250;
 - 9-8. Five-day teaching permit at an approved school of medicine or at an approved hospital internship, residency, or clinical fellowship program, \$100;
 10. ~~Copy of the annual allopathic medical directory, \$30;~~
 - 11-9. ~~Initial registration to dispense drugs and devices devices, \$200;~~
 - 12-10. ~~Annual renewal to dispense drugs and devices devices, \$150; and~~
 - 13-11. ~~Penalty fee for late renewal of an active license, \$350;~~
- ~~B. As specifically authorized under A.R.S. § 32-1436(B), the Board establishes the following charges for the services listed:~~
1. Processing fingerprints to conduct a criminal background check, \$50;
 2. Providing a duplicate license, \$50;
 - 14-3. ~~Verifying a license, \$10 per request;~~
 - 15-4. ~~Copies~~ Providing a copy of records, documents, letters, minutes, applications, and files, \$1 for the first three pages and 25¢ for each additional page;
 5. Providing a copy of annual allopathic medical directory, \$30; and
 - 16-6. ~~Data disk~~ Providing an electronic medium containing public information about licensed physicians, \$100.

R4-16-205.1. Mandatory Reporting Requirement

- ~~A. As required under A.R.S. § 32-3208, an applicant, licensee, permit holder, or registrant who is charged with a misdemeanor involving conduct that may affect patient safety or a felony shall provide written notice of the charge to the Board within 10 working days after the charge is filed.~~
- ~~B. An applicant, licensee, permit holder, or registrant may obtain a list of reportable misdemeanors on request from the Board and on the Board's web site.~~
- ~~C. Failure to comply with A.R.S. § 32-3208 and this Section is unprofessional conduct.~~



R4-16-206. Time frames Time Frames for Licenses, Permits, and Registrations

- A. For each type of license, permit, or registration issued by the Board, the overall ~~time frame~~ time frame under A.R.S. § 41-1072(2) is shown on Table 1.
- B. For each type of license, permit, or registration issued by the Board, the administrative completeness review ~~time frame~~ time frame under A.R.S. § 41-1072(1) is shown on Table 1 and begins on the date the Board receives an application and all required documentation and information.
 - 1. If the ~~required~~ application is not administratively complete, the Board shall send a written deficiency notice to the applicant.
 - a. In the deficiency notice, the Board shall state each deficiency and the information ~~required to complete the application~~ or supporting documentation required to complete the application. In the deficiency notice, the Board shall include a written notice that the application is withdrawn if the applicant does not submit the ~~additional required~~ information or documentation within the time provided for response.
 - b. Within the time provided in Table 1 for response to a deficiency notice, the applicant shall submit to the Board the ~~requested~~ documentation or information specified in the notice. The ~~time frame~~ time frame for the Board to finish the administrative completeness review is suspended from the date of the notice until the date the Board receives the ~~requested~~ documentation or information from the applicant.
 - 2. Within 30 days after receipt of a deficiency notice, an applicant who disagrees with the deficiency notice may submit ~~a written hearing request~~ a written request for a hearing regarding the deficiency notice.
 - 3. The Board shall schedule and conduct the applicant’s deficiency hearing according to provisions prescribed under A.R.S. § 32-1427(E).
 - 4. In addition to hearing provisions prescribed under subsection (B)(3), the Board shall send the following to the applicant in writing:
 - a. A notice of ~~a the~~ scheduled hearing at least 21 days before the hearing date; and
 - b. The Board’s decision within 30 days after the hearing ~~that shall include~~ and notice of any applicable right of appeal.
- C. For each type of license, permit, or registration issued by the Board, the substantive review ~~time frame~~ time frame under A.R.S. § 41-1072(3) is shown on Table 1.
 - 1. The Board may ~~request~~ make a comprehensive written request for additional information from an applicant according to provisions prescribed under A.R.S. § 41-1075 during the substantive review ~~time frame~~ time frame. In any request for additional information, the Board shall include a written notice that the application is withdrawn if the applicant does not submit the additional information within the time provided for response.
 - 2. In response to a single comprehensive written request from the Board under A.R.S. § 41-1075(A), the applicant shall submit the information identified to the Board within the time to respond specified in Table 1. The ~~time frame~~ time frame for the Board to finish the substantive review is suspended from the date the Board sends the comprehensive written request for additional information until the date the Board receives the additional information from the applicant.
 - 3. If the Board determines ~~that~~ the applicant does not meet all substantive criteria for a license, permit, or registration as required under A.R.S. Title 32, Chapter 13 or this Chapter, the Board shall send written notice of denial to the applicant. The Board shall include ~~notification~~ notice of any applicable right of appeal in the denial notice.
 - 4. If the applicant meets all substantive criteria for a license, permit, or registration required under A.R.S. Title 32, Chapter 13 and this Chapter, the Board shall issue the applicable license, permit, or registration to the applicant.
- D. An applicant may receive a 30-day extension of the time provided under subsection (B)(1) or (C)(2) by providing written notice to the Board’s Executive Director before the time expires.
- E. If a licensee does not apply for license renewal according to the biennial renewal requirement, the licensee’s license expires according to provisions prescribed under A.R.S § 32-1430(A) unless the licensee is under investigation according to provisions under A.R.S. § 32-3202. If a licensee makes timely application according to the biennial renewal requirement but fails to respond timely to a deficiency notice under subsection (B)(1) or a request for additional information under subsection (C)(2) and fails to request from the Executive Director an extension of time to respond, the licensee’s license expires according to provisions prescribed under A.R.S § 32-1430(A).

