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**TELECONFERENCE/VIRTUAL  
PSYCHOLOGY EXAMINING BOARD  
Room N208, 4822 Madison Yards Way, Madison, WI  
Contact: Tom Ryan (608) 266-2112  
September 18, 2018**

*Notice: The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a description of the actions and deliberations of the Board.*

**AGENDA  
9:00 A.M.**

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

- A. Adoption of Agenda (1-3)**
- B. Approval of Meeting Minutes of August 21, 2018 (4-6)**
- C. Administrative Matters– Discussion and Consideration**
  - 1. Staff and Administrative Updates
  - 2. Board Members – Term Expiration Date
    - a. Rebecca Anderson – 7/1/2018
    - b. Marcus Desmonde – 7/1/2021 (*reappointed, not yet confirmed*)
    - c. Christopher Gultch – 7/1/2018
    - d. Daniel Schroeder – 7/1/2019 (*reappointed, not yet confirmed*)
    - e. Peter Sorce – 7/1/2020
    - f. David Thompson – 7/1/2022 (*reappointed, not yet confirmed*)
- D. Legislation and Administrative Rule Matters – Discussion and Consideration (7-11)**
  - 1. Psy 2, Relating to Discrimination Based on Arrest or Conviction Record (Act 278)
  - 2. Psy 4, Relating to CE Audit, Renewal and Reinstatement
  - 3. Update on Pending Legislation and Pending and Possible Rulemaking Projects
- E. Speaking Engagement(s), Travel, or Public Relation Request(s) (12)**
  - 1. Consider Attendance at the 2018 Association of State and Provincial Psychology Boards (ASPPB) Annual Meeting on October 17–21, 2018 in Salt Lake City, UT
- F. Deliberation on Items Added After Preparation of Agenda**
  - 1. Introductions, Announcements and Recognition
  - 2. Election of Board Officers
  - 3. Appointment of Board Liaisons
  - 4. Administrative Matters
  - 5. Education and Examination Matters

6. Credentialing Matters
7. Practice Matters
8. Legislation/Administrative Rule Matters
9. Liaison Report(s)
10. Informational Items
11. Disciplinary Matters
12. Presentations of Petitions for Summary Suspension
13. Petitions for Designation of Hearing Examiner
14. Presentation of Proposed Stipulations, Final Decisions and Orders
15. Presentation of Proposed Final Decision and Orders
16. Presentation of Interim Orders
17. Petitions for Re-Hearing
18. Petitions for Assessments
19. Petitions to Vacate Orders
20. Requests for Disciplinary Proceeding Presentations
21. Motions
22. Petitions
23. Appearances from Requests Received or Renewed
24. Speaking Engagement(s), Travel, or Public Relation Request(s)

**G. 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.).**

**H. Consulting with Legal Counsel**

**I. Deliberation on Items Received After Preparation of the Agenda**

1. Education and Examination Matters
2. Credentialing Matters
3. Disciplinary 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. Administrative Warnings
10. Review of Administrative Warnings
11. Proposed Final Decisions and Orders
12. Matters Related to Costs/ Orders Fixing Costs
13. Case Closings
14. Proposed Interim Orders
15. Petitions for Assessments and Evaluations
16. Petitions to Vacate Orders
17. Remedial Education Cases

- 18. Motions
- 19. Petitions for Re-Hearings
- 20. Appearances from Requests Received or Renewed

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

- J.** Vote on Items Considered or Deliberated on in Closed Session, If Voting is Appropriate
- K.** Open Session Items Noticed Above Not Completed in the Initial Open Session

**ADJOURNMENT**

**NEXT SCHEDULED MEETING: NOVEMBER 28, 2018**

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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.

**TELECONFERENCE/VIRTUAL  
PSYCHOLOGY EXAMINING BOARD  
MEETING MINUTES  
AUGUST 21, 2018**

**PRESENT:** Rebecca Anderson, Ph.D., Christopher Gultch, Daniel Schroeder, Ph.D., Peter Sorce, and David Thompson, Ph.D.

