
NOTICES OF SUBSTANTIVE POLICY STATEMENT

The Administrative Procedure Act (APA) requires the publication of Notices of Substantive Policy Statement issued by agencies (A.R.S. § 41-1013(B)(14)).

Substantive policy statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice.

Substantive policy statements are advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal

procedures 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 APA.

If you believe that a 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.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

BOARD OF BEHAVIORAL HEALTH EXAMINERS

[M15-298]

1. **Title of the Substantive Policy Statement and the substantive policy statement number by which the substantive policy statement is referenced:**
Supervised Work Experience
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
April 4, 2003
3. **Summary of the contents of the substantive policy 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:
The professional has entered into a written contract to provide services for a licensed behavioral health agency;
The professional has entered into a written contract to provide services for a non-licensed behavioral health entity;
The professional receives direct supervision from the agency or entity;
The professional provides the Board with documentation from the professional's direct supervisor of supervised work experience hours and months;
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;
The professional is paid by the entity and receives no payment directly from clients;
Clients are advised in writing that they are clients of the supervising entity;
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
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.
4. **Federal or state constitutional provision; federal or state statute, administrative rule, or regulation; or final court judgment that underlies the substantive policy statement:**
Not applicable
5. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revision – Rescind Substantive Policy Statement
6. **The agency contact person who can answer questions about the substantive policy statement:**
Name: Donna Dalton
Address: Board of Behavioral Health Examiners
3443 N. Central Ave., Ste 1700
Phoenix, AZ 85012
Telephone: (602) 542-1811
Fax: (602) 364-0890
E-mail: donna.dalton@azbbhe.us
Web site: www.azbbhe.us



7. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A person may obtain a copy of the substantive policy statement by contacting the individual listed in item 6, or visiting the Board's website at www.azbbhe.us.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

BOARD OF BEHAVIORAL HEALTH EXAMINERS

[M15-299]

1. Title of the Substantive Policy Statement and the substantive policy statement number by which the substantive policy statement is referenced:

Marriage and Family Therapy Supervision

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

February 8, 2003

3. Summary of the contents of the substantive policy statement:

A.A.C. R4-6-604(3) provides as follows: Supervision of an applicant shall be provided by an Arizona Certified Marriage and Family Therapist.

A.A.C. R4-6-604(5) provides as follows: An applicant may make a written request to the Marriage and Family Therapy Credentialing Committee for an exemption from the requirement of subsection (3). The Committee shall review the request to determine whether the proposed supervisor has the education, training, and experience to provide the supervision. If the proposed supervisor is qualified, the Committee shall grant the request for an exemption.

4. Federal or state constitutional provision; federal or state statute, administrative rule, or regulation; or final court judgment that underlies the substantive policy statement:

Not applicable

5. A statement as to whether the substantive policy statement is a new statement or a revision:

Revision – Rescind Substantive Policy Statement

6. The agency contact person who can answer questions about the substantive policy statement:

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NOTICE OF SUBSTANTIVE POLICY STATEMENT

BOARD OF BEHAVIORAL HEALTH EXAMINERS

[M15-300]

1. Title of the Substantive Policy Statement and the substantive policy statement number by which the substantive policy statement is referenced:

Substance Abuse Counselor Supervision

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

February 8, 2003

3. Summary of the contents of the substantive policy statement:

A.A.C. R4-6-704 provides as follows: Supervision of the work experience required for Substance Abuse Certification shall be provided by a Certified Substance Abuse Counselor or a behavioral health professional who has educa-



tion, training, and experience acceptable to the Substance Abuse Credentialing Committee.

4. Federal or state constitutional provision; federal or state statute, administrative rule, or regulation; or final court judgment that underlies the substantive policy statement:

Not applicable

5. A statement as to whether the substantive policy statement is a new statement or a revision:

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NOTICE OF SUBSTANTIVE POLICY STATEMENT

BOARD OF BEHAVIORAL HEALTH EXAMINERS

[M15-301]

1. Title of the Substantive Policy Statement and the substantive policy statement number by which the substantive policy statement is referenced:

Social Work Supervision

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

February 8, 2003

3. Summary of the contents of the substantive policy statement:

R4-6-404(B) provides as follows: Professional supervision of an applicant for Independent Social Work certification shall be provided by a Certified Independent Social Worker (CISW).

