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**VIRTUAL/TELECONFERENCE**  
**NATUROPATHIC MEDICINE EXAMINING BOARD**  
**Virtual, 4822 Madison Yards Way, Madison**  
**Contact: Brad Wojciechowski (608) 266-2112**  
**April 19, 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 (1-2)**
- B) Approval of Minutes February 16, 2024 (3-9)**
- C) Introductions, Announcements and Recognition
- D) Reminder: Conflicts of Interest, Scheduling Concerns
- E) Administrative Matters – Discussion and Consideration**
  - 1. Department, Staff and Board Updates
  - 2. Board Members – Board Member Status
    - a) Becker, Allison R – 7/1/2025
    - b) Crista, Jill – 7/1/2024
    - c) Doege-Brennan, Robyn R. – 7/1/2027
    - d) Kiefer, David S. – 7/1/2025
    - e) Meister, Katarina M. – 7/1/2027
    - f) Nichols, Kristine J. – 7/1/2024
    - g) Ratte, Paul J. – 7/1/2027
- F) Legislation and Policy Matters – Discussion and Consideration
- G) Administrative Rule Matters – Discussion and Consideration (10)**
  - 1. First extension letter review for EmR 2402: Nat Med 1, relating to licensure requirements for naturopathic doctors and limited-scope naturopathic doctors. **(11)**
  - 2. Pending and possible rulemaking projects. **(12)**
- H) Credentialing Liaison Report – Discussion and Consideration**
- I) Discussion and Consideration of 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. Legislative and Policy Matters
11. Administrative Rule Matters
12. Liaison Reports
13. Public Health Emergencies
14. Board Liaison Training and Appointment of Mentors
15. Informational Items
16. Division of Legal Services and Compliance (DLSC) Matters
17. Presentations of Petitions for Summary Suspension
18. Petitions for Designation of Hearing Examiner
19. Presentation of Stipulations, Final Decisions and Orders
20. Presentation of Proposed Final Decisions and Orders
21. Presentation of Interim Orders
22. Petitions for Re-Hearing
23. Petitions for Assessments
24. Petitions to Vacate Orders
25. Requests for Disciplinary Proceeding Presentations
26. Motions
27. Petitions
28. Appearances from Requests Received or Renewed
29. Speaking Engagements, Travel, or Public Relation Requests, and Reports

**J) Public Comments**

**ADJOURNMENT**

**NEXT MEETING: JUNE 14, 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://dps.wi.gov>. 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. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer, or the Meeting Staff at 608-267-7213.

**HYBRID (IN-PERSON/VIRTUAL)  
NATUROPATHIC MEDICINE EXAMINING BOARD  
MEETING MINUTES  
FEBRUARY 16, 2024**

**PRESENT:** Allison Becker, Jill Crista, Robyn Doege-Brennan (*via Zoom*), David Kiefer (*excused at*

**STAFF:** Brad Wojciechowski, Executive Director; Joseph Ricker, Legal Counsel; Sofia Anderson, Administrative Rules Coordinator; Tracy Drinkwater, Board Administration Specialist; Laura Orłowski, Records Management Program Supervisor, and other Department Staff

**CALL TO ORDER**

Jill Crista, Chairperson, called the meeting to order at 9:06 a.m. A quorum was confirmed with seven (7) members present.

**ADOPTION OF AGENDA**

**Amendments to the Agenda**

- Next Meeting will be March 29, 2024, instead of April 19, 2024.

**MOTION:** Kristine Nichols moved, seconded by Paul Ratte, to adopt the Agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES OF DECEMBER 1, 2023**

**MOTION:** Kristine Nichols moved, seconded by Paul Ratte, to approve the Minutes of December 1, 2023, as published. Motion carried unanimously.

**PUBLIC HEARINGS**

**Public Hearing: EmR 2402 Nat Med 1 to 10, relating to licensure requirements for naturopathic doctors and limited-scope naturopathic doctors.**

**MOTION:** Kristine Nichols moved, seconded by Paul Ratte, to affirm the Board has provided an opportunity to receive public comments concerning Emergency Rule EmR 2402 (Nat Med 1), relating to licensure requirements for naturopathic doctors and limited-scope naturopathic doctors. Motion carried unanimously.

