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ARIZONA BOARD OF BEHAVIORAL HEALTH EXAMINERS

Arizona Administrative Code

TITLE 4. PROFESSIONS AND OCCUPATIONS

CHAPTER 6. BOARD OF BEHAVIORAL HEALTH
EXAMINERS

Five-year-review report

January 2015

INTRODUCTION

The Arizona Board of Behavioral Health Examiners was established by law in 1989 to certify professionals in the fields of Social Work, Professional Counseling, Marriage and Family Therapy, and Substance Abuse Counseling. Voluntary certification changed to mandatory licensure on July 1, 2004.

As of January 2015, the Board's licensee counts are as follows:

Licensed Baccalaureate Social Worker	117
Licensed Master Social Worker	1607
Licensed Clinical Social Worker	2036
Licensed Associate Counselor	1104
Licensed Professional Counselor	2515
Licensed Associate Marriage and Family Therapist	151
Licensed Marriage and Family Therapist	332
Licensed Substance Abuse Technician	43
Licensed Associate Substance Abuse Counselor	258
Licensed Independent Substance Abuse Counselor	<u>1208</u>
Total Licensees as of January 15, 2015	9371

There have been few revisions to the Board's rules since licensure in 2004. In September of 2013, Laws 2013, Ch. 242 was enacted and significantly changed the statutes that govern the Board. The Board is in an exempt rulemaking period until October 31, 2015 and has been working on drafting proposed rules to meet the updated statutory requirements through a subcommittee and ongoing meetings with the public and stakeholders.

Because of the significance of the statutory changes, all rules in all articles will be amended in the exempt rulemaking. Changes of note are detailed in #14 below.

I. INFORMATION THAT IS THE SAME FOR A GROUP OF RULES

Statute that generally authorizes the agency to make rules:

A.R.S. § 32-3253(A)(1), which permits the Board to adopt rules consistent with and necessary to carry out the purposes of this Chapter, is the general authorizing statute for each rule.

3. Effectiveness of the rule in achieving the objective including a summary of any available data supporting the conclusion reached:

Each rule is effective in achieving its objective.

4. Consistency of the rule with state and federal statutes and other rules made by the agency, and a listing of the statutes or rules used in determining the consistency:

The current rules are not consistent with the current statutes as of 09/13/13. Laws 2013, Ch. 242 significantly changed the statutory provisions, and the rules are currently in the process of being amended to address those changes. See detail of significant changes in #14 below.

With the statutory change of replacing the Credentialing Committees with Academic Review Committees, ten of the Board's eleven articles require revision.

Some of the other changes the Board is proposing under the exempt rulemaking that are not necessarily new in statute include:

- Expansion of current rules to allow for additional technology based services where possible (treatment, supervision, communication with applicants/licensees)
- Expanding the options for associate level licensees to gain supervised work experience and clinical supervision
- Bringing some of the Board's requirements more in alignment with current national directives

5. Agency enforcement policy, including whether the rule is currently being enforced and, if so, whether there are any problems with enforcement:

All rules are being enforced with the exception of those that are inconsistent with statute changes effective 09/13/13 pursuant to Laws 2013, Ch. 242 including:

- R4-6-304 – Application for a Reciprocal License. The new statute changed the Board’s authority to grant licensure by endorsement rather than reciprocity. The Board is now following the requirements in statute A.R.S. § 32-3274 which are similar but different than those in this rule.
- R4-6-207(5) – Confidential Records. The new statute allows a Licensee who is the subject of an investigation or their representative to review the investigative file at least five days before a Board meeting where the matter will be heard. The rule states all investigative materials regarding a ny pending or resolved complaint are confidential and not open to public inspection.

6. Clarity, conciseness, and understandability of the rule:

The rules are generally clear, concise, and understandable.

7. Summary of written criticisms of the rule received by the agency within the five years immediately preceding this report, including letters, memoranda, reports, written analyses submitted to the agency questioning whether the rule is based on valid scientific or reliable principles or methods, and, written allegations made in litigation or administrative proceedings in which the agency was a party that the rule is discriminatory, unfair, unclear, inconsistent with statute or beyond the authority of the agency to enact, and the result of the litigation or administrative proceedings:

The Board has received no written criticisms of the rules during the last five years, including analyses regarding whether the rules are based on valid scientific or reliable principles or methods.

