4 A.A.C. 18

TITLE 4. PROFESSIONS AND OCCUPATIONS
CHAPTER 18. NATUROPATHIC PHYSICIANS MEDICAL BOARD

The table of contents on page one contains links to the referenced page numbers in this Chapter. Refer to the notes at the end of a Section to learn about the history of a rule as it was published in the Arizona Administrative Register.

This Chapter contains rules that were filed to be codified in the Arizona Administrative Code between the dates of July 1, 2022 through September 30, 2022

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Questions about these rules? Contact:
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The release of this Chapter in Supp. 22-3 replaces Supp. 15-3, 1-16 pages.
Please note that the Chapter you are about to replace may have rules still in effect after the publication date of this supplement. Therefore, all superseded material should be retained in a separate binder and archived for future reference.
PREFACE

Under Arizona law, the Department of State, Office of the Secretary of State (Office), Administrative Rules Division, accepts state agency rule notice and other legal filings and is the publisher of Arizona rules. The Office of the Secretary of State does not interpret or enforce rules in the Administrative Code. Questions about rules should be directed to the state agency responsible for the promulgation of the rule.

Scott Cancelosi, Director
ADMINISTRATIVE RULES DIVISION

RULES
The definition for a rule is provided for under A.R.S. § 41-1001. "‘Rule’ means an agency statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedures or practice requirements of an agency.”

THE ADMINISTRATIVE CODE
The Arizona Administrative Code is where the official rules of the state of Arizona are published. The Code is the official codification of rules that govern state agencies, boards, and commissions.

The Code is separated by subject into Titles. Titles are divided into Chapters. A Chapter includes state agency rules. Rules in Chapters are divided into Articles, then Sections. The “R” stands for “rule” with a sequential numbering and lettering outline separated into subsections.

Rules are codified quarterly in the Code. Supplement release dates are printed on the footers of each Chapter.

First Quarter: January 1 - March 31
Second Quarter: April 1 - June 30
Third Quarter: July 1 - September 30
Fourth Quarter: October 1 - December 31

For example, the first supplement for the first quarter of 2022 is cited as Supp. 22-1. Supplements are traditionally released three to four weeks after the end of the quarter because filings are accepted until the last day of the quarter.

Please note: The Office publishes by Chapter, not by individual rule Section. Therefore there might be only a few Sections codified in each Chapter released in a supplement. This is why the Office lists only updated codified Sections on the previous page.

RULE HISTORY
Refer to the HISTORICAL NOTE at the end of each Section for the effective date of a rule. The note also includes the Register volume and page number in which the notice was published (A.A.R.) and beginning in supplement 21-4, the date the notice was published in the Register.

AUTHENTICATION OF PDF CODE CHAPTERS
The Office began to authenticate Chapters of the Code in Supp. 18-1 to comply with A.R.S. §§ 41-1012(B) and A.R.S. § 41-5505.

A certification verifies the authenticity of each Code Chapter posted as it is released by the Office of the Secretary of State. The authenticated pdf of the Code includes an integrity mark with a certificate ID. Users should check the validity of the signature, especially if the pdf has been downloaded. If the digital signature is invalid it means the document’s content has been compromised.

HOW TO USE THE CODE
Rules may be in effect before a supplement is released by the Office. Therefore, the user should refer to issues of the Arizona Administrative Register for recent updates to rule Sections.

ARIZONA REVISED STATUTE REFERENCES
The Arizona Revised Statutes (A.R.S.) are available online at the Legislature’s website, www.azleg.gov. An agency’s authority note to make rules is often included at the beginning of a Chapter. Other Arizona statutes may be referenced in rule under the A.R.S. acronym.

SESSION LAW REFERENCES
Arizona Session Law references in a Chapter can be found at the Secretary of State’s website, www.azsos.gov under Services-> Legislative Filings.

EXEMPTIONS FROM THE APA
It is not uncommon for an agency to be exempt from the steps outlined in the rulemaking process as specified in the Arizona Administrative Procedures Act, also known as the APA (Arizona Revised Statutes, Title 41, Chapter 6, Articles 1 through 10). Other agencies may be given an exemption to certain provisions of the Act.

An agency’s exemption is written in law by the Arizona State Legislature or under a referendum or initiative passed into law by Arizona voters.

When an agency files an exempt rulemaking package with our Office it specifies the law exemption in what is called the preamble of rulemaking. The preamble is published in the Register online at www.azsos.gov/rules, click on the Administrative Register link.

Editor’s notes at the beginning of a Chapter provide information about rulemaking Sections made by exempt rulemaking. Exempt rulemaking notes are also included in the historical note at the end of a rulemaking Section.

The Office makes a distinction to certain exemptions because some rules are made without receiving input from stakeholders or the public. Other exemptions may require an agency to propose exempt rules at a public hearing.

PERSONAL USE/COMMERCIAL USE
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Rhonda Paschal, rules managing editor, assisted with the editing of this Chapter.
# TITLE 4. PROFESSIONS AND OCCUPATIONS

## CHAPTER 18. NATUROPATHIC PHYSICIANS MEDICAL BOARD

Authority: A.R.S. § 32-1501 et seq.

Supp. 22-3

Editor’s Note: Laws 2008, 2nd Regular Session, Ch. 16 provided for a name change of the Naturopathic Physicians Board of Medical Examiners to Naturopathic Physicians Medical Board (Supp. 12-2).

Editor’s Note: The Office of the Secretary of State publishes all Code Chapters on white paper (Supp. 02-3).

Editor’s Note: This Chapter contains rules which were adopted under exemptions from the provisions of the Administrative Procedure Act (A.R.S. Title 41, Chapter 6) pursuant to A.R.S. § 41-1005(25). Exemption from A.R.S. Title 41, Chapter 6 means that the Naturopathic Physicians Board of Medical Examiners did not submit these rules to the Governor’s Regulatory Review Council for review; the Board did not submit notice of proposed rulemaking to the Secretary of State for publication in the Arizona Administrative Register; the Board was not required to hold public hearings on these rules; and the Attorney General did not certify these rules. Because this Chapter contains rules which are exempt from the regular rulemaking process, the Chapter is printed on blue paper.

Editor’s Note: This Chapter has been reprinted due to an error in publishing text that was thought to be adopted and certified but in fact was rejected by the Attorney General on December 29, 1995 (Supp. 95-4). Text removed includes amendments made to R4-18-101 and adoption of Article 2, consisting of Sections R4-18-201 through R4-18-205. Removal of this text reflects the latest effective rules on file with the Office of the Secretary of State last modified Supp. 88-4 (reprinted Supp. 96-4).

Laws 1982, 6th S.S., Chs. 1 and 4 provided for a name change of the Naturopathic Board of Examiners to Naturopathic Physicians Board of Examiners.

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Article 2 consisting of Sections R4-18-201 through R4-18-205 has been deleted due to an error in publishing text that was thought to be adopted and certified but in fact was rejected by the Attorney General on December 29, 1995 (Supp. 95-4). Removal of this text reflects the latest effective rules on file with the Office of the Secretary of State last modified Supp. 88-4 (reprinted Supp. 96-4).

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ARTICLE 1. GENERAL PROVISIONS

R4-18-101. Definitions
In addition to the definitions in A.R.S. §§ 32-1501 through 32-1581, the following definitions apply to this Chapter unless otherwise specified:

1. “Administrative completeness review” means the Board’s process for determining that an applicant has provided, or caused to be provided, all of the application packet information and documentation required by statute or rule for an application for a license or a certificate.

2. “Applicant” means a person requesting from the Board an initial, temporary, or renewal license or certificate.

3. “Approved Specialty College or Program” means a post-doctoral training program that awards a medical specialist certificate, and is certified by a Specialty Board of Examiners, The American Association of Naturopathic Physicians (“AANP”) or another professional association or, another state’s licensing agency, and which is recognized by the Board.

4. “Chief medical officer” means a physician who is responsible for a clinical, preceptorship, internship, or post-doctoral training program’s compliance with state and federal laws, rules, and regulations.

5. “Continuing medical education” or “CME” means courses, seminars, lectures, programs, conferences, and workshops related to subjects listed in A.R.S. § 32-1525(B), that are offered or sanctioned by one of the organizations referenced in R4-18-205(B).


7. “Endorsement” means the procedure for granting a license in this state to an applicant who is currently licensed to practice naturopathic medicine by another state, district, or territory of the United States or by a foreign country that requires a written examination substantially equivalent to the written examination provided for in A.R.S. § 32-1525.