**Public Hearing: Clearinghouse Rule 23-074 Nat Med 1 to 10, relating to naturopathic doctors.**

**MOTION:** Kristine Nichols moved, seconded by Ratte, to reject Clearinghouse comment number(s) 2.h, 5.a, 5.d., 5.h., 5.i., 5.j., 5.k, 5.l., 5.o, 5.v., 5.y, 5.bb., 5.cc., 5.dd, to reject in part Clearinghouse comment number(s) 5.b., 5.c., 5.e., 5.s., and to accept all remaining Clearinghouse comments for Clearinghouse Rule 23-074 (Nat Med 1 to 10), relating to naturopathic doctors. Motion carried unanimously.

**Election of Officers**

***Slate of Officers***

**NOMINATION:** Kristine Nichols nominated the 2023 slate of officers to continue in 2024. All officers accepted their nominations.

Brad Wojciechowski, Executive Director, called for nominations three (3) times.

The Slate of Officers was elected by unanimous voice vote.

**2024 Elections, Appointments, and Delegations**

<b>ELECTION RESULTS</b>	
<b>Chairperson</b>	Jill Crista
<b>Vice Chairperson</b>	Kristine Nichols
<b>Secretary</b>	Allison Becker

**Appointment of Liaisons and Alternates**

<b>LIAISON APPOINTMENTS</b>	
<b>Credentialing Liaison(s)</b>	Allison Becker, Jill Crista <i>Alternate:</i> Paul Ratte
<b>Education and Examinations Liaison(s)</b>	Katarina Meister <i>Alternate:</i> Allison Becker
<b>Monitoring Liaison(s)</b>	Kristine Nichols <i>Alternate:</i> Katarina Meister
<b>Professional Assistance Procedure (PAP) Liaison(s)</b>	David Kiefer <i>Alternate:</i> Kristine Nichols
<b>Legislative Liaison(s)</b>	Jill Crista <i>Alternate:</i> Allison Becker
<b>Travel Authorization Liaison(s)</b>	Kristine Nichols <i>Alternate:</i> Paul Ratte
<b>Website Liaison(s)</b>	Robyn Doege-Brennan <i>Alternate:</i>
<b>Screening Panel</b>	Paul Ratte, Katarina Meister <i>Alternate:</i> David Kiefer

**Delegation of Authorities**

**Document Signature Delegations**

**MOTION:** Kristine Nichols moved, seconded by Paul Ratte, 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:** Kristine Nichols moved, seconded by Paul Ratte, 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, Board Counsel 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:** Kristine Nichols moved, seconded by Paul Ratte, 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.

#### **Delegation to Chief Legal Counsel Due to Loss of Quorum**

**MOTION:** Kristine Nichols moved, seconded by Paul Ratte, to delegate the review and authority to act on disciplinary cases to the Department's Chief Legal Counsel due to lack of/loss of quorum after two consecutive meetings. Motion carried unanimously.

#### **Delegation to Chief Legal Counsel for Stipulated Resolutions**

**MOTION:** Kristine Nichols moved, seconded by Paul Ratte, to delegate to DSPS Chief Legal Counsel (CLC) the authority to act on behalf of the Board concerning stipulated resolutions providing for a surrender, suspension, or revocation of a credential, where the underlying merits involve serious and dangerous behavior, and where the signed stipulation is received between Board meetings. The Board further requests that CLC only act on such matters when the best interests of the Board, Department and the Public are best served by acting upon the stipulated resolution at the time the signed stipulation is received versus waiting for the next Board meeting. Motion carried unanimously.

#### ***Monitoring Delegations***

##### **Delegation to Monitoring Liaison**

**MOTION:** Kristine Nichols moved, seconded by Paul Ratte, 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:** Kristine Nichols moved, seconded by Paul Ratte, 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.

## **Delegation to Legal Counsel to Sign Monitoring Orders**

**MOTION:** Kristine Nichols moved, seconded by Paul Ratte, to delegate to Legal Counsel the authority to sign Monitoring orders that result from Board meetings on behalf of the Board Chairperson. Motion carried unanimously.

## ***Credentialing Authority Delegations***

### **Delegation of Authority to Credentialing Liaison**

**MOTION:** Kristine Nichols moved, seconded by Paul Ratte, to delegate authority to the Credentialing Liaison(s) to serve as a liaison between the Department and the Board and to act on behalf of the Board in regard to credentialing applications or

questions presented to them, including the signing of documents related to applications. Motion carried unanimously.

