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**VIRTUAL/TELECONFERENCE  
PHYSICAL THERAPY EXAMINING BOARD  
Virtual, 4822 Madison Yards Way, Madison  
Contact: Tom Ryan (608) 266-2112  
May 14, 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 description of the actions of the Board.*

**AGENDA**

**8:30 A.M.**

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

- A. Adoption of Agenda (1-3)**
- B. Approval of Minutes of February 5, 2025 (4-8)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns
- D. Introductions, Announcements and Recognition
- E. 8:30 A.M. PRELIMINARY PUBLIC HEARING ON SCOPE STATEMENT 010-25 – PT 1, relating to compact privilege process clarification (9-11)**
  - 1) Review Public Hearing Comments
- F. Administrative Matters – Discussion and Consideration**
  - 1) Department, Staff and Board Updates
  - 2) Board Members – Term Expiration Dates
    - a. Brewer, Kate – 7/1/2028
    - b. Bulkow, Brad – 7/1/2027
    - c. Carter, Barbara – 7/1/2025
    - d. Johnson, Steven W. – 7/1/2025
    - e. McEldowney, Todd – 7/1/2025
- G. Legislative and Policy Matters – Discussion and Consideration
- H. Administrative Rule Matters – Discussion and Consideration (12-13)**
  - 1) Discussion: Delegation of adjunctive services that are within the scope of physical therapy practice to chiropractic technicians
  - 2) Pending or Possible Rulemaking Projects (13)
- I. Federation of State Boards of Physical Therapy (FSBPT) Matters – Discussion and Consideration
- J. Speaking Engagements, Travel, or Public Relation Requests, and Reports

- K. 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) Public Health Emergencies
  - 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

**L. 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.).**

**M. Deliberation on DLSC Matters**

- 1) **Proposed Stipulations, Final Decisions and Orders**
  - a. 24 PHT 0009 – Claire E. Kurschner **(14-19)**

**N. Deliberation on Proposed Final Decision and Orders**

- 1) Christopher S. Karpis, Respondent (DHA Case Number SPS-24-0060/ DLSC Case Number 23 PHT 003) **(20-35)**

**O. 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

P. Consulting with Legal Counsel

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

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

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

S. Delegation and Ratification of Examinations, Licenses and Certificates

**ADJOURNMENT**

**NEXT MEETING: AUGUST 6, 2025**

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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 the 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  
PHYSICAL THERAPY EXAMINING BOARD  
MEETING MINUTES  
FEBRUARY 5, 2025**

**PRESENT:** Kate Brewer, PT; Brad Bulkow, PT; Barbara Carter, PTA; Steven Johnson, PT

**ABSENT:** Todd McEldowney

**STAFF:** Tom Ryan, Executive Director; Jameson Whitney, Legal Counsel; Sofia Anderson, Administrative Rule Coordinator; Tracy Drinkwater, Board Administration Specialist; and other Department Staff

**CALL TO ORDER**

Steven Johnson, Chairperson, called the meeting to order at 8:31 a.m. A quorum was confirmed with four (4) members present.

**ADOPTION OF AGENDA**

**Amendments to the Agenda:**

- Amend N.1.a. from 24 MED 0017 to 24 PHT 0017

**MOTION:** Steven Johnson moved, seconded by Brad Bulkow, to adopt the Agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES OF NOVEMBER 13, 2024**

**MOTION:** Barbara Carter moved, seconded by Steven Johnson, to approve the Minutes of November 13, 2024, as published. Motion carried unanimously.

**ADMINISTRATIVE MATTERS**

**Election of Officers**

***Chairperson***

**NOMINATION:** Barbara Carter nominated Steven Johnson for the Office of Chairperson. Steven Johnson accepted the nomination.

Tom Ryan, Executive Director, called for nominations three (3) times.

Steven Johnson was elected as Chairperson by unanimous voice vote.

***Vice Chairperson***

**NOMINATION:** Steven Johnson nominated Kate Brewer for the Office of Vice Chairperson. Kate Brewer accepted the nomination.

Tom Ryan, Executive Director, called for nominations three (3) times.

Kate Brewer was elected as Vice Chairperson by unanimous voice vote.

### *Secretary*

**NOMINATION:** Barbara Carter nominated Brad Bulkow for the Office of Secretary. Brad Bulkow accepted the nomination.

Tom Ryan, Executive Director, called for nominations three (3) times.

Brad Bulkow was elected as Secretary by unanimous voice vote.

