

NOTICE OF PROPOSED RULEMAKING
TITLE 4. PROFESSIONS AND OCCUPATIONS
CHAPTER 26. BOARD OF PSYCHOLOGIST EXAMINERS

PREAMBLE

1. Articles, Parts, and Sections Affected

Rulemaking Action

R4-26-401	Amend
R4-26-403	Amend
R4-26-404	Amend
R4-26-404.1	New Section
R4-26-404.2	New Section
R4-26-405	Amend
R4-26-406	Amend
R4-26-407	Amend
R4-26-408	Amend
R4-26-409	Amend
R4-26-410	Amend
R4-26-414	Amend
R4-26-417	Amend

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

Authorizing statute: A.R.S. § 32-2063(A) (3) and (A)(9)

Implementing statute: A.R.S. §§ 32-2091.03 and 32-2091.07

3. Citations to all related notices published in the *Register* as specified in R1-1-409(A) that pertain to the record of the proposed rule:

Notice of Rulemaking Docket Opening: XX A.A.R. XX

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

Name: Dr. Cindy Olvey, Executive Director

Address: Board of Psychologist Examiners

1400 W. Washington, Suite 240

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Web site: www.psychboard.az.gov

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 An agency's justification and reason why a rule should be made, amended, repealed, or renumbered, to include an explanation about the rulemaking:

Under Laws 2014, Chapter 166, the legislature amended the educational and training standards required for licensure as a behavior analyst and changed the time of license renewal to coincide with a licensee's birthdate rather than having all licenses renew at the same time. This rulemaking makes changes necessary to comply with statute. One of the changes, increasing the number of coursework classroom hours from 225 to 270 is the new standard of the Behavior Analyst Certification Board (See http://bacb.com/wp-content/uploads/2015/05/BACB_CourseContentAllocation.pdf) and consistent with A.R.S. § 32-2091.03, which requires the Board to adopt licensing standards consistent with the standards set by a nationally recognized behavior analyst certification board. An exemption from Executive Order 2015-01 was provided for this rulemaking by Ted Vogt, Chief of Operations in the Governor's office, in an e-mail dated June 1, 2015.

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

The Board does not intend to review or rely on a study in its evaluation of or justification for any rule in this rulemaking.

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

Not applicable

8. The preliminary summary of the economic, small business, and consumer impact:

The economic impact of the rule changes will be minimal because the changes simply make the rules consistent with statutory changes made by the legislature.

9. The agency's contact person who can answer questions about the economic, small business, and consumer impact statement:

Name: Dr. Cindy Olvey, Executive Director

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Web site: www.psychboard.az.gov

10. The time, place, and nature of the proceedings to make, amend, repeal, or renumber the rule, or if no proceeding is scheduled, where, when, and how persons may request an oral proceeding on the proposed rule:

An oral proceeding regarding the proposed rules will be held as follows:

Date:

Time:

Location:

11. All agencies shall list other matters prescribed by statute applicable to the specific agency or to any specific rule or class of rules. Additionally, an agency subject to Council review under A.R.S. §§ 41-1052 and 41-1055 shall respond to the following questions:

None

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

The license required for behavior analysts is a general permit consistent with A.R.S. § 41-1037 because it is issued to qualified individuals to conduct activities that are substantially similar in nature.

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

There are numerous federal laws that apply to provision of health care but none is directly applicable to this rulemaking.

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

No analysis was submitted.

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

BACB Professional and Ethical Compliance Code for Behavior Analysts, January 1, 2016, published by the BACB and available from the Board or at www.bacb.com. The material is incorporated at R4-26-406.

