

**DRAFT**  
**THE VIRGINIA BOARD OF COUNSELING**  
**CREDENTIALS COMMITTEE MEETING**  
**MINUTES**  
**Friday, March 1, 2013**

The Credentials Committee of the Virginia Board of Counseling ("Board") convened at 9:00 a.m. on Friday, March 1, 2013 at the Department of Health Professions, 9960 Mayland Drive, Richmond, Virginia. Charles McAdams called the meeting to order.

**COMMITTEE MEMBERS PRESENT:** Zena Bowen  
Charlotte Markva  
Charles McAdams  
Catherine Shwaery

**COMMITTEE MEMBERS ABSENT:** Johnston Brendel  
John Penn Turner

**STAFF PRESENT:** Tracey Arrington-Edmonds, Administrative Assistant  
Sharon Bowles, Administrative Assistant  
Howard Casway, Sr. Assistant Attorney General  
Catherine Chappell, Executive Director

**CALL TO ORDER:**

Dr. McAdams welcomed the Committee members and called the meeting to order. Dr. McAdams served as acting chair of the meeting in Dr. Brendel's absence. The minutes from the November 16, 2012 meeting were approved as written.

**CLOSED SESSION:**

Zena Bowen 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 Tracey Arrington-Edmonds, Sharon Bowles, Howard Casway, and Catherine Chappell, attend the Closed Meeting because their presence in the Closed Meeting was deemed necessary and would aid the Committee in its deliberations.

**OPEN SESSION:**

Ms. Bowen 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 six (6) applications with respect to standards of practice, coursework and supervision start dates. The Credentials Committee approved one (1) application, requested additional information on one (1) application, and denied four (4) requests.

Files are referred by the Credentials Reviewer to the Committee for evaluation when the Reviewer is unable to render a decision. The files sent to the Committee represent a small percentage of the applications that are processed each quarter.

## **UPDATE FROM STAFF**

Ms. Chappell advised that online applications were anticipated to be deployed in the spring of 2013, which would allow applicants to view the status of their requests online. Additionally, the use of the online applications would provide for more complete applications, because all questions must be answered before the application can be submitted electronically.

Informal conferences for credentials appeals were tentatively scheduled for Thursday, May 16, 2013, with the committee meeting to be held later that day.

## **ADJOURNMENT**

There being no further business to come before the Credentials Committee, the meeting was adjourned at 9:35 a.m.

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Charles McAdams, Acting Chair

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Catherine Chappell  
Executive Director