

**DRAFT**  
**THE VIRGINIA BOARD OF COUNSELING**  
**CREDENTIALS COMMITTEE MEETING**  
**MINUTES**  
**Thursday, May 5, 2011**

The Credentials Committee of the Virginia Board of Counseling ("Board") convened at 2:15 p.m. on Thursday, May 5, 2011 at the Department of Health Professions, 9960 Mayland Drive, Richmond, Virginia. Mary Lou Argow called the meeting to order.

**COMMITTEE MEMBERS**

**PRESENT:**

Mary Lou Argow  
Charles McAdams  
John Penn Turner  
Charlotte Markva  
Catherine Shwaery

**COMMITTEE MEMBERS**

**ABSENT:**

Johnston Brendel

**STAFF PRESENT:**

Catherine Chappell, Dep. Exec Director - Licensing  
Jennifer Lang, Administrative Assistant  
Laura Rothrock, Administrative Assistant  
Mimi Kline, Credentials Reviewer

**CALL TO ORDER:**

Ms. Argow welcomed the Committee members and called the meeting to order. The minutes from the February 17, 2011 meeting were approved as written.

**CLOSED SESSION:**

Ms. 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 Catherine Chappell, Jennifer Lang, Laura Rothrock, and Mimi Kline 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. 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.

**DECISION:**

The Committee considered twenty-one (21) applications with respect to degree requirements, coursework, supervision, and a conviction. In consideration thereof, the Credentials Committee denied eight (8) of the applications, requested additional coursework from eight (8) applicants, requested more information on clinical duties for three (3) supervised settings, and deferred one (1) application due to an unsatisfactory verification of supervision report. One (1) request to backdate the supervision start date was denied. The Committee discussed that coursework towards registrations of supervision requests and applications must continue to be individually reviewed and evaluated.

**ADJOURNMENT**

There being no further business to come before the Credentials Committee, the meeting was adjourned at 4:45 p.m.

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Mary Lou Argow, Chair

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Catherine Chappell  
Deputy Executive Director - Licensing