13. The full text of the rules follows:

TITLE 4. PROFESSIONS AND OCCUPATIONS
CHAPTER 26. BOARD OF PSYCHOLOGIST EXAMINERS
ARTICLE 4. BEHAVIOR ANALYSIS

Section

- R4-26-401. Definitions
- R4-26-403. Application for Initial License
- R4-26-404. ~~License Examination Requirement~~
- R4-26-404.1. Education Requirement
- R4-26-404.2. Supervised Experience Requirement
- R4-26-405. Coursework Requirement
- R4-26-406. Ethical Standard
- R4-26-407. License by Reciprocity
- R4-26-408. License Renewal
- R4-26-409. Continuing Education Requirement
- R4-26-410. Voluntary Inactive Status
- R4-26-414. Complaints and Investigations
- R4-26-417. Licensing ~~Time frames~~ Time Frames

ARTICLE 4. BEHAVIOR ANALYSIS

R4-26-401. Definitions

A. The definitions in A.R.S. § 32-2091 apply in this Article.

B. Additionally, in this Article:

1. “Accredited” means an institution of higher education:

a. In the U.S. is listed with the Council on Higher Education Accreditation,

b. In Canada is a member of the Association of Universities and Colleges of Canada, and

c. Outside of the U.S. or Canada is determined by a member of the National Association of Credential Evaluation Services to have standards substantially similar to those of an institution of higher education in the U.S. or Canada.

~~1.2.~~ “Advertising” means any media used to disseminate information regarding the qualifications of a behavior analyst in order to solicit clients for behavior analysis services, regardless of whether the behavior analyst pays for the advertising.

~~2.3.~~ “Applicant” means an individual who applies to the Board for an initial or renewal license.

~~3.4.~~ “BACB” means the Behavior Analyst Certification Board.

~~4.5.~~ “Confidential information” means:

a. Minutes of an executive session of the Board except as provided under A.R.S. § 38-431.03(B);

b. A record that is classified as confidential by a statute or rule applicable to the Board;

c. Materials relating to an investigation by the Board, including a complaint, response, client record, witness statement, investigative report, and any information relating to a client’s diagnosis, treatment, or personal family life; and

d. The following regarding an applicant or licensee:

i. College or university transcripts if requested from the Board by a person other than the applicant or licensee;

ii. Home address, telephone number, and e-mail address;

iii. Test scores;

iv. Date of birth;

v. Place of birth; and

vi. Social Security number.

~~5.6.~~ “Gross negligence” means an extreme departure from the ordinary standard of care.

~~6.7.~~ “Inactive status” means a behavior analyst maintains a license as a behavior analyst but is prohibited from practicing behavior analysis or holding oneself out as practicing behavior analysis in Arizona.

~~7.8.~~ “License period” means:

- a. For a licensee who holds an odd-numbered license, the two years between May 1 the first day of the month after the licensee’s birth month of one odd-numbered year and April 30 the last day of the licensee’s birth month of the next odd-numbered year; and
- b. For a licensee who holds an even-numbered license, the two years between the first day of the month after the licensee’s birth month of one even-numbered year and the last day of the licensee’s birth month of the next even-numbered year.

~~8-9.~~ “Mitigating circumstances that prevent resolution” means factors the Board considers in reviewing allegations against an applicant or licensee of unprofessional conduct occurring in another regulatory jurisdiction when the allegations would not prohibit licensure in Arizona. The factors may include:

- a. Nature of the alleged conduct,
- b. Severity of the alleged conduct,
- c. Recentness of the alleged conduct,
- d. Actions taken by the applicant to remedy potential violations, and
- e. Whether the alleged conduct was an isolated incident or part of a recurring pattern.

~~9-10.~~ “Party” means the Board, an applicant, a licensee, or the state.

~~10-11.~~ “Psychometric testing materials” means manuals, instruments, protocols, and questions or stimuli used in testing.

~~11-12.~~ “Raw test data” means test scores, client responses to test questions or stimuli, and a behavior analyst’s notes and recordings concerning client statements and behavior during examination.

~~12.~~ “Recognized accrediting agency” means a regional accrediting agency recognized by the U.S. Department of Education or a quality assurance or accreditation entity authorized to operate by a foreign government.

