



PSYCHOLOGY EXAMINING BOARD MEETING
Room 121A, 1400 East Washington Avenue, Madison, WI
Contact: Dan Williams (608) 266-2112
August 27, 2014

Notice: The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a description of the actions and deliberations of the Board.

9:15 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. **Adoption of Agenda (1-3)**
- B. Department Update and Q&A: Secretary Dave Ross and Assistant Deputy Secretary Tom Engels
- C. **9:30 A.M. – Public Hearing on Clearinghouse Rule 13-103 (4-12)**
 - 1) Review and Respond to Clearinghouse Report and Public Hearing Comments
- D. **APPEARANCE – Charles V. Lindsey, Chair of the MPSW Joint Board – Update Discussion (13)**
- E. **Approval of Meeting Minutes of May 14, 2014 (14-17)**
- F. **Administrative Matters – Discussion and Consideration**
 - 1) Staff Update
 - 2) Officer Elections **(18-19)**
 - 3) Appointment of Liaisons and Committee Members **(20)**
 - 4) Board member – term expiration date
 - a. Rebecca Anderson – 7/1/2018
 - b. Marcus Desmonde – 7/1/2017
 - c. Daniel Schroeder – 7/1/2015
 - d. David Thompson – 7/1/2018
 - e. Public Member 1: Vacant since 2011
 - f. Public Member 2: Vacant since 2012

- G. **Legislation and Administrative Rule Matters – Discussion and Consideration**
 - 1) Proposals for Revising PSY 2 Relating to Licensure of Psychologists **(21-25)**
 - 2) Review of Scope Statement Amending PSY 3 Relating to the Private Practice of School Psychologists **(26-27)**
 - 3) Status of Pending and Possible Rule Projects
- H. **Board Goals – Discussion and Consideration (28)**
- I. **2014 ASPPB Annual Meeting – Discussion and Consideration (29-31)**
- J. **APPEARANCE – DSPS Staff – DLSC Paperless Screening Panel Initiative (32-38)**
- K. Items Received After Preparation of the Agenda
 - 1) Introductions, Announcements and Recognition
 - 2) Administrative Matters
 - 3) Presentations of Petition(s) for Summary Suspension
 - 4) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
 - 5) Presentation of Proposed Final Decision and Order(s)
 - 6) Division of Legal Services and Compliance Matters
 - 7) Education and Examination Matters
 - 8) Credentialing Matters
 - 9) Practice Questions/Issues
 - 10) Legislation/Administrative Rule Matters
 - 11) Liaison Report(s)
 - 12) Speaking Engagement(s), Travel, or Public Relation Request(s)
- L. Consulting with Legal Counsel
- M. Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).

- N. **Deliberation of Credentialing Matters**
 - 1) Exam Applicant Review – Daniel Bishop, Psy.D. **(39-101)**
 - 2) Additional Information for Comity Applicant – Jonathan Easton, Psy.D. **(102-272)**
 - 3) Comity Applicant Review – Bethany Price, Ph.D. **(273-359)**
- O. **Deliberation of Continuing Education Requests**
 - 1) Jane C. Harris **(360-372)**

P. Deliberation of Division of Legal Services and Compliance Matters

- 1) Proposed Stipulations and Final Decisions and Orders
 - a. 12PSY045 (R.J.G.) **(373-379)**
 - b. 14PSY010 (B.D.M.) **(380-391)**
- 2) Administrative Warnings
 - a. 14PSY031 (A.R.M.) **(392-393)**
 - b. 14PSY025 (D.R.H.) **(394)**
 - c. 14PSY027 (J.M.M.) **(395)**
 - d. 14PSY034 (L.V.) **(396)**
 - e. 14PSY033 (M.S.) **(397)**
 - f. 14PSY026 (R.B.J.) **(398)**
 - g. 14PSY032 (S.S.) **(399)**
 - h. 14PSY036 (S.D.) **(400)**
 - i. 14PSY023 (P.B.) **(401)**
- 3) **Case Status Report and Case Closure Deliberation (402)**

Q. Deliberation of Items Received After Preparation of the Agenda

- 1) Application Issues and/or Reviews
- 2) Administrative Warnings
- 3) Orders Fixing Costs/Matters Related to Costs
- 4) Proposed Final Decisions and Orders
- 5) Petitions for Summary Suspension
- 6) Petitions for Re-hearings
- 7) Education or Examination Matters
- 8) Review Additional Information Requested of Applicants for Licensure
- 9) Oral Interviews of Applicants for Licensure – Final Approval for Licensure
- 10) Review of Applications for Licensure
- 11) Supervision Reviews
- 12) Credential Issues
- 13) Appearances from Requests Received or Renewed

R. Consulting with Legal Counsel

RECONVENE INTO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION
Vote on Items Considered or Deliberated on in Closed Session, If Voting is Appropriate.

ADJOURNMENT

The next meeting is currently scheduled for October 1, 2014.

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Sharon Henes Administrative Rules Coordinator		2) Date When Request Submitted: 14 August 2014 Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: Psychology Examining Board			
4) Meeting Date: 27 August 2014	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Public Hearing on Clearinghouse Rule 13-103 relating to continuing education Review and respond to Clearinghouse comments and Public Hearing comments	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Hold Public Hearing at 9:30 a.m. Discuss any public hearing comments. Review, discuss and respond to any Clearinghouse comments.			
11) Authorization <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center; width: 45%;"> <p style="font-size: 1.2em; font-family: cursive;"><i>Sharon Henes</i></p> <hr/> <p>Signature of person making this request</p> </div> <div style="text-align: center; width: 45%;"> <p style="font-size: 1.2em; font-family: cursive;"><i>14 August 2014</i></p> <hr/> <p>Date</p> </div> </div> <hr/> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 45%;"> <p>Supervisor (if required)</p> <hr/> </div> <div style="width: 45%;"> <p>Date</p> <hr/> </div> </div> <hr/> <p>Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date</p>			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

STATE OF WISCONSIN
PSYCHOLOGY EXAMINING BOARD

IN THE MATTER OF RULEMAKING :
PROCEEDINGS BEFORE THE : NOTICE OF PUBLIC HEARING
PSYCHOLOGY EXAMINING BOARD : CLEARINGHOUSE RULE 13-103

NOTICE IS HEREBY GIVEN that pursuant to authority vested in the Psychology Examining Board in ss. 15.08(5)(b) and 455.065(1) and (3), Wis. Stats., and interpreting ss. 455.06 and 455.065, Wis. Stats., the Psychology Examining Board will hold a public hearing at the time and place indicated below to consider an order to repeal Psy 4.02; renumber and amend Psy 4.03; amend Chapter Psy 4 (title); and create Psy 4.015, 4.025, 4.035, 4.04, and 4.05 relating to psychology continuing education.

This is a second hearing on Clearinghouse Rule 13-103. This Notice of Public Hearing reflects modifications the Psychology Examining Board has made to the proposed rulemaking order since the first hearing which was held on January 15, 2014.

Hearing Date, Time and Location

Date: August 27, 2014
Time: 9:30 a.m.
Location: 1400 East Washington Avenue
Room 121A
Madison, Wisconsin

APPEARANCES AT THE HEARING:

Interested persons are invited to present information at the hearing. Persons appearing may make an oral presentation but are urged to submit facts, opinions and argument in writing as well. Facts, opinions and argument may also be submitted in writing without a personal appearance by mail addressed to the Department of Safety and Professional Services, Division of Policy Development, P.O. Box 8366, Madison, Wisconsin 53708. Written comments must be received at or before the public hearing to be included in the record of rule-making proceedings.

Analysis prepared by the Department of Safety and Professional Services.

ANALYSIS

Statutes interpreted: ss. 455.06 and 455.065, Wis. Stats.

Statutory authority: ss. 15.08(5)(b) and 455.065(1) and (3), Wis. Stats.

Explanation of agency authority:

The examining board shall promulgate rules for its own guidance and for the guidance of the profession to which it pertains and define and enforce professional conduct and unethical practices not inconsistent with the law relating to the particular profession.

Specifically, the board shall promulgate rules establishing the minimum number of hours of continuing education, the topic areas that the continuing education must cover, the criteria for the approval of continuing education programs and courses required for renewal of a license, the criteria for the approval of the sponsors and cosponsors of those continuing education programs and courses, and the criteria for the approval of continuing education programs and courses required for the exemptions from the examination requirements under s. 455.04(1)(e) and (4)(f).

