

DRAFT
THE VIRGINIA BOARD OF COUNSELING
CREDENTIALS COMMITTEE MEETING
MINUTES

Friday, February 3, 2012

The Credentials Committee of the Virginia Board of Counseling ("Board") convened at 9:30 a.m. on Friday, February 3, 2012 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:

Howard Casway, Sr. Assistant Attorney General
Catherine Chappell, Acting Executive Director
Kevin Doyle, Credentials Reviewer
Deborah Harris, Administrative Assistant
Mimi Kline, Credentials Reviewer
Jennifer Lang, Administrative Assistant

CALL TO ORDER:

Dr. Brendel welcomed the Committee members and called the meeting to order. The minutes from the November 17, 2011, meeting were approved as written.

CLOSED SESSION:

Charlotte Markva moved that the Credentials Committee of the Board of Counseling convene in Closed Meeting pursuant to Section 2.2-3711(A)(7) of the Code of Virginia to consult with legal counsel on potential litigation relating to applications for licensure. She further moved that Mimi Kline, Kevin Doyle, Catherine Chappell, Howard Casway, Deborah Harris, 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.

DECISIONS:

Education Issues. The Committee reiterated that graduate degrees and coursework must be evaluated prior to granting approval to begin supervision. If the Credentials Reviewer determines that the applicant's degree does not appear to meet the requirements of Regulation 18VAC115-20-49 (for LPC), 18VAC115-50-50 (for MFT), or 18VAC115-60-60 (for LSATP), as applicable, the applicant must submit a copy of his or her program's mission statement from the time that he or she attended the program, faculty roster from the time that he or she attended the program, and syllabi from the time that he or she attended the program for further consideration. The Committee discussed opportunities for outreach to educational programs as a proactive measure.

Supervision Approval Date. The Committee agreed that the approval date for beginning supervision must be consistently applied and that no determination on an applicant's file can be made until a complete registration of supervision form is submitted. Regulation 18VAC115-20-52 (LPC), Regulation 18VAC115-50-60 (for MFT), and 18VAC115-60-80 (for LSATP) require that applicants register their supervisory contracts for board approval before starting to practice under supervision. Further, Regulation 18VAC115-20-52 provides that supervision that is not concurrent with a residency will not be accepted, nor will residency hours be accrued in the absence of approved supervision.

Application Processing. The Committee agreed that the application process is lengthy and can be complicated. Staff reported that the turnaround time for applications had significantly improved, and that emails were being sent to applicants at each stage of review so that they would be aware of their progress. Phone calls and emails to the Board remain heavy, but applications are generally arriving in a more complete format. Staff was requested to continue to review and update forms in an effort to obtain more specific information from applicants.

Supervision Concerns. The Committee reiterated that the Board looks to the supervisors as "gate-keepers" to determine whether a resident is competent to individually treat the mental health needs of clients. The supervisor assumes full responsibility for the clinical activities of their resident as specified within the supervisory contract for the duration of the residency. While under supervision, residents may not call themselves professional counselors, marriage and family therapists, or substance abuse treatment providers, directly bill for services rendered, or in any way represent themselves as independent, autonomous practitioners. Staff was requested to review and update the application packets' quarterly report and verification of supervision forms in an effort to obtain more detailed information from the supervisors about the completed supervised experience.

Examination Issues. The Committee considered the examinations required for counseling licensure in Virginia as well as the various examinations used by other jurisdictions for similar licensure. The Committee determined that additional data was needed in order to determine whether examinations and licensures from other

jurisdictions are “substantially equivalent” to the examinations and licensures in Virginia for applicants applying by endorsement.

NEXT MEETING:

The Committee agreed to meet again on February 16, 2012, for quarterly file review and further discussion of application issues.

ADJOURNMENT

There being no further business to come before the Credentials Committee, the meeting was adjourned at 12:30 p.m.

Johnston Brendel, Chair

Catherine Chappell
Acting Executive Director