13. “Regulatory jurisdiction” means a state or territory of the United States, the District of Columbia, or a foreign country with authority to grant or deny entry into a profession or occupation.

14. “Renewal year” means:

- a. Each odd-numbered year for a licensee who holds an odd-numbered license, and
- b. Each even-numbered year for a licensee who holds an even-numbered license.

~~14-15.~~ “Supervised experience” means supervised ~~work experience~~, independent fieldwork, ~~university~~ practicum, or intensive ~~university~~ practicum.

R4-26-403. Application for Initial License

- A. No change
 - 1. No change
 - 2. No change
 - 3. No change
 - 4. No change

5. No change
6. No change
7. No change
8. No change
9. No change
10. No change
11. Place of birth;
12. No change
 - a. No change
 - b. No change
 - c. No change
 - d. No change
 - e. No change
 - f. No change
 - g. No change
 - h. No change
 - i. No change
 - j. No change
 - k. No change
 - l. No change
 - m. No change
 - n. Has a medical, physical, or psychological condition that limits the applicant's ability to practice behavior analysis safely and competently; and
13. ~~Name and address of every institution of higher learning attended, dates attended, degree received, name of department, and major subject area studied;~~
14. ~~Title of graduate degree program;~~
15. ~~Name of major advisor and department;~~
16. ~~Title of thesis or dissertation, if applicable;~~
17. ~~Title of specialty area, if applicable;~~
18. ~~A statement of whether:~~
 - a. ~~The graduate program completed was accredited at the time of graduation and if so, the name of the accrediting agency;~~
 - b. ~~The applicant completed a minimum of 225 classroom hours of graduate level instruction that meet the standards prescribed under R4-26-405; and~~

- e. ~~The applicant completed degree, coursework, and supervised experience after January 1, 2000, and if so, whether the applicant completed 1,500 hours of supervised experience in the practice of behavior analysis in no less than 12 months; or~~
- d. ~~The applicant completed degree, coursework, or supervised experience before January 1, 2000, and if so, whether:~~
 - i. ~~The coursework or supervised experience occurred in a setting outside of a college or university program;~~
 - ii. ~~The coursework or supervised experience was acquired after the graduate degree program and before January 1, 2000; and~~
 - iii. ~~The applicant is certified by the BACB;~~

19. ~~A list of the applicant's supervised experience and the names of individuals the applicant has asked to complete verification forms under subsection (C);~~

20. ~~A statement of whether the applicant has completed a minimum of 1,500 hours of supervised experience in behavior analysis that meets the requirements under A.R.S. § 32-2091.03;~~

21. ~~A statement of whether the applicant's supervised experience included:~~

- a. ~~Conducting behavioral assessment and assessment activities related to the need for behavioral interventions;~~
- b. ~~Designing, implementing, and monitoring behavior analysis programs for clients;~~
- e. ~~Overseeing the implementation of behavior analysis programs by others; and~~
- d. ~~Performing or participating in other activities normally performed by a behavior analyst;~~

~~22-13.~~ The applicant's signature attesting that all statements in the application are true in every respect.

B. No change

- 1. No change
- 2. No change
- 3. No change
- 4. No change

C. Additionally, an applicant shall ensure that the following is submitted directly to the Board:

- 1. Verification ~~that~~ the applicant ~~has~~ passed the examination referenced in R4-26-404 submitted by the BACB;
- 2. Verification of supervised experience that meets the standards specified in R4-26-404.2 submitted by an individual with direct knowledge of the supervised ~~work~~ experience, ~~independent fieldwork, university practicum, or intensive university practicum;~~
- 3. Official ~~transcripts from all graduate institutions attended~~ transcript for the graduate degree required under R4-26-404.1 submitted by the ~~institutions~~ accredited institution of higher education that awarded the degree;

4. Official transcript or other official document demonstrating the applicant completed the coursework required under R4-26-405 submitted by the accredited institution of higher education or BACB-approved program in which the coursework was completed; and
- 4.5. Verification of licensure, certification, or registration by another regulatory jurisdiction submitted by the regulatory jurisdiction.

