

TITLE 4. PROFESSIONS AND OCCUPATIONS

CHAPTER 16. ARIZONA MEDICAL BOARD

ARTICLE 2. LICENSURE

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ARTICLE 2. LICENSURE

R4-16-201. Application for Licensure by Examination or Endorsement

A. For purposes of this Article, unless otherwise specified:

1. "ABMS" means American Board of Medical Specialties.
- ~~1-2.~~ "ECFMG" means Educational Commission for Foreign Medical Graduates.
3. "FCVS" means Federation Credentials Verification Service.
- ~~2-4.~~ "FLEX" means Federation Licensing Examination.
- ~~3-5.~~ "LMCC" means Licentiate of the Medical Council of Canada.
4. "Medical Condition" means the following physiological, mental, or psychological conditions or disorders: (a) chronic and uncorrected orthopedic, visual, speech, or hearing impairments; (b) cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, HIV disease, or tuberculosis; or (c) specific learning disabilities, dementia, Alzheimer's, bipolar disorder, schizophrenia, paranoia, or any psychotic disorder.
6. "NBME" means National Board of Medical Examiners.
7. "Primary source" means the original source or an approved agent of the original source of a specific credential that can verify the accuracy of a qualification reported by an applicant.
- ~~5-8.~~ "SPEX" means Special Purposes Examination.
- ~~6-9.~~ "USMLE" means United States Medical Licensing Examination.

B. An applicant for licensure to practice medicine by endorsement, Step 3 of the USMLE, or by endorsement with the SPEX shall submit the following information on an application form provided by available on request from the Board and on the Board's web site:

1. Applicant's full name, social security number, business and home addresses, primary e-mail address, business and home telephone numbers, and date and place of birth;
2. Name of the school of medicine from which the applicant graduated and date of graduation;
3. A complete list of the applicant's internship, residency, and fellowship training;
4. List of all licensing examinations taken;
- ~~2-5.~~ Names of the states, territories, or provinces in which the applicant has applied for or has been granted a license or registration to practice medicine, including license number, date issued, and current status of the license;
- ~~3-6.~~ A statement of whether the applicant:
 - a. Whether the applicant has Has had an application for medical licensure denied or rejected by another state or province licensing board, and if so, an explanation;

4. ~~b. Whether any~~ Has ever had any disciplinary or rehabilitative action ~~has ever been~~ taken against the applicant by another licensing board, including other health professions, and if so, an explanation;
5. ~~c. Whether any~~ Has had any disciplinary actions, restrictions, or limitations ~~have been~~ taken against the applicant while participating in any type of training program or by any health care provider, and if so, an explanation;
6. ~~d. Whether the applicant has~~ Has been found in violation of a statute, rule, or regulation of any domestic or foreign governmental agency, and if so, an explanation;
7. ~~e. Whether the applicant is~~ Is currently under investigation by any medical board or peer review body, and if so, an explanation;
8. ~~f. Whether the applicant has ever had a medical license disciplined resulting in a revocation, suspension, limitation, restriction, probation, voluntarily surrender, cancellation during an investigation or entered into a consent agreement or stipulation, and if so, an explanation;~~ Has been subject to discipline resulting in a medical license being revoked, suspended, limited, cancelled, restricted, or voluntarily surrendered, or resulting in probation or entry into a consent agreement or stipulation and if so, an explanation;
9. ~~g. Whether the applicant has~~ Has had hospital privileges revoked, denied, suspended, or restricted, and if so, an explanation;
10. ~~h. Whether the applicant has~~ Has been named as a defendant in a malpractice matter currently pending or that resulted in a settlement or judgment against the applicant, and if so, an explanation;
11. ~~i. Whether the applicant has~~ Has been subjected to any regulatory disciplinary action, including censure, practice restriction, suspension, sanction, or removal from practice, imposed by any agency of the federal or state government, and if so, an explanation;
12. ~~j. Whether the applicant has~~ Has had the authority to prescribe, dispense, or administer medications limited, restricted, modified, denied, surrendered, or revoked by a federal or state agency as a result of disciplinary or other adverse action, and if so, an explanation;
13. ~~Whether the applicant, within the last five years, has or had a medical condition that impairs or limits the applicant's ability to safely practice medicine, and if so, an explanation;~~
14. ~~Whether the applicant engages in the illegal use of any controlled substance, habit-forming drug, or prescription medication, and if so, an explanation;~~
15. ~~Whether the applicant has consumed intoxicating beverages resulting in the applicant's present ability to exercise the judgment and skills of a medical professional, being impaired or limited, and if so, an explanation;~~

