

Arizona Board of Psychologist Examiners

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Alternate Format

Individuals with disabilities who require this information in an alternate format may contact the Board's Office at (602) 542-8162.

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Board's Mission

To protect the health, safety and welfare of Arizona citizens by regulating the practice of psychology.

Board Members

The composition of the State of Arizona Board of Psychologist Examiners includes six licensed psychologist members and three public members who do not have a substantial business interest in the health care industry. At least two of the six licensed psychologists must be full-time faculty members from the state universities and at least three must be in professional practice. All Board members are appointed by the Governor of the State of Arizona and confirmed by the State Senate. Members serve an initial five-year term or they can be appointed to fill an unexpired term of a previous member.

Board Function

The function of the Board is to regulate and monitor the practice of psychology on behalf of the citizens of Arizona. The Board has two major areas of regulatory authority. First, the Board licenses individuals to practice psychology in the State of Arizona. Second, the Board investigates and adjudicates allegations of unprofessional conduct filed against psychologists licensed in the State of Arizona.

Board Meetings

The Board meets on the first Friday (and Saturday if necessary) of every other month in February, April, June, August, October, and December. These meetings are open to the public and usually begin at 8:30 a.m. Even if the Board's agenda items do not involve you personally, you may still attend and listen to the meeting. The Board sets aside time to hear comments from public.

Complaint Screening Committee

The Complaint Screening Committee (CSC) meets monthly at various times to provide the initial review of complaints. Like the Board meetings, CSC meetings are open to the public.

Board Office

The Board office is staffed Monday through Friday,

8:00 a.m. to 5:00 p.m., except on state holidays. The staff consists of four full-time employees, including the Executive Director, whose major responsibility is to carry out the Board's decisions and directives. A Deputy Director, an Investigator, and an Administrative Assistant make up the rest of the staff.

Licensing

The Board issues licenses to individuals who have a doctoral degree in applied psychology, supervised training in psychology and who have passed the national examination. Licenses must be renewed every two years.

Complaints

An individual, who believes that a psychologist has committed an act of unprofessional conduct, may submit a *Request for Investigation* form. The Board recommends that a Request for Investigation not be submitted until ALL supporting documentation has been assembled so that the entire packet can be submitted at one time. This will avoid delays in the investigation process. The Board's jurisdiction over a psychologist is limited to certain enumerated acts or omissions listed in its statutes and rules.

The Board's Investigative process is as follows: When a Request for Investigation regarding a licensee of this Board is received by the Board office, the complainant will promptly receive a letter acknowledging receipt of the investigation request. The letter will explain the Board's investigation process. The Request for Investigation and all supporting documentation will be sent to the psychologist along with a letter requesting that the psychologist respond to the allegations in writing. **The psychologist's response, pursuant to statute, is confidential and will not be provided to the complainant.** The Board's Investigator may be contacted at any time to check on the status of the investigation.

All investigative materials are reviewed by the Board's Investigator who will then contact the psychologist, the complainant and others to obtain additional information or to clarify specific issues. Once the investigation is complete, the Investigator writes a report and provides the report and the investigative materials to the Complaint Screening Committee (CSC) at a regularly scheduled meeting. This is the "initial review" of the case and is not a

hearing. Please note that witness testimony is not taken unless the case proceeds to a Formal Hearing. Each time that a case appears on the CSC's or the Board's agenda, the complainant, and the licensee (or their representative), who are present at a meeting, may address the Committee or the Board regarding the case. Presentations are limited to five minutes. An audio recording of the CSC's or Board's discussion of the case may be purchased for a charge of \$10.00 per CD. Copies of Minutes may also be purchased at 25¢ per page; however, the Minutes do not contain the details of the audio recordings.

After the CSC's initial review, the CSC can vote to dismiss the case if it determines that the complaint is without merit, or refer the case to the full Board for further review and action.

Cases referred to the full Board may result in dismissal, issuance of a non-disciplinary Letter of Concern, issuance of a Decree of Censure, a Consent Agreement between the licensee and the Board, a fixed period and terms of probation, or the scheduling of an Informal Interview or a Formal Hearing.

The complainant and the licensee will be notified in writing of the CSC's or the Board's decision. According to Board rules, only a "party" may file a Motion for a Rehearing or Review of a Board decision. A "party" means the Board, an applicant, or a licensee and does not include the complainant (the person who requested the investigation).

Public Information

When choosing a psychologist, you may check the psychologist's background and history by calling the Board office at (602) 542-8162. Please note that the Board office does not give referrals or recommendations as to which psychologist to choose; that is your decision.

The Board staff will confirm that a psychologist is currently licensed and where he or she is currently practicing. The staff can also tell you over the phone whether the psychologist's license is in good standing and whether any disciplinary action has been taken against his or her license. Cases dismissed by the CSC cannot be disclosed in response to a telephone inquiry and are not placed on the Board's website. You may purchase copies

of all or a pertinent portion of the psychologist's licensing file and public portions of any disciplinary files as well as Board minutes and audio recordings of Board proceedings. The charge per audio recording is \$10.00 (available by CD or e-mail file) and there is a copying charge of 25¢ per page for printed documents.

The Board maintains two types of public records regarding psychologists that you may review and/or purchase. The first is the licensing file. A psychologist's licensing file contains documents such as his or her application for licensure and biennial applications for license renewal.

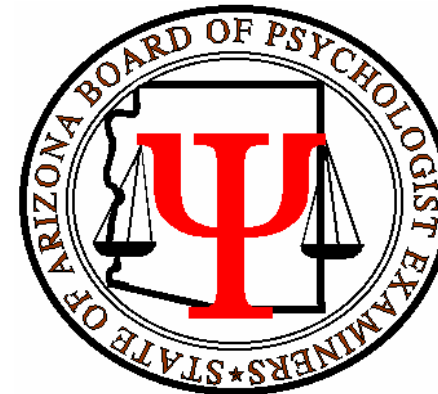
The second type of public record is the complaint file, if any. According to Arizona statutes, documents associated with an investigation are confidential. However, you may review and/or purchase certain public documents from the complaint file such as dismissal letters, letters of concern, Board disciplinary orders, minutes and any audio recordings of CSC or Board meetings that are still available (Audio recordings of Board and CSC meetings are kept for 6 months.)

It is best to call ahead to arrange for a mutually convenient time to review a psychologist's file. The staff will prepare the public file before you arrive and arrange for a comfortable place for you to read the file. You may request a copy of the file at a cost of 25¢ per page. You may download a *Public Records Request* form at the Board's website, www.psychboard.az.gov, or put your request in writing and fax or mail it to the Board office. The Board will contact you when your copies are ready and will inform you of the charge. At no time may an original file leave the Board office.

If you have any questions regarding the Board's functions, please contact the Board office at (602) 542-8162.

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Citizens have the right to file a complaint about an administrative act of a state agency with the office of the Ombudsman-Citizens' Aide. This office may be of assistance in resolving a complaint against a state agency. To contact the Ombudsman-Citizens' Aide, call: Phoenix: (602) 277-7292; Statewide toll-free: 1-800-872-2879.



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Consumer Information Guide

Protecting the health, safety and welfare of the Arizona citizens by regulating the psychology profession.

www.psychboard.az.gov