8. “Facility” means a health care institution as defined in A.R.S. § 36-401, office or clinic maintained by a health care institution or by an individual licensed under A.R.S. Title 32, Chapter 13, 14, 17, or 29, office or public health clinic maintained by a state or county, office or clinic operated by a qualifying community health center under A.R.S. § 36-2907.06, or an office or clinic operated by a corporation, association, partnership, or company authorized to do business in Arizona under A.R.S. Title 10.

9. “Informed consent” means a document, signed by a patient or the patient’s legal guardian, which contains the information in R4-18-802(A)(1), (A)(2), and (A)(3).

10. “Institutional review board” means a group of persons that is approved according to guidelines of the United States Department of Health and Human Services, Office for Human Research Protection, which reviews investigational or experimental protocols and approves their use on animals or humans for the purposes of protecting the subjects of the investigational or experimental protocol from undue harm and assures that the research and its review is carried out according to guidelines of the United States Department of Health and Human Services, Office for Human Research Protection.

11. “Internship” means clinical and didactic training by a doctor of naturopathic medicine certified by the Board according to A.R.S. § 32-1561.

12. “License” means a document issued by the Board that authorizes the individual to whom it is issued to practice naturopathic medicine.


14. “Medication” means the same as drug defined in A.R.S. § 32-1501(15) or natural substance defined in A.R.S. § 32-1501(23).

15. “National board” means any of the following:
   a. The Federation of State Medical Licensing Boards,
   b. The National Board of Chiropractic Examiners,
   c. The National Board of Medical Examiners,
   d. The National Board of Osteopathic Examiners,
   e. The North American Board of Naturopathic Examiners.

16. “Procedure” means an activity directed at or performed on an individual for improving health, treating disease or injury, or making a diagnosis.

17. “Protocol” means an explicit detailed plan of an experimental medical procedure or test that is approved by an institutional review board.

18. “Resident physician in training” means a person who holds a degree of doctor of naturopathic medicine and is certified by the Board to diagnose and treat patients under supervision in an internship, preceptorship, or a post-doctoral training program.

19. “Substantive review” means the Board’s process for determining whether an applicant for licensure, certification, or approval meets the requirements of A.R.S. Title 32, Chapter 14 and this Chapter.

20. “Verified” means a notarized form dated, and signed by the applicant, affirming the information provided in the application, including any accompanying documents submitted by or on behalf of the applicant, is true and complete.

Historical Note
Adopted effective December 31, 1984 (Supp. 84-6).

R4-18-102. Board Meetings; Elections; Officers

A. The Board shall hold a regular meeting in January and July of each year. The officers shall be elected at the January meeting of the Board by majority vote of the Board members present at that meeting. The Board chairman shall preside at all Board meetings. If the chairman is disqualified or unable to attend, the Board vice-chairman shall preside at the meeting. If the Board vice-chairman is disqualified or unable to attend, the Board secretary-treasurer shall preside at the meeting.

B. If an officer’s position becomes vacant, the Board shall elect a member of the Board to complete the term of office that is vacant.

C. A Board member shall attend meetings scheduled by the Board. The Board may recommend to the Governor that a Board member who fails to attend three consecutive Board meetings be removed from the Board.

Historical Note
R4-18-104. Repealed

Historical Note

Adopted effective December 31, 1984 (Supp. 84-6). Amended by adding a new subsection (H) effective June 18, 1987 (Supp. 87-2). Section repealed by final rulemaking at 8 A.A.R. 3702, effective August 9, 2002 (Supp. 02-3).

R4-18-105. Reserved

R4-18-106. Rehearing or Review of Decision

A. Except as provided in subsection (G), any party who is aggrieved by a decision issued by the Board may file with the Board not later than 30 days after service of the decision, a written motion for rehearing or review of the decision specifying the particular grounds for the rehearing or review. For purposes of this Section, a decision is considered served when personally delivered or five days after mailing by certified mail to the party at the party’s last known residence or place of business.

B. A motion for rehearing or review under this Section may be amended at any time before it is ruled upon by the Board. A response may be filed within 15 days after service of the motion or amended motion by any other party. The Board may require the filing of written briefs upon the issue raised in the motion and may provide for oral argument.

C. A rehearing or review of a decision may be granted by the Board for any of the following reasons materially affecting the party’s rights:

1. Irregularity in the proceedings of the Board, administrative law judge, or any abuse of discretion that deprives the moving party of a fair hearing;
2. Misconduct of the Board or an administrative law judge;
3. Accident or surprise that could not have been prevented by ordinary prudence;
4. Newly discovered material evidence that could not, with reasonable diligence, have been discovered and produced at the hearing;
5. Excessive or insufficient penalties;
6. Error in the admission or rejection of evidence or other errors of law occurring at the hearing; or
7. That the findings of fact or decision is not justified by the evidence, or is contrary to law.

D. The Board may affirm or modify its decision or grant a rehearing or review, to all or any of the parties on all or part of the issues for the reasons specified in subsection (C). An order modifying a decision or granting a rehearing or review shall specify with particularity the grounds on which the rehearing or review is granted, and the rehearing or review shall cover only those matters specified.

E. Not later than 35 days after the date a decision is rendered, the Board may, on its own initiative order a rehearing or review of its decision for any reason for which it might have granted a rehearing or review on motion of a party. After giving the parties or their counsel notice and an opportunity to be heard on the matter, the Board may grant a motion for rehearing or review, timely served, for a reason not stated in the motion. In either case, the order shall specify the grounds for rehearing and review.

F. When a motion for rehearing is based upon affidavits, they shall be served with the motion. An opposing party may, within 15 days after service, serve opposing affidavits. The Board may extend this period for good cause.

G. If the Board makes specific findings that the immediate effectiveness of the decision is necessary for the preservation of the public health and safety and determines that a rehearing or review of the decision is impracticable, unnecessary, or contrary to the public interest, the decision may be issued as a final decision without an opportunity for a rehearing or review. If a decision is issued as a final decision without an opportunity for rehearing or review, any application for judicial review of the decision shall be made within the time limits permitted for applications for judicial review of the Board’s final decisions under A.R.S. Title 12, Chapter 7, Article 6.

Editor’s Note: The following Section was adopted under an exemption from the provisions of A.R.S. Title 41, Chapter 6, pursuant to A.R.S. § 41-1005(25). Exemption from A.R.S. Title 41, Chapter 6 means the Board did not submit notice of proposed rulemaking to the Secretary of State for publication in the Arizona Administrative Register; the Board did not submit the rules to the Governor’s Regulatory Review Council for review; and the Board was not required to hold public hearings on this Section (Spp. 99-3).

R4-18-107. Fees

A. Application fees are as follows:

1. Medical license, $225
2. Certificate to dispense, $225
3. Medical assistant certificate, $100
4. Clinical training certificate, $0.00
5. Preceptorship certificate, $100
6. Specialty certificate, $225

B. Arizona naturopathic jurisprudence examination, $30

C. Annual renewal fees are as follows:

1. Medical license, $165
2. Certificate to Dispense, $225
3. Medical assistant certificate, $150
4. Clinical training certificate, $0.00
5. Preceptorship certificate, $225
6. Renewal of Specialty certificate, $225

D. Late renewal fees are as follows:

1. Medical license $83
2. Certificate to dispense, $113
3. Medical assistant certificate, $75
4. Clinical training certificate, $0.00
5. Preceptorship certificate, $113
6. Specialty certificate, $113

E. Other fees are as follows:

1. For a duplicate license or certificate, $20
2. For photocopying Board records, documents, letters, applications, or files, $5 or $0.25 per page, whichever is greater.
CHAPTER 18. NATUROPATHIC PHYSICIANS MEDICAL BOARD

R4-18-108. Titles, Use of Abbreviations

A. A physician issued a license by the Board may use any of the following titles or abbreviations:
   1. Doctor of Naturopathic Medicine,
   2. N.M.D.,
   3. Doctor of Naturopathy,
   4. N.D.,
   5. Naturopath,
   6. Naturopathic Physician, or
   7. Naturopathic Medical Doctor.

B. A physician issued a license, or a graduate of a school approved by the Board, shall not use any of the following titles or abbreviations:
   1. Doctor of medicine (naturopathic),
   2. M.D.(N.), or

C. An unlicensed graduate of a Board approved school of naturopathic medicine who is certified by the Board to engage in preceptorship training shall use the designation “(Preceptee)” after any of the designations in subsection (A). The preceptee shall also ensure that any patient treated by the preceptee signs an informed consent form stating clearly that the preceptee is undergoing training, is not licensed, and identifying the name of the supervising physician.

