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**PHYSICAL THERAPY EXAMINING BOARD**  
**Room N206, 4822 Madison Yards Way, 2<sup>nd</sup> Floor, Madison**  
**Contact: Valerie Payne (608) 266-2112**  
**February 5, 2020**

*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 of the Board.*

**AGENDA**

**8:30 A.M.**

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

- A. Adoption of Agenda (1-4)**
- B. Approval of Minutes of December 4, 2019 (5-6)**
- C. Conflicts of Interest
- D. Introductions, Announcements and Recognition**
- E. Administrative Matters – Discussion and Consideration**
  - 1) Department, Staff and Board Updates
  - 2) Annual Policy Review **(7)**
  - 3) Election of Officers, Appointment of Liaisons and Alternates, Delegation of Authorities **(8-16)**
  - 4) 2020 Meeting Dates **(17)**
  - 5) Board Members – Term Expiration Dates
    - a. Shari Berry – 7/1/2020
    - b. Barbara Carter – 7/1/2021
    - c. John Greany – 7/1/2023
    - d. Todd McEldowney – 7/1/2021
    - e. Kathryn Zalewski – 7/1/2021
- F. Legislative and Policy Matters – Discussion and Consideration**
  - 1. Compact Status
- G. Administrative Rule Matters – Discussion and Consideration**
  - 1. Pending or Possible Rulemaking Projects
- H. Physical Therapy Examining Board 2019 Annual Review – Discussion and Consideration (18-20)**
- I. Foreign Education – Discussion and Consideration (21-22)**

- J. Alternate Approval Pathway– Discussion and Consideration**
- K. Supervision of Students - Discussion and Consideration**
- L. Federation of State Boards of Physical Therapy (FSBPT) Matters – Discussion and Consideration**
- M. 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) Administrative Rule 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

N. 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.).**

**O. Deliberation on Credentialing Matters**

- 1) **9:00 A.M. APPEARANCE:** Rachel L. Hanson P.T.A.- Oral Examination **(23-36)**

**P. Deliberation on Division of Legal Services and Compliance Matters**

- 1) **Proposed Stipulations, Final Decisions and Orders**
  - a. 18 PHT 006 – Katherine H. Latorraca, P.T. **(37-42)**
  - b. 19 PHT 007 – Thomas C. Casey, P.T. **(42-49)**

- Q. 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

R. Consulting with Legal Counsel

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

- S. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate
- T. Open Session Items Noticed Above Not Completed in the Initial Open Session
- U. Delegation and Ratification of Examinations, Licenses and Certificates

**ADJOURNMENT**

**ORAL EXAMINATION OF CANDIDATES FOR LICENSURE**

**ROOM N207**

**10:00 A.M. OR IMMEDIATELY FOLLOWING THE FULL BOARD MEETING**

**CLOSED SESSION** – Reviewing Applications and Conducting Oral Examination of one (1) (at time of agenda publication) Candidates for Licensure – **John Greany** and **Shari Berry**

**NEXT DATE: MAY 6, 2020**

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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 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.

**PHYSICAL THERAPY EXAMINING BOARD  
MEETING MINUTES  
DECEMBER 4, 2019**

**PRESENT:** Shari Berry, PT; Barbara Carter, PTA; John Greany, PT; Todd McEldowney (*via Skype*); Kathryn Zalewski, PT

**STAFF:** Valerie Payne, Executive Director; Jameson Whitney, Legal Counsel; Megan Glaeser, Bureau Assistant; and other Department Staff

**CALL TO ORDER**

Shari Berry, Chairperson, called the meeting to order at 8:30 a.m. A quorum was confirmed with five (5) board members present.

**ADOPTION OF AGENDA**

**MOTION:** John Greany moved, seconded by Kathryn Zalewski, to adopt the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF AUGUST 28, 2019**

**MOTION:** Barbara Carter moved, seconded by Kathryn Zalewski, to approve the Minutes of August 28, 2019 as published. Motion carried unanimously.

