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**VIRTUAL/TELECONFERENCE  
OCCUPATIONAL THERAPISTS AFFILIATED CREDENTIALING BOARD**

**Virtual, 4822 Madison Yards Way, Madison**

**Contact: Tom Ryan (608) 266-2112**

**September 16, 2025**

*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 record of the actions of the Board.*

**AGENDA**

**9:30 A.M.**

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

**A. Adoption of Agenda (1-3)**

**B. Approval of Minutes of June 10, 2025 (4-6)**

**C. Reminders: Conflicts of Interest, Scheduling Concerns**

**D. Introductions, Announcements and Recognition**

**E. Administrative Matters – Discussion and Consideration**

1. Department, Staff and Board Updates
2. Election of Officers, Appointment of Liaisons and Alternates, Delegation of Authorities
3. Board Members – Term Expiration Dates
  - a. Black, Teresa L. – 7/1/2027
  - b. Donovan, Amber M. – 7/1/2027
  - c. Erickson, Terrance C. – 7/1/2027
  - d. Inda, Kari C. – 7/1/2026
  - e. Kearns, Christine – 7/1/2027
4. Wis. Stat. s. 15.085(3)(b) – Biannual Meeting with the Medical Examining Board

**F. Legislative and Policy Matters – Discussion and Consideration**

**G. Administrative Rule Matters – Discussion and Consideration (7-8)**

1. Pending or Possible Rulemaking Projects

**H. Wisconsin Occupational Therapy Association – Discussion and Consideration**

**I. Occupational Therapy (OT) Licensing Compact Report – Discussion and Consideration**

**J. Discussion and Consideration of Items Added After Preparation of Agenda:**

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

## **K. 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.).**

## **L. DLSC Matters**

1. **Administrative Warnings**
  - a. 24 OTB 0004 – Y.L.V.H. (9-10)
2. **Case Closings**
  - a. 25 OTB 0004 – C. L.Y. (11-15)

## **M. 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 Order

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

N. Consulting with Legal Counsel

# **RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

- O. Vote on Items Considered or Deliberated Upon in Closed Session if Voting is Appropriate
- P. Open Session Items Noticed Above Not Completed in the Initial Open Session
- Q. Delegation of Ratification of Examination Results and Ratification of Licenses and Certificates

# **ADJOURNMENT**

**NEXT MEETING: DECEMBER 16, 2025**

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# **ORAL INTERVIEW OF CANDIDATES FOR LICENSURE**

# **VIRTUAL/TELECONFERENCE**

**10:30 A.M. OR IMMEDIATELY FOLLOWING FULL BOARD MEETING**

**CLOSED SESSION** – Reviewing Applications and Conducting Oral Interviews of **Zero (0)** (at the time of agenda publication) Candidates for Licensure and Any Additional Examinations  
Added After Agenda Preparation – Teresa Black

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**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 virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dsps.wi.gov>. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of any agenda item may be changed by the board for the convenience of the parties. The person credentialed by the board has the right to demand that meeting at which final action may be taken against the credential be held in open session. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer or reach the Meeting Staff by calling 608-267-7213.

**VIRTUAL/TELECONFERENCE  
OCCUPATIONAL THERAPISTS AFFILIATED CREDENTIALING BOARD  
MEETING MINUTES  
JUNE 10, 2025**

**PRESENT:** Teresa Black, Amber Donovan, Terrance Erickson (*arrived at 9:37 a.m.*), Randi Hanson, Kari Inda, Christine Kearns

**STAFF:** Tom Ryan, Executive Director; Jameson Whitney, Legal Counsel; Nilajah Hardin, Administrative Rules Coordinator; Brenda Taylor, Board Services Supervisor; and other Department staff

**CALL TO ORDER**

Teresa Black, Chairperson, called the meeting to order at 9:30 a.m. A quorum was confirmed five (5) board members present.

**ADOPTION OF AGENDA**

**MOTION:** Randi Hanson moved, seconded by Kari Inda, to adopt the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF MARCH 11, 2025**

**MOTION:** Randi Hanson moved, seconded by Christine Kearns, to approve the Minutes of March 11, 2025, as published. Motion carried unanimously.

**ADMINISTRATIVE MATTERS**

(*Terrance Erickson arrived at 9:37 a.m.*)

**Appointment of Liaisons and Alternates**

<b>LIAISON APPOINTMENTS</b>	
<b>Credentialing Liaison(s)</b>	Christine Kearns, Amber Donovan <i>Alternate:</i> <del>Randi Hanson</del> , Kari Inda, Teresa Black
<b>Education and Examinations Liaison(s)</b>	Teresa Black, Kari Inda <i>Alternate:</i> <del>Randi Hanson</del> Amber Donovan
<b>Monitoring Liaison(s)</b>	<del>Randi Hanson</del> Amber Donovan <i>Alternate:</i> Christine Kearns, Kari Inda
<b>Professional Assistance Procedure Liaison(s)</b>	<del>Randi Hanson</del> Amber Donovan <i>Alternate:</i> Kari Inda, Christine Kearns
<b>Legislative Liaison(s)</b>	Teresa Black <i>Alternate:</i> Terrance Erickson