D. An unlicensed graduate of a Board approved school of naturopathic medicine who is certified by the Board to engage in internship training shall use the designation “(Intern)” after any of the designations in subsection (A). The intern shall ensure that any patient treated by the intern signs an informed consent form stating clearly that the intern is undergoing training, is not licensed and identifying the name of the supervising physician.

E. A person who is permanently retired under A.R.S. § 32-1528 may use any of the designations listed in subsection (A) if that person also uses the designation “(Retired)” after each designation.

Historical Note

Adopted effective December 31, 1984 (Supp. 84-6). Amended by final rulemaking at 8 A.A.R. 3702, effective August 9, 2002 (Supp. 02-3).
R4-18-116. Repealed

Historical Note
Adopted effective December 31, 1984 (Supp. 84-6). Section repealed by final rulemaking at 8 A.A.R. 3702, effective August 9, 2002 (Supp. 02-3).

R4-18-117. Repealed

Historical Note
Adopted effective December 31, 1984 (Supp. 84-6). Section repealed by final rulemaking at 8 A.A.R. 3702, effective August 9, 2002 (Supp. 02-3).

ARTICLE 2. LICENSES; SPECIALIST CERTIFICATES; CONTINUING MEDICAL EDUCATION; RENEWAL

R4-18-201. Jurisprudence Examination
In addition to the requirements of R4-18-202 or R4-18-203, every applicant for licensure shall take and pass the Arizona Naturopathic Jurisprudence Examination, administered by the Board, with a minimum score of 75%. The examination shall consist of multiple-choice and true-false questions. If an applicant passes the jurisprudence examination to obtain a clinical training certificate under R4-18-501 and is under the continuous regulation of the Board after obtaining the clinical training certificate, the applicant is not required to take the examination again.

Historical Note
New Section made by final rulemaking at 8 A.A.R. 3702, effective August 9, 2002 (Supp. 02-3).

R4-18-202. License by Examination
In addition to the requirements of R4-18-201, an applicant for licensure by examination shall meet the requirements of A.R.S. Title 32, Chapter 14 and provide the Board:

1. A completed application form, provided by the Board that is signed, dated, and verified; and shall include the following information;
   a. Applicant’s full name and any former names used by the applicant;
   b. Applicant’s place and date of birth;
   c. Applicant’s Social Security number;
   d. Applicant’s home, business, and e-mail addresses;
   e. Applicant’s home, business, and cell phone numbers;
   g. The name of the approved naturopathic college applicant graduated from, date of graduation, and date of clinical training completion;
   h. The date applicant took and passed the required NPLEX examinations of Part I; Biomedical examination, Part II; Clinical Science examination, Part II; Core Clinical Science Examination, and the Clinical Elective examinations in acupuncture, and minor surgery. The date applicant took and passed the examination in Arizona naturopathic jurisprudence that is administered by the Board. Applicant must have taken and passed all the required examinations within a five-year period immediately preceding the date of application submission to the Board;
   i. A list of all license or certificates issued or denied by any agency. Applicant must cause to have a document submitted directly to the Board from each agency listed, containing the applicant’s name, date of issuance or denial, current status, and whether or not any disciplinary actions are pending or have ever been taken;
   j. Whether applicant has ever been arrested, charged with, convicted of, or entered into a plea of no contest to a felony or a misdemeanor;
   k. Whether applicant has ever had a naturopathic medical license or certification, or any other health profession license or certification denied, suspended, rejected or revoked by any agency;
   l. Whether applicant has ever been disciplined by any agency for any act of unprofessional conduct as defined in A.R.S. § 32-1501;
   m. Whether applicant, in lieu of disciplinary action, has entered into a consent agreement or stipulation with a licensing agency in any state, district or territory of the United States or another country;
   n. Whether applicant currently has an open complaint or is involved in any open investigation in any agency or court of law, in any state, district or territory of the United States or another country;
   o. Whether applicant has ever had the authority to prescribe, dispense, or administer a natural substance, drug, or device limited, restricted, modified, denied, surrendered or revoked by a federal or state agency or court of law, in any state, district or territory of the United States or country;
   p. Whether applicant has ever been found medically incompetent;
   q. Whether applicant has ever been a defendant in any malpractice matter that resulted in a settlement or judgment;
   r. Whether applicant has a medical condition that in any way impairs or limits applicant’s ability to practice medicine, and;
   s. A detailed explanation and supporting documentation for each affirmative answer to questions regarding the applicant’s background;
   t. A copy of the applicant’s complete NPLEX examination record, to be sent directly to the Board by the North American Board of Naturopathic Examiners (“NABNE”) or its successor;
   u. A complete transcript sent directly to the Board from the approved school of naturopathic medicine from which the applicant graduated. The transcript shall include the date of graduation and the date of completion of clinical training;
   v. A complete and legible fingerprint card, including the DPS processing fee as specified on the application form;
   w. A passport size photograph taken within 60 days prior to application submission that is signed on the back by the applicant, and;
   x. The fees specified in R4-18-107.

Historical Note
New Section made by final rulemaking at 8 A.A.R. 3702, effective August 9, 2002 (Supp. 02-3). Amended by final rulemaking at 21 A.A.R. 2009, effective September 1, 2015 (Supp. 15-3).

R4-18-203. License by Endorsement
In addition to the requirements of R4-18-201, an applicant for licensure by endorsement shall meet the requirements of A.R.S. Title 32, Chapter 14, and provide the Board:
1. A completed application form, provided by the Board that is signed, dated, and verified, which shall include the following information;
   a. Applicant’s full name and any former names used by the applicant;
   b. Place and date of birth;
   c. Social Security number;
   d. Home, business, and e-mail addresses;
   e. Home, business, and cell phone numbers;
   g. The name of the approved naturopathic college applicant graduated from, date of graduation, and date of clinical training completion;
   h. The date applicant took and passed the examination in Arizona naturopathic jurisprudence that is administered by the Board, and the required NPLEX examinations of Part I; Biomedical examination, Part II; Clinical Science examination, Part II; Core Clinical Science Examination, the Clinical Elective examination in acupuncture, and the Clinical Elective examination in minor surgery;
   i. A list of all license or certificates issued or denied by any agency in any state, district or territory of the United States or another country. Applicant must cause to have a document submitted directly to the Board from each agency listed, containing the applicant’s name, date of issuance or denial, current status, and whether or not any disciplinary actions are pending or have ever been taken;
   j. Whether applicant has ever been arrested, charged with, convicted of, or entered into a plea of no contest for a felony or a misdemeanor;
   k. Whether applicant has ever had a naturopathic medical license or certification, or any other profession license or certification denied, suspended, rejected or revoked by any agency in any state, district or territory of the United States or another country;
   l. Whether applicant has ever been disciplined by any agency in any state, district or territory of the United States or another country, for any act of unprofessional conduct as defined in A.R.S. § 32-1501;
   m. Whether applicant, in lieu of disciplinary action, has entered into a consent agreement or stipulation with a licensing agency in any state, district or territory of the United States or another country;
   n. Whether applicant currently has an open complaint or is involved in any open investigation in any agency or court of law, in any state, district or territory of the United States or another country;
   o. Whether applicant has ever had the authority to prescribe, dispense, or administer a natural substance, drug, or device limited, restricted, modified, denied, surrendered or revoked by a federal or state agency or court of law; in any state, district or territory of the United States or another country;
   p. Whether applicant has ever been found medically incompetent;
   q. Whether applicant has ever been a defendant in any malpractice matter that resulted in a settlement or judgment;
   r. Whether applicant has a medical condition that in any way impairs or limits applicant’s ability to practice medicine, and;
   s. A detailed explanation and supporting documentation for each affirmative answer to questions regarding the applicant’s background;
2. A document submitted directly to the Board by the agency by whom the applicant is licensed as a naturopathic physician that is signed and dated by an official of the agency and that contains:
   a. The applicant’s name;
   b. The date of issuance of the license;
   c. The current status of the license;
   d. A statement of whether the applicant has ever been denied a license by the agency, and;
   e. A statement of whether any disciplinary action is pending or has ever been taken against the applicant;
3. A copy of the applicant’s complete NPLEX examination record, to be sent directly to the Board by the North American Board of Naturopathic Examiners (“NABNE”) or its successor;
4. A complete transcript sent directly to the board from the approved school of naturopathic medicine from which the applicant graduated. The transcript shall include the date of graduation and the date of completion of clinical training;
5. Applicant must provide evidence of being actively engaged, for at least three years immediately preceding the application, in one or more of the following:
   a. The active practice as a licensed doctor of naturopathic medicine;
   b. Participation in an approved internship, preceptorship or clinical training program in naturopathic medicine, as defined in A.R.S. § 32-1501(4), (5), (7);
   c. Participation in an approved postdoctoral training program in naturopathic medicine, as defined in A.R.S. § 32-1501(6);
   d. Active in the resident study of naturopathic medicine at an approved school of naturopathic medicine, as defined in A.R.S. § 32-1501(5)(a) and (b);
6. A complete and legible fingerprint card, including the DPS processing fee, as specified on the application form;
7. A passport size photograph taken within 60 days prior to application submission, that is signed on the back by the applicant;
8. The fees specified in R4-18-107;
9. Applicants who were licensed in another state or a Canadian province before January 1, 2005, shall include evidence of completion of additional 60 hours of continuing medical education (“CME”) in the subject of pharmacotherapeutics. The CME must be offered, sanctioned, or accredited by one of the organizations referenced in R4-18-205(B)(1), (2)(a), (b), (c) or (4)(a), (b), (c), and include an examination. In the event the applicant cannot provide satisfactory evidence of completion of the required pharmacotherapeutics, or the required examinations, pursuant to A.R.S. § 32-1524(E), and (G)(3), the applicant will have an additional 365 days from the date the board notifies the applicant of the deficiency, to supply satisfactory evidence of completion.