- ~~16. k.~~ Whether the applicant has Has been found guilty or entered into a plea of no contest to a felony, or a misdemeanor involving moral turpitude in any state, and if so, an explanation;
- ~~17.~~ A complete list of the applicant's internship, residency, and fellowship training;
- ~~18.7.~~ Whether the applicant is currently certified by any of the American Board of Medical Specialties;
- ~~19.8.~~ The applicant's intended specialty;
- ~~20.9.~~ Consistent with the Board's ~~statutory~~ authority at A.R.S. § 32-1422(B), other information the Board may deem necessary to fully evaluate the applicant;
- ~~21.~~ A photograph of passport quality no larger than 2 1/2 x 3 inches taken not more than 60 days before the date of application; and
10. Whether the applicant completed a training unit prescribed by the Board regarding the requirements of A.R.S. Title 32, Chapter 13 and this Chapter;
11. In addition to the answers provided under subsections (B)(1) through (B)(10), the applicant shall answer the following confidential question:
- a. Whether the applicant has received treatment within the last five years for use of alcohol or a controlled substance, prescription-only drug, or dangerous drug or narcotic or a physical, mental, emotional, or nervous disorder or condition that currently affects the applicant's ability to exercise the judgment and skills of a medical professional;
 - b. If the answer to subsection (B)(11)(a) is yes:
 - i. A detailed description of the use, disorder, or condition; and
 - ii. An explanation of whether the use, disorder, or condition is reduced or ameliorated because the applicant receives ongoing treatment and if so, the name and contact information for all current treatment providers and for all monitoring or support programs in which the applicant is currently participating; and
 - c. A copy of any public or confidential agreement or order relating to the use, disorder, or condition, issued by a licensing agency or health care institution within the last five years, if applicable; and
- ~~22.12.~~ A notarized statement, signed by the applicant, verifying the truthfulness of the information provided, and that the applicant has not engaged in any acts prohibited by Arizona law or Board rules, and authorizing release of any required records or documents to complete application review.
- C. In addition to the application form required under subsection (B), an applicant for licensure to practice medicine by ~~endorsement~~, Step 3 of the USMLE, or endorsement with the SPEX shall submit the following:

1. ~~Certified~~ A copy of the applicant's birth certificate or passport with a notarized certificate of identification, which is a form available on request from the Board and on the Board's web site;
 2. ~~Certified evidence~~ Evidence of legal name change if the applicant's legal name is different from that shown on the document submitted under subsection (B)(1) (C)(1);
 3. Documentation listed under A.R.S. § 41-1080(A) showing that the applicant's presence in the U.S. is authorized under federal law;
 - ~~3.4.~~ Complete list of all hospital affiliations and medical employment for the past five years before the date of application;
 - ~~4.5.~~ Verification of any medical malpractice matter currently pending or resulting in a settlement or judgment against the applicant, including a copy of the complaint and either the agreed terms of settlement or the judgment and a narrative statement specifying the nature of the occurrence resulting in the medical malpractice action. The verification must contain the name and address of each defendant, the name and address of each plaintiff, the date and location of the occurrence which created the claim and a statement specifying the nature of the occurrence resulting in the medical malpractice action; An applicant who is unable to obtain a document required under this subsection may apply under subsection (E) a waiver of the requirement;
 6. A full set of fingerprints and the processing charge specified in R4-16-205;
 7. A paper or digital headshot photograph of the applicant taken no more than 60 days before the date of application; and
 - ~~5.8.~~ The fee required in authorized under A.R.S. § 32-1436 and specified in R4-16-205.
- D. In addition to the requirements of subsections (A) and (B) and (C), an applicant for licensure to practice medicine by endorsement by Step 3 of the USMLE, or by endorsement with the SPEX shall have the following directly submitted to the Board, electronically or in hard copy, by the primary source, ECFMG, Veridoc, or FCVS:
1. ~~The following forms must be included with the application and be completed by persons other than the applicant:~~ Official transcript, certified copy or other authentication of graduation from a school of medicine;
 - a. ~~Medical College Certification;~~
 - b. ~~Postgraduate Training Certification;~~
 - c. ~~Clinical Instructor Certification;~~
 - d. ~~ECFMG certification if applicant is an international graduate;~~
 - e. ~~Federation of State Medical Boards Disciplinary Search;~~
 - f. ~~American Medical Association Physician Profile, and~~
 - g. ~~Verification of American Board of Medical Specialty Certification, if applicable;~~

