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BOARD OF BEHAVIORAL HEALTH EXAMINERS
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APPLICATION

RESOURCE

GUIDE

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SECTION 1. APPLICATION HELPFUL HINTS

General information:

- You can print the application and fill in by hand, or fill in most information on the .pdf from the website and then print.
- There are specific applications for each discipline and level of licensure, so pick the correct one for your situation.
- Do not print the application double sided.
- Attach all necessary supporting documentation. There is a checklist near the back of each application providing the list of what is needed.
- If any supporting documentation is in a different name from the name you're applying with, you must provide the legal documentation verifying the name change.
- You must provide a copy of a current fingerprint card from the Department of Public Safety, or a set of fingerprints on a card obtained from the Board.

PART I. PERSONAL INFORMATION:

- The Board cannot accept an application without a social security number.
- The Board is required to maintain public contact information for all applicants/licensees.
- The Board considers your employment address and phone to be public. If you are not currently employed, your home address and phone will be made public or you can provide a PO Box and alternate phone number.

PART II. LEGAL RESIDENCY:

- The Board is required to verify legal residency of all applicants for licensure.
- You must attach a copy of the front and back of the document evidencing your citizenship status.
- The list of acceptable documents can be found in **SECTION 2** of this guide.

PART III. BACKGROUND QUESTIONNAIRE:

- Read each question carefully and answer honestly.
- For any "YES" answers, provide a full explanation in the space provided.
- Attach any relevant documents including: court orders, treatment documentation, reports from medical practitioners if applicable.
- If any answers change while your application is being reviewed, you are REQUIRED to provide updated information and relevant documents to the Board.

PART IV. EMPLOYMENT HISTORY:

- Provide employment history beginning with the job you held when your application for Licensed Associate Counselor licensure was submitted.
- If you have gaps in employment of more than one month, please provide an explanation.
- The employment history page can be copied if additional space is needed.

PART V. VERIFICATION OF SUPERVISED WORK EXPERIENCE:

- Please read carefully the instructions for the applicant and supervisor on the top of the form. The applicable rules and additional information can be found in **SECTION 3** of this guide.
- You fill out Section A of the form and mail to the employer(s)/supervisor(s) where you acquired supervised work experience.
- The employer(s)/supervisor(s) will complete Section B and return to you in a sealed envelope.
- You must submit the unopened envelope with your application.
- The form may be copied for additional employers/supervisors.

PART VI. CLINICAL SUPERVISION:

- The Board's rules applicable to clinical supervision were revised effective November 1, 2015. Please carefully review the rules and additional instruction relating to clinical supervision in **SECTION 4** of this guide.
- Throughout the period of clinical supervision, applicants can request an exemption to several clinical supervisor requirements. If you answer "NO" to questions A and B in PART VI, you likely need to include a clinical supervisor exemption request form with your application.
- The form has been included for your convenience in PART VI, Section 1.

Section 2. VERIFICATION OF SUPERVISOR'S CREDENTIALS

- If your Clinical Supervisor(s) hold an active license with the Board, you do NOT need to complete this form.
- If your Clinical Supervisor(s) were licensed by another professional board, or another state's regulatory entity, you must provide an official verification of their licensure for the time in which you received clinical supervision.

PART VII. VERIFICATION OF CLINICAL SUPERVISION AND ASSESSMENT:

- Please read carefully the instructions for the applicant and supervisor on the top of the form. The applicable rules and additional information can be found in **SECTION 5** of this guide.
- You fill out Section A of the form and mail to the Clinical Supervisor(s) who provided you with clinical supervision while you acquired supervised work experience.
- The Clinical Supervisor(s) will complete Section B and return to you in a sealed envelope.
- You must submit the unopened envelope with your application.
- The form may be copied for additional supervisors.

PART VIII. FEDERAL DATA BANK SELF-QUERY:

- The self-query MUST be dated not more than 90 days prior to the submission of your application to be accepted.
- You must submit the unopened self-query report from the data bank.

