

1 **Licensing Committee Meeting Minutes**

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3 **Department of Consumer Affairs**  
4 **1625 N. Market Blvd., El Dorado Room**  
5 **Sacramento, CA 95834**  
6 **(916) 574-7720**  
7

8 **Friday, January 11, 2019**  
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10 **Agenda Item #1: Call to Order/Roll Call/Establishment of Quorum**

11 Jacqueline Horn, PhD, Committee Chairperson, called the meeting to order at 9:12 a.m.

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13 A quorum was present and due notice had been sent to all interested parties.  
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16 **Members Present**

17 Jacqueline Horn, PhD, Chairperson  
18 Seyron Foo, Public Member  
19 Mary Harb Sheets, PhD  
20 Stephen Phillips, JD, PsyD  
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22 **Others Present**

23 Antonette Sorricks, Executive Officer  
24 Anthony Pane, DCA Assistant Chief Counsel (afternoon session)  
25 Michael Santiago, DCA Legal Counsel (morning session)  
26 Stephanie Cheung, Licensing Manager  
27 Cherise Burns, Central Services Manager  
28 Mai Xiong, Breeze/Licensing Coordinator  
29 Jason Glasspiegel, Central Services Coordinator  
30 Liezel McCockran, Continuing Education/Renewals Coordinator  
31 Mary Lynn Ferreira, Licensing Analyst  
32

33 Dr. Horn introduced Dr. Mary Harb Sheets, newly appointed Board Member who is replacing  
34 Dr. Phillips on the Licensing Committee.  
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36 **Agenda Item #2: Public Comment(s) for Items not on the Agenda**

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38 Kristin Kaminski, a supervisee, questioned the policy of the Board regarding the  
39 discrepancy between supervisor signing off on supervised professional experience  
40 hours on the weekly log but stating that the hours were not satisfactory on the  
41 Verification of Experience form. She also asked if the Board would consider any  
42 grievance process when the number of supervised professional experience hours on  
43 the weekly log does not correspond with the hours on the Verification of Experience  
44 form.  
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46 The Committee will put this on a future meeting agenda for discussion.

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**Agenda Item #3: Approval of the Licensing Committee Meeting Minutes: October 25, 2018**

Dr. Horn asked if there were any additions or corrections to the April 24, 2018, minutes, in addition to the non-substantive ones she previously provided to staff.

It was M(Foo)/S(Phillips)/C to approve the minutes as corrected.

There was no public comment.

Vote: 4-0 (Aye: Foo, Horn, Phillips, Harb Sheets)

**Agenda Item #4: Foreign Degree Evaluation Process Presentation for Discussion: National Association of Credential Evaluation Services (NACES) and National Register of Health Service Psychologists (NRHSP) relating to Business and Professional Code Section 2914**

Board staff invited the National Association of Credential Evaluation Services (NACES) and the National Register of Health Service Psychologists (NRHSP) to present their foreign degree evaluation processes.

Matthias Bretschneider, Membership Chair of NACES, gave a presentation covering NACES members and member evaluation services. Mr. Bretschneider answered committee members' questions.

Morgan T. Sammons, PhD, Executive Officer of NRHSP, presented its doctoral program evaluation service. Dr. Sammons explained that NRHSP is a syllabus-based degree evaluator and performs evaluations specific to education and training in psychology. Dr. Sammons answered Committee members' questions.

Following the presentations, the Committee discussed general versus comprehensive course-by-course evaluations and other desirable evaluation requirements. The Committee would like to obtain information on current evaluation requirements from the NACES member evaluation services and requested that staff prepare a memorandum with more details regarding the current transcript evaluation process. The Committee also directed staff to work with Legal Counsel on necessary amendments to statutes for consideration at the next meeting. Ms. Sorrick asked the Committee for items it wants included in the proposed language. The Committee identified an evaluation should conduct primary source verification on all credentials, determine U.S. and regional equivalency, and should be submitted directly to the Board by the evaluating agency.

There was no public comment.

**Agenda Item #5: Informational Video for Supervisors: Discussion and Recommendations for Content to be Included in the Video**

96 At the October 25, 2018 Committee meeting, the Committee raised concerns that some  
97 current and potential supervisors are unclear regarding their roles and responsibilities in  
98 providing supervision to trainees and agreed that an informational video would be a  
99 helpful resource.

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101 Dr. Horn informed the Board that Carol Falender, PhD, an international expert on  
102 supervision and good practices for supervision, is willing to provide input on this subject.  
103

104 Dr. Harb Sheets also advised that the San Diego campus of Alliant International  
105 University recently completed a study on supervisors and supervisees which could  
106 provide valuable information. She will obtain documents of results and forward to Dr.  
107 Horn.

