MINUTES

1. Call to Order at 12:04pm.
   a. Attending: Dr. Hertler, Dr. Kuchler, Dr. Adams Larsen-President, Ms. Biwer, Mr. Peterson.
   b. Joining at 12:09pm: Dr. Juntunen

2. Minutes
   a. Various minutes will be reviewed for vote at Feb. 13th meeting.

3. Newsletter approval
   a. Content areas were accepted.
   b. Mr. Peterson indicated some changes with regard to TP, and changes have been incorporated in the most current version.
   c. Word smithing deadline set for Feb. 6th.

4. Board Office Items
   a. New $300 application fee went into effect October 2011.
   c. Discussion regarding the use of a disclaimer statement for the website – Dr. Adams Larsen will draft and implement.

5. ASPPB Mid-Year Meeting
   a. travel funds request/approval –April 12-15 New Orleans – Dr. Kuchler moved to approve funding for Ms. Biwer and any Board member able to attend; Dr. Juntunen seconded; All voted in Favor; no abstentions; motion passed.

6. Administrative Rules Draft - MR. PETERSON
   a. A walk through of Mr. Peterson’s draft of the rule changes was begun. There was much discussion. At this time, related to the initial requirements of licensure, there is no authority to require supervised experience for LABA or RABA, which is entirely inconsistent with the requirements for psychologists and I/O. There does appear to be an opportunity to insert this requirement into the program requirements.
   b. Dr. Hertler opined that there may be appropriate reasons to specify coursework requirements and suggests that language should specifically indicate completion of coursework, not just that the program offered it.
   c. Mr. Peterson indicates that currently, students in programs of training are only exempt from practicing psychology if/when they are supervised directly by a licensed psychologist. This is a discussion that will need to be held at a later time.
d. There are several more areas to cover, including CE. Dr. Adams Larsen will identify the 3 drafts with specific detail: Mr. Peterson’s, Comments on Mr. Peterson’s, and the Board draft that went to Mr. Peterson for review.

e. The Board agreed to schedule separate meeting times in the coming weeks to address this topic prior to Feb. 13th meeting, and this will be sent in a doodle.

f. There are two main issues that need to be researched and decided: what exam will be used and which credentialing board will be referred to in the rules.

7. New Complaint - TABLED
   a. Dr. Geiselhart - will begin the new process - Dr. Kuchler to provide a summary at next meeting

8. Past Matters - TABLED
   a. Dr. Monteith - MR. PETERSON (5 minutes)
   b. Dr. Dilenschneider (has applied — review on Feb 13th) — MR. PETERSON comments needed

9. Applicants for review - TABLED
   a. Reciprocity - Dr. Siegal (app completed 11-17-11), Dr. Kirchner (app completed 1-17-12)
   b. Dr. Grissom, Dr. Biebl, Dr. Brower-Breitwieser, Dr. Ertelt, Dr. Mugge, Dr. Peterson

10. ORAL Exams on Feb 6th — discussion regarding recusements
    a. Mr. Peterson indicated that according to NDAC 66-02-01-10, a majority of the Board must be present to administer and vote on oral examinations. A majority is required for passing. Therefore, in our current circumstances, Mr. Peterson indicates that board members may not recuse themselves.

11. Adjourned at 1:07pm

Respectfully submitted,
Margo Adams Larsen, Ph.D.
1. Meeting called to order at 9:01am - Dr. Adams Larsen-President; Dr. Christine Kuchler, Dr. Chris Hertler in attendance; Dr. Juntunen joined the meeting at 10:01am.

2. Oral Exam Items
   a. Executive Session under authority of NDCC 44-04-18.8 began at 9:03am to administer an oral examination to Dr. Jennifer Nitschke and discussed feedback areas. The Board came out of executive session at 9:36am. Dr. Kuchler moved to pass Dr. Nitschke on her oral exam; Dr. Hertler seconded. Roll call vote: Dr. Kuchler - pass; Dr. Adams Larsen - fail; Dr. Hertler - fail. The motion failed.
   b. Executive Session under authority of NDCC 44-04-18.9 began at 9:40am to administer oral examination to Dr. Desiree Jagow-France and discuss areas of feedback. The Board continued in executive session to administer oral examination to Dr. Sherman Normandin (with Dr. Juntunen joining the executive session at the start of this exam at 10:01am. The Board came out of executive session at 10:38 am. Dr. Juntunen moved to pass Dr. Normandin; Dr. Kuchler seconded. Roll call vote: Dr. Adams Larsen - pass; Dr. Herler - pass; Dr. Juntunen - pass; Dr. Kuchler - pass. Motion passed. Dr. Kuchler moved to pass Dr. Jagow-France; Dr. Adams Larsen seconded. Roll call vote: Dr. Hertler - pass; Dr. Juntunen - recused; Dr. Kuchler - pass; Dr. Adams Larsen - pass. The motion passed.
   c. The Board re-entered executive session under authority of NDCC 44-04-18.8 to administer oral examination to Dr. Rachel Navarro at 10:44 am, at which time Dr. Juntunen left the meeting. The Board exited executive session at 11:03am, at which time Dr. Juntunen rejoined the meeting. Dr. Kuchler moved to pass Dr. Navarro; Dr. Hertler seconded. Roll Call Vote: Dr. Kuchler - pass; Dr. Adams Larsen - pass; Dr. Hertler - pass; Dr. Juntunen- recused. The motion passed.
   d. Dr. Kuchler left the meeting at 11:06am.
   e. The Board again entered executive session under authority of NDCC 44-04-18.8 to administer oral examination to Dr. Corneliussen at 11:09am. Discussion regarding feedback also took place. The Board exited executive session at 11:35am. Dr. Juntunen moved to pass Dr. Corneliussen on the oral exam; Dr. Adams Larsen seconded. Roll call vote: Dr. Adams Larsen - pass; Dr. Hertler - pass; Dr. Juntunen - pass. Motion passed.
f. Dr. Adams Larsen will inform all candidates, as well as Ms. Biwer to begin the next licensing steps as applicable.