PART IX. PROFESSIONAL CREDENTIALS:

- List all professional credentials issued by a state regulatory entity:
  - Ever held in the behavioral health field.
  - Held in the past 10 years if not in the behavioral health field.
- A form is provided for verification of the above credentials in Part IX, Section 1 if the online verification for the credential does not include all the information required by the Board.

PART X. CERTIFYING STATEMENT:

- Read the attestations carefully and sign in front of a notary.

SECTION 2. LEGAL RESIDENCY DOCUMENTATION

A photocopy of a document that shows evidence of your citizenship or alien status MUST BE submitted with your application for licensure. **See List A or List B.**

LIST A

Evidence showing U.S. citizen or U.S. national status includes the following:

Primary Evidence:

1. A driver's license issued by a state that verifies lawful presence in the United States;
2. A birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction); *
3. A birth certificate or delayed birth certificate issued in any state, territory or possession of the U.S.; *
4. A signed United States passport; current or expired;
5. Report of birth abroad of a U.S. citizen (FS-240) (issued by the Department of State to U.S. citizens); A U.S. certificate of birth abroad *
6. Certificate of Birth (FS-545) (issued by a foreign service post) or Certification of Report of Birth (DS-1350), copies of which are available from the Department of State; *
7. Form N-550 or N-570, Certificate of Naturalization (issued by the Service through a Federal or State court, or through administrative naturalization after December 1990 to individuals who are individually naturalized; the N-570 is a replacement certificate issued when the N-550 has been lost or mutilated or the individual's name has changed);
8. Form N-561, Certificate of Citizenship;
9. Form I-197, United States Citizen Identification Card (issued by the Service until April 7, 1983 to U.S. citizens living near the Canadian or Mexican border who needed it for frequent border crossings) (formerly Form I-179, last issued in February 1974);
10. Form I-873 (or prior versions), Northern Marianas Card (issued by the Service to a collectively naturalized U.S. citizen who was born in the Northern Mariana Islands before November 3, 1986);
11. Statement provided by a U.S. consular official certifying that the individual is a U.S. citizen (given to an individual born outside the United states who derives citizenship through a parent but does not have a FS-240, FS-545, or DS-1350); or *
12. Form I-872 (or prior versions), American Indian Card with a classification code "KIC" and a statement on the back identifying the bearer as a U.S. citizen (issued by the Service to U.S. citizen members of the Texas Band of Kickapoo living near the U.S./Mexican border).
13. A tribal certificate of Indian blood.*
14. A tribal or bureau of Indian affairs affidavit of birth*

NOTE: SOCIAL SECURITY CARDS ARE NOT ACCEPTABLE

DOCUMENTATION. Secondary Evidence:

If the applicant cannot present one of the primary evidence documents listed above, the following may be relied upon to establish U.S. citizenship or U.S. national status;

1. Religious record recorded in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction) within three 3 months after birth showing that the birth occurred in such jurisdiction and the date of birth or the individual's age at the time the record was made;
2. Evidence of civil service employment by the U.S. government before June 1, 1976;

3. Early school records (preferably from the first school) showing the date of admission to the school, the applicant's date and
   U.S. place of birth, and the name(s) and place(s) of birth of the applicant's parent(s);
4. Census record showing name, U.S. nationality or a U.S. place of birth, and applicant's date of birth or age;
5. Adoption finalization papers showing the applicant's name and place of birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917, American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Marian Islands local time)
   (unless the applicant was born to foreign diplomats residing in such a jurisdiction), or, when the adoption is not finalized
   and the state or other U.S. jurisdiction listed above will not release a birth certificate prior to final adoption, a statement from a state or jurisdiction approved adoption agency showing the applicant's name and place of birth in one of such jurisdictions, and stating that the source of the information is an original birth certificate;
6. Any other document that establishes a U.S. place of birth or otherwise indicates U.S. nationality (e.g., a contemporaneous hospital record of birth in that hospital in one of the 50 states, the District of Columbia, Puerto Rico (on or after January13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands
   (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction);