*(David Kiefer excused 11:52 a.m.)*

#### **Delegation of Authority for Predetermination Reviews**

**MOTION:** Kristine Nichols moved, seconded by Paul Ratte, to delegate authority to the Department Attorneys to make decisions regarding predetermination applications pursuant to Wis. Stat. § 111.335(4)(f). Motion carried unanimously.

#### **Delegation of Authority for Conviction Reviews**

**MOTION:** Kristine Nichols moved, seconded by Paul Ratte, to delegate authority to the Department Attorneys to review and approve applications with convictions which are not substantially related to the practice of naturopathic medicine. Motion carried unanimously.

#### **Delegation to DSPS When Applicant's Discipline History Has Been Previously Reviewed**

**MOTION:** Kristine Nichols moved, seconded by Paul Ratte, to delegate authority to Department staff to approve applications where Applicant's prior discipline has been approved for a previous naturopathic medicine credential and there is no new discipline. Motion carried unanimously.

#### **Delegation to DSPS When Applicant's Conviction History Has Been Previously Reviewed**

**MOTION:** Kristine Nichols moved, seconded by Paul Ratte, to delegate authority to Department staff to approve applications where criminal background checks have been approved for a previous naturopathic medicine credential and there is no new conviction record. Motion carried unanimously.

#### **Delegation of Authority for Military Reciprocity Reviews**

**MOTION:** Kristine Nichols moved, seconded by Paul Ratte, to delegate authority to the Department Attorneys to review and approve military reciprocity applications in which the individual meets the requirements of Wis. Stat. § 440.09. Motion carried unanimously.

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

**MOTION:** Kristine Nichols moved, seconded by Paul Ratte, to delegate authority to the Department's Attorney Supervisors 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.

#### **Delegation to Department Attorneys to Approve Duplicate Legal Issue**

**MOTION:** Kristine Nichols moved, seconded by Paul Ratte, to delegate authority to Department Attorneys to approve a legal matter in connection with a renewal

application when that same/similar matter was already addressed by the Board and there are no new legal issues. Motion carried unanimously.

### **Voluntary Surrenders**

**MOTION:** Kristine Nichols moved, seconded by Paul Ratte, 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.

**MOTION:** Kristine Nichols moved, seconded by Paul Ratte, to delegate authority to the Department to accept the voluntary surrender of a credential when there is no pending complaint or disciplinary matter with the Department pursuant to Wis. Stat. § 440.19. Motion carried unanimously.

### **Education and Examination Liaison(s) Delegation**

**MOTION:** Kristine Nichols moved, seconded by Paul Ratte, to delegate authority to the Education and Examination Liaison(s) to address all issues related to education and examinations. Motion carried unanimously.

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

**MOTION:** Kristine Nichols moved, seconded by Paul Ratte, to authorize the Department staff to provide national regulatory related bodies with all board member contact information that the Department retains on file. Motion carried unanimously.

### **Optional Renewal Notice Insert Delegation**

**MOTION:** Kristine Nichols moved, seconded by Paul Ratte, 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.

### **Legislative Liaison Delegation**

**MOTION:** Kristine Nichols moved, seconded by Paul Ratte, to delegate authority to the Legislative Liaisons to speak on behalf of the Board regarding legislative matters. Motion carried unanimously.

### **Travel Authorization Liaison Delegation**

**MOTION:** Kristine Nichols moved, seconded by Paul Ratte, to delegate authority to the Travel Authorization Liaison to approve any board member travel to and/or participation in events germane to the board, and to designate representatives from the Board to speak and/or act on the Board's behalf at such events. Motion carried unanimously.



## **Website Liaison(s) Delegation**

**MOTION:** Kristine Nichols moved, seconded by Paul Ratte, to authorize to the Website Liaison(s) to act on behalf of the Board in working with Department staff to identify and execute website updates. Motion carried unanimously.

## ***Credentialing Authority Delegations***

### **Conflict of Interest**

**MOTION:** Kristine Nichols moved, seconded by Paul Ratte, to delegate credentialing authority to the Department to act on applications where the credentialing liaisons and alternate credentialing liaison have expressed a conflict of interest. Motion carried unanimously.

