

## **F. BEHAVIOR ANALYST RENEWAL FOR ACTIVE LICENSES, INACTIVE LICENSES, REINSTATEMENT OF EXPIRED LICENSES AND REACTIVATION OF INACTIVE LICENSES**

*It is recommended that you review the Board's renewal requirements which can be found on the Board's website, <https://psychboard.az.gov>, under the "Statutes and Rules" tab. Specifically, A.R.S. §32-2091.07 pertains to behavior analyst renewal. A.R.S. §32-2091.06 and R4-26-411 pertains to reactivating inactive status licenses to active status.*

### **1. HOW DO I KNOW WHEN MY LICENSE EXPIRES?**

If you have an odd numbered license then your license will expire on the last day of your birth month in every odd numbered year.

If you have an even numbered license then your license will expire on the last day of your birth month in every even numbered year.

You will receive a reminder approximately 60 days prior to your renewal deadline. You may receive the reminder via email or USPS. Please be sure to keep your email and mailing addresses up to date with the Board as the Board sends correspondence to the last known address.

### **2. WHEN CAN I SUBMIT MY RENEWAL?**

You can submit your renewal 60 days before your license expiration deadline. If the Board office receives a renewal that is more than 60 days from the license expiration deadline the renewal will be returned to the licensee.

### **3. WHAT IS THE COST TO RENEW MY LICENSE?**

If you have an active license the fee is \$500.00

If you have an inactive license the fee is \$85.00

### **4. I WOULD LIKE TO MAINTAIN MY LICENSE IN ARIZONA BUT I AM CURRENTLY NOT PRACTICING IN ARIZONA. WHAT ARE MY OPTIONS?**

Arizona offers an inactive status license. Licensee's that have an inactive license are agreeing to not practice in Arizona during the time that their license is on inactive status.

### **5. HOW DO I PLACE MY LICENSE ON INACTIVE STATUS?**

If you no longer intend to practice in Arizona but wish to maintain your Arizona license you can place your license on inactive status. You can do so by completing the current renewal application. You can find the renewal application on the Board's website, <https://psychboard.az.gov>, under the "Forms" tab/renewal forms. On the renewal application there is an inactive status option. You must submit the \$85.00 inactive status fee with the renewal application – even if you just renewed your license on active status.

**6. MY LICENSE IS ON INACTIVE STATUS. DO I STILL NEED TO RENEW MY LICENSE EVERY TWO YEARS?**

Yes, if you wish to maintain your license in Arizona you must renew your license every two years regardless of the status.

**7. MY LICENSE IS ON INACTIVE STATUS. AM I STILL REQUIRED TO OBTAIN CONTINUING EDUCATION?**

No, inactive licensees are not required to obtain continuing education and will not be part of the Board's random continuing education audit. Please be advised that if you wish to reactivate your license to active status you will be required to submit documentation of continuing education with your reactivation request (see below).

**8. MY LICENSE IS ON INACTIVE STATUS. HOW DO I REACTIVATE MY LICENSE TO ACTIVE STATUS?**

In order to practice in Arizona you must have an active license. To reactivate your license to active status you must complete the current renewal application, submit the \$500.00 active status fee and submit documentation of your continuing education.

If you have been on inactive status for two or more years you must submit a minimum of 30 hours of continuing education (4 of those hours must be in ethics).

If you have been on inactive status for less than two years you are required to submit a prorated amount of continuing education. To calculate the prorated amount of continuing education you multiply 1.25 by the number of whole months that your license was on inactive status.

Please be advised that reactivation requests must be reviewed and approved by the Board therefore it is recommended that you submit your request a few months in advance of when you need your license reactivated.

**9. I MISSED MY RENEWAL DEADLINE. WHAT DO I DO NOW?**

If you wish to maintain your license in Arizona and you are submitting your renewal within two months of your license expiration deadline, you can submit the renewal application, the renewal fee (\$500.00 for active status and \$85.00 for inactive status) and the \$200.00 reinstatement.

**A licensee whose license is on inactive status cannot reinstate an expired license if more than two months has passed since the licensee's license expiration deadline.**

If it is two months passed, and no more than one year passed, your license expiration deadline and your license was on active status, you can reinstate your expired license by submitting the current renewal, the \$500.00 active status fee, the \$200.00 reinstatement fee and 40 hours of continuing education documentation. Please note that reinstatement requests that are two or more months passed the licensee's license expiration deadline must be reviewed and approved by the Board.

## **10. DO YOU HAVE AN ONLINE APPLICATION?**

Yes, the Board offers an online renewal application. You can find the portal on the Board website's home page, in the column on the right, choose "ONLINE APPLICATION PORTAL".

Under New Users, choose, "I Have a License". If you have never used the online portal you'll need a security code to log in for the first time. You can call our office at 602-542-8162, to obtain your security code. If staff is not available to answer you may leave a message and a Board staff person will return your call.

You may also email board staff for this information. Krishna Poe handles renewals. Her email address is [Krishna.poe@psychboard.az.gov](mailto:Krishna.poe@psychboard.az.gov). Staff may be able to send your security code to you by encrypted email.