



STATE OF ARIZONA
BOARD OF BEHAVIORAL HEALTH EXAMINERS
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DOUGLAS A. DUCEY
Governor

TOBI ZAVALA
Executive Director

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Dear AZBBHE Licensee,

The Board would like to highlight several significant upcoming changes related to the Board and licensure. Please watch the Board's website for the most up to date information regarding these changes including:

- **Board office relocation** – The Board's administrative office and meeting space will be moving from the current address of 3443 N. Central Ave, to **1740 W. Adams St., Suite 3600, Phoenix, AZ 85007**. The move date is planned for December 19, 2017. There will be multiple Boards and Commissions housed in the new building, with public Board meetings and transaction windows located on the first floor. Phone, fax, and email information will remain the same.

All Board and Academic Review Committee meetings held PRIOR to December 18, 2017 will be held in the current meeting space. Meetings dated January 1, 2018 or later, will be held in the new location. Licensees and applicants should carefully watch correspondence received and the Board's website for updates on the correct location to submit mail, drop off paperwork, or appear for a meeting.

- **Tutorials** – The Board has approved the following two tutorials to be administered through the Center for Credentialing & Education ("CCE"):
 1. **Arizona Statutes/Regulations Tutorial** – required for licensure renewal
 2. **Clinical Supervision Tutorial on Arizona Statutes/Regulations** – required to meet the clinical supervisor educational requirements

The tutorials can be found through the Quick Links menu on the Board's website by clicking on "Board Approved Tutorials". Both tutorials provide 3 clock hours of continuing education, and require a fee of \$25 payable to CCE.

The completion certificate for the tutorial for licensure renewal is not required to be submitted with the renewal application, however it must be maintained for 24 months in case of an audit pursuant to A.A.C. R4-6-801. The completion certificate for the clinical supervision tutorial must be submitted with the documentation of continuing education completed to remain in compliance with the clinical supervisor educational requirements.

IMPORTANT DATES:

- Applicants for renewal who submit their application **ON OR AFTER JANUARY 1, 2018**, must have completed the Arizona Statutes/Regulations Tutorial pursuant to A.A.C. R4-6-802
- Clinical supervisors must complete the Clinical Supervision Tutorial on Arizona Statutes/Regulations pursuant to A.A.C. R4-6-214 prior to the end of their compliance period if their compliance period ends **ON OR AFTER JANUARY 1, 2018**

- **Clinical Supervisor Educational Requirements** – Historically the Board has required 12 hours of continuing education meeting the Board’s rules to begin compliance with the educational requirements to provide clinical supervision, then 6 hours every subsequent license period to remain in compliance (with certain caveats). Since licensure started in 2004, newly independently licensed individuals were able to provide clinical supervision without training until their first license expiration date.
 - Beginning January 1, 2018, newly independently licensed individuals will need to complete 12 hours of continuing education and a Board approved tutorial pursuant to A.A.C. R4-6-214 PRIOR to providing clinical supervision.
 - Newly independently licensed individuals who were licensed prior to December 31, 2017 are in compliance without training until December 31, 2017 (or their first license expiration date, whichever is earliest), however unless they have completed 12 initial hours of continuing education pursuant to A.A.C. R4-6-214 prior to December 31, 2017, they are not in compliance beginning January 1, 2018 until they have completed the 12 hours and tutorial.
 - In the first subsequent two year licensure period expiring on or after January 1, 2018, a clinical supervisor must complete an additional 6 hours of continuing education that meet the requirements in A.A.C. R4-6-214(A)(1)(a) and complete a 3 clock hour Board approved tutorial on statutes and rules before their license expiration date.
 - Beginning January 1, 2018, completion of continuing education meeting the Board’s requirements pursuant to A.A.C. R4-6-214 will extend the individual’s compliance period for **THREE** years (from the training completion date) as opposed to the next license expiration date.

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, or can be purchased in book form by completing the Rule and Statute Book Order Form on the “Forms” tab on the Board’s website.

The Board welcomes feedback on these changes. The public is encouraged to complete our Feedback Form on the Board’s website.

Sincerely,



Tobi Zavala
Executive Director

****PLEASE NOTE:** *In the interest of efficiency, the Board will be providing more information electronically to licensees, including notifications regarding licensure renewal. Please ensure the Board has your current email on file to prevent missing important information. To update your preferred email, please send your name, license(s) number and email to azbbheinfo@azbbhe.us.*