

State of Alaska
Board of Psychologist and
Psychological Associate
Examiners
May 10-11, 2018

Board Packet

550 West 7th Ave., Suite 1560
Anchorage, AK

Roll Call

BOARD OF PSYCHOLOGIST & PSYCHOLOGICAL ASSOCIATES

Board Membership Roster

<u>Board Member</u>	<u>Term</u>
Al Levy, Board Chair Psychological Associate Anchorage, AK [REDACTED]	March 1, 2020
Sarah Angstman Psychologist Bethel, AK [REDACTED]	March 1, 2019
Joel Wieman Psychologist Anchorage, AK [REDACTED]	March 1, 2020
Paul Dukarm Psychologist Fairbanks, AK [REDACTED]	March 1, 2021
Suzanne Dutson Public Member Juneau, AK [REDACTED]	March 1, 2020

Review of Agenda

STATE OF ALASKA
BOARD OF PSYCHOLOGIST & PSYCHOLOGICAL ASSOCIATES
MAY 10-11, 2018
550 W 7TH AVE, SUITE 1560
ANCHORAGE, AK

1. Thursday, May 10, 2018

	<u>TIME</u>	<u>TOPIC</u>	<u>LEAD PERSON</u>
2.	9:00 a.m.	Call to Order/Roll Call	Chair
3.	9:05 a.m.	Review & Approve Agenda	Chair
4.	9:10 am	OnBoard Training	Rissa Teske
5.	9:30 a.m.	Ethics Report Reminder of requirements to all board members.	Chair
6.	9:45 a.m.	Review/Approve minutes Board meeting minutes - February 2018	Chair
7.	10:30 am	Investigative Report	N. Akers
8.	11:00 a.m.	Division Update	Dir. McCullough (or) S. Chambers (or) M. Dumas
9.	11:30 a.m.	Public Comment	Chair
10.	12:00 p.m	Lunch break	
11.	1:00 p.m.	Exam Scoring	Chair
12.	2:00 p.m.	Application Review	Chair
13.	4:30 p.m.	Recess until 9:00 a.m. Friday, May 11, 2018	

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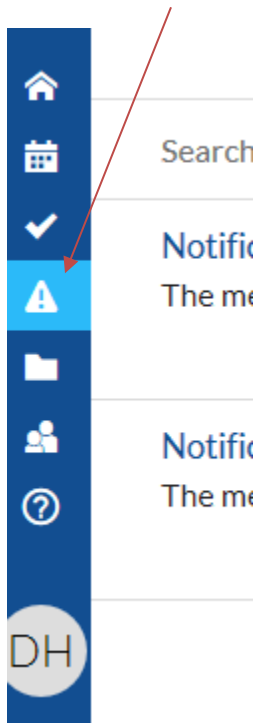
14. Friday, May 11, 2018

	<u>TIME</u>	<u>TOPIC</u>	<u>LEAD PERSON</u>
15.	9:00 am	Call to Order/Roll Call	Chair
16.	9:05 a.m.	Correspondence	Chair
17.	10:30 a.m.	Old Business B. ASPPB Midyear Meeting	Chair Rissa/Suzanne
18.	11:00 am	New Business A. PSYPact B. 2018 Annual Report C. Telemedicine Business Registry	Chair Suzanne
19.	12:00 p.m.	Lunch Break	
20.	1:00 p.m.	Board Admin. Business A. Courtesy License Report B. Schedule upcoming meetings C. Sign Wall Cert. & Final Minutes	Chair
21.	1:45 p.m.	Exam Question Drafting/Review	Chair
22.	2:45 p.m.	Task List	Chair
23.	3:00 p.m.	Adjourn (<i>later if necessary</i>)	

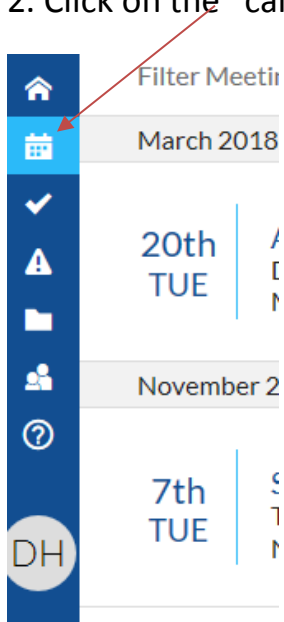
OnBoard Training

Once you sign in to OnBoard and update/create your profile:

1. Click on the “alert” icon::



2. Click on the “calendar” icon:



3. Accept the meeting invitation and RSVP

4. After you do that, you will be able to **click on the meeting** and see the board book, all who will be attending and other pertinent information.

The screenshot shows a calendar interface with a meeting titled "Alaska Big Game Commercial Services Board Meeting" on March 20, 2018. The meeting details view on the right includes the following information:

- Meeting Information:** Meeting name: Alaska Big Game Commercial Services Board Meeting; Meeting address: Downtown Marriott, Anchorage Alaska; Start Date: Mar 20, 2018 9:00 AM AKDT; End Date: Mar 21, 2018 5:00 PM AKDT; 940 of 1920 minutes allocated.
- Attendees:** A list of 15 attendees with initials: AT, CJ, CP, CK, DH, GH, HT, JM, LV, NJ, RB, SC, TS.
- Buttons:** RSVP to Meeting, Open Book (highlighted with a red arrow), Downloads, Edit Permissions, Settings.
- Agenda:**
 - I. Roll Call (5m)
 - II. Review & Approve Agenda (5m)
 - III. Ethics review (5m)
 - IV. Review/Approve Meeting Minutes (15m)
 - A. December 2017
 - B. January 2018

5. Once you have opened the book, this will be your view:

The screenshot shows a web browser displaying the "Big Game Commercial Services Board" roster page. The page includes a sidebar with the meeting agenda and a main content area with the following information:

OFFICE OF THE GOVERNOR
 Bill Walker
 GOVERNOR HOME | NEWSROOM | MEDIA | ADMINISTRATION FOCUS | SERVICES

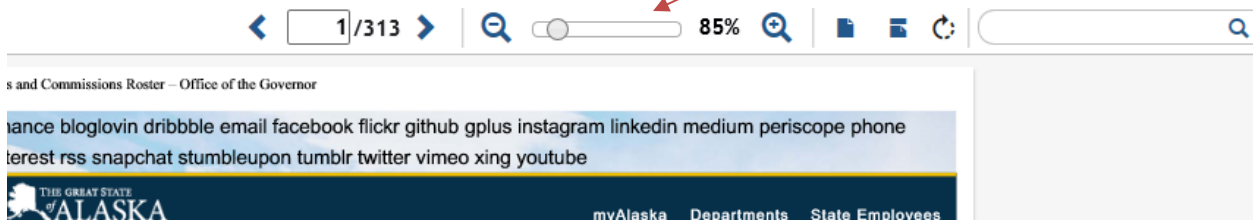
ROSTER
 Big Game Commercial Services Board

NAME	APPOINTED	REAPPOINTED	EXPIRES
Beams, Robert (Private) Licensed Transporters	01/29/2018		03/01/2018
Heun, Michelle (Private) Landholders/Restricted	01/29/2018		03/01/2021
Jackson, Nicholas (Public) Landholders/Restricted	03/01/2016		03/01/2020
Joyce, Cash (Private) Licensed Transporters	01/29/2018		03/01/2019
Sullivan, Thomas (Workdays) Public	03/01/2017		03/01/2021
Tiffany N. Henry (Leave) Licensed Registered Guides, Outfitters	03/22/2013	03/01/2017	03/01/2021

OFFICE OF BOARDS AND COMMISSIONS
 550 West 7th Avenue, Suite 1700
 Anchorage, AK 99501
 Phone: (907) 269-7450
 Fax: (907) 269-7461
 Email: board@alaska.gov

MORE INFORMATION
 BOARDS AND COMMISSIONS
 HOME
 APPOINTMENT PROCESS
 ACTIVE BOARDS & COMMISSIONS
 CURRENT VACANCIES
 APPLY FOR A BOARD APPOINTMENT

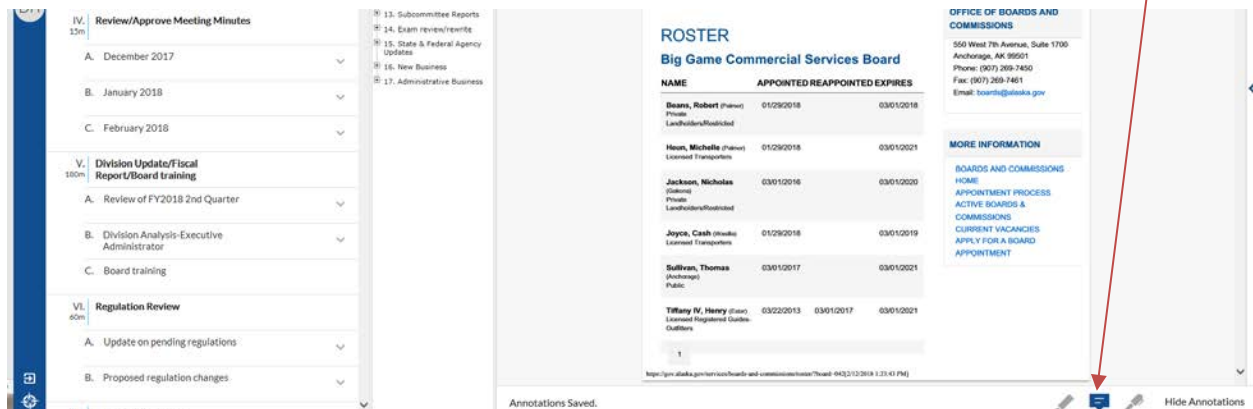
6. You can change the view by making the pages larger:



7. You can see the book marks by clicking here:



8. You can make notes for yourself as the meeting goes on by clicking the notepad:



And then click where you want to place the note:

The screenshot displays a web interface for the 'Big Game Commercial Services Board'. On the left, there is a navigation menu with categories like 'December 2017', 'January 2018', and 'February 2018'. The main content area features a table with the following data:

NAME	APPOINTED	REAPPOINTED	EXPIRES
Beans, Robert (Name) Private Landholders/Restricted	01/29/2018		03/01/2018
Hean, Michelle (Name) Licensed Transporters	01/29/2018		03/01/2021
Jackson, Nicholas (Name) Private Landholders/Restricted	03/01/2016		03/01/2020
Joyce, Cash (Name) Licensed Transporters	01/29/2018		03/01/2019
Sullivan, Thomas (Name) Anchorage Public	03/01/2017		03/01/2021
Tiffany N, Henry (Name) Licensed Registered Guide Outfitters	03/22/2013	03/01/2017	03/01/2021

A red arrow points to a yellow 'check' icon in the 'REAPPOINTED' column for Michelle Hean. To the right, there is a 'MORE INFORMATION' section with links like 'BOARDS AND COMMISSIONS HOME' and 'APPOINTMENT PROCESS'. A comment box on the far right shows a user named 'Guest' with the comment 'I LOVE BIG GAME GUIDES!!!!' and 'Save' and 'Cancel' buttons.

9. You can vote via roll call and each vote is documented directly into the paper record for your examiner, by going to the “check” icon:

The screenshot shows a vertical sidebar menu with several items. A red arrow points to a blue icon with a white checkmark, which is located next to the item 'Consent agreement-Ellsworth No Close Date'. Other items in the menu include 'Approvals', 'Surveys', 'Filter Approvals', 'Draft', 'Consent agreement-Wallace No Close Date', 'Motion to approve agenda No Close Date', 'New license approval-DeRos No Close Date', 'New license approval-Martir No Close Date', and 'New license approval-Morris No Close Date'. The sidebar also features a 'DH' logo at the bottom.

Click on the item that needs your vote-this is what you will see:

The screenshot displays a web interface for managing approvals. On the left, a sidebar contains navigation icons and a list of approval items. The main content area is split into two panels: a list of approvals and a detailed view of the selected item.

Approval List (Left Panel):

- Filter Approvals
- Draft
- Consent agreement-Ellsworth
No Close Date
- Consent agreement-Wallace
No Close Date
- Motion to approve agenda
No Close Date
- New license approval-DeRose
No Close Date
- New license approval-Martinez
No Close Date
- New license approval-Morrison
No Close Date
- New license approval-Zackar
No Close Date

Approval Details (Right Panel):

Approval Details

Approval title:
Consent agreement-Ellsworth

Start Date: _____ End Date: _____
Date: _____ Date: _____

Motion: _____ Second: _____

Approval Description:
I move to approve the consent agreement for case #2017-001070 for Daniel Ellsworth

Require signature on this Approval

Downloads: [Exportable Material](#) [Edit Permissions](#)
Add and Remove Users

Supporting Documents: [Add New](#)

Approval Result Display

Results Visible to Voters - Graphical Roll Call

Results Visible to Admins

Enable Discussion on this Approval

0/0 (0%) Voted "Yes".
0/0 (0%) Voted "No".
0/0 (0%) Voted "Abstain".
0/0 (0%) No vote placed.

10. Once you have cast your vote, click back onto the calendar and choose the meeting, then open the book again.

ONBOARD

QUICK START GUIDE



Passageways OnBoard Quick Start Guide

Welcome to OnBoard! This Quick Start resource is designed to guide you through your initial access to OnBoard. This process should take 3-5 minutes and covers accepting your invitation to OnBoard, setting up your profile, and downloading the OnBoard iPad app.

Part 1: Receiving Your Invitation & Creating Your Account

This part of the guide will walk you through accepting your invitation to onboard and creating your OnBoard ID.

Step 1: Open the email invitation

In order to set up your OnBoard account and gain access to your meeting information you will first need to be invited to your organization in OnBoard. An administrator at your organization will send you an invitation via email. This invitation is only valid for 7 days so make sure to accept your invitation in a timely manner.

This email will look like the screen shot below and will be from **Passageways** [notifications@airway.passageways.com] and have a subject of **You have been invited to join the organization 'Your Organization Name' with Passageways OnBoard.**

Once you have opened the email, click on the link in the email to start the acceptance process.

Click Link



Phillip McCorisonPW,

You are invited to use OnBoard for the organization 'Test Org'. This invitation will expire after 7 days. Click the link below to accept this invitation.

<https://develop.onboard.passageways.com/organizationinvitation/index/31adc2f9134c471ba034c0bfdce3167a-0?id=1191914373&SIG=scd7Ding4/Vg+Ps4TO23DHmtIUtLV0awHMBuLdrRFCMA>

By accepting this invitation, you will be able to access secure materials that Test Org wants you to review. If you need assistance accepting this invitation please contact [Phillip McCorison](#)

Please do not respond to this email. This is an automated message sent from an unmonitored account.
Passageways, LLC 8 N 3rd Street, Lafayette, IN 47901

Step 2: Sign up for an OnBoard ID

Once you have clicked the link in the email you will be directed to a page that looks like the one shown below. From here you will want to fill in the password fields as indicated. The first textbox is your new OnBoard ID password, and the second box is used to confirm that new password. After filling out these fields, click **Register** at the bottom.

Critical Note: The email address at which you received your invitation will become your OnBoard ID and will be used login to your OnBoard account. Please make sure to double check this email address before completing this page!

OnBoard

Create an Account

Create a new account for Anthony Holmes

Use at least eight characters

One uppercase letter

One lowercase letter

A special character (!@#\$%^&*)

Password

Confirm Password

Send notifications to m4ttholmes@gmail.com

[Register](#)

[Sign in to an existing account](#)

Enter and confirm new OnBoard ID password

After clicking **Register**, you'll be directed to your Organization's page within OnBoard. You have successfully created your OnBoard ID account and logged in!

Part 2: Completing your Profile

Once you have logged into OnBoard, you can set up your profile by clicking your name or photo in the navigation menu, as shown in the screenshot below. This will allow you to enter any profile information that you would like to share, including a profile picture. If you are a member of more than one organization, you can customize this particular profile to the organization you're currently logged into.

User Account Information

Salutation ▼

First Name: Matt Middle Name: Last Name: Holmes

Email: mholmes@passageways.com [Change Email](#) [Change Password](#)

Link a social account

[Link Google](#) [Link Microsoft](#)

Organization Profile Verifocal, Inc.

Work Phone: 765-535-1880 Home Phone: Mobile Phone:

Date Of Birth: Employer: Passageways Job Title: Education Specialist

Street: 8 N 3rd St.

City: Lafayette State: Indiana

Zip Code: 47901 Country:

Twitter: _____

Biography: _____

0 / 255

Receive email notifications for this organization

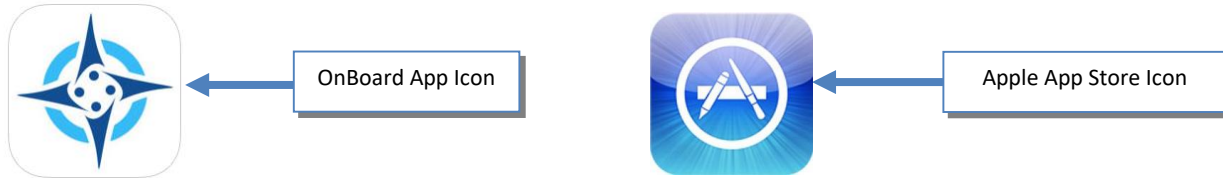
OnBoard Profile Access

Part 3: Installing the OnBoard App.

The first step in using the OnBoard App is to install the App on your mobile device of choice. OnBoard is available on your iOS devices (iPad/iPhone), Android devices (phones or tablets), Windows devices (desktop, phones, or tablets), and the Kindle Fire.

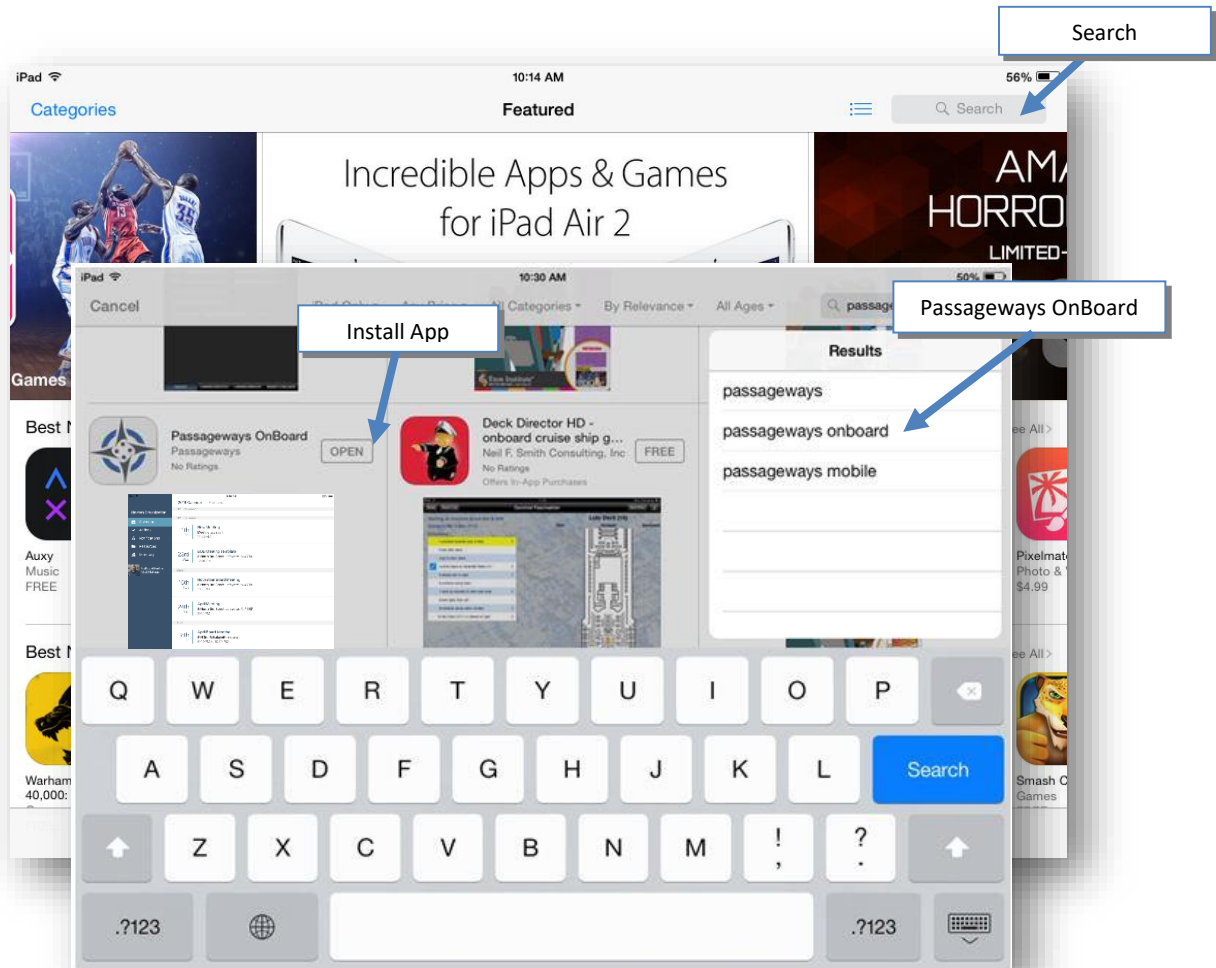
iOS Users (iPhone/iPad)

To install the app, first you must find the Apple **App Store** icon shown below. Open the App Store by touching the icon.



Finding the OnBoard App in the Apple App Store

Once you have the App Store open you will see a front page similar to the one shown below. From here you will want to tap on the "Search Store" field and type in "Passageways OnBoard" using the iPad keyboard.



Once you find the Passageways OnBoard App, simply touch the button that says "Free" or "Install". The application is free but it may require you to enter your Apple account password. The app will begin to install immediately and once installation has completed you can either tap the **Open** button or the OnBoard app icon in order to begin using OnBoard.