**EXCUSED:** Marcus Desmonde, Ph.D.

**STAFF:** Tom Ryan, Executive Director; Sharon Henes, Administrative Rules Coordinator; Kate Stolarzyk, Bureau Assistant; and other Department Staff

**CALL TO ORDER**

Daniel Schroeder, Chair, called the meeting to order at 9:09 a.m. A quorum of five (5) members was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Peter Sorce moved, seconded by David Thompson, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MEETING MINUTES OF JUNE 8, 2018**

**MOTION:** David Thompson moved, seconded by Rebecca Anderson, to approve the minutes of June 8, 2018 as published. Motion carried unanimously.

**APPLICATION MATTERS – POST GRADUATE TRAINING REQUIREMENTS -  
DISCUSSION AND CONSIDERATION**

**MOTION:** David Thompson moved, seconded by Rebecca Anderson, to authorize the Chair, or highest-ranking officer or longest serving Board member, by order of succession, to carry on active discussions with stakeholders regarding legislative licensing matters. Motion carried unanimously.

**9:00 A.M. APPEARANCE: PETER SCHRAMM - CONTINUING EDUCATION  
REQUIREMENTS – DISCUSSION AND CONSIDERATION**

**MOTION:** Peter Sorce moved, seconded by Rebecca Anderson, to affirm the May 8<sup>th</sup>, 2018 Board motion relating to the request to change the Board's continuing education rule regarding professional activities. Motion carried unanimously.

## CLOSED SESSION

**MOTION:** Peter Sorce moved seconded by David Thompson, 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), 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.). Daniel Schroeder, Chair, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Rebecca Anderson-yes; Christopher Gultch-yes; Daniel; Schroeder-yes; Peter Sorce-yes; David Thompson-yes. Motion carried unanimously.

The Board convened into Closed Session at 10:38 a.m.

*At this time, all external communication contacts will be terminated for purposes of going into Closed Session.*

## RECONVENE TO OPEN SESSION

**MOTION:** Rebecca Anderson moved, seconded by Peter Sorce, to reconvene into open session. Motion carried unanimously.

The Board reconvened into Open Session at 10:46 a.m.

## VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

**MOTION:** David Thompson moved, seconded by Rebecca Anderson, 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.)*

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

### Proposed Stipulations, Final Decisions and Orders

#### *16 PSY 034 – Marie M. Miller-Christensen, Psy.D.*

**MOTION:** David Thompson moved, seconded by Christopher Gultch, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Marie M. Miller-Christensen, Psy.D., DLSC Case Number 16 PSY 034. Motion carried unanimously.

**Case Closing(s)**

***17 PSY 037 – A.A.W.***

**MOTION:** David Thompson moved, seconded by Peter Sorce, to close DLSC Case Number 17 PSY 037, against A.A.W., for No Violation. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** David Thompson moved, seconded by Peter Sorce, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:50 a.m.

DRAFT

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

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Sharon Henes Administrative Rules Coordinator</b>		2) Date When Request Submitted:  <b>7 September 2018</b> Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections:  <b>Psychology Examining Board</b>			
4) Meeting Date:  <b>18 September 2018</b>	5) Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? <b>Legislation and Rule Matters – Discussion and Consideration</b> <b>1. Psy 2 Relating to Discrimination Based on Arrest or Conviction Record (Act 278)</b> <b>2. Psy 4 Relating to CE Audit, Renewal and Reinstatement</b> <b>3. Update on Legislation and Pending and Possible Rulemaking Projects</b>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled?  <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:			
11) Authorization			
<p style="font-size: 1.5em; font-family: cursive;"><i>Sharon Henes</i></p>			
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.			

# STATEMENT OF SCOPE

## PSYCHOLOGY EXAMINING BOARD

**Rule No.:** Psy 2

**Relating to:** Discrimination based on arrest or conviction record

**Rule Type:** Permanent

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

N/A

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

The objective of the proposed rule is to bring the Board's licensing requirements into compliance with 2017 Act 278.