8. A comparison of the estimated economic, small business, and consumer impact of the rule with the economic, small business, and consumer impact statement prepared on the last making of the rule or, if no economic, small business, and consumer impact statement was prepared on the last making of the rule, an assessment of the actual economic, small business, and consumer impact of the rule:

The current rules were made by exempt rulemaking, so an EIS was not prepared. There is minimal impact on small businesses.

9. Any analysis submitted to the agency by another person regarding the rule's impact on this state's business competitiveness as compared to the competitiveness of businesses in other states:

No analysis has been submitted.

10. How the agency completed the course of action indicated in the agency's previous five-year- review report:

All courses of action mentioned in the 2009 five-year-review report were not incorporated into rule due to Governor Brewer's moratorium on rulemaking. Some of the changes will be included in the exempt rulemaking package effective on November 1, 2015. The Board will be filing a request for exemption to Governor Ducey's rulemaking moratorium pursuant to Executive Order 2015-01. The 2009 report included the following courses of action:

R4-6-101 – amending definition of “aggrieved party” to include an applicant – definition removed in new rules package.

R4-6-302(A) – amending reference to statute – included in new rules package.

R4-6-302(D) – amending reference to statute – included in new rules package.

R4-6-404 – amending rule to clarify “unlicensed clinical supervisor” in subsection (E)(3). This language will be removed in exempt rulemaking.

R4-6-504 – amending rule to clarify “unlicensed clinical supervisor” in subsection (E)(1). This language will be removed in exempt rulemaking.

R4-6-701 – amending rule to clarify “unlicensed clinical supervisor” in subsection (I)(2). This language will be removed in exempt rulemaking.

R4-6-801 – adding language with a reference to A.R.S. § 32-4301 regarding extensions to renewal periods for licensees serving on active military duty. – included in new rules package.

R4-6-901(B)(8) – amending reference to statute – rule repealed in new rules package.

R4-6-902(B)(5) – amending reference to statute – rule repealed in new rules package.

R4-6-1103(D) – amending reference to statute – included in new rules package.

11. A determination after analysis that the probable benefits of the rule within this state outweigh the probable costs of the rule and the rule imposes the least burden and costs to persons regulated by the rule, including paperwork and other compliance costs necessary to achieve the underlying regulatory objective:

The benefits of the rules outweigh the costs to persons regulated by the rules. There is very little impact to hard costs to our applicants or licensees. In essence some of the curriculum changes required by statute will have the effect of lowering the standards for licensure, which should open the door to additional applicants. Also by mandating that the Board review curricula at the educational program level, there will be a benefit to applicants and the Board in time savings because they won't have to review curricula individually by applicant.

By increasing the Board composition to 12 members, there is an additional cost to the Board, however the statute establishes the Academic Review Committees with a maximum of three members, where the Credentialing Committees had up to five members which will save money.

12. A determination after analysis that the rule is not more stringent than a corresponding federal law unless there is statutory authority to exceed the requirements of that federal law:

There is not a corresponding Federal law.

13. For a rule adopted after July 29, 2010, that requires issuance of a regulatory permit, license, or agency authorization, whether the rule complies with A.R.S. § 41-1037:

The current rules were made before July 29, 2010.

14. Course of action the agency proposes to take regarding each rule, including the month and year in which the agency anticipates submitting the rules to the Council if the agency determines it is necessary to amend or repeal an existing rule, or to make a new rule. If no issues are identified for a rule in the report, the agency may indicate that no action is necessary for the rule:

The Board is currently in an exempt rulemaking due to the significant statutory changes. All rules in all articles will be amended to address the statutory changes,

changes in the behavioral health field, and revisions needed as a result of the majority of the rules being over ten years old. Significant planned changes which will become effective as of November 1, 2015 include the following:

- Establishing Academic Review Committees and removal of the Credentialing Committees
- Changing the Board's authority to grant reciprocal licenses to licensure by endorsement
- Increasing the composition of the Board from eight members to twelve.
- Requiring the Board to adopt rules for regionally accredited colleges and universities with unaccredited programs to submit their curricula for review and approval.
- Requiring the Board to establish an Impaired Professional Program.
- The Board shall maintain a registry of individuals who have met the educational requirements to provide clinical supervision.
- Allowing for an applicant to withdraw an application unless the Board has sent notification that an investigation has been initiated.
- The Board shall not act on a complaint that is received anonymously or in which the alleged unprofessional conduct occurred more than seven years ago.
- Substantial changes to the curriculum required for licensure in counseling.