Related statute or rule:**Plain language analysis:**

The rule reorganizes and clarifies the continuing education requirements for psychologists.

SECTION 1 inserts the words “continuing education” into the title in order to provide an easy reference for licensees.

SECTION 2 creates a definition section.

SECTION 3 repeals the current continuing education requirements in order to reorganize and create clarity.

SECTION 4 This section is created to include the general continuing education requirements.

SECTION 5 moves the current Psy 4.03 section to the end of the chapter. In addition, the section is amended to specify the number of continuing education hours which must be completed to renew a license which expired less than five years before the application for renewal.

SECTION 6 creates three new sections. The first section specifies approved continuing education. A psychologist may obtain continuing education as follows: completing courses from an organization approved by the American Psychological Association, National Association of School Psychologists or Canadian Psychological Association, courses sponsored by Wisconsin Psychological Association or Wisconsin School Psychologists Association, category I courses approved by the American Medical Association or the American Osteopathic Association, or courses approved in another state in which the licensee holder also holds a license or graduate level courses from an accredited college or university; teaching and presenting programs or courses; serving on a professional board or committee; authorship of a book, book chapter or article in peer reviewed journal; completing board certification; completion of a master’s or doctoral degree in psychopharmacology; providing supervision to trainees; and evaluation of community outpatient mental health programs. The second section provides postponement, waiver and exemptions to the continuing education requirements based upon hardship or

retirement. The third section specifies records of continuing education must be kept for a minimum period of six years. In addition, the third section revises the current requirement for a mandatory audit of compliance with the continuing education requirements to instead allow a general audit to be conducted in the board's discretion.

SECTION 7 states an effective date of October 1, 2015 which is the start of the next biennium.

Summary of, and comparison with, existing or proposed federal regulation: None

Comparison with rules in adjacent states:

Illinois: Illinois requires each biennial 24 hours of continuing education and of those 24 hours at least 3 hours must be related to the ethics. Continuing education may be earned by participating in a course or program by an approved continuing education sponsor; completing postgraduate training programs; and for teaching in the field of psychology in an accredited college, university, graduate school or as an instructor of a program by approved sponsors. Postgraduate course and teaching courses have maximums as to the number to be counted towards the required 24 hours. Continuing education records are to be maintained for the previous 8 years. Illinois has provisions for waivers of continuing education for hardship.

Iowa: Iowa requires 40 hours of continuing education each biennium. For the second renewal period, licensees' continuing education must include 6 hours in either Iowa mental health laws and regulations or risk management. For all subsequent renewals, licensees' continuing education must include 6 hours in any of the following: ethics, federal mental health laws, Iowa mental health laws or risk management. Board members may obtain continuing education hours based upon attendance and participation at board meetings. Continuing education may be earned as follows: mandatory reporter training; programs sponsored by the American Psychological Association or Iowa Psychological Association; approved workshops, conferences or symposiums; academic coursework; home study or electronically transmitted courses; scholarly research published in recognized professional publication; and preparing and teaching courses or programs. Iowa does not have provisions on hardship waivers.

Michigan: Michigan does not require continuing education for psychologists.

Minnesota: Minnesota requires 40 hours of continuing education each biennium. Continuing education may be earned as follows: developing and teaching an academic course; attending courses or presentations based on scientific, practice or professional standards foundations; graduate level courses in psychology; developing presentation, or taped or computerized materials based on scientific, practice or professional standards foundations; and authoring, editing or reviewing a psychological publication. Continuing education records must be maintained for 8 years after the renewal date. Variances may be granted for completion of continuing education outside the biennium. The board randomly audits a percentage of renewing licensees each month for compliance with continuing education.

Summary of factual data and analytical methodologies:

The Board considered the Association of State and Provincial Psychology Board’s recommendations for continuing education and the continuing education requirements of other states. In addition, the Board reviewed recent audit results to determine what issues required clarification for the credential holders.

Analysis and supporting documents used to determine effect on small business or in preparation of economic impact analysis:

This rule was posted for 14 days for economic comments and none were received. The Board determines that the modification of existing rules to clarify continuing education requirements, which does not increase the requirement, does not create an effect on small business nor have an economic impact.

Fiscal estimate and Economic Impact Analysis:

The Fiscal Estimate and Economic Impact Analysis is attached.

Initial Regulatory Flexibility Analysis or Summary:

These proposed rules do not have an economic impact on small businesses, as defined in s. 227.114 (1), Stats. The Department’s Regulatory Review Coordinator may be contacted by email at Tom.Engels@wisconsin.gov, or by calling (608) 266-8608.

Agency contact person:

Sharon Henes, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, 1400 East Washington Avenue, Room 151, P.O. Box 8366, Madison, Wisconsin 53708; telephone 608-261-2377; email at Sharon.Henes@wisconsin.gov.

Place where comments are to be submitted and deadline for submission:

Comments may be submitted to Sharon Henes, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, 1400 East Washington Avenue, Room 151, P.O. Box 8366, Madison, WI 53708-8935, or by email to Sharon Henes@wisconsin.gov. Comments must be received (at or before the public hearing to be held on July 8, 2014) to be included in the record of rule-making proceedings.

TEXT OF RULE

SECTION 1. Chapter Psy 4 (title) is amended to read:

REQUIREMENTS FOR RENEWAL AND CONTINUING EDUCATION

SECTION 2. Psy 4.015 is created to read:

Psy 4.015 Definitions. In this chapter:

- (1) “Board” means Wisconsin Psychology Examining Board.
- (2) “Continuing education hour” means a period of continuing education consisting of not less than 50 minutes.
- (3) “Ethics” means content consistent with one or more of the American Psychological Association’s ethical principles of psychologists.
- (4) “Jurisprudence” means content relating to state and federal laws and regulations affecting the practice of psychology.
- (5) “Risk management” means content relating to the reduction of probability of incurring legal, regulatory or malpractice actions in the practice of psychology.
- (6) “Trainee” means a person who is obtaining appropriate experience in psychological work under supervision per s. 455.04(1)(d), Stats.

SECTION 3. Psy 4.02 is repealed

SECTION 4. Psy 4.025 is created to read:

Psy 4.025 Continuing education. (1) Unless granted a postponement or waiver under Psy 4.04, every licensee shall complete at least 40 board approved continuing education hours in each biennial registration period, beginning October 1 of each odd-numbered year.

(a) A minimum of 6 hours of the required 40 continuing education hours shall be in ethics, risk management or jurisprudence.

(b) Continuing education hours completed in the topics of supervision or suicide prevention shall be calculated as 1.5 times the numbers of continuing education hours obtained.

(2) Continuing education hours may apply only to the registration period in which the hours are acquired. If a license has been allowed to lapse, the board may grant permission to apply continuing education hours acquired after lapse of the license to a previous biennial period of licensure during which required continuing education was not acquired. In no case may continuing education hours be applied to more than one biennial period.

(3) During the time between initial licensure and commencement of a full 2-year licensure period, in Wisconsin, initial licensees shall not be required to meet continuing education requirements.

(4) Applicants from other states applying under s. 455.04 (1) (e) or (4) (f), Stats., shall submit proof of completion of at least 40 board approved continuing education hours obtained within 2 years prior to application. An applicant who first obtained licensure as a psychologist or private practice school psychologist less than 2 years prior to submitting the Wisconsin application is not required to meet this subsection.

SECTION 5. Psy 4.03 is renumbered to Psy 4.06 and amended to read:

Psy 4.06 Renewal of a lapsed license. Failure to renew a license by September 30 of odd-numbered years shall cause the license to lapse. A licensee who allows the license to lapse may apply to the board for renewal of the license as follows:

(1) If the licensee applies for renewal of the license less than 5 years after its expiration, the license shall be renewed upon payment of the renewal fee and fulfillment of ~~the~~ 40 continuing education hours completed within 2 years prior to renewal.

(2) If the licensee applies for renewal of the license more than 5 years after its expiration, the board shall make an inquiry as it finds necessary to determine whether the applicant is competent to practice as a psychologist or private practice school psychologist in this state, and shall impose any reasonable conditions on renewal of the license that the board considers appropriate. An applicant under this subsection is presumed to be competent to practice as a psychologist or private practice school psychologist in this state if at the time of application the applicant is licensed by a similar examining board of another state or territory of the United States or of a foreign country or province whose standards, in the opinion of the board, are equivalent to or higher than the requirements for licensure as a psychologist under s. 455.04 (1), Stats., or as a private practice school psychologist under s. 455.04 (4), Stats. The examining board shall require each applicant under this subsection to have completed at least 40 hours of continuing education obtained within 2 years preceding the application for renewal and to pass the appropriate examination specified under s. 455.045 (1) (b) or (2) (b), Stats.

