

NOTICE OF PROPOSED EXPEDITED RULEMAKING

TITLE 9. HEALTH SERVICES

CHAPTER 16. DEPARTMENT OF HEALTH SERVICES – OCCUPATIONAL LICENSING

ARTICLE 5. LICENSING SPEECH-LANGUAGE PATHOLOGIST ASSISTANTS

PREAMBLE

- | <u>1.</u> | <u>Article, Part, or Section Affected (as applicable)</u> | <u>Rulemaking Action</u> |
|------------------|--|---------------------------------|
| | R9-16-501. | Amend |
| | R9-16-502. | Amend |
| | R9-16-503. | Amend |
| | R9-16-504. | Amend |
| | R9-16-505. | Repeal |
| | R9-16-505. | New Section |
| | Table 5.1. | Repeal |
| | R9-16-506. | Repeal |
| | R9-16-506. | New Section |
| | Table 5.1. | New Table |
| | R9-16-507. | Amend |
| | R9-16-508. | New Section |
- 2.** **Citations to the agency’s statutory rulemaking authority to include the authorizing statute (general) and the implementing statute (specific):**
Authorizing statutes: A.R.S. §§ 36-104(3), 36-132(A)(18), and 36-136(G)
Implementing statutes: A.R.S. §§ 36-1902(B)(5) and 36-1940.04
- 3.** **Citations to all related notices published in the Register as specified in R1-1-409(A) that pertain to the record of the proposed expedited rule:**
Notice of Rulemaking Docket Opening: 25 A.A.R. 3401, November 22, 2019
- 4.** **The agency’s contact person who can answer questions about the rulemaking:**
Name: Thomas Salow, Branch Chief
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or

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5. An agency's justification and reason why a rule should be made, amended, repealed or renumbered, under A.R.S § 41- 1027, to include an explanation about the rulemaking:

The five-year-review report (Report) for 9 A.A.C. 16, Article 5 was approved by the Governor's Regulatory Review Council on July 2, 2019. The Report indicated that the rules' effectiveness could be improved to increase understandability by simplifying and clarifying some requirements, updating antiquated language and outdated citations and references, and making technical and grammatical changes. The Report also stated that the Arizona Department of Health Services (Department) plans to amend the rules as identified in the Report. The changes identified will not increase the cost of regulatory compliance, increase a fee, or reduce procedural rights of a regulated person. Amending the rules as identified in the Report meets the criteria for expedited rulemaking and implements a course of action proposed in a five-year-review report. This rulemaking achieves the purpose prescribed in A.R.S. § 41-1027(A)(7) to implement a course of action proposed in a five-year-review report. The Department believes amending these rules will eliminate confusion and reduce regulatory burden to affected persons. The Department received an exception from the rulemaking moratorium, established by Executive Order 2019-1, to amend the rules through expedited rulemaking on October 25, 2019.

6. A reference to any study relevant to the rule that the agency reviewed and proposes either to rely on or not to rely on in its evaluation of or justification for the rule, where the public may obtain or review each study, all data underlying each study, and any analysis of each study and other supporting material:

The Department did not review or rely on any study for this rulemaking.

7. A showing of good cause why the rulemaking is necessary to promote a statewide interest if the rulemaking will diminish a previous grant of authority of a political subdivision of this state.

Not applicable

8. The preliminary summary of the economic, small business, and consumer impact:

Under A.R.S. § 41-1055(D)(2), the Department is not required to provide an economic, small business, and consumer impact statement.

9. The agency's contact person who can answer questions about the economic, small business, and consumer impact statement:

Not applicable

10. Where, when, and how persons may provide written comments on the proposed expedited rule:

Close of record: January 31, 2020 at 4:00 p.m.

A person may submit written comments on the proposed expedited rules no later than the close of record to either of the individuals listed in item 4.

