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**VIRTUAL/TELECONFERENCE  
PSYCHOLOGY EXAMINING BOARD  
Virtual, 4822 Madison Yards Way, Madison  
Contact: Brad Wojciechowski (608) 266-2112  
November 6, 2024**

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

**AGENDA**

**9:00 A.M.**

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

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

**B. Approval of Minutes of October 2, 2024 (4-5)**

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

**D. Introductions, Announcements and Recognition**

**E. Administrative Matters**

- 1) Department, Staff and Board Updates
- 2) Board Members – Term Expiration Dates
  - a. Desmonde, Marcus P. – 7/1/2021
  - b. Greene, John N. – 7/1/2027
  - c. Schroeder, Daniel A. – 7/1/2019
  - d. Small, John – 7/1/2028
  - e. Sorce, Peter I. – 7/1/2020
  - f. Thompson, David W. – 7/1/2022

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

**G. Administrative Rule Matters – Discussion and Consideration (6-14)**

- 1) Discussion: Psy 2, relating to temporary practice (7-13)
- 2) 2025 Biennial Report on Administrative Rules pursuant s. 227.29, Stats
- 3) Pending and possible rulemaking projects (14)

**H. Expert Witness Testimony – Discussion and Consideration (15)**

**I. Speaking Engagements, Travel, or Public Relation Requests, and Reports**

- 1) Travel Report: ASPPB 64th Annual Meeting, Dallas, TX – Dan Schroeder, Peter Sorce

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

**M. 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.).**

- N. Deliberation on Division of Legal Services and Compliance Matters
- 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

**ADJOURNMENT**

**NEXT DATE: JANUARY 15, 2025**  
*Board Member Training November 15, 2024*

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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  
PSYCHOLOGY EXAMINING BOARD  
MEETING MINUTES  
OCTOBER 2, 2024**

**PRESENT:** Daniel Schroeder; John Small; Peter Sorce, David Thompson

**ABSENT:** Marcus Desmonde; John Greene

**STAFF:** Brad Wojciechowski, Executive Director; Whitney DeVoe, Legal Counsel; Sofia Anderson, Administrative Rules Coordinator; Tracy Drinkwater, Board Administration Specialist; and other Department Staff

**CALL TO ORDER**

Daniel Schroeder, Chairperson, called the meeting to order at 9:08 a.m. A quorum was confirmed with four (4) members present.

**ADOPTION OF AGENDA**

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

**APPROVAL OF MINUTES OF JUNE 26, 2024**

**MOTION:** John Small moved, seconded by Peter Sorce, to approve the June 26, 2024, as published. Motion carried unanimously.

**Delegation of Authorities**

**Delegation to Monitoring Liaison**

**MOTION:** David Thompson moved, seconded by Peter Sorce, to delegate authority to the Monitoring Liaison(s) to make any determination on Orders under monitoring and to refer to the Full Board any matter the Monitoring Liaison deems appropriate. Motion carried unanimously.

**Delegation to Department Monitor**

**MOTION:** Peter Sorce moved, seconded by John Small, to delegate authority to the Department Monitor as outlined below:

1. to grant reinstatement of licensure if education and/or costs are the sole condition of the order and the credential holder has submitted the required proof of completion for approved courses and paid the costs.
2. to suspend the license if the credential holder has not completed Board ordered education and/or paid costs and forfeitures within the time specified by the Board order. The Department Monitor may

- remove the suspension and issue an order when proof of completion and/or payment has been received.
3. to suspend the license (or remove stay of suspension) if a credential holder fails to enroll and participate in an Approved Program for drug and alcohol testing within 30 days of the order, or if credential holder 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.
  4. to grant or deny approval when a credential holder proposes treatment providers, mentors, and supervisors unless the Order specifically requires full-Board or Board designee approval.
  5. to grant a maximum of one 90-day extension, if warranted and requested in writing by a credential holder, to complete Board ordered continuing, disciplinary, or remedial education.
  6. to grant a maximum of one 90-day extension or payment plan for proceeding costs and/or forfeitures if warranted and requested in writing by a credential holder.
  7. to grant a maximum of one 90-day extension, if warranted and requested in writing by a credential holder, to complete a Board ordered evaluation or exam.

Motion carried unanimously.

