

**STATE OF ALASKA**  
**DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT**  
**DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING**

**BOARD OF PROFESSIONAL COUNSELORS**  
**April 16-17, 2015**  
**MINUTES OF MEETING**

By authority of AS 08.01.070(2) and AS 08.95.020, and in compliance with the provisions of AS 44.62, Article 6; a scheduled meeting of the Board of Professional Counselors was held in Anchorage, Alaska, at 550 W. 7th Avenue.

**Thursday April 16, 2015**

**Call to Order/Roll Call 9:30 A.M.**

Board members present, forming a quorum of the Board, were:

Anne Brainerd, Licensed Professional Counselor, Chair  
Stephanie Johnson, Licensed Professional Counselor  
Lyn Tashea, Licensed Professional Counselor  
Debra Hamilton, Licensed Professional Counselor  
Lillian Mitchell, Public Member

Present from the Division of Corporations, Business, and Professional Licensing at various times were:

Michele Wall-Rood, Investigator  
Renee Hoffard, Licensing Examiner  
Dawn Hannasch, Records & Licensing Supervisor

**Ethics Reports**

There were no ethics violations to report.

**Agenda Item 1      Review Agenda**

The Board reviewed the agenda:

**On a motion duly made by Debra Hamilton, seconded by Lyn Tashea, and passed  
unanimously, it was**

**RESOLVED to accept the agenda as amended below:**

Agenda item # 4 The Board will review meeting Minutes for Oct. 2014 meeting on Friday, April 17.  
Agenda item #5 Strike S. Johnson from the conference reports.  
Agenda item #6 Heather Phelps will be speaking to the board during public comment.  
Agenda item #7 Strike (A) face to face subcommittee.

Agenda item #11 Move regulation update to July meeting/ the board will review the FY14 Annual report and discuss goals and priorities for travel for the upcoming fiscal year.

The Board decided to skip ahead to Item #4 Review of Minutes until time for Agenda item #2.

#### **Agenda Item 4      Review of Minutes**

The Board reviewed the minutes from the January meeting. The Board approved the minutes as amended:

**On a motion duly made by Lillian Mitchell, seconded by Stephanie Johnson, and passed unanimously, it was**

**RESOLVED that the Board accept the January 2015 meeting minutes as amended.**

Debra Hamilton inquired about the timeline for the board to receive meeting minutes. Renee Hoffard stated that the minutes are due to her supervisor for review within 10 business days of the meeting.

The Board will sign the January minutes at the next board meeting, after the amendments are made.

The Board will review the October 2014 minutes on Friday after the Board has a chance to review them overnight.

#### **Agenda Item 2      Budget Report /Division Update**

The Board discussed program revenues and expenditures for 1st qtr. 2015 as well as and indirect allocation changes via telephone with Janey Hovenden, Director; Martha Hewlett, Administrative Officer; and Sara Chambers, Professional Licensing Operations Manager.

Sara Chambers reminded the Board that licenses for the program will expire in October 2015. After the legislative session has ended Sara will be reviewing the fee analysis and using guidance from the legislation to set fees. She recommended that the board look at their current deficit and discuss raising licensing fees to resolve the deficit. Sara stated that the program has had a 12% growth since FY14. Starting July 1, 2015 programs will be able to utilize disciplinary fines to offset investigation fees. This is not a source of revenue; it is just to offset the cost of investigations. This is not a policy boards previously had available.

Chair Brainerd stated that the Board has been discussing ways to increase revenue such as charging a fee for CEU Provider Approvals, etc.

Sara stated she would be sending the Board a letter with the Division's fee analysis recommendation and perhaps the Board could hold a teleconference to discuss the Division's finding. She recommended that the Board, during the current meeting, make any recommendations that the Board has for the fees such as fees for Provider Approvals and any other potential changes the Board will be making to increase revenue.

Sara Chambers asked if the Board has any questions for the Division's new Director Janey Hovenden. Chair Anne Brainerd welcomed Director Hovenden to the Division. The Board had no questions for Director Hovenden at this time and ended the call.

While awaiting Investigator Wall-Rood the Board continued discussion of fees. The Board is in favor of raising fees because of the severe deficit revealed after the State's audit in 2012. They feel that raising licensure fees to \$500.00 and application fees to \$150.00 would be appropriate.

The Board will continue the discussion later in the meeting.