**Historical Note**
New Section made by final rulemaking at 8 A.A.R. 3702, effective August 9, 2002 (Supp. 02-3). Amended by final
rulemaking at 21 A.A.R. 2009, effective September 1, 2015 (Supp. 15-3). Duplicate word “has” removed under subsection (1)(m) (Supp. 22-3).

R4-18-204. Specialists Certificate
To obtain a specialist certificate, a physician shall meet the requirements of A.R.S. Title 32, Chapter 14 and provide the Board:
1. A completed application form, provided by the Board that is signed, dated, and verified, which shall include the following information;
   a. Applicant’s full name;
   b. Current State of Arizona Naturopathic Physicians Medical License number;
   c. Email address, phone number, and mailing address;
   d. Name and address of the approved specialty college or program from which applicant completed post-doctoral specialty training;
   e. The specialty applicant received training in, and a copy of the certificate of completion received in the specialty;
   f. Who the specialty program was approved by;
   g. Whether applicant has a medical condition that in any way impairs or limits applicant’s ability to practice medicine;
   h. Whether applicant has ever been disciplined by any agency in any state or territory of the United States, for any act of unprofessional conduct as defined in A.R.S. § 32-1501;
   i. Whether applicant has ever had a naturopathic medical license or certification, or any other health profession license or certification denied, suspended, rejected or revoked by any agency in any state or territory of the United States, and;
   j. A detailed explanation and supporting documentation for each affirmative answer to questions regarding the applicant’s background;
2. The fees specified in R4-18-107 and;
3. A letter from the specialty board that conducted the specialty examination verifying that the licensee is certified as a specialist in the specialty for which application is made;
4. A certificate issued to a physician pursuant to A.R.S. § 32-1529(C.), shall be concurrently renewed, suspended or revoked, with that physician’s license to practice naturopathic medicine.

Historical Note
New Section made by final rulemaking at 8 A.A.R. 3702, effective August 9, 2002 (Supp. 02-3). Amended by final rulemaking at 21 A.A.R. 2009, effective September 1, 2015 (Supp. 15-3).

R4-18-205. Continuing Medical Education Requirements
A. Every calendar year, a physician shall complete 30 credit hours of approved continuing medical education activities. Ten credit hours shall be in pharmacology as it relates to the diagnosis, treatment, or prevention of disease. Eight credit hours shall be from programs approved by one or more of the organizations listed in subsection (B)(2). One hour of credit is allowed for every 50 minutes of participation in an approved continuing medical education activity unless otherwise noted in R4-18-205(B).
B. The following are approved continuing medical education activities:
1. Education certified as Category I by an organization accredited by the Accreditation Council on Continuing Medical Education;
2. Continuing medical educational programs in the clinical application of naturopathic medical philosophy that are approved by;
   a. The American Association of Naturopathic Physicians or any of its constituent organizations,
   b. The Arizona Naturopathic Medical Association, or
   c. Any naturopathic licensing authority in the United States or Canada.
3. One credit hour may be claimed for each eight hour day of training in an internship training program, a preceptorship training program, or a postdoctoral training program approved by the Board. A maximum of eight hours per year may be claimed in this manner.
4. One credit hour, not to exceed eight credit hours, may be claimed for each eight hour day of research in subjects listed in A.R.S. § 32-1525(B), if the research is conducted by or sponsored by a school of naturopathic medicine that is accredited or a candidate for accreditation by;
   a. The Council on Naturopathic Medical Education,
   b. The Council for Higher Education Accreditation, or
   c. An accrediting agency recognized by the United States Department of Education.
5. One credit hour may be claimed for each hour serving as an instructor of naturopathic medical students or other physicians in a program approved by one of the organizations listed in subsection (B)(2), or a school approved by the Board. A maximum of eight hours may be claimed in this manner.
6. A maximum of four credit hours may be claimed for preparing or writing for presentation or publication, a medically related paper, report, or book that is presented or published addressing current developments, skills, procedures, or treatment in the practice of naturopathic medicine. Credit may be claimed only for materials presented or published. Credit may be claimed once as of the date of publication or presentation.
7. A maximum of eight credit hours may be earned for the following activities that provide necessary understanding of current developments, skills, procedures, or treatment related to the practice of naturopathic medicine if the physician maintains a record for at least three years that includes the name of the activity, the date of the activity, and the amount of time to complete the activity;
   a. Self-instruction that utilizes videotapes, audiotapes, films, filmstrips, slides, radio broadcasts, or computers;
   b. Independent reading of scientific journals and books;
   c. Preparation for specialty board certification or recertification examinations; or
   d. Participation on a staff committee or quality of care or utilization review committee in a facility or government agency.
C. The Board shall grant an extension of time to complete continuing medical education required in subsection (A) upon written application by a licensee if the licensee fails to meet the requirements due to illness, military service, medical or religious missionary activity, residence in a foreign country, or other extenuating circumstance. An extension, other than for military service, shall not exceed 90 days.
D. An applicant for renewal of a license shall certify on the application for renewal, under penalty of perjury, that the applicant
has met or will meet, before January 1, the continuing medical education requirements for the calendar year.

E. Board staff shall annually select a minimum of ten percent of the active licensees for an audit of required continuing medical education. Failure to complete the required continuing medical education is considered unprofessional conduct.

Historical Note
New Section made by final rulemaking at 8 A.A.R. 3702, effective August 9, 2002 (Supp. 02-3).

R4-18-206. Renewal of a License
To renew a license to practice naturopathic medicine, on or before January 1 of each year, a licensee shall submit a complete license application renewal form, that allows the Board to determine whether the applicant continues to meet the requirements of A.R.S. Title 32, Chapter 14. If an applicant makes a timely and complete application renewal form, that allows the Board to determine that the applicant meets all requirements of A.R.S. Title 32, Chapter 14, the physician may continue to practice until the application is approved or denied by the Board.

1. A completed application form, provided by the Board that is signed, dated, and verified, which shall include the following information;
   a. Applicant’s full name;
   b. Applicant’s State of Arizona Naturopathic Physicians Medical License number and initial issuance date of the license;  
   c. Applicant’s home, business, and choice of e-mail addresses, and choice of mailing address;  
   d. Applicant’s home, business, and cell phone numbers;  
   e. Applicant’s registration of completion of the Continuing Medical Education credit hours required to renew the medical license;  
   f. A statement indicating whether, during the last 12 months, applicant was arrested, charged with, convicted of, or entered into a plea of no contest to any criminal act;  
   g. A statement indicating whether, during the last 12 months, applicant had any licensing agency or board, in any state, district or territory of the United States or another country, initiate or take any action against any license or certificate that is or was held;  
   h. A statement indicating whether, during the last 12 months, applicant entered into a consent agreement or stipulation with any agency in lieu of disciplinary action in any state, district or territory of the United States or another country;  
   i. A statement of whether the last 12 months applicant was named in a malpractice suit;  
   j. A statement of whether applicant has a complaint currently pending before any agency, or court of law; in any state, district or territory of the United States or another country;  
   k. A detailed explanation and supporting documentation for each affirmative answer to questions regarding the applicant’s background; and
2. The fee specified in R4-18-107.

