

Annual Report
Fiscal Year 2014

**BOARD OF BOARD OF PSYCHOLOGIST
AND PSYCHOLOGICAL ASSOCIATE
EXAMINERS**

July 2014



**DIVISION OF CORPORATIONS, BUSINESS
AND PROFESSIONAL LICENSING**

This Annual Performance Report is presented in accordance with Alaska Statute 08.01.070(1) and Alaska Statute 37.07.080(b). Its purpose is to report the accomplishments, activities, and the past and present needs of the licensing program.

**ALASKA STATE BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE EXAMINERS
FY 2014 ANNUAL REPORT**

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**ALASKA STATE BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE EXAMINERS
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IDENTIFICATION OF BOARD**

<u>Board Member</u>	<u>Date Appointed</u>	<u>Term Expires</u>
John DeRuyter, Ph.D, Psychologist	June 6, 2007	March 1, 2015
Kristi Fuller, Ph.D, Psychologist	March 1, 2009	March 1, 2017
Joel B. Wieman, Ph.D, Psychologist	February 1, 2012	March 1, 2016
Allen (Al) Levy, Psychological Associate	March 1, 2012	March 1, 2016
Christian Muntean, Public Member	March 1, 2012	March 1, 2016

ALASKA STATE BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE EXAMINERS
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IDENTIFICATION OF STAFF

Lisa Range, Licensing Examiner (*Appointed 4/25/2014*)

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Michele Wall-Rood, Investigator

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ALASKA STATE BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE EXAMINERS
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NARRATIVE STATEMENT

The FY 2014 report of activities is based on meetings of the Board held between July 2013, and June 2014. During this period the Board held four meetings for a total of eight days. Meetings were held in Anchorage on August 22 and 23, 2013, November 14 and 15, 2013, February 27 and 28, 2014, and May 1, and 2, 2014 in Anchorage.

The Board continues with the goal and purpose of protection of the public, by ensuring the public of continued competency of licensed psychology professionals, that psychological care is offered by professionally qualified persons, and that qualified psychology practitioners are available. The Board has approved applicants for licensure as psychologists and Psychological Associates, as well as monitored continuing education requirements. The Board has continued the focus of obtaining a means to monitor new applicants, as well as renewing license holders, for criminal convictions. This effort is relevant in light of the Board's mission of protection of the public.

Mr. Al Levy LPA, and Susan Johnson, our Licensing Examiner attended the Annual Meeting of Delegates for ASPPB, Association of State and Provincial Psychology Boards, October 16 – 20, 2013. Dr. Joel Wieman and Mr. Christian Muntean attended the ASPPB Mid-year conference held April 10 – 13, 2014. Attending these conferences is an excellent opportunity to understand licensing issues and challenges faced by other jurisdictions and learn how other Licensing Boards have addressed problems similar to those faced the this Board

The Board has continued to function with increased efficiency engaging an ongoing focus on reducing administrative costs without compromising the purpose and mission of the board. This year the board gained significant clarity regarding the budget and financial information provided to the Board. This additional information has increased the board's ability to make informed decisions regarding the Board's operating costs. Of particular note has been the Board's increased access to specific financial information relative to legal costs incurred for individual licensing and enforcement actions, as well as a clearer understanding of the decision making process employed by the Department of Administration regarding how the travel and training budget is prioritized.

Membership

There have been no changes to the Board membership during the FY 2014.

Investigations

Ms. Wall-Rood has attended each of our board meetings in person and has provided comprehensive and timely updates regarding investigative matters. Relative to previous years, there has been increase in the number of complaints being made and investigations being initiated.

Test items

The Board has made the creation of new test items and evaluating and updating existing questions a priority. Time has been allotted at each Board meeting to engaged an ongoing process of item revision and ensure that the state law and ethics examination is a valid and reliable measure of knowledge essential to protecting the public during the provision of professional services regulated by the Board.

Statute changes

The Board has made changes to regulations regarding Continuing Education Credits and the conduct of Supervised Practice for Temporarily Licensed Psychologists and Psychological Associates 2014. there have been no changes to statutes regarding the Practice of Psychology in 2014.