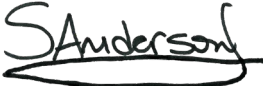
### **ADJOURNMENT**

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

The meeting adjourned at 10:16 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> October 25, 2024 <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> Psychology Examining Board			
<b>4) Meeting Date:</b> November 6, 2024	<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 Rules Matters – Discussion and Consideration: <ol style="list-style-type: none"> <li>1. Discussion: Psy 2, relating to temporary practice.</li> <li>2. 2025 Biennial Report on Administrative Rules pursuant s. 227.29, Stats.</li> <li>3. Pending and possible rulemaking projects</li> </ol>	
<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: <ol style="list-style-type: none"> <li>1. Chapter Psy 2 redlined with proposed changes after June meeting.</li> <li>2. Rule projects chart.</li> </ol>			
<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: right;">                 10/25/2024  <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: 30%;"> <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> <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>			

## Chapter Psy 2

### REQUIREMENTS FOR EXAMINATION AND LICENSURE OF PSYCHOLOGISTS

**Psy 2.01 Application procedure.** An applicant for licensure as a psychologist shall submit all of the following:

- (1) The properly completed and signed application form.
- (2) The application fee authorized by s. [440.05 \(1\)](#), Stats.
- (3) Evidence of one of the following:
  - (a) Official transcript indicating a doctoral degree in psychology from a program accredited by any of the following organizations:
    1. American Psychological Association.
    2. Canadian Psychological Association.
    3. Any other organization approved by the examining board.
  - (b) Academic training that the examining board determines to be substantially equivalent to a doctoral degree in psychology on the basis of standards established in s. [Psy 2.09](#).
  - (c) Documentation of academic credentials evaluated by the National Register of Health Service Psychologists or other credential evaluation organization approved by the Board.
- (4) Documentation of completion of psychological work meeting the requirements in s. [Psy 2.10](#).
- (5) Evidence of passing the EPPP.

**Note:** As of January 1, 2026, the EPPP will consist of a 2-part exam, comprising of a knowledge-based part (Part 1) and a skills-based part (Part 2).
- (6) Evidence of passing the jurisprudence exam.
- (7) Verification of the applicant's credentials in all states or countries in which the applicant has ever held a credential.
- (8) Documentation necessary for the Board to determine, subject to ss. [111.321](#), [111.322](#), and [111.335](#), Stats., whether any of the following apply:
  - (a) The applicant has a pending charge for an exempt offense as defined in s. [111.335 \(1m\) \(b\)](#), Stats. or a violent crime against a child, as defined in s. [111.335 \(1m\) \(d\)](#), Stats., which is substantially related to the practice of a psychologist.
  - (b) The applicant has been convicted of a crime substantially related to the practice of a psychologist.

(9) Fingerprint or other biometric-based information for the purpose of obtaining an applicant's criminal history information from the federal bureau of investigation and the Wisconsin department of justice in a manner directed by the department.

**Psy 2.012 Interim Psychologist.**

(1) Subject to s. [455.09](#), Stats., the examining board shall grant an interim psychologist license to an applicant who submits all of the following:

(a) A properly completed and signed application form.

(b) An application fee authorized by s. [440.05 \(6\)](#), Stats.

(c) Evidence of one of the following:

1. Official transcript indicating a doctoral degree in psychology from a program accredited by any of the following organizations:

a. American Psychological Association.

b. Canadian Psychological Association.

c. Any other organization approved by the examining board.

2. Academic training that the examining board determines to be substantially equivalent to a doctoral degree in psychology based on the standards established in s. [Psy 2.09](#).

(d) Evidence of a completed internship of at least 1,500 hours after the completion of all doctoral level coursework. Completion of all doctoral level coursework means all required courses associated with the doctoral degree are completed, unless otherwise determined by the board or its designee.

(e) Evidence of passing score on the jurisprudence exam.

(f) Documentation necessary for the Board to determine, subject to ss. [111.321](#), [111.322](#), and [111.335](#), Stats., whether any of the following apply:

1. The applicant has a pending charge for an exempt offense as defined in s. [111.335 \(1m\) \(b\)](#), Stats. or a violent crime against a child, as defined in s. [111.335 \(1m\) \(d\)](#), Stats., which is substantially related to the practice of a psychologist.

2. The applicant has been convicted of a crime substantially related to the practice of a psychologist.

(g) Fingerprint or other biometric-based information for the purpose of obtaining an applicant's criminal history information from the federal bureau of investigation and the Wisconsin department of justice in a manner directed by the department.



(2) An interim psychologist license issued under s. [455.04 \(2\)](#), Stats., is valid for 2 years or until the individual obtains a psychologist license under s. [455.04 \(1\)](#), Stats, whichever is earlier. An individual holding an interim psychologist license is not required to complete continuing education.