Historical Note
New Section made by final rulemaking at 8 A.A.R. 3702, effective August 9, 2002 (Supp. 02-3). Amended by final rulemaking at 21 A.A.R. 2009, effective September 1, 2015 (Supp. 15-3).

R4-18-207. Reinstatement of an Expired License or Certificate
A. In order to reinstate an expired license, an applicant must meet the requirements in A.R.S. § 32-1526, and pay a renewal and penalty fee for each year the license has been expired. In addition, the applicant must demonstrate completion of 30 hours of continuing medical education for each year the license has been expired. The CME must cover clinical application of naturopathic medical philosophy, pharmacology, and be accredited by the Accreditation Council on Continuing Medical Education or approved by any of the programs listed in R4-18-201(B)(2).

B. The applicant must provide the Board with:
   1. A completed application form, provided by the Board that is signed, dated, and verified; which shall include the following information;
      a. Applicant’s full name and any former names used by the applicant;  
      b. Applicant’s place and date of birth;  
      c. Applicant’s Social Security number;  
      d. Applicant’s home, business, and e-mail addresses;  
      e. Applicant’s home, business, and cell phone numbers;  
      g. The name of the approved naturopathic college applicant graduated from, date of graduation, and date of clinical training completion;  
      h. A list of all license or certificates issued or denied by any agency in any state, district or territory of the United States or another country. Applicant must cause to have a document submitted directly to the Board from each agency listed, containing the applicant’s name, date of issuance or denial, current status and whether or not any disciplinary actions are pending or have ever been taken;  
      i. Whether applicant has ever been arrested, charged with, convicted of, or entered into a plea of no contest to a felony or a misdemeanor;  
      j. Whether applicant has ever had a naturopathic medical license or certification, or any other health professional license or certification denied, suspended, rejected or revoked by any agency in any state, district or territory of the United States or another country;  
      k. Whether applicant has ever been disciplined by any agency in any state, district or territory of the United States or another country for any act of unprofessional conduct as defined in A.R.S. § 32-1501;  
      l. Whether in lieu of disciplinary action, has applicant ever entered into a consent agreement or stipulation with a licensing agency in any state, district or territory of the United States or another country;  
      m. Whether applicant currently has an open complaint or is involved in any open investigation in any agency or court of law, in any state, district or territory of the United States or another country;  
      n. Whether applicant has ever had the authority to prescribe, dispense, or administer a natural substance, drug, or device limited, restricted, modified, denied, surrendered or revoked by a federal or state agency or court of law in any state, district or territory of the United States or another country;
An applicant for reinstatement of a certificate to dispense must

An applicant for reinstatement of an expired certificate to dis

A person may apply to reinstate a retired license to active prac

R4-18-208. Reinstatement of a Retired License

A. A person may apply to reinstate a retired license to active prac

Historical Note

New Section made by final rulemaking at 21 A.A.R.

2009, effective September 1, 2015 (Supp. 15-3).

R4-18-208. Reinstatement of a Retired License

A. A person may apply to reinstate a retired license to active prac

1. A completed application form, provided by the Board that is signed, dated, and verified; which shall include the following information:

   a. Applicant’s full name and any former names used by the applicant;
   b. Applicant’s place and date of birth;
   c. Applicant’s Social Security number;
   d. Applicant’s home, business, and e-mail addresses;
   e. Applicant’s home, business, and cell phone numbers;
   g. The name of the approved naturopathic college applicant graduated from, date of graduation, and date of clinical training completion;
   h. The dates applicant retired the license;
   i. A list of all licenses or certificates issued or denied by any agency in any state, district or territory of the United States or another country. Applicant must cause to have a document submitted directly to the Board from each agency listed, containing the applicant’s name, date of issuance or denial, current status and whether or not any disciplinary actions are pending or have ever been taken;
   j. Whether applicant has ever been arrested, charged with, convicted of, or entered into a plea of no contest to a felony or a misdemeanor;
   k. Whether applicant has ever had a naturopathic medical license or certification, or any other health profession license or certification denied, suspended, rejected or revoked by any agency in any state, district or territory of the United States or another country;
   l. Whether applicant has ever been disciplined by any agency in any state, district or territory of the United States or another country, for any act of unprofessional conduct as defined in A.R.S. § 32-1501;
   m. Whether in lieu of disciplinary action, has applicant ever entered into a consent agreement or stipulation with a licensing agency in any state, district or territory of the United States or another country;
   n. Whether applicant currently has an open complaint or is involved in any open investigation in any agency or court of law, in any state, district or territory of the United States or another country;
   o. Whether applicant has ever had the authority to prescribe, dispense, or administer a natural substance, drug, or device limited, restricted, modified, denied, surrendered or revoked by a federal or state agency or court of law in any state, district or territory of the United States or another country;
   p. Whether applicant has ever been found medically incompetent;
   q. Whether applicant has ever been a defendant in any malpractice matter that resulted in a settlement or judgment;
   r. Whether applicant has ever been disciplined by any agency in any state, district or territory of the United States or another country, for any act of unprofessional conduct as defined in A.R.S. § 32-1501;
   s. Whether applicant has ever entered into a consent agreement or stipulation with a licensing agency in any state, district or territory of the United States or another country;
   t. Whether applicant currently has an open complaint or is involved in any open investigation in any agency or court of law, in any state, district or territory of the United States or another country;
   u. Whether applicant has ever had the authority to prescribe, dispense, or administer a natural substance, drug, or device limited, restricted, modified, denied, surrendered or revoked by a federal or state agency or court of law in any state, district or territory of the United States or another country;
rendered License or Certificate

A. A person may apply to the board for the termination of the suspension or reissuance of a revoked license. Pursuant to A.R.S. § 32-1551, the board shall make its determination on each application as it deems consistent with the public health, safety and just in the circumstances. The applicant must provide the Board with:

1. A completed application form, provided by the Board that is signed, dated, and verified; which shall include the following information;
   a. Applicant’s full name and any former names used by the applicant;
   b. Applicant’s place and date of birth;
   c. Applicant’s Social Security number;
   d. Applicant’s home, business, and e-mail addresses;
   e. Applicant’s home, business, and cell phone numbers;
   g. The name of the approved naturopathic college applicant graduated from, date of graduation, and date of clinical training completion;
   h. Documentation showing that the basis for the suspension or revocation has been removed, and that suspension termination or reinstatement of the license or certificate, does not constitute a threat to the public health or safety;
   i. A list of all license or certificates issued or denied by any agency in any state, district or territory of the United States or another country. Applicant must cause to have a document submitted directly to the Board from each agency listed, containing the applicant’s name, date of issuance or denial, current status and whether or not any disciplinary actions are pending or have ever been taken;
   j. Whether applicant has ever been arrested, charged with, convicted of, or entered into a plea of no contest to a felony or a misdemeanor;
   k. Whether applicant has ever had a naturopathic medical license or certification, or any other health profession license or certification denied, suspended, rejected or revoked by any agency in any state, district or territory of the United States or another country;
   l. Whether applicant has ever been disciplined by any agency in any state, district or territory of the United States or another country,
   m. Whether in lieu of disciplinary action, has applicant ever entered into a consent agreement or stipulation with a licensing agency in any state, district or territory of the United States or another country;
   n. Whether applicant currently has an open complaint or is involved in any open investigation in any agency or court of law, in any state, district or territory of the United States or another country;
   o. Whether applicant has ever had the authority to prescribe, dispense, or administer a natural substance, drug, or device limited, restricted, modified, denied, surrendered or revoked by a federal or state agency or court of law in any state, district or territory of the United States or another country;
   p. Whether applicant has ever been found medically incompetent;
   q. Whether applicant has ever been a defendant in any malpractice matter that resulted in a settlement or judgment;
   r. Whether applicant has a medical condition that in any way impairs or limits applicant’s ability to practice medicine, and;
   s. A detailed explanation and supporting documentation for each affirmative answer to questions regarding the applicant’s background;

2. A complete and legible fingerprint card, including the DPS processing fee as specified on the application form;

3. A passport size photograph taken within 60 days prior to application submission that is signed on the back by the applicant, and;

4. The fees specified in R4-18-107;

5. Proof of completion of 30 hours of CME for each year the license has been suspended or revoked. The CME is in addition to the 30 hours required each year for license renewal, must cover clinical application of naturopathic medical philosophy and pharmacology, and, be accredited by the Accreditation Council on Continuing Education, or approved by any of the programs listed in R4-18-205(B)(2);

B. An applicant for reinstatement of a suspended or revoked certificate to dispense shall submit a complete renewal form, along with the fee specified in R4-18-107;

C. An applicant who held a specialty certificate that was suspended or revoked with the license, may request reinstatement of the certificate on the application for reinstatement of the medical license.

