



**STATE OF WISCONSIN**  
Department of Safety and Professional Services  
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**Governor Scott Walker      Secretary Dave Ross**

Voice: 608-266-2112 • FAX: 608-267-3816 • TTY: 608-267-2416

**PSYCHOLOGY EXAMINING BOARD MEETING**  
**Room 121C, 1400 E. Washington Avenue, Madison WI**  
**Contact: Dan Williams (608) 266-2112**  
**DECEMBER 5, 2012**

*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.*

**8:15 A.M.**

**APPLICATION REVIEW COMMITTEE, RM 199B**

**CONVENE TO CLOSED SESSION** to consider discipline (s. 19.85(1)(b), Stats., and to consider individual histories (s. 19.85(1)(f), Stats.

- Review of Applications for approval recommendation to the Full Board. The Committee consists of two (2) board members and Department staff.

**ADJOURNMENT**

**9:00 A.M.**

**MEETING OF THE PSYCHOLOGY EXAMINING BOARD, ROOM 121A**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

- A. **Adoption of Agenda (1-4)**
- B. **Approval of Meeting Minutes of October 10, 2012 (5-10)**
- C. **Discussion and Consideration of Emerging Issues Related to Telepsychology (11-12)**
- D. Secretary Matters
- E. **Administrative Matters**
  - 1) 2013 Meeting Dates **(13-14)**
- F. Discussion and Consideration Regarding Streamlining of Licensure Process
- G. **Discussion and Consideration as to the Request by ASPPB for Board Review of a Position Paper (15-26)**
- H. **Presentation by Bruce Erdman regarding ASPPB's 52<sup>nd</sup> Annual Meeting of Delegates, October 24-28, 2012 in San Francisco, CA**

**I. Legislation/Administrative Rule Matters**

- 1) Discussion and Consideration of Proposed Rule Revision to PSY 2.09 and 2.12 Review **(27-28)**
- 2) Discussion and Consideration of Proposed Rule Revision to PSY 4.02 **(29-30)**

**J. Items Received After Printing of the Agenda:**

- 1) Introductions, Announcements and Recognition
- 2) Presentations of Petition(s) for Summary Suspension
- 3) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
- 4) Presentation of Proposed Final Decision and Order(s)
- 5) Informational Item(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)

**K. Informational Item(s)**

**L. Other Board Business**

**M. Public Comments**

**CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; consider closing disciplinary investigation with administrative warning s.19.85(1)(b), Stats. 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. Review of Administrative Warning**

- 1) **2:00 P.M. APPEARANCE – DR. MICHAEL OSTROWSKI (12 PSY 012) (31-34)**

**O. Deliberation of Proposed Stipulation(s), Final Decision(s) and Order(s)**

- 1) Paul M. Smerz Ph.D. – 11 PSY 029 **(35-42)**

**P. Deliberation of Administrative Warning(s)**

- 1) 12 PSY 068 (J.A.V.) **(43-46)**

**Q. Review of Additional Information Requested of Applicants for Licensure**

- 1) Angela Fleck, Ph.D
- 2) Kristin Hoff, Psy.D
- 3) Lisa Howell, Ph.D
- 4) Reid Kehoe, Psy.D
- 5) Jonathan Marin, Ph.D
- 6) Kristen Marin, Ph.D
- 7) Stephen Melka, Ph.D
- 8) Kathleen Murphy-Ende, Ph.D, Psy.D
- 9) Renata Okonkwo, Ph.D
- 10) Darlene Piekarek, Ph.D
- 11) Gary Plato, Psy.D
- 12) Emily Schweigert, Ph.D
- 13) Jason Siewert, Ph.D
- 14) Jennifer Wilson, Ph.D

**R. Oral Interview of Applicants for Licensure – Final Approval for Licensure**

- 1) Noah Adrians, Ph.D
- 2) Angela Fleck, Ph.D
- 3) Sally Frutiger, Ph.D
- 4) Kristin Hoff, Psy.D
- 5) Lisa Howell, Ph.D
- 6) Reid Kehoe, Psy.D
- 7) Jonathan Marin, Ph.D
- 8) Kristen Marin, Ph.D
- 9) Alexandara Marks, Psy.D
- 10) Jaya Matthew, Ph.D
- 11) Stephen Melka, Ph.D
- 12) Kathleen Murphy-Ende, Ph.D, Psy.D
- 13) Renata Okonkwo, Ph.D
- 14) Darlene Piekarek, Ph.D
- 15) Gary Plato, Psy.D
- 16) DuMont Schmidt, Ph.D
- 17) Emily Schweigert, Ph.D
- 18) Jason Siewert, Ph.D
- 19) Jennifer Wilson, Ph.D

**S. Review of Applications for Licensure**

- 1) John Bayless, Ph.D **(47-80)**
- 2) Carla Davey, Ph.D **(82-124)**
- 3) M. Christine Foskett, Psy.D **(125-160)**
- 4) Allison Jahn, Ph.D **(161-196)**
- 5) Maggie Kozmin, Psy.D **(197-242)**
- 6) Shaneen Meskew, Ph.D **(243-282)**
- 7) Michael Mihajlovic, Psy.D **(283-338)**
- 8) Julia Myers, Psy.D **(339-388)**
- 9) Emily Stebner, Psy.D **(389-422)**

