



***State of Arizona Board of Psychologist Examiners***

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**F.A.Q.  
PSYCHOLOGIST & BEHAVIOR ANALYST  
LICENSURE**

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## **A. PSYCHOLOGIST LICENSING**

*Please be advised that there are many requirements to obtain licensure as a psychologist in Arizona. Below are some frequently asked questions. However, it is highly recommended that you review the Board's licensing requirements which can be found on the Board's website, <https://psychboard.az.gov>, under the "Statutes and Rules" tab. Specifically, A.R.S. §32-2071 pertains to licensure.*

1. I HAVE A CLIENT MOVING TO ARIZONA WHO WANTS TO CONTINUE CARE. DO YOU HAVE A TEMPORARY LICENSE FOR THIS CIRCUMSTANCE?

No, Arizona does not offer a temporary license for this circumstance. However, you may qualify for exemption from licensure if you will be offering psychological services for this client for no more than 20 days in a calendar year. This would include not only your time spent with your client, but also any time spent on the client's records or in research for the client (even if this does not occur in Arizona). The Board has defined "day" to mean eight (8) hours. Therefore, you may be exempted from licensure if you qualify under A.R.S. § 32-2075(A)(4), which states,

*A. This chapter does not limit the activities, services and use of a title by the following:*

- 4. A person who resides outside of this state and who is currently licensed or certified to practice psychology at the independent level by a licensing jurisdiction of the United States or Canada if the activities and services conducted in this state are within the psychologist's customary area of practice, do not exceed twenty days per year and are not otherwise in violation of this chapter and the client or patient, public or consumer is informed of the limited nature of these activities and services and that the psychologist is not licensed in this state. A person may exceed the twenty-day limitation requirement of this paragraph to assist in public service that is related to a disaster as acknowledged by the board.*

2. DO YOU HAVE RECIPROCITY WITH OTHER STATES?

No, Arizona does not have reciprocity. Arizona does offer an application by credential. If you hold a CPQ or ABPP credential, you may apply using your credential and do not have to have your education, training or EPPP scores verified. If you are credentialed by NRHSPP **and** have been licensed and practicing independently for 5 or more years, you may apply using this credential and do not have to have your education and training verified. You will be required to have your EPPP score verified by either the state Board which authorized you to take the exam, or by ASPPB.

Additionally, Arizona "waives" the preinternship and postdoctoral requirement for an individual who has been licensed as a psychologist for 10 or more years in another jurisdiction.

Furthermore, Arizona “waives” the preinternship, internship and postdoctoral requirement for an individual who has been licensed as a psychologist for 20 or more years in another jurisdiction.

### 3. WHICH APPLICATION DO I COMPLETE?

If you do not hold a credential such as a CPQ, ABPP, or NRHSPP (if you do not know what these are, you probably do not hold the credential), complete and send in the **Psychologist Application for Exam and/or Licensure**. This application is for EPPP only, EPPP and Licensure, if you are already licensed in another state (Waiver), or if you are seeking temporary licensure while completing your postdoctoral experience.

You can download the applications from our website. To do this, choose the “FORMS” tab in the horizontal menu, then choose APPLICATION FORMS. Once on the Application forms page, choose the PSYCHOLOGIST APPLICATION FOR EXAM AND/OR LICENSURE. If you are still not sure this is the right application, review the stage of education, training, and licensure option to which this application applies. The information is on the Application Forms page under the application link.

If you hold a specialty credential (CPQ, ABPP or NRHSPP) and have been licensed for five (5) or more years, you should complete the **Psychologist Application for Licensure by Credential**. Remember, the CPQ and ABPP credentials are NOT the same as being a member of the American Psychological Association. If you don’t know what these credentials are, you likely do not hold one.

### 4. DO YOU HAVE AN ONLINE APPLICATION?

Yes, the Board offers an online application. You can find the portal on the Board website’s home page, in the column on the right, choose “ONLINE APPLICATION PORTAL: Online Psychologist Applications and PSY or BA License Renewal Fees”.

Under New Users, choose, “I Don’t Have a License”. If you have applied for any type of license or to take the EPPP in Arizona even if you do not hold a license, choose “I have a License”. Choosing this option means that you are in the database already. If you have applied before, whether or not you have a license, you will be in our database. 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.

During the online application process, you will be required to acknowledge that you must send in verifications. The applicant is responsible for requesting verifications from various entities. These forms are available for individual download on the Application Forms page. These are form-fillable PDFs. Please DO NOT run them through your own conversion program, as it corrupts the fields and often causes the information you enter to

be invisible to staff. Fill them out in Adobe Acrobat for the best experience. If your program will not allow you to digitally sign the document, print it out and sign it by hand.