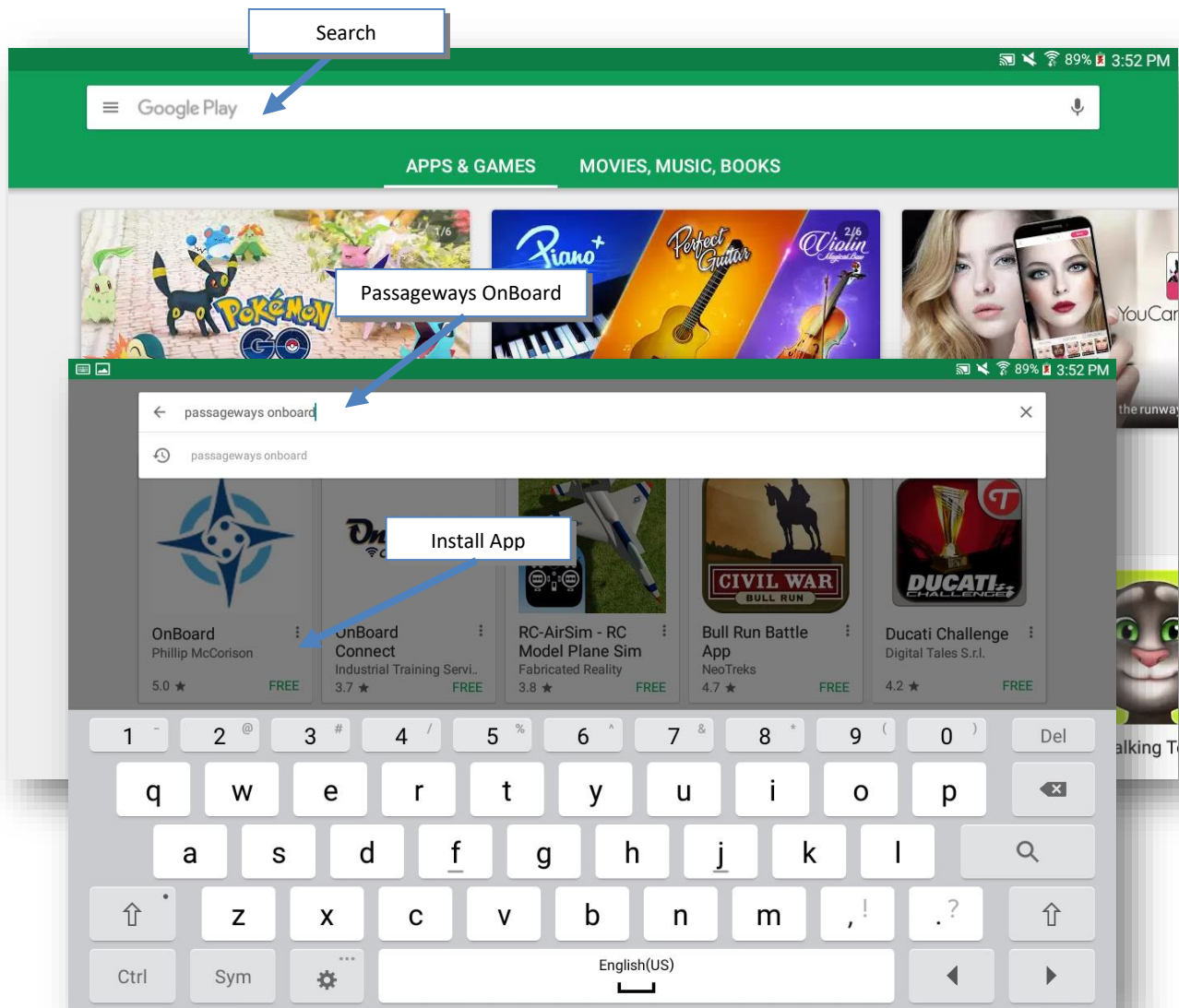
Android Users (Phones/Tablets)

To install the app, first you must find the Google **Play Store** icon shown below. Open the Play Store by touching the icon.



Finding the OnBoard App in the Google Play Store

Once you have the App Store open, you will see a front page similar to the one shown below. From here you will want to tap on the "Google Play" field and type in "Passageways OnBoard" using the device's keyboard.



Once you find the Passageways OnBoard App, simply touch the button that says "Free" or "Install". The app will begin to install immediately and once installation has completed, you can either tap the **Open** button or the OnBoard app icon in order to begin using OnBoard.

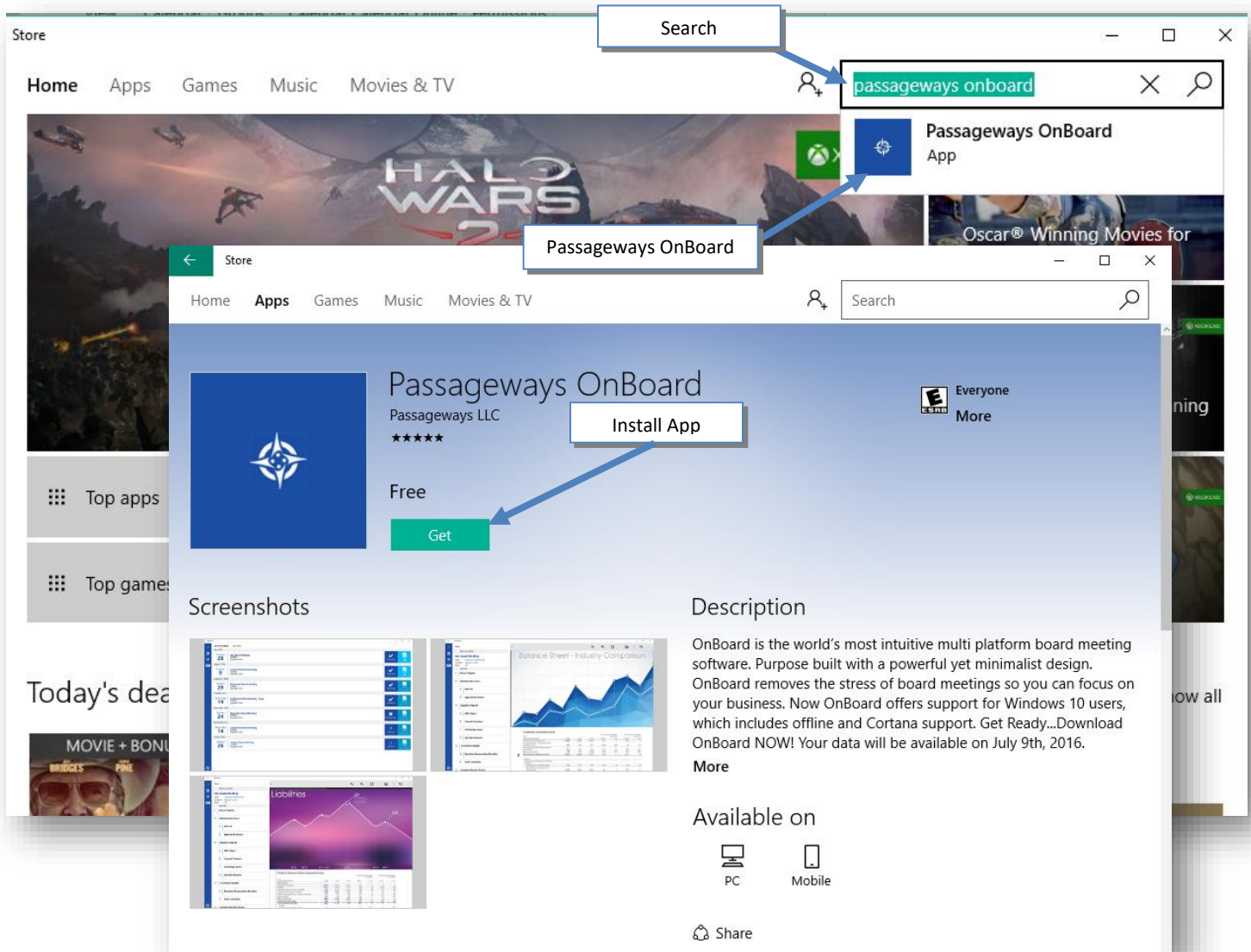
Windows Mobile Users (Phones/Tablets)

To install the app, first you must find the Windows **App Store** icon shown below. Open the Play Store by touching the icon.



Finding the OnBoard App in the Windows App Store

Once you have the App Store open, you will see a front page similar to the one shown below. From here you will want to tap on the “Search” field and type in “Passageways OnBoard” using the device’s keyboard.



Once you find the Passageways OnBoard App, simply touch the button that says “Get” or “Install”. The app will begin to install immediately and once installation has completed you can either tap the **Open** button or the OnBoard app icon in order to begin using OnBoard.

Accessing OnBoard on the Web

Accessing OnBoard from the web is easy, visit www.passageways.com, click **OnBoard Login** and select OnBoard. You will use your OnBoard ID(email) and Password to login to your OnBoard Account.



*Thank you for creating your profile in OnBoard.
You will now be able to use OnBoard for all future meetings!*

Related OnBoard Education Resources

OnBoard FAQs: <https://help.passageways.com/hc/en-us/categories/200037310-FAQs>

OnBoard Education Materials: <https://help.passageways.com/hc/en-us/categories/200037320-Education-and-Training>



INITIAL TRAINING FOUNDATION

Complete These Steps:

		Time	Due Date
1	Review the OnBoard Quick Start Guide - Click Here	Self-Paced	
2	Accept your Invitation to OnBoard (sent to you in a separate email)	Self-Paced	
3	Access the OnBoard Application	Self-Paced	
3.1	Download the iPad/iPhone Application - Click Here from device		
OR			
3.2	Download the Android Application - Click Here from device		
OR			
3.3	Visit http://onboard.passageways.com		
OR			
3.4	Download the Windows Device Application - Click Here from device		
4	Watch the OnBoard Overview Video - Click Here	3 minutes	

OPTIONAL RESOURCES

Web/Desktop Computer		
OnBoard Web App Guide - Click Here	Self-Paced	Optional
Watch the OnBoard Director's Web Training - Click Here	16 minutes	Optional
iPad or iPhone		
iPad Basics Training - Click Here	22 minutes	Optional
OnBoard iPad/iPhone App Guide - Click Here	Self-Paced	Optional
Watch the OnBoard Director iPad/iPhone Training - Click Here	13 minutes	Optional
Android Device		
OnBoard Android App Guide - Click Here	Self-Paced	Optional
Android Basics Training - Click Here	22 minutes	Optional
Windows Mobile Device		
OnBoard Windows App Guide - Click Here	Self-Paced	Optional
Watch the OnBoard Windows Mobile Application Training - Click Here	15 minutes	Optional

ALL TRAINING, FAQs, and HELP: <https://help.passageways.com>

- Link to All **Staff Training** Guides: <https://help.passageways.com/hc/en-us/sections/200816854-OnBoard-Administration-Guides>
- Link to All **Board/Commission Member Training** Guides: <https://help.passageways.com/hc/en-us/sections/200068669-OnBoard-End-User-Guides>
- **TECH SUPPORT:** support@passageways.com; (765) 535-1880, Opt. 1

Ethics

MEMORANDUM

State of Alaska Department of Law

TO: _____ DATE: _____
FILE NO.: _____
TEL. NO.: _____
FROM: Angie White
Litigation Assistant
Department of Law
Opinions, Appeals, & Ethics Section
FAX: _____
SUBJECT: Executive Branch Ethics Act, AS
39.52 Quarterly Report
**[INSERT QUARTERLY DATE
RANGE]**

******SAMPLE LANGUAGE – PLEASE COPY ONLY THE PARTS THAT APPLY
ONTO YOUR BOARD OR COMMISSION’S LETTERHEAD ******

As designated ethics supervisor and chair [executive director] for the _____, I wish to advise you that I have received no notifications of potential violations or requests for ethics determinations under the Ethics Act (AS 39.52) and have made no written determinations for this quarter.

OR

As designated ethics supervisor and chair [executive director] for the _____, I have received ___ notification(s) of a potential violation and ___ requests for ethics determinations under the Ethics Act (AS 39.52). I have attached a copy of the notices and requests along with my written determination(s) for review by the attorney general. I did [did not] receive an advisory opinion from the Attorney General.

AND

Except as addressed above, no other [board member] [commissioner] disclosed a potential conflict of interest at a recorded public meeting during this quarter.

OR

In addition to the above, at the [date] meeting, [Board member] [Commissioner] _____ disclosed a potential conflict with respect to _____ [*insert brief description*]____. *Insert disposition:* [S/He refrained from participation.] *or* [I determined s/he could [could not] participate.] *or* [The Board [Commission] members voted to permit [not to permit] participation.]

State of Alaska Department of Law

Who Is My Designated Ethics Supervisor?

Every state public officer, employee or board or commission member, has a designated ethics supervisor.

Executive Agencies

The ethics supervisor for each agency is the Commissioner or a senior manager to whom the Commissioner has delegated the function. The current ethics supervisor for each agency is listed below. The ethics supervisor for a Commissioner is Guy Bell, Director of Administrative Services in the Office of Governor, by delegation from the Governor.

Boards and Commissions

The Chair of each board and commission serves as the ethics supervisor for the other members and any executive director. The ethics supervisor for the Chair is Guy Bell, Director of Administrative Services in the Office of Governor, by delegation from the Governor. If a board or commission employs staff, the executive director serves as the ethics supervisor for these employees.

Public Corporations

The Chair of the board serves as the ethics supervisor for the other members of the board and any executive director. The executive director is the ethics supervisor for employees of the corporation.

Office of the Governor

The ethics supervisor for the Governor and Lieutenant Governor is the Attorney General. By delegation from the Governor, the ethics supervisor for the staff of the offices of the Governor and Lieutenant Governor is Guy Bell, Director of Administrative Services.

University of Alaska

By delegation of the University President, the ethics supervisor for university employees is Associate General Counsel Andy Harrington.

EXECUTIVE BRANCH AGENCIES

Administration: Leslie Ridle, Deputy Commissioner

Commerce, Community & Economic Development: Jon Bittner, Deputy Commissioner

Corrections: April Wilkerson, Director of Administrative Services

Education & Early Development: Les Morse, Deputy Commissioner

Environmental Conservation: Tom Cherian, Director of Administrative Services

Fish & Game: Kevin Brooks, Deputy Commissioner

Health & Social Services: Dallas Hargrave, Human Resource Manager

Labor & Workforce Development: Michael Monagle, Director, Division of Workers Compensation

Law: Jonathan Woodman, Assistant Attorney General

Military & Veterans Affairs: Marty Meyer, Special Assistant to Commissioner

Natural Resources: John Crowther, Inter-Governmental Coordinator

Public Safety: Terry Vrabec, Deputy Commissioner

Revenue: Dan DeBartolo, Administrative Services Director

Transportation & Public Facilities:

- Highways & Public Facilities: Steve Hatter, Deputy Commissioner
- Aviation: John Binder, Deputy Commissioner
- Central Region: Rob Campbell, Regional Director
- Northern Region: Rob Campbell, Acting Regional Director
- Southcoast Region: Acting Regional Director
- Alaska Marine Highway System: Michael Neussl, Deputy Commissioner
- Headquarters: Mary Siroky, Administrative Services Director

Updated April 2015

Department of Law attorney.general@alaska.gov P.O. Box 110300, Juneau, AK 99811-0300
Phone: 907-465-3600 Fax: 907-465-2075 TTY: 907-258-9161
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State of Alaska

Department of Law

Ethics Information for Members of Boards & Commissions (AS 39.52)

Introduction

This is an introduction to AS 39.52, the Alaska Executive Branch Ethics Act. This guide is not a substitute for reading the law and its regulations. State board and commission members who have further questions should contact their board chair or staff.

The Ethics Act applies to all current and former executive branch public employees and members of statutorily created boards and commissions.

Scope of Ethics Act (AS 39.52.110)

Service on a state board or commission is a public trust. The Ethics Act prohibits substantial and material conflicts of interest. Further, board or commission members, and their immediate family, may not improperly benefit, financially or personally, from their actions as board or commission members. The Act does not, however, discourage independent pursuits, and it recognizes that minor and inconsequential conflicts of interest are unavoidable.

Misuse of Official Position (AS 39.52.120)

Members of boards or commissions may not use their positions for personal gain or to give an unwarranted benefit or treatment to any person. For example, board members may not:

- use their official positions to secure employment or contracts;
- accept compensation from anyone other than the State for performing official duties;
- use State time, equipment, property or facilities for their own personal or financial benefit or for partisan political purposes;
- take or withhold official action on a matter in which they have a personal or financial interest; or
- coerce subordinates for their personal or financial benefit.
- attempt to influence outcome of an administrative hearing by privately contacting the hearing officer.



Terry knew that a proposal that was before the board would harm Terry's business competitor. Instead of publicly disclosing the matter and requesting recusal, Terry voted on the proposal.



Board member Mick has board staff employee Bob type an article for him that Mick hopes to sell to an Alaskan magazine. Bob types the article on State time.

Improper Gifts (AS 39.52.130)

A board member may not solicit or accept gifts if a person could reasonably infer from the circumstances that the gift is intended to influence the board member's action or judgment. "Gifts" include money, items of value, services, loans, travel, entertainment, hospitality, and employment. All gifts from registered lobbyists are presumed to be improper, unless the giver is immediate family of the person receiving the gift.

A gift worth more than \$150 to a board member or the board member's immediate family must be reported within 30 days if:

- the board member can take official action that can affect the giver, or
- the gift is given to the board member because he or she is on a state board.

The receipt of a gift worth less than \$150 may be prohibited if a person could reasonably infer from the circumstances that the gift is intended to influence the board member's action or judgment. Receipt of such a gift should be disclosed.

Any gift received from another government, regardless of value, must be reported; the board member will be advised as to the disposition of this gift.

A form for reporting gifts is available at www.law.alaska.gov/doclibrary/ethics or from the board or commission staff.

This restriction on gifts does not apply to lawful campaign contributions.



The commission is reviewing Roy's proposal for an expansion of his business. Roy invites all the board members out to dinner at an expensive restaurant. He says it will be okay, since he isn't excluding any of the members.



Jody receives a holiday gift every year from Sam. Jody was recently appointed to a state board, but Sam has no business that is before the board. Jody may accept the gift.

Improper Use or Disclosure of Information (AS 39.52.140)

No former or current member of a board may use or disclose any information acquired from participation on the board if that use or disclosure could result in a financial or personal benefit to the board member (or immediate family), unless that information has already been disseminated to the public. Board members are also prohibited from disclosing confidential information, unless authorized to do so.



Sheila has been on the board for several years. She feels she has learned a great deal of general information about how to have a successful business venture. So she sets up her own business and does well.



Delores has always advised and assisted the other doctors in her clinic on their continuing education requirements. After Delores is appointed to the medical board, she discloses this role to the board and continues to advise the doctors in her clinic.



Jim reviews a confidential investigation report in a licensing matter. He discusses the practitioner's violation with a colleague who is not a board member.

Improper Influence in State Grants, Contracts, Leases or Loans (AS 39.52.150)

A board member, or immediate family, may not apply for, or have an interest in a State grant, contract, lease, or loan, if the board awards or takes action to administer the State grant, contract, lease, or loan.

A board member (or immediate family) may apply for or be a party to a competitively solicited State grant, contract or lease, if the board as a body does not award or administer the grant, contract, or lease and so long as the board member does not take official action regarding the grant, contract, or lease.

A board member (or immediate family) may apply for and receive a State loan that is generally available to the public and has fixed eligibility standards, so long as the board member does not take (or withhold) official action affecting the loan's award or administration.

Board members must report to the board chair any personal or financial interest (or that of immediate family) in a State grant, contract, lease or loan that is awarded or administered by the agency the board member serves. A form for this purpose is available at www.law.alaska.gov/doclibrary/ethics or from the board or commission staff.



John sits on a board that awards state grants. John hasn't seen his daughter for nearly ten years so he figures that it doesn't matter when her grant application comes up before the board.



The board wants to contract out for an analysis of the board's decisions over the last ten years. Board member Kim would like the contract since she has been on the board for ten years and feels she could do a good job.

Improper Representation (AS 39.52.160)

A board or commission member may not represent, advise, or assist a person in matters pending before the board or commission for compensation. A nonsalaried board or commission member may represent, advise, or assist in matters in which the member has an interest that is regulated by the member's own board or commission, if the member acts in accordance with AS 39.52.220 by disclosing the involvement in writing and on the public record, and refraining from all participation and voting on the matter. This section does not allow a board member to engage in any conduct that would violate a different section of the Ethics Act.



Susan sits on the licensing board for her own profession. She will represent herself and her business partner in a licensing matter. She discloses this situation to the board and refrains from participation in the board's discussions and determinations regarding the matter.

Restriction on Employment After Leaving State Service (AS 39.52.180)

For two years after leaving a board, a former board member may not provide advice or work for compensation on any matter in which the former member personally and substantially participated while serving on the board. This prohibition applies to cases, proceedings, applications, contracts, legislative bills, regulations, and similar matters. This section does not prohibit a State agency from contracting directly with a former board member.

With the approval of the Attorney General, the board chair may waive the above prohibition if a determination is made that the public interest is not jeopardized.

Former members of the governing boards of public corporations and former members of boards and commissions that have regulation-adoption authority, except those covered by the centralized licensing provisions of AS 08.01, may not lobby for pay for one year.



The board has arranged for an extensive study of the effects of the Department's programs. Andy, a board member, did most of the liaison work with the contractor selected by the board, including some negotiations about the scope of the study. Andy quits the board and goes to work for the contractor, working on the study of the effects of the Department's programs.



Andy takes the job, but specifies that he will have to work on another project.

Aiding a Violation Prohibited (AS 39.52.190)

Aiding another public officer to violate the Ethics Act is prohibited.

Agency Policies (AS 39.52.920)

Subject to the Attorney General's review, a board may adopt additional written policies further limiting personal or financial interests of board members.

Disclosure Procedures

DECLARATION OF POTENTIAL VIOLATIONS BY MEMBERS OF BOARDS OR COMMISSIONS (AS 39.52.220)

A board member whose interests or activities could result in a violation of the Ethics Act if the member participates in board action must disclose the matter on the public record and in writing to the board chair who determines whether a violation exists. A form for this purpose is available at www.law.alaska.gov/doclibrary/ethics or from the board or commission staff. If another board member objects to the chair's ruling or if the chair discloses a potential conflict, the board members at the meeting (excluding the involved member) vote on the matter. If the chair or the board determines a violation will occur, the member must refrain from deliberating, voting, or participating in the matter. For more information, see Ethics Act Procedures for Boards and Commissions available at the above noted web site.

When determining whether a board member's involvement in a matter may violate the Ethics Act, either the chair or the board or commission itself may request guidance from the Attorney General.

ATTORNEY GENERAL'S ADVICE (AS 39.52.240-250)

A board chair or a board itself may request a written advisory opinion from the Attorney General interpreting the Ethics Act. A former board member may also request a written advice from the Attorney General. These opinions are confidential. Versions of opinions without identifying information may be made available to the public.

REPORTS BY THIRD PARTIES (AS 39.52.230)

A third party may report a suspected violation of the Ethics Act by a board member in writing and under oath to the chair of a board or commission. The chair will give a copy to the board member and to the Attorney General and review the report to determine whether a violation may or does exist. If the chair determines a violation exists, the board member will be asked to refrain from deliberating, voting, or participating in the matter.

Complaints, Hearings, and Enforcement

COMPLAINTS (AS 39.52.310-330)

Any person may file a complaint with the Attorney General about the conduct of a current or former board member. Complaints must be written and signed under oath. The Attorney General may also initiate complaints based on information provided by a board. A copy of the complaint will be sent to the board member who is the subject of the complaint and to the Personnel Board.

All complaints are reviewed by the Attorney General. If the Attorney General determines that the complaint does not warrant investigation, the complainant and the board member will be notified of the dismissal. The Attorney General may refer a complaint to the board member's chair for resolution.

After investigation, the Attorney General may dismiss a complaint for lack of probable cause to believe a violation occurred or recommend corrective action. The complainant and board member will be promptly notified of this decision.

Alternatively, if probable cause exists, the Attorney General may initiate a formal proceeding by serving the board or commission member with an accusation alleging a violation of the Ethics Act. Complaints or accusations may also be resolved by settlement with the subject.

CONFIDENTIALITY (AS 39.52.340)

Complaints and investigations prior to formal proceedings are confidential. If the Attorney General finds evidence of probable criminal activity, the appropriate law enforcement agency shall be notified.

HEARINGS (AS 39.52.350-360)

An accusation by the Attorney General of an alleged violation may result in a hearing. An administrative law judge from the state's Office of Administrative Hearings serves as hearing officer and determines the time, place and other matters. The parties to the proceeding are the Attorney General, acting as prosecutor, and the accused public officer, who may be represented by an attorney. Within 30 days after the hearing, the hearing officer files a report with the Personnel Board and provides a copy to the parties.