Future Board Meetings

While the Board has chosen to hold the majority of their meetings in Anchorage to minimize travel costs the Board meeting scheduled to be held August 7th and 8th 2014 will be held in Fairbanks to facilitate input by stakeholders from that region. Board meetings may be held in other parts of the State as requested and appropriate. In addition to the meeting scheduled to be held in Fairbanks on August 7th and 8th 2014, the Board will meet in November 2014, January 2015, and March 2015 on dates which will be announced.

ALASKA STATE BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE EXAMINERS

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BUDGET RECOMMENDATIONS FOR FY 2015

TRAVEL REQUESTS: ranked in order of the board's priority. Provide the best estimates based on past actuals and seasonal trends in travel, such as summer hotel rooms or increased fuel costs. Calculate on full costs and note any third-party fiscal offsets. Expand the tables below as needed.

Board Meetings

Date	Location	# of Board Members	# of Staff	Total Estimated Cost <small>(total of airline, hotel, mileage, MANDIE, parking, rental car, taxi, etc.)</small>
8/7-8/14	Fairbanks	5	1	\$5,000.00
11/2014	Anchorage	5	1	\$2,000.00
01/15	Anchorage	5	1	\$2,000.00
03/15	Anchorage	5	1	\$2,000.00

Travel Required to Perform Examinations

Date	Location	# of Board Members	# of Staff	Total Estimated Cost <small>(total of airline, hotel, mileage, MANDIE, parking, rental car, taxi, etc.)</small>
	N/A			
Description of meeting and its role in supporting the mission of the board:				

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

Rank in order of the board's priority.

Rank	Date	Location	# of Board Members	# of Staff	Total Estimated Cost		Total Potential Third-Party Offset
					<small>(total of airline, hotel, mileage, M&E, parking, rental car, taxi, etc.)</small>	Conference Fee	<input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Direct
1	10/2014	Palm Springs CA	5	1	\$18,000.00		\$300.00
	Description of meeting and its role in supporting the mission of the board: This is the Association of State and Provincial Licensing Boards Annual Meeting of Delegates. This meeting is an opportunity for Licensing Board representatives from other jurisdictions to learn "best practices" approaches to addressing the regulatory challenges faces by all licensing boards. It also provides an opportunity for the Alaska Psychology Licensing Board to have a voice in the future direction of boarder licensing structure.						
2	4/2015	TBA	5		\$15,000.00		\$300.00
	Description of meeting and its role in supporting the mission of the board:						

NON-TRAVEL BUDGET REQUESTS

Dues/Memberships/Resources/Online Training/Teleconferences/Examination Contracts

Provide details of the budgetary request. Break down into specific events, where applicable.

1	Product or service: ASPPB Annual Dues	Provider: ASPPB	Cost per event: \$1000,00
	Description of item and its role in supporting the mission of the board: The Associate of State and Provincial Psychology Boards membership gives staff access to a national disciplinary database, national examination scores, and the ability to upload Alaskan candidates to take the national examination. The amount is based on the current number of Alaska licensees but has tended to be approximately \$1,000.00 annually		
2	Product or service: Web based training	Provider: CLEAR	Cost per event: \$1000.00
	Description of item and its role in supporting the mission of the board: Participating in online training provided by CLEAR (Council on Licensure, Enforcement and Regulation) provides specific relevant training to Board members regarding professional and occupational regulation relevant to emerging inter-jurisdictional concerns that are consistent with the mission statement of the Board		

**ALASKA STATE BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE EXAMINERS
 FY 2014 ANNUAL REPORT
 BUDGET RECOMMENDATIONS FOR FY 2015 CONTINUED**

Other Items with a Fiscal Impact:

Product or service: N/A	Provider:	Cost per event:
Description of item and its role in supporting the mission of the board:		

Summary of FY15 fiscal requests

Board Meetings	\$11,000.00
Travel for Exams	0
Out-Of-State and Additional In-State Travel	\$33,000.00
Dues/Memberships/Resources/Online Training/Teleconferences	0
Total Potential Third-Party Offset	\$600.00
Other	
Total Requested:	\$41,400.00

Additional information:

ALASKA STATE BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE EXAMINERS
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RECOMMENDATIONS FOR PROPOSED LEGISLATION FOR FY 2015

Focus Area (Check all that apply)

- Economic Development
- Government Within Our Means
- National Regulatory/Industry Changes
- Enhance Public Protection

1. Subject and Proposed Language (include intent and statutory reference)

National background checks be required for all individuals applying for licensure as a Psychologist or Psychological Associate in Alaska.

