



**PROFESSIONAL COUNSELOR SECTION
MARRIAGE AND FAMILY THERAPY, PROFESSIONAL COUNSELING, AND
SOCIAL WORK EXAMINING BOARD**

**Room N208, 4822 Madison Yards Way, 2nd Floor, Madison
Contact: Debra Sybell (608) 266-2112
January 28, 2020**

The following agenda describes the issues that the Section 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 of the Section.

AGENDA

10:00 A.M.

**(OR IMMEDIATELY FOLLOWING THE MARRIAGE AND FAMILY THERAPY
SECTION MEETING)**

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-3)**
- B. Approval of Minutes of October 15, 2019 (4-6)**
- C. Conflicts of Interest
- D. Administrative Matters**
 - 1) Department, Staff, and Board Updates
 - 2) Annual Policy Review **(7)**
 - 3) Election of Officers, Appointment of Liaisons and Alternates, and Delegation of Authorities **(8-14)**
 - 4) 2020 Meeting Dates **(15)**
 - 5) Board Member – Term Expiration Date
 - a. Cynthia Brown – 7/1/2023
 - b. Kathleen Miller – 7/1/2021
 - c. Tammy Scheidegger – 7/1/2020
 - d. Andrea Simon – 7/1/2023
- E. Credentialing Matters – Discussion and Consideration**
 - 1) Licensed Professional Counselor in Training – Renewal Requirements **(16-22)**
- F. Division of Legal Services and Compliance Matters – Discussion and Consideration**
 - 1) Continuing Education Requirement Fulfillment for Reprimands
- G. Discussion and Consideration on Items Added After Preparation of Agenda
 - 1) Introductions, Announcements and Recognition
 - 2) Nominations, Elections, and Appointments

- 3) Administrative Matters
- 4) Election of Officers
- 5) Appointment of Liaisons and Alternates
- 6) Delegation of Authorities
- 7) Education and Examination Matters
- 8) Practice Matters
- 9) Administrative Rule Matters
- 10) Legislative and Policy Matters
- 11) Liaison Reports
- 12) Board Liaison Training and Appointment of Mentors
- 13) Informational Items
- 14) Division of Legal Services and Compliance (DLSC) Matters
- 15) Presentations of Petitions for Summary Suspension
- 16) Petitions for Designation of Hearing Examiner
- 17) Presentation of Stipulations, Final Decisions and Orders
- 18) Presentation of Proposed Final Decisions and Orders
- 19) Presentation of Interim Orders
- 20) Petitions for Re-Hearing
- 21) Petitions for Assessments
- 22) Petitions to Vacate Orders
- 23) Requests for Disciplinary Proceeding Presentations
- 24) Motions
- 25) Petitions
- 26) Appearances from Requests Received or Renewed
- 27) Speaking Engagements, Travel, or Public Relation Requests, and Reports

H. 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.).

I. Credentialing Matters

- 1) **Application Review**
 - a. Julie Parfrey – Professional Counselor Training License Applicant **(23-87)**
 - b. Sherry Ward – Professional Counselor License Applicant **(88-156)**

J. Deliberation on DLSC Matters

- 1) **Deliberation on Administrative Warnings**
 - a. 18 CPC 008 – D.L.P. **(157-158)**
 - b. 18 CPC 043 – R.M.P. **(159-161)**
- 2) **Case Closings**
 - a. 16 CPC 058 – D.A.K. **(162-169)**
 - b. 18 CPC 019 – M.W.C. **(170-173)**
 - c. 18 CPC 020 – M.W.C. **(174-177)**
 - d. 18 CPC 021 – M.W.C. **(178-181)**
- 3) **Deliberation on Proposed Stipulations, Final Decisions and Orders**
 - a. 17 CPC 045 – Jerry L. Olson, L.P.C., C.S.A.C., I.C.S. **(182-188)**

b. 17 CPC 051 – Amy M. Edwards, C.P.C., C.S.A.C. (189-195)

K. Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) DLSC Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petitions for Summary Suspensions
- 7) Petitions for Designation of Hearing Examiner
- 8) Proposed Stipulations, Final Decisions and Orders
- 9) Proposed Interim Orders
- 10) Administrative Warnings
- 11) Review of Administrative Warnings
- 12) Proposed Final Decisions and Orders
- 13) Matters Relating to Costs/Orders Fixing Costs
- 14) Case Closings
- 15) Board Liaison Training
- 16) Petitions for Assessments and Evaluations
- 17) Petitions to Vacate Orders
- 18) Remedial Education Cases
- 19) Motions
- 20) Petitions for Re-Hearing
- 21) Appearances from Requests Received or Renewed

L. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

M. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

N. Open Session Items Noticed Above Not Completed in the Initial Open Session

ADJOURNMENT

NEXT MEETING: APRIL 14, 2020

MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held at 4822 Madison Yards Way, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board's agenda, please call the listed contact person. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Interpreters for the hearing impaired provided upon request by contacting the Affirmative Action Officer, 608-266-2112.

**PROFESSIONAL COUNSELOR SECTION
MEETING MINUTES
OCTOBER 15, 2019**

PRESENT: Kathleen Miller (*via Skype*), Tammy Scheidegger, Andrea Simon

STAFF: Debra Sybell, Executive Director; Jameson Whitney, Board Legal Counsel; Kimberly Wood, Program Assistant Supervisor-Advanced; and other DSPS Staff

CALL TO ORDER

Tammy Scheidegger, Chairperson, called the meeting to order at 10:05 a.m. A quorum was confirmed with three (3) members present.

ADOPTION OF AGENDA

Amendments to the Agenda:

- Closed Session: Under item “H. DLSC Matters, 3. Monitoring Matters, 1. Charity Nickolay, LPC” correct the request to read:
 - “Termination of Treatment Limitations and Practice Limitation Relating to the Treatment of Male Clients”

MOTION: Kathleen Miller moved, seconded by Andrea Simon, to adopt the Agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES OF SEPTEMBER 10, 2019

MOTION: Kathleen Miller moved, seconded by Tammy Scheidegger, to adopt the Minutes of September 10, 2019 as published. Motion carried unanimously.

CLOSED SESSION

MOTION: Andrea Simon moved, seconded by Kathleen Miller, 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 investigation 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.). Tammy Scheidegger, Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Kathleen Miller-yes; Tammy Scheidegger-yes; and Andrea Simon-yes. Motion carried unanimously.

The Section convened into Closed Session at 10:14 a.m.

DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS

Proposed Stipulations, Final Decisions and Orders

MOTION: Kathleen Miller moved, seconded by Tammy Scheidegger, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against:

1. 17 CPC 018 – Maria J. Bishop, L.P.C.
2. 17 CPC 025 – Melanie L. Creger, C.S.A.C., L.P.C., S.W.
3. 17 CPC 028 – Barbara Barghahn, S.A.C., P.C.T.L.
4. 17 CPC 032, 18 CPC 015 – Sharon N. Medina, L.P.C.-I.T.
5. 18 CPC 016 – Daniel H. Doden, L.P.C.
6. 18 CPC 017, 19 CPC 007 – Tiffany G. Gaumont, S.A.C., L.P.C.
7. 18 CPC 026 – Suzan A.M. McVicker, L.P.C.

Motion carried unanimously.

17 CPC 021 – Robert A. Miller, L.P.C., S.A.C.

MOTION: Andrea Simon moved, seconded by Tammy Scheidegger, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Robert A. Miller, L.P.C., S.A.C., DLSC Case Number 17 CPC 021. Motion carried unanimously.

Case Closings

MOTION: Andrea Simon moved, seconded by Kathleen Miller, to close the following DLSC Cases:

1. 17 CPC 060 – H.D.T. – No Violation
2. 18 CPC 011 – J.D.F. – Insufficient Evidence
3. 18 CPC 041 – C.A.D. – Prosecutorial Discretion (P2)
4. 19 CPC 019 – K.E.B. – No Violation

Motion carried unanimously.