PERSONNEL BOARD ACTION (AS 39.52.370)

The Personnel Board reviews the hearing officer's report and is responsible for determining whether a violation occurred and for imposing penalties. An appeal may be filed by the board member in the Superior Court.

PENALTIES (AS 39.52.410-460)

When the Personnel Board determines a board member has violated the Ethics Act, it will order the member to refrain from voting, deliberating, or participating in the matter. The Personnel Board may also order restitution and may recommend that the board member be removed from the board or commission. If a recommendation of removal is made, the appointing authority will immediately remove the member.

If the Personnel Board finds that a former board member violated the Ethics Act, it will issue a public statement about the case and will ask the Attorney General to pursue appropriate additional legal remedies.

State grants, contracts, and leases awarded in violation of the Ethics Act are voidable. Loans given in violation of the Ethics Act may be made immediately payable.

Fees, gifts, or compensation received in violation of the Ethics Act may be recovered by the Attorney General.

The Personnel Board may impose a fine of up to \$5,000 for each violation of the Ethics Act. In addition, a board member may be required to pay up to twice the financial benefit received in violation of the Ethics Act.

Criminal penalties are in addition to the civil penalties listed above.

DEFINITIONS (AS 39.52.960)

Please keep the following definitions in mind:

Benefit - anything that is to a person's advantage regardless financial interest or from which a person hopes to gain in any way.

Board or Commission - a board, commission, authority, or board of directors of a public or quasi-public corporation, established by statute in the executive branch, including the Alaska Railroad Corporation.

Designated Ethics Supervisor - the chair or acting chair of the board or commission for all board or commission members and for executive directors; for staff members, the executive director is the designated ethics supervisor.

Financial Interest - any property, ownership, management, professional, or private interest from which a board or commission member or the board or commission member's immediate family receives or expects to receive a financial benefit. Holding a position in a business, such as officer, director, partner, or employee, also creates a financial interest in a business.

Immediate Family - spouse; another person cohabiting with the person in a conjugal relationship that is not a legal marriage; a child, including a stepchild and an adoptive child; a parent, sibling, grandparent, aunt, or uncle of the person; and a parent or sibling of the person's spouse.

Official Action - advice, participation, or assistance, including, for example, a recommendation, decision, approval, disapproval, vote, or other similar action, including inaction, by a public officer.

Personal Interest - the interest or involvement of a board or commission member (or immediate family) in any organization or political party from which a person or organization receives a benefit.

For further information and disclosure forms, visit our Executive Branch Ethics web site or please contact:

State Ethics Attorney
Alaska Department of Law
1031 West 4th Avenue, Suite 200
Anchorage, Alaska 99501-5903
(907) 269-5100
attorney.general@alaska.gov

Revised 9/2013

Department of Law attorney.general@alaska.gov P.O. Box 110300, Juneau, AK 99811-0300
Phone: 907-465-3600 Fax: 907-465-2075 TTY: 907-258-9161
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State of Alaska
Department of Law
Executive Branch Ethics Act

Responsibilities of Designated Ethics Supervisors for Boards and Commissions

Boards and commissions subject to the Ethics Act have designated ethics supervisors. The chair serves as the designated ethics supervisor for board or commission members and the executive director. The executive director is the designated ethics supervisor for staff. The designated ethics supervisor for a chair is the governor, who has delegated this responsibility to Guy Bell, Administrative Director of the Office of the Governor.

Designated ethics supervisors should refer to the Manual for Designated Ethics Supervisors (April 2008), available from the state ethics attorney, regarding their responsibilities under the Ethics Act. Briefly, as designated ethics supervisor, you must --

1. Ensure that members and employees are provided copies of the guides, Ethics Information for Members of Boards and Commissions and Ethics Act Procedures for Boards and Commissions -- and keep a supply of disclosure forms.
 1. These guides, other educational materials, disclosure forms, statutes and regulations are available for review and copying on the Department of Law ethics web site. If access to this page is not available, please contact the Attorney General's office at 269-7195.
2. Review all disclosures, investigate potential ethics violations, make determinations regarding conduct, and take action.
3. Keep member or employee disclosure statements (of potential violations, receipt of gifts, and interests in grants/contracts/leases/loans) on file in your office. Disclosure of a gift received from another government must be forwarded to the Office of the Governor.
4. Submit an ethics report to the Department of Law in April, July, October and January for the preceding quarter. You will receive a reminder. There is a sample report on the ethics web page.
 1. Mail, email or fax to Kim Halstead, Litigation Assistant, Department of Law, Opinions, Appeals & Ethics Section, 1031 W. 4th Avenue, Suite 200, Anchorage, AK, 99501, ethicsreporting@alaska.gov, fax no. 907-279-2834.

You may request ethics advice from your agency's Assistant Attorney General or from the State Ethics Attorney, Jon Woodman, at 269-5100 or jonathan.woodman@alaska.gov. Please direct questions about reporting procedures to Kim Halstead at 269-7195 or kimberly.halstead@alaska.gov.

6/14

Department of Law attorney.general@alaska.gov P.O. Box 110300, Juneau, AK 99811-0300
Phone: 907-465-3600 Fax: 907-465-2075 TTY: 907-258-9161
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Review Previous Meeting Minutes

1 **State Of Alaska**

2 **DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT**
3 **DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING**
4 **BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE EXAMINERS**

5
6 **Minutes of Meeting**
7 **February 2-3, 2018**
8

9 **The staff of the Division of Corporations, Business and Professional Licensing**
10 **prepared these draft minutes. They have not been reviewed or approved by the**
11 **Board.**

12
13 By the authority of AS. 08.01.070(2), and in compliance with the provisions of AS
14 44.64, Article 6, a scheduled board meeting was held at 333 Willoughby Ave. Juneau,
15 Alaska.

16
17 Thursday, February 1, 2018
18

19 Agenda Item 1 - Call to order and Roll call

20 Board Chair Al Levy called the meeting to order at 8:34 am.

21
22 Those present, constituting a quorum of the Board:

23
24 Deborah Gideon, Psychologist
25 Joel Wieman, Psychologist
26 Al Levy, Psychological Associate
27 Sarah Angstman, Psychologist
28 Suzanne Dutson, Public Member
29

30 In attendance from the Department of Commerce, Community and Economic
31 Development, Division of Corporations, Business and Professional Licensing were:

32
33 Renee Hoffard, Records & Licensing Supervisor
34 Chase Parkey, Records & Licensing Supervisor
35 Rissa Teske, Licensing Examiner
36 Nina Akers, Investigator via teleconference
37 Sara Chambers, Deputy Director
38

39 Shirley Marquardt, Director of Boards and Commissions via telephone
40

41 Members of the public in attendance: Ian Niecko 1:00 pm in person, Dr. Jana Zeedyk
42 1:00 pm via teleconference, Kristy Fuller 1:12 pm via teleconference.
43

44 Agenda Item 2 - Review & Approve Agenda

45 The board reviewed the draft agenda of the meeting. Chair Levy suggested that the
46 board add discussion regarding regulations to agenda item 11, Old Business.
47

48 **UPON A MOTION MADE BY SUZANNE DUTSON; SECONDED BY DEBORAH**
49 **GIDEON AND APPROVED UNANIMOUSLY, IT WAS RESOLVED TO APPROVE THE**
50 **AGENDA AS AMENDED.**

51 Agenda Item 3 - Ethics Report

52 There were no ethics disclosures from the board.

53
54

55 Agenda Item 4 - Review & Approve Meeting Minutes

56

57 The board reviewed draft minutes of the November 2017 board meeting; the board
58 noted spelling errors. Discussion about regulation change specifics from the previous
59 meeting.

60

61 **UPON A MOTION MADE BY JOEL WIEMAN; SECONDED BY SUZANNE DUTSON**
62 **AND APPROVED UNANIMOUSLY, IT WAS RESOLVED TO APPROVE THE NOVEMBER**
63 **2017 BOARD MEETING MINUTES AS AMENDED.**

64 Agenda Item 5 - Exam Scoring and Review

65

66 **UPON A MOTION MADE BY DEBORAH GIDEON; SECONDED BY SUZANNE**
67 **DUTSON AND APPROVED UNANIMOUSLY, IT WAS RESOLVED TO ENTER INTO**
68 **EXECUTIVE SESSION IN ACCORDANCE WITH AS 44.62.310(C), AND ALASKA**
69 **CONSTITUTIONAL RIGHT TO PRIVACY PROVISIONS FOR THE PURPOSE OF**
70 **DICUSSING MATTERS WHICH BY LAW, MUNICIPAL CHARTER, OR ORDINANCE ARE**
71 **REQUIRED TO BE CONFIDENTIAL. BOARD STAFF RENEE HOFFARD, CHASE**
72 **PARKEY, AND RISSA TESKE TO REMAIN IN THE ROOM.**

73

74 **OFF RECORD AT 8:58 AM**
75 **BACK ON RECORD AT 9:58 AM**

76

77 Break at 9:58 am
78 Return at 10:07am

79

80 Agenda Item 6 - FARB Presentation

81

82 Records and Licensing Supervisor Hoffard, provided information to the board
83 members regarding the FARB conference she attended in January, 2018. She shared
84 with the board information on active market participants, creating opportunities for
85 competition, and interstate communications and collaborations. She spoke about
86 board structure, that many states are going to composite boards by executive order
87 from their governors, and there was talk at the conference of going to federalized
88 boards. The board discussed the North Carolina Dental board court case and how that
89 case effects regulatory boards in regards to board supervision. Board Member Gideon
90 asked how board members could make regulation changes as active market
91 participants. Discussion about the process of writing regulation changes.

92

93 Agenda Item 7 - Investigative Report

94

95 Investigator Akers, reviewed the investigative report telephonically with the board. For
96 the period of October 25, 2017 - January 22, 2018, the division closed 1 matter;
97 opened 0 matters; the program has 2 open investigations. She explained that the next
98 time she runs a board report it will look a little different as they will no longer be
99 differentiating between intake cases and open cases, it will just be open cases and
100 closed cases. She also explained that she is gathering information for a tool/guideline
101 to give to the board to aid in disciplinary actions if it is decided there is a violation.

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Break at 10:35 am
Return at 10:38 am

Agenda Item 8 - Division Update

Deputy Director Chambers, joined the meeting in person to provide the division update. She reviewed the FY18 first quarter fiscal report with the board. Chair Levy wants to discuss travel requests on the record for the mid-year meeting in April, and request for as many board members to attend. Chair Levy makes a request that Board Members Gideon, Dutson, himself, and new Licensing Examiner Teske are able to attend. There is a discussion about writing travel requests, understanding “optics” of a particular meeting and how to overcome negative optics, and identifying and applying early for third party reimbursement in the form of scholarship to offset costs. Chair Levy asks about Board Member Angstman temporarily relocating out of the state for family reasons and being able to keep her as a board member. He states that she will maintain her Alaska license and the cost of traveling from where she will be on the west coast is roughly equivalent to what the cost is to fly her in from Bethel. Deputy Director Chambers says she is unaware of any board that has a statute that says that someone has to be a resident of Alaska to be on the board, and she will be happy to advocate for Board Member Angstman staying on the board. Deputy Director Chambers gives an update on the board extension bill. Chair Levy shares that he has a meeting today at 2pm with Representative Kito about the extension bill.

Lunch break at 11:03 pm
Return from lunch at 1:00 pm

Agenda Item 9 - Public Comment

Dr. Jana Zeedyk on the phone in for public comment, and public member Ian Niecko is present in the room.
At 1:01 pm Dr. Zeedyk, for the Alaska Psychological Association (AKPA) board, has questions for the board about reciprocity. AKPA board would like to know how the board decided to pursue telephone privileges for phycologists outside of Alaska to be able to provide telehealth for the Psychology Interjurisdictional Compact (PSYPACT). How the board elected not to pursue reciprocity by the CPQ (Certificate of Professional Qualification) for psychologists who wanted to experience reciprocity moving into the state and being fully licensed. Chair Levy explains that public comment is for testimony only, and asks Dr. Zeedyk to submit her questions in the form of a letter or an email to the licensing examiner and then the board can decide how to respond. At 1:12 pm Kristy Fuller, neuropsychologist in Anchorage, gives public comment via teleconference. She understands that there has been some discussion about the practice of neuropsychology by individuals that don’t have the training or competence to do that. She believes that there isn’t anything that the board can act on unless someone specifically complains this occurring. It would be helpful if AKPA and the board could be onboard with addressing it. She feels that the problem can be addressed potentially through bringing the concerns to insurers. At 1:18 pm Ian Niecko, present in the room, introduces himself and states that he wishes to sit through the process of reviewing his application so that he can any answer questions. He is seeking a temporary LPA license even though he’s finishing a doctoral program because he doesn’t have a masters in psychology. Will have finished his doctoral

154 program in 8 weeks. He shares that it's very difficult to get supervision in Juneau,
155 spoke with the last examiner about the possibility of getting supervision through video
156 during an internship. Originally found someone in Sitka to provide supervision, but he
157 has now found someone in Juneau who is happy to provide supervision.

158
159 Agenda Item 10 - Application/CEU Review

160
161 The board reviewed applications for licensure. (2 applications, 1 CE audit, and 1
162 extension request)

163
164 Break at 1:56 pm
165 Return at 2:38 pm

166
167 Chair Levy shares information about his meeting with Representative Kito. He says
168 they spoke about the bill for extending the board, changing of licensing statuses, and
169 background check legislation. Chair Levy stated that Representative Kito said he
170 would talk to the Department of Commerce about their perspective on the benefit of
171 some kind of general authority being given to the Department of Commerce and then
172 each individual board can create its own regulations as to what degree they want to do
173 background checks.

174
175 **UPON A MOTION MADE BY SUZANNE DUTSON; SECONDED BY SARAH**
176 **ANGSTMAN AND APPROVED UNANIMOUSLY, IT WAS RESOLVED TO ENTER INTO**
177 **EXECUTIVE SESSION IN ACCORDANCE WITH AS 44.62.310(C), AND ALASKA**
178 **CONSTITUTIONAL RIGHT TO PRIVACY PROVISIONS FOR THE PURPOSE OF**
179 **DISCUSSING MATTERS INVOLVING CONSIDERATION OF GOVERNMENT RECORDS**
180 **THAT BY LAW ARE NOT SUBJECT TO PUBLIC DISCLOSURE. BOARD STAFF RENEE**
181 **HOFFARD, RISSA TESKE, AND CHASE PARKEY TO REMAIN IN THE ROOM.**

182
183 **OFF RECORD AT 2:46 PM**
184 **BACK ON RECORD AT 3:21 PM**

185
186 **UPON A MOTION MADE BY SUZANNE DUTSON; SECONDED BY SARAH**
187 **ANGSTMAN AND APPROVED UNANIMOUSLY, IT WAS RESOLVED TO APPROVE THE**
188 **FOLLOWING APPLICATIONS AND CONTINUING EDUCATION AUDITS WITH THE**
189 **STIPULATION THAT THE INFORMATION IN THE APPLICANT FILES TAKE**
190 **PRECEDENCE OVER THE MINUTES OF THIS MEETING.**

191 **DOUGLAS CARPENTER - TEMPORARY LICENSE EXTENSION**
192 **SANDRA MITCHELL - CEU AUDIT**
193 **IAN NIECKO - PSYCHOLOGIST ASSOCIATE BY EXAM TEMPORARY LICENSE**

194
195 **THE FOLLOWING APPLICATION HAS BEEN DENIED UNDER 12 AAC 60.083(A)(4)(H)**
196 **JACQUELINE WILLIAMS - PSYCHOLOGIST BY EXAM TEMPORARY LICENSE**

197
198 **ROLL CALL VOTE**
199 **JOEL WYMAN - YEA**
200 **DEBORAH GIDEON - YEA**
201 **SARAH ANGSTMAN - YES**
202 **SUZANNE DUTSON - YES**
203 **AL LEVY, CHAIR - IN FAVOR OF THE MOTION**

204

205 Board member Gideon asks how they address the public testimony from today. Chair
206 Levy states that for the comments from AKPA they will wait to hear something from
207 Dr. Zeedyk, if her email arrives on time they will consider the email in correspondence
208 tomorrow. In regard to Dr. Fuller's testimony, Chair Levy stated that he agreed with
209 her about neuropsychology not being a board issue, and any action about dealing with
210 neuropsychology in the way it's practiced right now needs to be dealt with at the
211 market level. There was a disagreement between Chair Levy, and Board Members
212 Gideon and Wieman as to what Dr. Fuller's testimony was about. Board members
213 Wieman and Gideon were asked to send an email to Dr. Fuller, asking for clarification
214 and recommendation for board action and it will be taken up in correspondence in the
215 next meeting.

216
217 The board recessed at 3:26 pm until 9:00 am Friday, February 2, 2018.

218
219 FRIDAY, February 2, 2018

220
221 Board Chair Al Levy called the meeting to order at 9:02 am.

222
223 Those present, constituting a quorum of the Board:

224
225 Deborah Gideon, Psychologist
226 Joel Wieman, Psychologist
227 Al Levy, Psychological Associate
228 Sarah Angstman, Psychologist
229 Suzanne Dutson, Public Member

230
231 In attendance from the Department of Commerce, Community and Economic
232 Development, Division of Corporations, Business and Professional Licensing were:

233
234 Renee Hoffard, Records & Licensing Supervisor
235 Chace Parkey, Records & Licensing Supervisor
236 Rissa Teske, Licensing Examiner
237 Sara Chambers, Deputy Director

238
239 Shirley Marquardt, Director of boards and Commissions via telephone

240
241 **UPON A MOTION MADE BY SUZANNE DUTSON; SECONDED BY SARAH**
242 **ANGSTMAN AND APPROVED UNANIMOUSLY, IT WAS RESOLVED TO AMEND THE**
243 **AGENDA TO ALLOW DEPUTY DIRECTOR SARA CHAMBERS TO ADDRESS THE**
244 **BOARD AFTER AGENDA ITEM 11.**

245 Agenda Item 11 - Correspondence

246 Shirley Marquardt, Director of Boards and Commissions joined via telephone.

247
248 The board reviewed and discussed the questions from AKPA which Dr. Jana Zeedyk
249 emailed to Examiner Teske this morning. The board discussed that there is no current
250 legislation pending for PSYPACT. It's a matter under discussion by the board, they
251 have not made a formal decision to pursue it. The board agreed that addressing CPQ
252 is not currently on their task list, however they are open to opinions and input by
253 AKPA on this issue. The board was not prepared to answer question number two from
254 Dr. Zeedyk, this question pertained to the background check legislation. Question
255 number three regarding establishing other licensing categories, the board answered

256 that yes, they are considering the categories “retired” and “inactive” and they are open
257 to suggestions and input from AKPA.

258 Correspondence dealing with distant supervision, letter from Aleutian Pribilof Islands
259 Association (APIA). The board discussed if there was a difference between providing
260 clinical services to a patient through telemedicine and providing supervision to a
261 supervisee by telemedicine. The board agreed that there was a difference, specifically
262 in heightened responsibility to the supervisor. The board discussed and agreed that
263 they feel the statutes for telehealth and therapy do not apply when it comes to
264 supervision, as supervision and therapy are not the same. Physical presence of the
265 supervisor to be ready to address the needs of the clients in conjunction with the care
266 being provided by the intern is important. Board Member Angstman states that they
267 need to make it known that the board recognizes that changing definitions of face-to-
268 face around health care delivery have created a lack of clarity about the intent of our
269 regulations and the board is working to address that. Board Member Dutson suggests
270 eliminating using the term “telehealth” when referring to clinical supervision because
271 it’s not “telehealth” it’s training, they are very different. The board agrees that
272 telehealth is providing therapy, and supervision is providing training. Chair Levy
273 states that there is a lot more involved in the training particularly supervision of
274 clinical practice, and is far more complex than can adequately be done by an internet
275 link. The board discusses adding regulations to clarify the meaning of “face-to-face”.
276 Records and Licensing Supervisor Hoffard suggests adding to the regulation which
277 defines appropriate supervision, 12 AAC 60.990(2), as there is an open regulations
278 project that this could be added to.

279 Chair Levy shared that he sent an email to Dr. Kristy Fuller asking for clarification on
280 her testimony yesterday, he reads her response. In her email Dr. Fuller states she is
281 bothered by what she feels is inappropriate billing practices of some self-proclaimed
282 “neuropsychologists” who practice and bill outside of their training and basic
283 competence. Chair Levy states they will have an opportunity to discuss the issues
284 brought up in her email when Deputy Director Chambers joins the meeting, as she will
285 help clarify the board’s scope of authority.

286
287 Agenda Item 12 - Old Business

288 Board Member Dutson gives an update on her progress in updating the licensing
289 statuses. She wants to include something that referenced retirement from clinical
290 practice but still actively licensed and able to conduct research, and suggests the term
291 “emeritus”. She also suggests a “transitional” license for when you have an LPA and
292 you’re working on your full psychologist license. The board discusses using the term
293 “sabbatical”, as well as using the term “upgraded” for when you’re working on going
294 from LPA to Ph.D. The board finds a problem with negative connotation that comes
295 with terms like “inactive” and “lapsed”. Records and Licensing Supervisor Hoffard
296 clarifies that the current terms for licensure are: active, lapsed, and expired, there is
297 no “inactive” status. The board agrees that using the term “upgraded” for a person
298 who goes from an LPA to a full psychologist license would help eliminate confusion
299 when viewing the status of the LPA license. Board Member Wieman suggest that for
300 using the term “sabbatical” you would have to let the department know what you’re up
301 to and planning to come back. Board Member Dutson states that she’s almost done
302 with the project and will have it ready for the next meeting. Chair Levy suggests that
303 per his meeting with Representative Kito yesterday, that once they’re done they draft a
304 letter to the other three mental health boards to show them what they’ve done and to
305 ask them if they’d like to join in an omnibus bill.

306
307

308 Break at 10:01 am
309 Return at 10:06 am

310
311 Deputy Director Chambers, joins the meeting per the request of Chair Levy to help add
312 more information as there was a difference of opinion yesterday regarding the board's
313 authority to create new licensure or standards regarding the practice of
314 neuropsychology. She discusses what the board can currently do, and what the board
315 can't do, how the board might be able to do that in the future. She gives the board
316 information on their current ability to deal with people who may be practicing outside
317 of their training. Under AS 08.86.204 the board has disciplinary authority if someone
318 is practicing after becoming unfit due to professional incompetence. The process she
319 gives an example is filing a complaint with investigations, the investigator would
320 gather information about the complaint and request a board member to serve as an
321 advisor on that case, that board member would work with the investigator to
322 determine if the person meets the standard of professional incompetence and to
323 determine if these are things the board has the authority to discipline or are there
324 criminal issues that they need to loop other agencies in on. The board member would
325 advise the investigator on a pathway and it would come before the board with a
326 proposed action. Deputy Director Chambers discusses the meaning of professional
327 incompetence as defined in 12 AAC 60.990(a)(3) and "to practice psychology" as
328 defined in and AS 08.86.230(6), and it would take statute change to create new
329 licenses. Board Member Gideon speaks about Dr. Fuller's email and asks how to
330 proceed with her concerns. Deputy Director Chambers states that either a complaint
331 can be reported to the division, or the board can undertake a regulations project to
332 define specialties along with their standards and education. There is a discussion
333 about how to deal with the issue in a way that is the best use of the board's time and
334 resources. Chair Levy adds that if someone wants the board to do this project, then he
335 would like that person to take responsibility for the project, do the research, and
336 present the information to the board for discussion. The board agrees that they
337 already have the tools, standards, and guidelines in place should there be a complaint,
338 and there is no need to spend the time to go through with all the legislative changes.