R4-16-207. Time frames for License Renewal; Expiration Repealed

- ~~A. For license renewal, the overall time frame under A.R.S. § 41-1072(2) is 90 days.~~
- ~~B. For license renewal, the administrative completeness review time frame described in A.R.S. § 41-1072(1) is 45 days and begins on the date the Board receives the renewal application.~~
 - ~~1. If the required application is not administratively complete, the Board shall send a written deficiency notice to the applicant.~~
 - ~~a. In a deficiency notice, the Board shall state each deficiency and the information required to complete the application or supporting documentation.~~
 - ~~b. Within 60 days after the Board sends a deficiency notice, the applicant shall submit to the Board the requested documentation or information specified in the notice. The time frame for the Board to finish the administrative completeness review is suspended from the date of the notice until the date the Board receives the requested documentation or information from the applicant.~~
 - ~~2. The provisions prescribed under R4-16-206(B)(2) through (B)(4) apply to this Section.~~



- C. For license renewal, the substantive review time frame under A.R.S. § 41-1072(3) is 45 days.
 1. During the substantive review time frame, the Board may request additional information according to provisions prescribed under A.R.S. § 41-1075.
 2. The applicant shall submit to the Board information identified by a single comprehensive written request from the Board for additional information allowed under A.R.S. § 41-1075(A) within 60 days after the Board sends its request.
 3. If the applicant meets all license renewal substantive criteria and remits the applicable fee required under A.R.S. Title 31, Chapter 13 and this Chapter, the Board shall issue a license renewal to the applicant.
- D. If a person holding an active license does not apply for license renewal according to the biennial renewal requirement or fails to meet time frame requirements under this Section, the person’s license expires according to provisions prescribed under A.R.S. § 32-1430(A) unless the person is under investigation according to provisions prescribed under A.R.S. § 32-3202.

Table 1. Time frames Time Frames

Time frames Time Frames (in calendar days)

| Type of License | Overall Time-frame Time Frame | Administrative Review Time-frame Time Frame | Time to Respond to Deficiency Notice | Substantive Review Time-frame Time Frame | Time to Respond to Request for Additional Information |
|---|-------------------------------|---|--------------------------------------|--|---|
| Initial License by Examination or Endorsement | 240 | 120 | 365 | 120 | 90 |
| Initial Biennial License by Endorsement Renewal | 240 90 | 120 45 | 365 60 | 120 45 | 90 60 |
| Locum Tenens or Pro Bono Registration | 120 | 60 | 30 90 | 60 | 30 |
| Temporary License | 60 | 30 | 30 | 30 | 30 |
| Teaching License | 40 | 20 | 30 | 20 | 30 |
| Educational Teaching Permit | 20 | 10 | 30 | 10 | 10 |
| Training Permit | 40 | 20 | 30 | 20 | 30 |
| Short Term Short-term Training Permit | 40 | 20 | 30 | 20 | 30 |
| One-year Training Permit | 40 | 20 | 30 | 20 | 30 |
| Annual Registration to Dispense Controlled Substances and Prescription only Drugs and Devices | 150 | 45 | 30 | 105 | 30 |