SECTION 6. Psy 4.035, 4.04 and 4.05 are created to read:

Psy 4.035 Approved continuing education. (1) The board shall approve all of the following programs and courses, if relevant to the professional practice of psychology:

(a) Continuing education programs and courses sponsored by an organization approved by one of the following:

1. American Psychological Association.
2. National Association of School Psychologists.
3. Canadian Psychological Association.

(b) Continuing education programs and courses sponsored by one of the following:

1. Wisconsin Psychological Association.
2. Wisconsin School Psychologists Association.

(c) Educational programs recognized as approved at the time of attendance as “category I” continuing medical education programs by the council on medical education of the American Medical Association or the American Osteopathic Association.

(d) Continuing education courses approved by the psychology licensing board in another state where the psychologist is also licensed.

(e) Graduate level courses of two semester or three quarter credits, or more, relevant to the professional practice of psychology offered by an accredited college or university in which a person receives a passing grade shall be granted 20 continuing education hours.

(f) No more than eight hours of continuing education hours may be credited per day for courses and programs in par. (a) through (d).

(2) Continuing education hours shall be granted for teaching or presenting any of the programs or courses in sub. (1) but no credit will be granted for any subsequent presentations of the same program or course. A teacher or presenter shall receive 2 continuing education hours for each hour of presentation with a maximum of 20 continuing education hours.

(3) A licensee shall be granted 6 hours of continuing education for each professional activity, with a maximum of 12 continuing education hours. Continuing education hours shall be granted for professional activities as follows:

- (a) Serving on the American Psychological Association or its affiliated state psychological association committee or board.
- (b) Serving on a state Psychology Examining Board.
- (c) Serving on the National Association of School Psychologists or its affiliated state association committee or board.
- (d) Serving on the American Board of Professional Psychology committee or board.
- (e) Serving on the Association of Psychology Postdoctoral Internship Centers committee or board.
- (f) Serving on the Association of State and Provincial Psychology Boards committee or board.
- (g) Serving as a reviewer for a peer reviewed publication.
- (4) Continuing education hours shall be granted for first or second authorship of a publication relevant to psychology if the publication is contained in an academic or professional book or book chapter or peer-reviewed journal article. A licensee shall receive 10 continuing education hours per authorship, with a maximum of 20 continuing education hours.
- (5) Continuing education hours shall be granted for earning board certification by the American Board of Professional Psychology. A licensee who successfully completes board certification shall receive 40 continuing education hours. The ethics, risk management or jurisprudence requirement may not be met unless the board certification process included at least six hours on those topics.
- (6) Continuing education hours shall be granted for completion of a master's or doctoral degree in psychopharmacology from an accredited college or university. Licensees who complete a master's or doctoral degree in psychopharmacology shall receive 40 continuing education hours. The ethics, risk management or jurisprudence requirement may not be met unless the coursework included those topics.
- (7) Continuing education hours shall be granted for providing supervision to one or more psychological trainees. Continuing education hours for providing supervision shall be calculated as .25 times the number of hours of supervision with a maximum of 20 continuing education hours.
- (8) (a) Continuing education hours shall be granted for the evaluation of a community mental health program, as defined in s. 51.01 (3n), Stats., and approved by the department of health services according to rules promulgated under s. 51.42 (7) (b), Stats. Four hours of assistance, including hours in training required by the department of health services, are equal to one continuing education hour for the purposes of this section.
- (b) A licensee wishing to apply for continuing education credit under this subsection shall register in advance with the board, and shall notify the board on a form provided by the board of the dates and the total number of hours in any biennium for which the applicant will be available to provide assistance. The board shall make referrals to the department of health services in the order applicants are received.

Psy 4.04 Postponement, Waiver and Exemptions (1) A licensee may apply to the board for a postponement or waiver of the requirements of this chapter on grounds of prolonged illness or disability, or on other grounds constituting extreme hardship. The board shall consider each application individually on its merits, and the board may grant a postponement, partial waiver or total waiver as deemed appropriate.

(2) The board may grant an exemption from the requirements of this section to a licensee who certifies to the board that the licensee has permanently retired from the practice of psychology or the private practice of school psychology.

(3) A licensee who has been granted an exemption from the requirements of this chapter based on retirement from the practice of psychology or the private practice of school psychology may not return to active practice without submitting evidence satisfactory to the board of having completed 40 credits of continuing education hours obtained within 2 years prior to the return to the practice of psychology.

Psy 4.05 Record Keeping and Audits (1) A licensee shall retain for a minimum period of 6 years and shall make available to the board or its agent upon request the following proof of continuing education:

(a) Certificate of attendance issued by the program sponsor. The certificate shall include the name of the licensee, date of attendance, sponsor name, hours and title of course.

(b) Unofficial transcript for graduate level courses or psychopharmacology degree.

(c) Documentation of publication.

(d) Verification from the organization, on organization letterhead, documenting professional activities including the dates of service.

(e) Documentation of board certification from the American Board of Professional Psychology.

(f) Documentation verifying the dates and number of hours of voluntary, uncompensated services provided in assisting the department of health services using a form provided by the department of safety and professional services.

(g) Attestation form, provided by the department of safety and professional services, documenting supervision including the dates of supervision and total number of hours per day.

(2) The board may conduct a random audit of licensees on a biennial basis for compliance with continuing education requirements. The board may conduct an audit on any licensee who has come under investigation by the board for alleged misconduct.

SECTION 7. EFFECTIVE DATE. The rules adopted in this order shall take effect on October 1, 2015.

(END OF TEXT OF RULE)

COPIES OF RULE

Copies of this proposed rule are available upon request to Sharon Henes, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, 1400 East Washington Avenue, P.O. Box 8366, Madison, Wisconsin 53708, by email at Sharon.Henes@wisconsin.gov or on our website at <http://dsps.wi.gov/Default.aspx?Page=44e541e8-abdd-49da-8fde-046713617e9e>.

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Dan Williams		2) Date When Request Submitted: Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Wisconsin Psychology Examining Board			
4) Meeting Date: 8/27/2014	5) Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Appearance by Charles V. Lindsey – Discussion and Consideration	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing? <input type="checkbox"/> Yes by <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A	
10) Describe the issue and action that should be addressed: Dr. Lindsey is the Chair of the MPSW Joint Board as well as the Professional Counselors Section. He wishes to update the Psychology Board as to: Charles V. Lindsey, PhD, LPC, PCC, NCC Associate Professor and Clinical Supervisor Department of Professional Counseling University of Wisconsin Oshkosh			
11) Authorization			
Signature of person making this request			Date
Supervisor (if required)			Date
Executive Director signature (indicates approval to add post agenda deadline item to agenda)			Date
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Bureau Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Executive Assistant prior to the start of a meeting.			

**PSYCHOLOGY EXAMINING BOARD
MEETING MINUTES
May 14, 2014**

PRESENT: Bruce Erdmann, Ph.D.; Daniel Schroeder, Ph.D.; Marcus Desmonde Psy.D.; Rebecca Anderson, Ph.D.

STAFF: Dan Williams, Executive Director; Jelena Gagula, Bureau Assistant; and other Department Staff

CALL TO ORDER

Bruce Erdmann, Ph.D. called the meeting to order at 9:13 a.m. A quorum of four (4) members was confirmed.

ADOPTION OF AGENDA

MOTION: Marcus Desmonde moved, seconded by Rebecca Anderson, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MEETING MINUTES OF FEBRUARY 5, 2014

MOTION: Daniel Schroeder moved, seconded by Marcus Desmonde, to approve the minutes of February 5, 2014 as published. Motion carried unanimously.

**2011-2013 PSYCHOLOGY CONTINUING EDUCATION COMPLIANCE AUDIT
REPORT**

MOTION: Daniel Schroeder moved, seconded by Marcus Desmonde, to refer the list of non-compliant credential holders from the audit to the Division of Legal Services and Compliance, and Rebecca Anderson is designated as the Board's liaison for any cases open for investigation and discipline. Motion carried unanimously.

MOTION: Daniel Schroeder moved, seconded by Rebecca Anderson, in light of the information provided by Jill Remy, the Board requests consideration of DSPS to audit 3 (three) more Private Practice School Psychologists for the 2011-2013 biennium. Motion carried unanimously.