The Board has been working on proposed rules for over a year through a rules subcommittee consisting of Board, committee and public members. The process has been held in an open meeting format and the stakeholders have been in attendance at the meetings.

The Board anticipates holding two public hearings in the spring/summer, and testifying before the JLBC in August or September, and having the final rules package ready for the November 1, 2015 effective date.

II. INFORMATION THAT IS NOT THE SAME FOR ALL RULES

ARTICLE 1. DEFINITIONS

R4-6-101. Definitions

1. *Specific statute authorizing the rule:*

A.R.S. § 32-3253

2. *Objective:*

The objective of this rule is to provide uniform definitions of the words used in the Board's rules to ensure the rules are clear and understandable.

ARTICLE 2. GENERAL PROVISIONS

R4-6-201. Board Meetings

1. *Specific statute authorizing the rule:*

A.R.S. § 32-3253

2. *Objective:*

The objective of this rule is to mandate when and how often the Board will meet, how meetings are convened, and that a quorum is necessary to conduct official business.

R4-6-202. Board Elections

1. *Specific statute authorizing the rule:*

A.R.S. § 32-3252

2. *Objective:*

The objective of this rule is to mandate when and how the Board will elect officers and fill vacancies of officer positions between elections.

R4-6-203. Credentialing Committee Meetings

1. *Specific statute authorizing the rule:*

A.R.S. § 32-3262

2. *Objective:*

The objective of this rule is to mandate when and how often each Credentialing Committee will meet, how meetings are convened, and that a quorum is necessary to conduct official business.

R4-6-204. Credentialing Committee Elections

1. *Specific statute authorizing the rule:*

A.R.S. § 32-3261

2. *Objective:*

The objective of this rule is to mandate when and how each Credentialing Committee will elect officers and fill vacancies of officer positions between elections.

R4-6-205. Change of Address

1. *Specific statute authorizing the rule:*

A.R.S. § 32-3276

2. *Objective:*

The objective of this rule is to require licensees and applicants for licensure to notify the Board in writing within 30 days of any change of personal or business change of mailing address or telephone number.

R4-6-206. Change of Name

1. *Specific statute authorizing the rule:*

A.R.S. § 32-3253

2. *Objective:*

The objective of this rule is to require licensees and applicants for licensure to notify the Board in writing within 30 days of any name change.

R4-6-207. Confidential Records

1. *Specific statutes authorizing the rule:*

A.R.S. §§ 32-3253 and 32-3282

2. *Objective:*

The objective of this rule is to designate Board and Credentialing Committee records which are confidential and not open to public inspection and provide guidance regarding the limited access that may be available to inspect those records.

R4-6-208. Conviction of a Felony or Prior Disciplinary Action

1. *Specific statute authorizing the rule:*

A.R.S. § 32-3251(15)

2. *Objective:*

The objective of this rule is to designate the factors the Board shall consider to determine whether a felony conviction or prior disciplinary action will result in the Board issuing disciplinary sanctions, denying a renewal application, or refusing to issue a license.

R4-6-209. Deadline Extensions

1. *Specific statutes authorizing the rule:*

A.R.S. §§ 32-3253, 32-3277, and 41-1073

2. *Objective:*

The objective of this rule is to establish how deadlines contained in the Board rules may be extended for good cause.

R4-6-210. Supervision Requirements – General

1. Specific statutes authorizing the rule:

A.R.S. §§ 32-3253, 32-3293, 32-3301, and 32-3311

2. Objective:

The objective of this rule is to prohibit supervision required under Board rules from being provided by an immediate family member, an individual whose objective assessment of the supervisee's performance may be affected by a relationship with the supervisee, or an unlicensed professional practicing under an exemption provided in A.R.S. § 32-3271. Additionally, the rule establishes minimum standards if supervised work experience is acquired as an independent contractor.

R4-6-211. Direct Supervision Requirements

1. Specific statutes authorizing the rule:

A.R.S. §§ 32-3253, 32-3303, 32-3311, 32-3313, and 32-3321

2. Objective:

The objective of this rule is to establish restrictions on a direct supervisor and provide an exemption process for an applicant seeking direct supervision from a supervisor precluded by the rule from providing the direct supervision.