R4-26-404. License Examination Requirement

- ~~A.~~ To be licensed as a behavior analyst in Arizona, an individual shall take and pass the examination administered by the BACB for Board Certified Behavior Analysts as part of its certification process.
- ~~B.~~ ~~An individual who fails the BACB examination three times, regardless of jurisdiction, shall not take the examination again until the individual complies with additional requirements that the Board specifies based on an assessment of the knowledge and skill inadequacies causing the individual to fail.~~

R4-26-404.1. Education Requirement

To be licensed as a behavior analyst in Arizona, an individual shall have a master's degree or higher from an accredited institution of higher education in:

1. Behavior analysis, education, psychology, or another subject area related to behavior analysis acceptable to the Board; or
2. A degree program in which the applicant completed a BACB-approved course sequence.

R4-26-404.2. Supervised Experience Requirement

A. To be licensed as a behavior analyst in Arizona, an individual shall have completed 1500 hours of supervised experience. The Board shall accept, for the purpose of licensure, hours of supervised experience that meet the following standards:

1. Supervised independent fieldwork. The supervisee shall be supervised at least once during each two-week supervisory period for at least five percent of the total hours spent in supervised independent fieldwork;
2. Practicum. The supervisee shall:
 - a. Participate in a practicum in behavior analysis within a program approved by the BACB;
 - b. Achieve a passing grade in the practicum;
 - c. Obtain graduate-level academic credit for the practicum; and
 - d. Be supervised at least once during each one-week supervisory period for at least 7.5 percent of the total hours spent in practicum;
3. Intensive practicum. The supervisee shall:
 - a. Participate in an intensive practicum in behavior analysis within a program approved by the BACB;
 - b. Achieve a passing grade in the intensive practicum;
 - c. Obtain graduate-level academic credit for the intensive practicum; and
 - d. Be supervised at least twice during each one-week supervisory period for at least 10 percent of the total hours spent in the intensive practicum;
4. Combination of experience categories. The supervisee may accrue hours of supervised experience in a single category or may combine any two or three categories listed in subsections (A)(1) through (3). However, the supervisee shall accrue supervised experience in only one category in each supervisory period; and
5. For all categories of supervised experience, the supervisee shall accrue no fewer than 10 hours and no more than 30 hours, including time spent in supervision, each week.

B. Standards for supervised experience.

1. Onset of supervised experience. The Board shall not accept, for the purpose of licensure, hours of supervised experience completed before attending courses required under R4-26-405.
2. Appropriate activities. The Board shall accept, for the purpose of licensure, hours of supervised experience that demonstrate participation in supervised experiences with various populations, at various sites, with multiple supervisors, and including all of the following activity areas:
 - a. Conducting assessments related to behavioral intervention;
 - b. Designing, implementing, and monitoring skill-acquisition and behavior-reduction programs;
 - c. Overseeing implementation of behavior-analytic programs by others;
 - d. Training, designing behavioral systems, and managing performance; and