R4-6-404(D) provides as follows: Professional supervision may include both individual and group supervision. Group supervision hours shall not exceed individual supervision hours.

R4-6-404(E) provides as follows: An applicant may make a written request to the Social Work Credentialing Committee for an exemption from the requirements of subsections (B) or (D) or both. The Social Work Credentialing Committee shall review the request for exemption to determine whether the proposed supervisor has the necessary education, training, and experience to provide supervision acceptable for an Independent Social Work certificate. If the proposed supervisor has the necessary education, training, and experience, the Social Work Credentialing Committee shall grant the request for exemption. Exemptions to the supervision requirement shall not be granted retroactively for supervision received before the date of the request, unless approved by the Social Work Credentialing Committee on an individual basis.

4. Federal or state constitutional provision; federal or state statute, administrative rule, or regulation; or final court judgment that underlies the substantive policy statement:

Not applicable

5. A statement as to whether the substantive policy statement is a new statement or a revision:

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NOTICE OF SUBSTANTIVE POLICY STATEMENT

BOARD OF BEHAVIORAL HEALTH EXAMINERS

[M15-302]

1. Title of the Substantive Policy Statement and the substantive policy statement number by which the substantive policy statement is referenced:

2006-01 Clinical Supervision Exemptions

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

July 7, 2006

3. Summary of the contents of the substantive policy statement:

A.A.C. rules R4-6-404 (E)(4), R4-6-504 (E)(2), and R4-6-604(E)(2) advise an applicant for licensure as a Licensed Clinical Social Worker, a Licensed Professional Counselor, or a Licensed Marriage and Family Therapist, that beginning on July 1, 2006, their respective credentialing committees will not grant an exemption request for clinical supervision for a substance abuse counselor.

4. Federal or state constitutional provision; federal or state statute, administrative rule, or regulation; or final court judgment that underlies the substantive policy statement:

Not applicable

5. A statement as to whether the substantive policy statement is a new statement or a revision:

Revision – Rescind Substantive Policy Statement

6. The agency contact person who can answer questions about the substantive policy statement:

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NOTICE OF SUBSTANTIVE POLICY STATEMENT

BOARD OF BEHAVIORAL HEALTH EXAMINERS

[M15-303]

1. Title of the Substantive Policy Statement and the substantive policy statement number by which the substantive policy statement is referenced:

2006-03 Clinical Supervision Observation

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

November 3, 2006

3. Summary of the contents of the substantive policy statement:

A.A.C. Rule R4-6-212(G) provides that "Effective July 1, 2006, an applicant must receive a minimum of ten hours of clinical supervision obtained during direct observation or a review of audiotapes or videotapes by the clinical



supervisor of the applicant while the applicant is providing treatment and evaluation services to a client.”

4. Federal or state constitutional provision; federal or state statute, administrative rule, or regulation; or final court judgment that underlies the substantive policy statement:

Not applicable

5. A statement as to whether the substantive policy statement is a new statement or a revision:

Revision – Rescind Substantive Policy Statement

6. The agency contact person who can answer questions about the substantive policy statement:

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NOTICE OF SUBSTANTIVE POLICY STATEMENT

BOARD OF BEHAVIORAL HEALTH EXAMINERS

[M15-304]

1. Title of the Substantive Policy Statement and the substantive policy statement number by which the substantive policy statement is referenced:

2006-06 Clinical Supervisor Review of Documentation

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

December 1, 2006

3. Summary of the contents of the substantive policy statement:

A.A.C. Rule R4-6-212(F)(7) provides that clinical supervision shall consist of monitoring of the supervisee’s clinical documentation through on-going compliance review to ensure that the supervisee maintains adequate clinical documentation.