3. Matters Arising - there was brief discussion regarding the scheduling of the Administrative Rules Review meeting - determined to fit with all schedules on February 7, 2012 at noon CT. In addition a brief discussion about the scheduling of the next Oral Exam meeting, which will entail a doodle for alternative Mondays.

4. Meeting Adjourned at 11:45am.

Respectfully submitted,
Margo Adams Larsen, Ph.D.
1. Meeting Called to Order at 12:02pm CT.
   a. Attending: Dr. Adams Larsen-President, Dr. Hertler, Ms. Biwer, Mr. Peterson, Dr. Kuchler, Dr. Juntunen

2. Approval of Minutes
   a. 8/11/2011 – Dr. Juntunen moved to approve, Dr. Kuchler seconded; all voted in favor, minutes approved.
   b. 9/22/2011 – Dr. Juntunen’s name was corrected and a submitted by line was added. Dr. Kuchler moved to approved with corrections noted; Dr. Adams Larsen seconded; All voted in favor, minutes approved with noted changes.
   c. 11/21/2011 – Typos were fixed. Dr. Adams Larsen moved to approve; Dr. Kuchler seconded; All voted in favor, minutes approved with typos fixed.
   d. 12/5/2011 (document specific with CJK at the end) – Dr. Kuchler moved to approve, Dr. Juntunen seconded; all voted in favor, minutes were approved.
   e. 1/30/2012 – Dr. Kuchler moved to approve, Dr. Juntunen seconded; all voted in favor, minutes were approved.

3. Newsletter approval – The Board supports the Board Office initiative and efforts to provide this information.

4. Approval of Administrative Rules Draft – Dr. Kuchler moved to approve this draft to move to the next step of scheduling a public hearing; Dr. Juntunen seconded; all voted in favor; motion passed. Dr. Juntunen applauded the collaborative work on this project.

5. Past Matters
   a. Dr. Monteith – Mr. Peterson indicates the letter has been sent; no reply received. Dr. Kuchler questions if there was a CC to the supervisor? Dr. Adams Larsen didn’t see one to the NM board either. Board Office to send copies to Dr. Norton and NM Board, as indicated previously.
   b. Dr. Dilenschneider (has applied – 1-5-12) – ND CC 43-32-20.1b - Program must be approved in one of three ways – APA, CPA, ASPPB, or board by rule (which we do not have). To be specific the Western association of schools and colleges is not approved by this board by rule to accredit the Pacifica Program in clinical psychology.
      i. MOTION TO DENY – Dr. Kuchler; second – Dr. Adams Larsen. Roll Call Vote: Dr. Kuchler – yes; Dr. Juntunen – yes; Dr. Adams Larsen – yes; Dr. Hertler – yes. Motion carries, application is denied.
      ii. Mr. Peterson will send a notice of denial and opportunity for hearing.
   c. Dr. Brown complaint – Consultant is reviewing.
d. Dr. Wegner complaint – (Dr. Juntunen recuses from discussion) – Mr. Peterson can’t identify any violations. Dr. Kuchler discussed format of records, specifically if Dr. Wegner had included in report the clarity of the response, the complaint may not have arisen. Generally these issues are reviewed at the outset as is customary practice, yet the records are vague. A diligent review and clarification of the nature of the referral question verbally and in writing may reduce complaints of this nature. Dr. Kuchler moves to dismiss with above sentence comments offered, Dr. Hertler seconded. Dr. Juntunen (recused); MAL yes; Hertler – yes; Kuchler – yes. Complaint is dismissed with a statement of concern. Mr. Peterson will send letter.

e. Dr. Sullivan (2nd Quarterly Report) – report reviewed and accepted.

6. Adjourn at 1pm – Dr. Hertler motioned - All in favor – All further items tabled to Feb. 27th meeting, and any new matters will be placed on the March meeting agenda.

Respectfully Submitted,
Margo Adams Larsen, Ph.D.
ND State Board of Psychologist Examiners
Teleconference Meeting
Feb. 27, 2012 @ 12 pm CST
Originating From:
2100 S. Columbia Road, Suite 202, Grand Forks, ND 58201

MINUTES

1. Call to Order @ 12:05pm
   a. Attending: Dr. Margo Adams Larsen-President, Dr. Chris Hertler, Dr. Cindy Juntunen, Dr. Paul Kolstoe, Mr. Bill Peterson, Ms. Brenda Biwer
   b. Joining at 12:07pm: Dr. Christine Kuchler

2. Approval of Minutes
   a. 2/13/2012 – Dr. Juntunen moved to approve minutes with discussed changes; Dr. Kuchler seconded; all voted in favor; minutes are approved.
   b. 2/6/2012 – Dr. Juntunen moved to approve minutes; Dr. Kuchler seconded; all voted in favor; minutes were approved.

3. Inquiries
   a. What counts toward licensure hours (Navarro and Looby requests for information)? The Board discussed the required content of supervised practice hours. Namely, supervision of those hours by a licensed psychologist was required aside from the practice content. There was discussion with regard to the teaching of clinical content such as therapy or assessment that inherently requires the supervision of others in the practice of psychological techniques or strategies that would constitute the practice of psychology. Mr. Peterson notes that there is another issue in the law with regard to what is exempt and that it would be helpful to address in future code revision that students can be supervised by psychology residents (ND 43 32-30.1).

4. New Complaint
   i. Dr. Geiselhart – summary by Dr. Kuchler – there are a few areas needing clarification – Dr. Kuchler will draft a letter to be sent from the Board Office requesting the following: documentation of encounter on 10/3/2011; documentation of Dr. Geiselhart’s testimony to the court (if any); and any further information from Dr. Geiselhart that the Board should consider.