ADMINISTRATIVE MATTERS

MOTION: Rebecca Anderson moved, seconded by Marcus Desmonde, to express the Board's sincere appreciation for Dr. Bruce Erdmann's work on this Board. He has provided leadership, education, professionalism, high ethical standards, and service to the State of Wisconsin, the practice of Psychology, and citizens of the State. Motion carried.

Board Chair Bruce Erdmann turned the meeting over to Vice Chair Daniel Schroeder for this item. Bruce Erdmann abstained from voting on this matter.

ADMINISTRATIVE RULE PSY 4 RELATING TO CONTINUING EDUCATION

MOTION: Marcus Desmonde moved, seconded by Rebecca Anderson, to authorize Daniel Schroeder to approve the revisions of PSY 4 relating to continuing education for submission to the Clearinghouse. The public hearing will take place at the next meeting. Motion carried unanimously.

ADMINISTRATIVE RULE PSY 3

MOTION: Marcus Desmonde moved, seconded by Rebecca Anderson, to request DSPS staff draft a Scope Statement revising PSY 3 Requirements for the Private Practice School Psychologist Licensure. Motion carried unanimously.

MOTION: Rebecca Anderson moved, seconded by Daniel Schroeder, to designate Marcus Desmonde as the Liaison to DSPS staff for the purpose of crafting a Scope Statement revising PSY 3 Requirements for the Private Practice School Psychologist Licensure. Motion carried unanimously.

BOARD GOALS

MOTION: Marcus Desmonde moved, seconded by Daniel Schroeder, to approve the Board Goals as amended. Motion carried unanimously.

CLOSED SESSION

MOTION: Daniel Schroeder moved seconded by Marcus Desmonde, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.). Bruce Erdmann read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Bruce Erdmann, Ph.D. – yes; Daniel Schroeder, Ph.D. – yes; Rebecca Anderson, Ph.D. – yes; Marcus Desmonde, Ph.D. – yes. Motion carried unanimously.

The Board convened into Closed Session at 12:34 p.m.

RECONVENE TO OPEN SESSION

MOTION: Marcus Desmonde moved, seconded by Daniel Schroeder, to reconvene into open session. Motion carried unanimously.

The Board reconvened into Open Session at 2:29 p.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

MOTION: Marcus Desmonde moved, seconded by Rebecca Anderson, to affirm all motions made in closed session. Motion carried unanimously.

CREDENTIALING MATTERS

JARED S TREIBER (Appearance)

MOTION: Marcus Desmonde moved, seconded by Daniel Schroeder, to approve the application for a license to practice psychology in the state of Wisconsin of Jared S. Treiber, once all requirements are met. Motion carried. *One abstention.*

MOTION: Marcus Desmonde moved, seconded by Daniel Schroeder, to request Board Legal Counsel to research the authority of the Psychology Examining Board to request information of applicants relating to the Nature of Intended Practice, Self-Evaluation, Supervisor's Evaluations, and Supervisor's Ratings of Competence, as contained in forms 634, 2553, 2555, 2557, and 2870. Motion carried unanimously.

STIPULATIONS, FINAL DECISIONS AND ORDERS

R.G. – 12PSY045

MOTION: Marcus Desmonde moved, seconded by Rebecca Anderson, to table the decision on the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against R.G. – 12PSY045 to the July meeting, for lack of quorum. Motion carried unanimously.

R.L. – 13PSY024

MOTION: Daniel Schroeder moved, seconded by Rebecca Anderson, to accept the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against R.L. – 13PSY024. Motion carried unanimously.

CASE CLOSINGS

R.L. – 14PSY005

MOTION: Daniel Schroeder moved, seconded by Marcus Desmonde, to close DLSC case number 14PSY005, against R.L., for prosecutorial discretion (P7). Motion carried unanimously.

ADJOURNMENT

MOTION: Rebecca Anderson moved, seconded by Daniel Schroeder, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 4:37 p.m.

DRAFT

Officer Elections as voted upon on January 15, 2014:

2014 OFFICER ELECTION RESULTS	
Board Chair	Bruce Erdmann
Vice Chair	Daniel Schroeder
Secretary	Rebecca Anderson

Appointments made at the January 15, 2014 Board Meeting:

2014 LIAISON APPOINTMENTS	
DLSC Monitoring Liaison(s)	Rebecca Anderson
DLSC Professional Assistance Procedure (PAP) Liaison(s)	Rebecca Anderson
Credentialing Liaison(s)	Marcus Desmonde, Bruce Erdman
Continuing Education Liaison	Marcus Desmonde
Legislative Liaison	Bruce Erdmann

2014 SCREENING PANEL	
January-December 2014	Daniel Schroeder, Rebecca Anderson

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Sharon Henes Administrative Rules Coordinator		2) Date When Request Submitted: 14 August 2014 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date:</small> <ul style="list-style-type: none"> ▪ 8 business days before the meeting 	
3) Name of Board, Committee, Council, Sections: Psychology Examining Board			
4) Meeting Date: 27 August 2014	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Legislation and Rule Matters – Discussion and Consideration 1. Proposals for revising Psy 2 relating to licensure 2. Review of scope statement amending Psy 3 relating to the private practice of school psychologists	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:			
11) Authorization			
<i>Sharon Henes</i>		<i>14 August 2014</i>	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

Chapter Psy 2

REQUIREMENTS FOR EXAMINATION AND LICENSURE OF PSYCHOLOGISTS

Psy 2.01	Application procedure.	Psy 2.08	Reexamination.
Psy 2.015	Application abandonment.	Psy 2.09	Requirements for licensure for those holding a doctoral degree in psychology.
Psy 2.02	Scheduling of examinations.	Psy 2.12	Requirements for persons holding a license to practice psychology in another state.
Psy 2.03	Unauthorized assistance.	Psy 2.13	Doctoral degrees in psychology outside the U.S. and Canada.
Psy 2.04	Controls.	Psy 2.14	Temporary practice.
Psy 2.05	Passing scores.		
Psy 2.06	Failure and review.		
Psy 2.07	Claim of examination error.		

Psy 2.01 Application procedure. The board shall act on an application for licensure as a psychologist only after all of the following materials, which shall be documented in English, have been received:

(1) The properly completed and signed application form.

Note: Applications are available upon request to the board office at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

(2) The application fee authorized by s. 440.05 (1), Stats.

(3) Official transcripts of graduate training, properly attested to by the degree granting institution and submitted by the institution directly to the board.

(4) Documentation of any additional relevant education and appropriate experience.

(5) The "Supervised Psychological Experience" form which has been filled out by a psychologist who has firsthand knowledge of the applicant's experience relating to psychology.

(6) The "Nature of Intended Practice of Psychology" form.

(7) Evidence of successful completion of an examination on the practice of psychology approved by the board.

(8) Proof of successful completion of the written examination on the elements of practice essential to the public health, safety or welfare.

(9) For applicants under s. Psy 2.13, as required by the board, documentation of additional supervised experience in the United States and documentation of English proficiency.

(10) Verification of the applicant's licensure in all states or countries in which the applicant has ever held a license.

(11) For applicants who have a pending criminal charge or have been convicted of a crime, all related information necessary for the board to determine whether the circumstances of the pending criminal charge or conviction are substantially related to the duties of the licensed activity.

(12) For applicants licensed in another state, proof of completion of continuing education requirements as specified in s. Psy 4.02.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; am. (intro.), Register, August, 1993, No. 452, eff. 9-1-93; correction in (intro.) made under s. 13.93 (2m) (b) 7., Stats., Register, May, 1995, No. 473; am. (3), Register, January, 1997, No. 493, eff. 2-1-97; am. (1), (2) and (7), Register, June, 1999, No. 522, eff. 7-1-99; CR 02-124: am. (12) Register July 2003 No. 571, eff. 8-1-03; correction in (intro.) made under s. 13.93 (2m) (b) 7., Stats., Register July 2004 No. 583.

Psy 2.015 Application abandonment. An applicant who files an application but who does not comply with a request for information related to the application within one year of the date of the board's last request shall file a new application. An applicant who files an application but who does not fully complete the application within 3 years of the date of the application shall file a new application.

History: Cr., Register, January, 1997, No. 493, eff. 2-1-97.

Psy 2.02 Scheduling of examinations. (1) Examinations shall be held at least twice a year at a time and place desig-

nated by the board. Notice of the next scheduled examinations may be obtained by contacting the department.