2. Explain the benefits the proposed legislation would provide.

The passage of legislation requiring these background checks would significantly strengthen the Board's ability to protect the public from applicants who have previously been convicted of behaviors or actions inconsistent with the professional standards of Psychology and are likely to be harmful to the public

3. Explain the consequences, if any, of not implementing the proposed statutory change.

Individuals who have a history of harming people might be licensed as Psychologists or Psychological Associates and put in a position to harm or exploit vulnerable populations in Alaska.

4. Describe any potential negative impacts of this legislation and how they would be minimized.

No negative impacts have been identified

5. Who do you anticipate will support the bill and why? Include municipalities, groups, etc...

Any individuals or groups with interests or missions dedicated to protecting vulnerable populations in Alaska

6. Who do anticipate will oppose the bill and why?

No opposition is anticipated

7. What other state departments will be affected by this legislation? Have you discussed the impact with the affected departments, and if so who and do they support this bill?

No other departments are likely to be impacted

8. Identify and describe any previous state or federal legislation or similar efforts in other states which affect or relate to this proposal.

Most other jurisdictions and many other Professional Licensing Boards in Alaska already have the statutory ability to require background checks be accomplished on any individual seeking Professional Licensure in those jurisdictions or professions.

9. Has this bill topic been previously introduced in the legislature? If so, what was the final outcome and why?

Unknown

10. In the event questions should be raised during review of this request, please indicate below which board member should be contacted:

Mr. Christian Muntean

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REGULATION RECOMMENDATIONS FOR FY 2015

No changes in regulation are anticipated.

ALASKA STATE BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE EXAMINERS
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GOALS AND OBJECTIVES FOR FY 2015

List the board's FY14 goals and objectives and how they were met:

The following are the Goals and Objectives of the Board of Psychologist and Psychological Associate Examiners.

GOALS:

1. Enforcing the psychology practice act in order to protect the public;
2. ensuring the public of continued competency of licensed psychology professionals;
3. ensuring the public that psychological care is offered by professionally qualified persons;
4. ensuring the public that qualified psychology practitioners are available
5. promoting high professional standards of psychology practice;

GOALS WITH OBJECTIVES

1. To enforce those Psychology Practice Act by:

- a. Requesting to hold meetings for FY 2014 and to hold teleconference meetings as deemed necessary.

The Board met 4 times for a total of 8 days in 2014. 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 Occupational Licensing, Investigative Section, may use for investigative matters.

The Board received an investigative report during each meeting. A rotating schedule was implemented providing the investigator with convenient and timely access to qualified Board Members to review data collected during the investigative process. A list of expert witness is maintained to provide to provide the Investigative Section access to well qualified Psychologists should their expertise be required.

- c. To request that the Division of Occupational 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 Occupational 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 in a timely manner and acted on consistent with current statutes and regulations.

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

No investigations presented to the Board were found to have grounds for the imposition of disciplinary sanctions. During the past year the Board has recommended several changes to current statutes and regulations consistent with this goal.

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 30, 2015 renewal.

The Board has strongly recommended including online documentation of continuing education requirements as an option to facilitate the June 30, 2015 renewal.

- b. Continue to encourage the Alaska Psychological Association (AK-PA) to survey licensees regarding continuing education areas of practice of importance to the state and report their findings to the board.

The Board prioritizes feedback from the Alaska Psychological Association (AK-PA) by making it an agenda item at each scheduled Board Meeting. A representative from AK-PA attends this meeting either via teleconference or in person to engage the Board in topics that include educational needs of State licensees. The Board also invited AK-PA to provide direct feedback regarding proposed regulations changes regarding the inclusion of Active Webinars as face-to-face training opportunities.

- c. Review continuing education audits for the June 30, 2015 renewal.

No action required.