11. All agencies shall list other matters prescribed by statute applicable to the specific agency or to any specific rule or class of rules. Additionally, an agency subject to Council review under A.R.S. §§ 41-1052 and 41-1055 shall respond to the following questions:

There are no other matters prescribed by statutes applicable specifically to the Department or this specific rulemaking.

a. Whether the rule requires a permit, whether a general permit is used and if not, the reasons why a general permit is not used:

The Department believes the license issued to an individual is a general permit in that the license specifies the individual and the tasks/services the individual is authorized by licensure to provide, but a licensed individual is not limited to providing tasks/services in any one location.

b. Whether a federal law is applicable to the subject of the rule, whether the rule is more stringent than federal law and if so, citation to the statutory authority to exceed the requirements of federal law:

There are no federal rules applicable to the subject of the rule.

c. Whether a person submitted an analysis to the agency that compares the rule's impact of the competitiveness of business in this state to the impact on business in other states:

No such analysis was submitted.

12. **A list of any incorporated by reference material as specified in A.R.S. § 41-1028 and its location in the rules:**

None

13. **The full text of the rules follows:**

TITLE 9. HEALTH SERVICES

CHAPTER 16. DEPARTMENT OF HEALTH SERVICES – OCCUPATIONAL LICENSING

ARTICLE 5. LICENSING SPEECH-LANGUAGE PATHOLOGIST ASSISTANTS

Section

- R9-16-501. Definitions
- R9-16-502. ~~Application for an Initial License~~ Initial Application
- R9-16-503. License Renewal
- R9-16-504. Continuing Education
- R9-16-505. ~~Time frames~~ Enforcement
 - Table 5.1. ~~Time frames (in calendar days)~~
- R9-16-506. ~~Disciplinary Actions~~ Time-frames
 - Table 5.1. Time-frames (in calendar days)
- R9-16-507. Changes Affecting a License or a Licensee; Request for Duplicate License
- R9-16-508. Fees

ARTICLE 5. LICENSING SPEECH-LANGUAGE PATHOLOGIST ASSISTANTS

R9-16-501. Definitions

In addition to the definitions in A.R.S. § 36-1901, the following definitions apply in this Article unless otherwise specified:

1. "Accredited" means approved by the:
 - a. New England ~~Association of Schools and Colleges~~ Commission of Higher Education,
 - b. Middle States Commission on Higher Education,
 - c. ~~North Central Association of Colleges and Schools~~ Higher Learning Commission,
 - d. Northwest Commission on Colleges and Universities,
 - e. Southern Association of Colleges and Schools Commission on Colleges, or
 - f. ~~Western Association of Schools and Colleges~~ WASC Senior College and University Commission.
- ~~2.~~ "Applicant" means:
 - a. ~~An individual who submits a license application packet, or~~
 - b. ~~A person who submits a request for approval of a continuing education course.~~
2. "Applicant" means an individual who submits a license application and required documentation for approval to practice as a speech-language pathologist assistant.
- ~~3.~~ ~~"Application packet" means the information, documents, and fees required by the Department to apply for a license.~~
- ~~4.~~3. "Calendar day" means each day, not including the day of the act, event, or default from which a designated period of time begins to run, but including the last day of the period unless it is a Saturday, Sunday, statewide furlough day, or legal holiday, in which case the period runs until the end of the next day that is not a Saturday, Sunday, statewide furlough day, or legal holiday.
- ~~5.~~ ~~"Client" means an individual who receives speech language pathology services from a speech language pathologist assistant.~~
- ~~6.~~4. "Continuing education" means a course that provides instruction and training that is designed to develop or improve a licensee's professional competence in disciplines that directly relate to the licensee's scope of practice.
- ~~7.~~ ~~"Continuing education hour" means 50 to 60 minutes of continuous instruction.~~
- ~~8.~~5. "Course" means a workshop, seminar, lecture, conference, or class.