**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 intends to update the licensing requirement rules for all credentials issued under ch. 455 in order to be in compliance with 2017 Act 278 as it relates to discrimination in licensing based upon an arrest or conviction record.

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

15.08 (5) (b) Each examining board shall 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.

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

50 hours

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

Psychologist and private practice school psychologist applicants.

**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):**

None to minimal. The rule is not likely to have a significant economic impact on small businesses.

**Contact Person:** Sharon Henes, Administrative Rules Coordinator, (608) 261-2377

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Authorized Signature

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Date Submitted

## Chapter Psy 4

### REQUIREMENTS FOR RENEWAL AND CONTINUING EDUCATION

Psy 4.01	Biennial renewal.
Psy 4.015	Definitions.
Psy 4.025	Continuing education.
Psy 4.035	Approved continuing education.

Psy 4.04	Postponement, waiver, and exemptions.
Psy 4.05	Record keeping and audits.
Psy 4.06	Renewal of a lapsed license.

**Psy 4.01 Biennial renewal.** On or before September 30 of the odd-numbered year following issuance of the license, the licensee shall apply for renewal to the department and submit the fee specified in s. 440.08 (2) (a), Stats., and shall meet the continuing education requirements specified in s. Psy 4.025.

**History:** Cr. Register, September, 1991, No. 429, eff. 10-1-91; am. Register, June, 1999, No. 522, eff. 7-1-99; correction made under s. 13.92 (4) (b) 7., Stats., Register December 2015 No. 720.

**Psy 4.015 Definitions.** In this chapter:

(1) “Board” means Wisconsin Psychology Examining Board.

(2) “Continuing education hour” means continuing education consisting of not less than 50 minutes.

(3) “Ethics” means content consistent with one or more of the American Psychological Association’s ethical principles of psychologists.

(4) “Jurisprudence” means content relating to laws and regulations affecting the practice of psychology.

(5) “Professional activity” means any of the following:

(a) Serving on the American Psychological Association or its affiliated state psychological association committee or board.

(b) Serving on a state Psychology Examining Board.

(c) Serving on the National Association of School Psychologists or its affiliated state association committee or board.

(d) Serving on the American Board of Professional Psychology committee or board.

(e) Serving on the Association of Psychology Postdoctoral Internship Centers committee or board.

(f) Serving on the Association of State and Provincial Psychology Boards committee or board.

(6) “Risk management” means content relating to the reduction of probability of incurring legal, regulatory or malpractice actions in the practice of psychology.

(7) “Trainee” means a person who is obtaining appropriate experience in psychological work under supervision pursuant to s. 455.04 (1) (d), Stats.

**History:** CR 13-103; cr. Register December 2015 No. 720, eff. 1-1-16.

**Psy 4.025 Continuing education. (1)** Unless granted a postponement or waiver under s. Psy 4.04, every licensee shall complete at least 40 board approved continuing education hours in each biennial registration period, as specified in s. 455.06, Stats.

(a) A minimum of 6 hours of the required 40 continuing education hours shall be in ethics, risk management or jurisprudence.

(b) Continuing education hours completed in the topics of supervision or suicide prevention shall be calculated as 1.5 times the numbers of continuing education hours obtained.

(2) Continuing education hours may apply only to the registration period in which the hours are acquired. If a license has been allowed to lapse, the board may grant permission to apply continuing education hours acquired after lapse of the license to a previous biennial period of licensure during which required continuing education was not acquired. In no case may continuing education hours be applied to more than one biennial period.

(3) During the time between initial Wisconsin licensure and commencement of a full 2-year licensure period, licensees shall not be required to meet continuing education requirements.