### **Agenda Item 3 Investigator Report**

#### **A. General Report**

Investigator Wall-Rood met with the Board.

Investigator Wall-Rood gave the Investigations Report. As of December 31, 2014 through March 22, 2015 there were 13 matters opened and 9 closed. A total of 10 matters remain ongoing and under review. The Board has 1 probationer at this time; that individual is in compliance. Chair Brainerd thanked Investigator Wall-Rood for moving investigations through quickly and efficiently.

**On a motion by Debra Hamilton, seconded by Lyn Tashea, and approved unanimously it was**

**RESOLVED to go into executive session with staff in accordance with AS 44.62.310(c) (2) and (3) for the purpose of discussing a consent agreement for case #2014-001634. Board staff Dawn Hannasch, Renee Hoffard and Michele Wall-Rood to remain in room during executive session.**

Off record at 10:31 a.m.

On record at 10:38 a.m.

**On a motion by Debra Hamilton, seconded by Lillian Mitchell, and approved unanimously it was**

**RESOLVED to adopt the consent agreement for Dana Pictou.**

**Stephanie Johnson and Lyn Tashea recusing from this vote.**

Investigator Wall-Rood exited the meeting.

The Board resumed the previous discussion of fees. Lyn Tashea stated that she previously had not been aware that disciplinary fees were receipted to the General Fund. Dawn Hannasch confirmed that statement and reiterated Sara Chambers' statement regarding the changes that will allow those funds to be used to offset investigative fees after July 1, 2015.

Chair Brainerd reviewed the CEU Provider approval forms for Board of Chiropractors and Board of Social Worker Examiners. Renee Hoffard explained the difference between the forms the Board of Chiropractors use: Chiropractors can provide training for others in their profession if they apply. Renee Hoffard informed the Board of the fees the Board of Chiropractors and Board of Social Worker Examiners receive from CEU providers. Dawn Hannasch stated she would submit an inquiry to Jun Maiquis, the Division regulations specialist to determine if it would require a statute or regulations change.

Renee Hoffard stated that the Board of Social Workers Examiners CEU Provider approval application references the statute for that program that establishes the fees that must be submitted.

### **Agenda Item 5 Conference Reports**

**AKCA Liaison Report** – Lyn Tashea reported that AKCA continues to have limited meetings as reported in previous meetings. AKCA held a retreat for their executives to try to get on top of email, correspondence and other issues. The retreat was held the weekend of March 14. Lyn called into a meeting on March 14. AKCA asked for more history on the supervisor provision language changes. AKCA reviewed language submitted by

Debra Hamilton. AKCA proposed a multi-tiered change to supervision and internship. Lyn explained to them the qualifications for licensure under 08.29.110, which is different than supervisor qualifications. AKCA proposed limiting supervisor certification to LPC's only. Chair Brainerd expressed her concern that this could be extremely difficult given the vast rural population of Alaska. Lyn asked AKCA put the proposed changes in writing so that they could be presented to the Board. AKCA was amenable to post-licensure experience changing from 5 years to 3 years. Debra inquired if AKCA had any opinions on the educational requirements the Board is considering. Lyn stated that at that time in the meeting AKCA expressed concerns about fee increases and it terminated conversation about supervisor certification. AKCA feels that restricting supervisor certification to LPC's only would increase the service delivery and quality of supervision as opposed to supervisors being from another field. Chair Brainerd expressed the difficulties with that in Alaska; it would lead to a marked increase of distance supervision. Debra stated that the changes AKCA wishes to make are much more restrictive than the changes the Board is researching in an effort to shore up the quality of supervisors by requiring continuing education and more licensed experience. The Board could make changes to have only LPC's supervising but those LPC's would still need to be more qualified. The Board could look at the current list of supervisors and determine if that would even be a possibility based on locations of supervisors. AKCA is more focused on registered interns at this time as opposed to supervisor certification. AKCA had more discussion about the language concerning registered intern language. The Board had previously suggested titling it "Supervisee" and felt that intern indicates a student. The Board felt that the education that applicants would already have should be recognized. Lyn will follow up with AKCA. Lyn did provide examples of language from other states.

Debra brought up the topic of a potential increase of administrative duties for Division staff in terms of making the supervisor certification an actual certificate. She inquired about how cumbersome it would be on the licensing staff if supervisors were issued a certification; what would the expenses be. The Board discussed having a renewal application for supervisors requiring CEU's and a renewal fee; this would change supervisor certification from a lifetime certification to a two year renewable certification. Supervisors that have already been approved before changes take place could be grandfathered in. At this time there is a \$125.00 application fee; if changes are made there would be a renewal fee. There was discussion of the renewal applications that would be needed if those changes take place.

