



STATE OF ARIZONA
BOARD OF BEHAVIORAL HEALTH EXAMINERS
3443 NORTH CENTRAL AVENUE, SUITE 1700
PHOENIX, AZ 85012
PHONE: 602.542.1882 FAX: 602.364-0890
Arizona State Website: www.az.gov
Board Website: www.azbbhe.us
Board E-mail Address: information@azbbhe.us

JANICE K. BREWER
Governor

DEBRA RINAUDO
Executive Director

LICENSURE APPLICATION INSTRUCTIONS

1. Self-managed Application Packets

Applicants must submit all required materials WITH THEIR APPLICATIONS. Complete applications include a completed General Application, a completed Application Supplement and the application fee of \$250.00. A.R.S. §32-3272. **Incomplete applications will not be processed.**

2. Notices Provided to Applicants

After you submit an application, the Board will keep you informed regarding the progress of your application. You will receive written notice from the Board that your application has been received and after the administrative and substantive reviews have been completed.

3. Application Fee

The application fee of \$250 is NON-REFUNDABLE and must be in the form of a cashier's check, certified check or money order payable to the Arizona Board of Behavioral Health Examiners. Personal checks cannot be accepted.

4. License Issuance Fee – DO NOT INCLUDE WITH APPLICATION FEE

A license issuance fee will be due prior to the Board approving your license. A.R.S. §32-3272. The fee is \$100 for non-independent level licenses (LBSW, LMSW, LAC, LAMFT, LSAT and LASAC) and \$250 for independent level licenses (LCSW, LPC, LMFT and LISAC). When your license has been recommended you will be notified by mail to submit this fee.

5. Legal Name and Name Changes

You must submit a copy of your driver's license or social security card. If the name shown on your supporting documents is different than that shown on your application and driver's license or social security card, you must submit proof of a legal name change, such as a copy of your marriage license, divorce decree, or court order. All applications, application files and licenses shall be in legal names only.

6. Reporting

Please be aware that the Board is required to report all licensure denials to the Healthcare Integrity Protection and the National Practitioners data banks.

7. Social Security Number

Pursuant to A.R.S. § 25-320(K), you must provide your Social Security number on your application.

8. Legal Residency Requirement

All applicants are required to submit a completed legal residency form including the verifying document.

9. Criminal Background History

All licensure applicants are required to submit information with regard to their criminal background history. Applicants may provide either of the following types of documentation:

*If you hold a current fingerprint clearance card issued by the Department of Public Safety, you may submit a copy of your clearance card with your application.

OR

*A complete set of fingerprints. Applicants must obtain a card on which to be fingerprinted directly from the Board. Call 602-542-1882 to request a card for fingerprinting. Submission of a completed fingerprint card authorizes the Board to obtain a criminal background check from the Department of Public Safety. The fee for the criminal background check is \$40. A.R.S. §32-3280. THIS FEE IS SEPARATE FROM YOUR LICENSURE APPLICATION FEE AND MUST BE PAID BY A SEPARATE CHECK OR MONEY ORDER. You may pay this fee by personal check or money order made payable to the Board of Behavioral Health Examiners.

Name _____ Social Security Number _____

ARIZONA BOARD OF BEHAVIORAL HEALTH EXAMINERS GENERAL APPLICATION

Marriage & Family Therapy

Substance Abuse Counselor

For office use only

- Marriage & Family Therapist (LMFT)
- Associate Marriage & Family Therapist (LAMFT)

- Independent Substance Abuse Counselor (LISAC)
- Associate Substance Abuse Counselor (LASAC)
- Substance Abuse Technician (LSAT)

Social Work

Counseling

- Clinical Social Worker (LCSW)
- Master Social Worker (LMSW)
- Bachelor Social Worker (LBSW)

- Professional Counselor (LPC)
- Associate Counselor (LAC)

