

Online Renewal Guide

Bureau of Licensing for Professions &
Occupations

2024



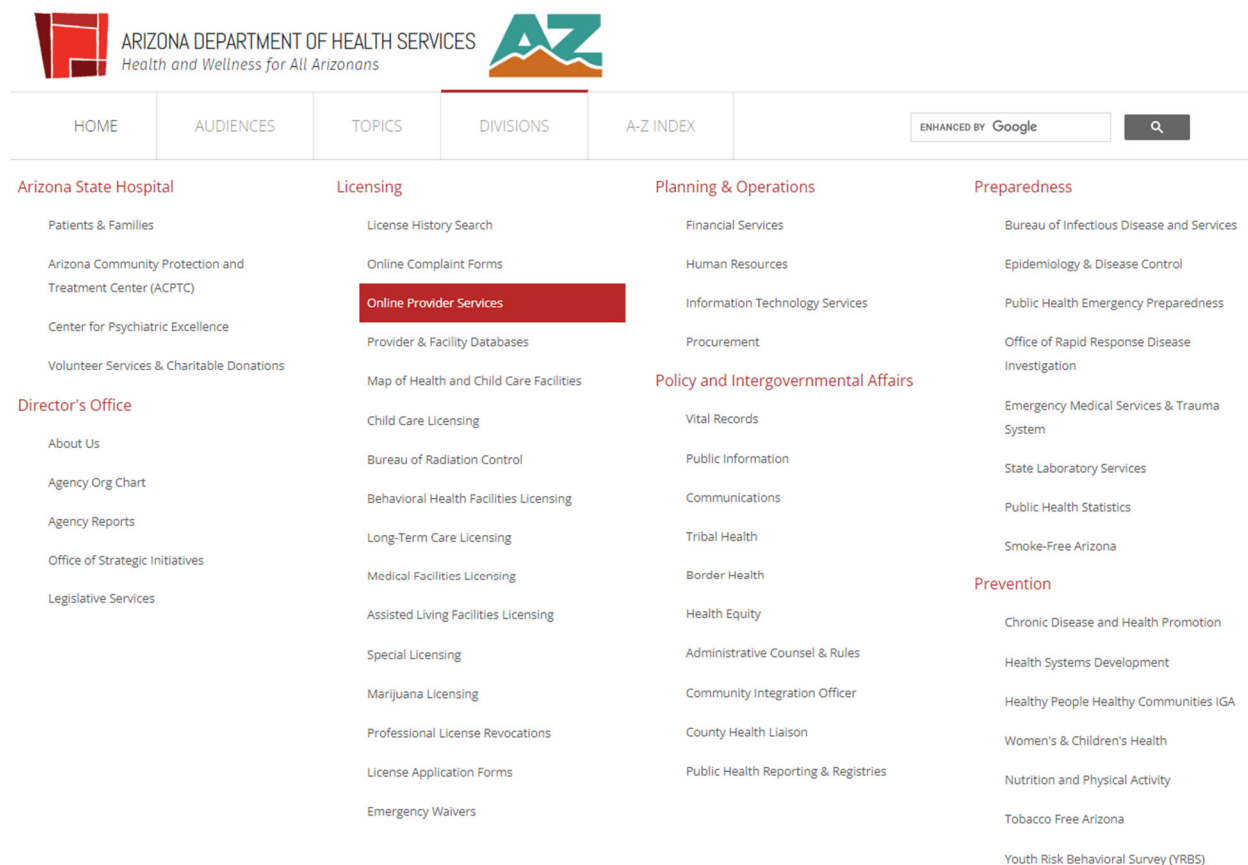
ARIZONA DEPARTMENT
OF HEALTH SERVICES

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Registration

1. Visit our website at azdhs.gov.
2. Select “*Divisions.*”
3. Then “*Online Provider Services.*”



The screenshot shows the Arizona Department of Health Services website. The header includes the logo and the text "ARIZONA DEPARTMENT OF HEALTH SERVICES Health and Wellness for All Arizonans". The navigation menu has "DIVISIONS" selected. Below the menu, the "Online Provider Services" link is highlighted in a red box. Other visible links include "Arizona State Hospital", "Director's Office", "Licensing", "Planning & Operations", "Policy and Intergovernmental Affairs", "Preparedness", and "Prevention".

