

DRAFT
THE VIRGINIA BOARD OF COUNSELING
CREDENTIALS COMMITTEE MEETING
MINUTES
Friday, November 16, 2012

The Credentials Committee of the Virginia Board of Counseling ("Board") convened at 12:51 p.m. on Friday, November 16, 2012 at the Department of Health Professions, 9960 Mayland Drive, Richmond, Virginia. Johnston Brendel called the meeting to order.

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

COMMITTEE MEMBER ABSENT: None

STAFF PRESENT: Abigail Barnes, Credentials Reviewer
Sharon Bowles, Administrative Assistant
Howard Casway, Sr. Assistant Attorney General
Catherine Chappell, Executive Director
Deborah Harris, Administrative Assistant
Jennifer Lang, Administrative Assistant

CALL TO ORDER:

Dr. Brendel welcomed the Committee members and called the meeting to order. The minutes from the August 16, 2012 meeting were approved as written.

DISCUSSION – CRP Testing Requirements

Ms. Chappell provided a summary of the testing requirements for the Certified Rehabilitation Provider credential, noting that the testing vendor had notified the Board in 2009 that it would not renew its contract to administer the examination. No qualified vendor has been identified to continue the test administration since that time. An examination on the standards of practice was developed in the interim to satisfy the examination requirements.

She advised that she had been contacted by Eleanor Fukashima, CRP, who had offered her support in securing an examination to measure competency in providing vocational services to workers' compensation claimants.

Ms. Chappell anticipated providing an update on the examination search at the next credentials committee meeting.

DISCUSSION – CSAC Applications

Ms. Harris and Ms. Barnes described trends that they continue to see in new CSAC applications, including inconsistencies in understanding supervisor obligations and responsibilities, educational training, and the overall supervised experience. They respectfully requested that the application forms be revised to allow applicants the opportunity to provide more detailed information on the supervised experience. Staff agreed to revise the forms and instructions accordingly as soon as possible.

CLOSED SESSION:

Catherine Shwaery 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 Sharon Bowles, Howard Casway, 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:

Catherine Shwaery 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:

The Committee considered twenty-one (21) applications with respect to degree requirements, coursework, supervision, and convictions. The Credentials Committee approved two (2) applications and denied nineteen (19) requests.

The Committee discussed the continuing high volume of complex applications received in the Board office and agreed that the application process is lengthy and can be complicated. The Committee found that applications that arrive complete and properly documented are processed promptly. Only those files that are problematic require additional processing time.

ADJOURNMENT

There being no further business to come before the Credentials Committee, the meeting was adjourned at 2:08 p.m.

Johnston Brendel, Chair

Catherine Chappell
Executive Director