339
340 Break at 10:48 am
341 Return at 11:00 am

342
343 Regulation project discussion.

344
345 **UPON A MOTION MADE BY SARAH ANGSTMAN; SECONDED BY SUZANNE**
346 **DUTSON AND APPROVED UNANIMOUSLY, IT WAS RESOLVED TO PROPOSE THE**
347 **FOLLOWING AMENDMENTS TO REGULATION:**

348
349 **ADD 12 AAC 60.260(c) effective _____ each psychologist or psychological**
350 **associate seeking license renewal shall obtain and document for each renewal cycle**
351 **a total of three (3) contact hours in cross-cultural education specific to Alaskan**
352 **issues such as geographic challenges to service delivery in Alaska, Alaska native**
353 **culture, or the multi ethnic nature of Alaska's population.**

354
355 **ADD 12 AAC 60.990(2)(C) Supervision provided via a face-to-face meeting between**
356 **supervisor and supervisee conducted in person as opposed to a meeting conducted**
357 **at a distance through technology.**

358

359 UPON A MOTION MADE BY DEBORAH GIDEION; SECONDED BY SUZANNE
360 DUTSON AND APPROVED UNANIMOUSLY, IT WAS RESOLVED TO AMEND THE
361 AGENDA TO COME BACK FROM LUNCH AT 1:00PM TO MAKE BEST USE OF THE
362 BOARD'S TIME.

363
364 Agenda Item 13 - Administrative Business

365
366 The board discussed the next meeting dates; May 3-4, 2018, in Anchorage with the
367 exam on April 20, 2018; the following meeting will be scheduled for August 2-3, 2018,
368 in Anchorage, with exam on July 20, 2018. ASPPB's annual conference is April 16-17,
369 2018, in Savannah, GA; travel requests for all board members should be submitted.
370 The board signs meeting minutes and wall certificate.

371
372 Lunch at 11:33 am
373 Return at 1:00 pm

374
375 Agenda Item 14 - Executive Session - Draft of Exam Questions

376 Chair Levy reminded the board that during this work session the goal is to have two (2)
377 useful new questions for the exam.

378
379 UPON A MOTION MADE BY DEBORAH GIDEON; SECONDED BY SUZANNE
380 DUTSON AND APPROVED UNANIMOUSLY, IT WAS RESOLVED TO ENTER INTO
381 EXECUTIVE SESSION IN ACCORDANCE WITH AS 44.62.310(C), AND ALASKA
382 CONSTITUTIONAL RIGHT TO PRIVACY PROVISIONS FOR THE PUPOSE OF
383 DICUSSING MATTERS INVOLVING CONSIDERATION OF GOVERNEMENT RECORDS
384 THAT BY LAW ARE NOT SUBJECT TO PUBLIC DISCLOSURE. BOARD STAFF RENEE
385 HOFFARD, SARA CHAMBERS, RISSA TESKE, AND CHASE PARKEY TO REMAIN IN
386 THE ROOM.

387
388 OFF RECORD AT 1:04 PM
389 BACK ON RECORD AT 3:20 PM

390
391 During the work session the board got 6 questions close to being finished, they have
392 enough questions for the state law and ethics exam that will be given in April.

393
394 UPON A MOTION MADE BY SUZANNE DUTSON; SECONDED BY JOEL WIEMAN
395 AND APPROVED UNANIMOUSLY, IT WAS RESOLVED TO ADJOURN THE MEETING.

396 Chair Levy adjourned the meeting at 3:20 pm
397 Off the record at 3:20 pm

398
399 Respectfully Submitted:

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402 -----
403 Rissa Teske, Licensing Examiner

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406 Approved:
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408 -----
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Board Chair, Al Levy

Date

DRAFT

Investigative Report



MEMORANDUM

DATE: May 4, 2018
 TO: Alaska Board of Psychologists and Psychological Associate Examiners
 THRU: Sonia Lipker, Senior Investigator *SL*
 FROM: Autumn Roark, Investigator *AR*
 RE: Investigative Report for the May 10, 2018, Meeting

The following information was compiled as an investigative report to the Board for the period of January 23, 2018, through May 4, 2018. This report includes all investigations, complaints, and intake matters handled since the last report. The Division **opened one (1) matter and closed four (4) matters. One (1) matter** remains on going and/or under active investigation.

Matters opened by the Paralegal in Juneau, regarding continuing education audits and license action resulting from those matters are not covered in this report.

<u>CASE #</u>	<u>OPENED</u>	<u>COMPLAINT/INVESTIGATION</u>	<u>PROFESSION</u>
2018-000383	04/30/2018	Physical or Mental Disability	Psychologist

OPEN: TOTAL = 1

INVESTIGATIVE ACTIONS CLOSED SINCE LAST MEETING

2017-000766	Unprofessional Conduct	No Action- No Violation
2018-000074	Unprofessional Conduct	Incomplete Complaint
2018-000087	Unlicensed Practice	Incomplete Complaint
2018-000147	Unlicensed Practice	Incomplete Complaint

CLOSED: TOTAL = 4

The following licensees are on probation except as noted. All are in compliance with the terms of their license probation, at this time.

<u>NAME</u>	<u>START OF PROBATION</u>	<u>END OF PROBATION</u>
-------------	---------------------------	-------------------------

PROBATION CASES: TOTAL = 0

END OF REPORT

Division Update

Board of Psychologist and Psychological Associate Examiners
Schedule of Revenues and Expenditures

	FY 12		FY 13		FY 14		FY 15		FY16		FY17		FY18 1st - 3rd Qtr	
Licensing Revenue	\$	30,372	\$	156,899	\$	38,650	\$	174,938	\$	33,572	\$	193,265	\$	12,615
Allowable Third Party Reimbursement		-		-		-		-		-		-	\$	17
Total Revenue		30,372		156,899		38,650		174,938		33,572		193,265		12,632
Direct Expenditures														
Personal Services		40,952		55,234		69,884		58,896		37,479		28,054		30,622
Travel		7,486		9,816		14,041		22,637		13,089		14,489		11,292
Contractual		2,362		1,762		26,032		14,069		10,189		3,825		444
Supplies		258		172		78		50		19		149		-
Equipment		-		-		-		-		-		-		-
Total Direct Expenditures		51,058		66,984		110,035		95,652		60,776		46,517		42,358
Indirect Expenditures*		13,779		17,246		25,827		31,271		19,713		20,570		15,428
Total Expenses		64,837		84,230		135,862		126,923		80,489		67,087		57,786
Annual Surplus (Deficit)		(34,465)		72,669		(97,212)		48,015		(46,917)		126,178		(45,154)
Beginning Cumulative Surplus (Deficit)		331,261		296,796		369,465		272,253		320,268		273,351		399,529
Ending Cumulative Surplus (Deficit)	\$	296,796	\$	369,465	\$	272,253	\$	320,268	\$	273,351	\$	399,529	\$	354,375

** For the first three quarters, indirect costs are based on the prior fiscal year's total indirect amount on a percent of year completed basis.

Appropriation	(All)
Sub Unit	(All)
Activity Code	PSY1

Sum of Expenditures		Object Type Code				Grand Total
Object Code	Object Name	1000 - Personal Services	2000 - Travel	3000 - Services	4000 - Commodities	
1011	Regular Compensation	13,824.06				13,824.06
1023	Leave Taken	1,501.27				1,501.27
1028	Alaska Supplemental Benefit	1,007.83				1,007.83
1029	Public Employee's Retirement System Defined Benefits	228.66				228.66
1030	Public Employee's Retirement System Defined Contribution	792.57				792.57
1034	Public Employee's Retirement System Defined Cont Health Reim	637.07				637.07
1035	Public Employee's Retirement Sys Defined Cont Retiree Medical	158.10				158.10
1037	Public Employee's Retirement Sys Defined Benefit Unfnd Liab	1,792.00				1,792.00
1039	Unemployment Insurance	54.62				54.62
1040	Group Health Insurance	5,961.73				5,961.73
1041	Basic Life and Travel	6.65				6.65
1042	Worker's Compensation Insurance	159.89				159.89
1047	Leave Cash In Employer Charge	378.83				378.83
1048	Terminal Leave Employer Charge	196.91				196.91
1053	Medicare Tax	230.39				230.39
1062	GGU Business Leave Bank Contributions	89.31				89.31
1069	SU Business Leave Bank Contributions	100.31				100.31
1077	ASEA Legal Trust	17.29				17.29
1079	ASEA Injury Leave Usage	0.72				0.72
1080	SU Legal Trst	19.02				19.02
1970	Personal Services Transfer	3,464.73				3,464.73
2000	In-State Employee Airfare		1,178.34			1,178.34
2001	In-State Employee Surface Transportation		117.00			117.00
2002	In-State Employee Lodging		872.40			872.40
2003	In-State Employee Meals and Incidentals		372.10			372.10
2005	In-State Non-Employee Airfare		2,348.90			2,348.90
2006	In-State Non-Employee Surface Transportation		-			-
2007	In-State Non-Employee Lodging		2,203.96			2,203.96
2008	In-State Non-Employee Meals and Incidentals		1,017.40			1,017.40
2009	In-State Non-Employee Taxable Per Diem		128.00			128.00
2010	In-State Non-Employee Non-Taxable Reimbursement		905.35			905.35
2020	Out-State Non-Employee Meals and Incidentals		435.50			435.50
2022	Out-State Non-Employee Non-Taxable Reimbursement		1,708.31			1,708.31
2036	Cash Advance Fee		4.53			4.53
2970	Travel Cost Transfer		-			-
3001	Test Monitor/Proctor					-
3046	Advertising			292.91		292.91
3067	Honorariums/Stipend			96.00		96.00
3069	Commission Sales			55.00		55.00
4002	Business Supplies				-	-
Grand Total		30,621.96	11,291.79	443.91	-	42,357.66

Public Comment

Exam Scoring

There is 1 exam to score at this meeting. Each board member will be provided with the exam packet during the meeting.

Application Review

Application Review:

This time is allotted for board review of applications for licensure; each application needs 3 votes.

EXECUTIVE SESSION MOTION

Sec. 44.62.310. Government meetings public.

(c) The following subject may be considered in an executive session:

- (1) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
- (2) subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
- (3) matters which by law, municipal charter, or ordinance are required to be confidential;
- (4) matters involving consideration of government records that by law are not subject to public disclosure.

MOTION WORDING:

“In accordance with the provisions of Alaska Statute 44.62.310 (c), I move to go into executive session for the purpose of discussing (select the appropriate statutory citation for the situation):

- (1) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity; *OR***
- (2) subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion; *OR***
- (3) matters which by law, municipal charter, or ordinance are required to be confidential; *OR***
- (4) matters involving consideration of government records that by law are not subject to public disclosure.**

**Board staff is requested to remain during the session *OR*
Board only to remain during session.”**

Staff will then state **“The board is off the record at _____(time).”**

Friday May 11, 2018

Roll Call

BOARD OF PSYCHOLOGIST & PSYCHOLOGICAL ASSOCIATES

Board Membership Roster

<u>Board Member</u>	<u>Term</u>
Al Levy, Board Chair Psychological Associate Anchorage, AK [REDACTED]	March 1, 2020
Sarah Angstman Psychologist Bethel, AK [REDACTED]	March 1, 2019
Joel Wieman Psychologist Anchorage, AK [REDACTED]	March 1, 2020
Paul Dukarm Psychologist Fairbanks, AK [REDACTED]	March 1, 2021
Suzanne Dutson Public Member Juneau, AK [REDACTED]	March 1, 2020

Correspondence

From: [Board of Psychologists \(CED sponsored\)](#)
To: "Michael Reed, MS"
Cc: [Parkey, Chase T \(CED\)](#)
Subject: RE: Request for consideration of the full board
Date: Friday, February 23, 2018 2:26:00 PM

Michael,

Your letter will be given to the board for their review at the next board meeting, which is May 3-4, 2018.

Please let me know if you have any questions.

Sincerely,

Rissa Teske

Licensing Examiner
DCCED, Division of Corporations, Business,
and Professional Licensing
P.O. Box 110806
Juneau AK 99811-0806
(907) 465-2694 - Direct
(907) 465-2974 - Fax

From: Michael Reed, MS [REDACTED]
Sent: Wednesday, February 21, 2018 11:36 AM
To: Board of Psychologists (CED sponsored) <boardofpsychologists@alaska.gov>
Subject: Request for consideration of the full board

Good morning,

Please see the attached letter regarding a request of the board of psychologists and psychological associates. Please let me know if you have any questions regarding my request.

Best regards,

Mike

Michael J. Reed, MS, LPA, LPC-S, SOTP-I
Licensed Psychological Associate # 673
PO Box 210002
Anchorage, AK 99521
(907) 227-7527 - Direct Line
(877) 922-7692 - Fax



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Michael Reed, MS, LPA, SOTP-I

PO Box 210002, Anchorage, Alaska 99521

ph: (907) 227-7527 • fax: 1-877-922-7672



February 12, 2018

Alaska Board of Psychologists and Psychological Associates
C/O: Chairman Al Leavy, LPA
P.O. Box 110806
Juneau, AK 99811-0806

Dear members of the Licensing Board,

I am writing in regards to an amendment to the Board of Psychologists and Psychological Associates regulations regarding post-graduate supervision for psychologists. I currently hold a valid Alaska Psychological Associate license (PSYA673) and obtained two years of supervised experience by a licensed psychologist (Roger B. Graves, Ph.D.). I am a doctoral candidate in the Alaska Pacific University's Doctor of Psychology program. Currently regulations require an additional year of supervision by a licensed psychologist for me to move from a licensed psychological associate (LPA) to a licensed psychologist.

Before obtaining my LPA I had an additional year of supervised experience by Dr. JoAnn Bartley before I was able to start accruing hours under Dr. Graves. After obtaining my LPA as part of a requirement to obtain approval by the Alaska Department of Corrections (DOC) as a sex offender treatment specialist I was required to obtain an additional two and half (2.5) years of supervised experience under Dr. Graves as he is also a DOC sex offender treatment supervisor as well as a licensed psychologist. As part of my doctorate I will have completed six (6) separate practicums all under the supervision of a licensed psychologist (917.25 hours), as well as a 2,000 hour supervised pre-doctoral internship.

Sixteen lower-48 states (i.e., Alabama, Arizona, Connecticut, Indiana, Kentucky, Maryland, Massachusetts, New Hampshire, North Dakota, Ohio, Pennsylvania, Utah, Virginia, Washington State, West Virginia, and Wyoming) do not require post-doctoral supervised experience. Additionally, the American Psychological Association's Model Act for State Licensure of Psychologists (2010) does not require post-doctoral supervision. The Act states, "APA recommends that legislation requires the equivalent of two full-time years of sequential, organized, supervised, professional experience prior to obtaining the license" (p. 6). I am not asking the Board to not require all applicants for license as a psychologist to obtain post-doctoral supervised hours; however, I am merely pointing out that 32% of States already have already moved away from this post-doctoral requirement.

Alaska is growing more local psychologist than ever before in our State's history. The Board recently stated that LPAs scope of practice is essentially the same as psychologists. Both the University of Alaska Anchorage Ph.D. and Alaska Pacific University Psy.D. programs provide doctoral psychology training beyond the Master's degree and more LPAs are choosing to

advance to the level of licensed psychologist (e.g., Sarah Dewane, Mike Blakey, Samantha Bacon, and soon myself). My proposal is that the Board accept my 2,000 hours that I obtained during my LPA supervision period under Dr. Graves in lieu of an additional year of post-doctoral supervised experience when I apply for licensure as a psychologist. I understand that I will still have to complete all other requirements as set forth in A.S. 08.86.130.

Thank you for your time and consideration regarding this proposal.

Respectfully submitted,

Michael J. Reed, MS, LPA
Licensed Psychological Associate # 673
Doctoral Student in Counseling Psychology

Cc: AK-PA Board

From: [Parkey, Chase T \(CED\)](#)
To: [Teske, Rissa J \(CED\)](#)
Subject: Question for PSY Board
Date: Wednesday, May 02, 2018 1:20:46 PM
Importance: High

Rissa,

I was asked today whether the PSY board will still require a \$100 credential review fee for people who apply via the PLUS application path. I asked Renee and she did not remember the board making that determination yet. Will you ask the board at the next board meeting please to get an answer from them? Thanks

Chase Parkey

Records and Licensing Supervisor
Department of Commerce, Community and Economic Development
Division of Corporations, Business, and Professional Licensing
P.O. Box 110806
Juneau AK 99811-0806
(907) 465-2550



Any guidance provided by this electronic communication is not a binding legal opinion, ruling, or interpretation that may be relied upon, but merely guidance concerning existing statutes and regulations. There may be other unique or undisclosed facts, circumstances, and information that may have changed any guidance provided in this communication.

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From: Cathleen von Hippel
To: [Board of Psychologists \(CED sponsored\)](#)
Cc: [danielle Allen](#); [patrick Dulin](#)
Subject: Clarification re. Post-Doc
Date: Sunday, May 06, 2018 7:45:16 AM

Dear Members of the Board,

I am writing on behalf of Dr. Dulin and myself to clarify whether we can provide post-doctoral supervision for an employee in the context of our telepsychology practice.

As you know, in June of 2016 Governor Bill Walker signed SB74 into law, expanding the use of telemedicine to clinical psychologists. In response, Dr. Patrick Dulin and I developed a telepsychology practice that serves Alaskans using state-of-the-art technology to protect private health information and comply with state and federal regulations. We have developed our informed consent forms and practice guidelines according to recommendations developed by the American Psychological Association.

Telepsychology represents a significant advancement of mental health in our state because it obsoletes the need to travel to appointments and thereby allows access for individuals in rural areas.

Scope of Work. In my prior capacity as a partner at Psychology Resources, I previously helped train our potential post-doc during her pre-doctoral internship. The scope of work offered at Alaska Telepsychology is consistent with her prior training, with the sole difference that psychotherapy services will occur on a videoconferencing platform.

Our post-doc will provide 20 hours of direct services weekly, including psychotherapy for adolescents, young adults, and parents of children with special needs. She also may conduct psychological evaluations in person.

Supervision. Our post-doc will be provided with at least 1 hour of individual supervision weekly with a licensed psychologist, to occur in person or via face-to-face videoconferencing. Our post-doc also will participate weekly in one hour of case-conference via videoconference and one hour of continuing education in ethics or other topics relevant to her practice. Our post doc's clinical supervisor will have complete and immediate access at all times to the medical records of all patients, as these are stored online on a HIPAA-encrypted medical records platform. Our post-doc will have immediate access to her clinical supervisor who she will contact in person or via HIPAA-encrypted email, phone, or videoconferencing.

We expect Telepsychology to take off in Alaska, as it has in the Lower 48. In the meanwhile, we are challenged to apply licensing statues to state laws and appeal to the licensing board to clarify whether Samantha Bacon can accrue post-doctoral hours in a telepsychology practice.

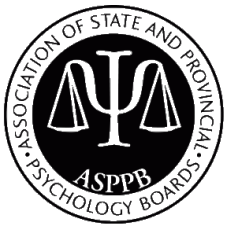
Thank you for your help.

Cathy von Hippel, Ph.D.

Alaska Telepsychology.

Old Business

ASPPB Conference Report



Association of State & Provincial Psychology Boards
 33rd Midyear Meeting
 April 12-15, 2018, Savannah, GA

Turning the Lens on Ourselves: Accountability in Regulation

Agenda

Thursday, April 12, 2018		
5:30 – 7:00 pm Savannah Marriott Atrium	Registration and Welcome Reception	
Dinner on your own		
Friday, April 13, 2018		
7:00 – 8:30 am Savannah Ballroom B	GENERAL BREAKFAST	
7:30 am	Registration	
8:30 – 9:00 am Savannah Ballroom A	GENERAL SESSION	
	Call to Order	Sharon Lightfoot
	Welcome from the Georgia Board	Marsha Sauls
	Continuing Education Instructions	John Mickley
	President’s Dinner Information	Anita Scott
	Introduction of Board of Directors and Staff	Stephen DeMers
	Overview of theme	Karen Messer-Engel
Session 1		CE Hours: 3 hours
9:00 – 10:15 am	“Accountability in Regulation” (Keynote)	Jan Robinson
10:15–10:30 am	Q & A	
10:30–10:45 am	BREAK	

10:45–11:45 am	Real World Examples of When It Goes Wrong	Dale Atkinson
11:45 – 12:00 Noon	Q & A	
12:00 noon – 1:30 pm Savannah Ballroom B	GENERAL LUNCH Special event honoring The retirement of Dr. Stephen DeMers	
Session 2		CE Hours: 2.5 hours
1:30 – 2:00 pm Savannah Ballroom A	Should There be a Universal Code of Conduct for Regulators?	Karen Messer-Engel
2:00 – 2:30 pm	Licensure: Fairness and Consistency in Evaluation of Applicants	Jurisdictional Panel ON – Rick Morris
2:30– 2:45 pm	BREAK	
2:45 - 3:45 pm	Town Hall - table discussions	Sharon Lightfoot (Moderator)
3:45 – 4:15 pm	Large Group – report back	
4:15 pm	ADJOURN	
6:30 – 8:30 pm Savannah Marriott Riverwalk	<i>PRESIDENT'S DINNER</i>	

Saturday, April 14, 2018

7:00 – 8:30 am Savannah Ballroom B	GENERAL BREAKFAST	
7:30 – 8:30 am McIntosh Room	Breakfast for ASPPB Volunteers – Information for serving on the Board of Directors or Committees for ASPPB	Sharon Lightfoot, Leslie Browning, Jackie Horn
8:30 – 8:45 am Savannah Ballroom A	GENERAL SESSION	
	❖ Call to Order and Announcements	Sharon Lightfoot

Session 3		CE Hours: 4 Hours	
8:30 – 9:00 am	Discipline: Fairness and Consistency in the Adjudication of Complaints	Jurisdictional Panel AB – Richard Spelliscy TX – Darrel Spinks VA – Herb Stewart	
9:00 – 10:00 am	Town Hall – table discussions	Sharon Lightfoot (Moderator)	
10:00–10:30 am	Large Group – report back		
10:30–10:45 am	BREAK		
10:45 – 11:15 a.m.	Standards: Establishing Standards for Practice for the Profession	Jurisdictional Panel GA – Marsha Sauls MO - Sarah Ledgerwood	
11:15 – 12:15 p.m.	Should There Be a Code of Conduct for Regulators?	Sharon Lightfoot (Moderator)	
	FARB Code of Conduct	Dale Atkinson	
12:15 – 12:45	Table Discussion/ Large Group		
12:45 pm Savannah Ballroom B	BOX LUNCH		
Session 4		CE Hours: 1.5 Hours	
1:00 – 2:30 pm	OPTIONAL SESSIONS		
Forsyth Room (2 nd Floor)	<ul style="list-style-type: none"> • EPPP PART 2 	Carol Webb Jackie Horn	
Franklin Room (2 nd Floor)	<ul style="list-style-type: none"> • NEW Board Member Training 	Alex Siegel	
2:30 pm	RECESS		
7:00 – 9:00 pm	Dinner on Your Own President’s Reception (dessert reception)		

Regulating the Regulator: Missouri's Checks and Balances

Sarah E. Ledgerwood, J.D.