Arizona State Hospital

- Patients & Families
- Arizona Community Protection and Treatment Center (ACPTC)
- Center for Psychiatric Excellence
- Volunteer Services & Charitable Donations

Director's Office

- About Us
- Agency Org Chart
- Agency Reports
- Office of Strategic Initiatives
- Legislative Services

Licensing

- License History Search
- Online Complaint Forms
- Online Provider Services**
- Provider & Facility Databases
- Map of Health and Child Care Facilities
- Child Care Licensing
- Bureau of Radiation Control
- Behavioral Health Facilities Licensing
- Long-Term Care Licensing
- Medical Facilities Licensing
- Assisted Living Facilities Licensing
- Special Licensing
- Marijuana Licensing
- Professional License Revocations
- License Application Forms
- Emergency Waivers

Planning & Operations

- Financial Services
- Human Resources
- Information Technology Services
- Procurement

Policy and Intergovernmental Affairs

- Vital Records
- Public Information
- Communications
- Tribal Health
- Border Health
- Health Equity
- Administrative Counsel & Rules
- Community Integration Officer
- County Health Liaison
- Public Health Reporting & Registries

Preparedness

- Bureau of Infectious Disease and Services
- Epidemiology & Disease Control
- Public Health Emergency Preparedness
- Office of Rapid Response Disease Investigation
- Emergency Medical Services & Trauma System
- State Laboratory Services
- Public Health Statistics
- Smoke-Free Arizona

Prevention

- Chronic Disease and Health Promotion
- Health Systems Development
- Healthy People Healthy Communities IGA
- Women's & Children's Health
- Nutrition and Physical Activity
- Tobacco Free Arizona
- Youth Risk Behavioral Survey (YRBS)

Registration Cont'd

This will direct you to the Online Provider Services homepage.

4. From the menu on the left, click on *“Licensing for Professions and Occupations.”*

The screenshot shows the Arizona Department of Health Services website. At the top, there is a header with the department's logo and name, "Arizona Department of Health Services", and the tagline "Health and Wellness for All Arizonans". To the right of the header is a search bar labeled "Search AZDHS". Below the header is a navigation menu on the left side, which is highlighted with a black border. The menu items are: Home, Assisted Living Facilities Licensing, Behavioral Health Facilities Licensing, Long Term Care Facilities Licensing, Medical Facilities Licensing, Radiation Control Licensing, Licensing for Professions and Occupations, and Contact Us. The "Licensing for Professions and Occupations" item is selected. To the right of the menu is a main content area with a heading "Welcome To The Division Of Licensing Services Online Web Site". Below the heading is a "Welcome:" message and a link to "For Long-Term Care Facilities, Assisted Living Facilities, Behavioral Health Facilities and Medical Facilities:". The message states that for first-time users, registration requires an approval by the Department, which will be processed within 24 hours of initial registration during regular business hours Monday – Friday 8:00 AM – 5:00 PM (except holidays). It also states that users will receive a confirmation email. A bolded instruction follows: "In order to use this site to pay your licensure fee or enforcement fees, please select the appropriate bureau on the menu shown on the left." The message then explains that the information shown is based on public records and that users need to contact the appropriate bureau for changes. Below this is a "Please note:" section with three bullet points: 1) The email address associated with active user(s) will receive annual licensing fee payment reminders ONLY and will not replace or be used as the primary licensed facility's email address. Licensees are responsible for notifying the Department if a user needs to be removed and if a facility's primary email address needs to be updated. 2) The following credit cards are accepted: MasterCard, VISA, Discover and AMEX. We also accept electronic checks. All fees received by the Department are non-refundable. 3) Please allow at least 7-10 business days for changes to be processed once the documentation is provided. 4) Please remember to print a copy of your application and receipt for your records.

Registration Cont'd

5. Select "Speech and Hearing."

The screenshot shows the Arizona Department of Health Services website. At the top, there is a header with the department's logo and name, "Arizona Department of Health Services", and the tagline "Health and Wellness for All Arizonans". To the right of the header is a search bar labeled "Search AZDHS". Below the header is a navigation menu on the left side, listing various licensing categories: Home, Assisted Living Facilities Licensing, Behavioral Health Facilities Licensing, Long Term Care Facilities Licensing, Medical Facilities Licensing, Radiation Control Licensing, Licensing for Professions and Occupations, Midwife, Speech And Hearing, Medical Radiologic Technologist, and Certified Laser Technologist. The "Speech And Hearing" option is highlighted. The main content area displays a welcome message: "Welcome To The Division Of Licensing Services Online Web Site". Below this, there is a "Welcome:" section with a link to "For Long-Term Care Facilities, Assisted Living Facilities, Behavioral Health Facilities and Medical Facilities:". The text explains that first-time users need approval and will receive a confirmation email. It also states that users must select the appropriate bureau on the left menu. A "Please note:" section follows, listing several important points: the email address used for registration will receive annual licensing fee payment reminders, users must notify the Department if their email address needs to be updated, the department accepts MasterCard, VISA, Discover, and AMEX, and users should allow 7-10 business days for processing and print a copy of their application and receipt.