2. Verification of completion of postgraduate training;
3. Verification of ECFMG certification if the applicant graduated from an unapproved school of medicine;
- 2-4. Examination and Board History Report history report scores for USMLE, FLEX, NBME, and SPEX;
- 3-5. Verification of LMCC exam score or state written exam score;
- 4-6. Verification of licensure from every state in which the applicant has ever held a medical license; and
- 5-7. Verification of all hospital affiliations and employment for the past during the five years before the date of application. This must be submitted by the verifying entity on its Under A.R.S. § 32-1422(A)(11)(b), this verification is required to be on the hospital's official letterhead or the electronic equivalent. If the applicant was affiliated with a hospital through a medical group or organization, the verification shall be supplied by the applicant's employer; and
8. Verification of all medical employment during the five years before the date of application. Under A.R.S. § 32-1422(A)(11)(b), this verification must be submitted by the applicant's employer.

E. As provided under A.R.S. § 32-1422(F), the Board may waive a documentation requirement specified under subsections (C)(5) and (D).

1. To obtain a waiver under this subsection, an applicant shall submit a written request that includes the following information:
 - a. Applicant's name;
 - b. Date of request;
 - c. Document required under subsection (C)(5) or (D) for which waiver is requested;
 - d. Detailed description of efforts made by the applicant to provide the document as required under subsection (C)(5) or (D);
 - e. Reason the applicant's inability to provide the document as required under subsection (C)(5) or (D) is due to no fault of the applicant; and
 - f. If applicable, documents that support the request for waiver.
2. The Board shall consider the request for waiver at its next regularly scheduled meeting that occurs more than 30 days after receipt of the request.
3. In determining whether to grant the request for waiver, the Board shall consider whether the applicant:
 - a. Made appropriate and sufficient effort to satisfy the requirement under subsection (C)(5) or (D); and

- b. Demonstrated that compliance with the requirement under subsection (C)(5) or (D) is not possible because:
 - i. The entity responsible for issuing the required document no longer exists;
 - ii. The original of the required document was destroyed by accident or natural disaster;
 - iii. The entity responsible for issuing the required document is unable to provide verification because of armed conflict or political strife; or
 - iv. Another valid reason beyond the applicant's control prevents compliance with the requirement under subsection (C) (5) or (D).
- 4. In determining whether to grant the request for waiver, the Board shall:
 - a. Consider whether it is possible for the Board to obtain the required document from other source; and
 - b. Upon Board request, require the applicant to obtain and provide additional information.
- 5. If the Board determines the applicant is unable to comply with a requirement under subsection (C)(5) or (D) in spite of the applicant's best effort and for a reason beyond the applicant's control, the Board may grant the request for waiver and include the decision in the Board's official record for the applicant.
- 6. The Board shall provide the applicant with written notice of its decision regarding the request for waiver. The Board's decision is not subject to review or appeal.
- F. As provided under A.R.S. § 32-1426(B), the Board may require an applicant for licensure by endorsement who passed an examination specified in A.R.S. § 32-1426(A) more than ten years before the date of application to provide evidence the applicant is able to engage safely in the practice of medicine. The Board may consider one or more of the following to determine whether the applicant is able to engage safely in the practice of medicine:
 - 1. Whether the applicant is board certified by one of the specialties recognized by ABMS. If the applicant holds a current ABMS certification, this criteria is considered met.
 - 2. If the applicant obtains a passing score on a SPEX examination, this criteria is considered met.
 - 3. The Board may also consider any combination of the following:
 - a. The applicant's records,
 - b. A physical or psychological assessment of the applicant.