A COMPLETED APPLICATION SUPPLEMENT MUST BE SUBMITTED WITH THIS APPLICATION

PART I. PERSONAL INFORMATION

| | | |
|---|----------------------------|---|
| SOCIAL SECURITY NUMBER (MANDATORY) | DATE OF BIRTH (MM/DD/YYYY) | GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Mrs. Ms. Mr. Dr. | | |
| LEGAL NAME | Last Name | First Name |
| | | Middle Name |
| | | Maiden |
| ALL OTHER NAME(S) OR ALIASES YOU HAVE BEEN KNOWN BY | | |
| Home address | | Home Phone |
| City | State | Zip |
| | | Cell Phone |

NOTE: You must provide the Board with a business address and telephone number. This becomes public information. **If you do not provide a business address and telephone number, your home address and telephone number will become public information.**

| | | | | | |
|--------------------------|-------|-----|----------------|----------------------------|-----------------|
| Agency employed by | | | [] Employee | [] Independent Contractor | [] Other _____ |
| Position held | | | | | |
| Business address | | | | | |
| City | State | Zip | Business Phone | | |
| Preferred E-mail address | | | | Fax number | |

Are you requesting special accommodations under the Americans With Disabilities Act (ADA) for taking the required examination? _____ YES _____ NO

PART II. EDUCATION INFORMATION

Starting with your undergraduate education, list **all** colleges and universities attended, whether completed or not, in chronological order.

| COLLEGE OR UNIVERSITY (undergraduate and graduate) | LOCATION (City, State or Country) | DATES ATTENDED (Month/Yr to Month/Yr) | DEGREE EARNED (and date earned) | MAJOR |
|---|--------------------------------------|--|------------------------------------|-------|
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PART III. PROFESSIONAL CREDENTIALS

If you have ever held **state** licensure, certification or registration in any occupation or profession in Arizona or any other state or country, complete the section below. Failure to disclose all licenses, certifications or registrations currently or ever held may result in denial of your application or other appropriate action.

| Title of Credential Held | State | Date Issued | Expiration Date | Credential # | Current Status |
|--------------------------|-------|-------------|-----------------|--------------|----------------|
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Name _____ Social Security Number _____

PART IV. VERIFICATION OF CREDENTIALS

NOTE: Applicant will submit one completed form for EACH credential listed in Part III.
(Not required for Arizona Board of Behavioral Health licenses)

SECTION 1: TO BE COMPLETED BY THE APPLICANT

To: _____
State Regulatory Agency (please print)

DOB: _____ SSN: _____

From: _____ (_____) _____ - _____
Applicant's Name (please print) Telephone

Applicant's Address

I have applied to the Arizona Board of Behavioral Health Examiners (AzBBHE) for licensure as a behavioral health professional. I hereby authorize you to release the information requested below.

Applicant's Signature

Date

THE APPLICANT MUST MAIL THIS FORM TO THE APPROPRIATE STATE CREDENTIALING AGENCY FOR VERIFICATION BEFORE SUBMISSION TO THE ARIZONA BOARD OF BEHAVIORAL HEALTH EXAMINERS

SECTION 2: TO BE COMPLETED BY THE STATE CREDENTIALING AGENCY

Professional's Name _____

Credential Held _____

Credential Number _____

Issuance Date _____

Expiration Date _____

Current Status _____

Pending Disciplinary Actions YES NO

Number of Past Disciplinary Actions _____

Attach explanation of all disciplinary actions.

Form Completed By Date

Please Include State Seal

Credentialing Agency Name and Phone Number

PART V. BACKGROUND INFORMATION

If the answer to any of the questions below is “yes”, provide a complete explanation below. Use additional paper if necessary and include copies of relevant documents, including court and/or regulatory agency documents showing the disposition of disciplinary and court-related matters. Place your name and Social Security number on each supplemental page or document enclosed.