5. WHAT ARE THE REQUIREMENTS FOR LICENSURE? HOW DO I KNOW IF I QUALIFY TO BE LICENSED?

There are many detailed requirements and they are all set forth in Statute and Rule. You can find the Board's statutes and rules on its website, <https://psychboard.az.gov>, under the "Statutes and Rules" tab. Specifically, A.R.S. §32-2071 pertains to education and training requirements.

For Board Rules, which further define the Statutes, choose the PSYCHOLOGIST RULES link. This is a PDF document you can download. Specifically, Article 2 pertains to licensure.

6. WHAT KIND OF DOCTORAL DEGREE DO I NEED?

As noted above, this question is best answered in A.R.S. §32-2071. Please note that Arizona statute does not require that an applicant graduate from an APA accredited program.

Your doctoral degree must be in an applied (clinical, counseling, school or educational) psychology. A general psychology degree is not an applied psychology and does not qualify for licensure.

Your doctoral degree program must also offer practicum/preinternship and internship supervised experiences for which you will receive credit. You can complete preinternship(s) while still doing coursework, but your internship must not start until AFTER your coursework is complete and BEFORE your doctorate is conferred. Your internship must be completed within 24 consecutive months. See the statutes and rules for further information.

7. MY DOCTORATE IS IN INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY. DOES THIS QUALIFY FOR LICENSURE?

No, Arizona does not license industrial and organizational psychologists. If you have questions regarding practicing industrial and organizational psychology in Arizona it is recommended that you consult with your malpractice/liability insurance, national organizations and colleagues.

8. WHAT IS A VERIFICATION?

Verifications are evidence of your education, training and preparation for practicing independently. Verifications are documents verifying an applicant's professional history. The documents must be submitted directly to the Board office from the primary source. You tell us your professional history in your application – your education, training,

supervised experiences, other licenses, certifications, exams taken, etc. Verifications document the validity of your statements via the custodian of those records, or in other words, the primary source for that specific information.

Your college or university is the primary source for your official transcript. Your supervisors/sites are the primary sources for your supervised experiences. ASPPB or the state Board which authorized you to take the EPPP are the primary sources for your EPPP score. The issuing Board is the primary source for other licenses or certifications.

**9. CAN THE BOARD ACCEPT E-MAILED OR FAXED VERIFICATIONS?**

Yes, as long as Board staff can track that the verification has been sent directly from the primary source. If a verification is sent by fax, a cover sheet bearing the facility's logo or letterhead is required. Verifications are most commonly received by email. An email address for the licensing specialist is at the top of each verification form, and also in the contact information on page 2 of the application.

If verifications are sent by mail, the return address must be the verifier's. If you are providing self-addressed stamped envelopes to your supervisors, make sure the return address on the envelope is your supervisor's, not yours. We will reject all verifications that cannot be tracked as coming directly from the primary source.

**10. HOW IS MY EDUCATION VERIFIED?**

The Board receives, directly from the educational institution, official transcripts to verify an applicant's education. The applicant must request that the educational institution submit all official graduate transcripts directly to the Board office. The Board does not need undergraduate transcripts. However, any and all graduate degrees should be listed on the application and transcripts sent to the Board's office.

**11. I DID A MASTERS IN A NON-PSYCHOLOGY RELATED FIELD. DO I NEED TO SEND THE TRANSCRIPT FOR THIS?**

If it was graduate coursework, even if it did not lead to a degree, the applicant must list it on the application and have the transcript sent to the Board office. The statutes do not limit this requirement to only psychology-related coursework or degrees. The limit is simply on graduate vs. undergraduate coursework.

**12. I HAVE AN OFFICIAL TRANSCRIPT IN MY SCHOOL'S SEALED ENVELOPE. CAN I INCLUDE THIS WITH MY APPLICATION?**

Yes, as long as it has never been opened and is in its original, sealed envelope. If it appears to have been tampered with, we will not accept it.

**13. MY SCHOOL OFFERS TO SEND TRANSCRIPTS DIGITALLY. IS THIS ACCEPTABLE TO THE BOARD?**

Yes, as long as Board staff can authenticate the transcript. Many schools contract with a third party to provide digital transcripts. These digital services usually offer a means of authentication to the receiver, which has been sufficient to meet verification requirements. If authentication cannot be verified, the applicant will be notified and will be required to have an official transcript sent by mail.

#### 14. HOW IS MY SUPERVISED TRAINING VERIFIED?

There are verification forms in the application packet. The title of the form makes it clear which type of supervised experience it is for. The verification forms must be sent directly to the Board from the supervisor/site. Verifications included with applications will be rejected. The applicant is never the primary source for verifications.

Internship: The internship verification form (**Supervised Psychology Internship or Training Experience Verification**) is the first verification form in the application packet. The applicant should complete the top portion, then submit it to their supervisor(s) for completion. If your internship was APA accredited or an APPIC member, your supervisor is not required to complete section B of the form (section A and C must be completed).