There was concern for the participation that licensees have with AKCA at this time; Lyn stated that since she has started attending, there has been virtually no attendance from licensees at AKCA meetings. Chair Brainerd inquired about the possibility of adding a letter to renewal applications to encourage awareness of AKCA. Debra recommended that AKCA write the letter, perhaps it could come from J.R. Meyer, AKCA President. The Board would like to see AKCA revitalized within the professional community. Lyn did reach out to AKCA after the retreat and did not receive any responses. Lyn has asked multiple times for AKCA's recommendations to be submitted in writing to the Board so that there is no misunderstanding.

AKCA will be meeting the week of April 20, 2015; the Board will submit language proposals for AKCA to review at that time. AKCA has no planned trainings at this time.

### **Agenda Item 7      Old Business**

(A) The Board struck Face to Face subcommittee during agenda review.

(B) Registered Intern- Jun Maiquis replied to an emailed inquiry from Dawn Hannasch that in order for the Board to charge for CEU Provider Approvals it will require a regulations change. Chair Brainerd asked if they felt the Board should draft language for what they recommend for the Registered Intern and submit it to AKCA. Debra inquired what AKCA's objective is with the registered intern; the Board's objective is to designate or register applicants. This would give the applicants some accountability to the Board; it would enable the Board to monitor who is under supervision and accruing hours. This would not give applicants any professional

standing or credentialing. Lyn stated that AKCA's discussion has mainly centered on what to call the interns/supervisees. AKCA does see it as a good idea. AKCA did initiate a quest for status for Master Level applicants that are not licensed. AKCA has been discussing provisional licensure for licensees. Lyn feels that that is for accountability to the public as to who is licensed and who is under supervision accruing hours for licensure. There was discussion about the Board currently having no recourse for individuals under supervision because there isn't a way to monitor who is under supervision. Other programs have applications for individuals to apply before they begin accruing supervised hours which allows those programs to monitor the individuals for ethics violations and it makes them accountable to their supervisor for any violations. The Board feels that they should draft correspondence to send to AKCA listing what the board would like to see accomplished and reasons why the board wants the changes. The Board will also address the title concerns in the correspondence to AKCA. There was discussion about titles that are used by other states; it was recommended that the title the board submits to AKCA would be PCI – Professional Counselor Intern. It was decided that discussion will continue after public comment.

(C) The Board discussed the difficulty for licensees to find supervisors due to Ethics conflicts and distance issues if supervisors are reduced to LPC only. Lyn Tashea has asked AKCA for written explanation of the multi-tiered system the organization is interested in. AKCA would prefer to determine the procedure and requirements for supervisors before they move forward with recommendations for interns and intern language. Stephanie Johnson recommended a survey for the current list of supervisors to determine which supervisors are still supervising, how much they are charging supervisees, etc. There are a lot of questions with agencies and departments about the regulations for supervisors. Stephanie feels that limiting supervisors to LPC will cause a negative impact in rural areas. Debra mentioned that it would be good if a survey could indicate if supervisors are able to supervise outside the facility or agency they work for.

**On a motion duly made by Lyn Tashea, seconded by Lillian Mitchell, and passed unanimously, it was**

**RESOLVED that the Board will break for lunch; returning at 1:00 pm.**

**Break for Lunch: 11:48 am**

**Return from Lunch: 1:14 pm**

#### **Agenda Item 6 Public Comment**

Heather Phelps from DOC joined the Board to give comment on training she attended: ACA Clinical Supervision. Heather is the Criminal Justice Planner for the Department of Corrections. She has been an LPC since 2008 and a Board approved supervisor since 2012. She attended the ACA conference in March in Orlando, FL. She attended a session concerning CACREP moving forward nationally. There was discussion at the conference concerning how to meet standards in less populated areas and standardization of supervision nationwide. She brought copies of the PowerPoint presentation for the session she attended "Counselor Licensure Supervision across the U.S.A.: A Comparative Look." This class was based on information collected over the past several years. From the presentation it was learned that there is a national trend to move to allowing only LPCs to supervise; there are currently 12 states that only allow LPCs to supervise. Alaska and New Mexico require the least amount of training for supervision. Alaska also doesn't specify how many individuals can be in a group for supervision. There was discussion during the session about Triadic Supervision which allows for multiple interns being allowed to attend a supervised session at the same time. Heather will send the actual PowerPoint to Renee Hoffard so that she can distribute it to the Board members. Heather did inform the Board that if they have questions about anything in the presentation that she feels ACA would be very accommodating in providing additional information and resources. Heather exited.