5. Applicants for review
   a. Reciprocity (ordered by app completion date)
      i. Dr. Siegal - 11-14-11
         1. Dr. Juntunen to review current requirements of his jurisdiction and our current ND jurisdiction and will review at next meeting.
         2. Board Office will forward request for endorsements that are closer to the requirements of the application.
      ii. Dr. Kirchner - 1-17-12
         1. Currently licensed in MN and WI – Dr. Juntunen will review criteria.
   b. Took EPPP out-of-state:
      i. Dr. Sara Horner – 10-20-11
         1. Has received MN license since she applied here (didn’t request reciprocity at that point).
         2. Dr. Hertler moved to approve applicant for Oral Exam; Dr. Kuchler 2nd – All voted in Favor – will be scheduled for oral exam at next oral exam date.
      ii. Dr. Grissom – 11-4-11
         1. Discussion regarding applicant no longer being a psychology resident.
2. Dr. Kolstoe moved to approve for EPPP; Dr. Kuchler seconded; Drs. Juntunen and Adams Larsen recused; all others voted in favor, motion carried.

iii. Dr. Biebl – 12-1-11
   1. Dr. Juntunen moved to approve for EPPP, seconded by Dr. Hertler -- all voted in favor, motion carried

iv. Dr. Brower-Breitwieser – 12-19-11
   1. Dr. Adams Larsen moved to approve for EPPP, seconded by Dr. Juntunen -- all voted in favor, motion carried

v. Dr. Peterson – 1-12-12
   1. CJ moves approve for EPPP, Hertler seconded – prior to this vote being taken, Mr. Peterson indicated that ‘substantive votes’ should always be roll-call votes. Voting on this item ceased.

Dr. Juntunen then moved to approve the following applicants for the EPPP: Biebl, Brower-Breitwieser, Soderstrom, Peterson, Ertelt, and Weisz. Dr. Kuchler seconded. Roll Call Voting: Dr. Juntunen – yes; Dr. Kuchler – yes; Dr. Hertler – yes; Dr. Adams Larsen – yes; Dr. Kolstoe – yes.

Dr. Herler moved to approve Dr. Mugge for the EPPP; Dr. Juntunen seconded. Roll Call Voting: Dr. Kuchler – yes; Dr. Hertler – yes; Dr. Adams Larsen – yes; Dr. Kolstoe – recusing; Dr. Juntunen – yes.

Dr. Kolstoe moved to approve Dr. Grissom for EPPP, Dr. Kuchler seconded. Roll Call Voting: Dr. Hertler – yes; Dr. Adams Larsen – recusing; Dr. Kolstoe – yes; Dr. Juntunen – recusing; Dr. Kuchler – yes.

6. Matters Arising
   a. Dr. Kuchler’s question regarding a foreign applicant – TABLED

7. Adjourn – 1:18 pm.

Submitted by: Dr. Adams Larsen
ND State Board of Psychologist Examiners
Teleconference Meeting
MARCH 12, 2012 @ 12 pm CST
Originating from:
2100 S. Columbia Road, Suite 202, Grand Forks, ND 58201

MINUTES

1. Meeting was called to order at 12:05pm
   a. Attending: Ms. Brenda Biwer, Mr. Bill Peterson, Dr. Adams Larsen-President, Dr. Chris Hertler, Dr. Christine Kuchler, joining at 12:08pm Dr. Paul Kolstoe
   b. Absent with regrets: Dr. Cindy Juntunen
2. Approval of Minutes from February 27, 2012
   a. Dr. Hertler moved to approve the minutes, seconded by Dr. Kuchler, all voted in favor, minutes were approved as submitted.
3. Recent Matters
   a. Dr. Dilenschneider – Mr. Peterson indicates that there have not been notice from Dr. Dilenschneider’s attorney with regard to appeal as of yet.
   b. Dr. Brown complaint
      i. There was discussion by all Board members present with regard to this complaint as well as consultant’s report. Dr. Kuchler moved that the Board pursue disciplinary action again Dr. Brown based on violation of ethical principle of APA Ethics Code 6.01; seconded by Dr. Hertler. Roll call vote: Dr. Kuchler – yes; Dr. Hertler – yes; Dr. Adams Larsen – yes; Dr. Kolstoe –yes. Motion passed.
      ii. There was discussion by all Board members with regard to settlement options, with all in agreement that an official reprimand was in order. Dr. Kuchler moved that the Board authorize Mr. Peterson to offer Dr. Brown a settlement agreement with terms including: additional 6 hours of in person continuing education on record keeping approved by the Board President, AND that Dr. Brown identify a licensed psychologist approved by the Board President to supervise his record keeping for compliance with ethical standards for 6 months, with that supervising psychologist filing a report with the Board regarding Dr. Brown’s compliance with APA Ethics Code 6.01. Dr. Kolstoe seconded. Roll call vote: Dr. Hertler – yes; Dr. Adams Larsen –yes; Dr. Kolstoe – yes; Dr. Kuchler – yes. Motion passed. Mr. Peterson will draft a settlement agreement.
   c. Dr. Brustad Kennedy complaint – Dr. Adams Larsen recused; Dr. Kuchler lead this portion of the agenda.

DR. ADAMS LARSEN rejoined the meeting agenda at 12:57pm.
There was a brief discussion alerting members to review and add comments on the FAQ in the dropbox. In addition, a brief poll was taken to see if members could meet at 11am CDT on March 26th. Confirmation of meeting time will be completed this week.
All other items are tabled to the next meeting time.
Meeting Adjourned at 12:59pm by Dr. Kuchler.

Respectfully submitted,
Margo Adams Larsen, Ph.D.
ND State Board of Psychologist Examiners
Teleconference
MARCH 19, 2012 @ 8:45 am CDT
Originating from:
2100 S. Columbia Road, Suite 202, Grand Forks, ND 58201

MINUTES

1. Meeting was called to order at 8:56am. Attending: Dr. Paul Kolstoe; Dr. Chris Hertler; Dr. Cindy Juntunen; Dr. Christine Kuchler; Dr. Adams Larsen-President (Dr. Kuchler left the meeting at 10:04am).

