

# FAQ's

## **INITIAL APPLICATION:**

### **1. I graduate from my residency in June. When can I apply for and obtain my license?**

The Board cannot issue a license until successful completion of a residency. Some applicants choose to submit an application a few months prior to the completion of their residency. In this instance, a letter from the Residency Program Director must be submitted indicating the date of graduation or, the date of successful completion of residency. The Board can review the application, and approve the application, UPON successful completion of residency and payment of the license issuance fee. Please note that the Board is unable to accept postdated certificates as proof of successful of a residency.

### **2. I am licensed in another state/jurisdiction. What is the best pathway for applying for licensure?**

There are two license pathway options for applicants that are licensed at the independent level in another state/jurisdiction.

Application for licensure by Comity: In order to apply for licensure by Comity the applicant must be licensed at the independent level in another state/jurisdiction for five of the last seven years preceding the date of the application. See the instruction page of the application for more information regarding this pathway. The application can be found on the Board's website, <https://podiatry.az.gov>, under the "Forms" tab.

Application for licensure by Universal Recognition: In order to apply for licensure by Universal Recognition the applicant must be licensed at the independent level in another state/jurisdiction for at least one year preceding the date of the application. Additionally, this pathway requires that the applicant has established residency in Arizona. See the instruction page of the application for more information regarding this pathway. The application can be found on the Board's website, <https://podiatry.az.gov>, under the "Forms" tab.

### **3. How long does the application process take?**

Typically, the process takes 2-3 months depending on when the application is submitted and how long it takes for other documents to be submitted. For example, if you are licensed at the independent level in another jurisdiction the Board office must receive verification of your license directly from the other jurisdiction. Additionally, if you are required to submit transcripts as part of your application (not required for Comity or Universal recognition), the transcripts must be sent to the Board office directly from your school. The Board meets once a month to review applications. An application must be considered administratively complete (all documents have been received) at least ten days prior to the Board meeting.

### **4. Can I submit my application online?**

Yes, the Board offers a paper application and an online application. The paper application is available on the Board's website, <https://podiatry.az.gov>, under the "Forms" tab. The online application is available under the "elicense" tab.

**5. How much is the application fee?**

The application is \$450.00 (non-refundable).

**6. Once my application is approved is there an additional fee?**

Yes, there is a one-time license issuance fee of \$225.00. Once the license issuance fee is received and processed by the board office then you are considered licensed.

**7. I hold a resident/temporary license in another state/jurisdiction. Does verification of this license need to be submitted to the Board?**

No, it is not required that a temporary or resident license be verified. The only licenses that must be primary source verified are independent licenses that you hold or have held.

**8. I am starting a residency in Arizona. Do I need a resident license?**

No, Arizona does not require that residents in Arizona hold a license. Arizona does not offer a resident or temporary license for residents practicing in Arizona.

## **TEMPORARY APPLICATION**

### **1. Does Arizona have a temporary license?**

Yes, Arizona has a temporary license. In order to qualify for a temporary license an applicant must hold an active and unrestricted independent license in podiatric medicine in a State, Territory or Possession of the United States. All license verifications must be submitted directly to the Board office. The license is a 30-day license and is non-renewable. The Temporary license application is on the Board's website, <https://podiatry.az.gov>, under the "Forms" tab.

### **2. What is the fee for the temporary license/application?**

The fee for a temporary license/application is \$100.00.

**INITIAL REGISTRATION TO DISPENSE DRUGS AND DEVICES:**

**1. Do I have to hold an Arizona license before I can apply to dispense drugs and devices?**

Yes, once you obtain an Arizona license you can apply to dispense drugs and devices. The Initial Registration to Dispense Drugs and Devices application can be found on the Board's website: <https://podiatry.az.gov>, under the "Forms" tab.

**2. How much is the application fee to dispense drugs and devices?**

The application fee for initial registration to dispense drugs and devices is \$200.00 (non-refundable).

**3. If I do not hold a DEA Certificate of Registration do I have to be registered to dispense drugs and devices?**

No.