Collective Naturalization

If the applicant cannot present one of the primary or secondary evidence documents listed above, the following will establish U.S. citizenship for collectively naturalized individuals:

Puerto Rico:

- Evidence of birth in Puerto Rico on or after April 11, 1899 and the applicant's statement that he or she was residing in the
  U.S., a U.S. possession or Puerto Rico on January 13, 1941; or
- Evidence that the applicant was a Puerto Rican citizen and the applicant's statement that he or she was residing in Puerto
  Rico on March 1, 1917 and that he or she did not take an oath of allegiance to Spain.

U.S. Virgin Islands:

- Evidence of birth in the U.S. Virgin Islands, and the applicant's statement of residence in the U.S., a U.S. possession or the
  U.S. Virgin Islands on February 25, 1927;
- The applicant's statement indicating resident in the U.S. Virgin Islands as a Danish citizen on January 17, 1917 and residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927, and that he or she did not make a declaration to maintain Danish citizenship; or
- Evidence of birth in the U.S. Virgin Islands and the applicant's statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on June 28, 1932.

Northern Mariana Islands (NMI) (formerly part of the Trust Territory of the Pacific Islands (TTPI)):

- Evidence of birth in the NMI, TTPI citizenship and residence in the NMI, the U.S., or a U.S. territory or possession on
  November 3, 1986 (NMI local time) and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time);
- Evidence of TTPI citizenship, continuous residence in the NMI since before November 3, 1981 (NMI local time), voter registration prior to January 1, 1975 and the applicant's statement that he or she did not owe allegiance to a foreign state on
  November 4, 1986 (NMI local time); or
- Evidence of continuous domicile in the NMI since before January 1, 1974 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4 1986 (NMI local time). Note: If a person entered the NMI as a nonimmigrant and lived in the NMI since January 1, 1974, this does not constitute continuous domicile and the individual is not a U.S. citizen

Derivative Citizenship

If the applicant cannot present one of the primary or secondary evidence documents listed above, the following may be used to make determination of derivative U.S. citizenship:

Applicant born abroad to two U.S. citizen parents: Evidence of the U.S. citizenship of the parents and the relationship of the applicant to the parents, and evidence that at least one parent resided in the U.S. or an outlying passion prior to the applicant's birth.

Applicant born abroad to a U.S. citizen parent and a U.S. non-citizen national parent: Evidence that one parent is a U.S. citizen and that the other is a U.S. non-citizen national, evidence of the relationship of the applicant to the U.S. citizen parent, and evidence that the U.S. citizen parent resided in the U.S., a U.S. possession, American Samoa or Swain's Island for a period
of at least one year prior to the applicant's birth.

Applicant born out of wedlock abroad to a U.S. citizen mother: Evidence of the U.S. citizenship of the mother, evidence of the relationship to the applicant and, for births on or before December 24, 1952, evidence that the mother resided in the U.S. prior to the applicant's birth or, for births after December 24, 1952, evidence that the mother had resided, prior to the child's birth, in the U.S. or a U.S. possession for a period of one year.

Applicant born in the Canal Zone or the Republic of Panama:

- A birth certificate showing birth in the Canal Zone on or after February 26, 1904 and before October 1, 1979 and evidence that one parent was a U.S. citizen at the time of the applicant's birth; or
- A birth certificate showing birth in the Republic of Panama on or after February 26, 1904 and before October 1, 1979 and evidence that at least one parent was a U.S. citizen and employed by the U.S. government or the Panama Railroad
  Company or its successor in title.

In all other situations in which an applicant claims to have a U.S. citizen parent and an alien parent, or claims to fall within one of the above categories, but is unable to present the listed documentation:

- If the applicant is in the U.S., the applicant should contact the local U.S. Citizenship and Immigration Service office for determination of U.S. citizenship;
- If the applicant is outside the U.S., the applicant should contact the State Department for a U.S. citizenship determination.