2. Selection of Exam Items
THE NEXT ITEM ON THE AGENDA IS ORAL EXAMS. This item must be discussed in an executive session. The legal authority for closing this portion of the meeting is North Dakota Century Code section(s) 44-04-18.8. The topic or purpose of this executive session is administration of oral examinations. At this time, we will convene in executive session. The executive session will be recorded and all members of the governing body are reminded to limit their discussion during the executive session to the announced topic. Any collective decision, collective commitment, or other final action by the governing body must occur after it reconvenes in an open meeting, unless final action is specifically required by law to be taken during the executive session. We will now ask the members of the public who are attending the meeting to leave the room. We anticipate adjourning the executive session, and reconvening the open portion of the meeting at approximately 9:50am. The minutes will show that the executive session began at 8:59am and was attended by: Dr. Paul Kolstoe; Dr. Chris Hertler; Dr. Cindy Juntunen; Dr. Christine Kuchler; Dr. Adams Larsen along with the respective candidates individually. The minutes will show that the executive session was adjourned at 9:58am. The public has been invited to return to the meeting room and we are now back in open session.

3. Oral Exams
   a. Dr. Nitschke
      i. Dr. Kuchler moved to pass Dr. Nitschke on the oral exam; seconded by Dr. Juntunen. Roll call vote: Dr. Kuchler – pass; Dr. Hertler – pass; Dr. Adams Larsen – fail; Dr. Kolstoe – pass; Dr. Juntunen – pass. Votes indicate that Dr. Nitschke passed the oral exam.
   b. Dr. Horner
      i. Dr. Kuchler moved to pass Dr. Horner on the oral exam; seconded by Dr. Kolstoe. Roll call vote: Dr. Hertler – pass; Dr. Adams Larsen – pass; Dr. Kolstoe – pass; Dr. Juntunen – fail; Dr. Kuchler – pass. Votes indicate that Dr. Horner passed the oral exam.

Dr. Kuchler left the meeting at 10:04am.

4. Other Matters
   a. FAQ statement with regard to what is ‘allowed’ in supervised practice (response to another inquiry) – statement was reviewed and discussed. Statement will be forwarded to Mr. Peterson for review prior to posting.
   b. Update on Records Retention Project at Board Office – boxes are expected from Dickinson in the next week, and Brenda is getting close on incorporating all materials in preparation for archival storage.
   c. Old PC/monitor disposal – in Bismarck the current old PC/Monitor will be recycled following appropriate hard-drive disposal.
   d. Licensure verification update – there was discussion regarding the current volume of verification requests and significant time to provide information from the Board Office. Discussion indicated the potential for setting up two distinct options: simple licensure status requests versus official licensure verification that would be proposed to have a fee required to offset the board office time and materials in preparation. There was support for suggesting a nominal transaction fee of $10-$15 for processing Official Licensure Verifications be discussed in comment phase of current rules review. Dr. Adams Larsen will draft a comment.
e. Discussion of Board Retreat Dates – ASPPB is not able to provide new member orientation in May, Board Office will send out a doodle for June dates.

f. Informal discussion regarding Board Service took place.

g. During this meeting there was also concensus to look into official board emails associated with our web-page to provide more official and business only email for members.

5. Adjourn – Dr. Hertler moved to adjourn the meeting at 10:41am.

Respectfully Submitted by,
Margo Adams Larsen, Ph.D.
ND State Board of Psychologist Examiners  
Teleconference Meeting  
April 9, 2012 @ 12 pm CST  

Originating from:  
2100 S. Columbia Road, Suite 202, Grand Forks, ND 58201  

MINUTES  

1. Call to Order 12:07pm  
   a. Attending: Dr. Adams Larsen (President); Dr. Cindy Juntunen; Ms. Brenda Biwer; Dr. Chris Hertler; Dr. Kolstoe (joined at 12:25pm).  
   b. Absent with regrets: Dr. Christine Kuchler; Mr. Peterson  
2. Review of Comments for ND AD revisions  
   a. One comment received via email: “Due to the current volume of verification requests and significant time to provide information from the Board Office, I would like to suggest the Board consider a nominal transaction fee of $10-$15 for processing Licensure Verification for a licensee be implemented in this current rule revision.”  
   b. Dr. Juntunen opines that in light of time and volume, she is supportive of attaching a fee for official verification requests, allowing consumers to have status updates free.  
   c. Dr. Hertler moves to support a fee of $15 to process official requests for license verification, with a fee to be charged per name per time of request. Dr. Juntunen seconds. Roll call vote: MAL – yes, Dr. Hertler – yes, Dr. Juntunen – yes. Motion passes, we will forward to Mr. Peterson to insert as appropriate, with suggestion to insert under 66.02.01.08 Fees.  
3. Board Retreat Dates – potential dates: June 13-24; MAL will doodle for a 1-2 day potential option.  
4. CE Issue – Dr. Brown  
   a. Discussion regarding CE completion documentation which lacked certificates regarding his participation in completion of non-DVD training, and verified interactive web-based programming versus Category 1.  
   b. Topic is tabled to our next meeting for review with Mr. Peterson.  
5. Applicants for Licensure  
   a. Oral Exam Approvals:  
      i. Dr. Toohey  
         a. Dr. Juntunen moved that we approve Dr. Toohey to sit for the oral exam, as a regular applicant rather than by reciprocity. Dr. Kolstoe seconded. Roll Call Vote: Dr. Juntunen - yes, Dr. Kolstoe yes, Dr. Adams Larsen - yes, Dr. Hertler - yes. Motion passes.  
      ii. Dr. Hysjulien  
         a. Dr. Juntunen moved that we approve Dr. Hysjulien to sit for the oral exam, as a regular candidate rather than by reciprocity. Dr. Kolstoe seconded. Roll Call Vote: Dr. Adams Larsen - yes, Dr. Hertler - yes, Dr. Kolstoe - yes, Dr. Juntunen - yes. Motion passes.  
   b. EPPP Approvals:  
      i. Dr. Kolstoe moves that we approve the following applicants to sit for the EPPP. Dr. Juntunen seconded.  
         a. Dr. Looby – 2-10-12 Roll Call Vote: Dr. Hertler - yes, Dr. Kolstoe - yes, Dr. Juntunen – yes, Dr. Adams Larsen - yes, Motion passes.  
         b. Dr. DeYoung – 2-14-12 Roll Call Vote: Dr. Kolstoe - yes, Dr. Juntunen – yes, Dr. Adams Larsen - yes, Dr. Hertler - yes, Motion passes.  
         c. Dr. Freed – 3-9-12 Roll Call Vote: Dr. Juntunen – yes, Dr. Adams Larsen - yes, Dr. Hertler - yes, Dr. Kolstoe - yes, Motion passes.  
         d. Dr. Azure – 3-16-12 Roll Call Vote: Dr. Adams Larsen - yes, Dr. Hertler - yes, Dr. Kolstoe - yes, Dr. Juntunen – yes, Motion passes.  
         e. Dr. Allen – 3-26-12 Roll Call Vote: Dr. Hertler - yes, Dr. Kolstoe - yes, Dr. Juntunen – recused, Dr. Adams Larsen - yes, Motion passes.
f. Dr. Smith – 3-31-12 Roll Call Vote: Dr. Kolstoe - yes, Dr. Juntunen – yes, Dr. Adams Larsen - yes, Dr. Hertler - yes, Motion passes.