**4. If I hold a DEA Certificate of Registration to write prescriptions, and I do not dispense out of my office, do I need to be registered to dispense drugs and devices with the Board?**

No. You are required to hold a registration to dispense drugs and devices only if you plan to dispense out of your office. For example, dispensing medication samples or orthotics from your office requires you to be registered to dispense drugs and devices with the Board.

## **LICENSE RENEWAL:**

### **1. When does my license expire?**

All licenses expire on June 30 of each year. A licensee who does not renew a license on or before July 30 shall pay a penalty fee of \$150.00. If a licensee fails to renew by August 31, the license is cancelled.

### **2. How much is the renewal fee and can I pay the fee online?**

The renewal fee is \$275.00 (non-refundable). A licensee can pay the fee online only if they renew their license through the online “elicense” portal.

### **3. Can I renew my license online?**

Yes, the Board offers a paper renewal and an online renewal. The paper renewal is available on the Board’s website, <https://podiatry.az.gov>, under the “Forms” tab. The online renewal is on the Board’s website under the “elicense” tab. If you have not created an account through the elicense portal you will need to do so. In order to create an account you will be required to enter your security code. If you do not have your security code you may contact the Board office.

### **4. How soon before the deadline can I renew my license?**

You will receive a postcard, OR an email, from the Board office indicating that it is time to renew your license. You will receive the notification a few months in advance of June 30<sup>th</sup>. Once you receive notification from the Board office you can submit your renewal application.

### **5. Do I need to submit documentation of my continuing education when I renew my license?**

Yes, you are required to submit documentation (e.g. certificates of completion) of your continuing education.

### **6. How long does it take to receive my renewal wallet card?**

You should receive your wallet card within three to four weeks after you submit your renewal application. The wallet card is mailed via USPS. If you do not receive your wallet card within three to four weeks it is recommended that you contact the Board office.

### **7. I had a malpractice case within the last year. Will this hold up my renewal application?**

Yes, the Board must review all renewals that have a malpractice matter. The Board can approve the renewal and either take no action on the malpractice matter or, it can approve the renewal and open a Complaint if the malpractice matter warrants further investigation.

### **8. If I have a renewal application pending before the Board and the August 31<sup>st</sup> deadline passes, will my license be cancelled?**

No, if the renewal application was received on or before August 31<sup>st</sup>, and your renewal is pending before the Board, your license will not be cancelled and you are still legally able to practice pursuant to A.R.S. 41-1064(B).

## **DISPENSING RENEWAL:**

### **1. When does my license expire?**

All licenses expire on June 30 of each year. If a licensee fails to renew by August 31, the license is cancelled.

### **2. How much is the renewal fee and can I pay the fee online?**

The renewal fee is \$100.00 (non-refundable). A licensee can pay the fee online only if they renew their license through the online “elicense” portal.

### **3. Can I renew my license online?**

Yes, the Board offers a paper renewal and an online renewal. The paper renewal is available on the Board’s website, <https://podiatry.az.gov>, under the “Forms” tab. The online renewal is on the Board’s website under the “elicense” tab. If you have not created an account through the elicense portal you will need to do so. In order to create an account you will be required to enter your security code. If you do not have your security code you may contact the Board office.

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**CONTINUING EDUCATION:**

**1. How many hours of continuing education are required each year?**

Twenty five hours with **THREE of those hours in opioid related issues (if you hold a DEA certificate of registration).**

**2. Can I obtain any of my continuing education online?**

At this time, all of the required twenty five hours can be obtained via electronic means.

**3. When does the continuing education have to be completed by?**

The continuing education cycle is each fiscal year (July 1 – June 30).

**4. When do I submit my continuing to the Board office?**

You are required to submit documentation (e.g. certificates of completion) to the Board office at the time of your license renewal.

**5. What can I do if I am unable to complete my continuing education due to extenuating circumstances?**

The Board is authorized to waive the continuing education requirements for the following:

- Disability
- Military Service
- Absence from the continental United States

The Board also has the authority to extend a sixty day continuance to a licensee to complete the continuing education requirements.