ASPPB 33rd Midyear Meeting
Savannah, Georgia
April 12 – 15, 2018



ASPPB
Association of State and
Provincial Psychology Boards

Conflict of Interest Declaration

I have no conflict of interest in this presentation.

ASPPB 33rd Midyear Meeting
Savannah, Georgia
April 12 – 15, 2018



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Regulating the Regulator

- **A law and its regulations do create barriers to entry**
 - Misapplication for particular applicants, licensees
 - Misconstrue the legislative intent – too stringent, too lenient
 - Vagaries of enforcement – board members, “getting caught,” “human endeavor”
 - Blatant misbehavior
- **Balance between public protection and capitalism**
 - FDA – assuring safety of foods, medicines and cosmetics v. reduces the availability of needed medications while increasing prices
 - 109,000 small business owners in Canada named red tape as the number 2 business challenge after total tax burden.
 - “when it comes to red tape, there are virtually no measures to outline how significant an impact rules and regulations have on entrepreneurs.” COMPARE with MO



WE ARE NOT ALONE



Supreme Court Case Law

Chevron U.S.A. v. Natural Resources Defense Council, 467 U.S. 837 (1984)

Set forth the legal test for determining whether to grant deference to a government agency's interpretation of a statute it administers. Created a two-part test, now called the Chevron two-step test:

"First, always, is the question whether Congress has directly spoken to the precise question at issue. If the intent of Congress is clear, that is the end of the matter; for the court, as well as the agency, must give effect to the unambiguously expressed intent of Congress. If, however, the court determines Congress has not directly addressed the precise question at issue, the court does not simply impose its own construction on the statute . . . Rather, if the statute is silent or ambiguous with respect to the specific issue, the question for the court is whether the agency's answer is based on a permissible construction of the statute." *Id. at 842-43.*

ASPPB 33rd Midyear Meeting
Savannah, Georgia
April 12 – 15, 2018



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Provincial Psychology Boards

Supreme Court Case Law cont.

Auer v. Robbins, 519 U.S. 452 (1997)

Expands Chevron deference by giving the agency the highest deference.

Auer did not adopt the two-step process for review in Chevron, but rather, a single level standard of deference “to an agency’s permissible interpretation of its regulation.”

Auer deals with the agency’s interpretation of its own regulation, as opposed to the agency’s interpretation of the statute as in Chevron.

Supreme Court Case Law cont.

City of Arlington, Texas, et al. v. FCC, 569 U.S. ___, (2013)

Courts must apply the *Chevron* doctrine and defer to an agency's interpretation of its jurisdiction when that jurisdiction is called into question. The *Chevron* doctrine is supported Congressional intent that an agency should determine its jurisdiction when there is ambiguity in a statute.

The Court held that there was no significant difference between "run-of-the-mill" ambiguity and important, "jurisdictional" ambiguity. Instead, every new application of an ambiguous statutory term could be reframed as a jurisdictional issue concerning the *who, what, where, or when* questions of an agency's regulatory power. The test should look at whether the statute's language prevents the agency's assertion of authority. If the agency's assertion is based on a permissible interpretation of the statute, then the courts must defer to the agency.



Supreme Court Case Law cont.

Michigan v. EPA, 576 U.S. __ (2015)

The EPA interpreted the Clean Air Act unreasonably when it decided that it should not consider costs when regulating power plants.¹

The Court analyzed the EPA's interpretation of the Clean Air Act under [Chevron Deference](#), and concluded that the Agency "strayed far beyond [the] bounds" of "reasonable interpretation" when it determined that it could ignore costs.

Some commentators have suggested that *Michigan v. EPA* may foreshadow a retreat from the Court's prior [administrative law](#) jurisprudence, which generally gave deference to an agency's reasonable interpretation of an ambiguous statute

Missouri – SHOW ME THE REGULATIONS!!



ASPPB 33rd Midyear Meeting
Savannah, Georgia
April 12 – 15, 2018



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Association of State and
Provincial Psychology Boards

Missouri Rulemaking Regulates the Regulator

Rulemaking is driven only by legislative authority

- 1. Board drafts – open meeting, Sunshine Law, documents, approval**
- 2. To Division to review – Division Director, Division Legal Counsel**
- 3. To Department for review -- Department Director, General Counsel**
- 4. To Governor's Office for approval**
- 5. SOS, JCAR, Small Business**
- 6. Missouri Register with 30 days public comment period**
- 7. Boards must respond to all public comments**
- 8. Final rulemaking process (JCAR hearing)**



Rulemaking Documents

- **Governor's Office Questions**
- **Small Business Impact Statement**
- **Public Fiscal Note**
- **Private Fiscal Note**

ASPPB 33rd Midyear Meeting
Savannah, Georgia
April 12 – 15, 2018



ASPPB
Association of State and
Provincial Psychology Boards

20 QUESTIONS ...

Please submit the completed form and attachments to Justin Smith and Kristen Sanoeki by hand delivery or mail to the Governor's Office (Capitol Room 216) or by fax (1-1495). In accordance with Executive Order 17-03, the Governor's Office must approve each rule twice during the rulemaking process: (1) before the proposed rule is filed with the Secretary of State for notice and comment; and (2) before the rule is adopted by the state agency and the order of rulemaking is filed with JCAR and the Secretary of State. Accordingly, this form also should be submitted twice. Upon approval, the Governor's Office will send an approval letter to the identified contact person. This letter should be included in the rulemaking packet submitted to the Secretary of State and/or JCAR.



Or just a sampling ...

1. **Why is the proposed rule needed now? And why has it not been promulgated previously?**
 2. **Is the rule needed as a result of legislation or litigation? Based on any federal, state or local regulation or ordinance?**
 3. **How is the proposed rule essential to the health, safety or welfare of Missouri residents?**
 4. **Have the costs and benefits been quantified?**
 5. **What process and schedule exist to measure the effectiveness of the proposed rule?**
 6. **Do less restrictive alternatives exist? Does the rule adversely impact Missourians?**
 7. **Stakeholders? Opposition to the rule? Public hearing?**
-



Small Business Impact Statement

- **Small Business Regulatory Fairness Board**
- **Describe methods agency considered to reduce the impact on small business**
- **Explain how agency involved small businesses in development of the rule**
- **Probably costs and benefits? Amount agency will collect?**
- **Businesses that will be required to comply? Direct and indirect costs of compliance?**
- **Contain provisions more stringent than other similar standards?**



Ethical Rules of Conduct 20 CSR 2235-5.030

- (1) General Principles
- (2) Definitions
- (3) Competence
- (4) Maintenance and Retention of Records
- (5) Continuity of Care
- (6) Multiple Relationships
- (7) Client Welfare
- (8) Welfare of Supervisees, Clients, Research Subjects and Students
- (9) Protecting Confidentiality of Clients
- (10) Integrity and Representation of Title and Services
- (11) Remuneration
- (12) Assessment Procedures
- (13) Violation of Law
- (14) Aiding Unauthorized Practice
- (15) Resolving Issues

ASPPB 33rd Midyear Meeting
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April 12 – 15, 2018



ASPPB
Association of State and
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Other Checks and Balances

Legislature

RULEMAKING AUTHORITY GRANTED BY LEGISLATION

Other States

TRENDS, RECIPROCITY CONCERNS, COMPACTS

Litigation

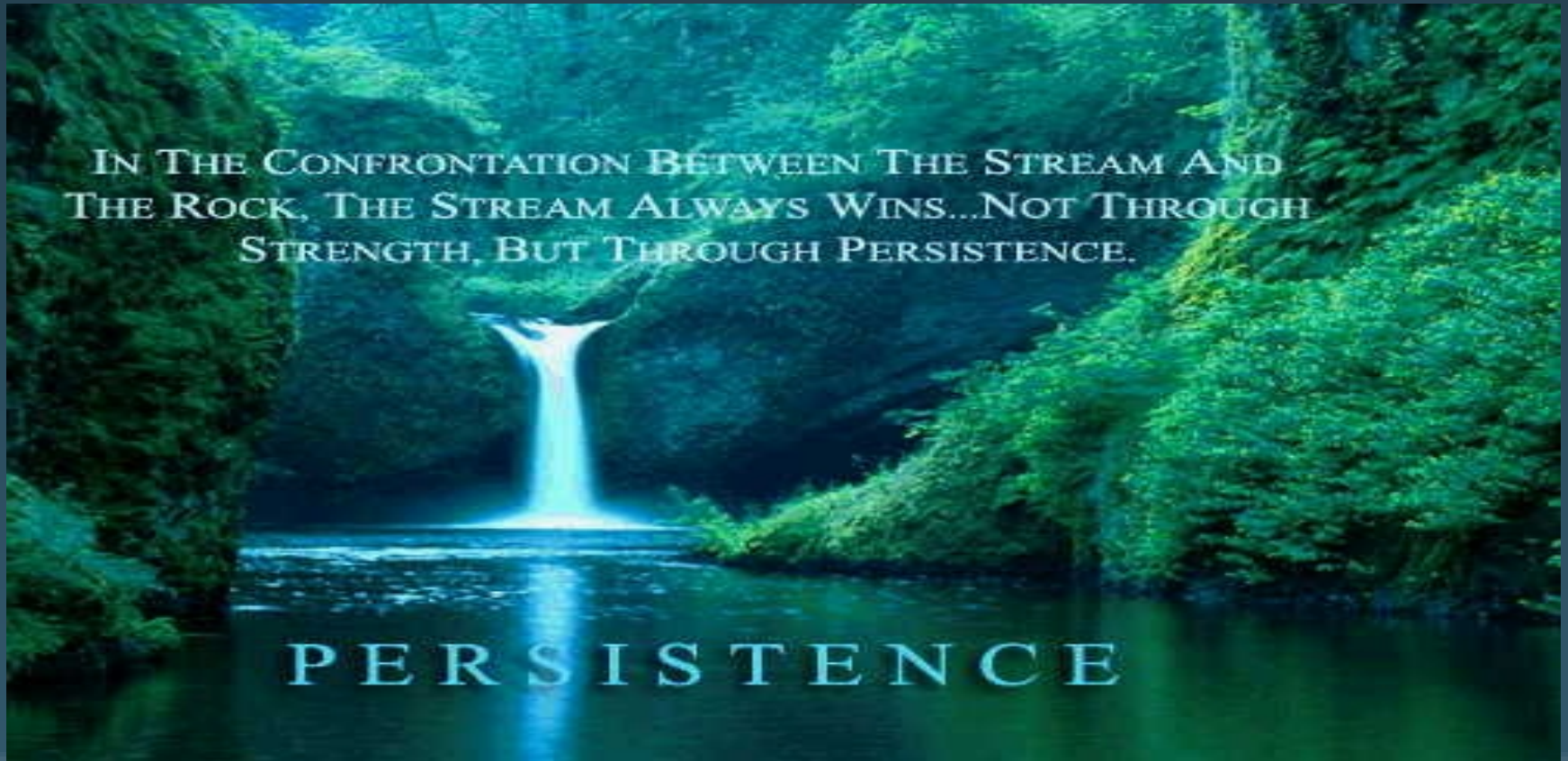
FEDERAL, STATE, OTHER PROFESSIONS

ASPPB 33rd Midyear Meeting
Savannah, Georgia
April 12 – 15, 2018



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Conclusion



ASPPB 33rd Midyear Meeting
Savannah, Georgia
April 12 – 15, 2018



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Questions???

ASPPB 33rd Midyear Meeting
Savannah, Georgia
April 12 – 15, 2018



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New Business

PSYPact

From: [Dutson, Suzanne T \(HSS\)](#)
To: [Teske, Rissa J \(CED\)](#)
Subject: Psypact
Date: Monday, April 23, 2018 12:30:21 PM

Just wanted to update you on my teleconference with Janet from ASPPB about Psypact today. She is going to check with ASPPB Psypact legal counsel to see if adding a specialized screening tool for Alaska has any legal implications for Psypact agreements.

If you could place this issue on the agenda for the next meeting under "new business" (I think that's where it should go) I would really appreciate it. She is going to get back to me before the meeting to update me on the legal counsel opinion on this matter so that I can discuss it with the board.

Suzanne Dutson, MS Psy.

Eligibility Technician II



State of Alaska
Department of Health and Social Services
Division of Public Assistance
Juneau District Office
10002 Glacier Hwy, Suite 201
Juneau, AK 99801

Phone 907-465-3537
Toll Free 1-800-478-3537
Fax 1-907-465-4657
dpajuneau.controlck@alaska.gov

From: [Dutson, Suzanne T \(HSS\)](#)
To: [Teske, Rissa J \(CED\)](#)
Subject: ASPPB Psypact call
Date: Friday, May 04, 2018 12:14:29 PM

I just got off the phone with Janet Orwig, ASPPB Psypact Coordinator. She consulted with ASPPB Psypact legal counsel regarding the addition of my screening tool idea to the Alaska Psypact agreement with professionals who want to engage in service provision in Alaska. Legal Counsel says it is not a problem to add this sort of screening tool (and he not only supports it, but he and Janet want a copy of it for other states who have rural issues touse !!) as it is an adjunct to informed consent agreements and not a condition of licensure in our state.

He states that we can "strongly advise" or "recommend" but can't "require" professionals to use it in their informed consent agreements as a screening tool. It doesn't impact the legality of Alaska participating as it is not a condition of licensure, merely an adjunct to informed consent and best practices in rural telepsychology. service provision in Alaska (and other states).

If you could please upload this communication to the Board Packet for my presentation, I would most appreciate it, Rissa. Thanks !!

Suzanne Dutson, MS Psy.

Eligibility Technician II



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Juneau District Office
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Annual Report

Annual Report

Fiscal Year 2017

BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS



DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING

This annual performance report is presented in accordance with
Alaska statute AS 08.01.070(10).

Its purpose is to report the accomplishments, activities, and the
past and present needs of the licensing program.

**BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS
FY 2017 Annual Report**

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**BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS
FY 2017 Annual Report**

Identification of the Board

Board Member	Duty Station	Date Appointed	Term Expires
Allen L. Levy, LPA Psychological Associate Board Chair	Anchorage	Mar 01, 2012	Mar 01, 2020
Sarah Angstman, Ph.D Psychologist	Bethel	Jan 01, 2016	Mar 01, 2019
Joel B. Wieman, Ph.D Psychologist	Anchorage	Mar 01, 2012	Mar 01, 2020
Deborah Gideon, Ph.D Psychologist	Anchorage	Mar 01, 2017	Mar 01, 2021
Suzanne Dutson Public Member	Juneau	Sep 09, 2016	Mar 1, 2020
Kristi Fuller, Ph.D Psychologist (previous)	Anchorage	Mar 01, 2009	Mar 01, 2017

**BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS
FY 2017 Annual Report**

Identification of Staff

Renee Hoffard – Examiner

Department of Commerce, Community & Economic Development
Division of Corporations, Business and Professional Licensing
Post Office Box 110806
Juneau, Alaska 99811-0806
(907) 465-2550

N. Akers – Investigator

Department of Commerce, Community & Economic Development
Division of Corporations, Business and Professional Licensing
550 W. 7th Ave., Suite 1500
Anchorage, AK 99501-3567
Work: (907) 269-8156

Alvin Kennedy – Senior Investigator

Department of Commerce, Community & Economic Development
Division of Corporations, Business and Professional Licensing
550 W. 7th Ave., Suite 1500
Anchorage, AK 99501-3567
Work: (907) 269-8156

Jun Maiquis – Regulations Specialist

Department of Commerce, Community & Economic Development
Division of Corporations, Business and Professional Licensing
Post Office Box 110806
Juneau, Alaska 99811-0806
(907) 465-2550

BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS FY 2017 Annual Report

Narrative Statement

The FY 2017 report of activities is based on meetings of the Board held between July 1, 2016 and June 30, 2017. During that period, the Board held three meetings for a total of seven days. Meetings were held in Anchorage on November 3-4, 2016; Juneau on February 1-3 2017; and Anchorage April 13-14, 2017.

The Board continues with the goals and purposes of protection of: the public; ensuring the public of continued competency of licensed psychology professionals; ensuring psychological care is offered by professionally qualified persons; and ensuring qualified psychology practitioners are available. The Board has approved applicants for licensure as Psychologists and Psychological Associates, as well as monitored continuing education requirements.

Board member, Allen Levy, attended the Annual Meeting of Delegates for the Association of State and Provincial Psychology Boards (ASPPB) on October 19-23, 2016 in Baltimore, MD. Public Member Suzanne Dutson, attended the ASPPB mid-year conference in Memphis, TN on April 27-30, 2017. Attending these conferences is necessary for maintaining the competence of the Board. ASPPB provides valuable training, resources and support. Board members have the opportunity to remain informed about key issues relating to licensure, enforcement, ethics and even Supreme Court decisions that directly impact Board functions and responsibilities. Attendance at ASPPB annual and mid-year conferences by all Board members in FY 2018 is mission critical, due to the turnover in Board members, licensing examiners and investigator this Board experienced in FY 2017. This Board cannot afford to lose these valuable training opportunities.

The efficient and effective functioning of this Board has been compromised and disrupted by repeated turnover in the licensing examiners assigned to this Board. The inability to hold on to and train a licensing examiner has been a serious problem for the past six years. This Board understands and accepts the circumstances that contributed to this instability; nevertheless this frequent turnover in licensing examiners has resulted in a loss in institutional memory, added costs and serious delays and disruptions in critical functions of this Board. This Board lost another licensing examiner in August 2016. At about the same time the working copy of the State Law and Ethics Exam disappeared. The loss of this material was nothing less than catastrophic. The Board has spent significant time in meetings working to reconstruct the examination. The Board scheduled an extra work day for the February meeting solely dedicated to work on new questions for the State Law and Ethics Exam.

The Board's progress in achieving identified goals was, again, significantly impacted by turnover in licensing examiners, the appointment of new members needing training, and the inability to get those members training opportunities afforded by attendance at ASPPB conferences.

On a positive note, the Board is now fully staffed and our new licensing examiner comes to us with a great deal of experience, competence and dedication. We are looking forward to FY 2018 as a year of great progress and opportunity.

Membership

There have been significant changes to the Board membership in FY 2017. Kristi Fuller's term expired on March 1, 2017 and she was replaced by Deborah Gideon, PhD, from Anchorage. As the newest member, Ms. Gideon needs training. Public member, Suzanne Dutson joined us in November 2016. She also needs training, but has already shown herself to be a useful and motivated member of this Board.

FY 2017 Narrative Statement (continued)

Investigations

Sonia Lipker was replaced 2016. There have been a series of investigator transfers that has not affected the quality of investigations. An investigator has attended each of our Board meetings, either in person, or by phone and has provided comprehensive and timely updates regarding investigative matters. Investigators actively sought consultation and advice on matters that came before them. Investigative matters appear to have been handled effectively and efficiently.

Testing and Test Items

The State Law and Ethics Exam is an essential tool in the Board's mission of protecting the public and assuring a qualified pool of psychology practitioners. The Board has been in the process of updating, revising and evaluating test items, as well as creating new items in order to keep the state exam valid and relevant to current psychological practice. The Board has set aside time at each meeting in order to accomplish this high priority task. However, that work suffered a serious setback and one of the mandated functions of the Board (i.e., testing) was significantly impacted when the working copy of the State Law and Ethics Exam disappeared. All scheduled tests were successfully administered in spite of this disaster. The Board responded effectively and was able to prepare new test materials without disruption, but at cost of great effort and stress on the part of the Board. The Board is moving forward with creating new test items. Productive conversations were held with the Division to address test security and prevent a recurrence of this problem. This incident is included here in order to highlight the importance of continuity and training of the licensing examiner. It is not intended to cast blame on the examiner, the department or any other individual or group. The intent is to emphasize the importance of stability, continuity and experience in the effective, proper and efficient operations of this Board.

Statute and Regulation Changes

The Board is engaged in an ongoing process of updating its regulations. In Fall of 2015, the Board received training and consultation from the ASPPB lawyer, Alex Siegel. Mr. Siegel pointed out areas in the regulations that were in need of being updated. The Board has continued the process of updating and reviewing its regulations. The Board successfully updated its fees. There has been a significant difference in licensing fees for Psychologists and Psychological Associates. Upon careful review, it was discovered that there is no difference in the cost of administering these two licenses. In addition, the scope of practice of both licenses is essentially similar. The two most significant differences were that Psychological Associates cannot call themselves "doctor" and they cannot provide more than 20% of the supervision to Psychologists or Psychological Associates during their period of supervised practice, prior to becoming fully licensed. The upshot of this was that Psychologists, by virtue of paying a higher license fee, were subsidizing Psychological Associates. With this fee correction and other modest fee increases, the Board was able to assure the continued fiscal stability of its operations.

Future Board Meetings

The Board is continuing to hold the majority of its meetings in Anchorage, in the interest of holding down costs. However, the Board also recognizes that there is value in making meetings accessible to stakeholders in different parts of the state. Therefore, the Board plans to hold its January meeting in Juneau to coincide with the opening of the legislative session. The Board will continue to meet four times per year.

**BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS
Fiscal Year 2017 Annual Report**

Budget Recommendations for FY 2018

The Budget Recommendations section anticipates the board’s fiscal priorities for the upcoming year. Please complete all parts of this section with details about anticipated meetings, conferences, memberships, supplies, equipment, to other board requests. Meeting expenses that are being funded through third-party reimbursement or direct booking must be identified separately from expenses paid through license fees (receipt-supported services or RSS). Be sure to explain any items listed as “other” so they may be tracked appropriately.

#1 Rank

(Rank board meetings in order of importance)

Board Meeting Date	Location	# Board	# Staff
August 2017	Anchorage	5	1
<input checked="" type="checkbox"/> Airfare:			\$600.00
<input checked="" type="checkbox"/> Hotel:			\$800.00
<input checked="" type="checkbox"/> Ground:			\$300.00
<input checked="" type="checkbox"/> Other:			\$430.00
Total Estimated Cost:			\$2,130.00

#2 Rank

(Rank board meetings in order of importance)

Board Meeting Date	Location	# Board	# Staff
November 2017	Anchorage	5	1
<input checked="" type="checkbox"/> Airfare:			\$600.00
<input checked="" type="checkbox"/> Hotel:			\$800.00
<input checked="" type="checkbox"/> Ground:			\$300.00
<input checked="" type="checkbox"/> Other:			\$430.00
Total Estimated Cost:			\$2,130.00

#3 Rank

(Rank board meetings in order of importance)

Board Meeting Date	Location	# Board	# Staff
January/February 2018	Juneau	5	1
<input checked="" type="checkbox"/> Airfare:			\$1,850.00
<input checked="" type="checkbox"/> Hotel:			\$3,000.00
<input checked="" type="checkbox"/> Ground:			\$200.00
<input checked="" type="checkbox"/> Other:			\$430.00
Total Estimated Cost:			\$5,480.00

**BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS
Fiscal Year 2017 Annual Report**

Budget Recommendations for FY 2018

The Budget Recommendations section anticipates the board’s fiscal priorities for the upcoming year. Please complete all parts of this section with details about anticipated meetings, conferences, memberships, supplies, equipment, to other board requests. Meeting expenses that are being funded through third-party reimbursement or direct booking must be identified separately from expenses paid through license fees (receipt-supported services or RSS). Be sure to explain any items listed as “other” so they may be tracked appropriately.