- d. To review the division of occupational licensing proposed fee request for renewals of Psychologists and Psychological Associate licenses, which expired June 30, 2015

The Board continues to closely monitor meeting and travel expenses as well as the costs of other Board activities in order to provide input concerning the establishment of renewal fees for the next licensing biennium.

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.

- b. Maintain board knowledge of issues and licensing:

Activity # one: to send at least two board members to ASPPB annual and midyear conferences.

The Board was able to send two individuals to the ASPPB annual and Mid-year conferences.

Activity # two: make available online training available through the Council on Licensure, Enforcement and Regulation to each board member annually.

Funds not made available to allow Board Members to complete the online training available through the Council on Licensure, Enforcement and Regulation.

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.

The Board reviewed all applications for licensure submitted during FY 2014 and issued licenses in accordance with relevant statutes and regulations.

- b. Conduct for jurisprudence examinations for FY 2014.

The Board conducted jurisprudence examinations in Fairbanks, Anchorage, and Juneau as requested applicants and scheduled by the Board.

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

The Board reviewed and revised current pool questions as appropriate, and added several questions to more completely address the scope of knowledge required to safely practice psychology in Alaska.

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

The Board maintained contact and discourse with AK-PA as an agenda item on regularly scheduled meetings.

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

- a. Assessing the Impact of Continuing Education Requirements for the License Renewal Process.

The Board adopted regulations that enhance opportunities licensees have to engage training venues and access educational providers on a broader scale. Acknowledging the role many psychologists have with the Alaska Court System the Board has adopted regulations that allow the inclusion of appropriate training provided by the American Bar Association as qualified continuing education credits.

- b. Educating the public regarding the practices 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 2014.

Activity #2: include public comment on agendas at the board meetings.

An opportunity to provide public comment was placed on the agenda at each meeting.

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

No public hearings were held as no proposed regulatory changes required that process.

Activity #4: solicit public written comments on board activities and relevant statutes and regulations.

Public comments were solicited regarding proposed regulations changes in 2014.

- 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, and 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.

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

Board members communicated with various legislators and other government officials on an individual basis to inform, solicit information, and understand concerns other branches of State of Alaska government might have relative to the professional licensing of Psychologists.

List the board's FY15 goals and objectives. Include any strengths, weaknesses, opportunities, and threats, as well as any resources needed:

The following are the Goals and Objectives of the Board of Psychologist and Psychological Associate Examiners.

GOALS:

1. Enforcing the psychology practice act in order to protect the public;
2. ensuring the public of continued competency of licensed psychology professionals;
3. ensuring the public that psychological care is offered by professionally qualified persons;
4. ensuring the public that qualified psychology practitioners are available
5. promoting high professional standards of psychology practice;

GOALS WITH OBJECTIVES

1. To enforce those Psychology Practice Act by:

- a. Requesting to hold meetings for FY 2015 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 Occupational Licensing, Investigative Section, may use for investigative matters.

An ongoing strength.

- c. To request that the Division of Occupational 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.

An area of weakness in that the Board has repeatedly requested an accurate accounting of the cost of ongoing investigations.

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

Not an area of concern.

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

This area could be strengthened by increasing funding that would allow the travel of each Board member to the ASPPB annual and midyear conference as well as the online training available through CLEAR. As a fairly isolated jurisdiction Alaska lacks access to training and legal information easily available to other jurisdictions. Authorization for travel to attend training and educational conferences would significantly increase the Board's ability to carry out this objective.

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 30, 2015 renewal. ***This is an area of weakness due to limitations inherent in the State of Alaska Website structure.***
- b. Continue to encourage the Alaska Psychological Association (AK-PA) to survey licensees regarding continuing education areas of practice of importance to the state and report their findings to the board. ***This is an area of continued opportunity as the Board evaluates proposed regulatory changes regarding the provision of telehealth services.***
- c. Review continuing education audits for the June 30, 2015 renewal. ***An area of strength and opportunity in that as the audits are conducted an informal evaluation of the types of training opportunities engaged by licensees may be conducted .***
- d. To review the division of occupational licensing proposed fee request for renewals of Psychologists and Psychological Associate licenses, which expired June 30, 2015. ***The Board is pleased with the opportunity to provide input to Director Chambers regarding the ongoing cost of Board activities as a fee structure for the next biennium is being developed. Effective communication with the Director reflects this as an area of strength for the Board and for the State.***

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.

