



**EXAMINING BOARD OF PSYCHOLOGY
MEETING MINUTES**

September 20, 2013

LOCATION:

Department of Health
Town Center Two, Room 158
Tumwater, WA 98501

BOARD MEMBERS PRESENT:

Thomas Wall, Ph.D., Chair
Tim Cahn, Ph. D., Vice Chair
Decky Fiedler, Ph.D.
Dick Gidner, Public Member
Janet Look, Ed.D.
Shari Roberts, Public Member
Rachaud Smith, Psy.D.

BOARD MEMBERS ABSENT:

David Stewart, Ph.D.

STAFF PRESENT:

Betty J. Moe, Interim Executive Director
Lisa Hodgson, Acting Office Director, Health Professions
and Facilities
Jennifer Herbrand, Credentialing Supervisor
Jenni Kirner, Credentialing
Marlee O'Neil, Staff Attorney

AAG PRESENT:

Mark Calkins, Assistant Attorney General

OTHERS PRESENT:

Lucy Homans, Ed.D., Washington State Psychological
Association
Milena Skyanova, Ph.D.
Puja Kakkar, Antioch University

On September 20, 2013, the Examining Board of Psychology (Board) met at the Department of Health, Town Center Two, Room 158, Tumwater, WA 98501. Notice of the meeting was published on the psychology profession [website](#). Notice was sent to the psychology Listserv.

OPEN SESSION – 9:07 a.m.

1. CALL TO ORDER – Tim Cahn, Ph.D., Vice-Chair

Dr. Cahn called the meeting to order at 9:07 a.m.

1.1 Approval of agenda

The agenda was approved as presented.

1.2 Introductions

Board members, staff, and audience members introduced themselves. Lisa Hodgson, acting office director for Health Professions and Facilities, introduced herself to the board. Steve Saxe has been appointed office director for the Office of Community Health Systems. Ms. Hodgson will be the acting office director for Health Professions and Facilities until a candidate is hired to permanently fill the position.

1.3 Approval of the July 19, 2013 meeting minutes

Board members reviewed and approved the July 19, 2013 meeting minutes as presented.

1.4 Approval of the August 21, 2013 special meeting minutes

The minutes from the August 21, 2013 special meeting were approved as presented.

2. OFFICE OF CUSTOMER SERVICE – Jennifer Herbrand, Credentialing Supervisor

Jennifer Herbrand, credentialing supervisor, and Jenni Kirner, credentialing lead, were introduced to the board. Ms. Moe explained that Ms. Herbrand and Ms. Kirner work in credentialing and are responsible for working applicants through the credentialing process. Mr. Calkins, AAG, asked Ms. Herbrand if the credentialing staff had any input or questions regarding the hybrid option for licensure the board recently adopted. Ms. Herbrand said she will work closely with Ms. Moe, and is familiar with the hybrid option.

3. REQUEST FOR LISTS & LABELS – Betty Moe, Interim Executive Director

The board reviewed and discussed a list and labels request from The Trust, which is the American Psychological Association Insurance Trust. The Trust identified that it was previously obligated to offer insurance programs only to American Psychological Association members, but with its new agreement is able to offer insurance programs to all psychologists practicing in the United States. It indicated it plans to send a direct mail piece specifically designed for psychologists in need of professional liability insurance.

Based on the information provided, the board members could not determine if the requestor met the definition of a professional association or an educational association.

The board asked Ms. Moe to contact the requester for more information. She will report back at the next meeting scheduled for November 15, 2013.

4. CONSENT AGENDA – Thomas Wall, Ph.D., Chair

- The current issue of The Sentinel News for Department Employees
- Credentialing statistics

The items listed under the consent agenda (informational items) are considered routine matters and were approved without separate discussion.

5. UPDATE ON SUICIDE ASSESSMENT, TREATMENT, AND MANAGEMENT CONTINUING EDUCATION RULES – Betty Moe, Interim Executive Director

Ms. Moe reported that the workgroup creating the model list of training programs in suicide assessment, treatment, and management met on July 26, 2013 and by conference call on August 7, 2013. The workgroup included members from the Chemical Dependency Professional Advisory Committee, the Occupational Therapy Practice Board, the Licensed Mental Health Counselors, Marriage and Family Therapists and Social Workers Advisory Committee as well as the Examining Board of Psychology. At the July 19, 2013 meeting Dr. Cahn was delegated to work with the workgroup as the board's representative.

When developing the model list the workgroup considered courses in suicide assessment, treatment, and management programs of at least six hours listed on the best practices registry of the American foundation for suicide prevention and suicide prevention center. Also the workgroup consulted with public and private institutions of higher education, experts in suicide assessment, treatment, and management, and the affected professional associations. In addition, a checklist was used for each program reviewed to help ensure that approved programs included the legislative requirements.