Monitoring Matters

Charity Nikolay, L.P.C. – Requesting Termination of Treatment Limitations and Practice Limitation Relating to the Treatment of Male Clients

MOTION: Andrea Simon moved, seconded by Kathleen Miller, to grant the request of Charity Nikolay, LPC for termination of treatment requirements upon discharge by her current treatment provider, and removal of the practice limitation relating to male clients. Motion carried unanimously.

RECONVENE TO OPEN SESSION

MOTION: Kathleen Miller moved, seconded by Andrea Simon, to reconvene into Open Session. Motion carried unanimously.

The Section reconvened into Open Session at 10:52 a.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

MOTION: Andrea Simon moved, seconded by Kathleen Miller, to affirm all motions made and votes taken in Closed Session. Motion carried unanimously.

(Be advised that any recusals or abstentions reflected in the Closed Session motions stand for the purposes of the affirmation vote.)

ADJOURNMENT

MOTION: Andrea Simon moved, seconded by Kathleen Miller, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:54 a.m.

DRAFT

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Brice McCluskey, Operations Program Associate		2) Date When Request Submitted: 1/16/2020 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: Professional Counselor Section			
4) Meeting Date: 1/28/2020	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Annual Policy Review	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <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: Please be advised of the following Annual Policy Review items: <ol style="list-style-type: none"> 1. Attendance/Quorum – Thank you for your service and for your commitment to meeting attendance. If you cannot attend a meeting, we ask that you let us know ASAP as quorum is required for our Boards, Sections and Councils to meet pursuant to Open Meetings Law. DSPS Boards-Open Meetings Resources 2. Walking Quorum – Please refrain from discussing Board/Section/Council business with other members outside of legally noticed meetings so to avoid walking quorum issues pursuant to Open Meetings Law. DSPS Boards-Open Meetings Resources 3. Agenda Deadlines – Please let your Executive Director know if you have items to be considered on an upcoming agenda no less than 8 business days prior to a meeting when possible. DSPS Boards-Reference Materials-Meeting Timeline 4. Travel Voucher and Per Diem Submissions – Please submit all Per Diem and Reimbursement Claims to DSPS within 30 days of date an expense is incurred. DSPS Boards-Travel and Reimbursement-Travel and Reimbursement Overview 5. Lodging Accommodations/Hotel Cancellation Policy – Lodging accommodations are provided to members who must leave home before 6:00 a.m. to attend a meeting. If you cannot attend a meeting it is the board member’s responsibility to cancel their reservation within the stated cancellation timeframe. If a meeting is changed to a teleconference or cancelled or rescheduled, DSPS staff will make lodging cancellations or modifications as needed. DSPS Boards-Travel and Reimbursement-Travel and Reimbursement Overview 6. Inclement Weather Policy – In the event of inclement weather the agency may change a meeting from an in-person meeting to a teleconference. 			
11) Authorization <div style="display: flex; justify-content: space-between; border-top: 1px solid black; border-bottom: 1px solid black; padding: 5px 0;"> <i>Brice McCluskey</i> 1/16/2020 </div> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; border-bottom: 1px solid black; padding: 5px 0;"> Signature of person making this request Date </div> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; border-bottom: 1px solid black; padding: 5px 0;"> Supervisor (if required) Date </div> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; border-bottom: 1px solid black; padding: 5px 0;"> Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date </div>			
Directions for including supporting documents: <ol style="list-style-type: none"> 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
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Brice McCluskey, Operations Program Associate		2) Date When Request Submitted: 1/16/2020 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>															
3) Name of Board, Committee, Council, Sections: Professional Counselor Section																	
4) Meeting Date: 1/28/2020	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Matters: 1) Election of Officers 2) Appointment of Liaisons and Alternates 3) Delegation of Authorities															
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <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) The Board should conduct Election of its Officers for 2020 2) The Chairperson should review and appoint/reappoint Liaisons and Alternates as appropriate 3) The Board should review and then consider continuation or modification of previously delegated authorities or any additional delegations that may be deemed necessary																	
11) Authorization <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-bottom: 1px solid black;"><i>Brice McCluskey</i></td> <td style="width: 30%; border-bottom: 1px solid black; text-align: right;"><i>1/16/2020</i></td> </tr> <tr> <td style="text-align: left;"><small>Signature of person making this request</small></td> <td style="text-align: right;"><small>Date</small></td> </tr> <tr> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black; text-align: right;"> </td> </tr> <tr> <td style="text-align: left;"><small>Supervisor (if required)</small></td> <td style="text-align: right;"><small>Date</small></td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;"> </td> </tr> <tr> <td colspan="2" style="text-align: left;"><small>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</small></td> </tr> <tr> <td colspan="2" style="text-align: right;"><small>Date</small></td> </tr> </table>				<i>Brice McCluskey</i>	<i>1/16/2020</i>	<small>Signature of person making this request</small>	<small>Date</small>	 	 	<small>Supervisor (if required)</small>	<small>Date</small>	 		<small>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</small>		<small>Date</small>	
<i>Brice McCluskey</i>	<i>1/16/2020</i>																
<small>Signature of person making this request</small>	<small>Date</small>																
<small>Supervisor (if required)</small>	<small>Date</small>																
<small>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</small>																	
<small>Date</small>																	
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.																	