ii. Dr. Hertler moves to deny Dr. Hunt permission to take EPPP, Dr. Juntunen seconds. Roll Call Vote: Dr. Hertler - yes, Dr. Kolstoe - yes, Dr. Juntunen – yes, Dr. Adams Larsen - yes, Motion passes. This outcome will be forwarded to Mr. Peterson for further response.

6. Election Planning – just a heads up for the next agenda.

7. Adjournment by Dr. Adams Larsen at 1:03pm.

Respectfully Submitted by:
Margo Adams Larsen, Ph.D.
ND State Board of Psychologist Examiners
Teleconference Meeting
APRIL 23, 2012 @ 12 pm CST
Originating from:
2100 S. Columbia Road, Suite 202, Grand Forks, ND 58201

MINUTES

1. Call to Order – Meeting called to Order by Dr. Adams Larsen at 12:03pm
   a. Attending: Ms. Brenda Biwer, Dr. Margo Adams Larsen-President, Dr. Richard Townsend (who
designates Dr. Chris Hertler to vote during this meeting), Dr. Christine Kuchler, Dr. Cindy Juntunen, Dr.
Paul Kolstoe, Mr. Bill Peterson (Dr. Chris Hertler joins the call at 12:06pm).

2. Approval of Minutes – Dr. Kolstoe moved to approved, Dr. Juntunen second. All voted in favor to approve the
   following minutes:
   a. March 12, 2012
   b. March 26, 2012
   c. April 9, 2012

3. General Business
   a. PLUS - Universal Application (ASPPB) – Dr. Adams Larsen provided information with regard to the PLUS
   On-line application system, and the opportunity for North Dakota to be a pilot jurisdiction beginning this
   summer. There is a small cost to acquire the MS Access software that accepts the information
   forwarded to our Board once applications are ‘complete’. Board members still wish to have application
   materials in a pdf-style word format, which is manageable with this system. Dr. Hertler indicates this
   would be really nice for renewals as well, though this system is not currently set to address this aspect
   of licensing. Mr. Peterson indicated that the Board would need to clearly set expectations for the
timeline to ‘complete’ the on-line application and for that to be available for psychology residents to
meet the 6 month rule. Date of application is currently considered when all items are complete, and
very few applicants are meeting this requirement to complete within 6 months. Dr. Kolstoe moved to
become next pilot site for the PLUS system; Dr. Kuchler seconded; all voted in favor.
   b. Scheduling Board Retreat – will forward Doodle to Dr. Townsend, and attempt to complete by the end
   of this week.
   c. Election – Dr. Kuchler indicates there is no particular time frame, though rules indicate annually. Dr.
   Adams Larsen suggested this be a Board Retreat item, which was favorably received by the members
   present.
   d. Rules Update – Mr. Peterson – updated the Board that the AG found no authority for the verification fee
   (needs authority in CC to do so) and this topic was identified as another Board Retreat discussion Item.

4. Past Matters
   a. Dr. Geiselhart – summary by Dr. Kuchler – This item on the agenda involves the discussion of confidential
   patient records. The Board needs to discuss confidential records. This item must be discussed in an
executive session. The legal authority for closing this portion of the meeting is North Dakota Century Code
section(s) 43-32-27.1. The topic or purpose of this executive session is to discuss confidential patient
records. At this time, we will convene in executive session. The executive session will be recorded and all
members of the governing body are reminded to limit their discussion during the executive session to the
announced topic. Any collective decision, collective commitment, or other final action by the governing
body must occur after it reconvenes in an open meeting, unless final action is specifically required by law to be taken during the executive session. We will now ask the members of the public who are attending the meeting to leave the room. We anticipate adjourning the executive session, and reconvening the open portion of the meeting at approximately 12:40p. The minutes will show that the executive session began at 12:33p and was attended by: Dr. Margo Adams Larsen, Dr. Richard Townsend (who designates Dr. Chris Hertler to vote during this meeting), Dr. Christine Kuchler, Dr. Cindy Juntunen, Dr. Paul Kolstoe, Mr. Bill Peterson, and Ms. Biwer.

The minutes will show that the executive session was adjourned at 12:45p. The public has been invited to return to the meeting room and we are now back in open session.

Dr. Kuchler moves the Board initiate a disciplinary action related to violation of APA ethics 6.04(c) and 6.06; Dr. Juntunen seconded. ROLL CALL VOTE: Dr. Kuchler – yes, Dr. Juntunen – yes, Dr. Kolstoe – yes, Dr. Adams Larsen – yes, Dr. Hertler – yes. Motioned passed.

Dr. Kuchler moves to authorize Mr. Peterson to offer a settlement agreement that offers restitution to the mother for inappropriate charges and category 1 CE of 3 credits in the area of billing of services; Dr. Hertler seconded. ROLL CALL VOTE: Dr. Juntunen – yes, Dr. Kolstoe – yes, Dr. Adams Larsen – yes, Dr. Hertler – yes, Dr. Kuchler – yes. Motioned passed. Forwarded to Mr. Peterson’s office.

