

ARIZONA BOARD OF PSYCHOLOGIST EXAMINERS BEHAVIOR ANALYST APPLICATION FOR LICENSURE

AM I READY TO SUBMIT MY APPLICATION?

Please use this checklist to help determine if your application is ready to be submitted. Failure to complete each step of the application will result in a delay in application processing time, as well as a possible denial.

1. Submitted by Applicant:

I filled out the online application, answered all the questions and have uploaded any attachments:

- A. I downloaded the [Arizona Statement of Citizenship and Alien Status](#) form (Cit form) from the BA Applications page of the Board's website. I filled out Sections 1 and 2 on the first page. On the second page, I filled in Section 3 if I am not a US citizen and skipped it if I am a US citizen. In Section 4, I signed and dated it.
- B. I took a photo with my digital camera/smartphone of my Real ID, US Passport or other current government issued picture ID from the evidence list on page 3 of the Cit form. If my driver's license is from a state that does not require proof of lawful presence in the US, I also took a photo of my birth certificate or other ID.
- C. I uploaded the form and ID to the online application in the Supporting Documents section.
- D. I had a photo of me taken in the last 60 days and uploaded it to the Supporting Documents section. Photos must be in color, of your entire head and shoulders only, facing front, plain background, good lighting, in focus, etc.) I understand that a smile is fine, and that this photo will be part of my public license file. **I understand I can take this with a smartphone as long as it is high resolution.**
- E. If I answered Yes to a question pertaining to professional conduct, I have obtained the appropriate documentation and uploaded it in the Supporting Documents section of the online application. I reviewed the document, "Appropriate Documentation for Yes Answers" to be sure I have the correct documents. I understand that if I don't upload these, Board staff will request them, and my application will remain administratively incomplete until these have been received in the Board's office. I also understand that I will be asked to participate in an interview before the Committee on Behavior Analysts during the meeting at which my application is substantively reviewed.
- F. If I had multiple supervisors at one organization, I have filled out the "Multiple Supervisors at One Organization" form and included a printout or screen shot of each supervisor's BCBA certification information from the BACB's certificant registry. If supervision took place in a state that offers licensure for behavior analysts, I have included a printout or screen shot of all supervisors' license information from the state Board's online license lookup.

2. Submitted by Verifier Directly to the Board:

I understand the primary source verifications listed below must be submitted by the appropriate verifiers, and I am responsible for requesting that they be sent to the Arizona Board by email to basubmissions@psychboard.az.gov.

- G. I have completed 1,500 hours of supervised experience and/or independent fieldwork that meets the requirements in Arizona Administrative Code R4-26-404.2.
- H. My supervisors were licensed in the state where supervision took place if the state offered licensure. I understand that supervision takes place where I provided behavior analytic services, or in the state where my client is located if I was in a different place, even if my supervisor was providing supervision remotely from another state. My supervisors were BCBA® certified and had completed the BACB®'s supervisor training prior to supervising me.

- I. I understand that I must have a minimum of 1,500 hours of supervised experience and/or independent fieldwork. I understand that Arizona does not consider an intensive practicum as equivalent to 1,500 hours. Even if I did an intensive practicum, I understand I must literally complete 1,500 hours of supervised experience to qualify for licensure in Arizona. If I did 750 hours of an intensive practicum, I understand that I must complete an additional 750 hours to qualify for licensure in Arizona, and that there is no waiver in statute or rule for this requirement.
- J. I have asked my supervisor(s) to send verification of my supervised hours to the Arizona Board. I understand that my primary supervisor at each location must verify my hours at that facility. I have EITHER given my supervisor a copy of the BACB® Final Experience Verification form they signed for my BCBA® certification, OR I have completed the top portion of the Arizona verification form (downloaded from the BA Applications page of the Board's website) and sent this to my supervisor to fill out. I have given the link to for my supervisor(s) to upload the verification of my hours. I understand that even if I've included a copy of this verification in my application, it will not be valid since it is not coming directly from my supervisor. I also understand the BACB® form must be a true copy of the original I used for my BCBA® certification, and that my supervisor cannot fill out the BACB®'s form to verify hours I have not applied towards my BCBA® certification, or fill out a new form. If a copy of my original supervised experience forms cannot be located, I understand I need to have my supervisor complete the Arizona form and submit it.
- K. If my BACB® Final Experience Verification Form lists multiple supervisors, and at least one of those supervisors was licensed, BCBA® certified and/or completed the BACB®'s supervision training AFTER the start date of my supervised experience, I have provided in writing the names of all my supervisors and the start and ends dates of my supervised experience for which each was responsible. I have uploaded this in the Attachments section of the online application.
- L. If I've lost touch with my supervisor, I realize that I can go to the BACB®'s website and look up my supervisor in the online registry, and contact them through the registry. I know that I can also do an online search of their name and "behavior analyst" to find their new location if they have left the company where they were employed when they supervised me, or look them up on sites like Linked-In®. I understand that I have to document my failed efforts to find my supervisors before I can submit this documentation along with a copy of the BACB Final Experience Verification form they completed.
- M. I have ordered official transcripts from all graduate institutions I attended including all ABA coursework, to be sent directly to the Board by the university/college (basubmissions@psychboard.az.gov), OR I have mailed to the Board's office official transcripts of my graduate coursework that I never opened and which are still in their original sealed envelopes. I understand that an unofficial transcript does not meet this requirement. If I did ABA coursework at the undergrad level, I have also ordered these transcripts.
- N. If I hold a license in another state in any profession, I have contacted the licensing Board(s) and requested that they send verification of my license(s) directly to the Board (email to basubmissions@psychboard.az.gov is preferred). I understand that all licenses must be primary source verified, regardless of the type or status of the license. If I am unsure whether or not my state requires a license to practice behavior analysis, I know I can go to the BACB's "US Licensure of Behavior Analysts" page under the About tab of the BACB's website at bacb.com for a listing of states that offer licensure for Behavior Analysts. I understand that BCBA certification is not a state license and should not be considered such.