PROFESSIONAL COUNSELOR SECTION

2019 Elections and Liaison Appointments

2019 ELECTION RESULTS	
Chairperson	Tammy Scheidegger
Vice Chairperson	Kathleen Miller
Secretary	Allison Gordon
2019 LIAISON APPOINTMENTS	
Credentialing Liaisons	Kathleen Miller, Tammy Scheidegger, Allison Gordon
Education and Examination Liaison	Tammy Scheidegger <i>Alternate: Kathleen Miller</i>
DLSC Monitoring and Professional Assistance Procedure (PAP) Liaison(s)	Kathleen Miller <i>Alternate: Tammy Scheidegger</i>
Screening Panel	Tammy Scheidegger <i>Alternate: Kathleen Miller</i>

DELEGATION MOTIONS

MOTION: Kathleen Miller moved, seconded by Allison Gordon, to renew delegation authority for all delegations as amended until further notice. Motion carried unanimously.

Please note that delegations will be revisited at the next meeting. The motions below are from this Section’s 2018 elections and appointments document:

Delegated Authority for Urgent Matters

MOTION: Allison Gordon moved, seconded by Kathleen Miller, that, in order to facilitate the completion of assignments between meetings, the Section delegates its authority to the Chair to appoint liaisons to carry out the duties of the Section in accordance with the law. Motion carried unanimously.

Delegated Authority for Application Denial Reviews

MOTION: Allison Gordon moved, seconded by Kathleen Miller, that the Section counsel or another department attorney is formally authorized to serve as the Section’s designee for purposes of Wis. Admin Code § SPS 1.08(1). Motion carried unanimously.

Document Signature Delegation

MOTION: Allison Gordon moved, seconded by Kathleen Miller, that the Section delegates authority to the Chair to sign documents on behalf of the Section. In order to carry out duties of the Section, the Chair has the ability to delegate this signature authority to the Section’s Executive Director for purposes of facilitating the completion of assignments during or between meetings. Motion carried unanimously.

Credentialing Authority Delegation

MOTION: Allison Gordon moved, seconded by Kathleen Miller, to delegate authority to the Credentialing Liaisons to address all issues related to credentialing matters. Motion carried unanimously.

Education Delegation

MOTION: Allison Gordon moved, seconded by Kathleen Miller, to delegate authority to the Office of Education and Examination Liaison(s) to address all issues related to education and examinations. Motion carried unanimously.