An area of strength.

- b. Maintain board knowledge of issues and licensing:

Activity # one: to send at least five board members to ASPPB annual and midyear conferences.

Increased funding for this travel has strengthened this area. Until five board members can attend these conferences it must be considered an area of weakness.

Activity # two: make available online training available through the Council on Licensure, Enforcement and Regulation to each board member annually.

This is an area of strength.

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.

An area of strength.

- b. Conduct four jurisprudence examinations for FY 2015.

An area of strength.

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

An area of strength.

- 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 practices 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.

Activity #4: solicit public written comments on board activities and relevant statutes and regulations.

This is an area of opportunity. The by increasing visibility of the Board by noticing public meetings and soliciting public comment the public can become more aware of the function 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, and the Board of Professional Counselors, and other boards as appropriate. To work on areas of mutual interest by participating in joint meetings as appropriate.

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

This is an area of weakness. The Board lacks clear means to communication with the various governmental branches of the State of Alaska. Currently to Board communications with these groups is largely accomplished informally through personal informal contacts held by individual Board members.

ALASKA STATE BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE EXAMINERS

FY 2014 ANNUAL REPORT

SUNSET AUDIT RECOMMENDATIONS

Date of last Legislative Audit: October 28, 2009

Board sunset date: June 30, 2018

Audit Recommendation #1:

The Department Of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing's administrative officer should take steps to ensure courtesy licenses comply with reporting requirements.

State regulation 12 AAC 60.035(a) authorizes a courtesy licensed to practice psychology for no more than 30 days in a 12 month period. The regulation requires the licensee to submit a report to the Board each month during the period of courtesy licensure indicating the number of days practiced during the month.

The licensing examiner that provides administrative support to the Board of Psychology and Psychological Associate Examiners did not monitor or report compliance with the monthly reporting requirement. From FY 05 through FY 09, 11 courtesy licenses were issued by the board. We examined three of the 11 courtesy licensed files. Each had varying degrees of incomplete reporting. One licensee failed to submit any monthly reports; another submitted a report that covered a nine-month period; and the third submitted late reports. There was no follow-up by division staff for the board. Without adequate reporting, it is unclear whether courtesy licensees to complying with regulatory requirements.

We recommend that the division's professional licensing administrative officer develop procedures to monitor reporting requirements and report compliance to BPPA.

Action taken:

A summary report of courtesy licensed hours of use is included as a standard agenda item at each BPPA meeting. A form has been created and revised to ensure consistent and actual compliance with reporting requirements.

Next Steps:

No further action required

Date completed:

February 2009

Audit Recommendation #2:

The division's professional licensing administered officer should take steps to improve administrative support.

Unqualified staff and a lack of documented procedures led to several deficiencies in division administrative support. Specifically:

- FY05, FY 07, and FY 08 annual reports contained errors in license statistics.
- Nine of 16 board meetings were not published on the State online public notice system.
- Fee analyses were not performed for the licensing periods FY 05 and FY 06.
- Indirect costs for the division were treated inconsistently between fiscal years.
- Fines of \$1000, recorded in fiscal year 07, were incorrectly reported as BPPE revenue.

The division is responsible for performing various administrative tasks to support board activities. Per AS 08.01.050, duties include collecting and recording fees; maintaining records and files; compiling and maintaining a current register of licensees; arranging for printing and advertising; and providing inspection, enforcement, and investigative services to occupational boards. DCCED is also responsible for annually reviewing fee levels of the occupational boards to determine whether the regulatory costs of the occupation are approximately equal to fee collections related to that occupation. BPPA is required by AS 08.01.070 to submit, before the end of each fiscal year, and annual performance report to the Department stating the board's accomplishments, activities, and needs. The division's policy is to produce a single annual report incorporating both board and division information requirements.

Most of the deficiencies in administrative support were caused by a key administrative staff member that was unqualified and untrained for the position. This was further exacerbated by a lack of accounting and reporting procedures. Turnover in staff positions caused the oversight and posting public notices. Inadequate administrative support hampers BPPA's ability to fulfill its responsibilities and may provide policymakers with misleading information. We recommend the division's administrative officer responsible for professional licensing take steps to improve administrative support.