**T. Deliberation of Items Received After Printing of the Agenda:**

- 1) Application Issues and/or Reviews
- 2) Professional Assistance Procedure (PAP)
- 3) Monitoring Matters
- 4) Proposed Stipulations, Final Decisions and Orders
- 5) Administrative Warnings
- 6) Orders Fixing Costs/Matters Related to Costs
- 7) Proposed Final Decisions and Orders
- 8) Petitions for Summary Suspension
- 9) Petitions for Re-hearings
- 10) Case Closings
- 11) Education or Examination Matters
- 12) Review Additional Information Requested of Applicants for Licensure
- 13) Oral Interviews of Applicants for Licensure – Final Approval for Licensure
- 14) Review of Applications for Licensure
- 15) Supervision Reviews
- 16) Credential Issues
- 17) Appearances from Requests Received or Renewed
- 18) Motions

U. Consulting with Legal Counsel

V. **Division of Legal Services and Compliance**

- 1) Case Status Report
- 2) Case Closings

**RECONVENE INTO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

Vote on Items Considered or Deliberated on in Closed Session, If Voting is Appropriate

DLSC – Signatures for Orders

W. Other Board Business

**ADJOURNMENT**

**PSYCHOLOGY EXAMINING BOARD  
MEETING MINUTES  
OCTOBER 10, 2012**

**PRESENT:** Rebecca Anderson, Ph.D.; Bruce Erdmann, Ph.D.; Daniel Schroeder, Ph.D.;  
Melissa Westendorf, J.D., Ph.D.

**STAFF:** Dan Williams, Executive Director; Pamela Stach, Legal Counsel; Matt Niehaus, Bureau  
Assistant; Kimberly Wood, Program Assistant Supervisor, and other Department Staff

**CALL TO ORDER**

Bruce Erdmann, Ph.D., Chair, called the meeting to order at 9:11 a.m. A quorum of four (4) members was present.

**ADOPTION OF AGENDA**

**Amendments to the Agenda:**

- Item “I-1” (open session) Under the item titled: “I. Speaking Engagement(s), Travel, or Public Relation Request(s)” correct the sub-header as follows:
  - “ASPPB’s 52<sup>nd</sup> Annual Meeting of Delegates, October 24-28, ~~2001~~ 2012...”
- Item “K-7” (open session) Under the item titled: “Items Received After Printing of the Agenda” include the following item in consideration of designation of a liaison to review the State Jurisprudence Exam:
  - “7) Education and Examination Matters”
- Item “O-9” (closed session) Under the item titled “O) Review of Additional Information Requested of Applicants for Licensure” **REMOVE**:
  - 9) Emily Schweigert, Ph.D. (withdrawn)
- Item “P-12” (closed session) Under the item titled “P) Oral Interview of Applicants for Licensure – Final Approval for Licensure”:
  - **REMOVE** 12) Emily Schweigert, Ph.D. (withdrawn)
  - **ADD** Craig Rypma, Ph.D.

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Rebecca Anderson, Ph.D., to adopt the agenda as amended. Motion carried unanimously.

**APPROVAL OF MEETING MINUTES OF JUNE 6, 20102**

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Daniel Schroeder, Ph.D., to approve the minutes of June 6, 2012 as published. Motion carried unanimously.

**APPROVAL OF MEETING MINUTES OF AUGUST 17, 2012**

**Amendments to the Minutes:**

- Page 1 of the Minutes: Reflect that the meeting was via teleconference
- Page 1 of the Minutes: Replace “abstained” with “recused” for the Motion on **APPLICATION MATTERS**
- Page 2 of the Minutes: Append “Motion carried unanimously” for the Motion on **APPLICATION MATTERS**

- Page 2 of the Minutes: Replace “Schroeder” with “Anderson” for the Motion on **APPLICATION MATTERS**

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Daniel Schroeder, Ph.D., to approve the minutes of August 17, 2012 as amended. Motion carried unanimously.

**DISCUSSION OF PROVISIONAL LICENSURE  
REPRESENTATIVES FROM THE WISCONSIN PSYCHOLOGICAL ASSOCIATION (WPA)  
ADVOCACY CABINET**

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Daniel Schroeder, Ph.D., to express the Board’s appreciation for the Wisconsin Psychological Association for making-examining possible changes to the sequence of training to streamline licensure and, in so doing, enhancing access to services and generating positive economic impact for psychological practices. Motion carried unanimously.

**DISCUSSION OF CURRENT FAQ AS IT RELATES TO CONTINUING EDUCATION**

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Daniel Schroeder, Ph.D., to amend the first paragraph of the Continuing Education FAQ to reflect the wording in PSY 4.02(2)(c) and that Bruce Erdmann, Ph.D. be designated as liaison for approval of said changes. Motion carried unanimously.

**SPEAKING ENGAGEMENT(S), TRAVEL, OR PUBLIC RELATION REQUEST(S)**

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Daniel Schroeder, Ph.D., to nominate-name Bruce Erdmann, Ph.D. a delegate of the board to attend the ASPPB’s 52<sup>nd</sup> Annual Meeting of Delegates in San Francisco, CA. Motion carried unanimously.

**LEGISLATIVE/ADMINISTRATIVE RULE MATTERS**

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Rebecca Anderson, Ph.D., to designate Bruce Erdmann, Ph.D. to actively approve the Board’s statement relating to continuing education and applicant appearances at least 10 days after publication. Motion carried unanimously.

**ITEMS RECEIVED AFTER PRINTING OF THE AGENDA**

**Education and Examination Matters**

**MOTION:** Rebecca Anderson, Ph.D. moved, seconded by Melissa Westendorf, J.D., Ph.D., to designate Daniel Schroeder, Ph.D. to be the Board member to conduct a review of the State Jurisprudence Exam. Motion carried unanimously.