R4-16-201.1 Application for Renewal of License

- A. Under A.R.S. § 32-1430(A), an individual licensed under A.R.S. Title 32, Chapter 13, shall renew the license every other year on or before the licensee's birthday.

B. To renew a license, a licensee shall submit the following information on an application form available on request from the Board and on the Board's web site:

1. The licensee's full name, license number, business and home addresses, primary e-mail address, and business and home telephone numbers;
2. Identification of changes to medical specialties and fields of practice;
3. A statement of whether, since the time of last license issuance, the licensee:
 - a. Has had an application for medical licensure denied or rejected by another state or province licensing board and if so, an explanation;
 - b. Has had any disciplinary or rehabilitative action taken against the licensee by another licensing board, including other health professions and if so, an explanation;
 - c. Has had any disciplinary action, restriction, or limitation taken against the licensee by any program or health care provider and if so, an explanation;
 - d. Has been subject to discipline resulting in a medical license being revoked, suspended, limited, cancelled, restricted, or voluntarily surrendered, or resulting in probation or entry into a consent agreement or stipulation and if so, an explanation;
 - e. Has had hospital privileges revoked, denied, suspended, or restricted and if so, an explanation (do not report if the licensee's hospital privileges were suspended due to failure to complete hospital records and reinstated after no more than 90 days);
 - f. Has been subjected to disciplinary action including censure, practice restriction, suspension, sanction, or removal from practice by an agency of the state or federal government and if so, an explanation;
 - g. Has had the authority to prescribe, dispense, or administer medications limited, restricted, modified, denied, surrendered, or revoked by a federal or state agency as a result of disciplinary or other adverse action and if so, an explanation;
 - h. Has engaged or currently engage in the illegal use of a controlled substance, prescription-only drug, or dangerous drug or narcotic and if so, an explanation;
 - i. Has been found guilty or entered into a plea of no contest to a felony, a misdemeanor involving moral turpitude, or an alcohol or drug-related offense in any state and if so, an explanation; and
 - j. Has failed the SPEX;
4. A statement of whether the licensee understands and complies with the medical records or record keeping requirements as required in A.R.S. §§ 32-3211 and 12-2297;
5. A statement of whether the licensee has completed at least 40 hours of CME as required under A.R.S. § 32-1434 and R4-6-102;

6. A statement of whether the licensee requests that the license be inactivated or cancelled; and
7. A statement of whether the licensee completed a training unit prescribed by the Board regarding the requirements of A.R.S. Title 32, Chapter 13 and this Chapter.

C. Additionally, the licensee shall answer the following confidential question:

1. Whether the applicant has received treatment since the last renewal for use of alcohol or a controlled substance, prescription-only drug, or dangerous drug or narcotic or a physical, mental, emotional, or nervous disorder or condition that currently affects the applicant's ability to exercise the judgment and skills of a medical professional;
2. If the answer to subsection (C) (1) is yes:
 - a. A detailed description of the use, disorder, or condition; and
 - b. An explanation of whether the use, disorder, or condition is reduced or ameliorated because the applicant receives ongoing treatment and if so, the name and contact information for all current treatment providers and for all monitoring or support programs in which the applicant is currently participating; and
3. A copy of any public or confidential agreement or order relating to the use, disorder, or condition, issued by a licensing agency or health care institution since the last renewal, if applicable.