Adoption of Foreign-Born Child by U.S. Citizen

- If the birth certificate shows a foreign place of birth and the applicant cannot be determined to be a naturalized citizen under any of the above criteria, obtain other evidence of U.S. citizenship;
- Because foreign-born adopted children do not automatically acquire U.S. citizenship by virtue of adoption by U.S. citizens, the applicant should contact the local U.S. Citizenship and Immigration Service office for a determination of U.S.
  citizenship, if the applicant provides no evidence of U.S. citizenship.

U.S. Citizenship By Marriage

A woman acquired U.S. citizenship through marriage to a U.S. citizen before September 22, 1922. Provide evidence of U.S. citizenship of the husband, and evidence showing the marriage occurred before September 22, 1922. Note: If the husband was an alien at the time of the marriage, and became naturalized before September 22, 1922, the wife also acquired naturalized citizenship. If the marriage terminated, the wife maintained her U.S. citizenship if she was residing in the U.S. at that time and continued to reside in the U.S.

A U.S. certificate of birth abroad*

A foreign passport with a U.S. Visa*

An I-94 form with a photograph

A U.S. citizenship and immigration services employment authorization document or refugee travel document*

LIST B

Qualified Aliens, Nonimmigrant, and aliens paroled into U.S. for less than one year.

a. "Qualified Aliens"

Evidence of "Qualified Alien" status includes the following:

Alien Lawfully admitted for Permanent Residence

- *Form I-551 (Alien Registration Receipt Card, commonly known as a "green card"); or
- Unexpired Temporary I-551 stamp in foreign passport or on *I Form I-94.

Asylee

- *Form I-94 annotated with stamp showing grant of asylum under section 208 of the INA;
- *Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (5)";
- *Form I-766 (Employment Authorization Document) annotated "A5";
- Grant letter from the Asylum Office of the U.S. Citizenship and immigration Service; or
- Order of an immigration judge granting asylum.

Refugee

- *Form I-94 annotated with stamp showing admission under § 207 of the INA;
- *Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (3)"; or

- *Form I-766 (Employment Authorization Document) annotated “A5”;

Alien Paroled Into the U.S. for at Least One Year

- *Form I-94 with stamp showing admission for at least one year under section 212(d) (5) of the INA. (Applicant cannot aggregate periods of admission for less than one year to meet the one-year requirement.

Alien Whose Deportation or Removal was withheld

- *Form I-688B (Employment Authorization Card) annotated “274a.12 (a) (10)”;
- *Form I-766 (Employment Authorization Document) annotated “A10”; or
- Order from an immigration judge showing deportation withheld under §243(h) of the INA as in effect prior to
April 1, 1997, or removal withheld under §241 (b) (3) of the INA.

Alien Granted Conditional Entry

- *Form I-94 with stamp showing admission under §203 (a) (7) of the INA;
- *Form I-688B (Employment Authorization Card) annotated “274a.12 (a) (3)”; or
- *Form I-766 (Employment Authorization Document) annotated “A3”.

Cuban/Haitian Entrant

- *Form I-551 (Alien Registration Receipt Card, commonly known as a “green Card”) with the code CU6, CU7, or CH6.
- Unexpired temporary I-551 stamp in foreign passport or on *Form I-94 with the Code CU6 or CU7; or
- *Form I-94 with stamp showing parole as “Cuba/Haitian Entrant” under Section 212 (d) (5) of the INA.

