



STATE OF ARIZONA
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.

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, and they are provided on the Board's website. If you are not currently employed, your home address will not be published, however per A.R.S. § 32-3226, the Board may provide a telephone number or email address to a patient seeking medical records.

PART II. 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 citizenship status.
- The list of acceptable documents can be found in SECTION 2 of this guide.

PART III. EDUCATION INFORMATION:

Section 1. OFFICIAL TRANSCRIPTS

- If you have recently graduated, you must wait until the qualifying degree has been posted on your transcript before requesting the official copy.
- The transcript must be submitted in a sealed envelope. If the institution provides certified electronic transcripts, please have them emailed to applications@azbbhe.us.
- List your degree and date earned in part A, and note the accreditation your college/university held in part B. Accredited programs can be viewed on the Board's website.
- The curriculum rule for social work licensure can be found in SECTION 3 of this guide.
- You must have a bachelor's or master's degree (depending on level of licensure sought) from a regionally accredited college or university in a CSWE accredited program or the equivalent foreign degree.

PART IV. 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 V. 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 VI. EXAMINATION:

- If you have previously passed the exam required for licensure, you must request that an official score report be sent directly to the Board from ASWB.
- If you have NOT taken the exam, you will be provided test authorization from the Board when it is appropriate for you to test.

PART VII. FEDERAL DATA BANK SELF-QUERY:

- To meet the requirements of A.A.C. R4-6-301(11), the Board will perform a query of the applicant’s data in the National Practitioner Data Bank.

PART VIII. 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 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

PART X. CERTIFYING STATEMENT:

- Read the attestations carefully and sign.

TEMPORARY APPLICATION

- Please carefully read the [eligibility requirements](#), and only request a temporary license if you are eligible as the fees are non-refundable.

SECTION 2. 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 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 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)”;
- *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.*

SECTION 3. CURRICULUM

ARTICLE 4. SOCIAL WORK

R4-6-401. Curriculum

- A.** An applicant for licensure as a baccalaureate social worker shall have a baccalaureate degree in social work from a regionally accredited college or university in a program accredited by the CSWE or an equivalent foreign degree as determined by the Foreign Equivalency Determination Service of the CSWE.

- B.** An applicant for licensure as a master or clinical social worker shall have a master or higher degree in social work from a regionally accredited college or university in a program accredited by the CSWE or an equivalent foreign degree as determined by the Foreign Equivalency Determination Service of the CSWE.

SECTION 4. SUPERVISED WORK EXPERIENCE

(Provided for information purposes only)

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

10. “Clinical social work” means social work involving clinical assessment, diagnosis, and treatment of individuals, couples, families, and groups.
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.
33. “Indirect client service” means 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 social work” means the professional application of social work theories, principles, methods and techniques to:
 - a. Treat mental, behavioral and emotional disorders.
 - b. Assist individuals, families groups and communities to enhance or restore the ability to function physically, socially, emotionally, mentally and economically.
 - c. Assess, appraise, diagnose, evaluate and treat individuals, couples, families and groups through the use of psychotherapy. A.R.S. § 32-3251.
46. “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.
50. “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 subject to practice limitations pursuant to R4-6-210 shall practice in an entity with responsibility and clinical oversight of the behavioral health services provided by the licensee.
- B. A masters level licensee working under direct supervision who operates or manages their own entity with immediate responsibility for the behavioral health services provided by the licensee shall provide the following to the board for approval prior to providing behavioral health services:
 1. The name of their clinical supervisor who meets the following:
 - a. Is independently licensed by the board in the same discipline as the supervisee, and who has practiced as an independently licensed behavioral health professional for a minimum of two years beyond the supervisor’s licensure date;
 - b. Is in compliance with the clinical supervisor educational requirements specified in R4-6-214;
 - c. Is not prohibited from providing clinical supervision by a board consent agreement; and
 2. A copy of the agreement between the clinical supervisor and supervisee demonstrating:
 - a. The supervisee and supervisor will meet individually for one hour for every 20 hours of direct client contact provided, to include an onsite meeting every 60 days;
 - b. Supervisee’s clients will be notified of clinical supervisor’s involvement in their treatment and the means to contact the supervisor;
 - c. Supervision reports will be submitted to the board every six months;

- d. A 30 day notice is required prior to either party terminating the agreement;
 - e. The supervisor and supervisee will notify the board within 10 days of the agreement termination date; and
 - f. The supervisee will cease practicing within 60 days of the agreement termination date until such time as a subsequent agreement is provided to the board and approved.
- C. A licensee complying with subsection B shall not provide clinical oversight and responsibility for the behavioral health services of another licensee subject to the practice limitations pursuant to R4-6-210.
- D. To meet the supervised work experience requirements for licensure, direct 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. Involve the practice of behavioral health; and
 - 5. Be for a term of no fewer than 24 months
- E. An applicant who acquired supervised work experience outside of Arizona may submit that experience for approval as it relates to the qualifications of the supervisor and the entity in which the supervision was acquired. The board may accept the supervised work experience as it relates to the supervisor and the entity if it met the requirements of the state in which the supervised work experience occurred. Nothing in this provision shall apply to the supervision requirements set forth in R4-6-403, R4-6-503, R4-6-603 and R4-6-705.
- F. 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.