- ~~9-6.~~ "Documentation" ~~or "documented"~~ means information in written, photographic, electronic, or other permanent form.
- ~~10-7.~~ "General education" means instruction that includes:
- a. Oral communication,
 - b. Written communication,
 - c. Mathematics,
 - d. Computer instruction,
 - e. Social sciences, and
 - f. Natural sciences.
- ~~11-8.~~ "Observation" means to witness:
- a. The provision of speech-language pathology services to a client, or
 - b. A demonstration of how to provide speech-language pathology services to a client.
- ~~12-9.~~ "Semester credit hour" means one earned academic unit of study completed, at an accredited college or university, by:
- a. Attending a 50 to 60 minute class session each calendar week for at least 16 weeks, or
 - b. Completing practical work for a course as determined by the accredited college or university.
- ~~13-10.~~ "Speech-language pathologist" means an individual who is licensed under A.R.S. § 36-1940.01.
- ~~14-11.~~ "Speech-language pathology technical course work" means a curriculum that provides knowledge to develop core skills and assume job responsibilities, including:
- a. Language acquisition,
 - b. Speech development,
 - c. Communication disorders,
 - d. Articulation and phonology, and
 - e. Intervention techniques for speech and language disorders.
- ~~15-12.~~ "Supervision" means instruction and monitoring provided by a licensed speech-language pathologist as required in A.R.S. § 36-1940.04(E) and (F) to an individual training to become a speech-language pathologist assistant ~~that includes:~~
- ~~a. On-site observation and guidance; and~~
 - ~~b. Activities, such as consultation, record review, and review and evaluation of an audiotaped or videotaped screening evaluation or clinical session.~~

R9-16-502. ~~Application for an Initial License~~ Initial Application

- A. An applicant for a ~~speech language pathologist assistant initial license licensure~~ shall submit to the Department an ~~application packet that includes:~~
1. An application in a ~~format provided by the Department~~ Department-provided format that contains:
 - a. The applicant's name, home address, telephone number, and e-mail address;
 - b. The applicant's Social Security number, as required under A.R.S. §§ 25-320 and 25-502;
 - c. If applicable, the name of the applicant's employer and the employer's business address and telephone number;
 - d. Whether the applicant has ever been convicted of a felony or of a misdemeanor ~~involving moral turpitude~~ in this state or another state;
 - e. If the applicant has been convicted of a felony or a misdemeanor ~~involving moral turpitude:~~
 - i. The date of the conviction,
 - ii. The state or jurisdiction of the conviction,
 - iii. An explanation of the crime of which the applicant was convicted, and
 - iv. The disposition of the case;
 - f. Whether the applicant has had a license revoked or suspended by any state ~~within the previous two years;~~
 - g. Whether the applicant is currently ineligible for licensure in any state because of a prior license revocation or suspension;
 - h. Whether the applicant agrees to allow the Department to submit supplemental requests for information under ~~R9-16-505~~ R9-16-506;
 - i. An attestation that the information submitted is true and accurate; and
 - j. The applicant's signature and date of signature;
 2. If applicable, a list of all states and countries in which the applicant is or has been licensed as a speech-language pathologist assistant;
 3. If a license for an applicant has been revoked or suspended by any state ~~within the previous two years,~~ documentation that includes:
 - a. The date of the revocation or suspension,
 - b. The state or jurisdiction of the revocation or suspension, and
 - c. An explanation of the revocation or suspension;

4. If the applicant is currently ineligible for licensure in any state because of a prior license revocation or suspension, documentation that includes:
 - a. The date of the ineligibility for licensure,
 - b. The state or jurisdiction of the ineligibility for licensure, and
 - c. An explanation of the ineligibility for licensure;
5. ~~A copy of the applicant's:~~
 - a. ~~U.S. passport, current or expired;~~
 - b. ~~Birth certificate;~~
 - e. ~~Naturalization documents; or~~
 - d. ~~Documentation of legal resident alien status;~~

Documentation of the applicant's citizenship or alien status that complies with A.R.S. § 41-1080.
6. ~~An official transcript~~ A transcript or equivalent documentation issued to the applicant from an accredited college or university, showing completion of at least 60 semester credit hours of general education and speech-language pathology technical course work, ~~as required specified in A.R.S. § 36.1940.04(A); that requires:~~
 - a. No less than 20 semester credit hours of general education, and
 - b. No less than 20 semester credit hours of speech-language pathology technical course work;
7. Documentation, signed by a licensed speech-language pathologist as required in A.R.S. §36-1940.04 who provided supervision to the applicant, confirming the applicant's completion of at least 100 hours of clinical interaction that did not include observation; and
8. ~~A nonrefundable \$100 application fee; and~~ The application and licensing fees specified in R9-16-508.
9. ~~A \$200 license fee.~~

B. In addition to complying with subsection (A)(1) through (5), an applicant that may be eligible for licensure under A.R.S. § 36-1922 shall submit documentation to the Department that includes:

1. The name of each state that issued the applicant a current speech-language pathologist assistant, including:
 - a. The license number of each current speech-language pathologist assistant license, and
 - b. The date each current speech-language pathologist assistant license was issued;

2. Documentation of the professional license or certification issued to the applicant by each state in which the applicant holds a professional license or certification;
3. For each state named in subsection (B)(1), a statement, signed and dated by the applicant, attesting that the applicant:
 - a. Has been licensed or certified in another state for at least one year, with a scope of practice consistent with the scope of practice for which licensure is being requested;
 - b. Has met minimum education requirements according to A.R.S. § 36-1940.04;
 - c. Has not voluntarily surrendered a license or certification in any other state or country while under investigation for unprofessional conduct; and
 - d. Does not have a complaint, allegation, or investigation pending before another regulatory entity in another state or country related to unprofessional conduct.

C. A regular license is valid for two years from the date of issue.

~~B.D.~~ The Department shall review the application ~~packet~~ and required documentation for an initial license to practice as a speech-language pathologist assistant according to ~~R9-16-505~~ R9-16-506 and Table 5.1.

~~C.E.~~ If the Department does not issue an initial license to an applicant, the Department shall refund the license fee to the applicant.

R9-16-503. License Renewal

A. Before the expiration date of a speech-language pathologist assistant license, ~~an applicant a licensee~~ shall submit to the Department:

1. An application in a Department-provided format for renewal of a speech-language pathologist assistant license ~~in a format provided by the Department~~ that contains:
 - a. The ~~applicant's~~ licensee's name, home address, telephone number, and e-mail address;
 - b. ~~If applicable, the name of the applicant's employer and the employer's business address and telephone number;~~
The licensee's current employment, if applicable, including:
 - i. The employer's name,
 - ii. The licensee's position,
 - iii. Dates of employment,
 - iv. The address of the employer,
 - v. The supervisor's name,
 - vi. The supervisor's e-mail address, and

- vii. The supervisor's telephone number;
- c. If applicable, the name of the ~~applicant's~~ licensee's supervising speech-language pathologist;
- d. The ~~applicant's~~ licensee's license number and date of expiration;
- e. Since the previous license application, whether the ~~applicant~~ licensee has been convicted of a felony or a misdemeanor involving moral turpitude in this or another state;
- f. If the ~~applicant~~ licensee has been convicted of a felony or a misdemeanor:
 - i. The date of the conviction,
 - ii. The state or jurisdiction of the conviction,
 - iii. An explanation of the crime of which the ~~applicant~~ licensee was convicted, and
 - iv. The disposition of the case;
- g. Whether the licensee has had a license revoked or suspended by any state within the previous two years;
- h. Whether the licensee is currently ineligible for licensure in any state because of a prior license revocation or suspension;
- ~~g.i.~~ Whether the ~~applicant~~ licensee agrees to allow the Department to submit supplemental requests for information under ~~R9-16-505~~ R9-16-506;
- j. An attestation that the licensee has completed continuing education required under A.R.S. 36-1904 and this Article and documentation of completion is available upon request;
- ~~h.k.~~ An attestation that the information ~~submitted is true and accurate; and~~ required as part of the renewal application is true and accurate; and
- ~~i.l.~~ The ~~applicant's~~ licensee's signature and date of signature;
- 2. If a license for a licensee has been revoked or suspended by any state within the previous that two years, documentation that includes:
 - a. The date of the revocation or suspension.
 - b. The state or jurisdiction of the revocation or suspension, and
 - c. An explanation of the revocation or suspension;
- 3. If the licensee is currently ineligible for licensure in any state because of a prior license revocation or suspension, documentation that includes:
 - a. The date of the ineligibility for licensure,
 - b. The state or jurisdiction of the ineligibility for licensure, and

- c. An explanation of the ineligibility for licensure;
- 2. ~~In a Department provided format, documentation of continuing education as required in R9-16-504 and completed within 24 months before the expiration date on the license, including:~~
 - a. ~~The name of the individual or organization providing the course;~~
 - b. ~~The date and location where the course was provided;~~
 - e. ~~The title of each course attended;~~
 - d. ~~A description of each course's content;~~
 - e. ~~The name of the instructor;~~
 - f. ~~The instructor's education, training, and experience background, if applicable;~~
and
 - g. ~~The number of continuing education hours earned for each course; and~~