Preinternship/Practicum: The second form in the application is the preinternship verification form (**Supervised Preinternship Experience Verification**). You are required to have this information verified **ONLY** if you are applying preinternship hours toward licensure. The instructions for the preinternship verification differs from the internship verification form. The applicant is expected to complete the first page, and fill in the information for the second page. The second page can be duplicated for multiple preinternship experiences. At the bottom of the second page, the director of training or supervisor must complete the “Verified by” portion and the last page of the form. Verifications must be sent directly from the verifier to the Board. *Verifications included with applications will be rejected.*

A copy of the written training plan for each site is required. The training plan may be sent by the supervisor(s) or by the applicant.

Postdoctoral Supervised Experience: If you are applying postdoc hours toward licensure, you must have your supervisor complete the Postdoctoral Professional Psychology Experience verification form. You should complete the top portion of the form and submit it to your supervisor(s). Your supervisor(s) complete the form and send it directly to the Board office. A copy of the written training plan is also required. This may be sent by the supervisor or by the applicant.

#### 15. WHAT IS A WRITTEN TRAINING PLAN?

A written training plan is the agreement or contract that was made between you and your training site(s) before your training began at that site. It should include the start and end

dates of training and any addendums. The training plan details the goals and objectives, supervision, activities, whether ethics was addressed and so forth. The written training plan is typically signed by the applicant and by the supervisor, doctoral program training director, or another official. Your supervisor/site should have a copy of this.

16. MY PREINTERNSHIP/POSTDOCTORAL EXPERIENCE DID NOT HAVE A WRITTEN TRAINING PLAN. WHAT CAN I DO TO MEET THIS REQUIREMENT?

In the past, some sites did not have training plans. In some circumstances, the Board has instituted a policy to allow for retrospective (now for then) training plans to be created with your supervisor. The training plans must include the signatures of the trainee and the supervisor, start and end dates of the supervised experience and the date the plan is/was signed. It should also detail the goals and objectives, supervision, activities, whether ethics was addressed and so forth.

Please see the Statutes and Rules page to download a copy of the policy for your type of experience. If you are needing to create a retrospective plan for your preinternship experience(s), see **Substantive Policy Statement SP.01-10: Written Training Plan for Pre-Internship Supervised Experiences**. If you are needing to create a post-training plan for a postdoc, see **Substantive Policy Statement SP.01-14: Written Training Plan for Postdoctoral Supervised Experiences**.

17. HOW MANY SUPERVISED HOURS DO I NEED TO QUALIFY TO TAKE THE EPPP?

You must have a minimum of 1,500 internship hours to apply to sit for the EPPP only. Your supervisor must complete the verification form and submit it directly to the Board office. You can locate the internship verification form in the application packet located on our website, <https://psychboard.az.gov>, under the “Forms” tab/Applications.

18. HOW MANY SUPERVISED HOURS DO I NEED TO QUALIFY FOR LICENSURE?

You must have a total of 3,000 hours of supervised experience to qualify for licensure. All applicants are required to have a minimum of 1,500 internship hours.

You will need to apply an additional 1,500 hours in any combination of additional internship hours, preinternship/ practicum hours, and/or postdoctoral hours to meet the 3,000 hour requirement. Consider these examples:

Example: an applicant obtained 2,080 internship hours. The applicant obtained 2,000 postdoctoral hours. The applicant can apply all of the internship hours (2,080) which leaves an additional 920 hours to meet the 3,000 hour requirement. The applicant only needs to apply 920 of the 2,000 postdoctoral hours.

Example: The applicant completed a 1,500 hour internship. The applicant completed more than 2,000 hours in preinternship experiences. The applicant did not complete a

postdoctoral experience. The applicant must apply 1,500 internship hours and only needs to apply 1,500 preinternship hours. The applicant sent the preinternship verification form to each of her supervisors at five different sites to have 1,500 hours verified. The applicant reviewed the hours using the log sheet provided in the application to make sure the practicum hours meet all the requirements for preinternship. The applicant realized that one of the sites wherein 500 hours were completed did not have enough supervision, so that site will not be verified.

19. I DID NOT DO A POSTDOCTORAL SUPERVISED EXPERIENCE. CAN I STILL QUALIFY FOR LICENSURE?

You may. Arizona allows applicants to apply preinternship/practicum hours towards licensure as long as the requirements in A.R.S. §32-2071(E) are met.

20. HOW DO I KNOW IF MY PREINTERNSHIP HOURS WILL MEET LICENSURE REQUIREMENTS?

In the application on page 18, there is a log sheet for preinternship hours. Use this to calculate your hours. If you are applying preinternship hours towards licensure, you should also send this form with your application. The requirements for preinternship can be found in ARS § 32-2071(E). Also review the Rules, which further define the statutes. R4-26-209 and R4-26-210 are specific to supervised experiences. Also see R4-26-203.