The Board discussed the professions that are currently eligible to apply to be an approved supervisor.

The Board returned to Agenda Item #7 Old Business – Registered Intern. Chair Brainerd asked if the Board would like to draft verbiage to send to AKCA. It was determined that since AKCA will be meeting the following week the draft would need to be complete before the Board adjourns this meeting. The Board discussed supervision requirements of other states. Chair Brainerd was tasked with typing the draft after the meeting adjourns for the day so the Board can review and approve it in Friday.

CEU Provider Approval – The Board decided to move review of this to Friday, April 17 at 1:15 where it is referenced under Agenda Item #12.

Break: 2:56 p.m.

Return from break: 3:13 p.m.

### **Agenda Item 8      Application Review**

The Board reviewed 12 applications for licensure, 10 applications to be a Board Approved Supervisor, 10 continuing education provider’s approval requests, and 1 reinstatement. Review done on Thursday, motion made on Friday.

**On a motion by Lyn Tashea, seconded by Lillian Mitchell, and approved unanimously it was**

**RESOLVED to approve the following list of applications with the stipulation that the information in the applicants’ files will take precedence over the information in the minutes:**

#### **PROFESSIONAL COUNSELOR – EXAM**

- **Alleva, Kristie**
- **Arnold, Dayna**
- **Baum, Alice D.** (Debra Hamilton Recused)
- **Bowman, Kendra**
- **Burket, Rebekah** (Anne Brainerd Recused)
- **Lanier, Rhonda**
- **Nelson, Debra**
- **Spence, Victor** (Lillian Mitchell Recused)

#### **PROFESSIONAL COUNSELOR – CRED**

- **Chambers, Amber**
- **Davenport, Nancy**
- **Flora, Stephen**
- **Rogers, Deborah, A.**

#### **PROFESSIONAL COUNSELOR SUPERVISOR**

- **Begich, Melissa P.**
- **Cardwell, Steven Kyle**
- **Courteau, Paul Francis**
- **Henry, Donna J.**
- **Jackson, Julia A.**
- **Jensen, Miriam A.**
- **Nusbaum, Collen**
- **Spinner, Ruth Ann**
- **Tolliver, Debra Ann**

- **Wendt, Nina Elaine** (Anne Brainerd Recused)

#### **CONTINUING EDUCATION PROVIDER APPROVAL**

- **Kodiak Area Native Association - Rita Mahon**
- **Providence Psychiatric ER - Candice Siciliano**
- **Alaska Psychiatric Association - Debbie Hamilton** (Debra Hamilton Recused)
- **Alaska Child Trauma Center - Helen Strothers**
- **Alaska Association for Play Therapy - Lori Houston**
- **Dept. Health & Social Services - Liz Clement**
- **Georgetown University Center for Children's Mental Health - Sherry Peters**
- **Dept. Health & Social Services - Shirley Pittz**
- **Providence Emergency Room - Sciliano/Pettit**
- **Alaska Psychological Association - Deborah Gideon, PhD**

#### **REINSTATEMENTS**

- **Swanberg, Jennifer J.**

**On a motion by Lillian Mitchell, seconded by Debra Hamilton, and approved unanimously it was**

**RESOLVED to adjourn until 9:00 a.m. Friday, April 17, 2015.**

Meeting adjourned until 9:00 a.m. Friday, April 17, 2015.

Meeting adjourned at 5:15 p.m.

**Friday April 17, 2015**

**Call to Order/Roll Call 9:03 A.M.**

Board members present, forming a quorum of the Board, were:

Anne Brainerd, Licensed Professional Counselor, Chair  
Stephanie Johnson, Licensed Professional Counselor  
Lyn Tashea, Licensed Professional Counselor  
Debra Hamilton, Licensed Professional Counselor  
Lillian Mitchell, Public Member

Present from the Division of Corporations, Business, and Professional Licensing at various times were:

Renee Hoffard, Licensing Examiner

The Board reviewed the agenda and Chair Brainerd recommended adding review of October meeting minutes and discussion of fees since the Board completed Agenda Item #8 Application review before the Board adjourned on Thursday. Chair Brainerd distributed draft language for the Board to review for proposed regulations changes and draft correspondence to submit to AKCA regarding supervision certification and registered interns.