D. To renew a license, a licensee shall submit the following with the application form pursuant to this rule:

1. If the document submitted under R4-16-201(C)(3) was a limited form of work authorization issued by the federal government, evidence that the licensee's presence in the U.S. continues to be authorized under federal law;
2. The renewal fee specified under R4-16-205 and, if applicable, the penalty fee for late renewal; and
3. An attestation that all information submitted is correct.

R4-16-202. Application and Reapplication for Pro Bono Registration

- A.** An applicant for a pro bono registration to practice medicine for a maximum of 60 days in a calendar year in Arizona shall submit the following information on an application on a form provided by available on request from the Board and on the Board's web site: that provides the information required by R4-16-106(B).
1. Applicant's full name, social security number, business and home addresses, primary e-mail address, and business and home telephone numbers;
 2. List of all states, territories, and provinces in which the applicant is or has been licensed to practice medicine;

3. A statement verifying that the applicant:
 - a. Agrees to render all medical services without accepting a fee or salary; or
 - b. Agrees to perform only initial or follow-up examinations at no cost to the patient or the patient's family through a charitable organization,
- B. In addition to the application form required under subsection (A), an applicant for a pro bono registration to practice medicine shall submit the following: documentation listed under A.R.S. § 41-1080(A) showing that the applicant's presence in the U.S. is authorized under federal law.
 1. Certified copy of the applicant's medical degree diploma;
 2. Certified copies of internship, residency, or fellowship certificates;
 3. Photocopy of any current license to practice medicine in another state, territory, or possession of the United States or the District of Columbia, along with a letter from the medical board issuing the license, certifying that the license is current and in good standing;
 4. Certified copy of ECFMG certificate, if applicable;
 5. The fee required in A.R.S. § 32-1436.
- C. In addition to the requirements of subsections (A) and (B), an applicant for pro bono registration shall have the following directly submitted to the Board: An applicant may make application for a pro bono registration annually. A previously registered applicant may apply for a pro bono registration by submitting the following information on an application form available on request from the Board and on the Board's web site:
 1. American Medical Association physician profile; Applicant's full name, home address and telephone number, and primary e-mail address;
 2. Federation of State Medical Boards disciplinary search; and Number of previous pro bono registration;
 3. Verification of licensure from every state in which the applicant has ever held a license. Name of each state, territory, and province in which the applicant holds an active medical license;
 4. A statement whether since issuance of the last pro bono registration:
 - a. Any disciplinary action has been taken against the applicant, and
 - b. Any unresolved complaints are currently pending against the applicant with any state board;
and
 5. If the document submitted under R4-16-202(B) was a limited form of work authorization issued by the federal government, evidence that the applicant's presence in the U.S. continues to be authorized under federal law.

R4-16-203. Application for Locum Tenens Registration

- A. An applicant for a locum tenens registration to practice medicine for a maximum of 180 consecutive days in Arizona shall submit an application ~~on a form provided by~~ available on request from the Board and on the Board's web site that provides the information required by R4-16-107(A) under R4-16-201(B).
- B. In addition to the application form required under subsection (A), an applicant for a locum tenens registration to practice medicine shall have the ~~submit~~ the following submitted directly to the Board, electronically or in hard copy, by the primary source, ECFMG, Veridoc, or FCVS:
- ~~Certified copy of the applicant's medical degree diploma~~ Official transcript, certified copy, or other authentication of graduation from a school of medicine;
 - ~~Certified copies of internship, residency, or fellowship certificates~~ Verification of completion of postgraduate training;
 - A statement completed by the sponsoring Arizona-licensed physician giving the reason for the request for issuance of the registration; and
 - ~~Certified copy~~ Verification of ECFMG certificate, certification if applicable; ~~the applicant graduated from an unapproved school of medicine; and~~
 - Verification of licensure from every state in which the applicant has ever held a medical license.
- C. ~~In addition to the requirements of subsections (A) and (B), an applicant for locum tenens registration shall have the following directly submitted to the Board:~~ In addition to the application form required under subsection (A), an applicant for a locum tenens registration to practice medicine shall submit the following:
- ~~American Medical Association physician profile;~~ Documentation listed under A.R.S. § 41-1080(A) showing that the applicant's presence in the U.S. is authorized under federal law;
 - ~~Federation of State Medical Boards disciplinary search; and~~ Verification of licensure from every state in which the applicant has ever held a license.
 - ~~2. A full set of fingerprints and the charge specified in R4-16-205; and~~
 - The fee specified under R4-16-205.
 - Photo identification.

