

# ARIZONA BOARD OF PSYCHOLOGIST EXAMINERS

## PSYCHOLOGIST APPLICATIONS FOR LICENSURE

### 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, highlighted in blue, are professional conduct questions that may be asked on the various psychologist applications. Following the questions, a list of the associated documentation or evidence is provided that the applicant must submit to the Board if the applicant's answer to the question is “yes”.

***Have you made application to any other state or Canadian province in which you are not licensed? If yes, attach a detailed written explanation and include dates.***

- a. A copy of any and all official Board action(s) or communication regarding this.
- b. Your detailed written explanation regarding the circumstances that caused you not to be licensed in the state in which you applied for licensure.

***Has any state or province ever denied or rejected your application for a professional license, certification, or registration? If yes, include a detailed written explanation and copy of the official denial or rejection document(s).***

- 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.

***Has any state or province ever initiated disciplinary action against, or suspended or revoked your professional license, certification, or registration?***

- a. A copy of any and all official Board order(s), action(s), etc. detailing the finding of facts, conclusions of law and terms of the order.
- c. 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.

***Have you ever entered into a consent agreement or stipulation arising from a complaint against your professional license, certification, or registration?***

- a. A copy of any and all official signed consent agreement(s), amendments, and termination of consent agreement(s), as applicable.
- b. Your detailed written explanation regarding the events and circumstances related to the consent agreement(s) and what corrective action measures you have taken as a result.

***Have you ever had membership in a professional association in the field of psychology denied or revoked?***

- a. A copy of the official communication of the denial or revocation.
- b. Your detailed written explanation regarding the events and circumstances related to the consent agreement(s) and what corrective action measures you have taken as a result.

***Are you currently under investigation or have you been found to have violated a professional code of conduct by any jurisdiction?***

- 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.

***Have you ever been sanctioned or placed on probation by any jurisdiction?***

- a. A copy of any and all orders, actions, etc. related to the sanction or probation.
- b. Your detailed written explanation of the events and circumstances surrounding the sanction or probation, how it was resolved, what you learned from the experience, and what corrective measures you have taken as a result.

***Are you currently awaiting trial, under indictment, have been convicted of, pled no contest or guilty to any felony or a misdemeanor other than a minor traffic offense (a DUI is not a minor traffic offense) or ever entered into a diversion program instead of prosecution, including any convictions that have been expunged, pardoned or deleted?***

- 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 a court required terms to be completed in order for the matter to be "dismissed", "set aside", etc., the matter must still be reported to the Board, and all law enforcement and court records are still required.
- d. 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.
- e. 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. Please note, a legal matter is not resolved until all the terms the court required to be completed are documented as completed in the court record.

***Have you been sued or prosecuted for an act or omission relating to your practice as a psychologist, your work under a certificate or license in another profession, or your work as a member of a profession in which you were not certified or licensed?***

- a. A copy of any and all official court documents related to the lawsuit including any related preliminary documents, the lawsuit filed with the court, any settlement documents, dismissals if any, etc. A court docket or summary is not a complete record and does not meet this requirement.
- b. If prosecuted, a copy of any and all related law enforcement records.
- c. If prosecuted, a copy of any and all related court records. A court docket is not a complete record and does not meet this requirement.
- d. 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.

***Have you ever been involuntarily terminated or have you resigned in lieu of termination from any psychological or behavioral health position or related employment?***

- a. A copy of any written documentation such as emails, letters, texts, etc.
- b. Your detailed written explanation of the events that led to the resignation or termination, what you learned from the experience, and what corrective measures you have taken as a result.

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

***Are you currently addicted to alcohol or any drug that in any way impairs or limits your ability to 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.

***Do you have any medical, physical, or psychological condition that may in any way impair or limit your ability to practice psychology 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.