**Psy 2.013 Reciprocity.** An applicant who holds an active license in another state, territory, foreign country or province whose license standards are deemed by the examining board to be substantially equivalent to the standards in this state may apply for license by submitting the following:

(1) The properly completed and signed application form.

(2) The application fee authorized by s. [440.05 \(1\)](#), Stats.

(4) Evidence of passing the jurisprudence exam.

(5) Documentation necessary for the board to determine, subject to ss. [111.321](#), [111.322](#), and [111.335](#), Stats., whether any of the following apply:

(a) The applicant has a pending charge for an exempt offense as defined in s. [111.335 \(1m\) \(b\)](#), Stats. or a violent crime against a child, as defined in s. [111.335 \(1m\) \(d\)](#), Stats., which is substantially related to the practice of a psychologist.

(b) The applicant has been convicted of a crime substantially related to the practice of a psychologist.

(6) Fingerprint or other biometric-based information for the purpose of obtaining an applicant's criminal history information from the federal bureau of investigation and the Wisconsin department of justice in a manner directed by the department.

**Psy 2.014 Reciprocal credentials for service members, former service members, and their spouses.** A reciprocal license to practice psychology shall be granted to a service member, former service member, or the spouse of a service member or former service member who the board determines meets all of the requirements under s. [440.09 \(2\)](#), Stats. Pursuant to s. [440.09 \(2m\)](#), Stats., the board may request verification necessary to make a determination under this section.

**Note:** Application forms are available from the Department of Safety and Professional Services' website at <http://dsps.wi.gov>.

**Psy 2.015 Application abandonment.** An applicant who files an application but who does not comply with a request for information related to the application within one year of the date of the board's last request shall file a new application. An applicant who files an application but who does not fully complete the application within 3 years of the date of the application shall file a new application.

**Psy 2.05 Passing scores.**

(1) The passing score on each examination is determined by the board to represent minimum competence.

(2m) The board may adopt the recommended passing score of the examination provider for the EPPP.

(4) The board shall make the determination of the passing score of the jurisprudence exam after consultation with subject matter experts who have reviewed a representative sample of the examination questions and available candidate performance statistics.

**Psy 2.09 Education and experience equivalent to a doctoral degree in psychology.** The equivalent to a doctorate in psychology is a doctorate degree which meets all of the following requirements:

(1) The curriculum shall contain all of the following content:

(a) Scientific psychology, including all of the following:

1. Biological aspects of behavior.
2. Cognitive and affective aspects of behavior.
3. Social aspects of behavior.
4. History and systems of psychology.
5. Psychological measurement.
6. Research methodology.
7. Techniques of data analysis.

(b) Scientific, methodical and theoretical foundations of practice in the substantive area of professional psychology in which the program has its training emphasis including all of the following:

1. Individual differences in behavior.
2. Human development.
3. Dysfunctional behavior or psychopathology.
4. Professional standards and ethics.

(c) Diagnosing or defining problems through psychological assessment and measurement and formulating and implementing intervention strategies including all of the following:

1. Theories and methods of assessment and diagnosis.
2. Effective intervention.
3. Consultation and supervision.

4. Evaluating the efficacy of interventions.

(d) Issues of cultural diversity and individual differences.

(e) Skills essential for lifelong learning, scholarly inquiry and professional problem-solving as psychologists in the context of an evolving body of scientific and professional knowledge.

(2) The doctoral degree shall include any of the following: practicum, internship, field or laboratory training. This experience shall be supervised by a person with a doctoral degree in psychology.

**Psy 2.10 Supervised psychological experience.** Except as provided in s. [Psy 2.013](#), an applicant for licensure as a psychologist shall complete at least 3,000 hours of supervised graduate-level experience in the practice of psychology under conditions satisfactory to the examining board and shall include all of the following:

(1) Evidence of the following supervised hours shall be provided:

(a) A completed internship of at least 1,500 hours after the completion of all doctoral level coursework. Completion of all doctoral level coursework means all required courses associated with the doctoral degree are completed, unless otherwise determined by the board or its designee.

(b) Additional 1,500 hours accrued by any of the following or combination of any of the following:

1. Any aggregated pre-internship hours completed after the first year of a doctoral program of study leading to a doctorate in psychology or its equivalent, or completed during the first year of such doctoral program of study if the applicant has completed a master's degree in psychology or its equivalent.

