

Online Registration Process

Location: <https://licensing.azdhs.gov/LicensingOnline/BSL>

How to register:

When you first use the site, you will need to select “Register” in order to establish an account.

The screenshot shows the Arizona Department of Health Services website. The header includes the department logo, the text "Arizona Department of Health Services Health and Wellness for All Arizonans", a search bar for AZDHS, and the AZ.GOV logo. A navigation bar contains links for Home, BCCL Home, BSPL Home, and Contact Us. Below the header, there is a "Welcome To Division Of Licensing Services Online Web Site" section. A green circle highlights the "Register" link in the top right corner. A text box explains the division's role in licensing and monitoring health and child care facilities. A "Mission Statement" box states the goal is to protect the health and safety of Arizonans. A footer bar contains the text "Division Of Licensing Services | Arizona Department of Health Services Copyright © 2014".

All of the information on this page is required. Each midwife will have a unique user name with a unique password. Password must include a “special character” – one of the characters above the numbers on the keyboard. Portal will not allow a password that does not meet the criteria. In field “I am registering as”, please select “**Midwife**” to find your name. When you begin typing the Licensee name, a list should appear of existing licensees within the System. (Give it a few seconds to load.) Once you select a licensee, the associated License Number will be available to select when you click the down arrow. If your licensee name or number does not appear, contact the Bureau for help. Click “Register.”

The screenshot shows the registration form on the Arizona Department of Health Services website. The header is identical to the previous screenshot. The main heading is "Register." with "Register Log in" links. Below the heading, there is a "Create a new account." section with a note: "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." The form fields include: User name, Password (with a note: "Password should be at least 8 characters long and includes at least one upper case, one lower case, one number and one special character !@#%&^&(*)_+."), Confirm password, Email, Confirm Email, First Name, Last Name, and Phone. A red box highlights the "I am registering as" dropdown menu (set to "Midwife"), the "Name of Licensee" text input field (with a note: "Type at least 3 letters then select from list"), the "License Number" dropdown menu, and the "Register" button. A green circle highlights the "Register" button. A footer bar contains the text "Division Of Licensing Services | Arizona Department of Health Services Copyright © 2014".

You will see this message:

The screenshot shows the Arizona Department of Health Services website. At the top, there is a navigation bar with the logo, the text "Arizona Department of Health Services Health and Wellness for All Arizonans", a search bar labeled "Search AZDHS", and the "AZ.GOV" logo. Below this is a dark bar with "Home" and "Contact Us" links. The main content area has a message: "Your registration is successful, it will need to be approved by the Licensing department. You will be notified by email when it's approved." A red arrow points to the "Register" and "Log in" links. Below the message is a "Welcome To Division Of Licensing Services Online Web Site" section with two text boxes: one describing the division's role and another containing the "Mission Statement". At the bottom, a footer bar reads "Division Of Licensing Services | Arizona Department of Health Services Copyright © 2014".

The Bureau will receive notification that your registration needs approval. Please allow at least one business day for this process and more than two business days for the first rollout. You will receive an email indicating the registration has been approved. A link to the Portal will be in the email.

The screenshot shows an email interface. The subject line is "Your login to Arizona Department of Health Services Licensing web site is now approved". The sender is "noreply@azdhs.gov" and the recipient is "Flossie Wagner". The email body contains the text: "Your login faudie is now approved, you can now login to" followed by a blue hyperlink "https://licensing-dev.azdhs.gov/licensingonline" which is circled in green. The email concludes with "Thank You, Bureau of Child Care Licensing, Department of Health Services".

How to use portal:

Go to the Online Web Site and LOG IN using your user name and password.

Arizona Department of Health Services
Health and Wellness for All Arizonans

Search AZDHS

AZ.GOV

Home BCCL Home BSPL Home Contact Us

Welcome To Division Of Licensing Services Online Web Site

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

The ADHS Division of Licensing Services licenses and monitors health and child care facilities and providers throughout Arizona. Licensing inspections, on-site surveys, and complaint investigations are conducted to promote quality care and safety and ensure that performance standards are met for facility operation and maintenance.

Mission Statement: To protect the health and safety of Arizonans by providing information, establishing standards, and licensing and regulating health and child care services.

Division Of Licensing Services | Arizona Department of Health Services Copyright © 2014

Arizona Department of Health Services
Health and Wellness for All Arizonans

Search AZDHS

AZ.GOV

Home BCCL Home BSPL Home Contact Us

Log in

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

User name

Password



[Log in](#)

[Register](#) if you don't have an account.
[Click here for Help](#)

Division Of Licensing Services | Arizona Department of Health Services Copyright © 2014

On the **BSL Home Welcome screen**, you have several options:

- **Submit Midwife Report**
- **View Existing Midwife Reports**
- **Update Profile** – change your password or other information related to your account
- **Log off** –
- **Contact us** – If you have any questions or issues

Arizona Department of Health Services
Health and Wellness for All Arizonans

Search AZDHS

AZ.GOV

Home BCCL Home BSPL Home Contact Us

Welcome To Division Of Licensing Services Online Web Site

Hello, [Visitor1!](#) [Update Profile](#) [Log off](#)

Welcome to the Bureau of Special Licensing.