**On a motion duly made by Debra Hamilton, seconded by Lillian Mitchell, and passed unanimously, it was**

**RESOLVED to accept the agenda as amended below.**

Agenda item #8 – Struck; the Board completed review of applications Thursday, April 16.

9:15 (A) The Board will review meeting Minutes for Oct. 2014 meeting.

(B) Discuss draft language to be sent to AKCA regarding supervision certification and registered interns.

(C) Discuss fees the Board will recommend to the Division for the up-coming renewal.

A. The Board reviewed the minutes from the October 2014 meeting. The Board approved the minutes as amended:

**On a motion duly made by Lillian Mitchell, seconded by Lyn Tashea, and passed unanimously, it was**

**RESOLVED that the Board accept the October 2014 meeting minutes as amended.**

The Board will sign the October minutes at the next board meeting, after the amendments are made.

B. Draft Language for AKCA – Chair Brainerd passed out proposed draft language, which the Board reviewed and determined to submit the following recommended verbiage to AKCA:

## Professional Counselor Intern

### Reasoning:

1. Ensures supervisor is State of Alaska PCO Board approved
2. Allows monitoring of supervisees lest ethics violations occur
3. Ensures applicants have appropriate degree
4. Ensures supervisees are aware of and meet all licensure requirements well in advance of applying for final licensure

INTENTIONALLY staying away from anything including “licensed” so as (1) not to mislead the public in any way and (2) to ensure there are no questions regarding an intern’s ability to bill insurance companies.

### Application:

1. Registration will expire in three years. Thereafter, an applicant must reapply as an Intern, although previously accrued supervised hours will still be credited
2. Must have completed Master’s degree but can complete hours needed to reach 60 graduate semester hours during the Intern process
3. Must submit transcript
4. Must submit background check
5. Do not yet have to have completed the NCE or NCMHCE
6. Responsibility to keep address and contact information up to date with State.

Regarding Supervision Certification, the statute proposed would be:

Section 08.29.210: Supervisor Certification. (a) the board shall approve and certify a person as an approved counselor supervisor for the purposes of this chapter if the person:

- (1) Is licensed in Alaska as a professional counselor or is licensed in Alaska as a physician, advanced nurse practitioner who is certified to provide psychiatric or mental health services, clinical social worker, marital and family therapist, psychologist or psychological associate.
  - (2) Submits an application for certification and the appropriate fee;
  - (3) Has three years of counseling experience as a licensed professional named above
  - (4) Provides to the board for its approval or disapproval a statement that details the person’s supervision philosophy, orientation, and experience; and
  - (5) Meets other criteria that may be established by the board in regulations
- (b) REPEALED

### C. Discussion of fees –

The current application fee is \$125.00, the current licensure fee is \$400.00, and supervisor application fee is \$125.00. The Board would like to recommend that the fees be increased to: application fee \$150.00, licensure fee \$500.00, and supervisor application fee \$150.00. The Board reviewed the fees charged by other mental health boards and determined that \$500.00 for licensure would be acceptable and fair. The Board discussed notifying licensees in advance that they are recommending the change and offering an explanation as to why the increase is occurring. The Board did an informal vote to make the above fee change recommendations to the Division. Renee Hoffard will submit the Board’s recommendation to the Division.

## **Agenda Item 10 Distance Counseling Training**

The Board welcomed Jaedon Avey for distance counseling training. Jaedon stated that to his understanding he was there to discuss webinars with the Board. Jaedon distributed and read aloud a letter from himself to the Board of Psychology; the letter was dated 8/16/2012. There has been no contact from PSY Board since the letter was sent. At this time AK-PA does not have any webinars planned. After reading the letter, Jaedon

opened the floor to questions from the Board. Chair Brainerd explained that The Board's understanding was that Jaedon would be discussing distance counseling, not webinars.

Jaedon expressed that he had two other items he would like to discuss with the Board before he left the meeting.