## **ADMINISTRATIVE RULE MATTERS**

### **Permanent Rule Clearinghouse Rule 23-074 Nat Med 1 to 10, relating to naturopathic doctors**

**MOTION:** Kristine Nichols moved, seconded by Paul Ratte, to authorize the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to approve the Legislative Report and Final Draft for Clearinghouse Rule 23-074 (Nat Med 1 to 10), relating to naturopathic doctors, for submission to the Governor's Office and Legislature. Motion carried unanimously.

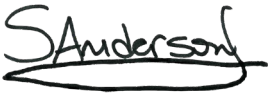
## **ADJOURNMENT**

**MOTION:** Kristine Nichols moved, seconded by Paul Ratte, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 1:06 p.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> 04/04/2024 <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> Naturopathic Medicine Examining Board			
<b>4) Meeting Date:</b> April 19, 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  1. First extension letter review for EmR 2402: Nat Med 1, relating to licensure requirements for naturopathic doctors and limited-scope naturopathic doctors.  2. Pending and possible rulemaking projects.	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i>  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b> N/A	
<b>10) Describe the issue and action that should be addressed:</b> Attachments:  1. First extension letter for EmR 2402: Nat Med 1, relating to licensure requirements for naturopathic doctors and limited-scope naturopathic doctors.  2. Nat Med Rules list chart			
<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;">                 04/04/2024  <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: 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.			

**Jill Crista**  
Chairperson

**Kristine Nichols**  
Vice Chairperson

**Allison Becker**  
Secretary

**NATUROPATHIC MEDICINE  
EXAMINING BOARD**



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April 19, 2024

Senator Stephen Nass, Senate Co-Chairperson  
Joint Committee for Review of Administrative Rules  
Room 10 South, State Capitol  
Madison, WI 53702

Representative Adam Neylon, Assembly Co-Chairperson  
Joint Committee for Review of Administrative Rules  
Room 204 North, State Capitol  
Madison, WI 53702

RE: Request for Extension of Emergency Rule 2402, Naturopathic Medicine Examining Board

Dear Senator Nass and Representative Neylon:

Pursuant to Wis. Stat. s. 227.24 (2), I am writing to request an extension of EmR2402, an emergency rule creating Nat Med 1 relating to licensure requirements for naturopathic doctors and limited-scope naturopathic doctors. A copy of the emergency rule is attached.

This rule implements the statutory changes from 2021 Wisconsin Act 130 that include the licensure requirements of naturopathic doctors and limited-scope naturopathic doctors. The Board has been working diligently on drafting the permanent rule associated with this project (CR 23-074). However, the emergency rule is set to expire on June 12, 2024, and the permanent rule was submitted to the Legislature on March 26, 2024. Once the legislative review has been completed and assuming there are no objections, the permanent rule will still need to go back to the Board for adoption and then be submitted for publication in the Administrative Register. Given these remaining steps, a publication and effective date have not been determined yet. Therefore, the Naturopathic Medicine Examining Board is requesting an extension of the emergency rule to avoid an interruption in licensure for naturopathic doctors and limited-scope naturopathic doctors, which will have negative impact to stakeholders who rely on the emergency rule to stay in effect until the completion of the permanent rule promulgation process.

Sincerely,

Dr. Jill Crista  
Chairperson  
Naturopathic Medicine Examining Board

**Naturopathic Medicine Examining Board  
Rule Projects (updated 04/04/2024)**

<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>
23-074	001-23	07/03/2025	Nat Med 1 to 10	Naturopathic Doctors	The objective of the proposed rules is to implement the statutory changes from 2021 Wisconsin Act 130 to allow for the licensure, discipline, and practice of Naturopathic Doctors.	Legislative Review.	If no objections, Board can approve the Adoption Order and publication in the Administrative Register.
EmR 2402	071-23	03/25/2026	Nat Med 1 to 10	Licensure requirements for naturopathic doctors and limited-scope naturopathic doctors	The board's primary objective is to promulgate an emergency rule that establishes licensure requirements for naturopathic doctors and limited-scope naturopathic doctors in order to allow professionals currently practicing to be licensed by March of 2024 and avoid issues with continuity of care with their current patients.	First extension request due on May 10, 2024. Letter ready to be reviewed at the April meeting.	Submission of first extension letter to JCRAR.