

## NOTICE OF LICENSURE COMMITTEE TELECONFERENCE MEETING

Friday, January 31, 2025  
10:00 a.m. – 3:00 p.m. or until Completion of Business

<https://dca-meetings.webex.com/dca-meetings/j.php?MTID=mcd7b42b058ccc1702351717014155f81>

*If joining using the link above*

Webinar number: 2482 830 1410  
Webinar password: BOP131

*If joining by phone*

+1-415-655-0001 US Toll  
Access code: 2482 830 1410  
Passcode: 267131

The Licensure Committee will hold the Committee Meeting via WebEx, as noted above, and via teleconference at the following locations:

Primary Location (members/staff):

Department of Consumer Affairs  
1625 N. Market Blvd., El Dorado Room  
Sacramento, CA 95834

Teleconference Locations / Additional Locations at Which  
the Public May Observe or Address the Board and Where Members will be Present:

12803 Pimpernel Way  
San Diego, CA 92129

2888 Eureka Way, Suite 200  
Redding, CA 96001

To avoid potential technical difficulties, submit any written comments by January 24, 2025, to [bopmail@dca.ca.gov](mailto:bopmail@dca.ca.gov).

**Action may be taken on any item on the agenda.**

### **Committee Members**

Mary Harb Sheets, PhD, Chairperson  
Julie Nystrom  
Lea Tate, PsyD

### **Board Staff**

Jonathan Burke, Interim Executive Officer  
Stephanie Cheung, Licensing Manager  
Cynthia Whitney, Central Services Manager  
Sandra Monterrubio, Enforcement Program Manager  
Mai Xiong, Licensing/BreEZe Coordinator  
Troy Polk, CPD/Renewals Coordinator  
Susan Hansen, Examination Coordinator  
Anthony Pane, Board Counsel

**Friday, January 31, 2025**

### **10:00 a.m. – OPEN SESSION**

1. Call to Order/Roll Call/Establishment of a Quorum
2. Public Comment(s) for Items not on the Agenda.  
Note: The Committee may not discuss or take action on any matter raised during this public comment section, except to decide whether to place the matter on the agenda of a future meeting [Government Code Sections 11125 and 11125.7(a)]
3. Chairperson’s Welcome and Opening Remarks
4. Review and Possible Approval of the Licensure Committee Meeting Minutes: July 19, 2024
5. Staff Reports
  - a. Licensing Report (M. Xiong)
  - b. Continuing Education/Professional Development and Renewals Report (T. Polk)
  - c. Examination Report (S. Hansen)
6. Barriers to Telehealth Survey Follow-Up: Review Telehealth Best Practice – Reference Document
7. NACES Presentation on Foreign Degree Evaluation
8. Stakeholder Meeting Preparation: Discussion
9. Recommendations for Agenda Items for Future Licensure Committee Meetings

## **CLOSED SESSION**

10. Closed Session – The Licensure Committee will Meet in Closed Session Pursuant to Government Code Section 11126(c)(2) and Business and Professions Code Section 2949 to Discuss and Consider Qualifications for Licensure.

## **ADJOURNMENT**

Action may be taken on any item on the agenda. Items may be taken out of order or held over to a subsequent meeting, for convenience, to accommodate speakers, or to maintain a quorum. Meetings of the Board of Psychology are open to the public except when specifically noticed otherwise, in accordance with the Open Meeting Act.

The meeting is accessible to the physically disabled. To request disability-related accommodations, use the contact information below. Please submit your request at least five (5) business days before the meeting to help ensure availability of the accommodation.

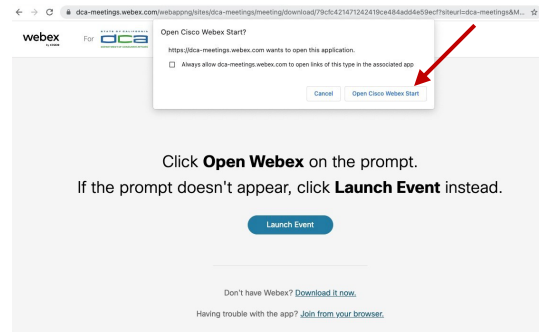
You may access this agenda and the meeting materials at [www.psychology.ca.gov](http://www.psychology.ca.gov). The meeting may be canceled without notice. To confirm a specific meeting, please contact the Board.