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109 The Committee discussed what areas should be included in the video, including current  
110 statutory and regulatory supervision requirements, special circumstances, best  
111 practices of supervision, what supervisees wish supervisors would have done, and the  
112 economics of the supervisor/supervisee relationship.  
113

114 Elizabeth Winkelman, PhD, California Psychological Association (CPA), suggested that  
115 the video be both for supervisors and supervisees. She also suggested that Frequently  
116 Asked Questions (FAQs) on supervision be developed for the video. Dr. Winkelman  
117 offered to assist with this project.  
118

119 The Committee tasked staff to work with Legal Counsel on content for the video on legal  
120 requirements and make a report at the June Committee meeting for review and  
121 discussion. The Committee also intends to reach out to stakeholders for input on the  
122 content areas for FAQs and Best Practices.  
123

124 The September Committee meeting will be two days, September 12 and 13, 2019. The  
125 first day will be a stakeholder meeting to receive input on the FAQs and Best Practices  
126 for supervision. This will allow the Committee to incorporate any stakeholder input  
127 received on the second day of the meeting when regular Committee business will be  
128 discussed.  
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130 **Agenda Item #6: Temporary Practice of Psychology in California for Licensed**  
131 **Psychologists who are Licensed in Other States in the U.S. or in Canada: Discuss**  
132 **Business and Professions Code Section 2912**  
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134 At the October 25, 2018 Committee meeting, Dr. Winkelman asked if the Committee  
135 would consider amending Business and Professions Code section 2912 to clarify  
136 whether the 30-day limitation for the temporary practice of psychology is consecutive or  
137 cumulative. Temporary practice allows psychologists who are licensed in other states or  
138 territories in the U.S. or Canada to practice in California.  
139

140 The Committee reviewed draft language provided by Dr. Winkelman. After discussion,  
141 the Committee members agreed that the language should specify that the 30-days do  
142 not need to be consecutive, and that any part of a day is considered a full day for  
143 purposes of this section. The Committee's changes were implemented as follows:  
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145 **§ 2912. Temporary practice by licensees of other state or foreign country.**

146  
147 Nothing in this chapter shall be construed to restrict or prevent a person who is licensed  
148 as a psychologist at the doctoral level in another state or territory of the United States or  
149 in Canada from offering psychological services in this Sstate for a period not to  
150 exceed no more than 30 days in any calendar year. These days do not need to be  
151 consecutive, and practice for any part of a day is considered a full day for the purposes  
152 of this section.

153  
154 *(Amended by Stats. 2005, Ch. 658, Sec. 4. Effective January 1, 2006.)*

155  
156 It was M(Foo)/S(Phillips)/C to recommend to the Board that it adopt the language to  
157 amend section 2912 and seek legislation.

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159 There was no further public comment.

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161 Vote: 4-0 (Aye: Foo, Harb Sheets, Horn, Phillips)

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163 **Agenda Item #7: Licensing Report**

164  
165 Ms. Cheung reviewed the population of licensees and registrants and the application  
166 workload reports.

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168 The Committee accepted the Licensing Report.

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170 There was no public comment.

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172 **Agenda Item #8: Continuing Education and Renewals Report**

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174 Ms. Burns provided continuing education audit and renewal statistics. Ms. Burns and  
175 Ms. McCockran reviewed the information with the Committee and answered questions.

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177 Dr. Harb Sheets will write a brief article for an upcoming Journal regarding the benefits  
178 of renewing licenses online. Ms. Burns pointed out that on-line renewals are processed  
179 quickly whereas paper renewals can take weeks to process. She also cautioned that  
180 proof of continuing education must be retained by the licensees for four years.

181  
182 Ms. Sorrick pointed out that probationers are also being audited.

183  
184 Ms. Burns provided a detailed review of the entire continuing education audit process  
185 including problems found with courses submitted to fulfill the requirements. The  
186 members discussed the present process and possible amendments to the process with  
187 input from Dr. Winkelman. Ms. Burns and Ms. McCockran provided information and  
188 answered members' questions.

189  
190 Staff will implement process changes to: (1) provide additional data on the "fails" so  
191 "true fails" vs. "exemption" or "exceptions fails" can be identified, (2) add to the contact  
192 letter a question asking if the licensee is a supervisor and whether the licensee is  
193 compliant with the six-hour supervision course, (3) monitor for ethics continuing  
194 education courses and (4) Ms. Sorrick, Ms. Burns and Ms. McCockran will meet with  
195 Sandra Monterrubio, Enforcement Program Manager, regarding enforcement

196 implications if licensees are completely failing the process. They will work with experts  
197 to develop a possible process to address the problem.

198  
199 Staff clarified that continuing education citations and fines are not confidential and,  
200 therefore, are public information. Dr. Winkelman pointed out that it states on the Board's  
201 website that all citations and fines are confidential. It is correct that all citations and fines  
202 are confidential with the exception of continuing education citations and fines. This  
203 exception will be included on the website.

204  
205 Dr. Harb Sheets suggested that the Board do more outreach such as distributing  
206 information to psychological associations to include in their newsletters. The Committee  
207 could approach the Board's Outreach and Education Committee to solicit suggestions  
208 for educating licensees on continuing education.

209  
210 There was no additional public comment.

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212 **Agenda Item #9: Recommendations for Agenda Items for Future Licensing**  
213 **Committee Meetings**

- 214
- 215 1. Safeguards if a renewal is not able to be processed
  - 216 2. Proposed amendments to section 2914 regarding foreign degree evaluations and  
217 allowing additional foreign degree evaluators
  - 218 3. Supervision Videos - Regulations (6/13/19 meeting), Frequently Asked Questions  
219 and Best Practices (9/12-13/19 meeting)
  - 220 4. Possible grievance process when the number of hours on the weekly log does  
221 not correspond with the hours reported by a supervisor on the Verification of  
222 Experience form

223  
224 **CLOSED SESSION**

225  
226 The Committee met in closed session pursuant to Government Code Section  
227 11126(c)(2) to discuss and consider time-limit extensions at 3:16 p.m.

228  
229 **RETURN TO OPEN SESSION**

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231 The Committee returned to open session at 4:49 p.m.

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234 **ADJOURNMENT**

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236 The Committee adjourned at 4:51 p.m.

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Committee Chairperson

June 18, 2019

Date