<b>Travel Authorization Liaison(s)</b>	Teresa Black <i>Alternate: Terrance Erickson</i>
<b>Website Liaison(s)</b>	<del>Randi Hanson</del> <i>Alternate: Terrance Erickson</i>
<b>Compact Liaison(s)</b>	Teresa Black <i>Alternate: Amber Donovan</i>
<b>Screening Panel</b>	Kari Inda, Christine Kearns <i>Alternate: Teresa Black, <del>Randi Hanson</del></i>

## ADMINISTRATIVE RULE MATTERS

### **Adoption Order: OT 1 to 5, Relating to Implementation of the Occupational Therapy Licensure Compact**

**MOTION:** Christine Kearns moved, seconded by Amber Donovan, to approve the Adoption Order for Clearinghouse Rule 24-050 (OT 1 to 5), relating to Implementation of the Occupational Therapy Licensure Compact. Motion carried unanimously.

## WISCONSIN OCCUPATIONAL THERAPY ASSOCIATION

### **Amendment to the Agenda**

*H.1. WOTA Travel Report – May 15, 2025 amend to AOTA Travel Report, April 2-4, 2025*

**MOTION:** Randi Hanson moved, seconded by Kari Inda, to adopt the Agenda as amended. Motion carried unanimously.

## CLOSED SESSION

**MOTION:** Terrance Erickson moved, seconded by Randi Hanson, to convene to Closed Session to deliberate on cases following hearing (§ 19.85(1)(a), Stats.); to consider licensure or certification of individuals (§ 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85(1)(b), Stats. and § 448.02(8), Stats.); to consider individual histories or disciplinary data (§ 19.85(1)(f), Stats.); and to confer with legal counsel (§ 19.85(1)(g), Stats.). Teresa Black, Chairperson, read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: Teresa Black-yes; Amber Donovan-yes; Terry Erickson-yes; Randi Hanson-yes; Kari Inda-yes; Christine Kearns-yes. Motion carried unanimously.

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

## **DELIBERATION ON DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS**

### **Proposed Stipulations, Final Decisions and Order**

#### **24 OTB 0003 – Mary B. Patton**

**MOTION:** Terrance Erickson moved, seconded by Kari Inda, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of proceedings against Mary B. Patton, DLSC Case Number 24 OTB 0003. Motion carried unanimously.

#### **RECONVENE TO OPEN SESSION**

**MOTION:** Christine Kearns moved, seconded by Terrance Erickson, to reconvene in Open Session. Motion carried unanimously.

The Board reconvened to Open Session at 10:19 a.m.

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

**MOTION:** Randi Hanson moved, seconded by Kari Inda, 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.)*

#### **DELEGATION OF RATIFICATION OF LICENSES AND CERTIFICATES**

**MOTION:** Randi Hanson moved, seconded by Christine Kearns, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

#### **ADJOURNMENT**

**MOTION:** Terrance Erickson moved, seconded by Randi Hanson, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:23 a.m.

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

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Nilajah Hardin Administrative Rules Coordinator		<b>2) Date when request submitted:</b> 09/03/25 <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>															
<b>3) Name of Board, Committee, Council, Sections:</b> Occupational Therapists Affiliated Credentialing Board																	
<b>4) Meeting Date:</b> 09/16/25	<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> Administrative Rule Matters Discussion and Consideration 1. Pending or Possible Rulemaking Projects															
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i> <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> Attachments: 1. Rule Project Chart Pending Rule Project Page: <a href="https://dsps.wi.gov/Pages/RulesStatutes/PendingRules.aspx">https://dsps.wi.gov/Pages/RulesStatutes/PendingRules.aspx</a>																	
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>11) Authorization</b></td> <td style="width: 40%;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black; text-align: right;">09/03/25</td> </tr> <tr> <td style="text-align: right;"><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: right;"><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: right;"><small>Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date</small></td> </tr> </table>				<b>11) Authorization</b>			09/03/25	<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)    Date</small>	
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<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 Bureau Assistant prior to the start of a meeting.																	

**Occupational Therapists Affiliated Credentialing Board**  
**Rule Projects (updated 09/03/25)**

<b>Clearinghouse Rule Number</b>	<b>Scope #</b>	<b>Scope Expiration</b>	<b>Code Chapter Affected</b>	<b>Relating clause</b>	<b>Current Stage</b>	<b>Next Step</b>
N/A	072-22	02/22/2025	OT 1 to 5	Implementation of the Occupational Therapy Licensure Compact (Emergency Rule)	Emergency Rule Draft Approved by the Governor on 09/21/23; Rule Paused, Proceeding with Permanent Rule Only	N/A
24-050	072-22	02/22/2025	OT 1 to 5	Implementation of the Occupational Therapy Licensure Compact (Permanent Rule)	Effective 08/01/25	N/A