**CLOSED SESSION**

**MOTION:** Shari Berry moved, seconded by John Greany, to convene to Closed Session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85(1)(b), 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.). Shari Berry, Chairperson, read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: Shari Berry-yes; Barbara Carter-yes; John Greany-yes; Todd McEldowney-yes; Kathryn Zalewski-yes. Motion carried unanimously.

The Board convened into Closed Session at 9:27 a.m.

**DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS**

**Proposed Stipulations, Final Decisions and Orders**

*17 PHT 030 – Nkechi K. Ogbodo, PT*

**MOTION:** John Greany moved, seconded by Todd McEldowney, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Nkechi K. Ogbodo, PT, DLSC Case Number 17 PHT 030. Motion carried unanimously.

**RECONVENE TO OPEN SESSION**

**MOTION:** Barbara Carter moved, seconded by Zalewski, to reconvene into Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 9:57 a.m.

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

**MOTION:** John Greany moved, seconded by Barbara Carter, 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 AND RATIFICATION OF EXAMINATIONS, LICENSES AND CERTIFICATES**

**MOTION:** Kathryn Zalewski moved, seconded by John Greany, to delegate ratification of examination results to DSPS staff and to delegate and ratify all licenses and certificates as issued. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Kathryn Zalewski moved, seconded by John Greany, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:01 a.m.

**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: 1/24/2020 <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: Physical Therapy Examining Board			
4) Meeting Date: 2/5/2020	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"> <li>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. <a href="#">DSPS Boards-Open Meetings Resources</a></li> <li>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. <a href="#">DSPS Boards-Open Meetings Resources</a></li> <li>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. <a href="#">DSPS Boards-Reference Materials-Meeting Timeline</a></li> <li>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. <a href="#">DSPS Boards-Travel and Reimbursement-Travel and Reimbursement Overview</a></li> <li>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. <a href="#">DSPS Boards-Travel and Reimbursement-Travel and Reimbursement Overview</a></li> <li>6. Inclement Weather Policy – In the event of inclement weather the agency may change a meeting from an in-person meeting to a teleconference.</li> </ol>			
11) <span style="float: right;">Authorization</span> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 60%; border-bottom: 1px solid black; padding-bottom: 5px;"> <i>Brice McCluskey</i> </div> <div style="width: 35%; border-bottom: 1px solid black; padding-bottom: 5px; text-align: right;">           1/24/2020         </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 5px;"> <div style="width: 60%; border-bottom: 1px solid black; padding-bottom: 5px;">           Signature of person making this request         </div> <div style="width: 35%; border-bottom: 1px solid black; padding-bottom: 5px; text-align: right;">           Date         </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 5px;"> <div style="width: 60%; border-bottom: 1px solid black; padding-bottom: 5px;">           Supervisor (if required)         </div> <div style="width: 35%; border-bottom: 1px solid black; padding-bottom: 5px; text-align: right;">           Date         </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 5px;"> <div style="width: 60%; border-bottom: 1px solid black; padding-bottom: 5px;">           Executive Director signature (indicates approval to add post agenda deadline item to agenda)         </div> <div style="width: 35%; border-bottom: 1px solid black; padding-bottom: 5px; text-align: right;">           Date         </div> </div>			
Directions for including supporting documents: <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 Policy Development Executive 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>			

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

**AGENDA REQUEST FORM**

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<b>3) Name of Board, Committee, Council, Sections:</b> Physical Therapy Examining Board															
<b>4) Meeting Date:</b> 2/5/2020	<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 Matters: 1) Election of Officers 2) Appointment of Liaisons and Alternates 3) Delegation of Authorities													
<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> <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> 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															
<b>11) Authorization</b> <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>1/24/2020</i></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>				<i>Brice McCluskey</i>	<i>1/24/2020</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)    Date</small>	
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**PHYSICAL THERAPY EXAMINING BOARD**

**2019 Election Results, Delegations, and Liaison Appointments**

<b>2019 ELECTION RESULTS</b>	
<b>Chairperson</b>	Shari Berry
<b>Vice Chairperson</b>	John Greany
<b>Secretary</b>	Sarah Olson