2025 ELECTION RESULTS	
<b>Chairperson</b>	Steven Johnson
<b>Vice Chairperson</b>	Kate Brewer
<b>Secretary</b>	Brad Bulkow

### Appointment of Liaisons and Alternates

LIAISON APPOINTMENTS	
<b>Credentialing Liaison(s)</b>	Brad Bulkow, Kate Brewer <i>Alternate:</i> Steven Johnson
<b>Education and Examinations Liaison(s)</b>	Steven Johnson,-Brad Bulkow
<b>Monitoring Liaison(s)</b>	Steven Johnson, Todd McEldowney <i>Alternate:</i> Kate Brewer
<b>Professional Assistance Procedure (PAP) Liaison(s)</b>	Steven Johnson <i>Alternate:</i> Todd McEldowney
<b>Legislative Liaison(s)</b>	Steven Johnson <i>Alternate:</i> Brad Bulkow
<b>Travel Authorization Liaison(s)</b>	Steven Johnson <i>Alternate:</i> Kate Brewer
<b>Website Liaison(s)</b>	Brad Bulkow , Todd McEldowney <i>Alternate:</i> Steven Johnson
<b>Compact Liaison</b>	Kate Brewer <i>Alternate:</i> Brad Bulkow
<b>Screening Panel</b>	Steven Johnson, Todd McEldowney <i>Alternate:</i> Kate Brewer

## **Delegation of Authorities**

### **Delegation to Approve Performance Self-Audit Report**

**MOTION:** Barbara Carter moved, seconded by Kate Brewer, to authorize the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving Board member in that succession) to review and approve the performance self-audit report required by Wis. Stat. § 448.567, for filing with the Legislature. Motion carried unanimously.

### **Delegation to Department Attorneys to Approve Prior Discipline**

**MOTION:** Kate Brewer moved, seconded by Steven Johnson, to delegate authority to Department Attorneys to approve an applicant's prior professional discipline which resulted in a forfeiture/fine/other monetary penalty, remedial education, and/or reprimand, that is 10 years old or older, and the previously disciplined credential is currently in good standing. Motion carried unanimously.

### **Delegation to Handle Administrative Rule Matters**

**MOTION:** Barbara Carter moved, seconded by Brad Bulkow to delegate authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving Board member in that succession), to act on behalf of the Board regarding administrative rule matters between meetings. Motion carried unanimously.

### **Review and Approval of 2024 Delegations including new modifications**

**MOTION:** Barbara Carter moved, seconded by Steven Johnson, to reaffirm all delegation motions made in 2024, as reflected in the February 5, 2025, agenda materials, which were not otherwise modified or amended during the February 5, 2025, meeting. Motion carried unanimously.

## **WELLNESS SELF-ASSESSMENT TOOL**

### **Presentation And Appearance – Richard Woolf, Chief Professional Officer, Federation Of State Boards Of Physical Therapy**

**MOTION:** Barbara Carter moved, seconded by Steven Johnson, to acknowledge and thank Richard Woolf and Michelle Thorman, for their presentation on the FSBPT Wellness Self-Assessment Tool to the Board. Motion carried unanimously.

## **ADMINISTRATIVE RULE MATTERS**

### **Scope Statement: PT 1, relating to compact privilege process clarification**

**MOTION:** Steven Johnson moved, seconded by Kate Brewer, to approve the Scope Statement revising PT 1, relating to compact privilege process clarification, for submission to the Department of Administration and Governor's Office and for publication. Additionally, the Board authorizes the Chairperson to approve the Scope Statement for implementation no less than 10 days after publication. If the Board is directed to hold a preliminary public hearing on the Scope Statement, the

Chairperson is authorized to approve the required notice of hearing. Motion carried unanimously.

## **PHYSICAL THERAPY EXAMINING BOARD 2024 ANNUAL REPORT**

**MOTION:** Brad Bulkow moved, seconded by Barbara Carter, to adopt the Physical Therapy Examining Board 2024 annual report. Motion carried unanimously.

### **SPEAKING ENGAGEMENTS, TRAVEL, OR PUBLIC RELATION REQUESTS, AND REPORTS**

#### **FSBPT 2025 Leadership Issues Forum, July 19-20, 2025 – Arlington, VA**

**MOTION:** Barbara Carter moved, seconded by Kate Brewer, to designate Steven Johnson, as the Board's delegate, and Tom Ryan as the Board's Administrator to attend the FSBPT 2025 Leadership Issues Forum, July 19-20, 2025, in Alexandria, VA. Motion carried unanimously.

#### **FSBPT 2025 Annual Education Meeting, October 23-25, 2025 – Spokane, WA**

**MOTION:** Steven Johnson moved, seconded by Barbara Carter, to designate Steven Johnson, as the Board's delegate and Kate Brewer as the Board's alternate and Tom Ryan as the Board's Administrator to attend the FSBPT 2025 Annual Education Meeting, October 23-25, 2025, in Spokane. Motion carried unanimously.

### **CLOSED SESSION**

**MOTION:** Barbara Carter moved, seconded by Brad Bulkow, 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.). Steven Johnson, Chairperson, read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: Kate Brewer-yes; Brad Bulkow-yes; Barbara Carter-yes; and Steven Johnson-yes. Motion carried unanimously.

The Board convened into Closed Session at 10:49 a.m.

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

#### **Administrative Warnings**

#### ***24 PHT 0017 – K.M.H.***

**MOTION:** Kate Brewer moved, seconded by Steven Johnson, to issue an Administrative Warning in the matter of K.M.H., DLSC Case Number 24 PHT 0017. Motion carried unanimously.