1. Kudos to the Board for exceptions in supervision allowing for rural providers to use tele-supervision.
2. Immediate threat precedence – digital age we live in. He referenced CA case Ewing v/s Goldstein 2004. This court case referenced a change to interpretation of *Tarasoff*. This could lead to changes in Duty to Warn and exceptions to confidentiality. Chair Brainerd asked for recommendations of someone the Board could contact to discuss the changes with. Jaedon recommended contacting Robin Hobbs, LCSW with the Department of Senior and Disability Services. Jaedon exited the meeting.

The Board discussed if there was another source they could contact for training for distance counseling. Chair Brainerd offered to contact Michelle Wade with ACA to attempt arranging training and access to more information.

### **Agenda Item 9 Correspondence**

Letter from Board of Psychology: PSY Board Chair Al Levy would like to have a Board summit with representatives from the boards that license mental health professionals. There was discussion of concerns the Board currently has:

Standardization of discipline  
Collaboration on distance counseling/tele-counseling  
Scope of practice – clarity and guidance for future professionals

The Board is interested in the meeting but would like more detailed information: Will the summit be video-conferenced and if not, who will be responsible financially? Will there be representation from the Division administrative staff? Chair Brainerd will draft a letter and forward it to Renee Hoffard so that Renee may submit it to the PSY Board.

Break: 10:50 a.m.

Return from break: 11:11 am

### **Agenda Item 11 Annual Report Review and Goal Setting**

The Board reviewed copies of the FY14 annual report and discussed changes that they recommend for the FY15 report. The Board discussed the following goals for the upcoming annual report:

1. The Board will continue to review the statutes and regulations and work on any changes.
2. The Board will continue to review applications for licensing Professional Counselors by credentials and examination and for Approved Counselor Supervisors.
3. The Board will send delegates to National Conferences and/or trainings in FY 2016. Such as:  
The American Association of State Counseling Boards (#1)  
CLEAR Conference (#3)  
National Board for Certified Counselors (#2)
4. The Board will continue to liaise with the Alaska Counseling Association and encourage their members to attend Board meetings.
5. The Board will consider supporting any legislation put forward by the Alaska Counseling Association.
6. The Board will continue to monitor disciplinary actions.
7. The Board will continue to consider adding additional requirements for supervisory certification for renewal of supervisors.
8. The Board will continue to collaborate with the Licensing Examiner to ensure posting on the Board's website of Approved Counselor Supervisors.
9. The Board will continue to consider regulation change regarding supervisor accountability.
10. The Board will continue to work for consistency in licensing by credential under 08.29.120.

11. The Board will continue to monitor licensing fee for LPC applications and renewals.
12. The Board will continue to monitor the DOD's requirement for CACREP accreditation.
13. The Board will liaise with State Universities as they address the issue of CACREP.
14. The Board will continue to monitor applicable statutes and regulations and consider special needs of the active military and spouses.
15. The Board will continue to monitor issues of portability.
16. The Board will continue to meet quarterly.
17. The Board will continue to address technology in counseling.
18. The Board will continue working with the Division regarding the Licensing Examiner position for the Board of Professional Counselors.

The Board determined that for travel to conferences in the coming fiscal year 3 conferences would be attended by 2 individuals. The conferences that will be attended are AASCB annual conference, CLEAR annual conference, and NBCC symposium. Chair Brainerd stated that she would like Renee Hoffard to attend AASCB conference with her. Debra Hamilton expressed interest in attending the NBCC Symposium; Stephanie Johnson expressed interest in attending with her. Lillian Mitchell expressed her interest in attending the CLEAR conference again as it is a wonderful learning experience; Lyn Tashea will attend that conference as well.

### **Agenda Item 12      New Business**

#### A. Background checks –

Chair Brainerd has spoken with SeaNet Technologies about background checks; they charge \$30.00 for background checks. Renee Hoffard explained that the requirements in regulations do not meet the requirements in statutes. The Board would need to do a regulations change to have the statutes and regulations asking for the same requirements. The Board has tabled this item until the next meeting.

#### B. State vs. National definitions of Scope of Practice –

The Board had previously discussed this and decided to keep the State definition now in place.

#### C. Differences on applications vs. Statutes –

The Board determined they do not have time to review this at this time and would like this item to be prioritized on the agenda for the next meeting.

The Board decided to look at the schedule for the up-coming meeting at this time. It was decided to move the July 9-10, 2015 meeting to June 18-19, 2015.

Stephanie Johnson excused herself from the meeting at 12:45 p.m.