#4 Rank

(Rank board meetings in order of importance)

Board Meeting Date	Location	# Board	# Staff
April/May 2018	Anchorage	5	1
<input checked="" type="checkbox"/> Airfare:			\$600.00
<input checked="" type="checkbox"/> Hotel:			\$800.00
<input checked="" type="checkbox"/> Ground:			\$300.00
<input checked="" type="checkbox"/> Other:			\$430.00
Total Estimated Cost:			\$2,130.00

Travel Required to Perform Examinations

Not applicable

Date	Location	# Board	# Staff
Description of meeting and its role in supporting the mission of the Board:			
<input type="checkbox"/> Airfare:			\$0.00
<input type="checkbox"/> Hotel:			\$0.00
<input type="checkbox"/> Ground:			\$0.00
<input type="checkbox"/> Conference:			\$0.00
<input type="checkbox"/> Other:			\$0.00
Describe “Other” (break out all sections):			
Total Estimated Cost:			\$0.00

Out-of-State Meetings and Additional In-State Travel

Not applicable

Date	Location	# Board	# Staff	
October 17-22, 2017	Waikoloa, HI	5	1	
Description of meeting and its role in supporting the mission of the Board:				
ASPPB Annual Meeting. See the Narrative Statement (above) for details.				
Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$6,000.00	\$0.00	\$0.00	\$6,000.00
<input checked="" type="checkbox"/> Hotel:	\$5,550.00	\$0.00	\$0.00	\$5,550.00
<input checked="" type="checkbox"/> Ground:	\$500.00	\$0.00	\$0.00	\$500.00
<input checked="" type="checkbox"/> Conference:	\$1,740.00	\$0.00	\$0.00	\$1,740.00
<input checked="" type="checkbox"/> Other	\$1,500.00	\$0.00	\$0.00	\$1,500.00
Describe "Other" (break out all sections):				
Net Total:	\$15,290.00	\$0.00	\$0.00	\$15,290.00

Out-of-State Meetings and Additional In-State Travel

Date	Location	# Board	# Staff	
April 12-15, 2018	Savannah, GA	5	1	
Description of meeting and its role in supporting the mission of the Board:				
ASPPB Mid-Year Meeting. See the Narrative Statement (above) for details.				
Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$6,000.00	\$0.00	\$0.00	\$6,000.00
<input checked="" type="checkbox"/> Hotel:	\$5,000.00	\$0.00	\$0.00	\$5,000.00
<input checked="" type="checkbox"/> Ground:	\$500.00	\$0.00	\$0.00	\$500.00
<input checked="" type="checkbox"/> Conference:	\$1,740.00	\$0.00	\$0.00	\$1,740.00
<input checked="" type="checkbox"/> Other	\$1,500.00	\$0.00	\$0.00	\$1,500.00
Describe "Other" (break out all sections):				
Net Total:	\$14,740.00	\$0.00	\$0.00	\$14,740.00

BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS
Fiscal Year 2017 Annual Report

Budget Recommendations for FY 2018 (continued)

Non-Travel Budget Requests

- | | | |
|--|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Not Applicable | <input type="checkbox"/> Resources | <input type="checkbox"/> Examinations |
| <input checked="" type="checkbox"/> Membership | <input type="checkbox"/> Training | <input type="checkbox"/> Other |

Product or Service	Provider	Cost Per Event
ASPPV Annual Membership Dues	Association of State and Provincial Psychology Boards (ASPPB)	\$1,000.00

Description of item and its role in supporting the mission of the Board:

Essential to maintain nation's organizational membership.

Summary of FY 2018 Fiscal Requests

Board Meetings and Teleconferences:	\$11,870.00
Travel for Exams:	\$0.00
Out-of-State and Additional In-State Travel:	\$30,030.00
Dues, Memberships, Resources, Training:	\$1,000.00
Total Potential Third-Party Offsets:	-\$0.00
Other:	\$0.00
Total Requested:	\$42,900.00

BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS
Fiscal Year 2017 Annual Report

Regulation Recommendations Proposed Legislation for FY 2018

No Recommendations

The Board has no recommendations for proposed legislation at this time.

Recommendations

The Board has the following recommendations for proposed legislation:

1. Legislation to authorize the Board to conduct criminal background checks of applicants.
2. Psychology Interjurisdictional Compact (PSYPACT): ASPPB is developing a program of interstate compacts that will allow for licensure portability, improved screening and processing of applicants by credential and will assist us in compliance with the requirements of the recently passed telehealth bill. Participation in PSYPACT will require legislative action.
3. Authority to create license categories such as “retired” to reflect changes in work, age or health status that do not negatively reflect on the license holder.

BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS
Fiscal Year 2017 Annual Report

Regulation Recommendations for FY 2018

No Recommendations

The Board has no recommendations for proposed regulations at this time.

Recommendations

The Board has the following recommendations for proposed regulations:

1. Adopting ASPPB's Code of Conduct to replace the APA Code of Ethics.
2. Review regulations regarding supervision, with an eye towards making supervision more accessible and flexible while maintaining high standards of quality of supervision. This change recognizes the challenges Alaska presents to license candidates in finding supervision in rural and remote locations.

BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS

Fiscal Year 2017 Annual Report

Goals and Objectives

Part I — FY 2017's goals and objectives, and how they were met:

1. To enforce the Psychology Practice Act by:

- a. Requesting to hold meetings for FY 2016 and to hold teleconference meetings as deemed necessary.

The Board met five times in FY 2016. The Board held three meetings in FY 2017. During those meetings the Board evaluated and approved license applications, conducted evaluations and proposed regulatory changes consistent with the growing and changing needs of the public.

- b. To maintain Board activity and involvement in review of investigative matters regarding the practice of Psychology. To maintain an annual update of the list of expert witnesses that the Division of Corporations, Business and Professional Licensing, Investigative Section, may use for investigative matters.

The Board received an investigative report during each meeting. The Board assured that the investigator had convenient and timely access to qualified Board Members to review data collected during the investigative process. The Board is prepared to provide the Investigator with appropriate referrals to well qualified Psychologists should their expertise be required.

- c. To request that the Division of Corporations, Business and Professional Licensing, Investigative Section, continued to provide statistics reflecting the number of cases investigated, provide a projected cost of those investigations, provide the Department of Law expenses so that the Board can be aware of the project expenses, and advised annually of the projected cost with updates given quarterly.

The Division of Corporations, Business and Professional Licensing provided quarterly reports concerning budgetary expenditures relative to broad investigative categories.

- d. Adhering to statutes and regulations in awarding licenses to applicants.

All applications received by the Board were reviewed and acted on, consistent with current statutes and regulations. Timeliness of application processing was improved after resolving problems encountered in evaluating electronic copies of applications and official transcripts. The licensing examiner currently serving the Board has enacted improvements in processing applications. Board member Sarah Angstman and examiner, Renee Hoffard, revised the Psychologist Application making it easier for applicants to show compliance with internship requirements.

- e. To continue to review AS. 08.86.204 – grounds for imposition of disciplinary sanctions and to recommend statutes or regulations as deemed necessary.

The Board did not find a need to recommend statutory or regulatory changes related to imposition of disciplinary sanctions during FY 2016.

2. To ensure continued competency of licensed psychology professionals by:

- a. Providing review in improved procedures to document continuing education of licensees for the June 2017 renewal.

The Board has begun the process of implementing the PLUS Program offered by ASPPB for new and renewal license applicants.

- b. Continue to encourage the Alaska Psychological Association (AK-PA) to communicate with Board matters of interest or concern regarding competency, licensing, continuing education or other information relevant to the practice of psychology in the State of Alaska.

The Board makes a specific agenda item for a representative of AK-PA to address the Board during the public comment portion of each meeting.

- c. To review the Division of Corporations, Business and Professional Licensing proposed fee request for renewals of Psychologists and Psychological Associates licenses, which will expire on June 30, 2017.

The Board reviewed and updated application and other fees. The Board recommended a fee equalization for Psychologist and Psychological Associate licensing fees. This recommendation was approved. There was no difference in the cost of administering these two licenses. In addition, the scope of practice of both licenses is essentially similar. The two most significant differences were that Psychological Associates cannot call themselves "doctor" and they cannot provide more than 20% of the supervision to Psychologists or Psychological Associates during their period of supervised practice prior to becoming fully licensed. The upshot of this was that Psychologists, by virtue of paying a higher license fee, were subsidizing Psychological Associates. With this fee correction and other modest fee increases the Board was able to assure the continued fiscal stability of its operations.

BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS

Fiscal Year 2017 Annual Report

Goals and Objectives (continued)

Part I (continued)

FY 2017's goals and objectives, and how they were met:

3. To assure the public that persons offering psychological care throughout the State of Alaska are professionally qualified by:

- a. Review of AS 08.86.130 (licensing requirements) and recommend statutory or regulation changes as deemed necessary. The Board reviewed AS 08.86.130 and associated regulations on an ongoing basis while reviewing applications for new licenses. Maintain Board knowledge of issues and licensing.

Activity #1: to send at least two Board members to ASPPB annual and midyear conferences.

The Board received approval to send only one Board member to the ASPPB annual and midyear conferences. Our licensing examiner was able to attend the midyear conference because her costs were paid by ASPPB.

Activity #2: make available online training available through the Council on Licensure, Enforcement and Regulation to each Board member annually. The Board could do more with this valuable resource.

4. To ensure the public that qualified psychology providers are available by:

- a. Continuing to review applications for licensure and issue licenses in accordance with statutes and regulations.

Thanks to our new licensing examiner, the application review process has become more efficient. She has excellent organizational skills and attention to detail. At each meeting, she has presented the Board well organized application packets ready for review. Additionally, our licensing examiner and Board member Sarah Angstman made significant improvement to Proof of Internship form. This improvement makes internship requirements easier to verify and more understandable to the applicants.

The Board is working with ASPPB to make use of ASPPB's PLUS Program. This is a service provided by ASPPB at no cost to the state. The Psychology Licensure Universal System® or "PLUS" is an online system designed to allow individuals to apply for licensure, certification, or registration in any state, province, or territory in the United States or Canada currently participating in the PLUS program. The PLUS also enables concurrent application for the ASPPB Certificate of Professional Qualification in Psychology (CPQ)® and the ASPPB Interjurisdictional Practice Certificate (IPC)®. All information collected as part of the application is deposited and saved in the ASPPB Credentials Bank®: a Credentials Verification & Storage Program (The Bank) where it can be accessed by the applicant or forwarded to any other licensing Board, organization, entity, or individual, upon request at any time in the future (transfer fees may apply). We are currently in the testing and development stage of the process.

- b. Conduct four jurisprudence examinations for FY 2017.

The Board conducted jurisprudence examinations in Fairbanks, Anchorage and Juneau, as requested by applicants and scheduled by the Board. In spite of the near catastrophic loss of the working copy of the State Law and Ethics Exam, the Board was able to conduct all jurisprudence exams as scheduled; thanks to the hard work of our licensing examiner and the willingness of Board members to put in extra hours in order to recover and rebuild the test.

Desk manuals that are supposed to be kept current by the licensing examiner were hopelessly out of date because of the frequent turnover in licensing examiners over the past six years. No licensing examiner has been on the job long enough to revise and update the desk manual. It is hoped that our current licensing examiner will stay with us long enough to accomplish a thorough update of the desk manual. In the time she has been with us, she has shown to be highly competent, dedicated and effective.

- c. To review and update the current pool of questions for the State Law and Ethics Examination.

The Board dedicated significant amounts of time in FY 2015 to update and improve the test bank questions. The Board had to suspend this effort in FY 2016 due to turn over in staff and Board members. The Board experienced a significant setback on this project with the disappearance of the working copy of the State Law and Ethics Exam. The Board and the division have taken steps to improve security of the test and to resume work on improving and updating the pool of questions.

- d. Maintaining good relations and professional relationships with training programs and professional associations.

The Board has offered a set time on the agenda to AK-PA at every meeting for its representative to address the Board. The Board Chair was recently invited to meet with leading professors at UAA's Psychology Department. The meeting led to suggestions on how to improve the readiness of students for licensure and also possible regulation changes regarding supervision.

**BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS
Fiscal Year 2017 Annual Report**

Goals and Objectives (continued)

Part I (continued)

FY 2017's goals and objectives, and how they were met:

5. To promote high professional standards of psychology practice by:

- a.** Assessing the impact of continuing education requirements for the license renewal process.

This is an on-going topic of discussion at regularly scheduled meetings.

- b.** Educating the public regarding the practice of psychology and the purpose of the Board by:

Activity #1: Advertise meetings of the Board.

All scheduled meetings of the Board were appropriately advertised in FY 2017.

Activity #2: Include public comment on agendas at the Board meetings.

An opportunity for public comment was placed on the agenda of each meeting in FY 2017.

Activity #3: Hold public hearings to consider regulatory changes.

Fee changes were proposed in the Spring of 2017. Public comments were solicited and addressed. The fee changes were approved.

- c.** Maintaining good relations and appropriate distinctions between the State Medical Board, Board of Clinical Social Work Examiners, the Board of Marital and Family Therapy, the Board of Professional Counselors, and other boards as appropriate; to work on areas of mutual interest by participating in joint meetings as appropriate.

Members of all the medical and mental health provider Boards were noticed as interested parties to all Board activities. No joint meetings were scheduled or held.

Maintaining good relations and ongoing communications with the legislative, executive and judicial branches of the State of Alaska government.

Our February 2017 meeting was held in Juneau. Board members took the time to introduce themselves to legislators.

SUNSET AUDIT - The last Sunset Audit was conducted in 2010. The Board's next Sunset Audit is currently underway. Auditors have been engaged in interviews and conversations with the Board Chair and licensing examiner, Renee Hoffard. A recommendation from the previous sunset audit related to monitoring and tracking of Courtesy Licenses. Courtesy License holders are required to provide monthly activity reports while their Courtesy License is valid. This is an issue that will likely be addressed again in the current Sunset Audit. Problems with monitoring and tracking Courtesy Licenses appears to be correlated with the high turnover in licensing examiners experienced by this Board.

BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS

Fiscal Year 2017 Annual Report

Goals and Objectives

Part II

FY 2018's goals and objectives, and proposed methods to achieve them.

Describe any strengths, weaknesses, opportunities, threats and required resources:

1. To enforce the Psychology Practice Act by:

- a. Requesting to hold meetings for FY 2018 and to hold teleconference meetings as deemed necessary.
An ongoing strength
- b. To maintain Board activity and involvement in review of investigative matters regarding the practice of psychology. To maintain an annual update of the list of expert witnesses that the Division of Corporations, Business and Professional Licensing, Investigative Section, may use for investigative matters.
An ongoing strength
- c. To request that the Division of Corporations, Business and Professional Licensing, Investigative Section, continued to provide statistics reflecting the number of cases investigated, provide a projected cost of those investigations, provide the Department of Law expenses so that the Board can be aware of the project expenses, and advised annually of the projected cost with updates given quarterly.
Communication and cooperation with investigations during FY 2017 were positive and productive.
- d. Adhering to statutes and regulations in awarding licenses to applicants.
An ongoing strength.
- e. To continue to review AS. 08.86.204 – grounds for imposition of disciplinary sanctions and to recommend statutes or regulations as deemed necessary.
Opportunity for improvement by increasing the number of Board members attending ASPPB annual and midyear conferences, as well as attending CLEAR conferences and online trainings. It is imperative that as many Board members as possible and the licensing examiner attend both the ASPPB Annual and Midyear conferences in FY 2018.

2. To ensure continued competency of licensed psychology professionals by:

- a. Providing review in improved procedures to document continuing education of licensees for the June 2019 renewal.
Improvements are in the process of being implemented – an area of growing strength. The June 2017 renewals are offered electronically, rather than only through paper applications. This will potentially be the first year electronic applications are used by the Board. The Board is also continuing its efforts to implement ASPPB's PLUS program for new applicants.
- b. Continue to encourage the Alaska Psychological Association (AK-PA) to communicate with Board matters of interest or concern regarding competency, licensing, continuing education or other information relevant to the practice of psychology in the State of Alaska.
This is an area of strength and opportunity as AK-PA's leadership recently appointed a new liaison to the Board.
- c. Review continuing education audits for the June 30, 2017 renewal.
We are expecting this process to go well as we have a highly effective and skilled licensing examiner and all Board seats are filled.

BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS

Fiscal Year 2017 Annual Report

Goals and Objectives (continued)

Part II (continued)

FY 2018's goals and objectives, and proposed methods to achieve them.

Describe any strengths, weaknesses, opportunities, threats and required resources:

3. To assure the public that persons offering psychological care throughout the State of Alaska are professionally qualified by:
- Review of AS 08.86.130 (licensing requirements) and recommend statutory or regulation changes as deemed necessary.

An area of strength.

- Maintain Board knowledge of issues and licensing.

Activity #1: To send all Board members and the licensing examiner to ASPPB annual and midyear conferences.

An area needing improvement. Although the fiscal picture for the general fund may be in question, this Board continues to operate with a significant budget surplus. This Board can afford to send all of its members to these essential training opportunities. This Board cannot afford to operate with inadequate training. We count ourselves fortunate to have Renee Hoffard as our current licensing examiner. She appears to be on track in restoring order, but she needs the training opportunities afforded by attendance at ASPPB's conferences. In addition to our new licensing examiner, we have two new Board members – Suzanne Dutson is our new Public Member, and Dr. Gideon, PhD, was recently appointed as our newest psychologist member. They also need training.

There are four issues of concern that the Psychology Board needs to be monitoring, educating itself and preparing for. Failure to stay involved and current on these issues could have long term negative consequences for this Board and the practice of psychology in Alaska.

- PLUS** – Psychology Licensing Universal System. The Psychology Board voted to participate in ASPPB's PLUS program. There are numerous benefits and cost savings to our participation in this program. We will be able to offer applicants a streamlined application process with the added benefit of credential banking. The PLUS program provides verification of original documents. Participation in PLUS does not require any statutory or regulatory action on the Board's part. We need to have one of our Board members attending PLUS seminars and meeting with ASPPB's representatives in order to continue moving ahead with implementation. Additionally, we would like our licensing examiner to attend so that she can receive direct training on the PLUS program.
- PSYPACT** – ASPPB is developing a program of interstate compacts that will allow for licensure portability, improved screening and processing of applicants by credential and will assist us in compliance with the requirements of the recently passed telehealth bill. Participation in PSYPACT will require legislative action. We need to have a Board member fully informed on PSYPACT in order for the Board to decide whether or not to participate and pursue the necessary legislative changes.
- EPPP 2** – We require Psychology applicants to have passed the Examination for Professional Practice in Psychology (EPPP). The EPPP 2 is an additional level of testing intended to assure that psychology applicants have not only the knowledge but the competence to practice. The test is still in development. It is essential that our Board stay informed on this issue as we will have to decide whether or not to require applicants pass this additional examination. We need to have a Board member designated as the lead person to stay informed on this issue.
- Antitrust issues** – The 2014 Supreme Court ruling in the North Carolina State Board of Dental Examiners v. Federal Trade Commission put all licensing Boards on notice to be paying attention to antitrust and unfair restriction of trade. The Board needs to make sure that its regulatory efforts comply with this ruling. We need to have a Board member designated as the lead person on this issue.

There are more issues than can reasonably be addressed by one person attending a conference. These are on-going issues that the Board needs to stay actively involved in and fully informed about. We are fortunate in that our budget is healthy. We have been paying down a large surplus for some years and we have every reason to believe that our budget will continue to be healthy. We have a stable and growing population of licensed practitioners. However, our Board is essentially trying to rebuild and recover from the problems previously discussed. Having as many Board members as possible in attendance at the next few ASPPB conferences is essential to our rebuilding, recovery and continued growth.

Activity #2: Make online training available through the Council on Licensure, Enforcement and Regulation to each Board member annually.

This is an area that will see growth and improvement as the Board does more with this valuable resource.

**BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS
Fiscal Year 2017 Annual Report**

Goals and Objectives (continued)

Part II (continued)

FY 2018's goals and objectives, and proposed methods to achieve them.

Describe any strengths, weaknesses, opportunities, threats and required resources:

4. To ensure the public that qualified psychology providers are available by:

- a. Continuing to review applications for licensure and issue licenses in accordance with statutes and regulations.

This has shown itself to be an area of improvement since the appointment of Renee Hoffard as licensing examiner. We expect this to be an area of continued improvement as our new Board members gain knowledge and experience.

- b. Conduct four jurisprudence examinations for FY 2018.

An area that was previously a strength but will be a challenge as the Board continues to write new test items in its on-going efforts to rebuild the jurisprudence examination after its loss last year.

- c. To review and update the current pool of questions for the State Law and Ethics Examination.

An area in which we expect to see continued growth and improvement, but will require the Board spending extra time on this project.

- d. Maintaining good relations and professional relationships with training programs and professional associations.

An area of strength.

5. To promote high professional standards of psychology practice by:

- a. Assessing the impact of continuing education requirements for the license renewal process.

- b. Educating the public regarding the practice of psychology and the purpose of the Board by:

Activity #1: Advertise meetings of the Board.

Activity #2: Include public comment on agendas at the Board meetings.

Activity #3: Hold public hearings to consider regulatory changes.

This is an area of opportunity. The Board is actively working on improving its web site and improving its ability to reach the public and make it more aware of the Board as an instrument for protection of the public.

- c. Maintaining good relations and appropriate distinctions between the State Medical Board, Board of Clinical Social Work Examiners, the Board of Marital and Family Therapy, the Board of Professional Counselors, and other boards as appropriate; to work on areas of mutual interest by participating in joint meetings as appropriate.

This an area with great opportunity. The Board will be looking at improving its communication with allied professional Boards.

- d. Maintaining good relations and ongoing communications with the legislative, executive and judicial branches of the State of Alaska government.

This is an area of growing strength as the Board is scheduling one meeting a year in Juneau and is taking more initiative in reaching out to various departments and branches of government.

BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS
Fiscal Year 2017 Annual Report

Sunset Audit Recommendations

Date of Last Legislative Audit: 2010
Board Sunset Date: 6/30/2018

Audit Recommendation: Administrative Officer should take steps to ensure courtesy licensees comply with reporting requirements.

Action Taken: Administrative Officer should take steps to ensure courtesy licensees comply with reporting requirements.

Next Steps: Administrative Officer should take steps to ensure courtesy licensees comply with reporting requirements.

Date Completed: Administrative Officer should take steps to ensure courtesy licensees comply with reporting requirements.

Audit Recommendation: Administrative Officer should take steps to improve administrative support – unqualified staff and a lack of documented procedures led to several deficiencies in division administrative support.

Action Taken: The Division is aware of this problem and has taken steps to address this issue including updating the form to complete the Annual Reports, an in-depth review and correction of all CBPL financials in 2010, change in processes, improved communication between units, and a monthly executive management meeting for all unit managers and the Director.

Next Steps:

Date Completed: Ongoing.