D. An applicant seeking licensure after the surrendered of a license or certificate must apply and meet the requirements as a new applicant.

Historical Note
New Section made by final rulemaking at 21 A.A.R. 2009, effective September 1, 2015 (Supp. 15-3).

ARTICLE 3. RESERVED

ARTICLE 4. APPROVAL OF SCHOOLS OF NATUROPATHIC MEDICINE

R4-18-401. Approval of a School of Naturopathic Medicine

The Board shall approve a school of naturopathic medicine if, in addition to the requirements of A.R.S. § 32-1501(8):

1. It is accredited or a candidate for accreditation by the Council on Naturopathic Medical Education, or its successor agency, and

2. It has complied with the requirements of the Arizona State Board of Private Post Secondary Education in A.R.S. Title 32, Chapter 30 and A.A.C. 4-39-101 through 4-39-603.

Historical Note
New Section made by final rulemaking at 8 A.A.R. 3702, effective August 9, 2002 (Supp. 02-3).

R4-18-402. Annual Renewal of an Approved School of Naturopathic Medicine

An approved school of naturopathic medicine shall be renewed by submitting on or before January 1 of each year, the information required by the Board that allows the Board to determine if the
applicant continues to meet the requirements of A.R.S. § 32-1501(8) and of R4-18-401.

Historical Note
New Section made by final rulemaking at 8 A.A.R. 3702, effective August 9, 2002 (Supp. 02-3).

ARTICLE 5. NATUROPATHIC CLINICAL TRAINING AND PRECEPTORSHIP TRAINING PROGRAM REQUIREMENTS

R4-18-501. Certificate to Engage in Clinical or Preceptorship Training

A. To obtain a certificate to engage in clinical or preceptorship training, an applicant shall submit to the Board a complete application form provided by the Board, that allows the Board to determine if the applicant meets the requirements of A.R.S. § 32-1524. The application shall be verified, and include the fee listed in R4-18-107;

B. In addition to the requirements in subsection (A) a naturopathic medical student who applies for a certificate to engage in clinical training shall comply with the requirements of A.R.S. § 32-1560, and, be attending an approved naturopathic medical school. Applicant must arrange to have submitted directly to the Board, a letter from the chief medical officer of the medical school verifying that the applicant will be entering clinical training, and the anticipated starting and completion dates. The Board may deny an application for any reason set forth in A.R.S. § 32-1501(31) and A.R.S. § 32-1522(A)(3) through (6);

C. Applicant must take and pass the examination in Arizona naturopathic jurisprudence that is administered by the Board, with a minimum score of 75%, include with the application a passport size photograph taken within 60 days prior to application submission that is signed on the back by the applicant, provide a legible fingerprint card, including the DPS processing fee as specified on the application form;

D. The application form for clinical training entry shall include:
   1. Applicant’s full name and any former names used by applicant;
   2. Applicant’s place and date of birth;
   3. Applicant’s Social Security number;
   4. Applicant’s home and email address;
   5. Applicant’s home and cell phone numbers;
   6. The name and address of the approved naturopathic college applicant is attending; name and address of clinical training program, the date of clinical entry and the date of completion of clinical entry;
   7. The name of the Supervising Physician and the name of the Chief Medical Officer of the Clinical Training program;
   8. Whether applicant has ever been arrested, charged with, convicted of, or entered into a plea of no contest to a felony or a misdemeanor;
   9. Whether applicant has ever had a naturopathic medical license or certification, or any other health profession license or certification denied, suspended, rejected or revoked by any agency in any state, district or territory of the United States or another country;
   10. Whether applicant has ever been disciplined by any agency in any state, district or territory of the United States or another country, for any act of unprofessional conduct as defined in A.R.S. § 32-1501;
   11. Whether applicant, in lieu of disciplinary action, has entered into a consent agreement or stipulation with a licensing agency in any state, district or territory of the United States or another country;
   12. Whether applicant currently has an open complaint or is involved in any open investigation in any agency or court of law, in any state, district or territory of the United States or another country;
   13. Whether applicant has ever had the authority to prescribe, dispense, or administer a natural substance, drug, or device limited, restricted, modified, denied, surrendered or revoked by a federal or state agency or court of law, in any state, district or territory of the United States or another country;
   14. Whether applicant has ever been found medically incompetent;
   15. Whether applicant has ever been a defendant in any malpractice matter that resulted in a settlement or judgment;
   16. Whether applicant has a medical condition, that in any way, impairs or limits applicant’s ability to practice medicine;
   17. A detailed explanation and supporting documentation for each affirmative answer to questions regarding the applicant’s background, and;

E. In addition to the requirements in subsection (A), an applicant for a certificate to engage in a preceptorship training program shall comply with the requirements of A.R.S. § 32-1561 and arrange to have submitted directly to the Board, an official transcript from the approved naturopathic medical school from which the applicant graduated;

F. Applicant must take and pass the examination in Arizona naturopathic jurisprudence that is administered by the Board with a minimum score of 75%, include with the application, a passport size photograph taken within 60 days prior to application submission that is signed on the back by the applicant, provide a legible fingerprint card, including the DPS processing fee as specified on the application form;

G. The application form for preceptorship training shall include:
   1. Applicant’s full name and any former names used by applicant;
   2. Applicant’s place and date of birth;
   3. Applicant’s Social Security number;
   4. Applicant’s home and email address;
   5. Applicant’s home and cell phone numbers;
   6. The name, address, and medical license number of the Supervising Physician, designated Supervising Physician, if any, and Chief Medical Officer;
   7. Attestation signed by the Supervising Physician declaring they have read and understand A.R.S. § 32-1561 and R4-18-108, and agree to be the Supervising Physician of record;
   8. Whether applicant has ever been arrested, charged with, convicted of, or entered into a plea of no contest to a felony or a misdemeanor;
   9. Whether applicant has ever had a naturopathic medical license or certification, or any other health profession license or certification denied, suspended, rejected or revoked by any agency in any state, district or territory of the United States or another country;
   10. Whether applicant has ever been disciplined by any agency in any state, district or territory of the United States or another country, for any act of unprofessional conduct as defined in A.R.S. § 32-1501;
11. Whether applicant, in lieu of disciplinary action by any agency, in any state, district or territory of the United States or another country, has entered into a consent agreement or stipulation with a licensing agency;

12. Whether applicant currently has an open complaint or is involved in any open investigation in any agency or court of law, in any state, district or territory of the United States or another country;

13. Whether applicant has ever had the authority to prescribe, dispense, or administer a natural substance, drug, or device limited, restricted, modified, denied, surrendered or revoked by a federal or state agency or court of law, in any state, district or territory of the United States, or another country;

14. Whether applicant has ever been found medically incompetent;

15. Whether applicant has ever been a defendant in any malpractice matter that resulted in a settlement or judgment;

16. Whether applicant has a medical condition, that in any way, impairs or limits applicant’s ability to practice medicine;

17. A detailed explanation and supporting documentation for each affirmative answer to questions regarding the applicant’s background; and


**Historical Note**
New Section made by final rulemaking at 8 A.A.R. 3702, effective August 9, 2002 (Supp. 02-3).

**R4-18-502. Annual Renewal of a Certificate to Engage in Clinical or Preceptorship Training**
A holder of a certificate to engage in clinical training shall renew the certification by submitting before the expiration date of the certificate a completed clinical training renewal form. A holder of a certificate to engage in preceptorship training shall renew the certificate on or before July 1, by submitting a completed preceptorship renewal form.

1. Applicant must submit a completed application form provided by the Board for renewal of certification that allows the Board to determine whether the holder of the certificate continues to meet the requirements of A.R.S. Title 32 Chapter 14. The form must be signed, dated, and shall include:
   a. Applicant’s full name and any former names used by applicant;
   b. Applicant’s certificate number, and original issue date;

2. The fees specified in R4-18-107.

**Historical Note**
New Section made by final rulemaking at 8 A.A.R. 3702, effective August 9, 2002 (Supp. 02-3). Amended by final rulemaking at 21 A.A.R. 2009, effective September 1, 2015 (Supp. 15-3).