Contact Person: Jonathan Burke  
1625 N. Market Boulevard, Suite N-215  
Sacramento, CA 95834  
(916) 574-7720  
[bopmail@dca.ca.gov](mailto:bopmail@dca.ca.gov)

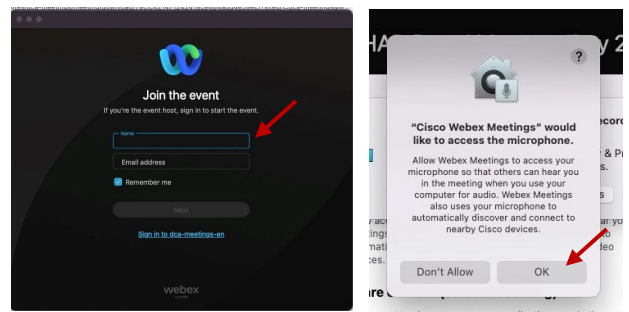
*The goal of this committee is to create and maintain a clear and efficient framework for licensure, examination processes, and continuing professional development through the Board's statutes and regulations to ensure licensees meet the qualifications necessary to practice safely and ethically. The Committee communicates relevant information to its affected stakeholders.*

## If joining using the meeting link

- 1 Click on the meeting link. This can be found in the meeting notice you received.
- 2 If you have not previously used Webex on your device, your web browser may ask if you want to open Webex. Click "Open Cisco Webex Start" or "Open Webex", whichever option is presented. DO NOT click "Join from your browser", as you will not be able to participate during the meeting.



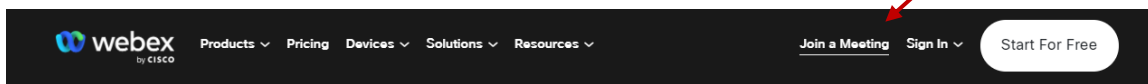
- 3 Enter your name and email address. Click "Join as a guest". Accept any request for permission to use your microphone and/or camera.



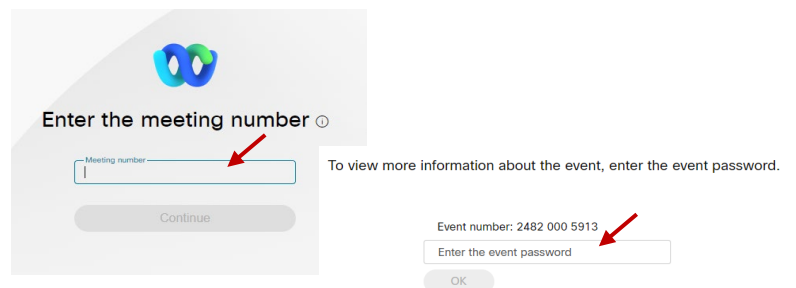
OR

## If joining from Webex.com

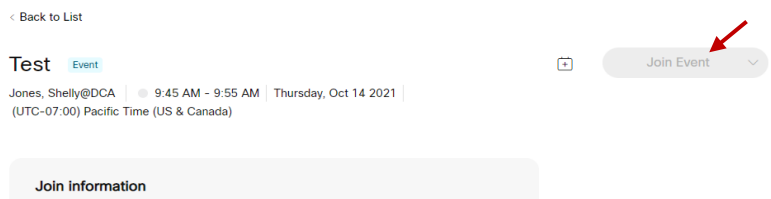
- 1 Click on "Join a Meeting" at the top of the Webex window.



- 2 Enter the meeting/event number and click "Continue". Enter the event password and click "OK". This can be found in the meeting notice you received.



- 3 The meeting information will be displayed. Click "Join Event".



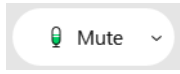
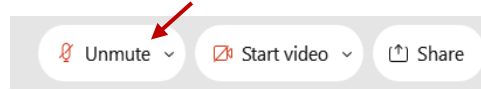
OR

## Connect via telephone\*:

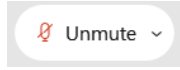
You may also join the meeting by calling in using the phone number, access code, and passcode provided in the meeting notice.