Updated Delegations from the 6/26/2018 Meeting

Monitoring Delegation

MOTION: Kathleen Miller moved, seconded by Allison Gordon, to adopt the “Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor” document as presented. Motion carried unanimously.

Education Approval Delegation

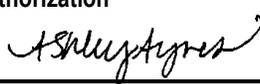
MOTION: Allison Gordon moved, Kathleen Miller seconded by, to authorize DSPS staff to approve education that meets CACREP or CORE requirements. Motion carried unanimously.

Criminal Background Check Approval Delegation

MOTION: Allison Gordon moved, seconded by Kathleen Miller, to authorize DSPS staff to approve applications where criminal background checks have been approved for a previous Professional Counselor training license credential and no criminal activity has occurred since that approval. Motion carried unanimously.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Ashley Ayres Monitoring and Intake Supervisor Division of Legal Services and Compliance		2) Date When Request Submitted: December 31, 2019 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: Professional Counselor Section			
4) Meeting Date: January 28, 2020	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Appointment of Monitoring Liaison and Delegated Authorities	
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 checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: 1. Appoint primary and alternate liaisons for Monitoring, and for the Professional Assistance Procedure (PAP). 2. Adopt or reject the Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor document as presented in today's agenda packet. 3. Delegate authority to Board Counsel to sign Monitoring orders on behalf of the Board/Section, after the Board/Section has taken action on Monitoring agenda items. <i>Current practice is for Department Monitors to draft Monitoring orders after Board meetings, send them to Board Counsel for review, and then send them to the Executive Director for subsequent review and signature. With the new proposed process, Department Monitors would only send their orders to Board Counsel for review and signature, eliminating the need for a second review by the Executive Director.</i>			
11) Authorization <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <hr/> Signature of person making this request </div> <div style="text-align: center;"> December 31, 2019 <hr/> Date </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="width: 60%;"> <hr/> Supervisor (if required) </div> <div style="width: 30%;"> <hr/> Date </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="width: 80%;"> <hr/> Executive Director signature (indicates approval to add post agenda deadline item to agenda) </div> <div style="width: 15%;"> <hr/> Date </div> </div>			
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.			

Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor

The Monitoring Liaison (“Liaison”) is a Board/Section designee who works with department monitors to enforce Board/Section orders as explained below.

Current Authorities Delegated to the Monitoring Liaison

The Liaison may take the following actions on behalf of the Board/Section:

1. Grant a temporary reduction in random drug screen frequency upon Respondent’s request if he/she is unemployed and is otherwise compliant with Board/Section order. The temporary reduction will be in effect until Respondent secures employment in the profession. The Department Monitor (“Monitor”) will draft an order and sign on behalf of the Liaison.
2. Grant a stay of suspension if Respondent is eligible per the Board/Section order. The Monitor will draft an order and sign on behalf of the Liaison.
3. Remove the stay of suspension if there are repeated violations or a substantial violation of the Board/Section order. In conjunction with removal of any stay of suspension, the Liaison may prohibit Respondent from seeking reinstatement of the stay for a specified period of time. The Monitor will draft an order and sign on behalf of the Liaison.
4. Grant or deny approval when Respondent proposes continuing/remedial education courses, treatment providers, mentors, supervisors, change of employment, etc. unless the order specifically requires full-Board/Section approval.
5. Grant a maximum of one 90-day extension, if warranted and requested in writing by Respondent, to complete Board/Section-ordered continuing education.
6. Grant a maximum of one extension or payment plan for proceeding costs and/or forfeitures if warranted and requested in writing by Respondent.
7. Grant full reinstatement of licensure if Respondent has fully complied with all terms of the order without deviation. The Monitor will draft an order and obtain the signature or written authorization from the Liaison.
8. Grant or deny a request to appear before the Board/Section in closed session.
9. Board Monitoring Liaison may determine whether Respondent’s petition is eligible for consideration by the full Board/Section.
10. (*Except Pharmacy*) Accept Respondent’s written request to surrender credential. If accepted by the Liaison, Monitor will consult with Board Counsel to determine if a stipulation is necessary. If a stipulation is not necessary, Monitor will draft an order and sign on behalf of the Liaison. If denied by the Liaison, the request to surrender credential will go to the full Board for review.
11. (*Except Pharmacy*) Grant Respondent’s petition for a reduction in drug screens per the standard schedule, below. If approved, Monitor will draft an order and sign on behalf of the Liaison.
 - a. Year 1: 49 screens (including 1 hair test, if required by original order)
 - b. Year 2: 36 screens (plus 1 hair test, if required by original order)
 - c. Year 3: 28 screens plus 1 hair test
 - d. Year 4: 28 screens plus 1 hair test
 - e. Year 5: 14 screens plus 1 hair test