- e. Performing other activities directly related to behavior analysis such as attending planning meetings regarding the behavior analytic program, researching literature related to the program, and talking with others about the program.
3. Appropriate clients. The Board shall accept, for the purpose of licensure, hours of supervised experience with appropriate clients.
 - a. An appropriate client is one for whom behavior-analytic services are suitable.
 - b. A client is not appropriate if:
 - i. The client is related to the supervisee,
 - ii. The client's primary caretaker is related to the supervisee, or
 - iii. The supervisee is the client's primary caretaker.
 4. Supervisor qualifications. The Board shall accept, for the purpose of licensure, hours of supervised experience only if the supervisor:
 - a. Was licensed by the state in which the supervision occurred during the period of supervised experience; or
 - b. If licensure of behavior analysts was not available in the state in which the supervision occurred or during the period of supervised experience, was certified as a behavior analyst by the BACB; and
 - c. Was not related to, subordinate to, or employed by the supervisee during the period of supervised experience. Employment does not include payment made to the supervisor by the supervisee for supervisory services.
 5. Nature of supervision. The Board shall accept, for the purpose of licensure, hours of supervised experience that are effective in improving and maintaining the behavior-analytic, professional, and ethical skills of the supervisee.
 - a. Effective supervision includes:
 - i. Developing performance expectations for the supervisee;
 - ii. Observing the supervisee and providing performance feedback on behavior-analytic activities with clients in the natural environment. In person, on-site observation is preferred but use of web cameras, videotape, videoconferencing, or a similar means that provides synchronous observation is acceptable;
 - iii. Modeling technical, professional, and ethical behavior for the supervisee;
 - iv. Guiding behavioral case conceptualization, problem solving, and decision making skills of the supervisee;
 - v. Reviewing written materials prepared by the supervisee such as behavior programs, data sheets, and reports;
 - vi. Providing oversight and evaluation of the effects of the supervisee's delivery of behavioral service; and

C. Experience Verification Form. An applicant for licensure shall submit to the Board an Experience Verification Form that is completed by the applicant's supervisor, supervisors, or a behavior analyst knowledgeable of the applicant's supervised experience.

1. If the applicant is unable to obtain a completed Experience Verification Form or if the applicant disagrees with the total hours recorded on the form, the applicant may submit to the Board:
 - a. A copy of the plan required under subsection (B)(6).
 - b. Copies of the documentation maintained under subsection (B)(7), and
 - c. Letters or other documentation from third parties who observed the supervisory relationship.
2. An applicant who submits documentation to the Board under subsection (C)(1) shall:
 - a. Provide the supervisor a copy of the documentation submitted to the Board; and
 - b. Submit to the Board proof of compliance with subsection (C)(2)(a). The Board shall accept as proof of compliance a certified mail receipt and a copy of a letter to the supervisor explaining why the documentation is being submitted to the Board

R4-26-405. Coursework Requirement

~~A. As required under A.R.S. § 32-2091.03(A)(3) To be licensed as a behavior analyst in Arizona, an applicant for licensure individual shall complete, as part of or in addition to the coursework necessary to obtain the graduate degree required under A.R.S. § 32-2091.03(A)(1) R4-26-404.1, 225 270 classroom hours of graduate-level instruction. The applicant individual shall ensure that the classroom hours include the following content areas:~~

1. ~~Ethical and professional conduct in behavior analysis: 15 45 hours;~~
2. ~~Definitions and characteristics; principles, processes, and concepts~~ Concepts and principles of behavior analysis: 45 hours;
3. ~~Behavioral assessment; selecting intervention outcomes and strategies~~ Research methods in behavior analysis: 30 45 hours;
 - a. Measurement and data analysis: 25 hours; and
 - b. Experimental design: 20 hours;
4. ~~Experimental evaluation of interventions: 20 hours; Applies behavior analysis: 105 hours:~~
 - a. Fundamental elements of behavior change and specific behavior change procedures: 45 hours;
 - b. Identification of the problem and assessment: 30 hours;
 - c. Intervention and behavior change considerations: 10 hours;
 - d. Behavior change systems: 10 hours; and
 - e. Implementation, management, and supervision: 10 hours; and
5. ~~Measurement of behavior; displaying and interpreting behavioral data: 20 hours;~~
6. ~~Behavioral change procedures; systems support: 45 hours; and~~

7. Discretionary content related to behavior analysis: ~~50~~ 30 hours.

B. The Board shall accept ~~only~~ classroom hours of graduate-level instruction ~~taken~~ completed at an ~~institution~~ accredited by a ~~recognized accrediting agency~~ institution of higher education or in a program approved by the BACB.