## Microphone

Microphone control (mute/unmute button) is located on the command row.

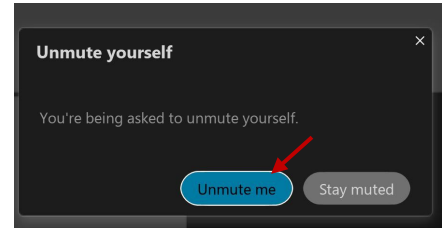


Green microphone = Unmuted: People in the meeting can hear you.



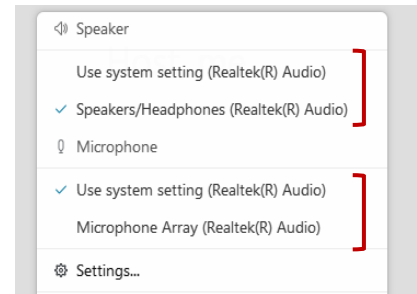
Red microphone = Muted: No one in the meeting can hear you.

*Note: Only panelists can mute/unmute their own microphones. Attendees will remain muted unless the moderator enables their microphone at which time the attendee will be provided the ability to unmute their microphone by clicking on "Unmute Me".*



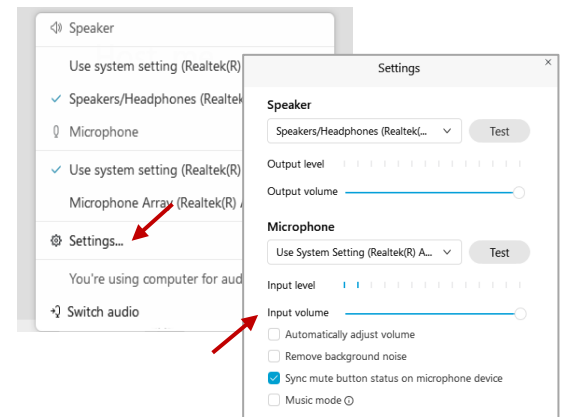
## If you cannot hear or be heard

- 1 Click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window, select a different:
  - Microphone option if participants can't hear you.
  - Speaker option if you can't hear participants.



## If your microphone volume is too low or too high

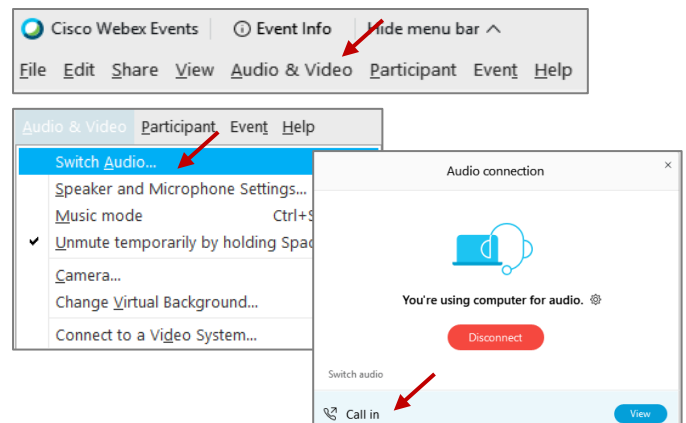
- 1 Locate the command row – click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window:
  - Click on "Settings...":
  - Drag the "Input Volume" located under microphone settings to adjust your volume.



## Audio Connectivity Issues

If you are connected by computer or tablet and you have audio issues or no microphone/speakers, you can link your phone through Webex. Your phone will then become your audio source during the meeting.

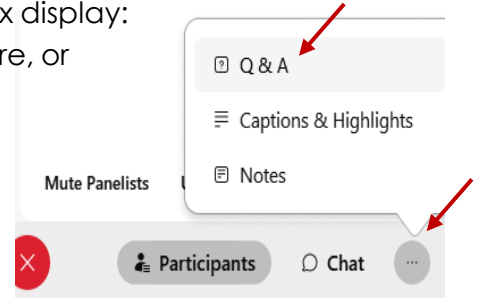
- 1 Click on "Audio & Video" from the menu bar.
- 2 Select "Switch Audio" from the drop-down menu.
- 3 Select the "Call In" option and following the directions.