For first-time users, 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.

The information in your Profile 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 Department.

When submitting reports, please have all necessary documentation available and allow for uninterrupted time to enter information. Sessions expire automatically after 20 minutes of inactivity.

If you have any questions, please contact the Bureau of Special Licensing at 602-364-2079.

[Submit Midwife Report](#)

[View Existing Midwife Reports](#)

Division Of Licensing Services | Arizona Department of Health Services Copyright © 2014

Midwife Report

When “**Submit Midwife Report**” is selected, Page 1 of the Midwife Report screen will open.



Arizona Department of Health Services
Health and Wellness for All Arizonans



Home BCCL Home BSPL Home Contact Us

Midwife Report

Hello, [Visitor1](#) | [Update Profile](#) [Log off](#)

Midwife and Mother Information

The following questions relate to the midwife and client.

Please contact the Division of Licensing regarding any questions you have about this reporting form, thank you!

Email: AZLICENSE@azdhs.gov

Phone: 602-364-2948 or 602-364-3048

MIDWIFE SECTION

***1. What is the midwife's name?**

First Name: Visitor Last Name: IN TRAINING

***2. What is the midwife's license number?**

LM997

MOTHER SECTION

***3. What is the mother's date of birth?**

***4. Please provide a unique Client or Chart Number you will use to identify this mother and pregnancy. Both letters and numbers may be used.**

EXAMPLE: ABC123

***5. When was the mother's last menstrual period?**

Either actual or estimated date is acceptable

L.M.P. Use to Calculate EDD? Yes No

***6. What is/was the mother's estimated due date?**

E.D.D.

***7. What is the mother's gravida and para?**

Gravida

Para

Existing Midwife Reports

When “**View Existing Midwife Reports**” is selected, a listing of all Midwife Reports submitted under the license will open.

You can sort by Client DOB, Chart Number, Delivery Date, Service End Date or Submitted Date.

Reports can be printed when by clicking “Print.” If edits are requested by the Department, you will see an “Edit” option in this list.



Arizona Department of Health Services
Health and Wellness for All Arizonans



[Home](#) [BCCL Home](#) [BSPL Home](#) [Contact Us](#)

Midwife Survey List Hello, [Visitor1!](#) [Update Profile](#) [Log off](#)

Total surveys Found: 11

Client DOB	Chart Number	Delivery Date	Services End Date	Submitted Date	
12/01/1989	asf		12/04/2014	12/4/2014 3:15:15 PM	Print
06/01/1998	DG564		11/19/2014	12/4/2014 12:28:13 PM	Print
02/01/1960	DG9876		12/04/2014	12/4/2014 12:22:39 PM	Print
06/01/1996	DG1234	11/11/2014	12/04/2014	12/4/2014 12:11:11 PM	Print
02/19/1989	1	11/01/2014	11/01/2014	12/3/2014 1:50:22 PM	Print
08/21/1976	8212014	10/06/2014	12/03/2014	12/3/2014 1:27:29 PM	Print
02/19/1988	02191214	11/10/2014	12/02/2014	12/3/2014 12:29:24 PM	Print
11/27/1963	client549230-2	09/03/2014	11/12/2014	12/3/2014 8:16:26 AM	Print
12/01/1979	zxz		11/30/2014	12/2/2014 1:29:55 PM	Print
01/01/1980	9	11/27/2014	11/27/2014	11/28/2014 9:54:30 AM	Print

Page 1 of 2

[1](#) [2](#) »

Division Of Licensing Services | Arizona Department of Health Services Copyright © 2014

Update Profile

Please review the information carefully.

The information 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 Bureau of Special Licensing. You may need to provide documentation or additional information in order for the changes to be processed. Please allow at least 7-10 business days for changes to be processed once the documentation is provided.



Arizona Department of Health Services
Health and Wellness for All Arizonans



[Home](#) [BCCL Home](#) [BSPL Home](#) [Contact Us](#)

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

Update Profile

First Name	Visitor	Last Name	IN TRAINING
Name of owner		FAC ID	LM997
Name of Licensee	Test User1	License Number	LM997
Phone	<input type="text" value="(602) 888-8888"/>	Email	<input type="text"/>

[Update User Profile](#)

Division Of Licensing Services | Arizona Department of Health Services Copyright © 2014

Log Off

You will return to the main screen for Log in.



Arizona Department of Health Services
Health and Wellness for All Arizonans



[Home](#) [BCCL Home](#) [BSPL Home](#) [Contact Us](#)

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

You are now logged out.

Welcome To Division Of Licensing Services Online Web Site

The ADHS Division of Licensing Services licenses and monitors health and child care facilities and providers throughout Arizona. Licensing inspections, on-site surveys, and complaint investigations are conducted to promote quality care and safety and ensure that performance standards are met for facility operation and maintenance.

Mission Statement: To protect the health and safety of Arizonans by providing information, establishing standards, and licensing and regulating health and child care services.

Division Of Licensing Services | Arizona Department of Health Services Copyright © 2014