<b>2019 LIAISON APPOINTMENTS</b>	
<b>Credentialing Liaison(s)</b>	Shari Berry, Kathryn Zalewski <i>Alternate: John Greany</i>
<b>Office of Education and Examinations Liaison</b>	John Greany*, Shari Berry <i>Alternate: Kathryn Zalewski</i> <i>*John Greany is the primary liaison for CE hardship requests, and Shari Berry is alternate</i>
<b>Monitoring Liaison</b>	Sarah Olson <i>Alternate: John Greany</i>
<b>Professional Assistance Procedure (PAP) Liaison</b>	Sarah Olson <i>Alternate: John Greany</i>
<b>Legislative Liaison</b>	Shari Berry <i>Alternate: Kathryn Zalewski</i>
<b>Travel Liaison</b>	John Greany <i>Alternate: Shari Berry</i>
<b>Administrative Rules Liaison</b>	Shari Berry <i>Alternate: Kathryn Zalewski</i>
<b>Website Liaison</b>	Shari Berry <i>Alternate: John Greany</i>
<b>Screening Panel</b>	Sarah Olson, John Greany <i>Alternate: Kathryn Zalewski</i>

8/28/2019

<b>LIAISON APPOINTMENTS</b>	
<b>Credentialing Liaison(s)</b>	Shari Berry, Kathryn Zalewski <i>Alternate: John Greany</i>
<b>Office of Education and Examinations Liaison</b>	John Greany*, Shari Berry <i>Alternate: Kathryn Zalewski</i> <i>*John Greany is the primary liaison for CE hardship requests, and Shari Berry is alternate</i>
<b>Monitoring Liaison</b>	John Greany <i>Alternate: Shari Berry</i>
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<b>Website Liaison</b>	Shari Berry <i>Alternate: John Greany</i>
<b>Screening Panel</b>	Todd McEldowney, John Greany <i>Alternate: Kathryn Zalewski</i>

**Delegation of Authorities**

***Document Signature Delegations***

**MOTION:** Kathryn Zalewski moved, seconded by John Greany, to delegate authority to the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to sign documents on behalf of the Board in order to carry out its duties. Motion carried unanimously.

**MOTION:** Kathryn Zalewski moved, seconded by John Greany, in order to carry out duties of the Board, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) has the ability to delegate signature authority for purposes of facilitating the completion of assignments during or between meetings. The members of the Board hereby delegate to the Executive Director or DPD Division Administrator, the authority to sign on behalf of a board member as necessary. Motion carried unanimously.

*Delegated Authority for Urgent Matters*

**MOTION:** John Greany moved, seconded by Kathryn Zalewski, that in order to facilitate the completion of urgent matters between meetings, the Board delegates its authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

*Monitoring Delegations*

**MOTION:** John Greany moved, seconded by Sarah Olson, to adopt the “Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor” as presented. Motion carried unanimously.

*Credentialing Authority Delegations*

**Delegation of Authority to Credentialing Liaison (Exempting Denial Decisions to Full Board)**

**MOTION:** Kathryn Zalewski moved, seconded by Sarah Olson, to delegate authority to the Credentialing Liaison(s) to serve as a liaison between DSPS and the Board and to act on behalf of the Board in regard to credentialing applications or questions presented to them except that potential denial decisions shall be referred to the full Board for final determination. Motion carried unanimously.

**Delegation of Authority to DSPS When Credentialing Criteria is Met**

**MOTION:** Kathryn Zalewski moved, seconded by Sarah Olson, to delegate credentialing authority to DSPS to act upon applications that meet all credentialing statutory and regulatory requirements without Board or Board liaison review. Motion carried unanimously.

***Delegated Authority for Application Denial Reviews***

**MOTION:** John Greany moved, seconded by Sarah Olson, that the Department's Attorney Supervisors, DLSC Administrator, or their designee are authorized to serve as the Board's designee for purposes of reviewing and acting on requests for hearing as a result of a denial of a credential. Motion carried unanimously.

***Voluntary Surrenders***

**MOTION:** Kathryn Zalewski moved, seconded by Sarah Olson, to delegate authority to the assigned case advisor to accept or refuse a request for voluntary surrender pursuant to Wis. Stat. § 440.19 for a credential holder who has a pending complaint or disciplinary matter. Motion carried unanimously.