## INFORMATIONAL ITEMS

### Telepsychology:

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Rebecca Anderson, Ph.D., to designate Daniel Schroeder, Ph.D. to draft and send a letter through Dan Williams to the Secretary addressing the issue of Telepsychology and inviting him to attend the next meeting. Motion carried unanimously.

### CLOSED SESSION

**MOTION:** Rebecca Anderson, Ph.D. moved, seconded by Melissa Westendorf, J.D., Ph.D., to convene to closed session pursuant to Wisconsin State statutes 19.85(1)(a)(b)(f) and (g), for the purpose of conducting oral interviews, reviewing monitoring requests, requests to extend practice, application reviews, consulting with Legal Counsel and Division of Enforcement case status reports. Roll Call Vote: Rebecca Anderson, Ph.D.-yes; Bruce Erdmann, Ph.D.-yes; Daniel Schroeder, Ph.D.-yes; and Melissa Westendorf, J.D., Ph.D. Motion carried unanimously.

The Board convened into Closed Session at 11:00 a.m.

### RECONVENE INTO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

**MOTION:** Daniel Schroeder, Ph.D. moved, seconded by Rebecca Anderson, Ph.D., to reconvene into open session. Motion carried unanimously.

The Board reconvened into Open Session at 3:56 p.m.

### VOTE ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION, IF VOTING IS APPROPRIATE

**MOTION:** Daniel Schroeder, Ph.D. moved, seconded by Rebecca Anderson, Ph.D., to reaffirm all motions made in closed session. Motion carried unanimously.

### REVIEW OF ADDITIONAL INFORMATION REQUESTED OF APPLICANTS FOR LICENSURE

**MOTION:** Daniel Schroeder, Ph.D. moved, seconded by Rebecca Anderson, Ph.D., to accept the additional information submitted by:

- Heather Crabtree, Ph.D.
- Teresa Davenport, Ph.D.
- Aaron Grace, Psy.D.
- Sadie Larsen, Ph.D.
- Rachel Leonard, Ph.D.
- Jennifer Mandel, Ph.D.
- Jacquelyn Smith, Ph.D.
- Nadia Teale, Ph.D.

Motion carried unanimously.

**MOTION:** Daniel Schroeder, Ph.D. moved, seconded by Rebecca Anderson, Ph.D., to defer deliberation of licensure until additional information is submitted by India Gray-Schmiedlin, Ph.D. and accepted by the Board. Motion carried. Recused: Bruce Erdmann, Ph.D.

**MOTION:** Rebecca Anderson, Ph.D. moved, seconded by Daniel Schroeder, Ph.D., to accept the additional information submitted by Lesley Baird, Psy.D. Motion carried. Recused: Bruce Erdmann, Ph.D.

*(Melissa Westendorf, J.D., Ph.D., Vice Chair, assumed the role of Chair as Bruce Erdmann recused himself from deliberation and voting on the matters concerning India Gray-Schmiedlin, Ph.D. and Lesley Baird, Psy.D.)*

### **ORAL INTERVIEW OF APPLICANTS FOR LICENSURE FINAL APPROVAL FOR LICENSURE**

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Daniel Schroeder, Ph.D., to grant licensure to practice psychology to

- Diane Brandmiller, Ph.D.
- Heather Crabtree, Ph.D.
- Teresa Davenport, Ph.D.
- Rebecca Foster, Ph.D.
- Amelia Fystrom, Ph.D.
- Aaron Grace, Psy.D.
- Sadie Larsen, Ph.D.
- Rachel Leonard, Ph.D.
- Jennifer Mandel, Ph.D.
- Jacquelyn Smith, Ph.D.
- Nadia Teale, Ph.D.

Motion carried unanimously.

**MOTION:** Daniel Schroeder, Ph.D. moved, seconded by Rebecca Anderson, Ph.D., to grant licensure to practice psychology to Lesley Baird, Psy.D. Motion carried. Recused: Bruce Erdmann, Ph.D.

*(Melissa Westendorf, J.D., Ph.D., Vice Chair, assumed the role of Chair as Bruce Erdmann recused himself from deliberation and voting on the matters concerning Lesley Baird, Psy.D.)*

**MOTION:** Daniel Schroeder, Ph.D. moved, seconded by Rebecca Anderson, Ph.D., requesting Craig Rypma, Ph.D. submit evidence documenting 40 hours of continuing education. Licensure will be granted contingent upon receipt of evidence demonstrating completion of continuing education requirements. Motion carried. Recused: Melissa Westendorf, J.D., Ph.D.

## REVIEW OF APPLICATIONS FOR LICENSURE

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Rebecca Anderson, Ph.D., to act upon the review of applications conducted on October 10, 2012 as noted in the application files.

- Noah Adrians, Ph.D.
- Rosemary Doyle, Psy.D.
- Sally Frutiger, Ph.D.
- Kristin Hoff, Psy.D.
- Lisa Howell, Ph.D.
- Reid Kehoe, Psy.D.
- Jonathan Marin, Ph.D.
- Kristen Marin, Ph.D.
- Jaya Mathew, Ph.D.
- Stephen Melka, Ph.D.
- Kathleen Murphy-Ende, Ph.D., Psy.D.
- Renata Okonkwo, Ph.D.
- Darlene Piekarek, Ph.D.
- Gary Plato, Psy.D.
- DuMont Schmidt, Ph.D.
- Jason Siewert, Ph.D.
- Jennifer Wilson, Ph.D.

Motion carried unanimously.