Alien who has been Declared a Battered Alien or Alien Subjected to Extreme Cruelty

- U.S. Citizenship and Immigration Service petition and supporting documentation

b. <u>Nonimmigrant</u>

Evidence of “Nonimmigrant” status includes the following:

- *Form I-94 with stamp showing authorized admission as nonimmigrant

c. <u>Alien Paroled into U.S. for less than One year</u>

- *Form I-94 with stamp showing admission for less than one year under section 212 (d) (5) of the INA

d. <u>A foreign passport with a U.S. visa</u>

e. <u>An I-94 form with a photograph.</u>

f. <u>A U.S. citizenship and immigration services employment authorization document or refugee travel document.</u>

**If any of the documents do not contain a photograph of the individual, the individual shall also present a government issued document that contains a photograph of the individual.*

SECTION 3. SUPERVISED WORK EXPERIENCE

R4-6-101 Definitions (applicable to this section)

23. "Direct client contact" means, beginning November 1, 2015, the performance of therapeutic or clinical functions related to the applicant's professional practice level of psychotherapy that includes diagnosis, assessment and treatment and that may include psychoeducation for mental, emotional and behavioral disorders based primarily on verbal or nonverbal communications and intervention with, and in the presence of, one or more clients. A.R.S. § 32-3251.

34. "Indirect client service" means, beginning November 1, 2015, training for, and the performance of, functions of an applicant's professional practice level in preparation for or on behalf of a client for whom direct client contact functions are also performed, including case consultation and receipt of clinical supervision. Indirect client service does not include the provision of psychoeducation. A.R.S. § 32-3251.

43. "Practice of professional counseling" means the professional application of mental health, psychological and human development theories, principles and techniques to:
    a. Facilitate human development and adjustment throughout the human life span.
    b. Assess and facilitate career development.
    c. Treat interpersonal relationship issues and nervous, mental and emotional disorders that are cognitive, affective or behavioral.
    d. Manage symptoms of mental illness.
    e. Assess, appraise, evaluate, diagnose and treat individuals, couples, families and groups through the use of psychotherapy. A.R.S. § 32-3251.

47. "Psychoeducation" means the education of a client as part of a treatment process that provides the client with information regarding mental health, emotional disorders or behavioral health." A.R.S. § 32-3251.

51. "Supervised work experience" means practicing clinical social work, marriage and family therapy, professional counseling, or substance abuse counseling for remuneration or on a voluntary basis under direct supervision and while receiving clinical supervision as prescribed in R4-6-212 and Articles 4 through 7.

R4-6-211. Direct Supervision: Supervised Work Experience: General

A. A licensee working under direct supervision shall not:

1. Have an ownership interest in, operate, or manage the entity with immediate responsibility for the behavioral health services provided by the licensee;
2. Receive supervision from:
    a. A family member;
    b. An individual whose objective assessment may be limited by a relationship with the licensee; or
    c. An individual not employed or contracted by the same behavioral health entity as the licensee;
3. Engage in the independent practice of behavioral health; or
4. Be directly compensated by behavioral health clients.

B. To meet the supervised work experience requirements for licensure, supervision shall:

1. Meet the specific supervised work experience requirements contained in Articles 4,5,6, and 7;
2. Be acquired after completing the degree required for licensure and receiving certification or licensure from a state regulatory entity;
3. Be acquired before January 1, 2006, if acquired as an unlicensed professional practicing under an exemption provided in A.R.S. § 32-3271;
4. Meet the direct supervision requirements specified in subsections (A);

5. Involve the practice of behavioral health; and
6. Be for a term of no fewer than 24 months.

C. If the Board determines that an applicant engaged in unprofessional conduct related to services rendered while acquiring hours under supervised work experience, including clinical supervision, the Board shall not accept the hours to satisfy the requirements of R4-6-403, R4-6-503, R4-6-603, or R4-6-706. Hours accrued before and after the time during which the conduct that was the subject of the finding of unprofessional conduct occurred, as determined by the Board, may be used to satisfy the requirements of R4-6-403, R4-6-503, R4-6-603, or R4-6-706 so long as the hours are not the subject of an additional finding of unprofessional conduct.