***Education, Continuing Education and/or Examination Delegation(s)***

**MOTION:** Sarah Olson moved, seconded by Kathryn Zalewski, to delegate authority to the Office Education and Examinations Liaison(s) to address all issues related to education, continuing education, and examinations. Motion carried unanimously.

***Authorization for DSPS to Provide Board Member Contact Information to National Regulatory Related Bodies***

**MOTION:** John Greany moved, seconded by Kathryn Zalewski, to authorize DSPS staff to provide national regulatory related bodies with all Board member contact information that DSPS retains on file. Motion carried unanimously.

***Optional Renewal Notice Insert Delegation***

**MOTION:** Kathryn Zalewski moved, seconded by John Greany to designate the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to provide a brief statement or link relating to board-related business within the license renewal notice at the Board's or Board designee's request. Motion carried unanimously.

***Rules Liaison Delegation***

**MOTION:** Sarah Olson moved, seconded by John Greany, to grant the Rules Liaison the ability to address all rule-making matters. Motion carried unanimously.

***Legislative Liaison Delegation***

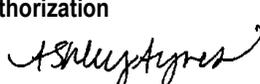
**MOTION:** Kathryn Zalewski moved, seconded by John Greany, to delegate authority to the Legislative Liaisons to speak on behalf of the Board regarding legislative matters. Motion carried unanimously.

***Travel Delegation***

**MOTION:** Kathryn Zalewski moved, seconded by Sarah Olson, to delegate authority to the Travel Liaison to approve any board member travel. Motion carried unanimously.

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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  Ashley Ayres Monitoring and Intake Supervisor Division of Legal Services and Compliance		<b>2) Date When Request Submitted:</b>  December 31, 2019  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>  Physical Therapy Examining Board			
<b>4) Meeting Date:</b>  February 5, 2020	<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>  Appointment of Monitoring Liaison and Delegated Authorities	
<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?</b>  <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input checked="" 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>  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>			
<b>11) Authorization</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">  </div> <div style="width: 35%;">                 December 31, 2019             </div> </div> <hr/> Signature of person making this request <span style="float: right;">Date</span> <hr/> Supervisor (if required) <span style="float: right;">Date</span> <hr/> Executive Director signature (indicates approval to add post agenda deadline item to agenda) <span style="float: right;">Date</span>			
<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.			

## **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.
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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> Brice McCluskey, Operations Program Associate		<b>2) Date When Request Submitted:</b> 1/24/2020 <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>	
<b>3) Name of Board, Committee, Council, Sections:</b> Physical Therapy Examining Board			
<b>4) Meeting Date:</b> 2/5/2020	<b>5) Attachments:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> 2020 Meeting Dates	
<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> <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> Please review the finalized 2020 meeting dates. Any conflicts should be identified so to ensure quorum.  2/5/2020 5/6/2020 8/12/2020 12/2/2020			
<b>11) Authorization</b>			
<b>Brice McCluskey</b>		<b>1/24/2020</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 Bureau Assistant prior to the start of a meeting.			

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

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Valerie Payne, Executive Director, on behalf of Shari Berry, Physical Therapy Examining Board		<b>2) Date when request submitted:</b> 1/30/2020 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
<b>3) Name of Board, Committee, Council, Sections:</b> Physical Therapy Examining Board			
<b>4) Meeting Date:</b> 2/5/20	<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> Physical Therapy Examining Board 2019 Annual Review – Board to Consider Approval	
<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>
<b>10) Describe the issue and action that should be addressed:</b> The Board will review the 2019 Annual Review draft for approval.			
<b>11) Authorization</b>			
Valerie Payne		1/30/20	
<b>Signature of person making this request</b>		<b>Date</b>	
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 Bureau Assistant prior to the start of a meeting.			