3.4. ~~A \$200 license renewal fee. A renewal fee specified in R9-16-508.~~

- B. According to A.R.S. § 36-1904, the Department shall allow a speech-language pathologist assistant to renew a license within 30 calendar days after the expiration date of the license by submitting to the Department:
 - 1. The renewal application ~~packet, including documentation~~ required in subsection (A), and
 - 2. ~~A \$25 late fee. Fees specified in R9-16-508.~~
- C. An individual who does not submit a renewal application ~~packet, documentation; and fees~~ required ~~according to~~ in subsection (A) or (B), shall reapply for an initial license according to R9-16-502.

R9-16-504. Continuing Education

- A. ~~According to A.R.S. § 36-1904, a licensee shall complete at least 20 continuing education hours. Twenty-four months prior to submitting a renewal application, a licensee shall complete continuing education.~~
- B. Continuing education shall:
 - 1. Directly relate to the practice of speech-language pathology;
 - 2. Have educational objectives that exceed an introductory level of knowledge of speech-language pathology; and
 - 3. Consist of courses that include advances within the last five years in:
 - a. Practice of speech-language pathology,
 - b. Auditory rehabilitation,
 - c. Ethics, or
 - d. Federal and state statutes or rules.

C. A continuing education course developed, endorsed, or sponsored by one of the following meets the requirements in subsection (B):

1. Hearing Healthcare Providers of Arizona,
2. Arizona Speech-Language-Hearing Association,
3. American Speech-Language-Hearing Association,
4. International Hearing Society,
5. International Institute for Hearing Instrument Studies,
6. American Auditory Society,
7. American Academy of Audiology,
8. Academy of Doctors of Audiology,
9. ~~Arizona Society of Otolaryngology-Head and Neck Surgery~~ Arizona Medical Association,
10. American Academy of Otolaryngology-Head and Neck Surgery, or
11. An organization determined by the Department to be consistent with an organization in subsection (C)(1) through (10).

D. ~~An applicant may request approval for a continuing education course by submitting the following to the Department:~~

- ~~1. The applicant's name, address, telephone number, and e-mail address, as applicable;~~
- ~~2. If a licensee, the licensee's license number;~~
- ~~3. The title of the continuing education course;~~
- ~~4. A brief description of the course;~~
- ~~5. The name, educational background, and teaching experience of the individual presenting the course, if available;~~
- ~~6. The educational objectives of the course; and~~
- ~~7. The date, time, and place of presentation of the course, if applicable.~~

E. ~~If an applicant submits the information in subsection (D), the Department shall review the request for approval for a continuing education course according to R9-16-505 and Table 5.1.~~

F. ~~The Department shall approve a continuing education course if the Department determines that the continuing education course:~~

- ~~1. Is designed to provide current developments, skills, procedures, or treatment in diagnostic and therapeutic procedures in speech language pathology;~~
- ~~2. Is developed and presented by individuals knowledgeable and experienced in the presented subject area; and~~
- ~~3. Contributes directly to the professional competence of a licensee.~~

~~G.D.~~ A speech-language pathologist assistant shall comply with the requirements in A.R.S. § 36-1904.

R9-16-505. Time frames

~~A.~~ For each type of license or approval issued by the Department under this Article, Table 5.1 specifies the overall time frame described in A.R.S. § 41-1072(2).

- ~~1.~~ A regular license is valid for two years.
- ~~2.~~ An applicant and the Department may agree in writing to extend the substantive review time frame and the overall time frame.
- ~~3.~~ An extension of the substantive review time frame and the overall time frame may not exceed 25% of the overall time frame.

~~B.~~ For each type of license or approval issued by the Department under this Article, Table 5.1 specifies the administrative completeness review time frame described in A.R.S. § 41-1072(1).