**Preinternship Log Sheet Column title explanations:**

Total Number of Supervised Hours: List the TOTAL number of hours (includes administrative duties such as report writing, supervision hours and all activities) for the entire experience. These are your hours overall for the entire supervised experience. Even though it is first in the chart after the site and class information, it is the total sum of all of your hours for this site.

Direct Hours: These are the hours you spent in direct client or patient contact.

Hours worked per week: The total number of hours you spent at this site per week.

Total Face to Face **Individual** Supervision: This is the total number of hours in which you and your supervisor reviewed your work during the entirety of the experience. After September 1, 2013, you must have 1 hour for every 10 hours of work to apply it towards licensure. If your logs demonstrate that your face-to-face individual supervision is less than this sum, this experience will not qualify for licensure.

Total Face to Face **Group** Supervision: This is the total number of hours in which you, along with other doctoral trainees, reviewed and discussed your work during the entirety of the experience. At most, this number must be no more than 50% of your total supervision hours to meet licensure requirements.

Total Face-to-Face (Group & Individual) Supervision: This is the sum of your total face-to-face individual supervision and group supervision. This number should equal or exceed 10% of your total number of supervised hours.

Weekly Face-to-Face individual supervision: This is the total number of individual face-to-face supervision you received each week. REMINDER: After September 1, 2013, you must have one hour of individual supervision per ten hours worked per week.

Weekly Face-to-Face group supervision: Group supervision is not required for licensure, but is acceptable for up to 50% of total supervision hours.

If your preinternship experience does not meet the above criteria, it does not meet the requirements for licensure. In this case, you will need to submit additional internship hours or postdoctoral supervised hours to meet the 3,000 hour requirement for licensure.

## 21. WHAT IS A RESIDENCY?

A.R.S. 32-2071(K) states:

*K. The applicant shall complete a residency at the institution that awarded the applicant's doctoral degree. The residency shall require the following:*

- 1. The student's active participation and involvement in learning.*
- 2. Direct regular contact with faculty and other matriculated doctoral students.*
- 3. Eighteen semester hours or thirty quarter hours or thirty-six trimester hours completed within a twelve month consecutive period at the institution or a minimum of three hundred hours of student-faculty contact that involves face-to-face educational meetings conducted by the institution's psychology faculty and fully documented by the institution and the student. These meetings shall include interaction between the student and faculty and the student and other students and shall relate to the program content areas specified in subsection A, paragraph 4 of this section. These meetings shall be in addition to the supervised preinternship professional experience, clerkship or externship supervision hours or dissertation hours. On request by the board, the applicant shall obtain documentation from the institution showing how the applicant's performance was assessed and documented.*

Conducting a residency via electronic means does not meet the requirement.

## **B. BEHAVIOR ANALYST LICENSING**

*Please be advised that there are many requirements to obtain licensure as a behavior analyst in Arizona. Below are some frequently asked questions. However, it is highly recommended that you review the Board's licensing requirements which can be found on the Board's website, <https://psychboard.az.gov>, under the "Statutes and Rules" tab. Specifically, A.R.S. §32-2091.02 and 32-2091.03 pertains to licensure. Additionally, it is recommended that you review the Board's Rule pertaining to the educational and supervised experience requirements. R4-26-404.1 and R4-26-404.2 pertains to the educational and supervised experience requirements.*

### **1. I HAVE A CLIENT MOVING TO ARIZONA WHO WANTS TO CONTINUE CARE. DO YOU HAVE A TEMPORARY LICENSE FOR THIS CIRCUMSTANCE?**

No, Arizona does not offer a temporary license for this circumstance. However, you may qualify for exemption from licensure if you will be offering behavior analyst services for this client for no more than 20 days in a calendar year. This would include not only your time spent with your client, but also any time spent on the client's records or in research for the client (even if this does not occur in Arizona). The Board has defined "day" to mean eight (8) hours. Therefore, you may be exempted from licensure if you qualify under ARS § 32-2091.08(A)(4), which states,

*A. This article does not limit the activities, services and use of a title by the following:*

- 4. A person who resides outside of this state and who is currently licensed or certified as a behavior analyst in that state if the activities and services conducted in this state are within the behavior analyst's customary area of practice, do not exceed twenty days per year and are not otherwise in violation of this article and the client, public or consumer is informed of the limited nature of these activities and services and that the behavior analyst is not licensed in this state.*

### **2. DO YOU HAVE RECIPROCITY WITH OTHER STATES?**

A.R.S. §32-2091.04 pertains to reciprocity and states the following:

*The board may issue a license to a person as a behavior analyst if the person is licensed or certified by a regulatory agency of another state that imposes requirements that are substantially equivalent to those imposed by this article at an equivalent or higher practice level as determined by the board, pays the fee prescribed by the board and meets all of the following requirements:*