R4-26-406. Ethical Standard

The Board incorporates by reference BACB ~~Guidelines for Responsible Conduct~~ Professional and Ethical Compliance Code for Behavior Analysts, ~~July 2010~~ January 1, 2016, published by the BACB and available for review at the Board office and online at www.BACB.com. The incorporated material includes no later editions or amendments.

R4-26-407. License by Reciprocity

An individual who is licensed or certified as a behavior analyst in another state may apply for an initial license as a behavior analyst in Arizona by complying with R4-26-403 and submitting evidence that the individual is licensed or certified as a behavior analyst in good standing and:

1. Obtained a graduate degree from an accredited institution of higher ~~learning~~ accredited by a recognized accrediting agency education in a subject area specified in R4-26-404.1;
2. Completed a minimum of 1,500 hours of supervised experience that meet the standards specified in R4-26-404.2;
3. Completed a minimum of ~~225~~ 270 classroom hours of graduate-level instruction in the content areas listed in R4-26-405; and
4. Passed the examination referenced in R4-26-404.

R4-26-408. License Renewal

A. ~~A~~ Beginning May 1, 2017, a license issued by the Board, whether active or inactive, expires on ~~May 1 of every odd-numbered year unless renewed~~ the last day of a licensee's birth month during the licensee's renewal year.

B. The Board shall provide a licensee with 60 ~~days~~ days' notice of the license renewal deadline. Failure to receive the notice does not excuse failure to renew timely.

C. To renew a license, a licensee shall, on or before ~~April 30 of every odd-numbered~~ the last day of the licensee's birth month during the licensee's renewal year, submit to the Board a renewal application form, which is available from the Board office and on its website, and provide the following information:

1. License number;
2. Name;
3. Other names by which the licensee is or ever has been known;

4. Home address and telephone number;
5. Business name and address;
6. Work telephone and fax number;
7. E-mail address;
8. Date of birth;
9. Social Security number;
10. BACB certificate number, if applicable;
11. No change
 - a. No change
 - b. No change
 - c. No change
 - d. No change
 - e. No change
 - f. No change
 - g. No change
 - h. No change
 - i. No change
 - j. No change
 - k. No change
 - l. No change
 - m. No change
 - n. No change
12. No change
13. No change
14. No change.

D. No change

1. No change
2. No change
3. No change

E. No change

F. Under A.R.S. § 32-2091.07, the license of a licensee who fails to submit a renewal application on or before April 30 of an odd-numbered the last day of the licensee's birth month during the licensee's renewal year expires and the licensee shall immediately stop practicing as a behavior analyst in Arizona.

G. A behavior analyst whose license expires under subsection (F) may have the license reinstated by submitting the following to the Board ~~on or before June 30 of the year in which the license expired~~ within two months after last day of the licensee's birth month during the licensee's renewal year:

1. No change
2. No change
3. No change

H. No change

1. Complying with ~~subsections (G)(1) through (3) on or before the following April 30th~~ subsection (G) within one year after the last day of the licensee's birth month during the licensee's renewal year, and
2. No change