Arizona Department of Health Services
Health and Wellness for All Arizonans

Search AZDHS

Home
Assisted Living Facilities Licensing
Behavioral Health Facilities Licensing
Long Term Care Facilities Licensing
Medical Facilities Licensing
Radiation Control Licensing
Licensing for Professions and Occupations
Midwife
Speech And Hearing
Medical Radiologic Technologist
Certified Laser Technologist

Welcome To The Division Of Licensing Services Online Web Site

Welcome:
[For Long-Term Care Facilities, Assisted Living Facilities, Behavioral Health Facilities and Medical Facilities:](#)
For first-time users, please be aware that the registration process requires an approval by the Department, which will be processed within 24 hours of initial registration during regular business hours Monday – Friday 8:00 AM – 5:00 PM (except holidays). You will receive a confirmation email.
In order to use this site to pay your licensure fee or enforcement fees, please select the appropriate bureau on the menu shown on the left. The information you will see is based on what is currently in the public records regarding your license. If you need to make changes, you will need to contact the appropriate bureau.

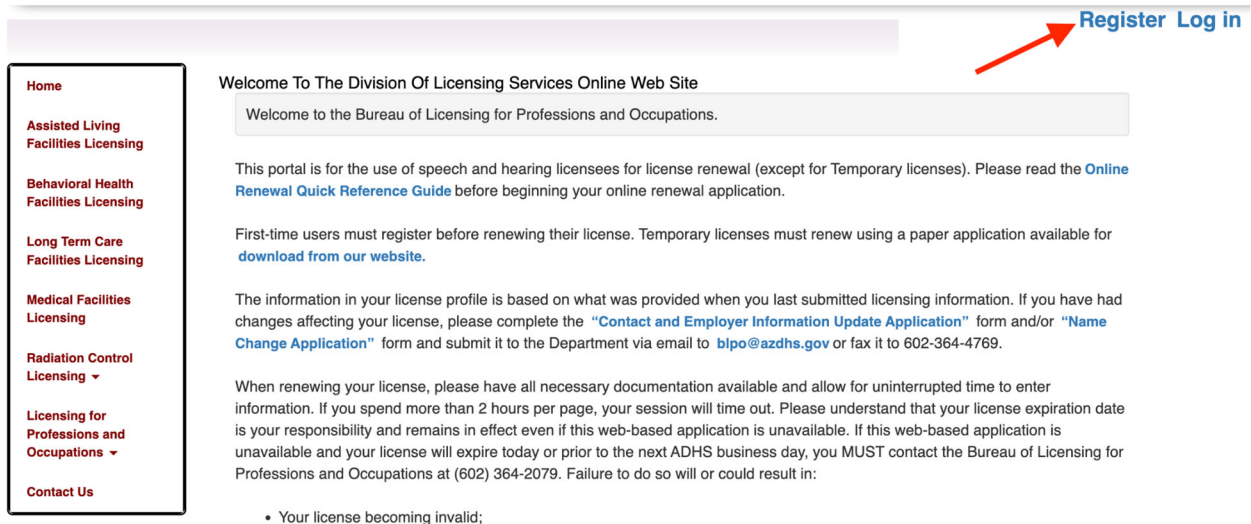
Please note:

- The email address associated with active user(s) of this Portal will receive annual licensing fee payment reminders ONLY and will not replace or be used as the primary licensed facility's email address. Licensees are responsible for **notifying the Department** if a user needs to be removed and if a facility's primary email address needs to be updated.
- The following credit cards are accepted: MasterCard, VISA, Discover and AMEX. We also accept electronic checks. All fees received by the Department are non-refundable.
- Please allow at least 7-10 business days for changes to be processed once the documentation is provided.
- Please remember to print a copy of your application and receipt for your records.