12. (*Dentistry only*) – Ability to approve or deny all requests from a respondent.

13. (*Except Nursing*) – Board Monitoring Liaison may approve or deny Respondent's request to be excused from drug and alcohol testing for work, travel, etc.

Current Authorities Delegated to the Department Monitor

The Monitor may take the following actions on behalf of the Board/Section, draft an order and sign:

1. Grant full reinstatement of licensure if CE is the sole condition of the limitation and Respondent has submitted the required proof of completion for approved courses.
 2. Suspend the license if Respondent has not completed Board/Section-ordered CE and/or paid costs and forfeitures within the time specified by the Board/Section order. The Monitor may remove the suspension and issue an order when proof completion and/or payment have been received.
 3. Suspend the license (or remove stay of suspension) if Respondent fails to enroll and participate in an Approved Program for drug and alcohol testing within 30 days of the order, or if Respondent ceases participation in the Approved Program without Board approval. This delegated authority only pertains to respondents who must comply with drug and/or alcohol testing requirements.
-

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Kimberly Wood, Program Assistant Supervisor-Adv.		2) Date When Request Submitted: 1/16/2020	
Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting			
3) Name of Board, Committee, Council, Sections: Professional Counselor Section			
4) Meeting Date: 1/23/2020	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? 2020 Meeting Dates	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <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: Please review the finalized 2020 meeting dates. Any conflicts should be identified so to ensure quorum. 1/28/2020 4/14/2020 7/21/2020 10/13/2020			
11) Authorization			
Kimberly Wood		1/16/2020	
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.			

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Silvia Sofia Anderson, LPPA		2) Date When Request Submitted: 01/07/2020 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: LPC Section			
4) Meeting Date: 01/28/2020	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? LPC-IT Renewal Requirements	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (<u>Fill out Board Appearance Request</u>) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Section liaison Tammy Scheidegger would like to discuss the LPC training license requirements in regards to length of time it should be renewed and amount of times an applicant can renew the license.			
11) Signature of person making this request Silvia Sofia Anderson		Authorization	Date 01/07/2020
Supervisor (if required) Samantha Lange			Date 1/7/2020
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.			

From: [Tammy H Scheidegger](#)
To: [DSPS CRED JOINT BD](#)
Subject: Re: Scheidegger reviews
Date: Tuesday, January 7, 2020 8:08:11 AM

Hi Sofia,

I guess that I am unsure how to respond as renewal for another four years seems appropriate but how many times can someone renew and at what point do we have some guidelines about how to manage the requests? I would like this question to be added to our LPC meeting agenda so that I am not arbitrarily making these decisions and can be consistent with my reviews.

Tammy

Tammy H. Scheidegger, Ph.D., LPC, NCC

"I imagine one of the reasons people cling to their hates so stubbornly is because they sense, once hate is gone, they will be forced to deal with pain." James Baldwin

From: DSPS CRED JOINT BD <DSPSCREDJOINTBD@wisconsin.gov>
Sent: Friday, January 3, 2020 2:52 PM
To: Tammy H Scheidegger
Subject: RE: Scheidegger reviews

[EXTERNAL] - This email was sent from an external address. Please exercise caution when opening links or attachments.