(2) No applicant may be admitted to the examination on the professional practice of psychology unless the requirements stated in s. Psy 2.01 (1) to (3) have been met.

(3) No applicant may be admitted to the examination on the elements of practice essential to the public health, safety or welfare unless the requirements stated in s. Psy 2.01 (1) to (7) and (9) to (12) have been met at least 30 days prior to the board meeting preceding the date of the examination.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; am. (2), Register, June, 1999, No. 522, eff. 7-1-99; CR 02-021: am. (2) and (3) Register August 2002 No. 560, eff. 9-1-02.

Psy 2.03 Unauthorized assistance. The board may withhold the score of an applicant who gives or receives unauthorized assistance during examinations. The board may consider this applicant for retesting at a future time.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91.

Psy 2.04 Controls. The board chairperson or proctor may announce time limits and other necessary controls prior to the examinations.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91.

Psy 2.05 Passing scores. (1) The passing scores set by the board represent the minimum competency required to protect public health and safety.

(2) The examination for professional practice of psychology and the examination on the elements of practice essential to the public health, safety or welfare are scored separately. An applicant shall achieve a passing score on each of the required examinations to qualify for licensure.

(3) The board accepts the recommendations of the association of state and provincial psychology boards for the passing score on the examination for professional practice of psychology.

(4) To pass the examination on the elements of practice essential to the public health, safety or welfare, the applicant shall receive a score determined by the board to represent minimum competence to practice. The board shall make the determination of the passing score after consultation with subject matter experts who have reviewed a representative sample of the examination questions and available candidate performance statistics.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; r. and recr., Register, January, 1997, No. 493, eff. 2-1-97.

Psy 2.06 Failure and review. (1) An applicant who fails the examination on elements essential to health, safety and welfare may request a review of that examination. The applicant must file a written request to the board within 30 days of the date on which examination results were mailed or reported.

(2) The time for review shall be limited to time allowed for examination administration.

(3) The examination shall be reviewed only by the applicant and in the presence of the proctor.

(4) The proctor may not respond to inquiries by the applicant regarding allegations of examination error.

(5) Any comments or claims of error regarding specific questions or procedures in the examination may be placed in writing on the provided form. These comments shall be retained and made available to the applicant for use at a subsequent hearing.

(6) An applicant may review the examination only once.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91.

Psy 2.07 Claim of examination error. (1) An applicant wishing to claim examination error in the examination on elements essential to health, safety and welfare shall file a written request for board review in the board office within 30 days of the date the examination was reviewed. The request shall include all of the following:

- (a) The applicant's name and address.
- (b) The type of license applied for.
- (c) A description of the perceived error, including specific questions or procedures claimed to be in error.
- (d) The facts that the applicant intends to prove, including reference text citations or other supporting evidence for the applicant's claim.

(2) The board shall review the claim and notify the applicant in writing of the board's decision and any resulting grade changes.

(3) If the decision does not result in the applicant passing the examination, the applicant may request a hearing under s. **SPS 1.05**.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; CR 02-124; am. (1) (intro.), Register July 2003 No. 571, eff. 8-1-03; correction in (3) made under s. 13.92 (4) (b) 7., Stats., Register November 2011 No. 671.

Psy 2.08 Reexamination. An applicant who fails to achieve a passing grade in the examinations required under this chapter may apply for reexamination on forms provided by the board and pay the appropriate fee for each reexamination as required in s. **440.05**, Stats. An applicant who fails to achieve a passing grade may be reexamined 3 times at not less than 3-month intervals. If the applicant fails to achieve a passing grade on the third reexamination, the applicant may not be admitted to any further examination until the applicant reapplies to the board for permission to be reexamined and presents evidence satisfactory to the board of further professional training or education as the board may prescribe or approve following its evaluation of the applicant's specific case.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; r. and recr., Register, May, 2000, No. 533, eff. 6-1-00.

Psy 2.09 Requirements for licensure for those holding a doctoral degree in psychology. (1) **EDUCATIONAL REQUIREMENTS.** An applicant for a license under this section shall possess a doctoral degree in psychology. A doctoral degree in psychology is either a degree granted by an accredited college or university as defined in s. **455.04 (1) (c)**, Stats., that is represented by an official transcript of credits as being a "doctoral degree in psychology," a doctoral degree with a major in psychology from a department of psychology, or a program which is designated by the board to be equivalent to a doctorate in psychology by meeting the following requirements:

(a) Training in professional psychology consisting of doctoral training offered in a regionally accredited institution of higher education.

(b) The program, wherever it may be administratively housed, must be clearly identified and labeled as a psychology program. Such a program must specify in pertinent institutional catalogs and brochures its intent to educate and train professional psychologists.

(c) The psychology program must stand as a recognizable, coherent organizational entity within the institution.

(d) There must be a clear authority and primary responsibility for the core and specialty areas whether or not the program cuts across administrative lines.

(e) The program must be an integrated, organized sequence of study.

(f) There must be an identifiable psychology faculty on site and a psychologist responsible for the program.

(g) The program must have an identifiable body of students who are matriculated in that program for a degree.

(h) The program must include supervised practicum, internship, field or laboratory training appropriate to the practice of psychology.

(i) The curriculum shall encompass a minimum of 3 academic years of full-time graduate study, at least one of which shall be in full-time residence at the site of the institution granting the degree. In addition to the instruction in scientific and professional ethics and standards, research design and methodology, statistics and psychometrics, the core program shall require each student to demonstrate competence in each of the following substantive content areas. This typically will be met by including a minimum of 3 or more graduate semester hours (5 or more graduate quarter hours) in each of these 4 substantive content areas: a) Biological bases of behavior: physiological psychology, comparative psychology, neuropsychology, sensation and perception, psychopharmacology; b) Cognitive-affective bases of behavior: learning, thinking, motivation, emotion; c) Social bases of behavior: social psychology, group processes, organizational and systems theory; and d) Individual differences: personality theory, human development, abnormal psychology, multicultural differences. In addition, all professional education programs in psychology will include course requirements in specialty areas.

(3) **SUPERVISED EXPERIENCE REQUIREMENTS. (a) Conditions of supervised experience.** 1. A psychological trainee shall complete 3,000 hours of supervised experience as a prerequisite to licensure as a psychologist. All 3,000 hours shall follow graduate work in psychology, either a master's in psychology or a minimum of 30 hours of doctoral level course work in psychology. These hours shall be accumulated at not less than 16 hours nor more than 40 hours per week. The 3,000 hours of experience shall be in a training setting and shall include the activities appropriate to the intended area of practice. It shall be the responsibility of the applicant to demonstrate the appropriateness of the setting and the activities to the intended area of practice.

2. The first 1,500 hours of the experience shall be under the direction of one licensed psychologist who satisfies the requirements of pars. (b) and (c) and who shall be responsible for the integrity and the quality of the training. It shall be planned, organized and integrated practice. There shall be a minimum of 2 hours per week of regularly scheduled formal face-to-face individual supervision with the specific intent of dealing with services rendered directly by the trainee. There shall also be at least 2 additional hours per week in learning activities such as: case conferences, seminars addressing practice issues, co-therapy with a staff person including discussion, group supervision or additional individual supervision.

3. The second 1,500 hours of the experience shall be under the direction of a licensed psychologist who satisfies the requirements of pars. (b) and (c) and who shall be responsible for the integrity and the quality of the training. It shall be planned, organized and integrated, and appropriate to the intended area of practice, and include a minimum of one hour per week of regularly scheduled formal face-to-face individual supervision with the specific intent of dealing with the services rendered directly by the trainee. For diversity of training, the supervisor of the pre-doctoral experience shall not continue as the primary supervisor of the post-doctoral experience.

4. A minimum of 1,500 hours must follow completion of all the requirements for the doctoral degree.

5. To obtain a diversity of training, supervised experience may be supervised by other licensed psychologists, with the understanding that the licensed psychologist specified in subds. 2. and 3. will continue to be responsible for the overall integrity and quality of the trainee's psychological work.

6. Hours obtained through practicum, clerkship or externship experiences are considered part of the educational process and may not be used to satisfy this requirement.

7. The supervisor shall have sufficient knowledge of the trainee's clients to ensure effective service. This may include ongoing face-to-face contact with the client. The progress of the work shall be monitored on a regular basis by the supervisor to ensure that legal, ethical, and professional responsibility is assumed by the supervisor for all services rendered, and the supervisor shall be able to intervene.