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Registration Cont'd

6. Click on "Register."



Home

Assisted Living
Facilities Licensing

Behavioral Health
Facilities Licensing

Long Term Care
Facilities Licensing

Medical Facilities
Licensing

Radiation Control
Licensing ▾

Licensing for
Professions and
Occupations ▾

Contact Us

Welcome To The Division Of Licensing Services Online Web Site

Welcome to the Bureau of Licensing for Professions and Occupations.

This portal is for the use of speech and hearing licensees for license renewal (except for Temporary licenses). Please read the [Online Renewal Quick Reference Guide](#) before beginning your online renewal application.

First-time users must register before renewing their license. Temporary licenses must renew using a paper application available for [download from our website](#).

The information in your license profile is based on what was provided when you last submitted licensing information. If you have had changes affecting your license, please complete the "[Contact and Employer Information Update Application](#)" form and/or "[Name Change Application](#)" form and submit it to the Department via email to blpo@azdhs.gov or fax it to 602-364-4769.

When renewing your license, please have all necessary documentation available and allow for uninterrupted time to enter information. If you spend more than 2 hours per page, your session will time out. Please understand that your license expiration date is your responsibility and remains in effect even if this web-based application is unavailable. If this web-based application is unavailable and your license will expire today or prior to the next ADHS business day, you MUST contact the Bureau of Licensing for Professions and Occupations at (602) 364-2079. Failure to do so will or could result in:

- Your license becoming invalid;

[Register](#) [Log in](#)

Registration Cont'd

- 7. Create a username and password.
- 8. Write this down & keep it in a safe place, as it will be required each time you log in.
- 9. In the "I am registering as" box: Select the appropriate role.
- 10. After choosing your role, enter the last 4 digits of your SSN.
- 11. Upon completion, select "Register."

Arizona Department of Health Services
Health and Wellness for All Arizonans

Search AZDHS

Home
Assisted Living Facilities Licensing
Behavioral Health Facilities Licensing
Long Term Care Facilities Licensing
Medical Facilities Licensing
Radiation Control Licensing
Licensing for Professions and Occupations
Contact Us

Before you move forward to register and create your account, you should take the time to develop and write down on a piece of paper a unique password as you will need to enter that password twice.
REMINDER: The email address associated with active user(s) of this Portal will receive annual licensing fee payment reminders ONLY and will not replace or be used as the primary licensed facility's email address. Licensees are responsible for [notifying the Department](#) if a user needs to be removed and if a facility's primary email address needs to be updated.

User name

Password should be at least 8 characters long and includes at least one upper case, one lower case, one number and one of these allowed special characters |@#%&^&*()_+
Password Confirm password

Email Confirm Email

First Name Last Name

Phone

I am registering as
Please Select

Register

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Registration Cont'd

12. You will be automatically approved. Log in with your username and password.



Submit Renewal

1. Visit the Online Provider Services homepage at <https://licensing.azdhs.gov/LicensingOnline/BSLSAndH>.
2. Select “Log in” at the top right corner.

Register Log in

Home

Assisted Living Facilities Licensing

Behavioral Health Facilities Licensing

Long Term Care Facilities Licensing

Medical Facilities Licensing

Radiation Control Licensing ▾

Licensing for Professions and Occupations ▾

Contact Us

Welcome To The Division Of Licensing Services Online Web Site

Welcome to the Bureau of Licensing for Professions and Occupations.

This portal is for the use of speech and hearing licensees for license renewal (except for Temporary licenses). Please read the [Online Renewal Quick Reference Guide](#) before beginning your online renewal application.

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The information in your license profile is based on what was provided when you last submitted licensing information. If you have had changes affecting your license, please complete the “[Contact and Employer Information Update Application](#)” form and/or “[Name Change Application](#)” form and submit it to the Department via email to blpo@azdhs.gov or fax it to 602-364-4769.

When renewing your license, please have all necessary documentation available and allow for uninterrupted time to enter information. If you spend more than 2 hours per page, your session will time out. Please understand that your license expiration date is your responsibility and remains in effect even if this web-based application is unavailable. If this web-based application is unavailable and your license will expire today or prior to the next ADHS business day, you MUST contact the Bureau of Licensing for Professions and Occupations at (602) 364-2079. Failure to do so will or could result in:

- Your license becoming invalid;

Submit Renewal Cont'd

3. Enter the username and password.

4. Select “Log in” below the password box.

Arizona Department of Health Services
Health and Wellness for All Arizonans

Search AZDHS

TEST ONLY

Home

Assisted Living
Facilities Licensing

Behavioral Health
Facilities Licensing

Long Term Care
Facilities Licensing

Medical Facilities
Licensing

Radiation Control
Licensing ▾

Licensing for
Professions and
Occupations ▾

Contact Us

Log in

User name

testsandh

Password

Log in

Register if you don't have an account.

