

# *For Your Information*

The Board continues to seek ways to provide the best possible service to our licensees. In our efforts to make our processes more efficient and cost effective, we have provided a space for your email address on the renewal application. We are asking for this information as we look to the future and moving towards E-filing and E-correspondence. We appreciate your assistance in collecting the needed data to make this possible.

- **Renewal applications should include the following:**
  - A certified check or money order for \$350, **and**
  - A completed Continuing Education Activities Listing, **and**
  - Additional fees of \$175 for **each** additional discipline, **and**
  - A late fee of \$100 for **each** renewal that is postmarked after your expiration date but within 90 days of your expiration date.
  - Proof of U.S. residency status if not previously submitted. If the name shown on your supporting documents is different than that shown on your application, you must submit proof of a legal name change, such as a copy of your marriage license, divorce decree, or court order.

**Failure to include the required payment or the Continuing Education Activities Listing will result in the return of your entire application. Continuing education requirements have been reduced from 40 to 30 clock hours. All other continuing education requirements remain in effect. A renewal application no longer requires a notarized signature. Please visit the “What’s New” section of our website, [www.azbbhe.us](http://www.azbbhe.us) for updated information.**

- **If your application is postmarked after your expiration date, you will be required to submit the \$100 late fee in addition to the renewal fee of \$350.**
- **Pursuant to Board rules, you may submit a late renewal application during the 90-day period after your expiration date upon payment of your renewal fee (\$350) and the late fee (\$100).**
- **If you do not renew during this 90-day period, your license file will be closed.** If you desire licensure in the future, you will need to submit a new license application and fee and meet all current licensure requirements.
- This agency is required to process your renewal application within 90 days. You will receive your new license by mail as soon as it is processed.

**NOTE: It is important that you specify the license number for the license you are renewing. For example:**

**LISAC-0000, LASAC-0000 or LSAT-0000  
LCSW-0000, LMSW-0000 or LBSW-0000  
LMFT-0000 or LAMFT-0000  
LPC-0000 or LAC-0000**

## **CONTINUING EDUCATION ACTIVITIES - INSTRUCTION SHEET**

You must document 30 clock hours of continuing education for each renewal submitted on a Continuing Education Activities form (form may be copied) and submit this form with your renewal application.

**CONTINUING EDUCATION ACTIVITIES:** Only activities with dates between the date the Board received your last renewal application and the expiration of the current license may be included.

**ACTIVITY TYPE:** Indicate if the event was a college course, workshop, conference, seminar, on-line course, in-service training, first time presentation you gave, publication of a paper, report or book or attendance at a Board of Behavioral Health board or credentialing committee meeting.

**NAME OF ACTIVITY:** Give the workshop name, course title or subject covered if no name is available.

**SPONSORING ORGANIZATION:** Name of the professional organization, agency or school sponsoring the activity.

**DESCRIPTION OF CONTENT:** Give a brief description of the specific areas covered in the activity. You may wish to provide a separate more detailed description if the relevance of the activity is questionable.

**DATES ATTENDED:** Give the date(s) attended.

**HOURS:** List the number of hours attended (i.e., 2 hours, 3.5 hours) One semester-credit hour is equivalent to 15 clock hours of continuing education and one quarter-credit hour is equivalent to 10 clock hours of continuing education.

**DOCUMENTATION:** Supporting documentation of your CE's is not required at the time you submit your renewal application. Any documentation you may choose to include should be a copy as it will be destroyed when the renewal process has been completed.

**CONTINUING ACTIVITIES LISTING FORMS NEED TO BE LEGIBLE OR THEY WILL BE RETURNED TO YOU.**

## **ARTICLE 8. LICENSE RENEWAL AND CONTINUING EDUCATION**

### **R4-6-802. Continuing Education**

- A.** A licensee who maintains more than one license may apply the same continuing education hours for each license renewal if the content of the continuing education relates to the scope of practice of each specific license.
- B.** For each renewal period, a licensee may report a maximum of 10 clock hours of continuing education from the first-time presentations by the licensee that deal with current developments, skills, procedures or treatments related to the practice of behavioral health. The licensee may claim one clock hour for each hour spent preparing, writing, and presenting information.
- C.** For each renewal period, a licensee other than a Board or credentialing committee member may report a maximum of six clock hours of continuing education for attendance at a Board or credentialing committee meeting.
- D.** For each renewal period, a licensee may report a maximum of 10 clock hours of continuing education for service as a Board or credentialing committee member.
- E.** Continuing education activities shall relate to the scope of practice of the specific license held. The credentialing committee shall determine whether continuing education submitted by a licensee is appropriate for the purpose of maintaining or improving the skills and competency of a licensee. Appropriate continuing education activities include:
  - 1. Activities sponsored or approved by national, regional, or state professional associations or organizations in the specialties of marriage and family therapy, professional counseling, social work, substance abuse counseling, or in the allied professions of psychiatry, psychiatric nursing, psychology, or pastoral counseling;
  - 2. Programs in the behavioral health field sponsored or approved by a regionally accredited college or university;
  - 3. In-service training, courses, or workshops in the behavioral health field sponsored by federal, state, or local social service agencies, public school systems, or licensed health facilities and hospitals;
  - 4. Graduate-level or undergraduate course work in the behavioral health field offered by regionally accredited colleges or universities. One semester-credit hour is equivalent to 15 clock hours of continuing education and 1 quarter-credit hour is equivalent to 10 clock hours of continuing education. Audited courses shall have hours in attendance documented;
  - 5. A licensee's first-time presentation of an academic course, in-service training workshop, or seminar;
  - 6. Publishing a paper, report or book that deals with current developments, skills, procedures or treatments related to the practice of behavioral health. The licensee may claim one clock hour for each hour spent preparing and writing materials. Publications can only be claimed after the date of actual publication;
  - 7. Attendance at a Board or credentialing committee meeting where the licensee does not address the Board or credentialing committee with regard to any matter on the agenda; and
  - 8. Service as a Board or credentialing committee member.