A rules hearing will be held as part of the November 15, 2013 board meeting. Dr. Wall, Chair will lead the rules hearing. Ms. Moe said the target implementation date is January 1, 2014.

Draft copies of the *Model List of Training Programs in Suicide Assessment, Treatment, and Management 2013 Report* and draft model list were provided to board members in the meeting packet. The model list will be presented to the Legislature.

6. ASSISTANT ATTORNEY GENERAL (AAG) REPORT – Mark Calkins, AAG

6.1 Discuss legal issues related to requests for “advisory opinions”

Mr. Calkins, AAG shared a memo addressing what criteria should guide the board for decisions about when and whether to issue an advisory opinion, interpretive statement, policy, or declaratory order. Factors such as the board's mission, the relationship of the issue to existing laws (statutes and rules) or public case law, board resources, and potential legal issues or risks associated with issuing an opinion, interpretive

statement, or declaratory order should be taken into consideration and guide the board in making its decision.

6.2 Mr. Calkins will present any issues relevant to the board

Mr. Calkins did not have any other issues to present at this time.

7. RULES REVIEW – Thomas Wall, Ph.D., Chair

Board members reviewed and discussed future rule development. A rules moratorium was issued by Governor Gregoire while she was in office. In November 2012, during the rules moratorium, the board created a priority list of rules for future development. The 2012 list of rules in order of priority included:

- Rule development related to allowable coursework taken outside the doctoral degree program.
- Rule development of supervision standards
- Standards for licensure mobility
- Tele-health guidelines

Board members discussed the 2012 list to determine whether the list and order of priority are still in alignment with the board's current priorities and goals. Board members agreed that the two most high priority items should be:

- Rule development related to allowable coursework taken outside the doctoral degree program.
- The "hybrid" option the board has been using when determining the equivalency of applicants applying for licensure based on another state's licensure qualifications.

A board member motioned to proceed with standard rule development related to the two issues listed above. The motion was seconded and approved by all.

The board then continued to discuss the other items on the priority lists and determined the following rules would not be prioritized until the board is prepared to do additional rule-making.

- Development of supervision standards
- Tele-health guidelines
- Standards for licensure mobility

Dr. Wall mentioned that he anticipates further discussion regarding tele-health guidelines at a future date.

8. PUBLIC COMMENT – Thomas Wall, Ph.D., Chair

A member of the audience addressed the board and asked what the licensure process is for an applicant with a re-specialization. The board said that this is an issue that would be addressed as part of the rule-making for allowable coursework taken outside the degree-granting entity.

9. SUB COMMITTEE WORK

Licensee Orientation Sub-Committee

Tom Wall, Ph.D., Tim Cahn, Ph.D., and Dick Gidner, Public Member

- Discussed the next presentation and the need to update the presentation materials.
- Discussed the cancellation of the September 2013 presentation.

Examination Sub-Committee

Tom Wall, Ph.D., Janet Look, Ed.D., Decky Fiedler, Ph.D., and Shari Roberts, Public Member

- Reviewed questions from the item banks that currently needed to be revised.
- Reviewed test analysis.
- Reviewed requests to re-take examinations.

Tele-Health Sub-Committee

Tom Wall, Ph.D., Tim Cahn Ph.D., and Janet Look, Ed.D., and Rachaud Smith, Psy.D

- Reviewed Document: New Resources for Telepsychology and Internet-Based Therapy: Guidelines and Research Studies.
- Reviewed other states' and organizations' adopted guidelines.

Supervision Sub-Committee

Tim Cahn, Ph.D., Decky Fiedler, Ph.D., and David Stewart, Ph.D.

- Discussed priorities of sub-committee.
- Reviewed summary of responses regarding supervision from the ASPPB.

Application Review Sub-Committee

Tom Wall, Ph.D., David Stewart, Ph.D., Decky Fiedler, Ph.D., and Rachaud Smith, Psy.D.

- Discussed the current review process and any issues relevant to sub-committee members.
- Continued discussion of the operations manual outline for board gatekeeping decision-making.
- Discussed improving the timely consistent review of applications.
- Discussed any state equivalency reviews to be presented to the board if necessary
- Review when, whether and what kinds of communications should take place between a reviewing board member (RBM) and any other board member about an assigned application review *before* the RBM determines that the matter should be considered by a panel.

Communication Sub-Committee

Shari Roberts, Public Member and Betty Moe, Interim Executive Director

- Sub-committee members met and brainstormed articles for the winter 2013 newsletter.