| | Question | |
|-----|---|--|
| 1. | Have you ever applied for and been denied a license, certificate, registration or membership by any state regulatory board, any professional or occupational credentialing authority or any professional association in Arizona or any other state or country? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | Other than complaints filed by this Board, have you ever been or are you currently the subject of any complaint, investigation or disciplinary action against your license, certificate, registration or membership by any state regulatory board, any professional or occupational credentialing authority or any professional association in Arizona or any other state or country. If yes, please provide copies of the complaint and all final actions. <u>You must identify all complaints ever filed against you, pending or completed, other than those filed by this Board, and attach an explanation. For example, even if a complaint against you was dismissed as unsubstantiated or unfounded, you must answer “yes” and include an explanation.</u> | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | To your knowledge, have any unresolved or pending complaints been filed against you by any state regulatory board, any professional or occupational credentialing authority or any professional association in Arizona or any other state or country? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | Have you ever had any disciplinary action or sanctions of any kind taken against you by any state or federally licensed facility or employer in Arizona or any other state or country? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 5. | Have you ever voluntarily surrendered, allowed to lapse, canceled or resigned your license, certificate, registration or membership in lieu of disciplinary proceedings or sanctions of any kind by any state regulatory board, any professional or occupational credentialing authority or any professional association in Arizona or any other state or country? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 6. | Have you <u>ever</u> been arrested, charged with, convicted of or pled nolo contendere to a criminal offense, other than a minor traffic violation(DUI history must be reported), in any city, county, state, federal or tribal court, or in any other country? If yes, please provide copies of the court documents such as the complaint, the pleadings and final order(s). <u>You must answer “yes” even if you received a pardon, the conviction was set aside, the records were expunged, your civil rights were restored and whether or not sentence was imposed or suspended.</u> | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 7. | Have you ever entered into any type of pretrial diversion or deferred prosecution agreement with a state or federal government? If yes, please provide a copy of your pretrial diversion agreement. | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 8. | Have you ever been or are you currently a defendant in any type of civil or criminal action related to any professional services (i.e., malpractice)? If so, indicate whether you entered into a settlement agreement or were ordered to pay damages and whether such a suit is currently pending. Provide copies of the original complaint and response, any judgment entered and any settlement agreements. | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 9. | Have you ever been involuntarily terminated or resigned in lieu of termination from any behavioral health position or related employment? If yes, please provide the name, address and telephone number of the employer, the name of your immediate supervisor and a description of the cause for the termination. If the cause of termination was due to a reduction in force, please include a copy of the letter advising you of the lay off. | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 10. | Are you currently engaged in the illegal use of any controlled substance, habit-forming drug or prescription medication? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 11. | Has consumption of alcohol impaired or limited in any way your present ability to competently and safely perform the essential functions of your profession? | <input type="checkbox"/> YES <input type="checkbox"/> NO |

PART VII. EXAM INFORMATION

If you have taken and passed one of the required examinations, you must request that the examining entity mail an official copy of your examination score report directly to you. **SUBMIT YOUR OFFICIAL EXAMINATION SCORE IN THE UNOPENED ENVELOPE WITH YOUR APPLICATION.**

I have taken and passed the examination required for the license I am applying for in Arizona.

_____ Yes _____ No

PART VIII. FEDERAL DATA BANK SELF-QUERY

PLEASE BE ACCURATE WHEN COMPLETING THE SELF-QUERY FORM.

The two data banks that retain information on behavioral health professionals are the National Practitioner Data Bank (NPDB) and the Healthcare Integrity and Protection Data Bank (HIPDB).

A report from these data banks is required as part of the application process to become a licensed behavioral health professional in the State of Arizona.

YOUR APPLICATION CANNOT BE PROCESSED WITHOUT A CURRENT REPORT (WITHIN 90 DAYS OF THE DATE YOU APPLY) FROM THE DATA BANKS

To obtain information (self-query) from the NPDB-HIPDB, please visit www.npdb-hipdb.hrsa.gov, scroll to the right side of the home page, and click **Perform a Self-Query**.