Click here for Help

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Submit Renewal Cont'd

5. Select "Submit Online Renewal."

The screenshot shows the Arizona Department of Health Services website. At the top, there is a navigation bar with the department's logo and name, "Arizona Department of Health Services Health and Wellness for All Arizonans". A search bar is located to the right of the logo. Below the navigation bar, there is a "TEST ONLY" label. A main navigation menu includes "Home", "Submit Online Renewal", "Enforcement", and "Order History". A sidebar on the left lists various licensing categories: "Assisted Living Facilities Licensing", "Behavioral Health Facilities Licensing", "Long Term Care Facilities Licensing", "Medical Facilities Licensing", "Radiation Control Licensing", "Licensing for Professions and Occupations", and "Contact Us". The main content area displays a welcome message and instructions for license renewal, including a "Submit Online Renewal" button.

Arizona Department of Health Services
Health and Wellness for All Arizonans

Search AZDHS

TEST ONLY

Home Submit Online Renewal Enforcement Order History -

Welcome To The Division Of Licensing Services Online Web Site

Welcome to the Bureau of Licensing for Professions and Occupations.

This portal is for the use of speech and hearing licensees for license renewal (except for Temporary licenses). Please read the [Online Renewal Quick Reference Guide](#) before beginning your online renewal application.

First-time users must register before renewing their license. Temporary licenses must renew using a paper application available for [download from our website](#).

The information in your license profile is based on what was provided when you last submitted licensing information. If you have had changes affecting your license, please complete the "[Contact and Employer Information Update Application](#)" form and/or "[Name Change Application](#)" form and submit it to the Department via email to blpo@azdhs.gov or fax it to 602-364-4769.

When renewing your license, please have all necessary documentation available and allow for uninterrupted time to enter information. If you spend more than 2 hours per page, your session will time out. Please understand that your license expiration date is your responsibility and remains in effect even if this web-based application is unavailable. If this web-based application is unavailable and your license will expire today or prior to the next ADHS business day, you MUST contact the Bureau of Licensing for Professions and Occupations at (602) 364-2079. Failure to do so will or could result in:

- Your license becoming invalid;
- Delays in reinstating your expired license, during which you are forbidden to provide services; and
- An enforcement action taken against your license.

Before you renew your license online, please be sure you have the following items at hand:

- Complete information regarding all continuing education courses taken during the licensing period.
- Information pertaining to your employer.
- A valid credit card. The following credit cards are accepted: MasterCard, VISA, Discover and AMEX.
- We also accept electronic checks.

If you have any questions, please contact the Bureau of Licensing for Professions and Occupations at 602-364-2079 or blpo@azdhs.gov.

Please note: The system will not allow you to renew your license more than 90 days before it expires.


[Submit Online Renewal](#)


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Submit Renewal Cont'd

6. The terms and conditions page will be displayed.
Please read the terms and conditions and check the box stating *"I accept the above terms and conditions,"* and click *"Continue."*

Submit Renewal Cont'd



**Arizona Department of Health Services**
Health and Wellness for All Arizonans

Search AZDHS

Hello, [testsandh](#) | [Update Profile](#) | [Log off](#)

TEST ONLY

[Home](#) | [Submit Online Renewal](#) | [Enforcement](#) | [Order History](#) -

DHS Renewal- Terms and Conditions

Electronic Update Access Agreement Terms and Conditions for Arizona Department of Health Services (DHS)

Your use of the DHS's Internet-enabled transaction services to access and change records held with the DHS is governed by this Access Agreement. Please read the conditions provided before checking the "I ACCEPT" check box.

By checking the "I ACCEPT" check box and selecting the "Continue" button, you acknowledge and agree:

- You have read and understood this Agreement. Your Login with the DHS system will confirm your acceptance of and agreement to be bound by the Terms applicable to that access.
- To conduct transactions with DHS by electronic means. That DHS may terminate this agreement at any time. To the following terms and conditions:

DHS Access Terms and Conditions

Introduction
DHS may provide Electronic Update Access to information relating to records stored by DHS.

