



STATE OF ARIZONA  
BOARD OF BEHAVIORAL HEALTH EXAMINERS  
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JANET NAPOLITANO  
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GAIL CHASE  
Board Chair

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**EFFECTIVE DATE: April 4, 2003**

**SUBSTANTIVE POLICY STATEMENT REGARDING SUPERVISED WORK EXPERIENCE**

This substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedure of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under A.R.S. §41-1033 for a review of the statement.

The Board of Behavioral Health Examiners will consider the following criteria when determining whether to accept supervised work experience and clinical supervision for applicants:

1. The professional has entered into a written contract to provide services for a licensed behavioral health agency;
2. The professional has entered into a written contract to provide services for a non-licensed behavioral health entity;
3. The professional receives direct supervision from the agency or entity;
4. The professional provides the Board with documentation from the professional's direct supervisor of supervised work experience hours and months;
5. The professional provides the Board with contemporaneous documentation signed, dated and maintained by the professional's clinical supervisor, of the date, duration and subject matter of each hour of clinical supervision provided;
6. The professional is paid by the entity and receives no payment directly from clients;
7. Clients are advised in writing that they are clients of the supervising entity;
8. The professional is required to comply with the supervising entity's clinical policies and procedures, including its code of ethics and record-keeping procedures; and
9. All client records belong to the supervising entity and remain the supervising entity's property at the termination of the contract between the entity and the professional.