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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 is one endorsement application for all disciplines and levels of licensure.
- If you are applying for multiple licenses, you may submit one application, however a payment of the \$250.00 application fee must be submitted for each license type.
- 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.
- If you wish to apply under Universal Recognition pursuant to A.R.S. § 32-4302, carefully read the statute to make sure you meet all the criteria, including Arizona residency (a list of acceptable documents can be found in **SECTION 2, PART B** of this guide).

### **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. Section 1. UNITED STATES LEGAL PRESENCE:**

- The Board is required to verify that all applicants for licensure have legal authorization to reside and seek employment in the United States.
- You must attach a copy of the front and back of the document evidencing your authorized presence in the United States.
- The list of acceptable documents can be found in **SECTION 2 PART A** of this guide.

### **PART II. Section 2. ARIZONA RESIDENCY (for Universal Recognition applicants only):**

- The Board is required to verify that all applicants for licensure by endorsement through the Universal Recognition path are Arizona residents.
- You must attach a copy of a document demonstrating you have established residency in Arizona.
- The list of acceptable documents can be found in **SECTION 2 PART B** of this guide.

### **PART III. EDUCATION INFORMATION:**

#### *OFFICIAL TRANSCRIPTS*

- Transcripts are only needed from those applicants applying for independent licensure.
- The transcript must be submitted in a sealed envelope.

#### **PART IV. 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.

#### **PART V. TUTORIAL INFORMATION:**

- Complete the Arizona Statutes/Regulations tutorial online by clicking on “Board Approved Tutorials” on the Quick Links menu on the Board’s website, [www.azbbhe.us](http://www.azbbhe.us).
- Make sure you complete the tutorial that indicates it is for endorsement applicants and licensure renewal.

#### **PART VI. 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.
  - Online verifications from the other jurisdictions may be used if they contain all the required information.
    - If not, request an official verification from the jurisdiction issuing the credential.
  - A copy of your wall certificate is NOT sufficient

#### **PART VII. 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 VIII. EMPLOYMENT HISTORY:**

- Provide employment history for the previous seven years starting with your present employer if currently employed.
- 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 IX. CRIMINAL HISTORY BACKGROUND CHECK**

- A full set of fingerprints on a FD-258 card and \$40.00 payment or proof of online credit card payment must be included with your application unless you have a valid fingerprint clearance card issued by the Arizona Department of Public Safety (“DPS”).
- If you have a valid DPS fingerprint clearance card, attach a copy of the front and back of the card and verification from the DPS website provided on the application:  
*[https://webapps.azdps.gov/public\\_inq\\_acct/acct/ShowClearanceCardStatus.action](https://webapps.azdps.gov/public_inq_acct/acct/ShowClearanceCardStatus.action)*

#### **PART X. CERTIFYING STATEMENT:**

- Read the attestations carefully and sign.

## **SECTION 2. RESIDENCY DOCUMENTATION**

### **PART A. UNITED STATES LEGAL PRESENCE:**

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 Mariana 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 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);

### **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 possession 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)”;
- \*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. Nonimmigrant**

Evidence of “Nonimmigrant” status includes the following:

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

**c. Alien Paroled into U.S. for less than One year**

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

**d. A foreign passport with a U.S. visa**

**e. An I-94 form with a photograph.**

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

*\*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.*



**PART B. ARIZONA RESIDENCY:**

A photocopy of a document that shows evidence of residency in Arizona MUST BE submitted with your application if you are applying for licensure under Universal Recognition pursuant to A.R.S. § 32-4302. The following list includes acceptable documentation for Arizona residency (list is not exclusive):

1. Valid Arizona driver's license
2. Current Arizona motor vehicle registration
3. Proof of filing Arizona income taxes in the most recent tax year
4. Arizona voter registration
5. Documentation of a mortgage for a primary Arizona residence
6. A dated residential rental contract with proof of payment
7. Proof of major banking services in Arizona
8. Proof of establishment of Arizona utilities
9. Proof of enrollment of children in Arizona schools
10. Military Form 2058

## **SECTION 3. ENDORSEMENT STATUTE/RULE**

### **32-3274. Licensure by endorsement (STATUTE)**

- A. The board may issue a license by endorsement to a person in that person's behavioral health discipline if the person is licensed or certified by the regulatory agency of one or more other states or federal jurisdictions at a substantially equivalent or higher practice level as determined by the board, pays the fee prescribed by the board and meets all of the following requirements:
1. The person is currently licensed or certified in behavioral health by the regulatory agency of one or more other states or federal jurisdictions and each license or certification is current and in good standing.
  2. The person has been licensed or certified for at least three years in one or more jurisdictions in the discipline and practice level for which an application is submitted. The practice level of the jurisdictions must be substantially equivalent, as determined by the board, to the practice level for which the application is submitted.
  3. The person meets the basic requirements for licensure prescribed by section 32-3275.
  4. The person submits to the board all of the following:
    - a. A listing of every jurisdiction in the United States in which the person has been licensed or certified in the practice of behavioral health and any disciplinary action taken by any regulatory agency or any instance in which a license has been surrendered in lieu of discipline.
    - b. Verification of licensure or certification from every jurisdiction in which the person is licensed or certified for the discipline and practice level for which the person applies.
    - c. Any other procedural application requirements adopted by the board in rule.
- B. In addition to the requirements of subsection A of this section, a person seeking license by endorsement for the following practice levels must have earned a master's or higher degree in the applicable field of practice granted by a regionally accredited college or university:
1. Licensed clinical social worker.
  2. Licensed professional counselor.
  3. Licensed marriage and family therapist.
  4. Licensed independent substance abuse counselor.
- C. Except for licenses by endorsement issued in the practice levels prescribed in subsection B of this section, a person issued a license pursuant to this section shall practice behavioral health only under the direct supervision of a licensee.
- D. The board by rule may prescribe a procedure to issue licenses pursuant to this section.