R4-16-204. Licensure by Endorsement Repealed

- A. ~~An applicant for licensure by endorsement may make a written request of the Board, for an extension of the seven-year period provided by A.R.S. § 32-1426(B)(4) to pass one of the combinations of~~

~~specified examinations. The applicant shall submit the written request to the Board with evidence that:~~

- ~~1. The applicant meets all requirements for licensure and for taking the United States Medical Licensing Examination;~~
 - ~~2. The combination of examinations cannot be passed in the time required by law, and~~
 - ~~3. The applicant is:~~
 - ~~a. A full time student in an approved school of medicine, as defined in A.R.S. § 32-1401(5);~~
 - ~~b. A participant in an approved hospital internship, residency, or clinical fellowship program, as defined in A.R.S. § 32-1401(4); or~~
 - ~~c. A full time student in a recognized medical degree program, as defined in subsection (E), concurrently or consecutively with medical school or postgraduate training.~~
- ~~B. If the Board determines that the applicant satisfies the requirements of subsection (A), the Board shall grant the extension.~~
- ~~C. An extension shall not exceed 10 years from the date on which the applicant successfully completes the first part of the combination of examinations.~~
- ~~D. If the Board denies the request for extension, the applicant may request a hearing by filing a written notice with the Board no later than 30 days after receipt of notice of the Board's action. A hearing shall be conducted according to A.R.S. Title 41, Chapter 6, Article 10.~~
- ~~E. In this Section, a "recognized degree program" means an education program offered by a college or university approved by the New England Association of Schools and Colleges, Middle States Association of Colleges and Secondary Schools, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, or Western Association of Schools and Colleges or accredited by the United States Department of Education, Council on Postsecondary Accreditation, Association of American Medical Colleges, the Association of Canadian Medical Colleges, or the American Medical Association.~~
- ~~F. An applicant for licensure by endorsement under A.R.S. § 32-1426(C) who provides proof of passing an examination specified in A.R.S. § 32-1426(A) more than ten years before the date of filing shall:~~
 - ~~1. Hold a current certification in an American Board of Medical Specialty ("ABMS"), or~~
 - ~~2. Take and pass the Special Purposes Examination (SPEX).~~

R4-16-205. Fees and Charges

A. The As specifically authorized under A.R.S. § 32-1436(A), the Board charges establishes and shall collect the following fees, which are nonrefundable unless A.R.S. § 41-1077 applies:

1. Application for a license through endorsement, USMLE Step 3, or Endorsement with SPX Examination, \$500;
2. Issuance of an initial license, \$500, ~~which may be~~ prorated from date of issuance to date of license renewal;
3. ~~Two-year~~ Renewal of license renewal for two years, \$500;
4. Reactivation of an inactive license, \$500, ~~which may be~~ prorated from date of reactivation to date of license renewal;
5. Locum tenens registration, \$350;
6. ~~Duplicate license~~, \$50;
7. ~~6.~~ Annual registration of an approved internship, residency, clinical fellowship program, or short-term residency program, \$50;
8. ~~7.~~ Annual teaching license at an approved school of medicine or at an approved hospital internship, residency, or clinical fellowship program, \$250;
9. ~~8.~~ Five-day teaching permit at an approved school of medicine or at an approved hospital internship, residency, or clinical fellowship program, \$100;
10. ~~Copy of the annual allopathic medical directory~~, \$30;
11. ~~9.~~ Initial registration to dispense drugs and devices, \$200;
12. ~~10.~~ Annual renewal to dispense drugs and devices, \$150; ~~and~~
13. ~~11.~~ Penalty fee for late renewal of an active license, \$350;

