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EFFECTIVE DATE: August 16, 2019

SUBSTANTIVE POLICY STATEMENT # 2019-01

**SUBSTANTIVE POLICY STATEMENT REGARDING REQUIREMENTS FOR UNIVERSAL
RECOGNITION PATH TO LICENSURE BY ENDORSEMENT**

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. A.R.S. § 41-1091(B).

Beginning August 27, 2019, Laws 2019, Chapter 54 provides an additional path to licensure (“Universal Recognition”) for applicants who have been licensed in another jurisdiction for more than one year (in the same discipline and at the same practice level) and who have established residency in Arizona.

Because the requirements for the Universal Recognition path to licensure align with the licensure by endorsement process (prescribed in A.R.S. § 32-3274 and A.A.C. R4-6-304), the application process will be the same except where noted below.

For either path to licensure by endorsement, the following information will be collected/required:

1. Application and fee
2. Documentation that the applicant’s presence in the United States is authorized under federal law (required per A.R.S. § 41-1080)
3. Documentation of Arizona residency (required only for Universal Recognition path – see below for acceptable documentation)
4. Fingerprints or an Arizona Department of Public Safety fingerprint clearance card
5. Official transcript for masters or higher level degree in the applicable field of practice granted by a regionally accredited college or university for LCSW, LPC, LMFT and LISAC applicants¹
6. Completion certificate for the Arizona Statutes/Regulations Tutorial
7. Verification of the current and in good standing license from the other state regulating entity (one year or three year)
8. National Practitioner Data Bank query
9. Background questions to determine previous discipline/complaints/conduct

¹ For non-independent endorsement applicants, a transcript is not required. Applicants receiving their associate level endorsement license will be provided information regarding the curriculum/testing requirements for independent licensure by exam should they opt to apply in the future.
S:SPS/Universal Recognition requirements

For Universal Recognition applicants, the following may be submitted to demonstrate 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

Board Secretary

Date