- 1. Submits a written application prescribed by the board.*
- 2. Is of good moral character. The board's standard to determine good moral character shall not violate federal discrimination laws.*

*3. Documents to the board's satisfaction proof of initial licensure or certification at an equivalent designation for which the applicant is seeking licensure in this state and proof that the license or certificate is current and in good standing.*

*4. Documents to the board's satisfaction proof that any other license or certificate issued to the applicant by another state has not been suspended or revoked. If a licensee or certificate holder has been subjected to any other disciplinary action, the board may assess the magnitude of that action and make a decision regarding reciprocity based on this assessment.*

*5. Meets any other requirements prescribed by the board by rule.*

### 3. WHICH APPLICATION DO I COMPLETE?

An individual applying for a behavior analyst license is required to complete the Behavior Analyst Application for Licensure.

You can download the application from our website. To do this, choose the “FORMS” tab in the horizontal menu, then choose APPLICATION FORMS. Once on the Application forms page, choose the BEHAVIOR ANALYST APPLICATION FOR LICENSURE. If you are still not sure this is the right application, review the stage of education, training, and licensure option to which this application applies.

### 4. DO YOU HAVE AN ONLINE APPLICATION?

At this time, the BA Online Application is not being accepted. Please do not attempt to submit the online application for Behavior Analysts. Even if you are able to complete it, staff must reject it. At this time, all BA applicants must complete the PDF application. Please see #3 for instructions on how to download this.

### 5. WHAT ARE THE REQUIREMENTS FOR LICENSURE? HOW DO I KNOW IF I QUALIFY TO BE LICENSED?

There are many detailed requirements and they are all set forth in Statute and Rule. You can find the Board’s statutes and rules on its website, <https://psychboard.az.gov>, under the “Statutes and Rules” tab. Specifically, A.R.S. §32-2091.02 and §32-2091.03 pertains to education and training requirements.

For Board Rules, which further define the Statutes, choose the BEHAVIOR ANALYST RULES link. This is a PDF document you can download. Specifically, Sections R4-26-404.1 and R4-26-404.2 pertains to licensure.

## 6. WHAT KIND OF DEGREE DO I NEED?

As noted above, this question is best answered in R4-26-404.1. For an individual who was certified by the BACB after January 1, 2015, the degree must be in one of the following:

- Behavior analysis
- Education
- Psychology
- Or another subject area related to behavior analysis or;
- A degree program in which the applicant completed a BACB-approved course sequence.

## 7. WHAT IS A VERIFICATION?

Verifications are evidence of your education, training and preparation for practicing independently. Verifications are documents that verify an applicant's professional history. The documents must be submitted directly to the Board office from the primary source. You tell us your professional history in your application – your education, training, supervised experiences, other licenses, certifications, exams taken, etc. Verifications document the validity of your statements via the custodian of those records, or in other words, the primary source for that specific information.

Your college or university is the primary source for your official transcript. Your supervisors/sites are the primary sources for your supervised experiences. The Behavior Analyst Certification Board is the primary source for your National Exam score. The issuing Board is the primary source for other licenses or certifications.

## 8. CAN THE BOARD ACCEPT E-MAILED OR FAXED VERIFICATIONS?

Yes, as long as Board staff can track that the verification has been sent directly from the primary source. If a verification is sent by fax, a cover sheet bearing the facility's logo or letterhead is required. Verifications are most commonly received by email. An email address for the licensing specialist is at the top of each verification form, and also in the contact information on page 2 of the application.

If verifications are sent by mail, the return address must be the verifier's. If you are providing self-addressed stamped envelopes to your supervisors, make sure the return address on the envelope is your supervisor's, not yours. We will reject all verifications that cannot be tracked as coming directly from the primary source.

## 9. HOW IS MY EDUCATION VERIFIED?

The Board receives, directly from the educational institution, official transcripts to verify an applicant's education. The applicant must request that the educational institution submit all official graduate transcripts directly to the Board office. The Board does not

need undergraduate transcripts. However, any and all graduate degrees should be listed on the application and transcripts sent to the Board's office.

10. I DID A MASTERS IN A NON-BEHAVIOR ANALYST RELATED FIELD. DO I NEED TO SEND THE TRANSCRIPT FOR THIS?

If it was graduate coursework, even if it did not lead to a degree, the applicant must list it on the application and have the transcript sent to the Board office. The statutes do not limit this requirement to only behavior analysis-related coursework or degrees. The limit is simply on graduate vs. undergraduate coursework.

11. I HAVE AN OFFICIAL TRANSCRIPT IN MY SCHOOL'S SEALED ENVELOPE. CAN I INCLUDE THIS WITH MY APPLICATION?

Yes, as long as it has never been opened and is in its original, sealed envelope. If it appears to have been tampered with, we will not accept it.