**R4-18-503. Application for a Certificate to Conduct a Clinical or Preceptorship Training Program**
A chief medical officer applying on behalf of a school of naturopathic medicine for a certificate to conduct clinical training, or on behalf of a preceptorship training program, shall submit to the Board the fee indicated in R4-18-107 and an application form provided by the Board, signed and dated by the chief medical officer, that contains:

1. The chief medical officer’s name, mailing address, and telephone number;

2. The name and address of the training program and of each facility where training will be conducted;

3. The name, professional degree, license number, and licensing agency for each physician who will be providing supervision in the training program; and

4. A mission statement outlining the goals of the training program.

**Historical Note**
New Section made by final rulemaking at 8 A.A.R. 3702, effective August 9, 2002 (Supp. 02-3).

**R4-18-504. Annual Renewal of Certificate to Conduct a Clinical or Preceptorship Training Program**
A certificate to conduct clinical or preceptorship training shall be renewed before the anniversary date, by submitting the appropriate fee listed in R4-18-107 and a completed form.

**Historical Note**
New Section made by final rulemaking at 8 A.A.R. 3702, effective August 9, 2002 (Supp. 02-3).

**ARTICLE 6. NATUROPATHIC MEDICAL ASSISTANTS**

**R4-18-601. Definitions**
In addition to the definitions in A.R.S. § 32-1501 and R4-18-101, the following definitions apply to this Article:

1. “Approved medical assistant program” means a course of study for medical assistants that is provided:
   a. At an institution that is accredited by:
      i. The Commission on Accreditation of Allied Health Education Programs,
      ii. The Commission for the Accrediting Bureau of Health Education Schools, or
      iii. An accrediting agency recognized by the United States Department of Education or the Armed Forces of the United States, or
   b. By an organization recognized by the American Association of Naturopathic Physicians.

2. “Employ” means to compensate by money or other consideration for work performed.

3. “Medical history” means an account of an individual’s past and present physical and mental health including the individual’s illness, injury, or disease.

4. “Medication” means a drug as defined in A.R.S. § 32-1501 or a natural substance as defined in A.R.S. § 32-1581.

5. “Naturopathic practice” means a place where the practice of naturopathic medicine as defined in A.R.S. § 32-1501 takes place.

6. “Training” means classroom and clinical instruction completed by an individual as part of an approved medical assistant program.

7. “Treatment” means any of the acts included in the practice of naturopathic medicine as defined in A.R.S. § 32-1501.

**Historical Note**
New Section made by final rulemaking at 11 A.A.R. 1547, effective June 4, 2005 (Supp. 05-2).
R4-18-602. Medical Assistant Qualification
An individual shall complete an approved medical assistant program to qualify for certification as a medical assistant.

Historical Note
New Section made by final rulemaking at 11 A.A.R. 1547, effective June 4, 2005 (Supp. 05-2).

R4-18-603. Application for Medical Assistant Certification
An applicant for a medical assistant certificate shall submit an application packet to the Board that contains the following:
1. An application form provided by the Board, signed and dated by the applicant that contains:
   a. The applicant’s name, mailing address, telephone number, and Social Security number;
   b. The applicant’s date and place of birth;
   c. The applicant’s height, weight, and eye and hair color;
   d. The name, address, and telephone number of the applicant’s employer, if applicable;
   e. The name of the licensed physician who will supervise the applicant;
   f. The name and address of the institution where the applicant completed an approved medical assistant program;
2. A copy of a certificate of completion from an approved medical assistant program;
3. A completed and legible fingerprint card; and
4. The fees required by the Board under A.R.S. § 32-1527.

Historical Note
New Section made by final rulemaking at 11 A.A.R. 1547, effective June 4, 2005 (Supp. 05-2).

R4-18-604. Renewal of Medical Assistant Certificate
An applicant for a renewal certificate shall submit to the Board:
1. A renewal form, provided by the Board, that is signed and dated by the applicant that contains:
   a. Name,
   b. Social Security number,
   c. Residence and naturopathic practice addresses, and
d. Telephone number; and
2. The fee required by the Board under A.R.S. § 32-1527.

Historical Note
New Section made by final rulemaking at 11 A.A.R. 1547, effective June 4, 2005 (Supp. 05-2).

R4-18-605. Authorized Procedures for Medical Assistants
A. A medical assistant may perform the following under the direct supervision of a physician:
1. Obtain a patient’s medical history;
2. Obtain a patient’s vital signs;
3. Assist a physician in performing a physical examination, surgical procedure, or treatment;
4. Perform a diagnostic test ordered by a physician including:
   a. An electrocardiogram;
   b. A peripheral vein puncture;
   c. A capillary puncture;
d. Urine analysis;
e. A hematology test; or
f. Respiratory function testing;
5. Administer a medication:
a. By mouth; or
b. By subcutaneous or intra-muscular injection if the medical assistant received training on performing this type of administration from an approved medical assistant training program;
6. Monitor and remove an intravenous administration of a medication established by a supervising physician if the medical assistant received training on monitoring and removing an intravenous administration from an approved medical assistant training program.
7. Perform physiotherapy, which includes the following:
   a. Whirlpool treatment,
b. Diathermy treatment,
c. Electrical stimulation treatment,
d. Ultrasound therapy,
e. Massage therapy,
f. Traction,
g. Transcutaneous nerve stimulation,
h. Colon hydrotherapy, or
   i. Hot and cold pack treatment.

B. A medical assistant shall not:
1. Diagnose a medical condition;
2. Design or modify a treatment program;
3. Prescribe a medication or natural substance;
4. Provide a patient with a prognosis;
5. Unless authorized by law, perform:
   a. An ionizing radiographic procedure,
b. A surgical procedure,
c. A central venous catheterization,
d. An acupuncture needle insertion, or
   e. Manipulative therapy;
6. Administer or establish an intravenous medication;
7. Perform any procedure that requires precise placement of a needle into a patient by single or multiple injections including:
   a. Sclerotherapy,
b. Prolotherapy,
c. Mesotherapy, or
d. Neurotherapy; or
8. Employ the medical assistant’s supervising physician or have any financial interest in a naturopathic practice where the supervising physician is employed.

C. While assisting a naturopathic physician or performing a procedure delegated to the medical assistant, the medical assistant shall wear a clearly visible tag that states the individual is a medical assistant.

Historical Note
New Section made by final rulemaking at 11 A.A.R. 1547, effective June 4, 2005 (Supp. 05-2).

ARTICLE 7. TIME-FRAMES FOR BOARD DECISIONS

R4-18-701. Time-frames for Board Decisions
A. The overall time-frame described in A.R.S. § 41-1072(2) for each type of license, certification, or approval granted by the Board is listed in Table 1. An applicant and the Executive Director of the Board may agree in writing to extend a substantive review and overall time-frame by no more than 25 percent of the overall time-frame listed in Table 1.

B. The administrative completeness review time-frame described in A.R.S. § 41-1072(1) for each type of license, certification, and approval granted by the Board is listed in Table 1. The administrative completeness review time-frame begins on the day the Board receives the application form and the appropriate fee.
2. If the application packet is incomplete, the Board shall send to the applicant a written notice specifying the missing document or incomplete information.

3. The administrative completeness review time-frame and the overall time-frame are suspended from the date on the Board’s notice until the date the Board office receives all missing information.

C. The substantive review time-frame described in A.R.S. § 41-1072(3) for each type of license, certification, and approval granted by the Board is listed in Table 1.

1. The substantive review time-frame begins on the date of the Board’s notice of administrative completeness.

2. If the Board determines that additional information or documentation is required, the Board shall send to the applicant a written request for that additional information or documentation.

3. The time-frame for the substantive review is suspended from the date the request for additional information or documentation is sent to the applicant, until the date on which all of the requested information is received.

4. The Board shall notify the applicant of the dates of all Board meetings at which the application will be considered.

5. The Board shall send a written notice of approval or denial to applicants within ten working days of the Board meeting at which the decision is made. An applicant may request a hearing on the decision within 30 days of the Board’s action.

D. The Board shall consider an application withdrawn if within 360 days from the date of application the applicant fails to:

1. Supply the missing information requested under subsection (B)(2) or (C)(2); or

2. If applicable, take and obtain a minimum score of 75% on the Arizona Naturopathic Jurisprudence Examination.

E. During the administrative review period, an applicant may withdraw an application by requesting withdrawal in writing. During the substantive review period, the Board shall decide whether to grant a request to withdraw.

F. An applicant shall send written notice to the Board within 10 days from the date of any change of applicant’s address.