Electronic Signature
Electronic Update Access requires an Electronic Signature which consists of your license number and the last four digits of your Social Security Number. The Electronic Signature is considered to be obtained at the time of successful DHS Login.

You, as a user of DHS's Internet-enabled transaction services, are responsible for keeping your Login information secret and confidential. **Your Liability**
You agree that use of this Electronic Signature as set forth above is the legal equivalent to your written signed instructions to DHS, and that you will be bound by and liable for all use including unauthorized use by other persons without your knowledge or consent. You are aware that DHS is under no obligation to confirm the actual identity or authority of any user of the Electronic Signature or any component thereof. **Protection of Electronic Signature**
You, as a user of DHS's Internet-enabled transactions services, agree to keep the Electronic Signature and all components thereof secret and safe to prevent unauthorized use.

DHS Not Liable
DHS may cancel or restrict use of Electronic Update Access or Electronic Signature without notice to you, the user. DHS has no liability for damages or harm which you may incur or experience as a result of any non-acceptance, delay or restriction in implementing instructions, or for any unavailability, malfunction, cancellation, restriction or withdrawal of Electronic Update Access or any portion of such service or any device associated with it.

DHS Access
The DHS information accessible through Electronic Update Access is that which has been specified in advance on DHS's records and to which DHS allows access.

Changes to Terms & Conditions
These Terms & Conditions may be subject to change. I agree to recheck them from time to time for any such changes.

General
The terms and conditions of other agreements relating to any other DHS business you may have remain in force except as expressly altered by these Terms. If there is a conflict between any provision of those other agreements and these Terms, those agreements prevail.

For Electronic Access by a personal computer (PC) you, as a user of the DHS's Internet-enabled transaction services, assume responsibility to keep any information stored in your PC, on disk, or any associated equipment secure from unauthorized access.

NOTICES

- Pursuant to A.R.S. § 41-1030(B)(D)(E)(F)
 - B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.
 - D. This section may be enforced in a private civil action and relief may be awarded against the state. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.
 - E. A state employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the Agency's adopted personnel policy.
 - F. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.
- Pursuant to section 41-1093.01, Arizona Revised Statutes, an agency shall limit all occupational regulations to regulations that are demonstrated to be necessary to specifically fulfill a public health, safety or welfare concern. Pursuant to sections 41-1093.02 and 41-1093.03, Arizona Revised Statutes, you have the right to petition this agency to repeal or modify the occupational regulation or bring an action in a court of general jurisdiction to challenge the occupational regulation and to ensure compliance with section 41-1093.01, Arizona Revised Statutes.

I accept the above terms and conditions.

[Continue](#)

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Submit Renewal Cont'd

7. Check current license information on file. You will have the opportunity to change this information on a later page.
8. Review the fee that you will pay at the end of the process. NOTE: If you are applying within the 30-day grace period, there will be a \$25.00 late fee added. Choose “Continue” to go to the next page of the renewal portal.

Arizona Department of Health Services
Health and Wellness for All Arizonans

Search AZDHS

Hello, testsandh! [Update Profile](#) [Log off](#)

TEST ONLY

Home Submit Online Renewal Enforcement Order History -

DHS Renewal- Current Information

License Information

Name: [REDACTED]
License Number: [REDACTED]
Expiration Date: 11/30/2024
New Expiration: This license will be renewed so that it expires on 11/30/2026
Fees: \$200
Late Fee: \$0

Personal Contact Information


Street Address: [REDACTED] City: SCOTTSDALE
State: AZ Zip Code: 85254
Personal Phone Number: [REDACTED] Email Address: [REDACTED]
Personal Fax Number: [REDACTED]

[Previous](#) [Continue](#)

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Submit Renewal Cont'd

- Update any information that is incorrect in the Bureau's system. If everything is accurate, choose "Continue." If not, update the inaccurate information and click "Continue."