R4-6-503. Supervised Work Experience for Professional Counselor Licensure

A. An applicant for professional counselor licensure shall demonstrate completion of at least 3200 hours of supervised work experience in the practice of professional counseling in no less than 24 months. The applicant shall ensure that the supervised work experience includes:

1. At least 1600 hours of direct client contact involving the use of psychotherapy, no more than 400 hours of which are in psychoeducation;
2. No more than 400 of the 1600 hours of direct client contact are in psychoeducation;
3. At least 100 hours of clinical supervision as prescribed under R4-6-212 and R4-6-504; and
4. For the purpose of licensure, no more than 1600 hours of indirect client contact related to psychotherapy services.

B. For any month in which an applicant provides direct client contact, the applicant shall obtain at least one hour of clinical supervision.

C. An applicant may submit more than the required 3200 hours of supervised work experience for consideration by the Board.

D. During the period of supervised work experience specified in subsection (A), an applicant for professional counselor licensure shall practice behavioral health under the limitations specified in R4-6-210.

E. There is no supervised work experience requirement for licensure as an associate counselor.

GENERAL SUPERVISED WORK EXPERIENCE INFORMATION:

- Although you may have a different direct supervisor from your Clinical Supervisor during your supervised work experience, the time period of each must be the same when submitted with your application for independent licensure.

- Applicants must submit a minimum of two years of supervised work experience involving the use of psychotherapy that meets the hour requirements above to be considered for licensure.

SECTION 4. CLINICAL SUPERVISION

R4-6-101 Definitions (applicable to this section)

11. "Clinical supervision" means direction or oversight provided either face to face or by videoconference or telephone by an individual qualified to evaluate, guide, and direct all behavioral health services provided by a licensee to assist the licensee to develop and improve the necessary knowledge, skills, techniques, and abilities to allow the licensee to engage in the practice of behavioral health ethically, safely, and competently.
12. "Clinical supervisor" means an individual who provides clinical supervision.
15. "Contemporaneous" means documentation is made within 10 business days.
35. "Individual clinical supervision" means clinical supervision provided by a clinical supervisor to one supervisee.

R4-6-212. Clinical Supervision Requirements

A. The Board shall accept hours of clinical supervision submitted by an applicant if the clinical supervision meets the requirements specified in R4-6-404, R4-6-504, R4-6-604, or R4-6-706, as applicable to the license for which application is made, and was provided by one of the following:

1. A clinical social worker, professional counselor, independent marriage and family therapist, or independent substance abuse counselor who:
    a. Holds an active and unrestricted license issued by the Board, and
    b. Has complied with the educational requirements specified in R4-6-214;
2. A mental health professional who holds an active and unrestricted license issued under A.R.S. Title 32, Chapter 19.1 as a psychologist and has complied with the educational requirements specified in R4-6-214; or
3. An individual who:
    a. Holds an active and unrestricted license to practice behavioral health,
    b. Is providing behavioral health services in Arizona:
        i. Under a contract or grant with the federal government under the authority of 25 U.S.C. § 450-450(n) or § 1601-1683, or
        ii. By appointment under 38 U.S.C. § 7402 (8-11), and
    c. Has complied with the educational requirements specified in R4-6-214.

B. Unless an exemption was obtained under R4-6-212.01, the Board shall accept hours of clinical supervision submitted by an applicant if the clinical supervision was provided by an individual who:

1. Was qualified under subsection (A), and
2. Was employed by the behavioral health entity at which the applicant obtained hours of clinical supervision.