## **RECONVENE TO OPEN SESSION**

**MOTION:** Kate Brewer moved, seconded by Brad Bulkow, to reconvene into Open Session. Motion carried unanimously.

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

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

**MOTION:** Kate Brewer moved, seconded by Steven Johnson, 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:** Steven Johnson moved, seconded by Brad Bulkow, to delegate ratification of examination results to DSPS staff and to delegate and ratify all licenses and certificates as issued. Motion carried unanimously.

## **ADJOURNMENT**

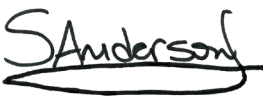
**MOTION:** Steven Johnson moved, seconded by Kate Brewer, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:55 a.m.



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

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Sofia Anderson – Administrative Rules Coordinator		<b>2) Date when request submitted:</b> 05/01/2025	
		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> May 14, 2025	<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> 8:30 A.M. Preliminary Public Hearing – Scope Statement 010-25: PT 1, relating to compact privilege process clarification.  1. Review Public Hearing Comments.	
<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> The Board will hold a Preliminary Public Hearing on this scope as directed by the Joint Committee for Review of Administrative Rules (JCRAR) pursuant to s. 227.136 (1), Stats.			
<b>11) Authorization</b> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;">   <hr/>         Signature of person making this request       </div> <div style="text-align: center;">         05/01/2025  <hr/>         Date       </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="width: 60%;"> <hr/>         Supervisor (if required)       </div> <div style="width: 35%;"> <hr/>         Date       </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="width: 70%;"> <hr/>         Executive Director signature (indicates approval to add post agenda deadline item to agenda)       </div> <div style="width: 25%;"> <hr/>         Date       </div> </div>			
<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.			

# STATEMENT OF SCOPE

## PHYSICAL THERAPY EXAMINING BOARD

**Rule No.:** PT 1

**Relating to:** Compact privilege process clarification

**Rule Type:** Permanent

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

N/A

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

The Board intends to clarify and update its rules to implement the Compact and ensure clarity and consistency with applicable Wisconsin statutes.

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

The Board has identified the need to clarify the compact privilege requirements process in order to comply with the Physical Therapy Licensure Compact process set forth in subchapter XI of chapter 448 of the Wisconsin Statutes and the Physical Therapy Compact Commission.

The alternatives of either partially updating or not updating these rules would be potential conflict with the process established by the Physical Therapy Compact Commission and confusion of stakeholders who want to practice in Wisconsin with a compact privilege to practice physical therapy.

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

Section 15.08 (5) (b), Stats., provides that an examining board “[s]hall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains, and define and enforce professional conduct and unethical practices not inconsistent with the law relating to the particular trade or profession.”

Section 227.11 (2) (a), Stats., provides that “[e]ach agency may promulgate rules interpreting the provisions of any statute enforced or administered by the agency, if the agency considers it necessary to effectuate the purpose of the statute...”

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

80 hours

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

Individuals applying for or holding a license or compact privilege to practice physical therapy in Wisconsin.

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

None

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

The proposed rule will have minimal to no economic impact on small businesses and the state's economy as a whole.

**Contact Person:** Sofia Anderson, DSPSAdminRules@wisconsin.gov

Approved for publication:



Authorized Signature

02/21/2025

Date Submitted

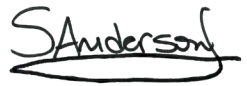
Approved for implementation:

Authorized Signature

Date Submitted

**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> May 14, 2025	<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. Discussion: Delegation of adjunctive services that are within the scope of physical therapy practice to chiropractic technicians. 2. 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: <ul style="list-style-type: none"> <li>• Physical Therapy Rules Chart</li> </ul>			
<b>11) Authorization</b>  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">   <hr/>           Signature of person making this request         </div> <div style="text-align: center;">           05/01/2025  <hr/>           Date         </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="width: 60%;"> <hr/>           Supervisor (if required)         </div> <div style="width: 35%;"> <hr/>           Date         </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="width: 70%;"> <hr/>           Executive Director signature (indicates approval to add post agenda deadline item to agenda)         </div> <div style="width: 25%;"> <hr/>           Date         </div> </div>			
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**Physical Therapy Examining Board  
Rule Projects (updated 05/01/2025)**

<b>Clearinghouse Rule Number</b>	<b>Scope #</b>	<b>Scope Expiration</b>	<b>Code Chapter Affected</b>	<b>Relating clause</b>	<b>Synopsis</b>	<b>Current Stage</b>	<b>Next Step</b>
	005-24	07/16/2026	PT 1 and 5	Telehealth and supervision of Physical Therapist Assistants	The Board's primary objective is to review the supervision requirements in chapter PT 5 in order to bring it up to current standards of practice in supervising physical therapist assistants according to new telehealth practice. The Board will also conduct a comprehensive review of chapter PT 1 and 5 to implement the changes of 2021 Wisconsin Act 121 and make revisions to ensure statutory compliance.	Drafting rule.	EIA Comment Period, Clearinghouse Review, and Public Hearing.
			PT 1	Compact privilege process clarification	The Board's objective is to clarify and update the language in the compact privilege process in order to comply with the process established by the PT Compact Commission.	On February 26, 2025, JCRAR directed the Board to hold a preliminary public hearing, which was held at the May meeting.	Drafting rule.