## DELIBERATION OF PROPOSED STIPULATION(S), FINAL DECISION(S) AND ORDER(S)

### CONSTANZ W. HARTNEY, PH.D. (12 PSY 016)

**MOTION:** Daniel Schroeder, Ph.D. moved, seconded by Rebecca Anderson, Ph.D., to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order in the matter of disciplinary proceedings against Constanz W. Hartney, Ph.D. (12 PSY 016). Motion carried unanimously.

## DELIBERATION OF ADMINISTRATIVE WARNING(S)

- 11 PSY 015
- 12 PSY 009
- 12 PSY 012

**MOTION:** Rebecca Anderson, Ph.D. moved, seconded by Melissa Westendorf, J.D., Ph.D., to issue Administrative Warnings in case numbers 11 PSY 015, 12 PSY 009 (with correction,) and 12 PSY 012. Motion carried unanimously.

**DELIBERATION OF PROPOSED FINAL DECISION(S) AND ORDER(S)  
RAYMOND G. LUECK PSY.D. – 11 PSY 032/DHS CASE NO. SPS 12-0020**

**MOTION:** Daniel Schroeder, Ph.D. moved, seconded by Rebecca Anderson, Ph.D., to adopt the Findings of Fact, Conclusions of Law, Proposed Decision and Order with variance in the matter of disciplinary proceedings against Raymond G. Lueck, Psy.D. Respondent – DHA Case #11 PSY 032/DLSC Case #SPS 12-0020. Motion carried unanimously.

**MOTION:** Daniel Schroeder, Ph.D. moved, seconded by Rebecca Anderson, Ph.D., to designate Melissa Westendorf, J.D., Ph.D. to approve the variance to the proposed decision and order, once drafted. Motion carried unanimously.

*(Melissa Westendorf, J.D., Ph.D. was excused at 3:35 p.m. and was reconnected by phone at 3:55 p.m.)*

**DELIBERATION OF ORDER(S) FIXING COSTS**

**Daniel Goeckner – 08 PSY 019/Order No. 0001896**

**MOTION:** Daniel Schroeder, Ph.D. moved, seconded by Rebecca Anderson, Ph.D., to adopt the Order Fixing Costs in the matter of Daniel J. Goeckner, Ph.D. Motion carried unanimously.

**DIVISION OF LEGAL SERVICES AND COMPLIANCE**

**Case Closings**

**12 PSY 013**

**MOTION:** Daniel Schroeder, Ph.D. moved, seconded by Rebecca Anderson, Ph.D., to close case # 12 PSY 013, for no violation. Motion carried unanimously. Recused: Bruce Erdmann, Ph.D.

**CONSULTING WITH LEGAL COUNSEL**

Legal Counsel, Pamela Stach, was available for consultation throughout the duration of closed session.

**ADJOURNMENT**

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

The meeting adjourned at 3:58 p.m.

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

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Dan Williams</b>		2) Date When Request Submitted: <b>11/13/12</b> Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
3) Name of Board, Committee, Council, Sections:  <b>WI Psychology Examining Board</b>			
4) Meeting Date:  <b>12/5/12</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Discussion and Consideration of emerging issues related to Telepsychology</b>	
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:  <b>The Board believes the use of Telepsychology will have implications for other professional Boards that are under the auspices of DSPS. The Board invites Secretary Ross to attend the December meeting to hear Board concern as to this issue. It is the perspective of the Board that his attendance will benefit in future decision-making and/or considerations.</b>			
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.			



October 15, 2012

Secretary Dave Ross  
State of Wisconsin  
Department of Safety and Professional Services  
1400 E. Washington Avenue  
Madison, WI 53703

Dear Secretary Ross:

At its meeting on Wednesday, October 10, 2012, the Psychology Examining Board spent some time discussing emerging issues related to "telepsychology." We believe that this issue (i.e., using technology to deliver professional services) has implications for the other health-related boards overseen by DSPS.

Accordingly, on behalf of the Psychology Examining Board, I invite you to attend a future meeting of our Board to discuss our concerns so that you might have the benefit of our perspective as one piece of information for your consideration and deliberation. For your reference, our next meeting is scheduled for Wednesday, December 5, 2012, beginning at 9:00 a.m., at the DSPS building. Our next meeting after this is in February 2013.

Please contact me with comments or questions.

Sincerely,

A handwritten signature in black ink that reads "Daniel A. Schroder". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Daniel A. Schroder, Ph.D.  
Member, Wisconsin Psychology Examining Board  
Wisconsin Licensed Psychologist, No. 1854  
Diplomate, American Board of Professional Psychology, No. 6015  
Diplomate, American Board of Psychological Specialties, No. 14177

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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  <b>Kimberly Wood, Program Assistant Supervisor</b>		<b>2) Date When Request Submitted:</b> <b>10/15/2012</b>  Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
<b>3) Name of Board, Committee, Council, Sections:</b>  <b>Psychology Examining Board</b>			
<b>4) Meeting Date:</b>  <b>12/5/2012</b>	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b>  <b>2013 Meeting Dates</b>	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both		<b>8) Is an appearance before the Board being scheduled? If yes, who is appearing?</b>  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>  N/A
<b>10) Describe the issue and action that should be addressed:</b>  The Board should review and note its meeting dates scheduled for 2013. Please advise your Executive Director of any existing conflicts.			
<b>11) Authorization</b>			
<i>Kimberly Wood</i>		<b>10/15/2012</b>	
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	
<b>Directions for including supporting documents:</b> 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 Executive Assistant prior to the start of a meeting.			