### Table 1. Time-frames

<table>
<thead>
<tr>
<th>Type of Approval</th>
<th>Statutory Authority</th>
<th>Administrative Completeness Time-frame</th>
<th>Substantive Review Time-frame</th>
<th>Overall Time-frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>License by Examination (R4-18-202)</td>
<td>A.R.S. §§ 32-1504(A), 32-1522, 32-1523, 32-1523.01, 32-1524</td>
<td>90 days</td>
<td>90 days</td>
<td>180 days</td>
</tr>
<tr>
<td>License by Endorsement (R4-18-203)</td>
<td>A.R.S. §§ 32-1504(A), 32-1523</td>
<td>60 days</td>
<td>60 days</td>
<td>120 days</td>
</tr>
<tr>
<td>Specialist Certificate (R4-18-204)</td>
<td>A.R.S. §§ 32-1504(B)(3), 32-1529</td>
<td>60 days</td>
<td>60 days</td>
<td>120 days</td>
</tr>
<tr>
<td>Annual Renewal of License (R4-18-206)</td>
<td>A.R.S. §§ 32-1504(A), 32-1526</td>
<td>30 days</td>
<td>60 days</td>
<td>90 days</td>
</tr>
<tr>
<td>Certificate to Dispense</td>
<td>A.R.S. §§ 32-1504(A), 32-1581</td>
<td>30 days</td>
<td>60 days</td>
<td>90 days</td>
</tr>
<tr>
<td>Annual Renewal of Certificate to Dispense</td>
<td>A.R.S. §§ 32-1504(A), 32-1581</td>
<td>30 days</td>
<td>60 days</td>
<td>90 days</td>
</tr>
<tr>
<td>Certificate to Engage in a Clinical, Preceptorship, Internship, or Postdoctoral Training Program (R4-18-501)</td>
<td>A.R.S. §§ 32-1504(A), 32-1560, 32-1561</td>
<td>30 days</td>
<td>60 days</td>
<td>90 days</td>
</tr>
<tr>
<td>Annual Renewal of Certificate to Engage in a Clinical, Preceptorship, Internship, or Postdoctoral Training Program (R4-18-502)</td>
<td>A.R.S. §§ 32-1504(A), 32-1560, 32-1561</td>
<td>30 days</td>
<td>60 days</td>
<td>90 days</td>
</tr>
<tr>
<td>Certificate to Conduct a Clinical, Preceptorship, Internship, or Postdoctoral Training Program (R4-18-503)</td>
<td>A.R.S. §§ 32-1504(A)</td>
<td>30 days</td>
<td>60 days</td>
<td>90 days</td>
</tr>
<tr>
<td>Annual Renewal of Certificate to Conduct a Clinical, Preceptorship, Internship, or Postdoctoral Training Program (R4-18-504)</td>
<td>A.R.S. §§ 32-1504(A)</td>
<td>30 days</td>
<td>60 days</td>
<td>90 days</td>
</tr>
<tr>
<td>Medical Assistant Certificate</td>
<td>A.R.S. §§ 32-1504(A), 32-1559</td>
<td>30 days</td>
<td>60 days</td>
<td>90 days</td>
</tr>
<tr>
<td>Annual Renewal of Medical Assistant Certificate</td>
<td>A.R.S. §§ 32-1504(A), 32-1559</td>
<td>30 days</td>
<td>60 days</td>
<td>90 days</td>
</tr>
</tbody>
</table>

### Historical Note
New Section made by final rulemaking at 8 A.A.R. 3702, effective August 9, 2002 (Supp. 02-3).
**ARTICLE 8. EXPERIMENTAL MEDICINE**

**R4-18-801. Experimental Medicine**

A procedure, medication, or device is experimental if:
1. An Institutional review board exists for a particular procedure, medication, or device;
2. The procedure, medication, or device is not generally considered to be within the accepted practice standards for the naturopathic profession; and
3. The procedure, medication, or device is not part of the curriculum at an approved school of naturopathic medicine or approved postdoctoral training.

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**ARTICLE 9. CERTIFICATE TO DISPENSE**

**R4-18-901. Definitions**

The following definitions apply in this Article:
1. “Applicant” means:
   a. An individual applying for a license and a certificate to dispense; or
   b. A licensee requesting a certificate to dispense only.
2. “Ausculation” means the act of listening to sounds within the human body either directly or through the use of a stethoscope or other means.
3. “Certificate to dispense” means an approval granted by the Board to dispense a natural substance, drug, or device.
4. “Dispense” means the same as in A.R.S. § 32-1581(H).
6. “Hour” means 50 to 60 minutes of participation.
7. “Medical record” means the same as in A.R.S. § 12-2291.
9. “Physical examination” means an evaluation of the health of an individual’s body using inspection, palpation, percussion, and auscultation to determine cause of illness or disease.

**Historical Note**

New Section made by final rulemaking at 19 A.A.R. 1302, effective July 6, 2013 (Supp. 13-2).

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**R4-18-902. Qualifications for a Certificate to Dispense**

A. To qualify for a certificate to dispense, an applicant shall have completed before the submission date of the application, Board approved training in the safe administration of natural substances, drugs, or devices.

B. The Board approves documentation of the following as evidence of completion of Board approved training in the safe administration of natural substances, drugs, or devices:
1. Graduation from an approved school of naturopathic medicine after January 1, 2005 as referenced in A.R.S. § 32-1525(B)(4); or
2. Completion of a 60 hour or more pharmacological course on natural substances, drugs, or devices that is offered, approved, or recognized by one of the organizations in R4-18-205(B)(1) or R4-18-205(B)(2).

C. If an applicant intends to administer a natural substance or drug intravenously, the Board approved training completed by the applicant shall include administration of a natural substance or drug by intravenous means.

**Historical Note**

New Section made by final rulemaking at 19 A.A.R. 1302, effective July 6, 2013 (Supp. 13-2).

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**R4-18-903. Application for a Certificate to Dispense; Renewal**

A. An applicant for a certificate to dispense shall submit:
1. An application to the Board that contains:
   a. The applicant’s:
      i. Full name;
      ii. Naturopathic license number, if known; and
      iii. Social Security number;
   b. If a corporation, a statement of whether the corporation holds tax exempt status;
   c. A statement of whether the applicant holds a drug enforcement number issued by the United States Drug Enforcement Administration, and if so, the drug enforcement number;
   d. A statement of whether the applicant has ever had the authority to prescribe, dispense, or administer a natural substance, drug, or device limited, restricted, modified, denied, surrendered or revoked by a federal or state agency or court of law, and if so, an explanation that includes:
      i. The name and address of the federal or state agency or court having jurisdiction over the matter, and
      ii. The disposition of the matter;
   e. A statement, signed by the applicant, that the applicant agrees to conform to all federal and state statutes, regulations, and rules; and
   f. The date the application is submitted; and...
2. Unless exempted by A.R.S. § 32-1530, the fee required by the Board.

B. An applicant for a naturopathic license may request a certificate to dispense as part of a naturopathic license application. When this request is made, approval of the naturopathic license by the Board includes approval of the certificate to dispense.

C. A certificate holder shall renew a certificate to dispense on or before July 1 of each year by submitting:
   1. An application to the Board that contains:
      a. The applicant’s full name;
      b. If a corporation, a statement of whether the corporation holds tax exempt status;
      c. A statement of whether the applicant has had the authority to prescribe, dispense, or administer a natural substance, drug, device limited, restricted, modified, denied, surrendered or revoked by a federal or state agency or court of law, during the one year period immediately preceding the renewal date and if so, an explanation that includes:
         i. The name and address of the federal or state agency or court having jurisdiction over the matter; and
         ii. The disposition of the matter; and
      d. A statement, signed and dated by the applicant, verifying the information on the application is true and correct and the applicant is the licensee named on the application; and
   2. Unless exempted by A.R.S. § 32-1530, the fee required by the Board.

D. The Board shall grant or deny the certificate to dispense or renewal of certificate to dispense according to the time-frames in 4 A.A.C. 18, Article 7, Table 1.

Historical Note
New Section made by final rulemaking at 19 A.A.R. 1302, effective July 6, 2013 (Supp. 13-2).

R4-18-904. Dispensing: Intravenous Nutrients
A. To prevent toxicity due to the excessive intake of a natural substance, drug, or device, before dispensing the natural substance, drug, or device to an individual, a certified physician shall:
   1. Conduct a physical examination of the individual,
   2. Conduct laboratory tests as necessary that determine the potential for toxicity of the individual, and
   3. Document the results of the physical examination and laboratory tests in the individual’s medical record.

B. For the purposes of A.R.S. § 32-1504(A)(8), a substance is considered a nutrient suitable for intravenous administration if it complies with A.R.S. § 32-1501(15)(iii).

Historical Note