

D. CONTINUING EDUCATION FOR BEHAVIOR ANALYSTS

Please note that there are several options for obtaining continuing education. It is recommended that you review the Board's rule (R4-26-409) regarding continuing education hours that may be acceptable to the Board. You can find the Board's rule on its website, <https://psychboard.az.gov>, under the "Statutes and Rules" tab.

1. HOW MANY CONTINUING EDUCATION HOURS DO I NEED TO RENEW MY LICENSE?

Behavior Analysts are required to have 30 hours of continuing education every renewal cycle with 4 of the 30 hours in ethics.

2. CAN I OBTAIN ALL OF MY CONTINUING EDUCATION VIA ELECTRONIC MEANS?

Board rule does not limit the amount of continuing education that can be obtained via electronic means.

3. HOW LONG DO I NEED TO KEEP DOCUMENTATION OF MY CONTINUING EDUCATION?

Board rule requires that a licensee keep documentation of their continuing education for two licensing periods.

4. DOES THE BOARD HAVE TO APPROVE MY CONTINUING EDUCATION?

Neither the Board nor Board staff preapproves any continuing education. If you are selected to participate in the Board's random continuing education audit you will be notified and you will be required to submit your continuing education documentation at that time. It is recommended that you keep your continuing education documentation organized and easily accessible in case you are audited.

5. AM I REQUIRED TO SUBMIT DOCUMENTATION OF MY CONTINUING EDUCATION WHEN I RENEW MY LICENSE?

No, you should not submit documentation of your continuing education with your license renewal. If you are selected to participate in the Board's random continuing education audit you will be notified and you will be required to submit your continuing education documentation at that time. It is recommended that you keep your continuing education documentation organized and easily accessible in case you are audited.

Please note that although you are not required to submit documentation of your continuing education, Board rule requires you to submit the Summary of Continuing Education form with the renewal application.

6. IF I COMPLETE MORE THAN THE REQUIRED 30 HOURS CAN I APPLY THE EXCESS CONTINUING EDUCATION TO MY NEXT RENEWAL CYCLE?

No, Board rule states that no excess continuing education hours may be carried over to the next licensing period.

7. WHAT IF I AM UNABLE TO COMPLETE MY REQUIRED CONTINUING EDUCATION BEFORE MY RENEWAL DEADLINE?

If you are unable to complete your required continuing education by your renewal deadline you may request an extension of time to complete your continuing education requirements. Please be advised that the extension request must be for good cause. Rule outlines good cause as follows:

- 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
- Residence in a foreign country for at least 12 months of the license period

To request an extension of time it is recommended that you submit a written request detailing the reason for your request to the Board office. Your request can be sent at the same time that you submit your renewal. Your extension request must be reviewed and approved by the Board therefore it is recommended that you submit your request and renewal at least one to two months in advance of your renewal deadline.

8. WHAT TYPE OF DOCUMENTATION IS ACCEPTABLE FOR CONTINUING EDUCATION?

Board rule states that the licensee shall obtain a certificate or other evidence of attendance from the provider of each continuing education program or course attended that includes the following:

- Name of the Licensee
- Title of the continuing education
- Name of the continuing education provider
- Date, time and location of the continuing education
- Number of hours of continuing education obtained

Additionally, Board rules states the following

- If you are applying graduate coursework you must have the course syllabus and transcript

9. DOES TEACHING COUNT TOWARD CONTINUING EDUCATION REQUIREMENTS?

Yes, Board rule states that a licensee can count teaching experience as long as it is a graduate-level course offered by an accredited education institution. A licensee receives 15 hours of continuing education for each semester hour completed and 10 hours of continuing education for each quarter hour completed.