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**Governor Scott Walker      Secretary Dave Ross**

**MEMO**

**TO:** Psychology Examining Board  
**FROM:** Kimberly Wood, Program Assistant Supervisor  
**DATE:** October 19, 2012  
**RE:** 2013 Meeting & Screening Dates

Board meeting and screening panel sessions have been scheduled as follows. If a Board meeting is not held and there are cases to be screened, the Division of Legal Services and Compliance will conduct the screening panel session via telephone.

For the screening panel sessions that are not connected to a Board meeting, the Division of Legal Services and Compliance will be setting up the screening panel dates at a later date.

February 6	Application Review Subcommittee Screening and Meeting	8:15 a.m. 8:30/9:00 a.m.	Room 121B Room 121A
April 17	Application Review Subcommittee Screening and Meeting	8:15 a.m. 8:30/9:00 a.m.	Room 121B Room 121C
June 5	Application Review Subcommittee Screening and Meeting	8:15 a.m. 8:30/9:00 a.m.	Room 121B Room 121A
August 7	Application Review Subcommittee Screening and Meeting	8:15 a.m. 8:30/9:00 a.m.	Room 121B Room 121A
September 9	Application Review Subcommittee Screening and Meeting	8:15 a.m. 8:30/9:00 a.m.	Room 124D Room 121C
October 9	Application Review Subcommittee Screening and Meeting	8:15 a.m. 8:30/9:00 a.m.	Room 199B Room 121C
December 4	Application Review Subcommittee Screening and Meeting	8:15 a.m. 8:30/9:00 a.m.	Room 121B Room 121A

**Keep an eye out for additional information regarding screening meetings for those months where no board meeting is scheduled.**

**For any complaint intake or screening panel matters, please contact Patara Horn at 608-261-0134 or at [patara.horn@wisconsin.gov](mailto:patara.horn@wisconsin.gov).**

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

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Dan Williams</b>		2) Date When Request Submitted: <b>11/15/12</b> Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
3) Name of Board, Committee, Council, Sections:  <b>WI Psychology Examining Board</b>			
4) Meeting Date:  <b>12/5/12</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Discussion and Consideration as to the Request by ASPPB for Board review of a Position Paper</b>	
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:  <b>See attached email and Position paper titled: <i>Applied Behavior Analysis 1 Current Issues and Guidance for ASPPB Member Jurisdictions</i></b>			
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.			

**From:** Williams, Dan - DSPS  
**Sent:** Monday, November 12, 2012 10:41 AM  
**To:** Niehaus, Matt - DSPS  
**Subject:** FW: Applied Behavior Analysis Draft Informational Paper

[This email is being sent Bcc; to all PSY Board members.]

Hello all:

Bruce has asked that I send you this email and that I place it on the agenda for discussion purposes at your next meeting. Please take a look at the link and come prepared to discuss. Thank you and have a nice week. Dan

**From:** ASPPB Listserv [<mailto:ASPPB@LISTSERV.ASPPB.ORG>] **On Behalf Of** Janet Pippin Orwig  
**Sent:** Monday, November 12, 2012 9:38 AM  
**To:** [ASPPB@LISTSERV.ASPPB.ORG](mailto:ASPPB@LISTSERV.ASPPB.ORG)  
**Subject:** Applied Behavior Analysis Draft Informational Paper

Hello everyone,

A primary goal of the Association of State and Provincial Psychology Boards (ASPPB) is to be a source of information for its member boards regarding issues facing the profession. The Behavior Analysis Workgroup of ASPPB has developed an informational paper, "Applied Behavior Analysis: Current Issues and Guidance for ASPPB Member Jurisdictions", in the hopes of providing information to our member boards regarding Applied Behavior Analysis (ABA).

We are requesting input from interested parties for a period of sixty (60) days. We would appreciate your or your board's review of the informational paper (the link is provided below or can be accessed directly from the ASPPB website homepage) and welcome any comments, suggestions, or input that you might wish to provide. Please submit your comments by January 15, 2013. These will be collected and reviewed by the workgroup and then considered when the final informational paper is drafted.

Also, please note that the workgroup has also developed an informational ABA webpage which can be found on the "Members Only" section of the ASPPB website.

Link to ABA Draft Informational Page <http://www.asppb.net/i4a/pages/index.cfm?pageid=3603>

If you have any questions or comments about this paper, please contact Janet Orwig at [jorwig@asppb.org](mailto:jorwig@asppb.org) or by phone at 800-448-4069.

Thank you for your input.

Don Crowder, Ph.D.  
Chair, ASPPB Behavior Analysis Workgroup  
ASPPB Board of Directors Member-at-Large

1 *Applied Behavior Analysis*  
2 *Current Issues and Guidance for ASPPB Member Jurisdictions*

3  
4 **What is applied behavior analysis?**  
5

6 According to the Encyclopedia of Psychology (Kazdin, 2000) applied behavior analysis (ABA)  
7 is rooted in psychology from the beginning of the early 1900s with John B. Watson, who is  
8 considered to be the founder of “behaviorism”. Behavior analysis was extensively researched by  
9 B. F. Skinner, who studied behavioral responses in animals and later introduced the field of  
10 applied behavior analysis (VandenBos, 2007). By the 1960s, behavioral principles were being  
11 applied to human problems and behavior change . Behavioral principles are used in various  
12 settings including industry and organizations as well as shaping and changing behavior of  
13 individuals with autism and other developmental disabilities. Variations of ABA include  
14 behavior modification and behavior therapy.  
15

16 **What is the connection between applied behavior analysis and the practice of**  
17 **psychology?**  
18

19 Behavior analysis is included in the scope of practice for psychologists in both the Model  
20 Licensure Acts published by the Association of State and Provincial Psychology Boards  
21 (ASPPB) (2010) (p. 8) and the American Psychological Association (APA) (2010) (p. 2), which  
22 state:  
23