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APPROPRIATE DOCUMENTATION FOR “YES” ANSWERS

The licensing Board’s mission first and foremost is to protect the public. To that end, the Board requires applicants to answer questions related to professional conduct so that it can ascertain whether an applicant may be a danger to clients and patients. Below are the professional conduct questions asked on the Behavior Analyst application, and the associated documentation or evidence that the applicant must submit to the Board if the applicant’s answer to the question is “yes”.

Q. Have you ever had a professional license, certification or registration refused, revoked, suspended or restricted in any regulatory jurisdiction of the U.S. or in another country?

- a. A copy of any and all official Board order(s), action(s), consent agreement(s), etc. detailing the finding of facts, conclusions of law and terms of the order.
- b. Your detailed written explanation regarding the events that led to the Board’s action(s). Please include what you’ve learned from the experience(s), and what corrective action measures you have taken as a result.

Q. Have you ever voluntarily surrendered a license, certification, or registration in another regulatory jurisdiction in the U.S. or another country while under investigation for reasons that relate to unprofessional conduct or in lieu of disciplinary proceedings?

- a. A copy of any and all official Board order(s), action(s), consent agreement(s), etc. detailing the finding of facts, conclusions of law and terms of the order.
- b. Your detailed written explanation regarding the events that led to the voluntary surrender. Please include what you’ve learned from the experience(s), and what corrective action measures you have taken as a result.

Q. Have you ever had a complaint, allegation or investigation in another regulatory jurisdiction in the US or another country that relates to unprofessional conduct against your professional license, certification or registration?

- a. A copy of any and all unresolved complaints, allegations or investigation(s), a copy of your response(s), and the current status of the complaint.
- b. Your detailed written explanation regarding the events surrounding the complaint, allegation, etc., and what corrective action measures you have taken as a result.

Q. Are you currently awaiting trial, under indictment, have been convicted of, pled no contest or guilty to any felony or misdemeanor other than a minor traffic offense or ever entered into a diversion program in lieu of prosecution, including any convictions that have been expunged, pardoned, or deleted? (*Please note: a DUI is not a minor traffic offense and is required to be reported.*) If yes, please provide a detailed written explanation, a copy of any and all police records and any and all court records. A docket is not a complete court record.

- a. A copy of any and all police records. Please contact the law enforcement agency involved to obtain these records. The records should include the officer’s report, ticket(s), any and all sobriety test results and lab results, if applicable, all initial charges, impound records, if any, etc.
- b. A copy of any and all court records. Please contact the court where the matter was heard to obtain these records. Court records may include some police records. Include any charging documents, sentencing documents, probation documents, proof of completion of terms of sentencing, etc.

- c. If the law enforcement agency and the court no longer have the records on file, a letter from the agency or court is required. The letter must explain why the records no longer exist.
- d. Your detailed written explanation regarding the events that led to the arrest/charge, how the matter was resolved, what you learned from the experience(s), and what corrective measures you have taken as a result.

Q. Have you ever been sued or prosecuted for an act or omission relating to your practice as a behavior analyst, or your work in another profession?

- a. A copy of any and all official court documents related to the lawsuit including the lawsuit, any settlement documents, dismissals if any, etc.
- b. Your detailed written explanation of the events that led to the lawsuit, how it was resolved, what you learned from the experience, and what corrective measures you have taken as a result.

Q. Have you ever been involuntarily terminated for cause or have you resigned for cause from any position related to the practice of applied behavior analysis as defined by A.R.S. §32-2091(3) in lieu of termination from any behavioral health position or related employment?

- a. Your detailed written explanation of events that led to your termination or resignation.
- b. A copy of any written communication with or from your employer concerning the matter. This includes emails, texts and letters, if any.

ANSWERS TO THE FOLLOWING QUESTIONS ARE CONFIDENTIAL AND WILL NOT BE DISCLOSED TO THE PUBLIC

Q. Are you currently addicted to alcohol or any drug that in any way impairs or limits your ability to safely and competently practice?

- a. Your detailed written explanation regarding this medical condition, when it started, when you became sober, if there have been any relapses, how it has been and/or is being treated, and the steps you have taken and are taking to remain sober.
- b. Any related medical records, discharge reports, etc.

Q. Do you have any medical, physical, or psychological condition that may in any way impair or limit your ability to practice behavior analysis safely and effectively?

- a. Your detailed written explanation regarding this medical condition, when it started, how it is being treated, your current health status, etc.
- b. A letter from your treating health professional directly to the Board regarding the professional's credentials, how long you have been under the professional's care, your current health status, treatment plan, prognosis, and their opinion of your ability to practice safely.