- ~~1.~~ The administrative completeness review time frame begins on the date the Department receives:
 - ~~a.~~ An application packet required in R9-10-502 and R9-10-503, or
 - ~~b.~~ A request for continuing education course approval according to R9-10-504.
- ~~2.~~ Except as provided in subsection (B)(3), the Department shall provide a written notice of administrative completeness or a notice of deficiencies to an applicant within the administrative completeness review time frame.
 - ~~a.~~ If a license application packet or request for continuing education course approval is not complete, the notice of deficiencies shall list each deficiency and the documents or information needed to complete the license application packet or request for continuing education course approval.
 - ~~b.~~ A notice of deficiencies suspends the administrative completeness review time frame and the overall time frame from the date of the notice until the date the Department receives the missing documents or information.
 - ~~e.~~ If the applicant does not submit to the Department all the information listed in the notice of deficiencies within 30 calendar days after the date of the notice of deficiencies, the Department shall consider the application withdrawn.
- ~~3.~~ If the Department issues a license or approval during the administrative completeness review time frame, the Department shall not issue a separate written notice of administrative completeness.

~~C.~~ For each type of license or approval issued by the Department under this Article, Table 5.1 specifies the substantive review time frame described in A.R.S. § 41-1072(3), which begins on the date of the notice of administrative completeness.

1. ~~Within the substantive review time frame, the Department shall provide a written notice to the applicant that the Department issued or denied the license or continuing education course approval.~~
 2. ~~During the substantive review time frame:~~
 - a. ~~The Department may make one comprehensive written request for additional information or documentation; and~~
 - b. ~~If the Department and the applicant agree in writing to allow one or more supplemental requests for additional information or documentation, the Department may make the number of supplemental requests agreed to between the Department and the applicant.~~
 3. ~~A comprehensive written request or a supplemental request for additional information or documentation suspends the substantive review time frame and the overall time frame from the date of the request until the date the Department receives all the documents and information requested.~~
 4. ~~If the applicant does not submit to the Department all the information or documentation listed in a comprehensive written request or supplemental request for information or documentation within 30 calendar days after the date of the request, the Department shall deny the license or approval.~~
- ~~D. An applicant who is denied a license may appeal the denial according to A.R.S. Title 41, Chapter 6, Article 10.~~

R9-16-505. Enforcement

- A.** The Department may, as applicable:
1. Deny, revoke, or suspend an speech-language pathologist assistant license under A.R.S. § 36-1934;
 2. Request an injunction under A.R.S. § 36-1937; or
 3. Assess a civil money penalty under A.R.S. § 36-1939.
- B.** In determining which disciplinary action specified in subsection (A) is appropriate, the Department shall consider:
1. The type of violation,
 2. The severity of the violation,
 3. The danger to public health and safety,
 4. The number of violations,
 5. The number of clients affected by the violations,
 6. The degree of harm to a client,

7. A pattern of noncompliance, and
8. Any mitigating or aggravating circumstances.

Table 5.1. Time-frames (in calendar days)

Type of Approval	Statutory Authority	Overall Time-Frame	Administrative Completeness Review Time-Frame	Time to Respond to Notice of Deficiency	Substantive Review Time-Frame	Time to Respond to Comprehensive Written Request
Initial License (R9-16-502)	A.R.S. §§ 36-1904 and 36-1904.04	60	30	30	30	30
Renewal License (R9-16-503)	A.R.S. § 36-1904	60	30	30	30	30
Continuing Education (R9-16-504)	A.R.S. § 36-1904	45	30	30	15	30

R9-16-506. Disciplinary Actions

A. The Department may, as applicable:

1. Deny, revoke, or suspend an speech language pathologist assistant license under A.R.S. § 36-1934;
2. Request an injunction under A.R.S. § 36-1937; or
3. Assess a civil money penalty under A.R.S. § 36-1939.

B. In determining which disciplinary action specified in subsection (A) is appropriate, the Department shall consider:

1. The type of violation,
2. The severity of the violation,
3. The danger to public health and safety,
4. The number of violations,
5. The number of clients affected by the violations,
6. The degree of harm to a client,
7. A pattern of noncompliance, and
8. Any mitigating or aggravating circumstances.

C. A licensee may appeal a disciplinary action taken by the Department according to A.R.S. Title 41, Chapter 6, Article 10.