### **R4-6-803. Continuing Education Documentation**

- A.** A licensee shall maintain documentation of continuing education activities for 48 months following the date of the license renewal.
- B.** The licensee shall retain the following documentation as evidence of participation in continuing education activities:
  - 1. For conferences, seminars, workshops, and in-service training presentations, a signed certificate of attendance or a statement from the provider verifying the licensee's participation in the activity, including the title of the program, name, address, and phone number of the sponsoring organization, names of presenters, date of the program, and clock hours involved;
  - 2. For first-time presentations by a licensee, the title of the program, name, address, and telephone number of the sponsoring organization, date of the program, syllabus, and clock hours required to prepare and make the presentation;
  - 3. For a graduate or undergraduate course, an official transcript;
  - 4. For an audited graduate or undergraduate course: an official transcript; and
  - 5. For attendance at a Board or credentialing committee member, a signed certificate of attendance prepared by the Agency.

#### **R4-6-804. Licensure and Activity Specific Continuing Education Requirements**

- A. To be eligible to renew a license, a licensee shall complete a minimum of three clock hours of continuing education in behavioral health ethics or mental health law and a minimum of three clock hours of continuing education in cultural competency and diversity during the two years before the license renewal date.
- B. To be eligible to renew a license, a substance abuse technician, associate substance abuse counselor and an independent substance abuse counselor shall complete a minimum of 20 clock hours of continuing education in any combination of the following categories during the two years before the license renewal date:
  - 1. Pharmacology and psychopharmacology;
  - 2. Addiction processes;
  - 3. Models of substance abuse treatment;
  - 4. Relapse prevention;
  - 5. Interdisciplinary approaches and teams in substance abuse treatment;
  - 6. Substance abuse assessment and diagnostic criteria;
  - 7. Appropriate use of substance abuse treatment modalities;
  - 8. Recognizing needs of diverse populations;
  - 9. Substance abuse treatment and prevention;
  - 10. Clinical application of current substance abuse research; or
  - 11. Co-occurring disorders.
- C. An individual providing clinical supervision in Arizona to qualify a supervisee for licensure as a marriage and family therapist, professional counselor, clinical social worker or an independent substance abuse counselor shall initially complete a minimum of 12 clock hours of continuing education as specified in this section during the two years before the clinical supervisor's license renewal date. After the required initial training, the clinical supervisor shall obtain a minimum of six clock hours of continuing education as specified in this section during the two years before the clinical supervisor's license renewal date. Training or coursework required pursuant to this section is limited to the following categories:
  - 12. The roles and responsibilities of a clinical supervisor.
  - 13. Skill sets involved in providing oversight and guidance to a supervisee engaged in diagnosing, treatment planning, and treatment of clients.
  - 14. Conceptual knowledge of supervision methods and techniques.
  - 15. Evaluation of a supervisee's role, performance and capacity to conceptualize and implement clinical assessment and treatment processes.
- D. Clinical supervision training required pursuant to subsection C shall be waived if the clinical supervisor holds any of the following certifications or designations if the certification or designation is current as of the clinical supervisor's license renewal date:
  - 16. NBCC/CCE Approved Clinical Supervisor certification.
  - 17. ICRC Clinical Supervisor certification.
  - 18. American Association of Marriage and Family Therapists Clinical Member with Approved Supervisor designation.
- E. Continuing education clock hours completed pursuant to this section may be submitted to meet the general continuing education requirements described in section R4-6-802(A).
- F. The agency shall not begin enforcement of the requirements of this section until July 1, 2006.

32-3211. Medical records; protocol; unprofessional conduct; corrective action; exemptions

A. A health professional must prepare a written protocol for the secure storage, transfer and access of the medical records of the health professional's patients. At a minimum the protocol must specify:

1. If the health professional terminates or sells the health professional's practice and the patient's medical records will not remain in the same physical location, the procedure by which the health professional shall notify each patient in a timely manner before the health professional terminates or sells the health professional's practice in order to inform the patient regarding the future location of the patient's medical records and how the patient can access those records.
2. The procedure by which the health professional may dispose of unclaimed medical records after a specified period of time and after the health professional has made good faith efforts to contact the patient.
3. How the health professional shall timely respond to requests from patients for copies of their medical records or to access their medical records.

B. The protocol prescribed in subsection A of this section must comply with the relevant requirements of title 12, chapter 13, article 7.1 regarding medical records.

C. A health professional shall indicate compliance with the requirements of this section on the health professional's application for re-licensure in a manner prescribed by the health professional's regulatory board.

D. A health professional who does not comply with this section commits an act of unprofessional conduct.

E. In addition to taking disciplinary action against a health professional who does not comply with this section, the health professional's regulatory board may take corrective action regarding the proper storage, transfer and access of the medical records of the health professional's patients. For the purposes of this subsection, corrective action does not include taking possession or management of the medical records.

F. For the purposes of this section, health professional does not include a veterinarian.

G. This section does not apply to a health professional who is employed by a health care institution as defined in section 36-401 that is responsible for the maintenance of the medical records.