8. Clients shall be informed that the psychological trainee is receiving supervision and that the client's case will be discussed in the context of required supervision. The trainee must inform potential clients in writing of his or her trainee status, lack of license, and of the possibility that insurance companies may not reimburse services rendered by the nonlicensed trainee. Fees for client services may neither be billed independently nor accepted by the trainee.

9. The experience required shall consist of at least 25% face-to-face client contact and at least 40% direct service for the purpose of providing psychological service. For the purposes of this subsection direct service means those activities a psychologist performs that are directly related to providing psychological services to a client, such as note and report writing, studying test results, case consultation and reviewing published works relating to the client's needs.

10. There shall be multidisciplinary team membership with the trainees being teamed with other professional specialists in serving clients. It is desirable that trainees also be teamed with other psychologists and other trainees. It is the responsibility of the applicant to demonstrate that he or she had a variety of role models within the field of psychology.

11. The trainee should have experience in a range of direct services. The clients served should be consistent with the target population of intended practice addressing a broad spectrum of psychological problems. A variety of other service activities that are appropriate to the intended area of practice include, but are not limited to, those of the following: intake service, administration, case staffings, research activities, inservice program activities, organizational development and consultation.

(b) *Qualifications of supervisor.* The trainee's primary supervisor shall be a licensed psychologist and shall have adequate training, knowledge and skill to render competently any psychological service that a psychological trainee undertakes. The primary supervisor shall have at least 3 years of post-licensure experience and shall have had training or experience in supervision of psychological work. The supervisor may not permit a trainee to engage in any psychological practice that the supervising psychologist cannot competently perform. Supervisors shall not be a relative by blood or marriage nor be involved in any other dual relationship which obliges the supervisor to the trainee.

Note: Prior to October 1, 1999, supervisors were required to be licensed or license eligible. The requirement that the primary supervisor be a licensed psychologist applies to supervised experience commenced after October 1, 1999.

(c) *Responsibility of supervisor.* All supervisors shall be legally and ethically responsible for the activities of the psychological trainee. Supervisors shall be available or make appropriate provision for emergency consultation and intervention. Supervisors shall be able to interrupt or stop the trainee from practicing in given cases and to stop the supervisory relationship if necessary. All supervisors of the trainee shall be required to provide a written evaluation of the supervised experience and the

trainee's competence. Prepared evaluations or reports of progress, including strengths and weaknesses, shall be written and discussed with the trainee on at least a quarterly basis and shall be made available to the board upon the board's request.

(d) *Qualifications of psychological trainee.* The psychological trainee shall have the background training and experience that is appropriate preparation for the supervised training activities. The supervisor is responsible for determining the adequacy of the trainee's preparation for the tasks to be performed.

Note: All supervisors of a psychological trainee are encouraged to register with the board to receive information on the supervisory responsibilities to share with a prospective psychological trainee.

(4) **APPEARANCE BEFORE THE BOARD.** The applicant may be required to appear before the board in person prior to licensure to allow the board to make such inquiry of them as to qualifications and other matters as it considers proper.

Note: An application may be obtained upon request to the board office located at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin, 53708.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; am. (2) (a) 1., 4. and 5., Register, November, 1992, No. 443, eff. 12-1-92; cr. (4), Register, August, 1993, No. 452, eff. 9-1-93; am. (1) (a), (3) (a) 2., 10., (b), (c) and (4), r. (1) (j) and (2), Register, June, 1999, No. 522, eff. 7-1-99; correction in (5) made under s. 13.93 (2m) (b) 7., Stats., Register, June, 1999, No. 522; CR 02-124: am. (3) (a) 1. to 3., 5., 7., (b), and (c) Register July 2003 No. 571, eff. 8-1-03; CR 04-021: am. (1) (i), r. (5) Register July 2004 No. 583, eff. 8-1-04; CR 12-055: am. (4) Register August 2013 No. 692, eff. 9-1-13.

Psy 2.12 Requirements for persons holding a license to practice psychology in another state.

(1) **LICENSURE BY COMITY.** Applicants who are licensed in another state shall meet the requirements of s. Psy 2.01.

(3) **LICENSURE OF HOLDERS OF THE CERTIFICATE OF PROFESSIONAL QUALIFICATION.** Applicants who are licensed in another state who hold the certificate of professional qualification in psychology issued by the Association of State and Provincial Psychology Boards shall meet the requirements of s. Psy 2.01 (1), (2), (6), (8), (10), (11) and (12).

(4) **LICENSURE OF SENIOR PSYCHOLOGISTS.** Applicants who have been licensed for 20 or more years in another licensing jurisdiction of the United States or Canada that had requirements for licensure substantially equivalent to the requirements for licensure in this state at the time of original licensure, and who have never been disciplined by the licensing board of any state or province, shall meet the requirements of s. Psy 2.01 (1), (2), (6), (8), (10), (11) and (12).

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; renum. to be Psy 2.12 (1), cr. (2), (3) and (4), Register, June, 1999, No. 522, eff. 7-1-99; CR 02-124: am. Register July 2003 No. 571, eff. 8-1-03; CR 12-055: r. (2) Register August 2013 No. 692, eff. 9-1-13.

Psy 2.13 Doctoral degrees in psychology outside the U.S. and Canada.

In addition to the supervised experience requirements set forth in s. Psy 2.09 (3), all applicants with doctoral degrees in psychology from universities outside the United States and Canada may be required to submit documentation of additional supervised experience within the U.S. Applicants for licensure on the basis of degrees from colleges and universities from outside the United States shall also pass the examination for the professional practice of psychology and may also be required to pass an English proficiency examination approved by the board.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; correction made under s. 13.93 (2m) (b) 7., Stats., Register, May, 1995, No. 473.

Psy 2.14 Temporary practice. The following apply to the temporary practice of psychology by a psychologist who is licensed or certified by a similar examining board of another state or territory of the United States or of a foreign country or province who offers services as a psychologist in this state under s. 455.03, Stats.

(1) Any portion of a calendar day in which the psychologist provides services in this state is considered one working day.

(2) A psychologist provides psychological services in this state whenever the patient or client is located in this state, regard-

less of whether the psychologist is temporarily located in this state or is providing services by electronic or telephonic means from the state where the psychologist is licensed.

History: Cr. [Register, June, 2001, No. 546](#), eff. 7-1-01.

STATEMENT OF SCOPE

Psychology Examining Board

Rule No.: Psy 3

Relating to: Licensure for the private practice of school psychology

Rule Type: Permanent

1. Finding/nature of emergency (Emergency Rule only):

N/A

2. Detailed description of the objective of the proposed rule:

The objective of the proposed rule is to update the rule to reflect the changes due to Wisconsin 13 Act 114. In addition, the objective is to streamline, clarify and update the licensure and examination process for applicants.

3. Description of the existing policies relevant to the rule, new policies proposed to be included in the rule, and an analysis of policy alternatives:

Wisconsin 13 Act 114 allows an applicant to take any required examination prior to graduation. The rule needs to be updated to reflect this change in the statute.

To code contains outdated practices and procedures, as well as provisions which go beyond statutory authority. This proposed rule would review and update all licensure and examination requirements in the interest of streamlining the process while maintaining the health, safety and welfare of the public.

4. Detailed explanation of statutory authority for the rule (including the statutory citation and language):

S. 15.08(5)(b) Each examining board shall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains, and define and enforce professional conduct and unethical practices not inconsistent with the law relating to the particular trade or profession.

S. 455.08 The examining board shall adopt such rules as are necessary under this chapter

5. Estimate of amount of time that state employees will spend developing the rule and of other resources necessary to develop the rule:

80 hours

6. List with description of all entities that may be affected by the proposed rule:

Private practice school psychologist applicants

7. Summary and preliminary comparison with any existing or proposed federal regulation that is intended to address the activities to be regulated by the proposed rule:

None

8. Anticipated economic impact of implementing the rule (note if the rule is likely to have a significant economic impact on small businesses):

None to minimal. It is not likely to have a significant economic impact on small businesses.