**6. If I complete more than the required 25 hours can I apply the excess hours toward my next renewal cycle?**

No, Board rule outlines the time-frame in which the continuing education must be completed.



## **FILING A COMPLAINT:**

### **1. How do I know if I should file a Complaint?**

Neither the Board nor Board staff can provide legal advice. It is recommended that you file a Complaint if you believe that a podiatrist acted unprofessionally or practiced below the current standards of practice. The Board's mission is to protect the public. Additionally, there is no fee for filing a Complaint.

### **2. How do I file a Complaint?**

The Board must have something in writing from you in order to be able to process a Complaint. The Board offers a paper Complaint form on its website, <https://podiatry.az.gov>, under the "Forms" tab or, you can submit a Complaint on the Board's website under the "elicense" tab. If you choose to file a Complaint through the elicense portal you will be required to create an account. There is no fee for creating an account.

### **3. What should I submit as part of the Complaint?**

You should submit a detailed explanation of the unprofessional conduct you believe occurred. It is recommended that you submit any other supporting documentation you believe is relevant to the Complaint (e.g. invoices, x-rays, etc...).

### **4. What happens after I file a Complaint?**

Once a Complaint is filed the Complaint is reviewed by the Board's Executive Director. The Complainant is sent notification that the Complaint has been received. A copy of the Complaint is sent to the Doctor. The Doctor is required to respond to the Complaint and to provide any relevant records/documents to the Board office in a timely manner. Once the Board office receives all of the relevant information from the Doctor, the Complaint is assigned to a Board approved Investigator. The Investigator will review all of the documentation and conduct any interviews that is deemed necessary. Once the Investigator has completed the review, a report will be submitted to the Board office. Once the Board office receives the Investigator's report, the Complaint is scheduled for the next available Board meeting. The Board meets once a month. The Complainant and Doctor are invited to attend the Board meeting.

### **5. How long does the Complaint process take?**

The Complaint process can be a lengthy process. An average Complaint takes 3-5 months to be adjudicated by the Board.

### **6. What can the Board if it finds the Doctor violated a statute or rule?**

The Board has different levels of non-disciplinary and disciplinary action it can take against a Doctor's license.

### **7. Is there a Statute of Limitation to file a Complaint?**

Yes there is a time limitation. Pursuant to A.R.S. §32-3224 the Board cannot accept a complaint if it has been four or more years since the conduct occurred. The time limitation does not apply to the following:

Medical malpractice settlements or judgements

Allegations of Sexual Misconduct

Incident or occurrence involved a felony

Diversion of a controlled substance

Or impairment while practicing

### **8. As a Complainant can I receive a copy of the investigative file?**

No, Complainants are not a party to the action. A.R.S. §32-352.01(M) provides that any investigative material is confidential and can only be released to the licensee or licensee's attorney short a Court Order.

### **9. As a Complainant can I appeal a Board decision?**

No, Complainants are not a party to the action therefore Complainants are not subject to appeal rights pertaining to a Board decision.

**MEDICAL ASSISTANTS:**

**1. Can Medical Assistants employed by a podiatrist clip toenails?**

Medical assistants under the supervision of a podiatrist may perform the following:

- Taking medical histories
- Taking and recording vital signs
- Explaining treatment procedures to patients
- Taking of patient's shoes and putting them back on
- **Clipping toenails**
- Applying bandages to the feet
- Preparing the patient for a procedure
- Taking and developing x-rays if the medical assistant is properly certified by the Arizona Radiation Regulatory Agency, Arizona Department of Health Services, Bureau of Special Licensing

**HYPERBARIC OXYGEN THERAPY AND SUPERVISION OF THE ADMINISTRATION  
OF HYPERBARIC OXYGEN THERAPY (HBOT)**

**1. Can a podiatrist supervise hyperbaric oxygen therapy?**

No, it is not within the scope of practice of a podiatrist to supervise the administration of HBOT because the training and skills required to treat potential complications of the treatment are outside the scope of practice for podiatrists in Arizona.

It is appropriate for a podiatrist to order HBOT.