Hi Tammy,

I notice that for most of the training license renewals you ask how many hours the applicants have accrued to date. This is not something that we usually tell applicants to relay in the personal statement as in the past when Allison was reviewing these request she would just approve for

another 4 years, with some exceptions depending on the applicant's case.

Would you like us to start asking applicants how many hours they have accrued so far before sending the information to you for review? Please advise on how to move forward.

Thank you!

Please contact us with any additional questions.

Have a great day!

Sofia Anderson
License/Permit Program Associate
Division of Professional Credential Processing
Department of Safety and Professional Services

“The DSPS is committed to service excellence. Visit our survey at <https://www.surveymonkey.com/s/DSPSHealth> to evaluate your experience with the DSPS.”

From: Tammy H Scheidegger
Sent: Wednesday, January 1, 2020 6:08 PM
To: DSPS CRED JOINT BD <DSPSCREDJOINTBD@wisconsin.gov>
Subject: Scheidegger reviews

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

3. 12/04/19 [REDACTED] – LPC-IT Renewal - Renewal is approved and supervisors are approved. I did not see how many hours this applicant has completed to date which does have bearing on the length of the renewal. Please provide this information.

4. 12/05/19 [REDACTED] – LPC-IT Renewal - Approve renewal - how many hours does this applicant have already? What is the renewal time frame needed? I would approve a 2 year renewal given documented circumstances.

[REDACTED]

7. 12/11/19 [REDACTED] – LPC-IT Renewal - Approve renewal; however, I am unsure as to how much time the applicant is seeking as there is no information about the number of hours yet to be completed. Please advise.

8. [REDACTED]

9. 12/18/19 [REDACTED] – LPC-IT Renewal - Approve renewal; however, I am unsure as to how much time the applicant is seeking as there is no information about the number of hours yet to be completed. Please advise.

[REDACTED]

Tammy H. Scheidegger, Ph.D., LPC, NCC

"I imagine one of the reasons people cling to their hates so stubbornly is because they sense, once hate is gone, they will be forced to deal with pain." James Baldwin

From: DSPS CRED JOINT BD <DSPSCREDJOINTBD@wisconsin.gov>

Sent: Friday, December 27, 2019 4:42 PM

To: Tammy H Scheidegger

Subject: Review list

[EXTERNAL] - This email was sent from an external address. Please exercise caution when opening links or attachments.

Please contact us with any additional questions.

Have a great day!

Sofia Anderson

License/Permit Program Associate

Division of Professional Credential Processing

Department of Safety and Professional Services

“The DSPS is committed to service excellence. Visit our survey at <https://www.surveymonkey.com/s/DSPSHealth> to evaluate your experience with the DSPS.”

From: [Tammy H Scheidegger](#)
To: [DSPS CRED JOINT BD](#)
Subject: Re: LPC-IT renewal [REDACTED]
Date: Tuesday, January 7, 2020 8:09:19 AM

Sofia,

Can we hold this until the agenda item has been discussed at the Jan. 28th LPC meeting?

"I imagine one of the reasons people cling to their hates so stubbornly is because they sense, once hate is gone, they will be forced to deal with pain." James Baldwin

From: DSPS CRED JOINT BD <DSPSCREDJOINTBD@wisconsin.gov>
Sent: Friday, January 3, 2020 3:50 PM
To: Tammy H Scheidegger
Subject: LPC-IT renewal [REDACTED]

[EXTERNAL] - This email was sent from an external address. Please exercise caution when opening links or attachments.

Hi Tammy,

You approved this applicant's renewal though did not determine the length because you needed to know how many hours the applicant has accrued. **She has accumulated 2,205 total hours with 280 hours face to face client contact up until 11/15/19.**

Please contact us with any additional questions.

Have a great day!

Sofia Anderson
License/Permit Program Associate

Division of Professional Credential Processing
Department of Safety and Professional Services

“The DSPP is committed to service excellence. Visit our survey at <https://www.surveymonkey.com/s/DSPPHealth> to evaluate your experience with the DSPP.”