B. As specifically authorized under A.R.S. § 32-1436(B), the Board establishes the following charges for the services listed:

1. Processing fingerprints to conduct a criminal background check, \$50;
2. Providing a duplicate license, \$50;
14. ~~3.~~ Verifying a license, \$10 per request;
15. ~~4.~~ ~~Copies~~ Providing a copy of records, documents, letters, minutes, applications, and files, \$1 for the first three pages and 25¢ for each additional page;
5. Providing a copy of annual allopathic medical directory, \$30; ~~and~~
16. ~~6.~~ ~~Data disk~~ Providing an electronic medium containing public information about licensed physicians, \$100.

R4-16-205.1. Mandatory Reporting Requirement

A. As required under A.R.S. § 32-3208, an applicant, licensee, permit holder, or registrant who is charged with a misdemeanor involving conduct that may affect patient safety or any felony shall provide written notice of the charge to the Board within 10 working days after the charge is filed.

- B. An applicant, licensee, permit holder, or registrant may obtain a list of reportable misdemeanors on request from the Board and on the Board's web site.
- C. Failure to comply with A.R.S. § 32-3208 and this Section is unprofessional conduct.

R4-16-206. ~~Time-frames~~ Time Frames for Licenses, Permits, and Registrations

- A. For each type of license, permit, or registration issued by the Board, the overall ~~time-frame~~ time frame under A.R.S. § 41-1072(2) is shown on Table 1.
- B. For each type of license, permit, or registration issued by the Board, the administrative completeness review ~~time-frame~~ time frame under A.R.S. § 41-1072(1) is shown on Table 1 and begins on the date the Board receives an application and all required documentation and information.
 - 1. If the ~~required~~ application is not administratively complete, the Board shall send a written deficiency notice to the applicant.
 - a. In the deficiency notice, the Board shall ~~state each deficiency and the information required to complete the application or supporting documentation required to complete the application.~~ In the deficiency notice, the Board shall include a written notice that the application is withdrawn if the applicant does not submit the additional required information or documentation within the time provided for response.
 - b. Within the ~~time provided in Table 1 for response to a deficiency notice,~~ the applicant shall submit to the Board the ~~requested~~ documentation or information specified in the notice. The ~~time-frame~~ time frame for the Board to finish the administrative completeness review is ~~suspended from the date of the notice until the date the Board receives the requested documentation or information from the applicant.~~
 - 2. Within 30 days after receipt of a deficiency notice, an applicant who disagrees with the deficiency notice may submit a written hearing request to the Board a written request for a hearing regarding the deficiency notice.
 - 3. The Board shall ~~schedule and~~ conduct the applicant's deficiency hearing according to provisions prescribed under A.R.S. § 32-1427(E).
 - 4. In addition to hearing provisions prescribed under subsection (B)(3), the Board shall send the following to the applicant in writing:
 - a. A notice of a the scheduled hearing at least 21 days before the hearing date; and
 - b. The Board's decision within 30 days after the hearing ~~that shall include~~ and notice of any applicable right of appeal.
- C. For each type of license, permit, or registration issued by the Board, the substantive review ~~time-frame~~ time frame under A.R.S. § 41-1072(3) is shown on Table 1.