2. Any excess hours after the completion of the 1,500 hours during the internship under par. (a).

3. Hours accrued after the internship under par. (a) but accumulated before the conferral of the doctoral degree.

4. Hours acquired after the conferral of the doctoral degree.

(2) Clients shall be informed that the psychological trainee is receiving supervision and that the client's case will be discussed in the context of required supervision. The trainee must inform potential clients in writing of his or her trainee status and lack of license.

(3) A minimum of 25% of the experience required shall consist of face-to-face client contact.

(4) A total of 65% of the experience required shall consist of the face-to-face client contact required under sub. (3) and direct service for the purpose of providing psychological service. For the purposes of this subsection, direct service means those activities a psychologist performs that are directly related to providing psychological services to a client, including note and report

writing, studying test results, case consultation, and reviewing published works relating to the client's needs.

(5) The primary supervisor shall be a licensed psychologist and shall have adequate training, knowledge, and skill to render competently any psychological service that a psychological trainee undertakes. The primary supervisor shall have post-licensure experience and shall have had training or experience in supervision of psychological work. Supervisors shall not be an immediate relative by blood or marriage.

(6) The supervisor's responsibilities include all of the following:

- (a) Permit a trainee to engage in only psychological practice the supervisor can competently perform.
- (b) Have sufficient knowledge of the trainee's clients to ensure effective service. This may include ongoing face-to-face contact with the client.
- (c) Monitor the progress of the work on a regular basis.
- (d) Determine the adequacy of the trainee's preparation for the tasks to be performed.
- (e) Provide a written evaluation of the supervised experience. Prepared evaluations or reports of progress, including strengths and weakness, shall be written and discussed with the trainee on at least a semi annual basis and shall be made available to the board upon request.
- (f) Be available or make appropriate provision for emergency consultation and intervention.
- (g) Be legally and ethically responsible for the professional activities of the trainee.
- (h) Be able to interrupt or stop the trainee from practicing in given cases.
- (i) To terminate the supervised relationship if necessary.

#### **Psy 2.14 Temporary practice.**

(2) Except as provided in ss. Psy 2.15 and Psy 2.16, Aa psychologist who is licensed by another state or territory of the United States or 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 in s. 455.04 (1), Stats., may provide psychological services in this state not more than 60 days in any calendar year without holding a license issued under s. 455.04 (1), Stats.

(3) The psychologist shall report in writing to the board the nature and extent of his or her practice in this state if it exceeds 20 days within a calendar year.

**Note: Instructions on how to report to the board are available at the Department of Safety and Professional Services' website at <http://dsps.wi.gov>.**

(4) A psychologist provides psychological services in this state whenever the patient or client is located in this state regardless of where the psychologist is located.

**Psy 2.15 Temporary authorization to practice.** A psychologist who is intending to practice in this state under a temporary authorization to practice, as defined in s. [455.50 \(2\) \(o\)](#), Stats., and is licensed in another compact state or territory of the United States must hold an active IPC as established in s. [455.03 \(2\)](#), Stats.

**Psy 2.16 Authority to practice interjurisdictional telepsychology.** A psychologist who is intending to practice telepsychology in this state and is licensed in another compact state or territory of the United States must hold an active E.Passport as established in s. [455.03 \(3\)](#), Stats.

**Psychology Examining Board  
Rule Projects (updated 10/25/2024)**

Clearinghouse Rule Number	Scope #	Scope Expiration	Code Chapter Affected	Relating clause/Synopsis	Current Stage	Next Step
	017-24	08/12/2026	Psy 2	<p><b>Temporary Practice.</b> The objective of this rule project is to review the temporary practice requirements in chapter Psy 2 pursuant s. 455.03, Stats. The Board might consider revising this section to provide clearer guidelines for out-of-state providers wanting to practice temporarily in Wisconsin.</p>	Drafting rule.	EIA Comment Period, Clearinghouse Review, and Public Hearing.

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

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Whitney DeVoe, Board Counsel		<b>2) Date when request submitted:</b> 10/02/24 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> Psychology Examining Board			
<b>4) Meeting Date:</b> 11/06/24	<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> Expert Witness Testimony – 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> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if applicable:</b> N/A	
<b>10) Describe the issue and action that should be addressed:</b>  Expert Witness Testimony – Discussion and Consideration			
<b>11) Authorization</b>			
Whitney DeVoe		10/02/24	
Signature of person making this request		Date	
Supervisor (Only required for post agenda deadline items)		Date	
Executive Director signature (Indicates approval for post agenda deadline items)		Date	
<b>Directions for including supporting documents:</b> 1. This form should be saved with any other documents submitted to the <a href="#">Agenda Items</a> folders. 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.			