C. The Board shall accept hours of clinical supervision submitted by an applicant if the clinical supervision includes all of the following:

1. Reviewing ethical and legal requirements applicable to the supervisee's practice, including unprofessional conduct as defined in A.R.S. § 32-3251;
2. Monitoring the supervisee's activities to verify the supervisee is providing services safely and competently;
3. Verifying in writing that the supervisee provides clients with appropriate written notice of clinical supervision, including the means to obtain the name and telephone number of the supervisee's clinical supervisor;

4. Contemporaneously written documentation by the clinical supervisor of at least the following for each clinical supervision session:
   a. Date and duration of the clinical supervision session;
   b. Description of topics discussed. Identifying information regarding clients is not required;
   c. Beginning on July 1, 2006, name and signature of the individual receiving clinical supervision;
   d. Name and signature of the clinical supervisor and the date signed; and
   e. Whether the clinical supervision occurred on a group or individual basis;
5. Maintaining the documentation of clinical supervision required under subsection (C)(4) for at least seven years;
6. Verifying that no conflict of interest exists between the clinical supervisor and the supervisee's clients;
7. Verifying that clinical supervision was not acquired:
   a. From a family member or other individual whose objective assessment of the supervisee's performance may be limited by a relationship with the supervisee; or
   b. In a professional setting in which the supervisee has an ownership interest or operates or manages.
8. Conducting on-going compliance review of the supervisee's clinical documentation to ensure the supervisee maintains adequate written documentation;
9. Providing instruction regarding:
   a. Assessment,
   b. Diagnosis,
   c. Treatment plan development, and
   d. Treatment;
10. Rating the supervisee's overall performance as at least satisfactory, using a form approved by the Board; and
11. Complying with the discipline-specific requirements in Articles 4 through 7 regarding clinical supervision.

D. The Board shall accept hours of clinical supervision submitted by an applicant for licensure if:

1. At least two hours of the clinical supervision were provided in a face-to-face setting during each six-month period;
2. No more than 90 hours of the clinical supervision were provided by videoconference and telephone.
3. No more than 15 of the 90 hours of clinical supervision provided by videoconference and telephone were provided by telephone; and
4. Each clinical supervision session was at least 30 minutes long.

E. Effective July 1, 2006, the Board shall accept hours of clinical supervision submitted by an applicant if at least 10 of the hours involve the clinical supervisor observing the supervisee providing treatment and evaluation services to a client. The clinical supervisor may conduct the observation:
1. In a face-to-face setting,
2. By videoconference,
3. By teleconference, or
4. By review of audio or video recordings.

F. The Board shall accept hours of clinical supervision submitted by an applicant from a maximum of six clinical supervisors.

G. The Board shall accept hours of clinical supervision obtained by an applicant in both individual and group sessions, subject to the following restrictions:
1. At least 25 of the clinical supervision hours involve individual supervision, and
2. Of the minimum 100 hours of clinical supervision required for licensure, the Board may accept:

a. Up to 75 of the clinical supervision hours involving a group of two supervisees; and
b. Up to 50 of the clinical supervision hours involving a group of three to six supervisees.

H. If an applicant provides evidence that a catastrophic event prohibits the applicant from obtaining documentation of clinical supervision that meets the standard specified in subsection (C), the Board may consider alternate documentation.

R4-6-212.01. Exemptions to the Clinical Supervision Requirements

The Board shall accept hours of clinical supervision submitted by an applicant if the clinical supervision meets the requirements specified in R4-6-212 and R4-6-404, R4-6-504, R4-6-604, or R4-6-706, as applicable to the license for which application is made, unless an exemption is granted as follows:

