

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. Please read each question carefully, as failure to complete the application correctly will result in a delay in application processing time, and may lead to possible denial.

BA Submissions portal link: <https://tinyurl.com/AZ-BASubmission>

1. Submitted by Applicant:

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

- A. I completed the [Arizona Statement of Citizenship and Alien Status](#) form in this application packet. 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. I understand both pages are needed, and the form is not valid without my signature and the date signed in Section 4. I understand that this is required by state law.
- 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 [submissions portal](#).
- D. I had a "passport-quality" photo **taken in the last 60 days** and uploaded it to the [submissions portal](#). ("Passport quality" means in color, of your 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 to the [submissions portal](#). I reviewed the document, "Appropriate Documentation for Yes Answers" (starting on page 3 of this PDF) 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 in this packet (or downloaded from psychboard.az.gov > BA Applications page) and included a printout or screen shot of each supervisor's BCBA certification information from the BACB's certificant registry when uploading to the [submissions portal](#). 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 license lookup. If the supervision took place in Texas, I have requested documentation of licensure from my supervisors that indicates the initial issuance date of their license in Texas, since Texas does not include this information on their license look up or on official verifications.

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2. Submitted by Verifier Directly to the Board:

I understand the primary source verifications listed below must be sent by the appropriate verifiers, and I'm responsible for requesting that they be sent to the Arizona Board of Psychologist Examiners. I understand that I cannot include these in my license application unless they are in the original sealed envelope.

- G. 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.
- H. As required by A.R.S. § 32-2091 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. 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.
- I. 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 the submission portal (<https://tinyurl.com/AZ-BASubmission>) 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, which I do not need to do, 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 a new BACB® form to verify hours I have not applied towards my BCBA® certification. 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.
- J. 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.
- K. I have ordered official transcripts from all graduate institutions I attended and transcripts for all ABA coursework even if at the undergrad level, to be sent directly to the Board (kathy.fowkes@psychboard.az.gov) by the university/college, 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.
- 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 or mail). I understand that all licenses must be primary source verified, regardless of the type or status of the license (see the FAQ at psychboard.az.gov > About for more information). 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.