The self-query fee is \$16.00, payable by credit card (VISA, MasterCard, Discover or American Express). If you do not have Internet access, contact the Customer Service Center at 1-800-767-6732 from 8:30 a.m. to 6:00 p.m. Eastern Time (8:30 a.m. to 5:30 p.m. Fridays).

| |
|--|
| <p>National Practitioner Data Bank Healthcare Integrity and Protection Data Bank P.O. Box 10832 Chantilly, VA 20153-0832</p> <p>Data Bank Help Line is 800-767-6732</p> |
|--|

You will receive your reports from the databanks within approximately two weeks.
Submit the unopened envelope with your application.

REPORTS MUST BE PROCESSED WITHIN 90 DAYS OF THE DATE THIS AGENCY RECEIVES YOUR APPLICATION FOR LICENSURE -- PLEASE BE AWARE THAT PROCESSING BEGINS AT THE TIME YOU CLICK 'SUBMIT' FOR YOUR REPORT ON-LINE

Name _____ Social Security Number _____

I HAVE PROVIDED THE FOLLOWING WITH THIS APPLICATION:

_____ **A COMPLETED LEGAL RESIDENCY FORM AND COPY OF LEGAL DOCUMENT**

_____ **A COPY OF MY DRIVER'S LICENSE, STATE ID OR SOCIAL SECURITY CARD**

_____ **AN OFFICIAL TRANSCRIPT IN THE SEALED ENVELOPE**

_____ ALREADY ON FILE

_____ **DATA BANK REPORTS IN THE SEALED ENVELOPE (SELF-QUERY)**

(data bank reports are only acceptable for 90 days from the process date)

_____ **A FINGERPRINT CARD OR COPY OF MY FINGERPRINT CLEARANCE CARD**

_____ ALREADY ON FILE

_____ **A COMPLETED APPLICATION SUPPLEMENT FOR MY DISCIPLINE**

PLEASE NOTE:

The name on your driver's license or social security card is the name the Board will use in its database and on all correspondence or documents referring to you or your license. If your current legal name is different, please submit a copy of the legal document(s) changing your legal name.

Name _____ Social Security Number _____

PART IX. CERTIFYING STATEMENT

A.R.S. §32-3208 requires that any applicant for licensure and all persons licensed by the Board report to the Board, in writing, within 10 days of being charged with any felony or misdemeanor that may affect client safety. Failure to submit this notification may be considered by the Board to be an act of unprofessional conduct.

I hereby authorize the Arizona Board of Behavioral Health Examiners (AzBBHE) to verify any and all information contained in this application, including information maintained in applicable data banks. I also authorize AzBBHE to obtain any records or documents maintained by my current and/or previous employers, state files pertaining to any other licensing, certification or registration records, all law enforcement records, administrative records, motor vehicle records and court documents pertaining to myself to confirm the accuracy and completeness of the information provided herein. My signature below authorizes entities in possession of applicable information to release such information to AzBBHE.

All applicants have an obligation to update and supplement the information and responses on the General Application and Application Supplement if they change. You must immediately notify the Board if any of the addresses or phone numbers you have provided change. You must also immediately notify the Board if any of the information or responses you have provided becomes incorrect or misleading. Failure to supplement information and responses provided may result in denial or other appropriate action.

I understand that in addition to the information requested in the General Application and the Application Supplement, the Board may request any additional information necessary to determine my eligibility for licensure. I certify under penalty of perjury that all information contained in my application, including all supporting documents, is true and correct to the best of my knowledge and belief and with full knowledge that any false statements or misrepresentations made in this application may be grounds for refusal, subsequent revocation or suspension of my license(s), or other disciplinary action.

PLEASE NOTE:

YOU MUST SIGN AND DATE THIS AFFIDAVIT IN THE PRESENCE OF THE NOTARY AND THE DATE YOU WRITE MUST BE THE SAME AS THE DATE WRITTEN BY THE NOTARY. AFFIDAVITS WITH DIFFERENT DATES WILL NOT BE ACCEPTED.

Signature of Applicant

Date

Printed Name of Applicant

Date

TO BE COMPETED BY NOTARY

Subscribed and sworn before me this _____ day of _____, 20____, in the State
of _____ and County of _____.

Notary Public _____ My Commission Expires _____

Notary Seal