R9-16-506. Time-frames

- A.** For each type of license issued by the Department under this Article, Table 5.1 specifies the overall time-frame described in A.R.S. § 41-1072(2).
1. An applicant or licensee and the Department may agree in writing to extend the substantive review time-frame and the overall time-frame.
 2. The extension of the substantive review time-frame and the overall time-frame may not exceed 25% of the overall time-frame.
- B.** For each type of license issued by the Department under this Article, Table 5.1 specifies the administrative completeness review time-frame described in A.R.S. § 41-1072(1).
1. The administrative completeness review time-frame begins on the date the Department receives an application and required documentation required in this Article.
 2. Except as provided in subsection (B)(3), the Department shall provide a written notice of administrative completeness or a notice of deficiencies to an applicant within the administrative completeness review time-frame.
 - a. If an application or required documentation is not complete, the notice of deficiencies shall list each deficiency and the information or documentation needed to complete the application.
 - b. A notice of deficiencies suspends the administrative completeness review time-frame and the overall time-frame from the date of the notice until the date the Department receives the missing documents or information.
 - c. If the applicant does not submit to the Department all or documentation listed in the notice of deficiencies within 30 calendar days after the date of the notice of deficiencies, the Department shall consider the application withdrawn.
 3. If the Department issues a license during the administrative completeness review time-frame, the Department shall not issue a separate written notice of administrative completeness.
- C.** For each type of license issued by the Department under this Article, Table 5.1 specifies the substantive review time-frame described in A.R.S. § 41-1072(3), which begins on the date of the notice of administrative completeness.
1. Within the substantive review time-frame, the Department shall provide a written notice to the applicant that the Department issued or denied the license.
 2. During the substantive review time-frame:
 - a. The Department may make one comprehensive written request for additional information or documentation; and

- b. If the Department and the applicant agree in writing, the Department may make supplemental requests for additional information or documentation.
3. A comprehensive written request or a supplemental request for additional information or documentation suspends the substantive review time-frame and the overall time-frame from the date of the request until the date the Department receives all the documents and information requested.
4. If the applicant does not submit to the Department all the information or documentation listed in a comprehensive written request or supplemental request for additional information or documentation within 30 calendar days after the date of the request, the Department shall deny the license.
- D.** An applicant who is denied a license may appeal the denial according to A.R.S. Title 41, Chapter 6, Article 10.

Table 5.1 Time-frames (in calendar days)

<u>Type of Approval</u>	<u>Statutory Authority</u>	<u>Overall Time-Frame</u>	<u>Administrative Completeness Review Time-Frame</u>	<u>Time to Respond to Notice of Deficiency</u>	<u>Substantive Review Time-Frame</u>	<u>Time to Respond to Comprehensive Written Request</u>
<u>Initial License (R9-16-502)</u>	<u>A.R.S. §§ 36-1904 and 36-1904.04</u>	<u>60</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>
<u>Renewal License (R9-16-503)</u>	<u>A.R.S. § 36-1904</u>	<u>60</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>

R9-16-507. Changes Affecting a License or a Licensee; Request for a Duplicate License

- A. A licensee shall submit a notice to the Department in writing within 30 calendar days after the effective date of a change in:
1. The licensee's home address or e-mail address, including the new home address or e-mail address;
 2. The licensee's name, including one of the following with the licensee's new name:
 - a. Marriage certificate,
 - b. Divorce decree, or
 - c. Other legal document establishing the licensee's new name; or
 3. The place or places, including address or addresses, where the licensee engages in the practice of speech-language pathology.

B. A licensee may obtain a duplicate license by submitting to the Department a written request for a duplicate license in a ~~format provided by the Department~~ Department-provided format that contains:

1. The licensee's name and address,
2. The licensee's license number and expiration date,
3. The licensee's signature and date of signature, and
4. ~~A \$25 duplicate license fee.~~ A duplicate license fee specified in R9-16-508.

R9-16-508. Fees

A. An applicant shall submit to the Department the following fees:

1. An initial nonrefundable application fee, \$100; and
2. An initial license fee, \$200.

B. An applicant shall submit to the Department a \$200 license fee for renewal.

C. If an applicant submits a renewal license application specified in subsection (B) within 30 calendar days after the license expiration date, the applicant shall submit with the renewal license application a \$25 late fee.

D. An applicant for initial licensure is not required to submit the applicable fee in subsection (A), if the applicant submits an attestation that the applicant meets the criteria for waiver of licensing fees in A.R.S. § 41-1080.01.

E. The fee for a duplicate license is \$25.