R4-6-212. Clinical Supervision Requirements

1. Specific statute authorizing the rule:

A.R.S. § 32-3253

2. Objective:

The objective of this rule is to establish restrictions on a clinical supervisor and provide an exemption process for an applicant seeking clinical supervision from a supervisor precluded by the rule from providing the clinical supervision. The rule also establishes minimum requirements for clinical supervision for an applicant.

R4-6-213. Fees

1. Specific statute authorizing the rule:

A.R.S. § 32-3272

2. Objective:

The objective of this rule is to establish the time at which the Board will set fees allowed in statute and the method of payment permitted.

R4-6-214. Foreign Equivalency Determination

1. Specific statutes authorizing the rule:

A.R.S. §§ 32-3253, 32-3291(A)(1), 32-3292(A)(1), 32-3293(A)(1)(a), and 32-3311(A)(1)

2. Objective:

The objective of this rule is to establish that foreign degree evaluations shall be completed by an agency that the Board has determined is competent to evaluate the equivalency of educational standards.

ARTICLE 3. LICENSURE

R4-6-301. Application for a Regular License

1. *Specific statutes authorizing the rule:*

A.R.S. §§ 32-3253, 32-3280, 25-320(P), and 25-502(K)

2. *Objective:*

The objective of this rule is to establish the processes required for licensure applications.

R4-6-302. Licensing Time-frames

1. *Specific statutes authorizing the rule:*

A.R.S. §§ 41-1073 and 32-3253(A)(3)

2. *Objective:*

The objective of this rule is to establish overall, administrative, and substantive time-frames for the types of licenses issued by the Board.

R4-6-303. Reassessment

1. *Specific statute authorizing the rule:*

A.R.S. § 32-3253

2. *Objective:*

The objective of this rule is to establish the procedure under which a previously ineligible applicant may request reassessment of an application.

R4-6-304. Application for a Reciprocal License

1. *Specific statute authorizing the rule:*

A.R.S. § 32-3274(D)

2. *Objective:*

The objective of this rule is to establish the standards under which an applicant with a license to practice behavioral health in another jurisdiction may qualify for a reciprocal license.

R4-6-305. Inactive Status

1. *Specific statute authorizing the rule:*

A.R.S. § 32-3278

2. *Objective:*

The objective of this rule is to allow licensees to postpone renewal of licensure for a maximum of 48 months.

R4-6-306. Application for a Temporary License

1. *Specific statute authorizing the rule:*

A.R.S. § 32-3279

2. *Objective:*

The objective of this rule is to establish the standards under which an applicant for

licensure may be granted a temporary license to practice pending completion of the application and examination process.

R4-6-307. Application for a Regular License by the Holder of a Reciprocal License

1. *Specific statute authorizing the rule:*

A.R.S. § 32-3274(D)

2. *Objective:*

The objective of this rule is to establish the process under which the holder of a reciprocal license may apply for a regular license.

ARTICLE 4. SOCIAL WORK

R4-6-401. Curriculum

1. *Specific statutes authorizing the rule:*

A.R.S. §§ 32-3291, 32-3292, and 32-3293

2. *Objective:*

The objective of this rule is to establish the curriculum requirements for social worker licensure.

R4-6-402. Examination

1. *Specific statutes authorizing the rule:*

A.R.S. §§ 32-3291, 32-3292, and 32-3293

2. *Objective:*

The objective of this rule is to establish the examination requirements for social worker licensure.

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

1. *Specific statute authorizing the rule:*

A.R.S. § 32-3293

2. *Objective:*

The objective of this rule is to clarify the supervised work experience requirement for clinical social worker licensure.

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

1. *Specific statute authorizing the rule:*

A.R.S. § 32-3293

2. *Objective:*

The objective of this rule is to clarify the clinical supervision requirement for clinical social worker licensure.

R4-6-405. Licensed Master Social Worker and Licensed Baccalaureate Social Worker – Independent Practice Prohibition

1. Specific statutes authorizing the rule:

A.R.S. §§ 32-3291 and 32-3292

2. Objective:

The objective of this rule is to require that Licensed Master Social Workers and Licensed Baccalaureate Social Workers practice only under direct supervision.

ARTICLE 5. COUNSELING

R4-6-501. Curriculum

1. Specific statutes authorizing the rule:

A.R.S. §§ 32-3301 and 32-3302

2. Objective:

The objective of this rule is to establish the curriculum requirements for counseling licensure.