**10. SUB-COMMITTEE REPORTS – Thomas Wall, Ph.D., Chair
Licensee Orientation Sub-Committee**

Tom Wall, Ph.D., Tim Cahn, Ph.D., and Dick Gidner, Public Member

- The sub-committee discussed the need for new vignettes to be developed for the next presentation, and the need to update the presentation materials. Sub-committee members suggested developing a vignette relating to risk management. Committee members will schedule the next presentation at the next meeting.

Examination Sub-Committee

Tom Wall, Ph.D., Janet Look, Ed.D., Decky Fiedler, Ph.D., and Shari Roberts, Public Member

- The sub-committee discussed whether there is a more efficient way to review the questions from the item banks. One of the suggestions was to have the sub-committee meet via conference call to go over the questions that need to be reviewed. Committee members will review the item banks and present their recommendations at the next meeting of the full board.
- The sub-committee reviewed and discussed letters from applicants AS and EL requesting to take the exam for a third time. The committee recommended and the full board voted to approve the request from applicant AS and applicant EL to re-take the exam. The approval was consistent with the board's examination retake policy.
- The sub-committee presented a letter from applicant KH requesting to take the JP exam a third time. The committee recommended and the full board voted to approve the request from applicant KH to take the JP exam a third time. The approval was consistent with the board's examination retake policy.

Tele-Health Sub-Committee

Tom Wall, Ph.D., Tim Cahn Ph.D., and Janet Look, Ed.D., and Rachaud Smith, Psy.D.

- Reviewed the document "Telepsychology and Internet-Based Therapy." The document was put together by Kenneth S. Pope, Ph.D. in an effort to help therapists, counselors, and other clinicians keep informed of the guidelines, research, treatments, innovations, and practices in the areas of tele-psychology, tele-health, and Internet-based therapy. The committee reported that tele-health is something that the committee will need to look at closer. The question regarding tele-health guidelines is being discussed more frequently. Dr. Wall said Ohio had adopted a set of guidelines for tele-health. The committee will continue to review additional information relating to tele-health at the next meeting.

Supervision Sub-Committee

Tim Cahn, Ph.D., Decky Fiedler, Ph.D., and David Stewart, Ph.D.

- The committee members reported that they think the committee doesn't need to exist and should be disbanded. Ms. Moe said the committee has been very inactive. The board members voted to disband this sub-committee. All members agreed.

Application Review Sub-Committee

Tom Wall, Ph.D., David Stewart, Ph.D., Decky Fiedler, Ph.D., and Rachaud Smith, Psy.D.

- The committee members discussed the application review process. Ms. Moe said the performance measures are based on the time it takes to review an application. The board members have been working with a two-week time limit. If the two-week

turnaround period becomes discouraging for the current sub-committee members, who are already busy, other members may need to be brought in to review applications. Dr. Smith is working with Dr. Stewart to learn the application review process.

- Mr. Calkins reported that he and Dr. Stewart had reviewed the State of Maryland to determine whether the Maryland licensure requirements were equivalent. The board had previously reviewed the state, but would like to further discuss the review to reconsider the non-equivalent determination for Maryland. It would seem appropriate to determine that Maryland’s licensing requirements are equivalent for psychologists licensed under a practice-oriented (clinical) application and not equivalent for psychologists licensed under a non-practice oriented (non-clinical) application. The determination that the non-practice oriented requirements are not equivalent should be based on the finding that this type of application does require equivalent supervised experience. The equivalent determination should include the condition that Maryland licensed applicants seeking licensure by endorsement must submit a copy of their “practice-oriented” application. Your review of the non-practice application may determine other areas of non-equivalency.

Dr. Stewart moved to reconsider the board’s July 19, 2013 determination of non-equivalency for Maryland based on subsequent review of Maryland’s statutes and rules because those requirements appear similar to the board’s requirements for the category of Maryland psychologists licensed under the practice-oriented applicant requirements. The motion was seconded and approved by all members of the board.

Dr. Stewart moved that Maryland be determined to have equivalent licensing requirements for psychologists meeting Maryland’s “practice-oriented” application requirements; that Maryland be determined not to have equivalent licensing requirements for psychologists meeting Maryland’s “not practice-oriented” licensing requirements because those requirements are not equivalent to the Board’s supervised experience requirements; and that applicants from Maryland seeking licensure by endorsement or temporary permits be required to provide a copy of their “practice-oriented” application for licensure in Maryland. The motion was seconded and approved by all members of the board.

- The sub-committee members discussed the application review process and the reviewing board member’s (RBM) responsibilities in regards to communicating with other board members prior to determining whether the file should be reviewed by a panel. Ms. Moe reminded the members that she needs to be notified if as the RBM they seek consultation with another board member.