The following items were taken out of order from the Agenda, and the remaining items were tabled to the next meeting.

a. Preparation for ABA Applicants
   i. Dr. Adams Larsen suggested moving to an ABA application committee to develop an application form that covers the Board’s needs and is in-line with that of the PLUS system application. Dr. Juntunen, Dr. Kolstoe indicated and interested in working on this committee. Dr. Adams Larsen will provide assistance related to the PLUS application domains as needed.

b. Dr. Maggy Brockel Inquiry – Mr. Peterson indicates that she must follow the general licensure requirements, and can simply be referred to the Century Code as typical.

c. Inquiry from Mr. Sunderland – Dr. Adams Larsen will draft a response for review by Dr. Kolstoe and Dr. Kuchler with regard to the position title question.

5. Adjourn 1:08pm.

Respectfully Submitted,
Margo Adams Larsen, Ph.D.
Licensed Psychologist
ND State Board of Psychologist Examiners
Teleconference Meeting
MAY 7, 2012 @ 9:00 am CDT
Originating from:
2100 S. Columbia Road, Suite 202, Grand Forks, ND 58201

MINUTES – Oral Exams

1. Call to Order at 9:04 am
   Attending: Dr. Margo Adams Larsen-President, Dr. Richard Townsend, Dr. Christine Kuchler, Dr. Paul Kolstoe
   Dr. Juntunen joined the call at 9:14 am.

2. Selection of Exam Items
   THE NEXT ITEM ON THE AGENDA IS ORAL EXAMS. This item must be conducted in executive session, under authority of NDCC 44-04-18.8 to administer oral examinations.
   
   At this time, we will convene in executive session. The executive session will be recorded and all members of the governing body are reminded to limit their discussion during the executive session to the announced topic. Any collective decision, collective commitment, or other final action by the governing body must occur after it reconvenes in an open meeting, unless final action is specifically required by law to be taken during the executive session.
   
   We will now ask the members of the public who are attending the meeting to leave the room. We anticipate adjourning the executive session, and reconvening the open portion of the meeting at approximately 11:00 am.
   
   The minutes will show that the executive session began at 9:08 am and was attended by: MAL, RT, CK, PK.CJ joined at: about 9:14am.

3. Administration of Oral Exams
   a. Dr. Siegal  9:15am
   b. Dr. Kirchner  9:45am
   c. Dr. Toohey  10:15 am
   d. Dr. Hysjulien  10:45 am
   e. Dr. Mugge  11:15 am
   
   At 10:08 to 10:10 Dr. Kuchler and Kolstoe left the call due to tornado sirens in their area.
   
   The minutes will show that the executive session was adjourned at 10:57. The public has been invited to return to the meeting room and we are now back in open session.
   
   CK moves to pass Dr. Siegal on oral exam, PK seconds. Motion failed. Invite back with verbal feedback.
CK moves to pass Dr. Kirchner on oral exam, PK seconds. Motion passes. Will inform of pass with verbal feedback.

RT moves to pass Dr. Toohey on oral exam, CJ seconds. Motion passes. Will inform of pass.

MAL moves pass Dr. Hysjulien on oral exam, CK seconds. Motion passes. Will inform of pass.

11:09 Dr. Kolstoe is leaving meeting.

THE NEXT ITEM ON THE AGENDA IS ORAL EXAMS. This item must be conducted in executive session, under authority of NDCC 44-04-18.8 to administer oral examinations.

At this time, we will convene in executive session. The executive session will be recorded and all members of the governing body are reminded to limit their discussion during the executive session to the announced topic. Any collective decision, collective commitment, or other final action by the governing body must occur after it reconvenes in an open meeting, unless final action is specifically required by law to be taken during the executive session.

We will now ask the members of the public who are attending the meeting to leave the room. We anticipate adjourning the executive session, and reconvening the open portion of the meeting at approximately 11:45 am.

The minutes will show that the executive session began at 11:11 and was attended by: MAL, RT, CK, CJ.

The minutes will show that the executive session was adjourned at 11:32. The public has been invited to return to the meeting room and we are now back in open session.

RT moves to pass Dr. Mugge on oral exam, CK seconds. Motion passes. Will inform of pass with feedback.

Roll Call Votes:

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<tr>
<th>Dr. Siegal</th>
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There was brief discussion regarding our next meeting tentatively scheduled for 5/14/12, and request for a potential reschedule to 5/21/12. Dr. Adams Larsen will forward a reschedule email to see if this is possible.

Dr. Kuchler requests that travel approval for ASPPB Annual Meeting be on the next agenda.

4. Adjournment by Dr. Adams Larsen at 11:38am.

Submitted by Dr. Adams Larsen
ND State Board of Psychologist Examiners
Teleconference Minutes
MAY 21, 2012 @ 12 pm CST
Originating from:
2100 S. Columbia Road, Suite 202, Grand Forks, ND 58201

MINUTES

1. Call to Order at: 12:05pm
   a. Attending: Dr. Margo Adams Larsen-President; Dr. Richard Townsend; Dr. Christine Kuchler; Dr. Paul Kolstoe; Dr. Cindy Juntunen; Mr. Peterson joined at 12:08pm.

2. Approval of Minutes – CK moves to approve both minutes; RT seconds. All in favor – minutes are approved.
   a. April 23, 2012
   b. May 7, 2012

3. Ongoing Matters
   a. Dr. Brown
      i. Reviewed history of situation. Reviewed email from Mr. Peterson (May 7th). Discussion about how to move forward with regard to this provider, separate from the issues with interactive webinar CE requirements. Will consider future feedback with regard to continuing patterns. Letter from Board Office will be sent to indicate CE requirements from renewal period have been completed.
   b. Dr. Hunt
      i. Evidence at this time indicates that the graduate program is joint designated with NR as opposed to APA approved, which does meet licensure requirements (43-32-20.1 b(3)).
         1) CK moves to rescind the prior denial and approve Dr. Hunt for sitting for EPPPP; seconded by RT. Roll call vote: CK – yes, RT – yes, PK – yes, MAL – yes, CJ – yes. Motion approved and will be informed by Board Office – denial rescinded and approved to take exam.
         2) CJ requests a conversation about clarifying continuing APA/CPA accredited programs and pro/con of keeping designation as option.
   c. Dr. Geiselhart (Mr. Peterson)
      i. Extension requested by attorney approved by Mr. Peterson, until May 23, 2012.