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Health and Wellness for All Arizonans

TEST ONLY

Home Submit Online Renewal Enforcement Order History -

DHS Renewal Information - Contact Information

Personal Contact Information

Full Name (First Middle Last): [REDACTED] Street Address Line 1: [REDACTED]

City: SCOTTSDALE State: Arizona (AZ) ZIP: 85254 - [REDACTED]

E-mail (name@domain.com): [REDACTED] Personal Phone Number (nnn) nnn-nnnn: [REDACTED] Personal Fax Number (nnn) nnn-nnnn: [REDACTED]

Business Contact Information

Are You Employed? Yes No Self Employed

Place Of Employment: [REDACTED] Street Address Line 1: [REDACTED]

City: PHOENIX State: Arizona (AZ) ZIP: 85016 - [REDACTED]

Business Phone Number (nnn) nnn-nnnn: [REDACTED] Business Fax Number (nnn) nnn-nnnn: [REDACTED]

Mailing Address


Would you like to use your Personal Address or Business Address as the mailing address? Use Personal Address Use Business Address

[Previous](#) [Continue](#)

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Submit Renewal Cont'd

10. Enter additional employment information if you happen to have more than one employer.

**Arizona Department of Health Services**
Health and Wellness for All Arizonans

Hello, **testsandh!** [Update Profile](#) [Log off](#)

TEST ONLY

[Home](#) [Submit Online Renewal](#) [Enforcement](#) [Order History](#) -

DHS Renewal Information - Additional Employment

Additional Employment

Place Of Employment:	Street Address:		
<input type="text"/>	<input type="text"/>		
City:	State:	ZIP:	
<input type="text"/>	<input type="text" value="Please Select"/>	<input type="text"/> - <input type="text"/>	
Business Phone Number (nnn) nnn-xxxx:	Business Fax Number (nnn) nnn-xxxx:		
<input type="text"/>	<input type="text"/>		

[Save Additional Employment](#)

[Clear and Add New Additional Employment](#)

Additional Employment will display below if you would like to edit information click "Edit". To delete click "Delete".

Place Of Employment	Address	City	State
---------------------	---------	------	-------

[Previous](#) [Continue](#)

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Submit Renewal Cont'd

11. Review Personal and Professional Conduct and choose either “Yes” or “No.”

NOTE: If “Yes” is chosen, this will not stop you from renewing online. It may delay processing and renewal of your license. Click “Continue.”

Arizona Department of Health Services
Health and Wellness for All Arizonans

Search AZDHS

Hello, testsandh! [Update Profile](#) [Log off](#)

TEST ONLY

Home Submit Online Renewal Enforcement Order History -

DHS Renewal Information - Personal and Professional Conduct

Personal and Professional Conduct

Yes No Since your last licensure application, have you been convicted of a felony or misdemeanor for moral turpitude in this or any other state or jurisdiction?
Personal And Professional Conduct Question1 is required

Yes No Has your license been suspended or revoked by any state within the past two years?
Personal And Professional Conduct Question2 is required

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Assisted Living Facilities Licensing
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Radiation Control Licensing -
Licensing for Professions and Occupations -
Contact Us

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Submit Renewal Cont'd

12. If you have completed the required continuing education credits, check the box attesting that you have done so, and click “Continue.” If you have not yet completed your CEs, you are ineligible to apply until they are complete.

The screenshot displays the Arizona Department of Health Services (AZDHS) website interface. At the top, the AZDHS logo and name are visible, along with a search bar and a user greeting: "Hello, testsandh! Update Profile Log off". A navigation menu includes "Home", "Submit Online Renewal", "Enforcement", and "Order History". The main content area is titled "DHS Renewal Information - Continuing Education" and features a section for "Continuing Education" with a checkbox for attesting to completed credits. A note states that CE certificates are no longer required to be uploaded. Navigation buttons for "Previous" and "Continue" are present. A sidebar on the left lists various licensing categories, and the footer contains the text "Division Of Licensing Services | Arizona Department of Health Services Copyright © 2014-2024".

Arizona Department of Health Services
Health and Wellness for All Arizonans

Search AZDHS

Hello, testsandh! Update Profile Log off

TEST ONLY

Home Submit Online Renewal Enforcement Order History -

DHS Renewal Information - Continuing Education

Continuing Education

I attest that I have completed the required continuing education credits in compliance with A.R.S. §36-1904, and I can provide documentation of completion of my continuing education credits upon request.

NOTE: CE Certificates are no longer required to be uploaded. It is the applicant's responsibility to keep CE documentation in case it is requested in the future.