I. No change

R4-26-409. Continuing Education Requirement

A. No change

B. No change

C. No change

1. No change
2. No change
3. No change
4. No change
5. No change
6. No change
7. No change

D. No change

1. No change
2. No change
3. No change
4. No change

E. No change

1. No change
2. No change
3. No change
4. No change
5. No change

F. No change

- G.** The Board may audit a licensee’s compliance with the continuing education requirement. The Board may deny license renewal or take other disciplinary action against a licensee who fails to obtain or document the required continuing education hours. The Board may discipline a licensee who commits fraud, deceit, or misrepresentation regarding the continuing education hours.
- H.** A licensee who cannot comply with the continuing education requirement for good cause may seek an extension of time in which to comply by submitting a written request to the Board with the timely submission of the renewal application required under R4-26-408.
1. Good cause includes but is not limited to illness or injury of the licensee or a close family member, death of a close family member, birth or adoption of a child, military service, relocation, natural disaster, financial hardship, or residence in a foreign country for at least 12 months of the license period.
 2. The Board shall not grant an extension longer than one year.
 3. A licensee who obtains hours of continuing education during an extension of time provided by the Board shall ensure the hours are reported only for the license period extended.
 4. A licensee who cannot comply with the continuing education requirement within an extension may apply to the Board for inactive license status under A.R.S. § 32-2091.06(E).
- I.** A licensee who obtains more than 30 hours of continuing education in a license period shall not report the extra hours in the next licensing period.

R4-26-410. Voluntary Inactive Status

- A.** No change
1. No change
 2. No change
 3. No change
- B.** No change
- C.** To remain licensed, a licensee on inactive status shall comply with R4-26-408 on or before ~~April 30~~ of every ~~odd numbered~~ the last day of the licensee’s birth month during the licensee’s renewal year.

R4-26-414. Complaints and Investigations

- A.** No change
1. No change
 2. No change
- B.** No change
1. No change
 2. No change
 - a. No change

- b. No change
- c. No change
- d. No change
- e. No change
- f. Whether the complainant has contacted the licensee or other individual concerning the complaint and if so, the response, if any.

R4-26-417. Licensing ~~Time-frames~~ Time Frames

- A. For the purpose of A.R.S. § 41-1073, the Board establishes the following ~~time-frames~~ time frames:
 - 1. Initial license.
 - a. Overall ~~time-frame~~ time frame: 120 days,
 - b. Administrative completeness review ~~time-frame~~ time frame: 30 days, and
 - c. Substantive review ~~time-frame~~ time frame: 90 days; and
 - 2. Renewal license.
 - a. Overall ~~time-frame~~ time frame: 150 days,
 - b. Administrative completeness review ~~time-frame~~ time frame: 60 days, and
 - c. Substantive review ~~time-frame~~ time frame: 90 days; and
- B. An applicant and the Executive Director of the Board may agree in writing to extend the substantive review and overall ~~time-frames~~ time frames by no more than 25% of the overall ~~time-frame~~ time frame.
- C. The administrative completeness review ~~time-frame~~ time frame begins when the Board receives the application materials required under R4-26-403 or R4-26-408(C) and (D). During the administrative completeness review ~~time-frame~~ time frame, the Board shall notify the applicant that the application is either complete or incomplete. If the application is incomplete, the Board shall specify in the notice what information is missing.
- D. An applicant whose application is incomplete shall submit the missing information to the Board within 240 days for an initial license. Both the administrative completeness review and overall ~~time-frames~~ time frames are suspended from the date of the Board's notice under subsection (C) until the Board receives all of the missing information.
- E. Upon receipt of all missing information, the Board shall notify the applicant that the application is complete. The Board shall not send a separate notice of completeness if the Board grants or denies a license within the administrative completeness review ~~time-frame~~ time frame listed in subsection (A)(1)(b) or (A)(2)(b).
- F. The substantive review ~~time-frame~~ time frame begins on the date of the Board's notice of administrative completeness.
- G. No change

- H.** An applicant who receives a request under subsection (G) shall submit the additional information to the Board within 240 days. Both the substantive review and overall ~~time frames~~ time frames are suspended from the date of the Board's request until the Board receives the additional information.
- I.** No change
- J.** Within the overall ~~time frame~~ time frame listed in subsection (A), the Board shall:
1. No change
 2. No change
- K.** No change
- L.** No change
1. No change
 2. No change
 3. No change
 4. No change
- M.** If a ~~time frame's~~ time frame's last day falls on a Saturday, Sunday, or official state holiday, the next business day is the ~~time frame's~~ time frame's last day.