4. Business Arising
   a. Board Office Items
      ii. Executive Secretary Hours Update
          1) Oral Exam Next Date – re-evaluation of candidate will occur during our August 13/14 retreat
          2) Board Retreat times set
          3) Procedure for Reciprocity Applicants – asking applicants on application and/or email to proceed as regular application.
             1) CJ interested in working on this further in discussion with Carol Webb from ASPPB (Mobility).
          4) Dr. Toohey post-doctoral hours – Board precedent question – do we require the same number of supervision hours/clinical hours ratio be maintained or not? Legally, Mr. Peterson indicates that we cannot require more than the 100 hours stated in the law. Board is focused on enhancing mobility.
          5) Dr. Townsend left meeting at 12:58.
   b. Complaint
      i. Dr. Johnson – initial review
1) CK moves to dismiss for lack of grounds, MAL seconds. Discussion related to grounds for dismissing. ROLL CALL VOTE: PK – yes; MAL – yes; CJ – yes; CK – yes. Motion passed.
Mr. Peterson will send dismissal letter.
1:02pm – adjourned by Dr. Adams Larsen
Remaining items tabled to next meeting

Submitted by Margo Adams Larsen, Ph.D.
ND State Board of Psychologist Examiners
Teleconference Minutes
June 18, 2012 @ 12 pm CST
Originating from:
2100 S. Columbia Road, Suite 202 - Grand Forks, ND 58201
MINUTES

1. Call to Order – 12:03pm
   a. Bill Peterson, Brenda Biwer, Dr. Townsend, Dr. Adams Larsen-President, Dr. Kuchler

2. Approval of Minutes
   a. May 21, 2012
      a. Dr. Townsend moved to approve, seconded by Dr. Kuchler. All in favor. Minutes stand approved.
      b. Dr. Kolstoe joined at 12:04pm

3. Ongoing Matters
   a. Dr. Kirchner – approval of supervised practice hours – senior psychologist applying for licensure, documented
      internship requirements, no documented
         a. Dr. Juntunen joined at 12:10pm
         b. Mr. Peterson is less concerned about endorsement, but wondering if there are post-doctoral hours, law
            requires documentation of supervised work experience – NR submitted Internship Confirmation Form
         c. Dr. Adams Larsen moved for the Board to request a copy of Post-Doctoral Confirm Form NR, and approve
            licensure if documentation meets minimum requirements of supervised postdoc practice in ND.
            Seconded by Dr. Kuchler. All in favor.
   b. Dr. Geiselhart (Mr. Peterson) - response to attorney letter was discussed, and Dr. Kuchler will assist with a reply
      Mr. Peterson.

4. Business Arising
   a. ASPPB meeting planning – approval for travel – CK, MAL, RT, maybe CJ
      a. Dr. Townsend moves to approve financial support for members of Board able and willing to attend SF
         meeting. Dr. Juntunen seconded. All in favor.
   b. Legislative Council Update – Mr. Peterson indicates that the rules have been “held over”. Dr. Juntunen suggests
      the use of a logic tree regarding the gaps in this process. Consider meeting with ‘interested parties’ including Mr.
      Peterson.

FOLLOWING ITEMS TABLED TO June 25th, 2012 – Dr. Townsend agreed to take minutes.
Meeting Adjourned by Dr. Adams Larsen at 1pm

   c. NEW Application Forms (ABA included) Review/Finalization
   d. Documentation & review of pre-internship hours for licensure
   e. Applicants for Licensure:
      i. Dr. Andriopoulos – 4-10-12
      ii. Dr. Edwards – 4-20-12
      iii. Dr. Phillippi – 5-4-12
   f. Applicants for Licensure – Reciprocity (MN)
      a. Dr. King – 4-20-12

Submitted by Dr. Margo Adams Larsen
ND State Board of Psychologist Examiners
Teleconference Minutes
June 25, 2012 @ 12 pm CST
Originating from:
2100 S. Columbia Road, Suite 202, Grand Forks, ND 58201

MINUTES

1. Call to Order – 12:02 pm
   a. In attendance: Dr. Richard Townsend, Dr. Margo Adams Larsen-President, Brenda Biwer, Dr. Christine Kuchler, Dr. Paul Kolstoe, Mr. Bill Peterson, Dr. Cindy Juntunen

2. Business Arising
   a. NEW Application Forms (ABA included) Review/Finalization
      i. The Board discussed the integration of various Code requirements for ABA into the application for licensure form. Dr. Kolstoe suggested that there be a cover letter to applicants for ABA statuses that include specific statements indicating because this is a new process, the Board may find following completion and review of the application that there is still more information that would need to be provided (and on an ongoing basis and applications are updated). Such statements are not required, per Mr. Peterson. Discussion of this topic lead into the documentation of supervised training (related to next topic), and Dr. Juntunen indicated that it would be appropriate for the applicant to have the trainer or supervisor verify the statements provided on the application. In addition to another review to ensure that all code requirements are referenced in items in the application form, #20 needs to clarify more specifically APA, CPA accreditation of internship. The Board also wanted to be reminded to review the content of item #27 in the application with regard to further discussion at the July 9th meeting.

   b. Documentation & review of pre-internship hours for licensure
      i. With regard to pre-doctoral practicum hours, these will need to be verified by the supervisor or trainer, and a completed APPI form may suffice in documenting and verifying these types of hours. Dr. Juntunen posted to the drop box today, a form that the Board could also use to assist in reviewing these hours. Dr. Adams Larsen opined that any pre-doctoral hours being requested to count toward the 3000 required licensure hours should be included with the application so that applicants know how many are approved at the time their application is accepted (and therefore how many supervised psychology resident hours they will need to accrue). The Board will review the new form, and incorporate prompt statements within the application to assist with ensuring these documents are completed when required and submitted with the initial application for licensure.

   c. Applicants for Licensure – Dr. Juntunen recused herself from this portion of the agenda.
      i. Dr. Andriopoulos
         1. Dr. Kolstoe moved to approve Dr. Andriopoulos to sit for the EPPP, Seconded by Dr. Kuchler.
            ROLL CALL VOTE: Dr. Townsend – Yes; Dr. Kuchler – Yes; Dr. Kolstoe – Yes; Dr. Adams Larsen – Yes; Dr. Juntunen REJECTED

         ii. Dr. Edwards
             1. Dr. Kuchler moved to approve Dr. Edwards to sit for the EPPP, seconded by Dr. Kolstoe.
                ROLL CALL VOTE: Dr. Kuchler – Yes; Dr. Kolstoe – Yes; Dr. Adams Larsen – Yes; Dr. Townsend – Yes; Dr. Juntunen REJECTED

        iii. Dr. Phillippi – The Board noted that Dr. Phillippi did not complete item #27, and the Board Office is instructed to request a COMPLETE application from Dr. Phillippi.

