



STATE OF ARIZONA  
BOARD OF BEHAVIORAL HEALTH EXAMINERS  
1740 WEST ADAMS STREET, SUITE 3600  
PHOENIX, AZ 85007  
PHONE: 602.542.1882 FAX: 602.364.0890  
Board Website: [www.azbbhe.us](http://www.azbbhe.us)  
Email Address: [information@azbbhe.us](mailto:information@azbbhe.us)

DOUGLAS A. DUCEY  
Governor

TOBI ZAVALA  
Executive Director

## **TEMPORARY LICENSE APPLICATION INSTRUCTIONS**

### **I. Eligibility for a Temporary License**

1. You must have already submitted an application for a license by examination or a license by endorsement to be eligible for a temporary license.
  - The Board shall issue a temporary license only in the same discipline for which application referenced above is made.
2. You must either:
  - a) Be currently licensed or certified by a state behavioral health regulatory entity

**OR**

  - b) Submit an application within 12 months of graduation from the education program submitted to meet licensure requirements and be approved for licensure pending passage of the required exam. **You are not eligible under this section if you have previously taken the required exam.**
3. You are not eligible for a temporary license if you:
  - a) Are the subject of a pending complaint or if you have had a license or certificate to practice a health care profession suspended or revoked by another state regulatory entity.
  - b) Have a criminal history or a history of disciplinary action by a state regulatory entity, unless Board approved.
  - c) Have been previously denied a license by the Board.

### **II. Practice Limitations for Temporary Licenses**

If your request for a temporary license is approved, pursuant to A.A.C. R4-6-210, you shall not engage in the independent practice of behavioral health but rather, shall practice behavioral health only under direct supervision as prescribed in A.A.C. R4-6-211.

### **III. Fee**

The temporary application fee of \$50 is non-refundable and can be paid by credit card on the Board's website, or by cashier's check or money order. Personal and business checks cannot be accepted.

### **IV. Additional Requirements and Restrictions for a Temporary License**

The requirements and restrictions regarding temporary licenses are contained in A.A.C. R4-6-306. You will find the most current statutes and rules by visiting the Board's website at [www.azbbhe.us](http://www.azbbhe.us).

**PLEASE NOTE:** If approved, temporary licenses will have an expiration date. If a temporary licensee withdraws their license application, fails to take or pass a required exam or is denied a license by examination or endorsement, the temporary license will expire and/or be immediately revoked.



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**TEMPORARY LICENSE APPLICATION**

Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Home Address \_\_\_\_\_

You must have already submitted an application for a license by examination or a license by endorsement to be eligible for a temporary license.

YES  NO I have already submitted a licensure application.

YES  NO I have previously taken an exam approved by the Board for licensure.

I am requesting a temporary license as follows (check one):

I am currently licensed or certified by a state behavioral health regulatory entity and I have submitted a verification of that license or certificate with my application.

**OR**

I submitted my licensure application within 12 months of graduation from the education program submitted to meet licensure requirements and my application is approved pending passage of the required exam. **I understand that I am not eligible if I previously took the required exam.**

**AND**

I am requesting a temporary license that requires prior Board approval under A.A.C. R4-6-306(B)(3) as follows:

YES  NO I have a history of disciplinary action taken by a state behavioral health regulatory agency.

YES  NO I have 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).

**I certify under penalty of perjury that the above information and all supporting documents are true and accurate to the best of my knowledge.**

\_\_\_\_\_  
 Signature of applicant

\_\_\_\_\_  
 Date signed

**Office use only:**

Background  Criminal History F/P  State Verification/Transcript  Previously Denied  Data Bank  Exam: PASS / FAIL  
 (Please circle one)

Credentialist's Initials: \_\_\_\_\_

**Temporary License Expiration:**  180 Days  1 Year

Processor's Initials: \_\_\_\_\_

Pursuant to A.R.S. § 41-1030, the following information must accompany all license applications.

**41-1030. Invalidity of rules not made according to this chapter; prohibited agency action; prohibited acts by state employees; enforcement; notice**

- A. A rule is invalid unless it is made and approved in substantial compliance with sections 41-1021 through 41-1029 and articles 4, 4.1 and 5 of this chapter, unless otherwise provided by law.
- B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.
- C. An agency shall not:
1. Make a rule under a specific grant of rulemaking authority that exceeds the subject matter areas listed in the specific statute authorizing the rule.
  2. Make a rule under a general grant of rulemaking authority to supplement a more specific grant of rulemaking authority.
- D. This section may be enforced in a private civil action and relief may be awarded against the state. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.
- E. A state employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the Agency's adopted personnel policy.
- F. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.
- G. An agency shall prominently print the provisions of subsections B, D, E and F of this section on all license applications, except license applications processed by the corporation commission.
- H. The licensing application may be in either print or electronic format.