4. Federal or state constitutional provision; federal or state statute, administrative rule, or regulation; or final court judgment that underlies the substantive policy statement:

Not applicable

5. A statement as to whether the substantive policy statement is a new statement or a revision:

Revision – Rescind Substantive Policy Statement

6. The agency contact person who can answer questions about the substantive policy statement:

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT****BOARD OF BEHAVIORAL HEALTH EXAMINERS**

[M15-305]

- 1. Title of the Substantive Policy Statement and the substantive policy statement number by which the substantive policy statement is referenced:**
2007-01 Supervised Work Experience and Clinical Supervision
- 2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
June 1, 2007
- 3. Summary of the contents of the substantive policy statement:**
A.A.C. Rules R4-6-403(A), R4-6-503(A), R4-6-603 and R4-6-705(A) and B, provide that an applicant shall complete a minimum of 3,200 hours of supervised work experience in no less than 24 months.
A.A.C. Rules R4-6-404(A) and (C), R4-6-504(A) and (C), R4-6-604(A) and (C), and R4-6-706(A) and (C), provide that during the period of supervised work experience an applicant shall receive a minimum of 100 hours of clinical supervision in no less than 24 months and that the time span shall be the same as that for the supervised work experience.
- 4. Federal or state constitutional provision; federal or state statute, administrative rule, or regulation; or final court judgment that underlies the substantive policy statement:**
Not applicable
- 5. A statement as to whether the substantive policy statement is a new statement or a revision:**
Revision – Rescind Substantive Policy Statement
- 6. The agency contact person who can answer questions about the substantive policy statement:**
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NOTICE OF SUBSTANTIVE POLICY STATEMENT**BOARD OF BEHAVIORAL HEALTH EXAMINERS**

[M15-306]

- 1. Title of the Substantive Policy Statement and the substantive policy statement number by which the substantive policy statement is referenced:**
2010-01 Requests for Extensions to Inactive Status
- 2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
April 2, 2010
- 3. Summary of the contents of the substantive policy statement:**
A.A.C. R4-6-305(H) provides that the credentialing committee may for "good cause" permit an already inactive license to remain on inactive status for one additional period not to exceed 24 months.

A.A.C. R4-6-209(B) provides that the Board shall consider the following to determine whether good cause has been established for purposes of deadline extensions:
 - a. Illness or disability;
 - b. Military service; or,
 - c. Any circumstance beyond the control of the individual requesting a deadline extension.



This substantive policy interprets the definition of “good cause” in A.A.C. R4-6-305(H) to rely on the definition found in A.A.C. R4-6-209(B).

4. Federal or state constitutional provision; federal or state statute, administrative rule, or regulation; or final court judgment that underlies the substantive policy statement:

Not applicable

5. A statement as to whether the substantive policy statement is a new statement or a revision:

Revision – Rescind Substantive Policy Statement

6. The agency contact person who can answer questions about the substantive policy statement:

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT
BOARD OF BEHAVIORAL HEALTH EXAMINERS**

[M15-307]

1. Title of the Substantive Policy Statement and the substantive policy statement number by which the substantive policy statement is referenced:

2010-02 Hiring a Clinical Supervisor from Outside the Applicant’s Employing Agency

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

July 9, 2010

3. Summary of the contents of the substantive policy statement:

A.A.C. R4-6-212 establishes the requirements for Clinical Supervision. This substantive policy establishes the criteria used for determining whether to accept Clinical Supervision hours provided by a Clinical Supervisor who was not employed by the same agency where the applicant acquired his/her supervised work experience.

4. Federal or state constitutional provision; federal or state statute, administrative rule, or regulation; or final court judgment that underlies the substantive policy statement:

Not applicable

5. A statement as to whether the substantive policy statement is a new statement or a revision:

Revision – Rescind Substantive Policy Statement

6. The agency contact person who can answer questions about the substantive policy statement:

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NOTICE OF SUBSTANTIVE POLICY STATEMENT

BOARD OF BEHAVIORAL HEALTH EXAMINERS

[M15-308]

1. **Title of the Substantive Policy Statement and the substantive policy statement number by which the substantive policy statement is referenced:**
2014-01 Clinical Supervisors providing Clinical Supervision in Another State to an Applicant for Arizona Licensure
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
October 2, 2014
3. **Summary of the contents of the substantive policy statement:**
A.A.C. R4-6-212(J) establishes the continuing education requirements for Clinical Supervision. This substantive policy establishes the criteria used for determining whether to accept Clinical Supervision hours provided by a Clinical Supervisor from another state for supervision earned by an applicant from out of state through an exemption request process.
4. **Federal or state constitutional provision; federal or state statute, administrative rule, or regulation; or final court judgment that underlies the substantive policy statement:**
Not applicable
5. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revision – Rescind Substantive Policy Statement
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