24 The practice of psychology includes, but is not limited to,  
25

- 26 1. Psychological testing and the evaluation or assessment of personal characteristics, such as  
27 intelligence; personality; cognitive, physical, and/or emotional abilities; skills; interests;  
28 aptitudes; and neuropsychological functioning;  
29
- 30 2. Counseling, consultation, psychoanalysis, psychotherapy, hypnosis, biofeedback, and  
31 **behavior analysis and therapy**; [emphasis added]  
32
- 33 3. Diagnosis, treatment, and management of mental and emotional disorder or disability,  
34 substance use disorders, disorders of habit or conduct, as well as the psychological  
35 aspects of physical illness, accident, injury, or disability;  
36
- 37 4. Psychoeducational evaluation, therapy, and remediation;  
38
- 39 5. Consultation with other psychologists, physicians, other health care professionals and  
40 patients regarding all available treatment options, including medication, with respect to  
41 provision of care for a specific client or patient\*;  
42
- 43 6. Provision of direct services to individuals and/or groups for the purpose of enhancing  
44 individual and thereby organizational effectiveness, using psychological principles,

45 methods and/or procedures to assess and evaluate individuals on personal characteristics  
46 for individual development and/or behavior change or for making decisions about the  
47 individual, such as selection; and  
48

49 7. The supervision of any of the above.  
50

51 \*Note: The practice of psychology as written in the ASPPB and APA Model Acts are identical  
52 except for this sentence. APA reverses the order of “patient or client.”  
53

## 54 **Who practices applied behavior analysis?** 55

56 The answer to this question varies by jurisdiction. Traditionally, psychologists trained in applied  
57 behavior analysis have used this method of treatment within the scope of practice for  
58 psychology. A recent upsurge in the diagnosis of pervasive developmental disorders, specifically  
59 autism, coupled with the apparent success of treatments using behavioral principles have  
60 contributed to a sudden increase in the number of consumers seeking applied behavior analysis  
61 services as well as a growth in the number of practitioners (Dorsey, Weinberg, Zane, & Guidi,  
62 2009). The website of Autism Speaks ([http://www.autismspeaks.org/advocacy/insurance/faqs-  
63 state-autism-insurance-reform-laws](http://www.autismspeaks.org/advocacy/insurance/faqs-state-autism-insurance-reform-laws)) indicates that a growing number of states have adopted  
64 autism insurance reform laws that require insurance coverage for treatment of autism, including  
65 behavior analysis.  
66

67 In response to an increased interest in treatment using applied behavior analysis, the Behavior  
68 Analyst Certification Board (BACB) was established as a non-profit organization in 1998  
69 (<http://www.bacb.com/index.php?page=1>) to create national standards for training and  
70 certification of behavior analysts. The mission of the BACB is to develop, promote, and  
71 implement an international certification program for behavior analyst practitioners. The BACB  
72 has established two levels of certification (<http://www.bacb.com/index.php?page=53>):

- 73 • Board Certified Behavior Analysts (BCBA and BCBA-D with doctoral degree)
  - 74 ○ Practice independently
  - 75 ○ Supervises Board Certified Assistant Behavior Analysts
- 76 • Board Certified Assistant Behavior Analysts (BCaBA)

77 The BACB recently announced development of a third level, Registered Behavioral Technician  
78 (RBT) (<http://www.bacb.com/index.php?page=100179#75>), which would be responsible for  
79 implementation of behavior plans developed by BCBA's. The RBT has not yet been  
80 implemented.  
81

## 82 **What is the relationship between Board Certified Behavior Analysts and 83 psychology boards/colleges?** 84

85 Again, the answer to this question varies by jurisdiction.  
86

87 **Canada**

88

89 In Canada, most behavior analysts practice in an unregulated environment, with the exception of  
90 Manitoba where the Psychological Association of Manitoba recently created an ABA practice  
91 area. The majority of ABA practitioners in Manitoba are employed by an agency offering  
92 services to children with autism. Registration with a provincial regulatory body is a condition of  
93 employment with the agency, which was a key factor in implementation of the ABA practice  
94 area. The BACB credential has not been legislatively recognized in Canada as evidence of  
95 adequate entry level training or competence in ABA.

96

97 **United States**

98

99 In 2007, behavior analysts began to seek licensure in the United States, which generally  
100 facilitates third-party payment for provision of applied behavior analysis services. An increasing  
101 number of states have passed laws granting licensure to behavior analysts. Regulatory bodies  
102 vary by state:

103

104 Psychology Boards: Arizona, Missouri, Nevada, and North Dakota

105

106 Medical Boards: Pennsylvania and Virginia

107

108 Behavior Analyst Board: Kentucky

109

110 Department of Human Services: Oklahoma

111

112 Department of Safety and Professional Services: Wisconsin

113

114 In June, 2012, the West Virginia Legislative Auditor issued a *Sunrise Report: Board Certified*  
115 *Behavior Analysts of West Virginia*. The audit finding states, “The Oversight of Behavior  
116 Analysts by the National Behavior Analyst Certification Board Provides Adequate Protection for  
117 Citizens of the State” (p. 5). The recommendation states, “The Legislative Auditor determines  
118 that the Legislature’s recognition of the national certification of the Behavior Analyst  
119 Certification Board for behavior analysts provides adequate and sufficient protection to the  
120 public. The report indicates that, “State Oversight May Provide Additional Protection but  
121 Restrict Growth of the Profession”(p. 12). The Legislative Auditor concluded that, should state  
122 oversight become necessary, “. . . the Board of Examiners of Psychologists should be considered  
123 as the regulatory agency. . .” (p. 14). In response, a BCBA-D affiliated with the Mountaineer  
124 Autism Project, West Virginia University School of Medicine wrote a letter which stated, “If  
125 state oversight is considered in the future, we would ask that the Department consider the  
126 contentious relationship initiated by the current members of the Board of Examiners against WV  
127 BCBA professionals” (p. 21).