## Physical Therapy Examining Board

### 2019 Annual Review

- Board Members in 2019 were: Shari Berry, PT (Tomah); Barb Carter, PTA (Black River Falls- start September 2019); John Greany, PT (La Crosse); Todd McElDowney, Public Member (Rhinelander); Sarah Olson, PTA (Readstown- Resigned August, 2019); and Kathryn Zalewski, PT (Milwaukee). Officers in 2019 were Shari Berry (Chair), John Greany (Vice Chair), and Sarah Olson (secretary until resignation).

- 2019 Liasion Appointments:

Credentialing- Shari Berry, Kathryn Zalewski (Alternate- John Greany)

Monitoring- Sarah Olson (Alternate- John Greany)

Education and Exams- John Greany, Shari Berry (Alternate – Kathryn Zalewski)

Legislative- Shari Berry (Alternate- Kathryn Zalewski)

Travel- John Greany (Alternate- Shari Berry)

Website- Shari Berry (Alternate- John Greany)

Rules- Shari Berry (Alternate- Kathryn Zalewski)

Professional Assistance Procedure- Sarah Olson (Alternate- John Greany)

Screening Panel- Sarah Olson, John Greany (Alternate- Kathryn Zalewski)

- The Board approved participation in the FSBPT's Alternate Approval Pathway for new graduates.
- Shari Berry attended the WPTA Spring conference in La Crosse, WI on April 25, 26<sup>th</sup> to speak on the Board's behalf regarding the Alternat Approval pathway for new graduates.
- The Board continued to work with the Wisconsin Physical Therapy Association (WPTA) on initiatives to introduce language for a Licensure Compact for Physical Therapists and on clarifying language on the supervision of student physical therapist assistant students.
- John Greany (delegate) attended the 2019 Leadership Issues Forum (LIF) – July 13-14 in Alexandria, VA.
- Yolanda Mc Gowan (PTEB acting Executive Director) attended the 2019 Regulatory Training for Members and Board Staff – August 16-18 in Alexandria, VA.
- Shari Berry (Delegate), Kathryn Zalewski (Alternate Delegate), and Valerie Payne (Executive Director) attended the 2019 Annual Meeting and Delegate Assembly October 24-26, 2019 in Oklahoma City, OK.
- John Greany attended and presented at the 2019 Annual Meeting and Delegate Assembly October 24-26, 2019 in Oklahoma City, OK in his role as chair of the FCCPT.

Licensing Activity

PT

PTA

Applications Received

Licenses Issued

License Renewals

Enforcement Activity

PT and PTA

New complaints received

Number of Respondents involved

Number of cases opened

Total cases/ respondents closed

Total closed at screening

Total closed after investigation

Total closed with formal action

Cases pending as of 1/20

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

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Valerie Payne, Executive Director, on behalf of Shari Berry, Physical Therapy Examining Board		<b>2) Date when request submitted:</b> 1/30/2020 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
<b>3) Name of Board, Committee, Council, Sections:</b> Physical Therapy Examining Board			
<b>4) Meeting Date:</b> 2/5/20	<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> Foreign Education – Discussion and Consideration	
<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>
<b>10) Describe the issue and action that should be addressed:</b>  Discuss the topic of foreign education and the process as it relates to Wisconsin Statute and Administrative Rule.			
<b>11) Authorization</b>			
Valerie Payne		1/30/20	
<b>Signature of person making this request</b>		<b>Date</b>	
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 Bureau Assistant prior to the start of a meeting.			

**Working Assumptions:**

An applicant to Wisconsin, new or by endorsement, needs to provide evidence of the following:

- For a physical therapist, verified documentary **evidence of graduation** from a school of physical therapy; for a physical therapist assistant, verified documentary evidence of satisfactory completion of a physical therapist assistant educational program approved by the board. -PT Chapter 1.03 (1)(c)

- Verification of **educational equivalency** to a board–approved school of physical therapy or physical therapist assistant educational program. -PT Chapter 1.03 (1)(d)

-TOEFL passing scores unless they meet all the conditions in 448.53 (3). -PT Chapter 2.01 (8): 448.54 (3)

-Beginning in 2020, the FSBPT will require all applicants to pass the TOEFL with the following scores in order to be eligible for the NPTE:

- Reading – 22
- Listening – 21
- Writing – 22
- Speaking – 24