Sunset Audit Recommendations (continued)

Audit Recommendation:	Board and staff within the Office of the Governor should work together to increase the pool of qualified applicants available for Board appointments to ensure full representation.
Action Taken:	Although this is not a recommendation that the Board or Division can work to correct; all five seats on this board are currently filled through March 1, 2019.
Next Steps:	
Date Completed:	March 1, 2017

Annual Report

Fiscal Year 2018

BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS



**Department of Commerce, Community
and Economic Development**

**Division of Corporations, Business
and Professional Licensing**

This annual performance report is presented in accordance with
Alaska statute AS 08.01.070(10).

Its purpose is to report the accomplishments, activities, and the
past and present needs of the licensing program.

**BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS
FY 2018 Annual Report**

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**BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS
FY 2018 Annual Report**

Identification of the Board

Board Member	Duty Station	Date Appointed	Term Expires
Insert Name Here Board Seat Title	City Location	Mar 01, 2018	Dec 01, 2020
Insert Name Here Board Seat Title	City Location	Mar 01, 2018	Dec 01, 2020
Insert Name Here Board Seat Title	City Location	Mar 01, 2018	Dec 01, 2020
Insert Name Here Board Seat Title	City Location	Mar 01, 2018	Dec 01, 2020
Insert Name Here Board Seat Title	City Location	Mar 01, 2018	Dec 01, 2020
Insert Name Here Board Seat Title	City Location	Mar 01, 2018	Dec 01, 2020
Insert Name Here Board Seat Title	City Location	Mar 01, 2018	Dec 01, 2020
Insert Name Here Board Seat Title	City Location	Mar 01, 2018	Dec 01, 2020

**BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS
FY 2018 Annual Report**

Identification of the Board (continued)

Board Member	Duty Station	Date Appointed	Term Expires
Insert Name Here Board Seat Title	City Location	Mar 01, 2018	Dec 01, 2020
Insert Name Here Board Seat Title	City Location	Mar 01, 2018	Dec 01, 2020
Insert Name Here Board Seat Title	City Location	Mar 01, 2018	Dec 01, 2020
Insert Name Here Board Seat Title	City Location	Mar 01, 2018	Dec 01, 2020
Insert Name Here Board Seat Title	City Location	Mar 01, 2018	Dec 01, 2020
Insert Name Here Board Seat Title	City Location	Mar 01, 2018	Dec 01, 2020
Insert Name Here Board Seat Title	City Location	Mar 01, 2018	Dec 01, 2020
Insert Name Here Board Seat Title	City Location	Mar 01, 2018	Dec 01, 2020

**BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS
FY 2018 Annual Report**

Identification of Staff

Insert Name Here – Licensing Examiner

Department of Commerce, Community & Economic Development
Division of Corporations, Business and Professional Licensing
Post Office Box 110806
Juneau, Alaska 99811-0806
(907) 465-2550

Insert Name Here – Licensing Examiner

Department of Commerce, Community & Economic Development
Division of Corporations, Business and Professional Licensing
Post Office Box 110806
Juneau, Alaska 99811-0806
(907) 465-2550

Insert Name Here – Licensing Examiner

Department of Commerce, Community & Economic Development
Division of Corporations, Business and Professional Licensing
Post Office Box 110806
Juneau, Alaska 99811-0806
(907) 465-2550

Insert Name Here – Licensing Examiner

Department of Commerce, Community & Economic Development
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Post Office Box 110806
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(907) 465-2550

Insert Name Here – Licensing Examiner

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**BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS
FY 2018 Annual Report**

Narrative Statement

FY 2018 Narrative Statement (continued)

**BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS
Fiscal Year 2018 Annual Report**

Budget Recommendations for FY 2019

The Budget Recommendations section anticipates the board’s fiscal priorities for the upcoming year. Please complete all parts of this section with details about anticipated meetings, conferences, memberships, supplies, equipment, to other board requests. Meeting expenses that are being funded through third-party reimbursement or direct booking must be identified separately from expenses paid through license fees (receipt-supported services or RSS). Be sure to explain any items listed as “other” so they may be tracked appropriately.

#1 Rank

(Rank board meetings in order of importance)

Board Meeting Date	Location	# Board	# Staff
<input type="checkbox"/> Airfare:			\$0.00
<input type="checkbox"/> Hotel:			\$0.00
<input type="checkbox"/> Ground:			\$0.00
<input type="checkbox"/> Other:			\$0.00
Total Estimated Cost:			\$0.00

#2 Rank

(Rank board meetings in order of importance)

Board Meeting Date	Location	# Board	# Staff
<input type="checkbox"/> Airfare:			\$0.00
<input type="checkbox"/> Hotel:			\$0.00
<input type="checkbox"/> Ground:			\$0.00
<input type="checkbox"/> Other:			\$0.00
Total Estimated Cost:			\$0.00

#3 Rank

(Rank board meetings in order of importance)

Board Meeting Date	Location	# Board	# Staff
<input type="checkbox"/> Airfare:			\$0.00
<input type="checkbox"/> Hotel:			\$0.00
<input type="checkbox"/> Ground:			\$0.00
<input type="checkbox"/> Other:			\$0.00
Total Estimated Cost:			\$0.00

**BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS
Fiscal Year 2018 Annual Report**

Budget Recommendations for FY 2019

The Budget Recommendations section anticipates the board’s fiscal priorities for the upcoming year. Please complete all parts of this section with details about anticipated meetings, conferences, memberships, supplies, equipment, to other board requests. Meeting expenses that are being funded through third-party reimbursement or direct booking must be identified separately from expenses paid through license fees (receipt-supported services or RSS). Be sure to explain any items listed as “other” so they may be tracked appropriately.

#4 Rank

(Rank board meetings in order of importance)

Board Meeting Date	Location	# Board	# Staff
<input type="checkbox"/> Airfare:			\$0.00
<input type="checkbox"/> Hotel:			\$0.00
<input type="checkbox"/> Ground:			\$0.00
<input type="checkbox"/> Other:			\$0.00
Total Estimated Cost:			\$0.00

#5 Rank

(Rank board meetings in order of importance)

Board Meeting Date	Location	# Board	# Staff
<input type="checkbox"/> Airfare:			\$0.00
<input type="checkbox"/> Hotel:			\$0.00
<input type="checkbox"/> Ground:			\$0.00
<input type="checkbox"/> Other:			\$0.00
Total Estimated Cost:			\$0.00

#6 Rank

(Rank board meetings in order of importance)

Board Meeting Date	Location	# Board	# Staff
<input type="checkbox"/> Airfare:			\$0.00
<input type="checkbox"/> Hotel:			\$0.00
<input type="checkbox"/> Ground:			\$0.00
<input type="checkbox"/> Other:			\$0.00
Total Estimated Cost:			\$0.00

**BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS
Fiscal Year 2018 Annual Report**

Budget Recommendations for FY 2019 (continued)

Travel Required to Perform Examinations

Not applicable

Date	Location	# Board	# Staff

Description of meeting and its role in supporting the mission of the Board:

<input type="checkbox"/> Airfare:	\$0.00
<input type="checkbox"/> Hotel:	\$0.00
<input type="checkbox"/> Ground:	\$0.00
<input type="checkbox"/> Conference:	\$0.00
<input type="checkbox"/> Other:	\$0.00

Describe "Other" (break out all sections):

Total Estimated Cost: \$0.00

Out-of-State Meetings and Additional In-State Travel

Not applicable

Date	Location	# Board	# Staff

Description of meeting and its role in supporting the mission of the Board:

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input type="checkbox"/> Airfare:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Hotel:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Ground:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Conference:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Other	\$0.00	\$0.00	\$0.00	\$0.00
Describe "Other" (break out all sections):				

Net Total: \$0.00 \$0.00 \$0.00 \$0.00

Out-of-State Meetings and Additional In-State Travel

Date	Location	# Board	# Staff	
Description of meeting and its role in supporting the mission of the Board:				
Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input type="checkbox"/> Airfare:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Hotel:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Ground:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Conference:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Other	\$0.00	\$0.00	\$0.00	\$0.00
Describe "Other" (break out all sections):				
Net Total:	\$0.00	\$0.00	\$0.00	\$0.00

Out-of-State Meetings and Additional In-State Travel

Date	Location	# Board	# Staff	
Description of meeting and its role in supporting the mission of the Board:				
Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input type="checkbox"/> Airfare:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Hotel:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Ground:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Conference:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Other	\$0.00	\$0.00	\$0.00	\$0.00
Describe "Other" (break out all sections):				
Net Total:	\$0.00	\$0.00	\$0.00	\$0.00

Out-of-State Meetings and Additional In-State Travel

Date	Location	# Board	# Staff	
Description of meeting and its role in supporting the mission of the Board:				
Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input type="checkbox"/> Airfare:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Hotel:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Ground:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Conference:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Other	\$0.00	\$0.00	\$0.00	\$0.00
Describe "Other" (break out all sections):				
Net Total:	\$0.00	\$0.00	\$0.00	\$0.00

Out-of-State Meetings and Additional In-State Travel

Date	Location	# Board	# Staff	
Description of meeting and its role in supporting the mission of the Board:				
Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input type="checkbox"/> Airfare:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Hotel:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Ground:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Conference:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Other	\$0.00	\$0.00	\$0.00	\$0.00
Describe "Other" (break out all sections):				
Net Total:	\$0.00	\$0.00	\$0.00	\$0.00

Out-of-State Meetings and Additional In-State Travel					
Date	Location	# Board	# Staff		
Description of meeting and its role in supporting the mission of the Board:					
Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total	
<input type="checkbox"/> Airfare:	\$0.00	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> Hotel:	\$0.00	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> Ground:	\$0.00	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> Conference:	\$0.00	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> Other	\$0.00	\$0.00	\$0.00	\$0.00	
Describe "Other" (break out all sections):					
Net Total:	\$0.00	\$0.00	\$0.00	\$0.00	

Out-of-State Meetings and Additional In-State Travel					
Date	Location	# Board	# Staff		
Description of meeting and its role in supporting the mission of the Board:					
Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total	
<input type="checkbox"/> Airfare:	\$0.00	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> Hotel:	\$0.00	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> Ground:	\$0.00	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> Conference:	\$0.00	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> Other	\$0.00	\$0.00	\$0.00	\$0.00	
Describe "Other" (break out all sections):					
Net Total:	\$0.00	\$0.00	\$0.00	\$0.00	

BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS
Fiscal Year 2018 Annual Report

Budget Recommendations for FY 2019 (continued)

Non-Travel Budget Requests

- Not Applicable Resources Examinations
 Membership Training Other

Product or Service	Provider	Cost Per Event
		\$0.00

Description of item and its role in supporting the mission of the Board:

Non-Travel Budget Requests

- Not Applicable Resources Examinations
 Membership Training Other

Product or Service	Provider	Cost Per Event
		\$0.00

Description of item and its role in supporting the mission of the Board:

Non-Travel Budget Requests

- Not Applicable Resources Examinations
 Membership Training Other

Product or Service	Provider	Cost Per Event
		\$0.00

Description of item and its role in supporting the mission of the Board:

BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS
Fiscal Year 2018 Annual Report

Budget Recommendations for FY 2019 (continued)

Other Items with a Fiscal Impact		Cost Per Event:	\$0.00
<input type="checkbox"/> Not Applicable		Number of Events:	0
Product or Service	Provider	Total Cost	
		\$0.00	
Description of item and its role in supporting the mission of the Board:			

Other Items with a Fiscal Impact		Cost Per Event:	\$0.00
<input type="checkbox"/> Not Applicable		Number of Events:	0
Product or Service	Provider	Total Cost	
		\$0.00	
Description of item and its role in supporting the mission of the Board:			

Other Items with a Fiscal Impact		Cost Per Event:	\$0.00
<input type="checkbox"/> Not Applicable		Number of Events:	0
Product or Service	Provider	Total Cost	
		\$0.00	
Description of item and its role in supporting the mission of the Board:			

BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS
Fiscal Year 2018 Annual Report

Budget Recommendations for FY 2019 (continued)

Other Items with a Fiscal Impact		Cost Per Event:	\$0.00
<input type="checkbox"/> Not Applicable		Number of Events:	0
Product or Service	Provider	Total Cost	
		\$0.00	
Description of item and its role in supporting the mission of the Board: 			

Other Items with a Fiscal Impact		Cost Per Event:	\$0.00
<input type="checkbox"/> Not Applicable		Number of Events:	0
Product or Service	Provider	Total Cost	
		\$0.00	
Description of item and its role in supporting the mission of the Board: 			

Summary of FY 2019 Fiscal Requests	
Board Meetings and Teleconferences:	\$0.00
Travel for Exams:	\$0.00
Out-of-State and Additional In-State Travel:	\$0.00
Dues, Memberships, Resources, Training:	\$0.00
Total Potential Third-Party Offsets:	-\$0.00
Other:	\$0.00
Total Requested:	\$0.00

**BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS
Fiscal Year 2018 Annual Report**

Legislation Recommendations Proposed Legislation for FY 2019

No Recommendations

The Board has no recommendations for proposed legislation at this time.

Recommendations

The Board has the following recommendations for proposed legislation:

**BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS
Fiscal Year 2018 Annual Report**

Regulation Recommendations Proposed Legislation for FY 2019

No Recommendations

The Board has no recommendations for proposed regulations at this time.

Recommendations

The Board has the following recommendations for proposed regulations:

**BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS
Fiscal Year 2018 Annual Report**

Goals and Objectives

Part I

FY 2018's goals and objectives, and how they were met:

**BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS
Fiscal Year 2018 Annual Report**

Goals and Objectives (continued)

Part I (continued)

FY 2018's goals and objectives, and how they were met:

**BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS
Fiscal Year 2018 Annual Report**

Goals and Objectives

Part II

FY 2019's goals and objectives, and proposed methods to achieve them.

Describe any strengths, weaknesses, opportunities, threats and required resources:

**BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS
Fiscal Year 2018 Annual Report**

Goals and Objectives (continued)

Part II (continued)

FY 2019's goals and objectives, and proposed methods to achieve them.

Describe any strengths, weaknesses, opportunities, threats and required resources:

**BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE LICENSING EXAMINERS
Fiscal Year 2018 Annual Report**

Sunset Audit Recommendations

**Date of Last Legislative Audit:
Board Sunset Date:**

Audit Recommendation:

Action Taken:

Next Steps:

Date Completed:

Audit Recommendation:

Action Taken:

Next Steps:

Date Completed:

Sunset Audit Recommendations (continued)

Audit Recommendation:
Action Taken:
Next Steps:
Date Completed:

Audit Recommendation:
Action Taken:
Next Steps:
Date Completed:

Audit Recommendation:
Action Taken:
Next Steps:
Date Completed:

Sunset Audit Recommendations (continued)

Audit Recommendation:
Action Taken:
Next Steps:
Date Completed:

Audit Recommendation:
Action Taken:
Next Steps:
Date Completed:

Audit Recommendation:
Action Taken:
Next Steps:
Date Completed:

Telemedicine Business Registry

From: [Parkey, Chase T \(CED\)](#)
To: [Teske, Rissa J \(CED\)](#)
Subject: FW: Teledocs
Date: Tuesday, March 27, 2018 4:31:32 PM

FYI: we will need to add to new business for both PCO and PSY to look over applications and adding TBR information. Thanks!

Chase Parkey

Records and Licensing Supervisor
Department of Commerce, Community and Economic Development
Division of Corporations, Business, and Professional Licensing
P.O. Box 110806
Juneau AK 99811-0806
(907) 465-2691 - Direct
(907) 465-2974 - Fax

From: Parkey, Chase T (CED)
Sent: Tuesday, March 27, 2018 4:31 PM
To: Chambers, Sara C (CED) <sara.chambers@alaska.gov>; Carrillo, Laura N (CED) <laura.carrillo@alaska.gov>
Cc: Kautz, Colleen K (CED) <colleen.kautz@alaska.gov>; Hoffard, Renee (CED) <renee.hoffard@alaska.gov>; Zinn, Sher K (CED) <sher.zinn@alaska.gov>; Maroney, Lisa K (CED) <lisa.maroney@alaska.gov>
Subject: RE: Teledocs

Of my assigned programs, this should only relate to Psychology and Counseling. Both websites already have information regarding TBR on the main webpage at the very top. In addition, the Nursing Home Administrator program has it listed on their website too, although I am not aware of any currently practicing NHA's outside of Alaska with homes in Alaska, but I suppose that might happen? I will have Rissa bring this issue up in the next PCO Board meeting in April and the PSY Board meeting in May to see about adding it to their applications. The PSY Board has already moved forward in defining that anything required per statute/regulation mentioning face-to-face must mean that literally, not over an electronic media: thus limiting telemedicine. This is what I know of/am aware of as of this date. Thanks

Chase Parkey

Records and Licensing Supervisor
Department of Commerce, Community and Economic Development
Division of Corporations, Business, and Professional Licensing
P.O. Box 110806
Juneau AK 99811-0806
(907) 465-2691 - Direct
(907) 465-2974 - Fax

From: Chambers, Sara C (CED)
Sent: Tuesday, March 27, 2018 4:23 PM

To: Carrillo, Laura N (CED) <laura.carrillo@alaska.gov>
Cc: Kautz, Colleen K (CED) <colleen.kautz@alaska.gov>; Hoffard, Renee (CED) <renee.hoffard@alaska.gov>; Zinn, Sher K (CED) <sher.zinn@alaska.gov>; Parkey, Chase T (CED) <chase.parkey@alaska.gov>; Maroney, Lisa K (CED) <lisa.maroney@alaska.gov>
Subject: RE: Teledocs

Thanks, Laura. If everyone can provide an update on what their relevant programs are doing to update their applications and web sites, we can go from there. You may need to visit with Chase on this since it might be new to him.

Sara Chambers
Deputy Director

Alaska Division of Corporations, Business and Professional Licensing
P.O. Box 110806, Juneau, AK 99811-0806
commerce.alaska.gov/web/cbpl
Phone: (907) 465-2144
FAX: (907) 465-2974

Any guidance provided by this electronic communication is not a binding legal opinion, ruling, or interpretation that may be relied upon, but merely guidance concerning existing statutes and regulations. There may be other unique or undisclosed facts, circumstances, and information that may have changed any guidance provided in this communication.

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From: Carrillo, Laura N (CED)
Sent: Tuesday, March 27, 2018 4:18 PM
To: Chambers, Sara C (CED) <sara.chambers@alaska.gov>
Cc: Kautz, Colleen K (CED) <colleen.kautz@alaska.gov>; Hoffard, Renee (CED) <renee.hoffard@alaska.gov>; Zinn, Sher K (CED) <sher.zinn@alaska.gov>; Parkey, Chase T (CED) <chase.parkey@alaska.gov>; Maroney, Lisa K (CED) <lisa.maroney@alaska.gov>
Subject: RE: Teledocs

Hi Sara,

I believe we were going to gauge who was practicing telemedicine at the time of license renewal but that each board was going to initiate that on their own and eventually integrate TBR language into initial applications. The only document I've provided to raise awareness about TBR requirements is the informational packet I put together last year. I also understood that each board was going to decide what information they wanted to be posted to their webpages to raise salience of the registry. If there's a need/want for boards to have me develop some blanket language or provide TBR updates at meetings, I'd be happy to do that. I can also set up some touch-base meetings similar to how we have PDMP staff meetings, if necessary.

Early on when this program was being implemented, I had questions as to whether or not I had to

screen for any training qualifications (I knew the MFT board wanted licensees to participate in specific training before engaging in telehealth services), but the takeaway was that I was only to screen for whether the applicant holds a valid Alaska business license and has paid the application fee. Any questions relating to scope have been referred to the appropriate licensing board. I'm not sure if any boards have training requirements now, but if we end up having TBR staff meetings, we can touch on any pertinent regulations/regulation projects.

Thank you,

Laura Carrillo

Pharmacy Board Records & Licensing Supervisor

Prescription Drug Monitoring Program Manager

Telemedicine Business Registry Manager

CBPL - Professional Licensing

State of Alaska – DCCED

Direct Phone: 907-465-1039

PDMP Phone: 907-269-8404

E-mail: laura.carrillo@alaska.gov

Fax: 907-465-2974

From: Chambers, Sara C (CED)

Sent: Tuesday, March 27, 2018 12:32 PM

To: Carrillo, Laura N (CED) <laura.carrillo@alaska.gov>

Cc: Kautz, Colleen K (CED) <colleen.kautz@alaska.gov>; Hoffard, Renee (CED)

<renee.hoffard@alaska.gov>; Zinn, Sher K (CED) <sher.zinn@alaska.gov>; Parkey, Chase T (CED)

<chase.parkey@alaska.gov>; Maroney, Lisa K (CED) <lisa.maroney@alaska.gov>

Subject: FW: Teledocs

Laura:

Since this is on the commissioner/legislature's radar, I just looked on the MED web page and can't easily find anything that discusses telemedicine business registry on the page or in the application instructions. I only did a quick look at MED—can you please verify **how the TBR requirements are being raised to the attention of TBR-potential license types in all programs?** In other words, if you are applying for licensure in one of those programs, how would you know that you have to register as a TBR if delivering telemedicine services?

Many thanks,

Sara Chambers
Deputy Director

Alaska Division of Corporations, Business and Professional Licensing

P.O. Box 110806, Juneau, AK 99811-0806

commerce.alaska.gov/web/cbpl

Phone: (907) 465-2144

FAX: (907) 465-2974

Alaska Statute

Sec. 44.33.381. Telemedicine business registry.

(a) The department shall adopt regulations for establishing and maintaining a registry of businesses performing telemedicine services in the state.

(b) The department shall maintain the registry of businesses performing telemedicine services in the state. The registry must include the name, address, and contact information of businesses performing telemedicine services in the state.

(c) In this section,

(1) "department" means the Department of Commerce, Community, and Economic Development;

(2) "telemedicine services" means the delivery of health care services using the transfer of medical data through audio, visual, or data communications that are performed over two or more locations by a provider who is physically separated from the recipient of the health care services.

Alaska Department of Commerce, Community, and Economic Development
Professional Licensing Section
Telemedicine Business Registry

Information Packet Page Guide

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Telemedicine Business Registry Contact:
Laura Carrillo, Records & Licensing Supervisor
E-mail: laura.carrillo@alaska.gov
Phone: 907-465-1039
Fax: 907-465-2974

Alaska Telemedicine Business Registry

Informational Document

Definition

“Telemedicine Services” has the meaning given in AS 44.33.381(c)(2): the delivery of health care services using the transfer of medical data through audio, visual, or data communications that are performed over two or more locations by a provider who is physically separated from the recipient of the health care services.

Overview

The Alaska Telemedicine Business Registry (TBR) was implemented subsequent to the passage of Senate Bill 74, which was signed into law on June 21st, 2016. The authorizing statute of TBR originates with general government statute, AS 44.33.381, however, the Department by which the registry is operated, administered, and regulated is the Department of Commerce, Community, and Economic Development (DCCED). Although the registry may imply it is specifically housed within DCCED’s Business Licensing Section, oversight is actually with *Professional Licensing Section*. The overarching change—within the DCCED context and purview—is that boards regulated by the Department are explicitly prohibited from imposing disciplinary actions against licensed health care providers for providing telemedicine services, as long as the licensed provider complies with all statutes and regulations specific to the program under which they hold a license. While some boards and programs may require that if a provider is physically separated from a patient and they are delivering telemedicine services (e.g.: via Skype), a secondary licensed provider must be physically present with the patient, there may be other or different requirements specific to a given board or program. Any program-specific questions related to scope of practice should be forwarded to the assigned occupational licensing examiner for that program. Contact information can be found on the respective program’s website through DCCED – CBPL.