1. An individual using supervised work experience acquired in Arizona may apply to the Board for an exemption from the following requirements:
   a. Qualifications of the clinical supervisor. The Board may grant an exemption to the supervisor qualification requirements in R4-6-212(A) and R4-6-404, R4-6-504, R4-6-604, or R4-6-706, as applicable to the license for which application is made, if the Board determines the behavioral health professional who provided or will provide the clinical supervision has education, training, and experience necessary to provide clinical supervision and has complied with the educational requirements specified in R4-6-214 and:
      i. A qualified supervisor is not available because of the size and geographic location of the professional setting in which the clinical supervision will occur; or
      ii. The behavioral health professional who provided or will provide the clinical supervision holds an active and unrestricted license issued under A.R.S. Title 32 as a physician under Chapter 13 or 17 with certification in psychiatry or addiction medicine or as a nurse practitioner under Chapter 15 with certification in mental health;
   b. Employment of clinical supervisor. The Board may grant an exemption to the requirement in R4-6-212(B) regarding employment of the supervisor by the behavioral health entity at which the supervisee obtains hours of clinical supervision if the supervisee provides verification that:
      i. The supervisor and behavioral health entity have a written contract providing the supervisor the same access to the supervisee's clinical records provided to employees of the behavioral health entity, and
      ii. Supervisee's clients authorized the release of their clinical records to the supervisor; and
   c. Discipline-specific changes. The Board may grant an exemption to a requirement in R4-6-404, R4-6-504, R4-6-604, or R4-6-706, as applicable to the license for which application is made, that changed on November 1, 2015, and had the effect of making the clinical supervision previously completed or completed no later than October 31, 2017, non-compliant with the clinical supervision requirements. If the Board grants an exemption under this subsection, the Board shall evaluate the applicant's clinical supervision using the requirements in existence before November 1, 2015.

2. An individual using supervised work experience acquired outside of Arizona may apply to the Board for an exemption from the supervision requirements in R4-6-404, R4-6-504, R4-6-604, or R4-6-706, as applicable to the license for which application is made. The Board may grant an exemption for supervised work experience acquired outside of Arizona if the Board determines that:
   a. Clinical supervision was provided by a behavioral health professional qualified by education, training, and experience to provide supervision; and
   b. The behavioral health professional providing the supervision met one of the following:
      i. Complied with the educational requirements specified in R4-6-214,
      ii. Complied with the clinical supervisor requirements of the state in which the supervision occurred, or
      iii. Was approved to provide supervision to the applicant by the state in which the supervision occurred.

R4-6-504. Clinical Supervision for Professional Counselor Licensure

A. An applicant for professional counselor licensure shall demonstrate that the applicant received at least 100 hours of clinical supervision that meet the requirements specified in subsection (B) and R4-6-212 during the supervised work experience required under R4-6-503.

B. The Board shall accept hours of clinical supervision for professional counselor licensure if:

1. At least 50 hours are supervised by a professional counselor licensed by the Board, and
2. The remaining hours are supervised by an individual qualified under R4-6-212(A), or
3. The hours are supervised by an individual for whom an exemption was obtained under R4-6-212.01.

C. The Board shall not accept hours of clinical supervision provided by a substance abuse counselor for professional counselor licensure.

GENERAL CLINICAL SUPERVISION INFORMATION:

- Clinical supervision is a crucial piece in an associate level behavioral health professional's training and experience. For applicants seeking independent licensure, it is important to understand the requirements of both the Clinical Supervisor and the clinical supervision.

- The Clinical Supervisor must be compliant with the Board's educational requirements and maintain their license to be eligible to supervise applicant's for licensure. Throughout the supervision period, applicants should watch the Board's Supervisor Registry to see if their Clinical Supervisor is compliant with the educational requirements. The applicant should also verify their supervisor's license is in good standing by using the "Verifications" link on the Board's website.

- Participation on the supervisor registry is voluntary, so not all eligible supervisors will appear on the list. It is the applicant's responsibility to ensure their Clinical Supervisor remains compliant with the Board's requirements when submitting clinical supervision hours provided by them.

- Applicants for counselor licensure shall demonstrate at least 50 hours of their clinical supervision was provided by a Licensed Professional Counselor licensed by the Board, or an exemption must be requested pursuant to A.A.C. R4-6-212.01.

- Applicants should work closely with their Clinical Supervisor to ensure that all client forms and clinical supervision documentation meets the Board's requirements.

- A sample clinical supervision session form can be found on the Board's website. It is not mandatory to use the form, but it captures the required information if filled out completely.

- The time period of clinical supervision must take place in the span of time the supervised work experience for licensure purposes was submitted.