Communication Sub-Committee

Shari Roberts, Public Member and Betty Moe, Interim Executive Director

- The committee met and discussed article topics for the winter 2013 newsletter. Ms. Moe suggested that former Executive Director Bob Nicoloff write a farewell letter for the newsletter. Other items/articles for the winter 2013 include: a message from the chair; an article on continuing education; and new board member profile(s).

11. MANAGEMENT REPORTS/ACTIVITIES – Betty Moe, Interim Executive Director

- 11.1** Recruitment update – Ms. Moe reported that the board is recruiting for three professional members and the applications are with the Governor’s Office. Once they are received and reviewed, supplemental questions will be sent out, and interviews will be conducted.
- 11.2** Presentation of Interim Operating Report – Ms. Moe reported that the new biennium budgets have not been released. She will provide an update at the next meeting.
- 11.3** Update on the PLUS Universal Licensing System – Ms. Moe reported that the credentialing unit, the information technology staff, and the PLUS representatives met to discuss the PLUS system and what it would take to integrate it into the department’s licensing system. Several questions were brought up that required more research. Ms. Moe will update the board at a future meeting.
- 11.4** Attendance at the 2013 ASPPB annual meeting – Ms. Moe provided members information about the Association of State and Provincial Psychology Boards (ASPPB) annual meeting. The ASPPB annual meeting is being held October 16-20, 2013 in Las Vegas Nevada.
- 11.5** Attendance at the 2013 Board/Commissions Leadership Forum – Ms. Moe provided members information about the 2013 Board/Commissions Leadership Forum scheduled for Monday, October 21, 2013. Agenda items include: Healthcare Reform; Transitions at Department of Health; and an update on the Agenda for Change. Shari Roberts, Public Member will attend on the board’s behalf. She will report back at the next meeting.
- 11.6** Organizational updates – Ms. Moe provided an update to board members regarding changes at the department. Steve Saxe was appointed office director for the Office of Community Health Systems. Lisa Hodgson will serve as acting office director of Health Professions and Facilities until the office director position can be filled.
- Ms. Moe also said the board will need to update the Joint Operating Agreement.
- 11.7** Brochure review- Considering seeking help from a psychologist – Ms. Moe would like to see the brochure updated. She said Dr. Torres-Saenz has volunteered to

translate the brochure to Spanish. Shari Roberts and Ms. Moe will work on updating the brochure and will share the updated version with the board at a future meeting.

12. BOARD STANDARDS – Betty Moe, Interim Executive Director

- 12.1** Board and Board Bylaws – Ms Moe presented the draft version of the bylaws to the board for review. Mr. Calkins, AAG explained that the bylaws are the guidelines the board follows. Dick Gidner, Public Member asked when the due date is for the Bylaws. Ms. Moe shared that she would like to see them adopted by the end of the year. Board members will review the draft version presented and will revisit at the November 15, 2013 meeting.
- 12.2** The board members reviewed and made changes to their business plan for the 2013-2015 biennium. Ms. Moe will make the board’s suggested changes and bring them back to the November 15, 2013 board meeting for review.
- 12.3** The board members reviewed and approved the supplemental report to be published as part of the Department of Health’s Uniform Disciplinary Report.

13. MOCK DISCIPLINARY CASE REVIEW – Decky Fiedler, Ph.D.

Dr. Fiedler presented a mock disciplinary case review to board members for training purposes.

14. FUTURE AGENDA ITEMS – Thomas Wall, Ph.D., Chair

- Follow up on request for list and labels from The Trust.
- Dr. Look will present information that she volunteered to research related to re-specialization programs.
- Hearing on the proposed rules requiring continuing education in suicide assessment, treatment, and management.
- Update on filing the CR-101 to begin rule making on allowable courses taken outside the doctoral degree granting program and the “hybrid option.”
- Online exam update.
- Follow up from Shari Roberts on the Board and Commission leadership meeting.
- Presentation of the proposed bylaws.
- Follow up from Tim Cahn, Shari Roberts, and Dick Gidner regarding the Citizen Advocacy Center meeting.
- Update on the board business plan.

15. ADJOURNMENT

3:15 p.m.

16. CLOSED SESSION

Submitted by:

Approved by:

Betty J. Moe, Acting Executive Director
Examining Board of Psychology

Thomas Wall., Chair
Examining Board of Psychology

Future Meeting Dates:	Future Tentative Hearing Dates:	Future Exam Dates:
November 15, 2013 - Kent	December 6, 2013	November 8, 2013
		December 13, 2013