Contact Person: Sharon Henes, Administrative Rules Coordinator, (608) 261-2377

Authorized Signature

Date Submitted

PSYCHOLOGY EXAMINING BOARD GOALS

A. Goals

1. **Complete revision of PSY 4**
2. **Revise PSY 2 – specific language from National Register**
3. **Revise PSY 3**
4. Review and revise jurisprudence (state) exam

B. Specialized Goals

1. Initiate discussion with other boards on tele-health guidelines
2. Board update/Newsletter
3. Explore utilizing the ASPPB+ System

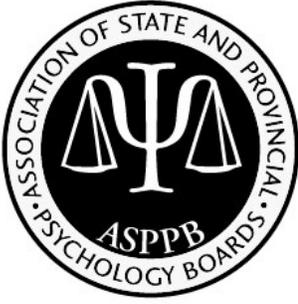
C. Goals for the back burner:

1. Create relationships with Directors of Training and Internship Directors
2. PSY 5 Conduct
3. Revise School forms (per Bruce from May meeting)

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Dan Williams		2) Date When Request Submitted: Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Wisconsin Psychology Examining Board			
4) Meeting Date: 8/27/2014	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? 2014 ASPPB annual meeting – Discussion and Consideration	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing? <input type="checkbox"/> Yes by <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A	
10) Describe the issue and action that should be addressed: 1) Notification as to Board member invite. 2) Notification as to Executive Director invite.			
11) Authorization			
Signature of person making this request			Date
Supervisor (if required)			Date
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Bureau Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Executive Assistant prior to the start of a meeting.			



Association of State and Provincial Psychology Boards

Serving member jurisdictions by promoting excellence in regulation and advancing public protection.

MEMORANDUM

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Examination Committee Chairperson
Barry Edelstein, PhD

Mobility Committee Chairperson
Don L. Crowder, PhD

Director of Professional Affairs
Alex M. Siegel, JD, PhD

Director of Regulatory Affairs
Matt Turner, PhD

Director of Psychology Licensure
Universal System (PLUS)
Joseph Rallo, PhD

Director of Meeting Management
Anita L. Scott, CMP, CMM

TO: ASPPB Member Boards and Board Chairs

FROM: Karen Messer-Engel, Secretary-Treasurer

DATE: July 1, 2014

RE: Notice of 2014 ASPPB Annual Meeting

NOTICE

In accordance with Article VII, Section 3.A. of the Bylaws of the Association of State and Provincial Psychology Boards, notice is hereby given that the 54th Annual Meeting of the Association will be held October 22-28, 2014 at the beautiful Omni Rancho Las Palmas, Rancho Mirage, California.

The registration fee for one delegate from each jurisdiction to attend the ASPPB Annual Meeting has been waived. A registration fee of \$290 is required for all other attendees. For registered guests the fee is \$100. The hotel room rate is \$189 US for single or double occupancy, per night, plus city and state taxes. Please make your hotel reservation prior to September 19, 2014.

The ASPPB Online Meeting Registration will be open by July 20, 2014 at www.asppb.net. You will need your userID and password to access the registration page.

An agenda overview will be available on our website by July 15, 2015. Meeting information will be added to the website throughout the next few weeks, so please check it often for news and updates.

We look forward to seeing you and the representative(s) from your jurisdiction at this year's Annual Meeting.

If you have any questions, please contact Anita Scott, ASPPB Central Office, (ascott@asppb.org), 678-216-1175.

1) **From:** DON CROWDER]
Sent: Tuesday, August 12, 2014 9:33 AM
To: Williams, Dan - DSPS
Cc: Janet Orwig
Subject: ASPPB Annual Meeting

Hi Dan,

I just wanted to see if you are interested in and available to attend the ASPPB Annual Meeting, October 22-26, 2014. The meeting is at the Rancho Las Palmas Hotel in Rancho Mirage, California.

I know that Jeff Scanlan attended some of the meetings in the past, but I do not believe you have had the opportunity to attend either the Annual or Mid Year meetings.

After serving on the ASPPB Board of Directors for the past 3 years and attending both the Annual and Mid Year meetings, I have been able to see how helpful it is to our member jurisdictions when both board administrators as well as board members are able to attend these meetings. Not only is it beneficial in terms of the specific meeting content, but also the interaction with other board administrators and ASPPB staff and board members and the ongoing relationships that develop.

I know that resources are limited, but I have recently spoken with Janet Orwig (ASPPB Associate Executive Officer Member Services) and she indicated that you would be eligible for a Board Administrator Scholarship that would cover your expenses. This is a benefit of the membership fee that each jurisdiction pays, so in most jurisdictions this does not create a conflict with policies on travel.

If you have questions regarding this, I am copying Janet on this email, but you can contact her directly with any questions that you might have. This specific scholarship is only for Board Administrators and does not affect the travel assistance that is available, and the Wisconsin Board has previously used, to send a Board member to the annual meeting. Hopefully, both you and a member of the Board will be able to attend the October meeting.

Please contact either myself or Janet if you have any questions and I hope to see you at the Annual Meeting in October. Also, please feel free to contact me if I can ever be of assistance to either you or the Wisconsin Board.

DON CROWDER, PhD
ASPPB Member At Large

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Matthew C. Niehaus, DSPS WebMaster		2) Date When Request Submitted: 04/07/14 Items will be considered late if submitted after 4:30 p.m. on the deadline date: <ul style="list-style-type: none"> ▪ 8 business days before the meeting for paperless boards ▪ 14 business days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Psychology Examining Board			
4) Meeting Date: 07/08/14	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? DLSC Paperless Screening Panel Initiative - APPEARANCE	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input checked="" type="checkbox"/> Yes (Fill out Board Appearance Request) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Jane Brischke: Program & Policy Analyst – Advanced Cortney Keo: Records Management Supervisor Kelley Foster: Medical Examining Board Intake Specialist Matthew C. Niehaus: DSPS Webmaster The above staff will be appearing before the Board to present the DLSC Paperless Screening Panel Initiative. Beginning in September, Screening Panel Members will be able to access case materials through the Board SharePoint site.			
11) Authorization			
		04/07/14	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

BOARD APPEARANCE REQUEST FORM

Appearance Information

Board Name: Psychology Examining Board

Board Meeting Date: 07/08/14

Person Submitting Agenda Request: Matthew C. Niehaus: DSPP WebMaster

Persons requesting an appearance:

Jane Brischke: Program & Policy Analyst – Advanced

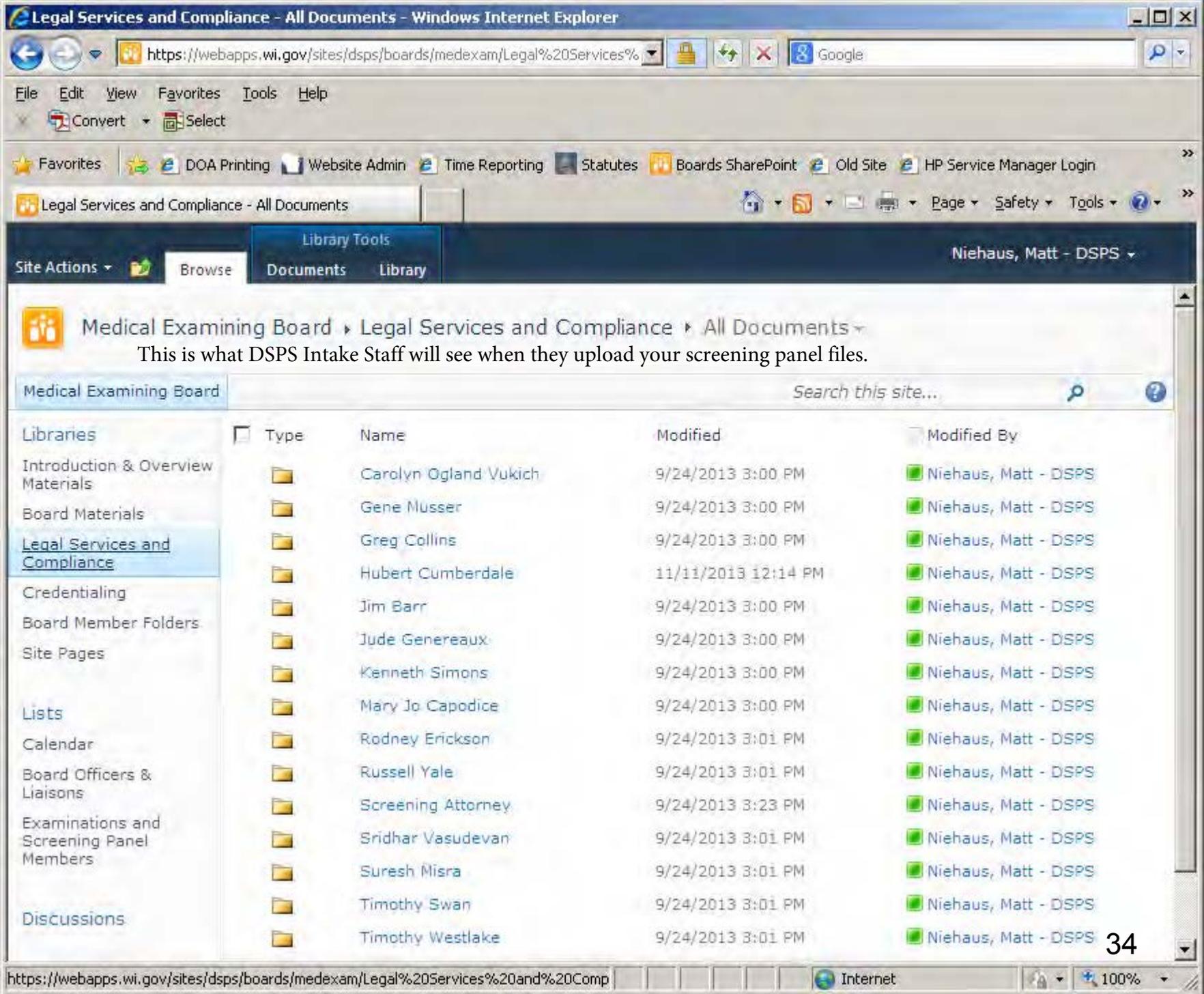
Cortney Keo: Records Management Supervisor