128

129 Laws established to license and regulate behavior analysts vary by state. Some states license one  
130 level (BCBA); some states license two levels (BCBA and BCaBA); other states have created a  
131 third level, which typically functions as a technician. In all states except Arizona and  
132 Pennsylvania, the certification granted by the BACB satisfies education, experience and  
133 examinations requirements for licensure.

134

135

132 **Is board certification (BACB) of behavior analysts similar to board**  
133 **certification (ABPP) for psychologists?**

134 Board certification by the BACB differs from board certification for professions such as  
135 psychology and medicine. Psychologists who are certified by the American Board of  
136 Professional Psychology (ABPP), for example, must first be licensed at the doctoral level for  
137 independent practice in a jurisdiction in the U.S., U.S. territories, or Canada. Board certification  
138 by ABPP indicates an advanced level of competency in a specific area of psychology (e.g.,  
139 forensic, clinical, neuropsychology), which surpasses basic licensure requirements for  
140 psychologists. Conversely, certification by the BACB does not require licensure in any  
141 jurisdiction. Individuals, who meet basic educational, experiential, and examination  
142 requirements established by the BACB, are eligible for board certification. The BACB's basic  
143 requirements have been adopted by most states as satisfying licensure requirements. Dorsey, et.  
144 al. (2009) wrote that consumers and other professionals may presume that an individual  
145 designated as "board certified" by the BACB is not only licensed, but also board certified in the  
146 specialized area of Applied Behavior Analysis. That presumption is not accurate.

147

148 **What is the BACB's role in regulation of behavior analysts?**

149 The BACB has established basic requirements for certification, which have been adopted by  
150 most states that require licensure for behavior analysts. Basic requirements for certification of a  
151 BCBA, for example, include a master's degree in a variety of concentrations, 225 classroom  
152 hours of graduate level instruction in specific coursework (the equivalent of five, three-semester  
153 hour courses), pass the BACB examination, and complete supervised experience. Although the  
154 BACB website states that 1,500 hours of supervised independent fieldwork is required,  
155 (<http://www.bacb.com/index.php?page=69>); further information indicates that three levels of  
156 supervised experience are acceptable, ranging from 750 hours to 1,500 hours  
157 (<http://www.bacb.com/index.php?page=100256>). Certification requirements for the BCaBA  
158 include a bachelor's degree in a variety of concentrations, 135 classroom hours of specific  
159 instruction (equivalent of three, three-semester hour courses), pass the BCaBA examination, and  
160 complete supervised experience. The BACB website states that 1,000 hours of supervised  
161 independent fieldwork is required (<http://www.bacb.com/index.php?page=68>); however,  
162 additional information indicates that three levels of supervised experience are acceptable,  
163 ranging from 500 to 1,000 hours (<http://www.bacb.com/index.php?page=100257>).

164 In addition, the BACB has established *Guidelines for Responsible Conduct for Behavior*  
165 *Analysts* as well as *Professional Disciplinary and Ethical Standards*, as standards for its  
166 certificants. Accordingly, the BACB may discipline its certificants within its own scope of  
167 authority. The ability of the BACB to protect the public is inherently limited, since jurisdictions  
168 have not delegated this authority to the BACB.

169

170

171 **If my state/province does not currently license behavior analysts, should we**  
172 **expect a licensing law to be introduced in the legislature?**

173 Perhaps, but not necessarily. The necessity of establishing licensure laws is an evolving issue  
174 among professional organizations and associations that serve behavior analysts. In an article  
175 discussing the risks and alternatives to licensure, Green and Johnston (2009) underscored that  
176 BACBs practicing ABA generally do not need a license in order to obtain third-party payment  
177 for services. This may be due to more recent revisions in state insurance laws that require  
178 insurance reimbursement for ABA services provided to individuals with developmental  
179 disabilities, specifically autism. Further, Green and Johnston indicated that regulations adopted  
180 by various jurisdictions, such as California, are now allowing payment to BCBAs and BCaBAs  
181 who provide ABA services to people with developmental disabilities. In addition, BCBAs are  
182 currently identified as qualified providers by Tricare, the healthcare plan for the U.S. military;  
183 some self-insurance companies; as well as Medicaid regulations in some states, such as Florida  
184 and Alabama. Green and Johnston also encouraged behavior analysts to, “. . . seek an exemption  
185 for behavior analysts from existing licensure laws. For instance, if a state or provincial  
186 psychologist licensure law includes ABA, behavior analysts will probably find it easier to amend  
187 that law to state that BCBAs are allowed to practice ABA without being licensed clinical  
188 psychologists than to create a new license” (p. 5). It is also important to note, as previously  
189 discussed, that the report issued by the Legislative Auditor of West Virginia finds that the  
190 certificate offered by the BACB is sufficient to protect the public in that state.

191 The psychology board/college may wish to consider, at a minimum, monitoring legislation  
192 pertaining to behavior analysts that may affect the regulation of psychology.

