

**DRAFT**  
**THE VIRGINIA BOARD OF COUNSELING**  
**CREDENTIALS COMMITTEE MEETING**  
**MINUTES**  
**Thursday, November 17, 2011**

The Credentials Committee of the Virginia Board of Counseling ("Board") convened at 3:00 p.m. on Thursday, November 17, 2011 at the Department of Health Professions, 9960 Mayland Drive, Richmond, Virginia. Johnston Brendel called the meeting to order.

**COMMITTEE MEMBERS PRESENT:** Johnston Brendel  
Charles McAdams  
John Penn Turner  
Charlotte Markva  
Catherine Shwaery

**COMMITTEE MEMBERS ABSENT:** None

**STAFF PRESENT:** Catherine Chappell, Dep. Exec Director – Licensing  
Jennifer Lang, Administrative Assistant

**CALL TO ORDER:**

Dr. Brendel welcomed the Committee members and called the meeting to order. The minutes from the August 18, 2011, meeting were approved as written.

**STAFF UPDATE AND CONCERNS:**

Ms. Chappell updated the Committee on the continuing high volume of complex applications received in the Board office and the concerns expressed by applicants, supervisors, and employers about the time needed to process applications. The Committee commented that applications that arrive complete and properly documented are processed promptly. Only those files that are problematic require additional processing time.

The Committee discussed the need to obtain the mission statement, faculty roster, and syllabi from the time an applicant was enrolled in a non-CACREP or CORE graduate program in order to make a determination as to whether an applicant's degree meets the requirements of Regulation 18VAC115-20-49.

The Committee agreed that official transcripts lacking date of degree conferral would not be accepted.

**CLOSED SESSION:**

Charlotte Markva moved that the Credentials Committee of the Board of Counseling convene in Closed Meeting pursuant to Section 2.2-3711(4) in accordance with Section 2.2-3704(A) and 54.1-108 of the Code of Virginia to discuss applications for licensure. She further moved that Catherine Chappell and Jennifer Lang attend the Closed Meeting because their presence in the Closed Meeting was deemed necessary and would aid the Committee in its deliberations.

**OPEN SESSION:**

Charlotte Markva moved that pursuant to Section 2.2-3712 of the Code of Virginia, that the Committee heard, discussed or considered only those public business matters lawfully exempted from the open meeting requirements under the Freedom of Information Act and only such public business matters as identified in the motion by which the closed meeting was convened.

**DECISION:**

The Committee considered nine (9) applications with respect to degree requirements, coursework, supervision, and convictions. In consideration thereof, the Credentials Committee approved one (1) application, denied one (1) of the applications, and requested additional information from seven (7) applicants. The Committee discussed that coursework towards registration of supervision requests and applications must continue to be individually reviewed and evaluated.

**NEXT MEETING:**

The Committee requested that a meeting be held prior to the next scheduled file review to allow the Committee to discuss trends and issues impacting the credentialing process. The Committee agreed to meet on February 3, 2012, with the quarterly file review scheduled for February 16, 2012.

**ADJOURNMENT**

There being no further business to come before the Credentials Committee, the meeting was adjourned at 5:22 p.m.

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Johnston Brendel, Chair

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Catherine Chappell  
Deputy Executive Director - Licensing