R4-6-502. Examination

1. Specific statutes authorizing the rule:

A.R.S. §§ 32-3301 and 32-3302

2. Objective:

The objective of this rule is to establish the examination requirements for counseling licensure.

R4-6-503. Supervised Work Experience for Professional Counselor Licensure

1. Specific statute authorizing the rule:

A.R.S. § 32-3301

2. Objective:

The objective of this rule is to clarify the supervised work experience requirement for professional counselor licensure.

R4-6-504. Clinical Supervision for Professional Counselor Licensure

1. Specific statute authorizing the rule:

A.R.S. § 32-3301

2. Objective:

The objective of this rule is to clarify the clinical supervision requirement for professional counselor licensure.

R4-6-505. Licensed Associate Counselor – Independent Practice Prohibition

1. Specific statute authorizing the rule:

A.R.S. § 32-3303

2. *Objective:*

The objective of this rule is to require that Licensed Associate Counselors practice only under direct supervision.

ARTICLE 6. MARRIAGE AND FAMILY THERAPY

R4-6-601. Curriculum

1. *Specific statutes authorizing the rule:*

A.R.S. §§ 32-3311 and 32-3313

2. *Objective:*

The objective of this rule is to establish the curriculum requirements for marriage and family therapist licensure.

R4-6-602. Examination

1. *Specific statutes authorizing the rule:*

A.R.S. §§ 32-3311 and 32-3313

2. *Objective:*

The objective of this rule is to establish the examination requirements for marriage and family therapist licensure.

R4-6-603. Supervised Work Experience for Marriage and Family Therapy Licensure

1. *Specific statute authorizing the rule:*

A.R.S. § 32-3311

2. *Objective:*

The objective of this rule is to clarify the supervised work experience requirement for marriage and family therapist licensure.

R4-6-604. Clinical Supervision for Marriage and Family Therapy Licensure

1. *Specific statute authorizing the rule:*

A.R.S. § 32-3311

2. *Objective:*

The objective of this rule is to clarify the clinical supervision requirement for marriage and family therapist licensure.

R4-6-605. Post-degree Programs

1. *Specific statute authorizing the rule:*

A.R.S. § 32-3311

2. *Objective:*

The objective of this rule is to clarify the amount of coursework that can be taken after attaining a master's degree to qualify for Marriage and Family Therapy licensure.

R4-6-606. Licensed Associate Marriage and Family Therapist Independent Practice Prohibition

1. Specific statute authorizing the rule:

A.R.S. § 32-3313

2. Objective:

The objective of this rule is to require that Licensed Associate Marriage and Family Therapists practice only under direct supervision.

ARTICLE 7. SUBSTANCE ABUSE COUNSELING

R4-6-701. Licensed Substance Abuse Technician Curriculum

1. Specific statute authorizing the rule:

A.R.S. § 32-3321

2. Objective:

The objective of this rule is to establish the curriculum requirements for substance abuse technician licensure.

R4-6-702. Licensed Associate Substance Abuse Counselor Curriculum

1. Specific statute authorizing the rule:

A.R.S. § 32-3321

2. Objective:

The objective of this rule is to establish the curriculum requirements for associate substance abuse counselor licensure.

R4-6-703. Licensed Independent Substance Abuse Counselor Curriculum

1. Specific statute authorizing the rule:

A.R.S. § 32-3321

2. Objective:

The objective of this rule is to establish the curriculum requirements for independent substance abuse licensure.

R4-6-704. Examination

1. Specific statute authorizing the rule:

A.R.S. § 32-3321

2. Objective:

The objective of this rule is to establish the examination requirements for substance abuse licensure.

R4-6-705. Supervised Work Experience for Associate Substance Abuse Counselor and Independent Substance Abuse Counselor Licensure

1. Specific statute authorizing the rule:

A.R.S. § 32-3321

2. *Objective:*

The objective of this rule is to clarify the supervised work experience requirement for associate substance abuse counselor licensure and independent substance abuse counselor licensure.