Quick Points

- The TBR applies to all health care professions regulated by DCCED that have the capacity and/or authority (within program statutes/regulations) to provide telemedicine services
- An applicant for placement on the TBR may be submitted by an employee or representative on the business
 - The applicant = a business; the applicant ≠ professional licensee (but can submit an application on behalf of a business)
 - Business must have an Alaska business license
 - Corporations applying for placement on the registry that do not hold an Alaska business license must obtain one to gain eligibility
- If the business is a sole proprietorship or a partnership AND the owner(s) hold a professional license, DCCED updates the professional licensee’s file to include telemedicine as a specialty designation
- There is no renewal requirement associated with placement on the registry
- There is currently not a way to gauge who or how many licensees are engaged in telemedicine; this information will be solicited in the future as we update initial and/or renewal license applications (e.g.: “do you plan to engage in telemedicine practice?”; “are you currently engaged in providing telemedicine services?”).

Website/Resources

- The link to DCCED’s telemedicine business registry page is:
<https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/TelemedicineBusinessRegistry.aspx>
- Three applications are available on the website:
 - Initial application (Form #08-4694; \$50.00)
 - Change name, address, or contact information (Form #08-4722; \$50.00)
 - Removal (Form #08-4722)
- TBR regulations are included in Centralized Licensing Regulations (12 AAC 02)
 - Fees (12 AAC 02.106; page 4)
 - Application for placement on the telemedicine business registry; changes of information (12 AAC 02.600; page 19).

**ARTICLE 5.
TELEMEDICINE BUSINESS REGISTRY.**

Section

600. Application for placement on the telemedicine business registry; changes of information

12 AAC 02.600. APPLICATION FOR PLACEMENT ON THE TELEMEDICINE BUSINESS REGISTRY; CHANGES OF INFORMATION. (a) To be registered on the telemedicine business registry established and maintained under AS 44.33.381, and before providing telemedicine services to a recipient located in this state, a business performing telemedicine services must submit to the department

(1) a complete registration on a form provided by the department; the registration must include the business's name, address, and contact information;

(2) a copy of the business's valid business license issued under AS 43.70 and 12 AAC 12; and

(3) the applicable fee established in 12 AAC 02.106.

(b) A business performing telemedicine services must register with the name it is using to perform telemedicine services in this state. A business operating under multiple names to perform telemedicine services shall file a separate registration for each name.

(c) If the name, address, or contact information of a business on the telemedicine business registry changes, the business performing telemedicine services must submit to the department, not later than 30 days after the change or termination,

(1) a complete report, on a form provided by the department, of each change; and

(2) the applicable fee established in 12 AAC 02.106.

(d) A business that fails to comply timely with (c) of this section may not perform telemedicine services in this state and must submit a new application under (a) of this section before resuming the provision of telemedicine services to a recipient located in this state.

(e) If a business terminates the performance of telemedicine services in this state, the business shall notify the department, requesting that the department remove the business from the telemedicine business registry. If a business gives notification under this subsection, the business must submit a new application under (a) of this section before resuming the provision of telemedicine services to a recipient located in this state.

(f) In this section, "telemedicine services" has the meaning given in AS 44.33.381.

Authority: AS 44.33.020 AS 44.33.381

12 AAC 02.106. TELEMEDICINE BUSINESS REGISTRY. The following fees are established for registration under AS 44.33.381 (telemedicine business registry) for businesses performing telemedicine services in this state;

(1) initial registration fee, \$50;

(2) fee to report changes in the information on the initial registration, \$50.

Authority: AS 44.33.020 AS 44.33.381

Program-Specific Information

The program-specific information provided below is an overview of Senate Bill 74, but does not necessarily pertain to telemedicine as this bill included sweeping changes to Alaska's health care system, including CMS reimbursements and the Prescription Drug Monitoring Program (PDMP). Boards or programs listed in the bill do not mean the practice of telemedicine is exclusive to certain health care professions; other health care professions not mentioned in SB74 or on the TBR application may also provide such services—see AS 44.33.381.

- **Audiologists and Speech-Language Pathologists (AS 08.11.080(b), AS 08.11.083(b)), and (AS 08.11.085)):** Department/Board cannot impose disciplinary sanctions when licensees provide an evaluation, diagnosis, or treatment of a person through audio, video, or data communications when physically separated from the patient, but:
 - must provide follow-up care if physically separated from patient
 - must request consent to send a copy of records to the primary provider
 - must comply with other regulations adopted by the Board regarding qualifications and restrictions pertaining to evaluation, diagnosis, supervision, and treatment

- **Professional Counselors (AS 08.29.400(b)):** Department/Board cannot impose disciplinary sanctions when licensees provide an evaluation, diagnosis, or treatment of a person through audio, video, or data communications when physically separated from the patient, but:
 - must provide follow-up care if physically separated from patient
 - must request consent to send a copy of records to the primary provider
 - must comply with other regulations adopted by the Board regarding qualifications and restrictions pertaining to evaluation, diagnosis, supervision, and treatment

- **Dental Examiners (AS 08.36.010(c))**
 - Does not specifically mention telemedicine, but requires that licensees who hold a federal Drug Enforcement Administration registration number register with the PDMP under AS 17.30.200(o)

- **Board of Marital and Family Therapy (AS 08.63.210(c)):** Department/Board cannot impose disciplinary sanctions when licensees provide an evaluation, diagnosis, or treatment of a person through audio, video, or data communications when physically separated from the patient, but:
 - must provide follow-up care if physically separated from patient
 - must request consent to send a copy of records to the primary provider
 - must comply with other regulations adopted by the Board

- **Medical Board (AS 08.64.101(6), AS 08.64.364(a), AS 08.64.364(c)), and 12 AAC 40.943:** Department/Board cannot impose disciplinary sanctions for a physician who renders a diagnosis, provides treatment, prescribes, dispenses, or administering a non-controlled substance/ prescription drug without first conducting a physical exam, however:
 - all providers offering services to a patient must be licensed in Alaska
 - the treating physician or other licensed health care provider or a physician in the physician's group practice must be available to provide follow-up care
 - must request consent to send a copy of records to the primary care provider
 - a physically separated provider may prescribe, dispense, or administer a controlled drug only if a secondary provider is physically present with the patient
 - must practice in accordance with all relevant laws and practice standards, including compliance with:
 - the American Medical Association (AMA) guiding principles for telemedicine practice, published in the *AMA Council on Medical Service Reports, Coverage of and Payment for Telemedicine* (adopted June 2014); and
 - the Federation of State Medical Boards (FSMB) *Model Policy for the Appropriate Use of Telemedicine Technologies in the Practice of Telemedicine* (adopted April 2014).

- **Board of Nursing (AS 08.68.100(a)(11))**
 - SB74 only mentions registering with the FDA’s controlled substance prescription database; it does not mention or allude to providing distance or out of state services
 - the board published an advisory opinion on telehealth for Advanced Nurse Practitioners in January, 2015 and revised in April 2015
 - Defines telehealth as “The delivery of health-related services & information via telecommunications technologies, encompassing preventive, promotive, and curative aspects.”
 - Telehealth advanced practice nursing requires the healthcare provider to hold an active unencumbered ANP license or authorization in Alaska.
 - Before the initiation of telehealth nursing care, a patient/provider relationship must be established, which should include a comprehensive health assessment by a Licensed Independent Practitioner who may or may not be the telehealth provider

- **Optometry (AS 08.72.060(c))**
 - If issued a federal drug enforcement administration registration number, the optometrist must register with the controlled substance prescription database (PDMP) under AS 17.30.200(o)

- **Board of Pharmacy (AS 08.80.030(b), 12 AAC 52.423, 12 AAC 52.425, and HSS AS 17.30.200)**
 - If issued a federal drug enforcement administration registration number, the pharmacist must register with the controlled substance prescription database (PDMP) under AS 17.30.200(o)
 - A central pharmacy intending to provide remote services at a remote pharmacy via a telepharmacy system (defined as a pharmacy in which the nearest non-remote pharmacy is further than 10 road miles away) must submit a remote pharmacy license application (form #08-4045) and is prohibited by federal law to provide pharmacy services to all individuals within 10 miles of its location
 - a remote pharmacy operates under a pharmacist in-charge; the pharmacy must be staffed by a pharmacist, pharmacy tech, or an intern
 - the pharmacist in charge must test the operation of the remote pharmacy and document the conclusion of the self-inspection on form # 08-4442 before providing pharmacy services
 - the computer and video link used to provide remote pharmacy services must have sound and at least one of the following:
 - Still image capture
 - Real time link
 - Store and forward
 - under a telepharmacy system:
 - Prescription dispensing = central pharmacy
 - Prescription distribution = remote pharmacy
 - all prescriptions cannot be dispensed until verified by the central pharmacist
 - a physical inventory of remote pharmacies are required on an annual basis

- pharmacist-in-charge, pharmacist, or other practitioner must submit all required information to the PDMP; failure to do so may result in disciplinary action being taken against the licensee (AS 17.30.200)
 - all licensees who have access to the State's PDMP must hold a license under DCCED (AS 17.30.200(d)(3))
- **Psychologists and Psychological Associates (AS 08.86.204(c)(d))**
 - must provide follow-up care if physically separated from patient
 - must request consent to send a copy of records to the primary provider
 - must comply with other regulations adopted by the Board regarding qualifications and restrictions pertaining to evaluation, diagnosis, supervision, and treatment
- **Social Workers (AS 08.95.050(b)(c))**
 - must provide follow-up care if physically separated from patient
 - must request consent to provide a copy of records to the primary provider
 - must comply with other regulations adopted by the Board regarding qualifications and restrictions pertaining to evaluation, diagnosis, supervision, and treatment
 - for initial license applicants, supervision hours can be obtained remotely by submitting a written request to the board (this does not apply to telemedicine services, telephonic or other distance based methods of obtaining supervision experience required for initial licensure)
- **Physical and Occupational Therapists (AS 08.84.120, 12 AAC 54.530, 12 AAC 54.825):**
 Department/Board cannot impose disciplinary sanctions for a physical or occupational therapist who provides an evaluation, renders a diagnosis, or provides treatment via audio, video, or data communications if the licensee providing services is physically separated from the patient, but the licensee must
 - ensure there is another health care provider licensed in Alaska that is available to provide follow-up care
 - must request consent to send a copy of records to the primary care provider
 - must comply with other regulations adopted by the Board regarding qualifications and restrictions pertaining to evaluation, diagnosis, supervision, and treatment
 - Standards for telerehabilitation set in 12 AAC 54.530 and 12 AAC 54.825:
 - must be physically present in the state while performing rehabilitation
 - must interact with the patient maintaining the same ethical conduct and integrity required under the standards of practice in 12 AAC 54.530
 - must conduct one-on-one consultation, including initial evaluation
 - must provide and ensure appropriate client confidentiality and HIPAA compliance, establish secure connections, activate firewalls, and encrypt confidential information



THE STATE
of

ALASKA *Department of Commerce, Community, and Economic Development*
Division of Corporations, Business and Professional Licensing

Telemedicine Business Registry

State Office Building, 333 Willoughby Avenue, 9th Floor

PO Box 110806, Juneau, AK 99811-0806

Phone: (907) 465-2550

Email: license@alaska.gov

Website: ProfessionalLicense.Alaska.Gov/TelemedicineBusinessRegistry

Telemedicine Business Registry License Application Instructions

Please read the application and instructions carefully. Failure to do so may cause additional correspondence and delay in the processing of your application.

- **Initial Application:** To be included on the telemedicine business registry established and maintained under AS 44.33.381, and before providing telemedicine services to a recipient located in this state, a business performing telemedicine services must submit to the Division a complete registration on a form provided by the Division; the registration must include the business's name, address, and contact information.
- A business performing telemedicine services must register with the name it is using to perform telemedicine services in this state. A business operating under multiple names to perform telemedicine services shall file a separate registration for each name.
- **Business Registry Changes:** If the name, address, or contact information of a business on the telemedicine business registry changes, the business performing telemedicine services must submit to the Division, not later than 30 days after the change or termination, a Business Registry Change Form (08-4722). A business that fails to comply timely may not perform telemedicine services in this state and must submit a new application before resuming telemedicine services to a recipient located in this state.
- If a business terminates the performance of telemedicine services in this state, the business shall notify the department, requesting that the department remove the business from the telemedicine business registry. The business must submit a new application before resuming the provision of telemedicine services to a recipient located in this state.
- Appropriate fees must accompany applications before initial screening can begin. All fees may be paid with check or money order made payable to the State of Alaska or by credit card. To pay by credit card, use the attached credit card payment form.
- Please be aware that all information on the application form will be available to the public, unless required to be kept confidential by state or federal law. Information about current licensees, including mailing addresses, is available on the Division's website at ProfessionalLicense.Alaska.gov under License Search.
- The complete set of statutes and regulations for this program are available by written request or online at the Division's website: ProfessionalLicense.Alaska.Gov. If you would like to receive notice of all proposed regulation changes for your program, email your request to RegulationsAndPublicComment@Alaska.Gov with your name, preferred contact method (mail or email), and the program you want to be updated on.

**IT IS ILLEGAL TO DELIVER TELEMEDICINE SERVICES IN ALASKA
WITHOUT A VALID BUSINESS LICENSE AND REGISTRATION**



THE STATE
of **ALASKA**

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

FOR DIVISION USE ONLY

Telemedicine Business Registry

State Office Building, 333 Willoughby Avenue, 9th Floor

PO Box 110806, Juneau, AK 99811-0806

Phone: (907) 465-2550

Email: license@alaska.gov

ProfessionalLicense.Alaska.Gov/TelemedicineBusinessRegistry

Telemedicine Business Registry

Required Fee:	<input type="checkbox"/> Registration Fee	\$50.00
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Enter the three-letter program code of the primary health care profession delivered by telemedicine. Enter only <u>one</u> of the codes listed below:	<input type="text"/> — <input type="text"/> — <input type="text"/>
---	--

ATH · Athletic Training

AUD · Audiology and Speech

BEV · Behavioral Analysis

CHI · Chiropractic

CSW · Social Work

DEN · Dental

DTN · Dietetics and Nutrition

MED · Medical

MFT · Marital and Family Therapy

MID · Midwifery

NAT · Naturopathy

NUR · Nursing

OPT · Optometry

PCO · Professional Counseling

PHY · Physical and Occupational Therapy

PSY · Psychology

VET · Veterinary

List your business name exactly as it appears on your current Alaska business license.	
Business Name: _____	Business License #: _____

Complete Mailing Address:	
Representative's Phone:	() —

EMAIL AGREEMENT: By choosing to receive correspondence on any matter affecting your license or other business with the Alaska Division of Corporations, Business and Professional Licensing by email, you agree to notify the Division in writing when your email address changes. You understand that failure to check your email address or to keep it in good standing may result in an inability to receive crucial information, potentially resulting in the inability to obtain or retain licensure.

Email Address:	<input type="checkbox"/> Send my Correspondence by Email <input type="checkbox"/> Send my Correspondence by US Mail
-----------------------	--

Representative's Name: _____	Title: _____
Representative's Signature: _____	Date: _____



THE STATE
of

ALASKA *Department of Commerce, Community, and Economic Development*
Division of Corporations, Business and Professional Licensing

Telemedicine Business Registry

State Office Building, 333 Willoughby Avenue, 9th Floor

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Telemedicine Business Registry Information Change Instructions

Please read the application and instructions carefully. Failure to do so may cause additional correspondence and delay in the processing of your application.

- **Business Registry Changes:** If the name, address, or contact information of a business on the telemedicine business registry changes, the business performing telemedicine services must submit to the Division, not later than 30 days after the change or termination, a Business Registry Change Form (08-4722). A business that fails to comply timely may not perform telemedicine services in this state and must submit a new application before resuming telemedicine services to a recipient located in this state.
- If a business terminates the performance of telemedicine services in this state, the business shall notify the department, requesting that the department remove the business from the telemedicine business registry. If a business gives notification under this subsection, the business must submit a new application before resuming the provision of telemedicine services to a recipient located in this state.
- Appropriate fees must accompany applications before initial screening can begin. All fees may be paid with check or money order made payable to the State of Alaska or by credit card. To pay by credit card, use the attached credit card payment form.
- Please be aware that all information on the application form will be available to the public, unless required to be kept confidential by state or federal law. Information about current licensees, including mailing addresses, is available on the Division's website at ProfessionalLicense.Alaska.gov under License Search.
- The complete set of statutes and regulations for this program are available by written request or online at the Division's website: ProfessionalLicense.Alaska.Gov. If you would like to receive notice of all proposed regulation changes for your program, email your request to RegulationsAndPublicComment@Alaska.Gov with your name, preferred contact method (mail or email), and the program you want to be updated on.

**IT IS ILLEGAL TO DELIVER TELEMEDICINE SERVICES IN ALASKA
WITHOUT A VALID BUSINESS LICENSE AND REGISTRATION**



THE STATE
of **ALASKA**

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

FOR DIVISION USE ONLY

Telemedicine Business Registry

State Office Building, 333 Willoughby Avenue, 9th Floor

PO Box 110806, Juneau, AK 99811-0806

Phone: (907) 465-2550

Email: license@alaska.gov

ProfessionalLicense.Alaska.Gov/TelemedicineBusinessRegistry

CHANGE: Telemedicine Business Registry

Required Fee:	<input type="checkbox"/> Registration Change Fee	\$50.00
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List your business name exactly as it appears on your current Alaska business license.

Business Name: _____ **Business License #:** _____

CURRENT Contact Person:		Email:	
CURRENT Mailing Address:			
CURRENT Contact Phone:	()	—	

NEW INFORMATION TO BE REFLECTED ON THE REGISTRY

NEW Contact Person:	
NEW Mailing Address:	
NEW Contact Phone:	() —

NEW CONTACT PERSON EMAIL AGREEMENT: By choosing to receive correspondence on any matter affecting your license or other business with the Alaska Division of Corporations, Business and Professional Licensing by email, you agree to notify the Division in writing when your email address changes. You understand that failure to check your email address or to keep it in good standing may result in an inability to receive crucial information, potentially resulting in the inability to obtain or retain licensure.

Email Address:		<input type="checkbox"/> Send my Correspondence by Email <input type="checkbox"/> Send my Correspondence by US Mail
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Representative's Name:	_____	Title:	_____
Representative's Signature:	_____	Date:	_____



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REMOVAL: Telemedicine Business Registry

This form must be completed by a business currently on the Telemedicine Business Registry but which has terminated telemedicine services in Alaska. By submitting this form, the business named below will be removed from the registry. If telemedicine services are resumed, a new application (*Form 08-4694*) for placement on the registry must be submitted to the Department before services are provided to a recipient located in this state as required by 12 AAC 02.600(e).

Enter the three-letter program code of the primary health care profession delivered by telemedicine. Enter only one of the codes listed below:

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- | | | |
|---|---|---|
| <p>ATH · Athletic Training
AUD · Audiology and Speech
BEV · Behavioral Analysis
CHI · Chiropractic
CSW · Social Work
DEN · Dental</p> | <p>DTN · Dietetics and Nutrition
MED · Medical
MFT · Marital and Family Therapy
MID · Midwifery
NAT · Naturopathy
NUR · Nursing</p> | <p>OPT · Optometry
PCO · Professional Counseling
PHY · Physical and Occupational Therapy
PSY · Psychology
VET · Veterinary</p> |
|---|---|---|

Telemedicine Business Registry Number:	
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Complete Mailing Address:	
Representative's Phone:	() —

Representative's Name: _____	Title: _____
Representative's Signature: _____	Date: _____



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Commerce, Community,
and Economic Development

DIVISION OF CORPORATIONS, BUSINESS AND
PROFESSIONAL LICENSING

TELEMEDICINE BUSINESS REGISTRY

P.O. Box 110806
Juneau, AK 99811-0806
Main: 907.465.2550
Fax: 907.465.2974

June 29th, 2017

TUNDRA TELEMEDICINE
6931 CHAD ST
ANCHORAGE, AK 99518

TBR #: 124120

Dear Alaska Business,

The Department of Commerce, Community, and Economic Development – Professional Licensing section received a Telemedicine Business Registry (TBR) application on behalf of representative, Carolyn McDougald for the partnership business, **TUNDRA TELEMEDICINE**, to be placed on Alaska's TBR. Effective **June 29, 2017**, the named business has been placed on the TBR in accordance with AS 44.33.381, 12AAC 02.600, and 12AAC 02.106. The registration number associated with this business is **124120** and will remain on the registry until a notice of termination is submitted to the Department. Placement on the registry does not require a renewal application or a renewal fee.

Information Change:

If your business has a change in name, address, or contact information, a notice of the change must be submitted to the Department by completing the Business Registry Change Form (form #08-4722) within 30 days of the change.

Termination:

If your business terminates providing telemedicine services, a Request for Removal from the Telemedicine Business Registry (form #08-4727) is required. To resume telemedicine services, a new application for placement on the TBR must again be submitted to the Department along with the required fee.

You may search for this business's placement on the TBR using the professional license search:
<https://www.commerce.alaska.gov/cbp/Main/Search/Professional>

Sincerely,

Laura Carrillo

Records & Licensing Supervisor
Professional Licensing
State of Alaska – DCCED
Phone: 907-465-2691
E-mail: laura.carrillo@alaska.gov
Fax: 907-465-2974

Administrative Business

STATE OF ALASKA

2018 STATE CALENDAR

State Holidays

Date	Holiday
01/01	New Year's Day
01/15	MLK Jr.'s Birthday
02/19	Presidents' Day
03/26	Seward's Day
05/28	Memorial Day
07/04	Independence Day
09/03	Labor Day
10/18	Alaska Day
11/11	Veterans' Day (observed 11/12)
11/22	Thanksgiving Day
12/25	Christmas Day

Biweekly employees please refer to appropriate collective bargaining unit agreement for more information regarding holidays.

- Holiday
- Payday

JANUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

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18	19	20	21	22	23	24
25	26	27	28			

AUGUST

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MARCH

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SEPTEMBER

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23	24	25	26	27	28	29
30						

APRIL

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29	30					

OCTOBER

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21	22	23	24	25	26	27
28	29	30	31			

MAY

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27	28	29	30	31		

NOVEMBER

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
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JUNE

S	M	T	W	T	F	S
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24	25	26	27	28	29	30

DECEMBER

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Exam Question Drafting

EXECUTIVE SESSION MOTION

Sec. 44.62.310. Government meetings public.

(c) The following subject may be considered in an executive session:

- (1) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
- (2) subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
- (3) matters which by law, municipal charter, or ordinance are required to be confidential;
- (4) matters involving consideration of government records that by law are not subject to public disclosure.

MOTION WORDING:

“In accordance with the provisions of Alaska Statute 44.62.310 (c), I move to go into executive session for the purpose of discussing (select the appropriate statutory citation for the situation):

- (1) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity; *OR***
- (2) subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion; *OR***
- (3) matters which by law, municipal charter, or ordinance are required to be confidential; *OR***
- (4) matters involving consideration of government records that by law are not subject to public disclosure.**

Board staff is requested to remain during the session *OR*

Board only to remain during session.”

Staff will then state **“The board is off the record at _____(time).”**

Task List