(4) Applicants from other states applying under s. 455.04 (1) (e) or (4) (f), Stats., shall submit proof of completion of at least 40 board approved continuing education hours obtained within 2 years prior to application. An applicant who first obtained licensure as a psychologist or private practice school psychologist less than 2 years prior to submitting the Wisconsin application is not required to meet this subsection

**History:** CR 13-103; cr. Register December 2015 No. 720, eff. 1-1-16.

**Psy 4.035 Approved continuing education. (1)** The board shall approve all of the following programs and courses, if relevant to the professional practice of psychology:

(a) Continuing education programs and courses sponsored by an organization approved by one of the following:

1. American Psychological Association.
2. National Association of School Psychologists.
3. Canadian Psychological Association.

(b) Continuing education programs and courses sponsored by one of the following:

1. Wisconsin Psychological Association.
2. Wisconsin School Psychologists Association.

(c) Educational programs recognized as approved at the time of attendance as “category I” continuing medical education programs by the council on medical education of the American Medical Association or the American Osteopathic Association.

(d) Continuing education courses approved by the psychology licensing board in another state where the psychologist is also licensed.

(e) Graduate level courses of two semester or three quarter credits, or more, relevant to the professional practice of psychology offered by a regionally accredited college or university in which a person receives a passing grade shall be granted 20 continuing education hours.

(2) No more than eight hours of continuing education hours may be credited per day for courses and programs in sub. (1) (a) through (d).

(3) Continuing education hours shall be granted for teaching or presenting any of the programs or courses in sub. (1) but no credit will be granted for any subsequent presentations of the same program or course. A teacher or presenter shall receive 2 continuing education hours for each hour of presentation with a maximum of 20 continuing education hours per biennium.

(4) Continuing education hours shall be granted for professional activity consisting of 1 year of service with a minimum of 6 total contact hours. A licensee shall receive 6 hours of continuing education for each professional activity, with a maximum of 12 continuing education hours per biennium.

(5) Continuing education hours shall be granted for serving as a reviewer for a peer reviewed publication. A licensee shall receive 3 hours per publication, with a maximum of 12 continuing education hours per biennium.

(6) Continuing education hours shall be granted for first or second authorship of a publication relevant to psychology if the publication is contained in an academic or professional book or book chapter or peer-reviewed journal article. A licensee shall receive 10 continuing education hours per authorship, with a maximum of 20 continuing education hours per biennium.

(7) Continuing education hours shall be granted for earning board certification by the American Board of Professional Psychology. A licensee who successfully completes board certification shall receive 40 continuing education hours. The ethics, risk management, or jurisprudence requirement may not be met unless the board certification process included at least six hours on those topics.

(8) Continuing education hours shall be granted for completion of a master's or doctoral degree in psychopharmacology from a regionally accredited college or university. Licensees who complete a master's or doctoral degree in psychopharmacology shall receive 40 continuing education hours. The ethics, risk management or jurisprudence requirement may not be met unless the coursework included those topics.

(9) Continuing education hours shall be granted for providing supervision to one or more psychological trainees. The supervisor shall receive 1 continuing education hour for every 4 hours of supervision, with a maximum of 20 continuing education hours.

(10) (a) Continuing education hours shall be granted for the evaluation of a community mental health program, as defined in s. 51.01 (3n), Stats., and approved by the department of health services according to rules promulgated under s. 51.42 (7) (b), Stats. Four hours of assistance, including hours in training required by the department of health services, are equal to one continuing education hour for the purposes of this section.

(b) A licensee wishing to apply for continuing education credit under this subsection shall register in advance with the board, and shall notify the board on a form provided by the board of the dates and the total number of hours in any biennium for which the applicant will be available to provide assistance. The board shall make referrals to the department of health services in the order applicants are received.

**History:** CR 13-103; cr. Register December 2015 No. 720, eff. 1-1-16; correction in (2) made under s. 35.17, Stats., Register December 2015 No. 720.

#### Psy 4.04 Postponement, waiver, and exemptions.

(1) A licensee may apply to the board for a postponement or waiver of the requirements of this chapter on grounds of prolonged illness or disability, or on other grounds constituting extreme hardship. The board shall consider each application individually on its merits, and the board may grant a postponement, partial waiver, or total waiver as deemed appropriate.