### **32-4302. Out-of-state applicants; residents; military spouses; licensure; certification; exceptions**

- A. Notwithstanding any other law, an occupational or professional license or certificate shall be issued, in the discipline applied for and at the same practice level as determined by the regulating entity, pursuant to this Title to a person who establishes residence in this state or without an examination to a person who is married to an active duty member of the armed forces of the United States and who is accompanying the member to an official permanent change of station to a military installation located in this state if all of the following apply:
1. The person is currently licensed or certified in at least one other state in the discipline applied for and at the same practice level as determined by the regulating entity and

- the license or certification is in good standing in all states in which the person holds a license or certification.
2. The person has been licensed or certified by another state for at least one year.
  3. When the person was licensed or certified by another state there were minimum education requirements and, if applicable, work experience and clinical supervision requirements in effect and the other state verifies that the person met those requirements in order to be licensed or certified in that state.
  4. The person previously passed an examination required for the license or certification.
  5. The person has not had a license or certificate revoked and has not voluntarily surrendered a license or certificate in any other state or country while under investigation for unprofessional conduct.
  6. The person has not had discipline imposed by any other regulating entity. If another jurisdiction has taken disciplinary action against the person, the regulating entity shall determine if the cause for the action was corrected and the matter resolved. If the matter has not been resolved by that jurisdiction, the regulating entity may not issue or deny a license until the matter is resolved.
  7. The person does not have a complaint, allegation or investigation pending before another regulating entity in another state or country that relates to unprofessional conduct. If an applicant has any complaints, allegations or investigations pending, the regulating entity in this state shall suspend the application process and may not issue or deny a license to the applicant until the complaint, allegation or investigation is resolved.
  8. The person pays all applicable fees.
  9. The person does not have a disqualifying criminal history as determined by the regulating entity pursuant to section 41-1093.04.
- B. This Section does not prevent a regulating entity under this title from entering into a reciprocity agreement with another state or jurisdiction for persons married to active duty members of the armed forces of the United States, except that the agreement may not allow out-of-state licensees or certificate holders to obtain a license or certificate by reciprocity in this state if the applicant has not met standards that are substantially equivalent to or greater than the standards required in this state as determined by the regulating entity on a case-by-case basis.
- C. Except as provided in subsection A of this Section, a regulating entity that administers an examination on laws of this state as part of its license or certificate application requirement may require an applicant to take and pass an examination specific to the laws of this state.
- D. A person who is licensed pursuant to this Title is subject to the laws regulating the person's practice in this state and subject to the regulating entity's jurisdiction.
- E. This Section does not apply to:
1. A license or registration certificate that is issued pursuant to Chapter 24 or 36 of this Title.
  2. Requirements for a fingerprint clearance card issued pursuant to Title 41, Chapter 12, Article 3.1.
  3. Criteria for a license, permit or certificate of eligibility that is established by an interstate compact.
  4. The ability of a regulating entity under this Title to require an applicant to submit fingerprints in order to access state and federal criminal records information for noncriminal justice purposes.
- F. A license or certificate issued pursuant to this Section is valid only in this state and does not make the person eligible to be part of an interstate compact. A regulating entity under this

Title may determine eligibility for an applicant to be licensed or certified under this Section if the applicant is not part of an interstate compact.

**R4-6-304. Application for a License by Endorsement (RULE)**

An applicant who meets the requirements specified under A.R.S. § 32-3274 for a license by endorsement shall submit a completed application packet, as prescribed in R4-6-301, and the following:

1. The name of one or more other jurisdictions where the applicant is certified or licensed as a behavioral health professional by a state or federal regulatory entity, and has been for at least three years;
2. A verification of each certificate or license identified in subsection (1) by the state regulatory entity issuing the certificate or license that includes the following:
  - a. The certificate or license number issued to the applicant by the state regulatory entity;
  - b. The issue and expiration date of the certificate or license;
  - c. Whether the applicant has been the subject of disciplinary proceedings by a state regulatory entity including whether there are any unresolved complaints pending against the applicant; and
  - d. Whether the certificate or license is active and in good standing;
3. If applying at a practice level listed in A.R.S. § 32-3274(B), include:
  - a. An official transcript as prescribed in R4-6-301(6); and
  - b. If applicable, a foreign degree evaluation prescribed in R4-6-216 or R4-6-401; and
4. Documentation of completion of the Board-approved tutorial on Board statutes and rules.