Kelley Foster: Medical Examining Board Intake Specialist

Matthew C. Niehaus: DSPP Webmaster

Reason for Appearance:

The above DSPP staff are appearing before the Board to present the DLSC Paperless Screening Panel.



Legal Services and Compliance - All Documents - Windows Internet Explorer

https://webapps.wi.gov/sites/dsps/boards/medexam/Legal%20Services%20Documents.aspx

File Edit View Favorites Tools Help

Convert Select

Favorites DOA Printing Website Admin Time Reporting Statutes Boards SharePoint Old Site HP Service Manager Login

Legal Services and Complian... Legal Services and Compl... x

Page Safety Tools

Hubert Cumberlande

Medical Examining Board > Legal Services and Compliance > All Documents

Medical Examining Board Search this site...

Libraries	Type	Name	Modified	Modified By
Introduction & Overview Materials	Folder	Hubert Cumberlande	11/11/2013 12:14 PM	Niehaus, Matt - DSPS

Board Materials

Legal Services and Compliance

Site Pages

Lists

Calendar

Board Officers & Liaisons

Examinations and Screening Panel Members

Discussions

Internet 100%

This is what you will see when you log in to check your screening panel documents. Much like your Board Member folder, this folder is visible only to you and the DSPS staff member responsible for adding the files for your review.

Files will be cleared monthly and password protected for added security.

Bookmarks will be added and comments will be enabled, much like your agenda packets.

One set of Medical Examining Board
Screening Panel Materials
(Four of these were mailed every month)



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PAPERLESS SCREENING PANELS

TOTAL POTENTIAL SAVINGS

- ★ **\$2,397.57 printing + \$2,582.30 shipping + \$10,200 Canon IR 7086 + \$22,509.24 staff time = \$37,689.11 ANNUALLY¹**
- ★ **In addition to the monetary savings:**
 - ✓ This process introduces enhanced security for screening panel documents. Under the new system, these documents are carefully controlled and protected by multiple layers of authentication.
 - ✓ Environmental impact: save 90 trees annually, landfill space, kilowatts of energy
 - ✓ Real time updates and delivery of documents.
 - ✓ Document management – ability to recreate misplaced/lost documents, locate/search/distribute files quickly and efficiently

1. COPIER/PAPER/MAILING (postage, envelopes) SAVINGS

- ✓ DLSC currently obtains paper for \$33.40 per box. Each box contains 5,000 sheets of paper. Each individual sheet of paper thus costs DSPS \$0.00668.
 - 100 sheets of paper weighs approximately 1 pound, meaning it costs \$0.668 to purchase one pound of paper.
 - Toner costs are covered by our lease on the printing equipment.
 - Print jobs after we surpass the 40,000 monthly page limit permitted in our lease cost us \$0.50 extra per 100 pages
- ✓ Adding in one internal packet for screening panel attorneys every month, DLSC printed approximately 206,500 pages of paper for Screening Panels over 210 calendar days (May 9 – November 26), not factoring in any erroneous print jobs.
- ✓ From May 9 to November 26, DLSC spent \$1,008.05 to ship Tyvek envelopes for large screening packets.
- ✓ \$51.52 is spent on regular envelopes for mailings that are light enough to send through the postal service. Mailing these envelopes costs \$414.96 in postage annually. \$365.82 is spent purchasing white Tyvek envelopes that must be sent through a courier service, for a total of \$832.30 annually on miscellaneous mailing materials.
- ✓ Based upon the above data, shipping costs for screening panels add up to \$2,582.30 annually, with estimated annual printing costs of \$2,397.57.

2. STAFF TIME/SAVINGS

- ✓ DLSC staff currently spends an average of 12 hours per Medical Examining Board screening panel packet copying and mailing. The average intake staff salary with fringe is \$24.44 per hour which costs out to \$293.28 of staff time per packet. This results in a \$7,038.72 expenditure in staff time annually. As the paperless scanning process only necessitates one run through the scanner, this will cut down the amount of time spent at the copier to ¼ its current level, a \$5,279.04 savings.
- ✓ Other Boards typically take considerably less time to prepare their screening panel packets. Assuming an average of 5 hours of staff processing time per packet, with 188 meetings that are not representative of the Medical Examining Board per year², there is an additional staff time savings of \$17,230.20 for a grand total of \$22,509.24 in staff expenses that can be reallocated.
- ✓ The time currently spent compiling the printed packets for mailing may be shifted to improving the quality of the materials through bookmarking, page numbering, and running text recognition. This will aid the screening panel in its efforts, potentially saving time screening panel attorneys spend in meetings with screening panel members.

3. OTHER FACTORS

- ✓ By drastically reducing the amount of time needed for DLSC staff to physically stand at the copier and as it is possible to print to a copier that is being used to scan documents, we could cease leasing one of our two DLSC copiers. We currently lease the more expensive copier Canon IR 7086 (Mickey) on a 6-month basis for \$850/month (\$10,200 annually.)

¹ This is achieved with virtually no cost, as the SharePoint Site has already been purchased for the Policy Development paperless initiative.

² 332 screening panel meetings are scheduled for 2014. Approximately 40% of all screening panel meetings from 2013 were cancelled due to lack of business, meaning there would be 200 total meetings. The estimate of 5 hours per packet (and 12 hours per Medical Examining Board packet) was taken from interviews with DLSC staff.

Initiatives for Improving Service

Division of Legal Services & Compliance – Paperless Screening Panels

- ✓ Drives Wisconsin to the cutting edge of state government technology solutions
- ✓ No potential for loss or damage in the mail
- ✓ Text recognition
 - Adobe can recognize typed (and usually handwritten) notes and allow for searching for specific words and phrases
- ✓ Enlarge text
 - Ability to enlarge the document for easier readability
- ✓ Accessibility of documents
 - No need to transport large files to screen materials
 - SharePoint is accessible anywhere you have a computer, tablet or smart phone and the internet
- ✓ Convenient notes and comments
 - Members have the ability to create a document in Microsoft Word directly from the SharePoint site to keep track of notes
 - This document is also accessible anywhere you can use SharePoint
 - Make comments directly in your electronic copy of each complaint on specific pages or places
 - Easy access to all comments, or specific comments, via a list in Adobe
- ✓ Pages will be numbered and bookmarked so members may easily reference points in the document
- ✓ Transition process
 - First sets of screening materials will be sent via **paper** and **electronic** formats, to ease the transition to paperless panels
- ✓ Financial impact
 - Paperless screening will save approximately \$40,000 on paper, ink, printer maintenance and shipping costs annually (\$240,000 by 2020)
 - There is also time savings in preparing, sorting, copying and mailing
 - Elimination of costs related to destroying screening panel documents
 - Reduction of file space requirements
- ✓ Technical support
 - Intake staff members are available to answer any questions you have regarding paperless screening
 - Kelley Foster – Intake for MED & MED Affiliates
(608) 267-1818 kelly.foster@wi.gov
 - DLSC staff will follow-up in the months after implementation to obtain feedback and input on the paperless screening process