(2) The board may grant an exemption from the requirements of this chapter to a licensee who certifies to the board that the licensee has permanently retired from the practice of psychology or the private practice of school psychology.

(3) A licensee who has been granted an exemption from the requirements of this chapter based on retirement from the practice of psychology or the private practice of school psychology may not return to active practice without submitting evidence satisfactory to the board of having completed 40 credits of continuing education hours obtained within 2 years prior to the return to the practice of psychology.

**History:** CR 13-103; cr. Register December 2015 No. 720, eff. 1-1-16.

**Psy 4.05 Record keeping and audits.** (1) A licensee shall retain for a minimum period of 6 years and shall make available to the board or its agent upon request all the following proof of continuing education that applies to the licensee:

(a) Certificate of attendance issued by the program sponsor. The certificate shall include the name of the licensee, date of attendance, sponsor name, hours and title of course.

(b) Unofficial transcript for graduate level courses or psychopharmacology degree.

(c) Documentation of publication.

(d) Verification from the organization, on organization letterhead, documenting professional activities including the dates of service.

(e) Documentation of board certification from the American Board of Professional Psychology.

(f) Documentation verifying the dates and number of hours of voluntary, uncompensated services provided in assisting the department of health services using a form provided by the department of safety and professional services.

(g) Attestation form, provided by the department of safety and professional services, documenting supervision including the dates of supervision and total number of hours per day.

(2) The board may conduct a random audit of licensees on a biennial basis for compliance with continuing education requirements. The board may conduct an audit on any licensee who has come under investigation by the board for alleged misconduct.

**History:** CR 13-103; cr. Register December 2015 No. 720, eff. 1-1-16.

**Psy 4.06 Renewal of a lapsed license.** Failure to renew a license by September 30 of odd-numbered years shall cause the license to lapse. A licensee who allows the license to lapse may apply to the board for renewal of the license as follows:

(1) If the licensee applies for renewal of the license less than 5 years after its expiration, the license shall be renewed upon payment of the renewal fee and fulfillment of 40 continuing education hours completed within 2 years prior to renewal.

(2) If the licensee applies for renewal of the license more than 5 years after its expiration, the board shall make an inquiry as it finds necessary to determine whether the applicant is competent to practice as a psychologist or private practice school psychologist in this state, and shall impose any reasonable conditions on renewal of the license that the board considers appropriate. An applicant under this subsection is presumed to be competent to practice as a psychologist or private practice school psychologist in this state if at the time of application the applicant is licensed by a similar examining board of another state or territory of the United States or of a foreign country or province whose standards, in the opinion of the board, are equivalent to or higher than the requirements for licensure as a psychologist under s. 455.04 (1), Stats., or as a private practice school psychologist under s. 455.04 (4), Stats. The examining board shall require each applicant under this subsection to have completed at least 40 hours of continuing education in the biennium preceding the application for renewal and to pass the appropriate examination specified under s. 455.045 (1) (b) or (2) (b), Stats.

**History:** Cr. Register, September, 1991, No. 429, eff. 10-1-91; am. Register, November, 1992, No. 443, eff. 12-1-92; am. (intro.) and (2), Register, June, 1999, No. 522, eff. 7-1-99; CR 02-124; am. (2) Register July 2003 No. 571, eff. 8-1-03; CR 13-103; renum. from 4.03 and am. (1) Register December 2015 No. 720, eff. 1-1-16.

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

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request: Kate Stolarzyk		2) Date When Request Submitted: 9/7/18 <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: Psychology			
4) Meeting Date:  9/18/18	5) Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  Consider Attendance at the 2018 Association of State and Provincial Psychology Boards (ASPPB) Annual Meeting on October 17–21, 2018 in Salt Lake City, UT	
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:  Consider whether the Board will designate someone to attend the conference.  <b>MOTION LANGUAGE:</b> To designate NAME (as the Board's delegate) to attend the 2018 Association of State and Provincial Psychology Boards (ASPPB) Annual Meeting on October 17–21, 2018 in Salt Lake City, UT and to authorize travel.			
11) Authorization			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the 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.			