The Board returned to Agenda Item #12

#### D. CEU Provider Approval fee –

Chair Brainerd drafted language to change the regulations; the Board reviewed and approved the following to be submitted to Jun Maiquis:

APPLICATION FOR CONTINUING EDUCATION COURSE APPROVAL. (a) To be approved by the board to meet continuing education requirements, an applicant for continuing education course approval shall apply to the board, not less than ninety (90) days before the proposed program presentation date:

- (1) A completed application on a form provided by the department;
- (2) The continuing education course approval fee;
- (3) The name of the course provider;
- (4) A complete course description including the course title and a description of the learning objectives;
- (5) A course syllabus; and

- (6) An outline of the major topics covered by the course and the number of classroom hours allowed for each topic;
- (b) approval of a continuing education course under this section is valid until December 31 of the next odd-numbered year;
- (c) a sponsor who has a change in a condition required under (a) 3-6 of this section during the approval period described in (b) of this section must:
  - (1) reapply to the board for continuing education approval;
  - (2) resubmit the continuing education course approval fee
- (d) notwithstanding the provisions of (a) of this section, the board may retroactively award continuing education credit for attendance at a course or seminar that has not previously been approved by the board if the course or seminar meets the requirements of 12 AAC 62.320 and if the applicant submits supporting documentation to the board with the application for credit. The amount of credit awarded, if any, will be determined by the board on an individual basis.
- (e) falsification of any written evidence submitted to the board under this section is unprofessional conduct and constitutes grounds for reprimand or license suspension or revocation.

Any fees are set by the Division.

#### E. Supervision renewal fee -

Chair Brainerd drafted language to change the regulation; the Board reviewed and approved the following to be submitted to Jun Maiquis:

- 12 AAC 62.210. APPROVED COUNSELOR SUPERVISOR RENEWAL. (a) An Approved Counselor Supervisor applying for renewal of Approved Counselor Supervisor status must:
- (1) Submit a complete renewal application on a form provided by the department;
  - (2) Submit documentation of having completed at least six (6) contact hours of continuing education related to supervision of mental health professionals within two years preceding the date of application; and
  - (3) Pay the certification renewal fee established by the board

Any fees are set by the Division.

The Board discussed the terms of Board members. Renee Hoffard pointed out the Statute that pertains to appointment and terms of board members:

Sec. 08.01.035. Appointments and terms. Members of boards subject to this chapter are appointed for staggered terms of four years. Except as provided in AS 39.05.080(4), a member of a board serves until a successor is appointed. Except as provided in AS 39.05.080(4), an appointment to fill a vacancy on a board is for the remainder of the unexpired term. A member who has served all or part of two successive terms on a board may not be reappointed to that board unless four years have elapsed since the person has last served on the board.

**Agenda Item 13      Board Business**

**A. Task List**

- Chair Brainerd will report from UAF CACREP committee.
- Stephanie Johnson will research Rural Training Academy – supervision modules.
- Debra Hamilton will contact N. Shields; he took the NCE and MFT exams.
- Lyn Tashea will forward correspondence approved by the Board to AKCA.

**B. Sign Wall Certificates**-Wall certificates were signed

**C. Schedule future meetings**-

Changed July 9-10, 2015 meeting to June 18-19, 2015

**D. Sign Meeting Minutes** -

This task has been tabled until the June meeting. The Board will review and sign October 2014 and January 2015 meeting minutes at the June meeting.

**F. Training/conferences** -

The Board discussed travel for the upcoming fiscal year and determined the following:

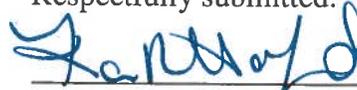
Lyn Tashea and Lillian Mitchell will attend the CLEAR conference in September 2015 in Boston, MA.  
Chair Anne Brainerd and Renee Hoffard will attend the AASCB Conference in January 2016 in Tampa, FL.  
Debra Hamilton and Stephanie Johnson will attend the NBCC Symposium in May 2016 in Raleigh, NC.

**Upon a motion made by Lillian Mitchell, and seconded by Lyn Tashea, and approved unanimously, it was**

**RESOLVED to adjourn.**

Meeting adjourned at 1:26 p.m.

Respectfully submitted:



\_\_\_\_\_  
Licensing Examiner

Approved:



\_\_\_\_\_  
Anne Brainerd, Chair  
Board of Professional Counselors

Date: June 19, 2015