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DOUGLAS A. DUCEY  
Governor

TOBI ZAVALA  
Executive Director

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## MEMORANDUM

TO: Licensees and Applicants  
FROM: Tobi Zavala, Executive Director  
DATE: February 11, 2016  
RE: Board news

As we begin 2016, the Board would like to highlight some of the significant changes that have taken place over the last year. These changes include, but are not limited to, the following:

- **Online renewal portal** – Licensees can now renew their license(s) through the Board’s website via credit card payment.
- **License synchronization** – At the time of renewal of multiple licenses, licensees can now request to synchronize the expiration dates of their licenses by submitting a form found on the Board’s website.
- **Updated forms** – The Board’s forms have been revised and many can be completed online. All applications were updated as of November 1, 2015 and resource guides for each have been posted.
- **Website revision** – The Board’s website was reorganized to assist users in finding commonly viewed pages. More website enhancements are planned for 2016.
- **Impaired professional program** – The Board has established a confidential monitoring program for eligible licensees whose impairment may be impacting their ability to safely and competently practice behavioral health. Eligibility criteria can be found on the Board’s website.
- **New committees** – As of November 1, 2015, the five-member credentialing committees have been replaced with three-member Academic Review Committees.
- **Curriculum review** – Regionally accredited colleges and universities with unaccredited programs may submit their curricula for review and approval. If approved, the program will be added to a list on the Board’s website of approved educational programs.
- **Final rulemaking** – On November 1, 2015, the Board’s revised rules became effective. Licensees and applicants should carefully review the new rules which can be found on the Board’s website. Rule changes of note include:
  - Clinical supervision:
    - The educational requirements for clinical supervisors are now found in A.A.C. R4-6-214.
    - Unless an exemption is granted pursuant to A.A.C. R4-6-212.01, clinical supervision hours must meet the discipline specific rules set forth in Articles 4, 5, 6, and 7.
    - The ability for supervisees to receive clinical supervision via videoconference and telephone has been expanded to allow up to 90 hours (of which not more than 15 hours may be by telephone).
    - A supervisee may turn in supervised hours from up to 6 clinical supervisors.

- The amount of individual and group clinical supervision has been clarified in A.A.C. R4-6-212(G).
  - Many additional changes pertaining to clinical supervision were incorporated into the new rules and supervisees and supervisors are encouraged to read them in their entirety. To assist with this, there is now a “Clinical Supervision” tab on the Board’s website.
- Supervised work experience:
  - Working under direct supervision is clarified in A.A.C. R4-6-211.
  - Up to 400 hours of psychoeducation may now be part of the 1600 hours of direct client contact required for independent licensure.
- Curriculum:
  - The mandatory core content areas in the master’s program required for counseling licensure have been reduced from 14 to 8. Details can be found in A.A.C. R4-6-501.
  - The curriculum for substance abuse counselor licensure has been revised to include 7 core content areas. The Board shall now accept programs accredited by NASAC. Details can be found in A.A.C. R4-6-701.
  - The post degree coursework taken to cure curriculum deficiencies has been expanded in Articles 5, 6, and 7.
- Exams:
  - The exam requirement for substance abuse counselor licensure has been restructured to a tiered system depending on the level of licensure sought. Details can be found in A.A.C. R4-6-704.
- Renewals:
  - For license renewals submitted on or after January 1, 2018, licensees will be required to complete a Board approved tutorial on Board statutes and rules in addition to the other renewal requirements. The tutorial will be provided on the Board’s website prior to the effective date.
  - The maintenance requirement for documentation of continuing education submitted to meet renewal requirements has been reduced from 48 months to 24 months following the license renewal date.
- Standards of Practice (Article 11):
  - Consent for Treatment, Treatment Plan, Client Record, Financial and Billing Records, and Confidentiality requirements have been revised. Please review in their entirety.
  - A new rule regarding Telepractice has been adopted and can be found in A.A.C. R4-6-1106.

It is the licensee’s and applicant’s responsibility to ensure compliance with all of the Board’s statutes and rules that apply to their license and/or application. A copy of the Board’s statutes and rules are available for review on its website.

The Board welcomes feedback on these changes. The public is encouraged to complete our Customer Satisfaction survey on the Board’s website.

Sincerely,



Tobi Zavala  
Executive Director