R4-6-403. Supervised Work Experience for Clinical Social Worker Licensure

- A. An applicant for clinical social worker licensure shall demonstrate completion of at least 3200 hours of supervised work experience in the practice of clinical social work in no less than 24 months. Supervised work experience in the practice of clinical social work shall include:
- 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 R4-6-404; 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 required supervised work experience specified in subsection (A), an applicant for clinical social worker licensure shall practice behavioral health under the limitations specified in R4-6-210.
- E. There is no supervised work experience requirement for licensure as a baccalaureate or master social worker.

GENERAL SUPERVISED WORK EXPERIENCE INFORMATION:

- If you are approved for associate level licensure, you may wish to become independently licensed in the future by submitting a minimum of two years of supervised work experience involving the use of psychotherapy that meets the hour requirements above.
- There is no supervised work experience required for LBSW or LMSW licensure, but if you intend on applying for clinical licensure, you can use this information as a reference for what's expected during the period of supervised work experience.
- The clinical supervision information contained in SECTION 5 is also provided as a reference for those planning to seek independent licensure in the future.
- 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.

SECTION 5. CLINICAL SUPERVISION

(Provided for information purposes only)

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.
34. “Individual clinical supervision” means clinical supervision provided by a clinical supervisor to one supervisee.

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

- A. A licensee subject to practice limitations pursuant to R4-6-210 shall practice in an entity with responsibility and clinical oversight of the behavioral health services provided by the licensee.
- B. A masters level licensee working under direct supervision who operates or manages their own entity with immediate responsibility for the behavioral health services provided by the licensee shall provide the following to the board for approval prior to providing behavioral health services:
 1. The name of their clinical supervisor who meets the following:
 - a. Is independently licensed by the board in the same discipline as the supervisee, and who has practiced as an independently licensed behavioral health professional for a minimum of two years beyond the supervisor’s licensure date;
 - b. Is in compliance with the clinical supervisor educational requirements specified in R4-6-214;
 - c. Is not prohibited from providing clinical supervision by a board consent agreement; and
 2. A copy of the agreement between the clinical supervisor and supervisee demonstrating:
 - a. The supervisee and supervisor will meet individually for one hour for every 20 hours of direct client contact provided, to include an onsite meeting every 60 days;
 - b. Supervisee’s clients will be notified of clinical supervisor’s involvement in their treatment and the means to contact the supervisor;
 - c. Supervision reports will be submitted to the board every six months;
 - d. A 30 day notice is required prior to either party terminating the agreement;
 - e. The supervisor and supervisee will notify the board within 10 days of the agreement termination date; and
 - f. The supervisee will cease practicing within 60 days of the agreement termination date until such time as a subsequent agreement is provided to the board and approved.
- C. A licensee complying with subsection B shall not provide clinical oversight and responsibility for the behavioral health services of another licensee subject to the practice limitations pursuant to R4-6-210.
- D. To meet the supervised work experience requirements for licensure, direct 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. Involve the practice of behavioral health; and
 5. Be for a term of no fewer than 24 months
- E. An applicant who acquired supervised work experience outside of Arizona may submit that experience for approval as it relates to the qualifications of the supervisor and the entity in which the supervision was acquired. The board may accept the supervised work experience as it relates to the supervisor and

the entity if it met the requirements of the state in which the supervised work experience occurred. Nothing in this provision shall apply to the supervision requirements set forth in R4-6-403, R4-6-503, R4-6-603 and R4-6-705.

- F. 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.

R4-6-404. Clinical Supervision for Clinical Social Worker Licensure

- A. An applicant for clinical social worker 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 R4-6-403.
- B. The Board shall accept hours of clinical supervision for clinical social worker licensure if the hours required under subsection (A) meet the following:
1. At least 50 hours are supervised by a clinical social worker 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 for clinical social worker licensure provided by a substance abuse counselor.

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 clinical social worker licensure shall demonstrate at least 50 hours of their clinical supervision was provided by a Licensed Clinical Social Worker 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.