The question-and-answer feature (Q&A) is utilized for questions or comments. Upon direction of the meeting facilitator, the moderator will open the Q&A panel for meeting participants to submit questions or comments. *NOTE: This feature is not accessible to those joining the meeting via telephone.*

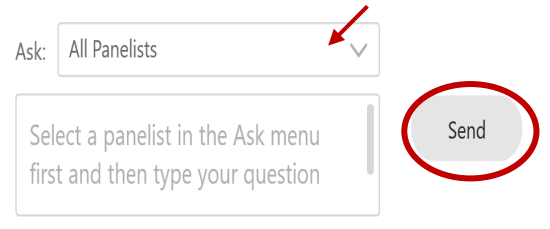
**1** Access the Q&A panel at the bottom right of the Webex display:

- Click on the icon that looks like a “?” inside of a square, or
- Click on the 3 dots and select “Q&A”.



**2** In the text box:

- Select “All Panelists” in the dropdown menu,
- Type your question/comment into the text box, and
- Click “Send”.



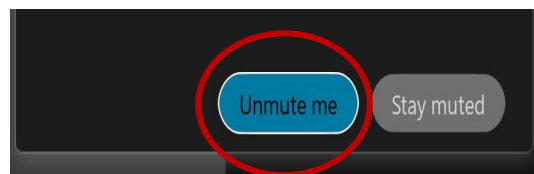
OR

If connected via telephone:

- Utilize the raise hand feature by pressing \*6 to raise your hand.
- Repeat this process to lower your hand.

**3** The moderator will call you by name and indicate a request has been sent to unmute your microphone. Upon hearing this prompt:

- Click the **Unmute me** button on the pop-up box that appears.

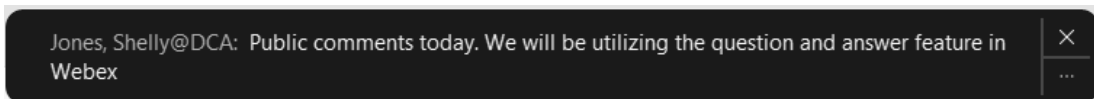


OR

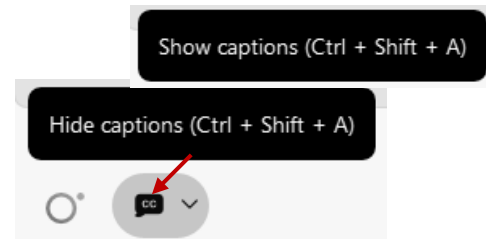
If connected via telephone:

- Press \*3 to unmute your microphone.

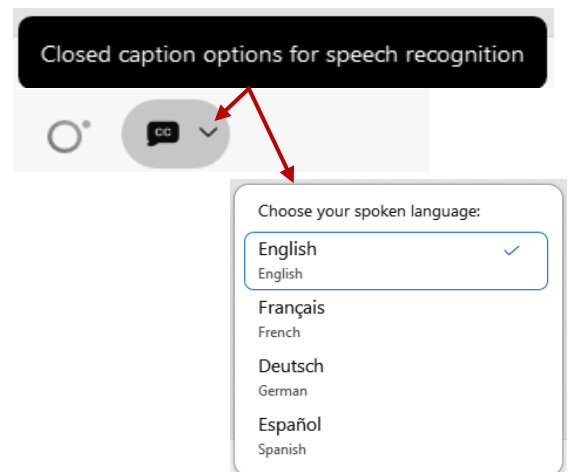
Webex provides real-time closed captioning displayed in a dialog box on your screen. The captioning box can be moved by clicking on the box and dragging it to another location on your screen.



The closed captioning can be hidden from view by clicking on the closed captioning icon. You can repeat this action to unhide the dialog box.



You can select the language to be displayed by clicking the drop-down arrow next to the closed captioning icon.



You can view the closed captioning dialog box with a light or dark background or change the font size by clicking the 3 dots on the right side of the dialog box.