Previous **Continue**

Home
Assisted Living Facilities Licensing
Behavioral Health Facilities Licensing
Long Term Care Facilities Licensing
Medical Facilities Licensing
Radiation Control Licensing -
Licensing for Professions and Occupations -
Contact Us

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Submit Renewal Cont'd

13. Confirm the total fees—including late fee, if applicable—and choose “*Submit Renewal Fee.*”

Arizona Department of Health Services
Health and Wellness for All Arizonans

Search AZDHS

Hello, [testsandh!](#) [Update Profile](#) [Log off](#)

TEST ONLY

Home Submit Online Renewal Enforcement Order History -

DHS Renewal Information - Submit Renewal Fee

Renewal Fee	\$ 200
Late Fee	+\$ 0
Total Amount	=\$ 200

[Previous](#) [Submit Renewal Fee](#)

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Navigation Menu:

- Home
- Assisted Living Facilities Licensing
- Behavioral Health Facilities Licensing
- Long Term Care Facilities Licensing
- Medical Facilities Licensing
- Radiation Control Licensing ▾
- Licensing for Professions and Occupations ▾
- Contact Us

Submit Renewal Cont'd

14. Enter your billing information on the checkout page and click “Continue.”





PAYMENT INFORMATION

CHECKOUT - PAYMENT INFORMATION

NOTICE: Before submitting your payment information, please ensure that your address on file with your bank or credit card company is up to date with the address you are entering here. If your address does not match, your payment might be rejected.

* First Name	* Last Name	
* Billing Address	Billing Address 2	
* City	* State	* Zip
* Email	* Phone Number	
	<small>Include area code</small>	

Credit Card
 Electronic Check

Credit Cards issued by a foreign bank or entity are not an acceptable form of payment due to the system's inability to confirm security measures. As an alternative, please use a secured or prepaid Credit Card issued by a US entity or bank.

* Credit Card Number		
* Expiration Month	* Expiration Year	* CVV/CSV

[Clear](#) [Continue](#)

Submit Renewal Cont'd

15. Once the payment is complete, the portal will allow you to print a receipt.

Receipt

Thank you for your payment. Your payment was successful.
Do not close this window. Click the "Continue" button to return to the Agency application.

YOUR PAYMENT IS COMPLETE

Payment is complete. Print this receipt for your records.
Your confirmation number is 378553.
Please reference this number in any correspondence regarding your transaction. Cut the Adobe Acrobat Reader.

[Download Receipt](#) [Continue](#)

BILLING INFORMATION

Name
██████████

Address
████████████████████

Email
██████████@██████████.COM

Phone Number
██████████-██████████-██████████

ACCOUNT INFORMATION

VISA
41XXXXXXXXXXXX2222

PAYMENT DATE

Date
08/26/2024 09:26

ORDER INFO

Order No	Product ID	Item Description	Amount	Quantity	Total Amount
2029	H50L5004	AUG Lic Ren 12	\$200.00	1	\$200.00
Total:					\$200.00

Name: ██████████

I understand that the following amount will be billed to my credit card. My credit card statement will show the following merchant name(s) and amount(s) for this transaction.

Merchant	Amount
AZ DEPT OF HEALTH S/CS	\$200.00

The total amount to be billed to your credit card is \$200.00.

[Download Receipt](#) [Continue](#)

Submit Renewal Cont'd

16. From the print preview, you will be able to print and/or save the fee receipt.

Fee status will also be sent by email with the receipt attached as a PDF.

The screenshot shows the Arizona Department of Health Services website. The header includes the logo and the text "Arizona Department of Health Services Health and Wellness for All Arizonans". A search bar is present with the text "Search AZDHS". A user is logged in as "testsandh!" with links for "Update Profile" and "Log off". A navigation menu includes "Home", "Submit Online Renewal", "Enforcement", and "Order History". A sidebar on the left lists various licensing categories. The main content area displays a "Payment Receipt" for a "Licensure Fee Application". A link "Get Online Renewal Form in PDF" is provided. A table shows the following details:

Order Number: 2039	Authorization Code: 579683	Partial Card Number: 2221	Card Type: Visa	Payment Status: Approved	Payment Date: 9/26/2024 9:26:53 AM
Name of Licensee*:	KRISTI ANN PETERSEN				
License Number*:	[REDACTED]	License Expire Date	11/30/2024	New License Expire Date	11/30/2026
Renewal Fee					\$ 200
Late Fee					+\$ 0
Total Amount					-\$ 200

At the bottom, the footer reads "Division Of Licensing Services | Arizona Department of Health Services Copyright © 2014-2024".