



LHA Applicant Start

LHA Applicant completes training through an AZBN-approved LHA program, and the program emails the completed Certificate of Completion to AZBN

Applicant creates a Nurse Portal account and submits the electronic LHA Initial application to the Board

Applicant downloads the LHA ALTCS Verification Form from the AZBN website, completes parts I and II, then submits the form to the AHCCCS/ALTCS Health Plan using the dedicated email inbox for the Health Plan

AZBN reviews the LHA license application for administrative completeness and checks for deficiencies

The ALTCS Health Plan completes part III of the LHA ALTCS Verification Form and returns the form directly to AZBN

Applicant submits or causes the LHA Program and/or ALTCS Health Plan to submit all deficient information.

AZBN sends a deficiency notice to the applicant

Is application complete?

AZBN will review the application to ensure all requirements are met, and if so, will approve and issue the LHA license and send a notice to the licensee via the Message Center. 