

INSTRUCTIONS FOR COMPLETING APPLICATION FOR
Professional Registration

NOTE: FAILURE TO READ AND FOLLOW THESE INSTRUCTIONS CAREFULLY COULD RESULT IN QUESTIONS ANSWERED INCORRECTLY AND AN IMPROPERLY FILLED-OUT APPLICATION, WHICH WILL BE RETURNED TO YOU. THIS COULD RESULT IN DENIAL OF YOUR CERTIFICATION.

Please study the BTR web site Rules and Statutes carefully; they establish the requirements for certification, define limits of practice and rules of professional conduct, and explain Board procedures. It is very important that you become thoroughly familiar with the Statutes and Rules; a violation of any of the provisions of the law or rules may be cause for disciplinary action against a registrant.

- Complete each section of the application, following the instructions on the form and in Rule R4-30-201. Print the required information neatly or use a typewriter or word processor, and be sure the form is signed. If you require additional space, please attach a supplemental sheet of paper.
- Any prior state-issued licenses or certifications must be verified on forms sent by you to the registering jurisdiction. It is your responsibility to pay any fees required for verification by other registering boards.
- Arrange to have copies of certified transcripts for all educational credit claimed sent **directly from the Registrar. No other copies will be accepted.**
- If you have a National Council Record from NCARB, NCEES, or CLARB, you only need to complete sections 1, 2, 3, 4, 5, and 9 of the application for professional registration and have the national council forward your record.
- Attach a **non-refundable** application fee of \$100.00 to your completed application in the form of a check or money order made payable to the Board of Technical Registration.

Once a properly filled-out application has been received in the Board Office, assigned an application number, and a file established, **no** refund will be made. It is your responsibility to ensure that your application is complete. An application is not considered "complete" until all verifying data is received. You are responsible for mailing at least three Certificates of Experience Record and Reference forms to your present and past supervisors (the Board must be able to verify that an applicant meets the educational and/or experience requirements of A.R.S. § 32-126(B)). **Therefore the supervisors and or reference must submit this information directly to our office.**

Upon receipt by the Board of the required documents, your application will be evaluated. Please check back with this office, **in writing**, approximately five weeks after submitting your application to ensure that all necessary information has been received.

Due to the volume of applications being processed by the Licensing Department, we are trying to maximize application processing personnel's effectiveness by reducing telephone calls. The information within this web site provides answers to the most frequently asked questions. All requests for information relating to your application status should be made **in writing**. If you are experiencing difficulty with your application, please call and advise the Deputy Director, LaVern Douglas.

IMPORTANT NOTICE TO APPLICANTS

In answering questions 1 through 7 in **Section 2. Registration** on the application, please note the following:

- If you answer "yes" to any of the questions, you must provide a detailed written explanation regarding the facts and circumstances surrounding the incident and provide official documentation supporting your explanation (i.e., police reports, court records, Board disciplinary orders, Board complaint, Order of Denial of registration or license, etc.).
 - You must answer "yes" to questions 6 and 7 even if you pled "no contest" or "nolo contendere" to the felony or misdemeanor charges, and even if the conviction has been set aside or expunged - regardless of what you have been advised in the past.
 - Alcohol and drug-related offenses that occur when driving or riding in an automobile (i.e., DUI, DWI, OWI, etc.) are NOT considered minor traffic violations.
 - FBI criminal history information obtained as a result of fingerprinting often has arrest information but no disposition of charges listed (i.e., 'dismissed', 'convicted', etc.). If the record reflects an arrest, you must provide official documentation obtained from the court regarding the disposition of the arrest, even if the charge was ultimately dismissed.
 - False or misleading answers regarding any information provided to the Board of Technical Registration as part of your request for registration or certification may result in denial of your application.