

ARTICLE 8. LICENSE RENEWAL AND CONTINUING EDUCATION

R4-6-801. Renewal of Licensure

- A. A licensee holding an active license to practice behavioral health in this state shall complete 40 clock hours of continuing education as prescribed under R4-6-802 and R4-6-804 between the date the Board receives the licensee's last renewal application and the next license expiration date. A licensee may not carry excess hours over to another renewal cycle. One hour of credit is allowed for each clock hour of participation in continuing education activities.
- B. To renew licensure, a licensee shall submit the following to the agency:
 - 1. A completed renewal application form that includes a notarized verification of 40 hours of continuing education activities signed by the licensee;
 - 2. Certified check, cashier's check, or money order for the renewal fee;
 - 3. A completed and legible fingerprint card for a state and federal criminal history records check along with a certified check, cashier's check or money order in the amount prescribed under R4-6-213(A)(4) as authorized at A.R.S. § 32-3280(B), if the licensee has not previously submitted a full set of fingerprints to the Board, or verification that the applicant holds a current fingerprint card issued by the Department of Public Safety;
 - 4. Other documents requested by the credentialing committee to determine the licensee's continued eligibility.
- C. A license shall expire unless the licensee submits to the agency the items listed in subsection (B) on or before the license expiration date.
- D. The Board shall mail to each licensee a license renewal application. The licensee shall submit a signed and notarized statement with each renewal application that the continuing education requirements under subsection (A) are satisfied. Failure to receive the license renewal application shall not relieve the licensee of the requirements of subsection (A). The Board may audit a licensee to verify compliance with the continuing education requirements under subsection (A).
- E. A licensee whose license expires may renew licensure by submitting a complete renewal application, other documents requested by the credentialing committee, and a late fee within 90 days of the license expiration date. A license that is renewed under this subsection shall be considered effective on the first of the month following the expiration date with no lapse in licensure.

Historical Note

Amended Section made by exempt rulemaking, effective June 27, 2005.

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 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 where the licensee does not address the Board or credentialing committee with regard to any matter on the agenda.
- 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 or hospitals;
4. Graduate-level or undergraduate coursework 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 one 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, as prescribed in subsection (B);
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, as prescribed in subsection (C), where the licensee does not address the Board or credentialing committee with regard to any matter on the agenda;
8. Service as a Board or credentialing committee member, as prescribed in subsection (D); and
9. Programs in the behavioral health field sponsored by a state superior court, adult probation department, or juvenile probation department.

Historical Note

Amended Section made by exempt rulemaking, effective June 27, 2005.

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.

Historical Note

New Section made by exempt rulemaking at 10 A.A.R. 2700, effective July 1, 2004 (Supp. 04-2).

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.** Clinical supervision of a supervisee for licensure as a marriage and family therapist, professional counselor, clinical social worker, or independent substance abuse counselor. Beginning on July 1, 2006, a licensee acting as a clinical supervisor shall complete continuing education as follows:
1. Between July 1, 2004, and the individual's first license expiration date following July 1, 2006, at least 12 clock hours shall be taken in the following categories:
 - a. The role and responsibility of a clinical supervisor;
 - b. The skill sets necessary to provide oversight and guidance to a supervisee who diagnoses, creates treatment plans, and treats clients;
 - c. The concepts of supervision methods and techniques; and
 - d. Evaluation of a supervisee's ability to plan and implement clinical assessment and treatment processes; and
 2. A licensee who seeks to continue providing clinical supervision after completion of the requirements under subsection (C)(1) shall complete at least six clock hours of continuing education as provided in subsection (C)(1)(a) through (d) between the date the Board receives the licensee's last renewal application and the next license expiration date.
- 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:
1. NBCC/CCE Approved Clinical Supervisor certification.
 2. ICRC Clinical Supervisor certification.
 3. 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 R4-6-801(A).
- F.** The agency shall begin enforcement of this Section on July 1, 2006.

Historical Note

Amended Section made by exempt rulemaking, effective June 27, 2005.