193

194 **Does ASPPB have suggestions for addressing the regulation of behavior**  
195 **analysis within my jurisdiction?**

196 ASPPB offers the following Guiding Principles for consideration:

197 **1. Consumer Protection**

198 The mission of Psychology Boards/Colleges is to protect the safety, health and welfare of  
199 the public by ensuring only qualified individuals provide services, as well as ensure that,  
200 once licensed, individuals practice in a professional manner. Psychology  
201 Boards/Colleges that regulate behavior analysts are responsible for the same public  
202 protection in the area of applied behavior analysis.

203 **2. Behavior Analysis Within the Scope of Practice of Psychology**

204 Behavior analysis is a well-established field within the scope of practice of psychology.  
205 Psychologists who are competent in the area of behavior analysis should not be excluded  
206 from practicing behavior analysis by any new legislation that may be enacted.  
207 Conversely, a psychologist should not practice applied behavior analysis, unless  
208 competent in that area.

209 The American Psychological Association’s Practice Organization (APAPO) Board  
 210 approved at its February, 2012 meeting the following “Statement on Behavior Analysis  
 211 and Behavior Analysts”:

212 Psychologists have a long history of developing and implementing  
 213 effective services, including behavior analysis, for individuals with autism  
 214 spectrum disorders and their families. Licensed psychologists with  
 215 competence in behavior analysis are qualified to independently provide  
 216 and to supervise the provision of behavior analytic services. Therefore,  
 217 qualified licensed psychologists should be allowed to provide behavior  
 218 analysis and to call the services they provide ‘behavior analysis’ or  
 219 ‘applied behavior analysis’ without obtaining additional credentials or  
 220 licensure. Other professionals who provide behavior analysis should be  
 221 required by law or regulation to demonstrate education, training and  
 222 supervision appropriate to a defined scope of practice and to the needs of  
 223 the jurisdiction. The APAPO Board supports advocacy to ensure that any  
 224 legislation or regulations regarding behavior analysts or the practice of  
 225 behavior analysis contain provisions to protect consumers by ensuring that  
 226 they receive services by appropriately qualified professionals. Further, the  
 227 APAPO Board recommends that, to the extent that behavior analysts are  
 228 regulated separately by state law, the benefits of regulation under the state  
 229 board of psychology should be considered.

230 The APAPO Board position is supported by two APA policy documents. First,  
 231 the APA Model Act for State Licensure (2010), section B.3, includes “behavior  
 232 analysis and therapy” within the definition of the practice of psychology. Second,  
 233 the APA Ethical Principles of Psychologists and Code of Conduct (2010),  
 234 Standard 2.01 Boundaries of Competence, section (a) states, “Psychologists  
 235 provide services, teach, and conduct research with populations and in areas only  
 236 within the boundaries of their competence, based on their education, training,  
 237 supervised experience, consultation, study, or professional experience.”

238 **3. Mutual Respect**

239 ASPPB encourages an approach of mutual respect for other professions that  
 240 document appropriate professional qualifications (education, training,  
 241 supervision) as well as demonstrated competence in the area of applied behavior  
 242 analysis.

243  
 244 **What professional organizations or associations are associated with behavior  
 245 analysis?**

- 246
- 247 • **American Psychological Association, Division 25: Behavior Analysis**  
 248 “Promotes basic research, both animal and human, in the experimental analysis of  
 249 behavior; it encourages the application of the results of such research to human affairs,

250 and cooperates with other disciplines whose interests overlap with those of the Division.”  
251 (<http://www.apa.org/about/division/div25.aspx>)  
252

253 • **Association of Professional Behavior Analysts (APBA)**

254 The APBA is a membership organization. Bylaws state that APBA’s purpose “. . . is to  
255 support the interests of professional (credentialed) behavior analysts.”

256 (<http://www.apbahome.net/bylaws.php>)  
257

258 • **Association for Behavior Analysis International (ABAI)**

259 A membership organization “. . .with the mission to contribute to the well-being of  
260 society by developing, enhancing, and supporting the growth and vitality of the science  
261 of behavior analysis through research, education, and practice.”

262 (<http://www.abainternational.org/>)  
263

264 • **Behavior Analyst Certification Board (BACB)**

265 The BACB is a nonprofit corporation whose “. . .mission is to develop, promote, and  
266 implement an international certification program for behavior analyst practitioners.”

267 (<http://www.bacb.com/index.php?page=1>) (also see previous section).  
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**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  Sharon Henes Paralegal		<b>2) Date When Request Submitted:</b> <i>15 November 2012</i>	
		Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
<b>3) Name of Board, Committee, Council, Sections:</b> Psychology Examining Board			
<b>4) Meeting Date:</b>  5 December 2012	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> Review and Consideration of Proposed Rule Revision to Psy 2.09 and 2.12	
<b>7) Place Item in:</b> <input type="checkbox"/> Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/> Both	<b>8) Is an appearance before the Board being scheduled? If yes, who is appearing?</b> <input type="checkbox"/> Yes by _____ (name)  <input type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>	
<b>10) Describe the issue and action that should be addressed:</b>  Review and consider Proposed Rule language.			
<b>11) Authorization</b>			
<i>Sharon Henes</i>		<i>15 November 2012</i>	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Bureau Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
<b>Directions for including supporting documents:</b> <ol style="list-style-type: none"> <li>1. This form should be attached to any documents submitted to the agenda.</li> <li>2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Bureau Director.</li> <li>3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.</li> </ol>			

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**State of Wisconsin  
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<b>7) Place Item in:</b> <input type="checkbox"/> Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/> Both	<b>8) Is an appearance before the Board being scheduled? If yes, who is appearing?</b> <input type="checkbox"/> Yes by _____ (name)  <input type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>	
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