12. MY SCHOOL OFFERS TO SEND TRANSCRIPTS DIGITALLY. IS THIS ACCEPTABLE TO THE BOARD?

Yes, as long as Board staff can authenticate the transcript. Many schools contract with a third party to provide digital transcripts. These digital services usually offer a means of authentication to the receiver, which has been sufficient to meet verification requirements. If authentication cannot be verified, the applicant will be notified and will be required to have an official transcript sent by mail.

13. HOW IS MY SUPERVISED TRAINING VERIFIED?

As of December 12, 2018, your supervisor may submit either the Behavior Analyst Certification Board's verification form you used to demonstrate your qualifications for BCBA™ certification, or your supervisor may submit the Arizona Board's Supervised Work Experience or Independent Fieldwork Verification form included in the application packet. Either form of verification must be sent directly to the Board from the supervisor(s). Verifications included in applications will be rejected.

14. HOW MANY SUPERVISED HOURS DO I NEED FOR LICENSURE?

All applicants are required to have a minimum of 1,500 hours of supervised work experience or independent fieldwork.

Arizona does not recognize the supervised hours in the same way that the Behavior Analyst Certification Board (BACB) recognizes the hours. For example, 500 hours of intensive practicum counts as 500 hours of supervised experience – an applicant would need to obtain an additional 1,000 hours in order to meet Arizona's supervised work experience or independent fieldwork requirement.

## 15. IS IT REQUIRED THAT MY SUPERVISOR BE LICENSED?

If the supervision occurs in a state that offers licensure, your supervisor must be licensed during the entire period of supervision. If the supervision occurs prior to the state offering licensure, then your supervisor must be certified by the BACB.

If the state in which the supervision occurred does not offer licensure, then the supervisor must be certified by the BACB during the entire period of supervision.

## 16. HOW IS MY BCBA™ CERTIFICATION VERIFIED?

R4-26-404 states, “*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.*” Arizona does not require an applicant to be BCBA™ certified, but it does require an applicant to have passed the BACB’s national exam. To verify this, please complete the top section of the Behavior Analyst Request for Verification of Certification form in the application packet and email it to [verifications@bacb.com](mailto:verifications@bacb.com). The BACB will email the completed form to the Board’s office.

## **C. CONTINUING EDUCATION FOR PSYCHOLOGISTS**

*Please note that there are several options for obtaining continuing education. It is recommended that you review the Board’s rule (R4-26-207) 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?

Psychologists are required to have 40 hours of continuing education every renewal cycle. 4 of the 40 hours must be in ethics and 4 of the 40 hours must be in domestic violence/child abuse.

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

Board rule does not limit the amount of continuing education you can obtain 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 through the license period following the license period in which the documents were obtained.

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.

Additionally, it is not required that continuing education be APA accredited.

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 40 HOURS CAN I APPLY THE EXCESS CONTINUING EDUCATION HOURS TO MY NEXT RENEWAL CYCLE?

No, Board rule states that no 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. Board 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, 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 outlines the acceptable documentation as follows:

- A certificate of attendance or completion
- Statement signed by the provider verifying participation in the activity
- Copy of transcript of course completed
- Documents indicating a licensee's participation as an elected officer or appointed member
- As attestation signed by all participants of a study group that includes a description of the activity, subject covered, dates, and number of hours.

9. DOES TEACHING COUNT TOWARD CONTINUING EDUCATION REQUIREMENTS?

Yes, Board rule states that a licensee can apply teaching experience toward the continuing education requirement as long as it is a graduate-level course in applied psychology at a university or college that is regionally accredited. A licensee who teaches a graduate-level course in applied psychology receives the same number of continuing education hours as number of classroom hours for those who take the graduate-level course.

10. CAN I RECEIVE CONTINUING EDUCATION BY ATTENDING A BOARD MEETING?

Yes, the Board offers continuing education to licensee's that attend an **In-Person** Board meeting. A licensee can receive up to six hours for attending an In-Person Board meeting. In order to receive six hours of continuing education, the licensee must attend the morning and afternoon session of the Board meeting. A licensee who attends only the morning session or only the afternoon session can receive up to three hours of continuing education. A maximum of 10 hours of continuing education for attending a Board meeting can be counted toward the 40 hour requirement. The continuing education received for attending a Board meeting counts toward the ethics requirement. A licensee that is the subject of a Complaint does not receive continuing education for attending the Board meeting in which the Complaint is being reviewed.

## **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.

**E. PSYCHOLOGIST 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. §32-2074 pertains to psychologist renewal. A.R.S. §32-2073 and R4-26-206 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 40 hours of continuing education (4 of those hours must be in ethics and 4 of those hours must be in domestic violence/child abuse).

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 1.67 by the number of months from the date of inactive status until the date the application for reinstatement was received by the Board.

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 fee.