R4-6-706. Clinical Supervision for Associate Substance Abuse Counselor and Independent Substance Abuse Counselor Licensure

1. *Specific statute authorizing the rule:*

A.R.S. § 32-3321

2. *Objective:*

The objective of this rule is to clarify the clinical supervision requirement for associate substance abuse counselor licensure and independent substance abuse counselor licensure

R4-6-707. Licensed Substance Abuse Technician and Licensed Associate Substance Abuse Counselor – Independent Practice Prohibition

1. *Specific statute authorizing the rule:*

A.R.S. § 32-3321

2. *Objective:*

The objective of this rule is to require that Licensed Substance Abuse Technicians and Licensed Associate Substance Abuse Counselors practice only under direct supervision.

ARTICLE 8. LICENSE RENEWAL AND CONTINUING EDUCATION

R4-6-801. Renewal of Licensure

1. *Specific statute authorizing the rule:*

A.R.S. §§ 32-3373 and 32-4301

2. *Objective:*

The objective of this rule is to establish the process for licensees to renew their licensure.

R4-6-802. Continuing Education

1. *Specific statute authorizing the rule:*

A.R.S. § 32-3373

2. *Objective:*

The objective of this rule is to establish the general continuing education requirements for licensure renewal.

R4-6-803. Continuing Education Documentation

1. *Specific statute authorizing the rule:*

A.R.S. § 32-3373(C)

2. *Objective:*

The objective of this rule is to establish the continuing education documentation requirements for licensure renewal.

R4-6-804. Licensure and Activity Specific Continuing Education Requirements

1. *Specific statute authorizing the rule:*

A.R.S. § 32-3373

2. *Objective:*

The objective of this rule is to establish the specific continuing education requirements for both licensure renewal and for clinical supervisors of licensees seeking licensure at the independent practice level.

ARTICLE 9. APPEAL OF LICENSURE OR LICENSE RENEWAL INELIGIBILITY

R4-6-901. Appeal Process for Licensure Ineligibility

1. *Specific statutes authorizing the rule:*

A.R.S. §§ 32-3253, 32-3275, and 41-1092

2. *Objective:*

The objective of this rule is to establish an appeal process for applicants with regard to licensure application denial.

R4-6-902. Appeal Process for Licensure Renewal Ineligibility

1. *Specific statutes authorizing the rule:*

A.R.S. §§ 32-3253, 32-3275, and 41-1092

2. *Objective:*

The objective of this rule is to establish the process for licensees to appeal Board decisions denying renewal eligibility.

ARTICLE 10. DISCIPLINARY PROCESS FOR UNPROFESSIONAL CONDUCT

R4-6-1001. Disciplinary Process for Unprofessional Conduct

1. *Specific statute authorizing the rule:*

A.R.S. § 32-3281

2. *Objective:*

The objective of this rule is to establish the disciplinary process for unprofessional practices by licensees and applicants.

R4-6-1002. Review or Rehearing of a Board Decision

1. *Specific statutes authorizing the rule:*

A.R.S. §§ 32-3281 and 41-1092.09

2. *Objective:*

The objective of this rule is to establish the process for review or rehearing of a Board decision after a formal administrative hearing.

ARTICLE 11. STANDARDS OF PRACTICE

R4-6-1101. Consent for Treatment

1. *Specific statute authorizing the rule:*

A.R.S. § 32-3253

2. *Objective:*

The objective of this rule is to mandate the licensee obtain a consent for treatment form from each client containing the minimum elements established by the Board.

R4-6-1102. Treatment Plan

1. *Specific statute authorizing the rule:*

A.R.S. § 32-3253

2. *Objective:*

The objective of this rule is to mandate that a licensee create a treatment plan for each client following the minimum guidelines established by the Board.

R4-6-1103. Client Record

1. *Specific statutes authorizing the rule:*

A.R.S. §§ 32-3253, 12-2293, and 12-2297

2. *Objective:*

The objective of this rule is to mandate that a licensee maintain a client record for each client following the minimum guidelines established by the Board.

R4-6-1104. Financial and Billing Records

1. *Specific statute authorizing the rule:*

A.R.S. § 32-3253

2. *Objective:*

The objective of this rule is to mandate that a licensee disclose financial obligations with each client or client representative, follow accepted billing practices, and maintain a written billing record.

R4-6-1105. Confidentiality

1. *Specific statutes authorizing the rule:*

A.R.S. §§ 32-3253 and 32-3283

2. *Objective:*

The objective of this rule is to designate client records which are confidential and not open to public inspection and provide guidance regarding release of those records.