1. The Board may ~~request~~ make a comprehensive written request for additional information from an applicant according to provisions prescribed under A.R.S. § 41-1075 during the substantive review ~~time-frame~~ time frame. In any request for additional information, the Board shall include a written notice that the application is withdrawn if the applicant does not submit the additional information within the time provided for response.
2. In response to a single comprehensive written request from the Board under A.R.S. § 41-1075(A), the applicant shall submit the information identified to the Board within the time to respond specified in Table 1. The ~~time-frame~~ time frame for the Board to finish the substantive review is suspended from the date the Board sends the comprehensive written request for additional information until the date the Board receives the additional information from the applicant.
3. If the Board determines ~~that the applicant does not meet all substantive criteria for a license, permit, or registration as required under A.R.S. Title 32, Chapter 13 or this Chapter, the Board shall send written notice of denial to the applicant. The Board shall include~~ notification notice of any applicable right of appeal in the denial notice.
4. If the applicant meets all substantive criteria for a license, permit, or registration required under A.R.S. Title 32, Chapter 13 and this Chapter, the Board shall issue the applicable license, permit, or registration to the applicant.

D. If a licensee does not apply for license renewal according to the biennial renewal requirement or fails to meet time frame requirements under this Section, the licensee's license expires according to provisions prescribed under A.R.S. § 32-1430(A) unless the licensee is under investigation according to provisions under A.R.S. § 32-3202.

R4-16-207. Time-frames for License Renewal; Expiration Repealed

- ~~A. For license renewal, the overall time frame under A.R.S. § 41-1072(2) is 90 days.~~
- ~~B. For license renewal, the administrative completeness review time frame described in A.R.S. § 41-1072(1) is 45 days and begins on the date the Board receives the renewal application.~~
 1. ~~If the required application is not administratively complete, the Board shall send a written deficiency notice to the applicant.~~
 - a. ~~In a deficiency notice, the Board shall state each deficiency and the information required to complete the application or supporting documentation.~~
 - b. ~~Within 60 days after the Board sends a deficiency notice, the applicant shall submit to the Board the requested documentation or information specified in the notice. The time frame for the Board to finish the administrative completeness review is suspended from the date of the~~

notice until the date the Board receives the requested documentation or information from the applicant.

2. The provisions prescribed under R4-16-206(B)(2) through (B)(4) apply to this Section.

C. For license renewal, the substantive review time frame under A.R.S. § 41-1072(3) is 45 days.

1. During the substantive review time frame, the Board may request additional information according to provisions prescribed under A.R.S. § 41-1075.

2. The applicant shall submit to the Board information identified by a single comprehensive written request from the Board for additional information allowed under A.R.S. § 41-1075(A) within 60 days after the Board sends its request.

3. If the applicant meets all license renewal substantive criteria and remits the applicable fee required under A.R.S. Title 31, Chapter 13 and this Chapter, the Board shall issue a license renewal to the applicant.

D. If a person holding an active license does not apply for license renewal according to the biennial renewal requirement or fails to meet time frame requirements under this Section, the person's license expires according to provisions prescribed under A.R.S. § 32-1430(A) unless the person is under investigation according to provisions prescribed under A.R.S. § 32-3202.

Table 1. ~~Time frames~~ Time Frames

~~Time frames~~ Time Frames (in calendar days)

<u>Type of License</u>	<u>Overall Time-frame Time Frame</u>	<u>Administrative Review Time Frame</u>	<u>Time to Respond to Deficiency Notice</u>	<u>Substantive Review Time Frame</u>	<u>Time to Respond to Request for Additional Information</u>
<u>Initial License by Examination or Endorsement</u>	240	120	365	120	90
<u>Initial Biennial License by Endorsement Renewal</u>	240 <u>90</u>	120 <u>45</u>	365 <u>60</u>	120 <u>45</u>	90 <u>60</u>
<u>Locum Tenens or Pro Bono Registration</u>	120	60	30 <u>90</u>	60	30
<u>Temporary License</u>	60	30	30	30	30

Teaching License	40	20	30	20	30
Educational Teaching Permit	20	10	30	10	10
Training Permit	40	20	30	20	30
Short Term Training Permit	40	20	30	20	30
One-year Training Permit	40	20	30	20	30
<u>Annual Registration to Dispense Controlled Substances and Prescription only Drugs and Devices</u>	150	45	30	105	30

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