**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 more than 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 RENEWAL 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: Online Psychologist Applications and PSY or BA License Renewal Fees".

Under New Users, choose, "I Have a License". Choosing this option means that you are in the database already. 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.

## **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: Online Psychologist Applications and PSY or BA License Renewal Fees".

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.

## **G. FILING A CLAIM OR COMPLAINT AGAINST A PSYCHOLOGIST**

*If you are contemplating filing a Claim or a Complaint against a psychologist it is recommended that you review Board statutes. Specifically, A.R.S. §32-2061(16) pertains to unprofessional conduct. Additionally, you may wish to review the American Psychological Associations Ethical Principles of Psychologists and Code of Conduct. A.R.S. §32-2081 pertains to Complaint/Claim procedures*

### **1. THE PSYCHOLOGIST CONDUCTED COURT ORDERED SERVICES. DO I FILE A CLAIM OR A COMPLAINT?**

Pursuant to A.R.S. 32-2081(C) you must submit a Claim:

*A claim of unprofessional conduct brought on or after July 3, 2015 against a psychologist arising out of court-ordered services shall be independently reviewed by three members of the board, including a public member. Each of the three board members who are reviewing the claim shall independently provide the board's executive director a recommendation indicating whether the member believes there is merit to open an investigation. If one or more of the board members who are reviewing the claim determine that there is merit to open an investigation as a complaint, an investigation shall be opened and shall follow the complaint process pursuant to this article.*

You can find the Claim form on the Board's website, <https://psychboard.az.gov>, under the "Forms" tab/General Forms. It is very important to submit all of the information/documentation that is requested on the Claim form. The more information/documentation submitted, the better.

The Claims process could take one to two months to be completed. The psychologist is not notified of the Claim process until after the process is completed. If a Claim is closed (not opened as a Complaint) the psychologist is not notified of who filed the Claim. If the Claim is opened as a Complaint, the Claim is sent to the psychologist for a response. The person filing the Claim will receive correspondence from the Board office after the review of the Claim has been completed.

Please be advised that the Board does not have the authority to overturn a Court ruling.

### **2. THE SERVICES PROVIDED WERE NOT COURT ORDERED. HOW DO I FILE A COMPLAINT?**

You can find the Complaint form on the Board's website, <https://psychboard.az.gov>, under the "Forms" tab/General Forms. It is recommended that you submit any and all information/documentation that you believe is relevant to the Complaint. The more information/documentation submitted, the better.

The Complaint process can be a lengthy process. Once the Complaint is received by the Board office, Board staff will notify the Complainant and the Licensee. The Licensee is given 30 days to respond to the Complaint. A Licensee may request an extension of time to respond to the

Complaint. Board staff is authorized to grant one 30 day extension. Once Board staff receives all of the necessary documentation the Complaint will be scheduled for the Board's next Complaint Screening Review Committee (Committee). The Committee meets once a month. The Committee can dismiss a Complaint, request additional information or refer it to the Board for further review. A letter that provides more details regarding the Complaint process is sent to the Complainant and Licensee when a Complaint is filed.

3. I WANT TO FILE A COMPLAINT BUT I DO NOT WANT THE PSYCHOLOGIST TO KNOW IT IS ME THAT IS FILING THE COMPLAINT. CAN MY INFORMATION REMAIN CONFIDENTIAL?

The Board is unable to guarantee that your name or information will remain confidential throughout the process. In the instance that a Complaint is referred to a Formal Hearing there is the possibility that your name will be released to the Licensee. Please note that your information is never released to the public.

4. DOES THE BOARD ACCEPT ANONYMOUS COMPLAINTS?

Yes, the Board has the authority to accept anonymous complaints. An anonymous Complaint will go through the same process as a regular complaint.

5. I AM NOT SURE IF I SHOULD FILE A COMPLAINT. CAN SOMEONE ADVISE ME ON WHAT I SHOULD DO?

No, it is up to you to decide whether you will file a complaint. Remember, the Board has a responsibility to protect the public. If you believe a psychologist has acted unprofessionally or unethically, it is recommended that you file a complaint.

6. I AM A SEX OFFENDER. CAN I FILE A COMPLAINT?

Pursuant to A.R.S. §32-2081(B) the Board does not have jurisdiction to hear a Complaint filed by a sex offender:

*The board shall not consider a complaint against a psychologist arising out of a judicially ordered evaluation, treatment or psychoeducation of a person charged with violating any provision of title 13, chapter 14 to present a charge of unprofessional conduct unless the court ordering the evaluation has found a substantial basis to refer the complaint for consideration by the board.*

7. I UNDERWENT AN INDEPENDENT MEDICAL EVALUATION CONDUCTED BY A PSYCHOLOGIST AND I WANT TO FILE A COMPLAINT.

Pursuant to A.R.S. §23-1026(D) the Board **may** not have jurisdiction to hear a Complaint submitted against a psychologist who conducted an Independent Medical Evaluation:

*A physician who makes or is present at the medical examination provided by this section may be required to testify as to the result of the examination. The*

*physician is not subject to a complaint for unprofessional conduct to the physician's licensing board if the complaint is based on a disagreement with the findings and opinions expressed by the physician as a result of the examination.*

8. I AM AN INMATE AND I WANT TO FILE A COMPLAINT AGAINST A PSYCHOLOGIST. HOW DO I FILE A COMPLAINT?

Pursuant to A.R.S. §31-241(A)(8)(B):

*A. An inmate shall exhaust all internal department grievance procedures before filing a complaint with any of the following boards:*

*8. The state board of psychologist examiners established by section 32-2062.*

*B. If an inmate files a complaint with a board pursuant to subsection A of this section, the inmate shall attach a copy of the final department grievance response to the complaint.*

9. IS THERE A STATUTE OF LIMITATION TO FILE A COMPLAINT?

Yes there is a time limitation. Pursuant to A.R.S. §32-3224 the Board cannot accept a complaint if it has been four or more years since the conduct occurred. The time limitation does not apply to the following:

- Medical malpractice settlements or judgements
- Allegations of sexual misconduct
- Incident or occurrence involved a felony
- Diversion of a controlled substance
- Or impairment while practicing

10. CAN I SUBMIT MY COMPLAINT ONLINE?

Yes, you can find the portal on the Board website's home page, in the column on the right, choose "ONLINE APPLICATION PORTAL: Online Psychologist Applications and PSY or BA License Renewal Fees".

Under New Users, choose, "I Don't Have a License". Complete the registration and follow the prompts.

## **H. FILING A COMPLAINT AGAINST A BEHAVIOR ANALYST**

*If you are contemplating filing a Complaint against a behavior analyst it is recommended that you review Board statutes. Specifically, A.R.S. §32-2091(12) pertains to unprofessional conduct. Additionally, you may wish to review the Professional and Ethical Compliance Code for behavior analysts. A.R.S. §32-2091.09 pertains to Complaint procedures*

1. HOW DO I FILE A COMPLAINT AGAINST A BEHAVIOR ANALYST?

You can find the Complaint form on the Board’s website, <https://psychboard.az.gov>, under the “Forms” tab/General Forms. It is recommended that you submit any and all information/documentation that you believe is relevant to the Complaint. The more information/documentation submitted, the better.

The Complaint process can be a lengthy process. Once the Complaint is received by the Board office, Board staff will notify the Complainant and the Licensee. The Licensee is given 30 days to respond to the Complaint. A Licensee may request an extension of time to respond to the Complaint. Board staff is authorized to grant one 30 day extension. Once Board staff receives all of the necessary documentation the Complaint will be scheduled for the Board’s next Committee on Behavior Analyst meeting (Committee). The Committee meets once a month. The Committee can make recommendations to the Board. The Committee’s recommendation will be reviewed at the next available Board meeting.

2. I WANT TO FILE A COMPLAINT BUT I DO NOT WANT THE BEHAVIOR ANALYST TO KNOW IT IS ME THAT IS FILING THE COMPLAINT. CAN MY INFORMATION REMAIN CONFIDENTIAL?

The Board is unable to guarantee that your name or information will remain confidential throughout the process. In the instance that a Complaint is referred to a Formal Hearing there is the possibility that your name will be released to the Licensee. Please note that your information is never released to the public.

3. DOES THE BOARD ACCEPT ANONYMOUS COMPLAINTS?

Yes, the Board has the authority to accept anonymous complaints. An anonymous Complaint will go through the same process as a regular complaint.

4. I AM NOT SURE IF I SHOULD FILE A COMPLAINT. CAN SOMEONE ADVISE ME ON WHAT I SHOULD DO?

No, it is up to you to decide whether you will file a complaint. Remember, the Board has a responsibility to protect the public. If you believe a behavior analyst has acted unprofessionally or unethically, it is recommended that you file a complaint.

5. IS THERE A STATUTE OF LIMITATION TO FILE A COMPLAINT?

Yes there is a time limitation. Pursuant to A.R.S. §32-3224 the Board cannot accept a complaint if it has been four or more years since the conduct occurred. The time limitation does not apply to the following:

- Medical malpractice settlements or judgements
- Allegations of sexual misconduct
- Incident or occurrence involved a felony
- Diversion of a controlled substance

- Or impairment while practicing

## 6. CAN I SUBMIT MY COMPLAINT ONLINE?

Yes, you can find the portal on the Board website's home page, in the column on the right, choose "ONLINE APPLICATION PORTAL: Online Psychologist Applications and PSY or BA License Renewal Fees".

Under New Users, choose, "I Don't Have a License". Complete the registration and follow the prompts.