Action taken:

The deficiencies in division administrative support enumerated need to be addressed with increased training, supervision and qualified staff. This is an administrative issue that BPPA has little or no control over.

Next Steps:

Provide appropriate administrative oversight and additional training as required.

Date completed:

Required training and supervision is provided on an ongoing basis by the Division.

Audit Recommendation #3:

BPPA 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.

BPPA appointments did not fully comply with state law. A Psychological associate member position was vacant for 32 months beginning in fiscal year 04. A public member position was vacant for eight months of FY 04. A licensed psychologist member position was vacant for 15 months beginning in fiscal year 08.

Alaska Statute 08.86.010 requires the board to consist of three licensed psychologists, a licensed psychological associate, and one person with no direct financial interest in the healthcare industry. A lack of qualified applicants caused the board vacancies.

The board cannot function effectively with extended vacancies in board positions. Technical expertise is provided by professional members. Public members provide a consumer perspective. Full representation provides a board with Dallas to prevent undue bias toward the profession being regulated.

Action taken:

As of this writing, the BPPA is complete, with all vacancies filled. A representative of the Alaska Psychological Association (AK-PA) meets with the board at each regularly scheduled meeting of the BPPA. The Board will continue to inform AK-PA of vacancies or anticipated vacancies so that the members of the profession can contact the office of the Governor to indicate their interest in serving on the Board. Please note that during the lengthy board vacancies noted in the audit, that BPPA took the above step and were informed that letters of interest had been submitted by multiple individuals.

Next Steps:

No further action required

Date completed:

March 1, 2012

FISCAL YEAR 20____ STATISTICAL OVERVIEW

Program: _____

AS 08. _____

12 AAC _____

Name of Individual Completing Report: _____

Date: _____

FY14 LICENSEES	NEW-ISSUED FY 20____	TOTAL AS OF 6/30/____

A. Current Active Licenses, Endorsements, Permits

List type and if issued by examination or credential, as applicable.

LICENSE TYPE & PROGRAM CODE	Lic. Type Code	Status Code	NEW-ISSUED FY 20____	TOTAL AS OF 6/30/____	LICENSURE BASIS
Example: Civil Engineer - AEL	C	AA	10	250	Exam: 6 Credentials: 4
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
TOTAL					

B. Temporary Licenses

LICENSE TYPE & PROGRAM CODE	Lic. Type Code	Status Code	NEW-ISSUED FY 20____	TOTAL AS OF 6/30/____	NOTES
Example: Physical Therapist - PHY	R	AA	4	24	
1.					
2.					
3.					
4.					
TOTAL					

C. Current Licenses Issued as Inactive (not lapsed licenses)
 (Only Medical, Chiropractic, CPA, and Real Estate)

LICENSE TYPE & PROGRAM CODE	Lic. Type Code	Status Code	TOTAL AS OF 6/30/____
Example: Salesperson - REC	S	II	64
1.			
2.			
3.			
4.			
TOTAL			

D. Retired Licenses

CATEGORY & PROGRAM CODE	Lic. Type Code	Status Code	RETIRED DURING FY 20____	TOTAL AS OF 6/30/____	NOTES
Example: Osteopath - MED	O	RR	1	8	
1.					
2.					
3.					
TOTAL					

E. Examination Detail

(List each examination administration separately. Write "See Attached" and attach a separate sheet if necessary.)

EXAM TYPE	LOCATION	DATE	CANDIDATES	NO. PASSED	NO. FAILED
Number of Postponed Exams					
Number of Exam Reviews					

F. Miscellaneous Program Activity

List all instances of fee-related work performed under Centralized Regulations per 12 AAC 02.105 (tracked by each program's fee ticker)

DESCRIPTION	TOTAL
Example: License Verification	62

G. Miscellaneous Program Activity

List all instances of fee-related work performed under the licensing program's regulations that is not included above

DESCRIPTION	TOTAL
Example: Course Approval	16

H. Board Meetings and Teleconferences

DATE	LOCATION (<i>indicate if teleconference</i>)