Dr. Juntunen returned to the meeting
d. Applicants for Licensure – Reciprocity (MN)
   i. Dr. King
      a) Dr. Juntunen moved to approve Dr. King to sit for the Oral Exam, following review of
         the application in the usual manner and not via reciprocity. Dr. Kuchler seconded.
         Discussion reiterated that MN licensure requirements are not as stringent as ND
         requirements and therefore reciprocity does not apply.
         ROLL CALL VOTE: Dr. Kolstoe – Yes; Dr. Adams Larsen – Yes; Dr. Juntunen – Yes; Dr.
         Townsend – Yes; Dr. Kuchler – Yes

3. Follow-up on Legislative Council Item – There was discussion with regard to this process and information that
   was forwarded to Board members from the Board Office. At this time, there are no minutes available from the
   Legislative Council hearing meeting, and further follow-up on this item is therefore pending.

4. Adjourned by Dr. Kuchler at 1:01pm

Respectfully submitted by
Margo Adams Larsen, Ph.D.
1. Call to Order at 12:04pm
   Attending: Dr. Margo Adams Larsen-President, Ms. Brenda Biwer, Dr. Richard Townsend, Dr. Paul Kolstoe, Mr. Bill Peterson, Dr. Christine Kuchler
   Absent with Regrets: Dr. Juntenen

2. Approval of Minutes
      i. Dr. Adams Larsen indicates that both minutes need to identify the minute-taker, which was herself.
      ii. Dr. Kuchler moves to approve both minutes with the addition above. Dr. Townsend seconded. All voted in favor, both minutes were approved.

3. Business Arising
   a. Dr. Boomgaarden Complaint – Dr. Kuchler and Dr. Townsend recused from the conversation. No quorum was present today. Dr. Kolstoe and Dr. Adams Larsen agreed to review the flow-sheet for complaint processing (Dr. Kuchler will make available), and determine a process for reviewing this complaint for the July 23rd meeting.

4. On-going Matters
   i. Hours Documentation for Dr. Kirchner
      i. Post-doctoral forms received from National Register indicate that only 1 hour of supervision was completed for postdoctoral hours. Dr. Kirchner was sent a letter indicating this and requesting a plan of action (i.e., Post-Doc Residency could be used to accrued the remaining hours required by law).
      ii. This raises a process challenge that the Board discussed further. For applicants that are applying but already hold a license elsewhere, review of pre/post-doctoral hours should be completed as part of the initial application review that also reviews the education requirements. Individuals wishing to complete an oral exam prior to completion of their required supervised employment (post-doc) hours could remain to have this option available to them.
   ii. Dr. Phillippi application Item 27
      i. PK moves to approve to sit for EPPP, RT seconds. ROLL CALL VOTE:
         1. Dr. Kolstoe - yes; Dr. Townsend - yes; Dr. Kuchler - yes; Dr. Adams Larsen - yes. Approved for EPPP.
   iii. NEW Application Forms (ABA included) Review/Finalization
      i. Mr. Peterson encourages the Board to consider what we would do with the competency information that we request.
      ii. Mr. Peterson – indicates that ABA folks can apply for licensure and registration because the law says they can be licensed. We will need to review each application individually, and suggests using the proposed rules as a basis. Need application up as soon as possible. Dr. Kuchler
suggests the form can be administrative/office procedure to put an application out and revise and change based on challenges.

iv. Documentation forms to review of pre-internship hours for licensure
   i. Dr. Kolstoe thought they looked good and suggests considering these forms an administrative process to see if we have gathered what we need – try them out. Board concurs.

v. Legislative Council/Admin Rules Issues
   i. Mr. Peterson – a Board member needs to sit down to discuss the rules with Senator Lee and Mr. Schweitzer with Mr. Peterson as well. Consider most efficient approach. Mr. Peterson is working on a cross-walk of the law/rules and issues raised. Mr. Peterson will clarify if letter suggests we discuss Dr. Dilenschneider’s issues with her, with Mr. Walsad. Typically, since Dr. Dilenschneider’s comments are not part of the rule changes they should not be necessarily addressed, particularly because these comments have not been part of a public hearing process (which could mean the Board would need to restart the public hearing process again if they are adapted into the rule changes). If the letter indicates a meeting with Dr. Dilenschneider, it would be possible to consider a meeting with her, if her attorney approves, to provide her with information and clarify her understanding. If required, this should be a separate meeting.

5. Adjourn @ 1:03pm.

Submitted by
Margo Adams Larsen, Ph.D.
ND State Board of Psychologist Examiners
Teleconference Meeting
August 27, 2012 @ 12 pm CST
Originating from:
2100 S. Columbia Road – Suite 202, Grand Forks ND

MINUTES

1. Call to Order at 12:04pm.
   i. Present: Dr. Margo Adams Larsen (President), Dr. Kolstoe, Mr. Peterson, Dr. Kuchler, Dr. Juntunen (Vice President). Dr. Townsend was unable to attend due to phone service being out in the Minot area today.

2. Approval of Minutes
   a. July 9, 2012 & July 23, 2012 – removed “inserted here language” from the July 23, 2012 minutes. Dr. Kuchler moves to approve; Dr. Juntunen seconded. No further discussion. Vote – all were in favor of approval. Both minutes are approved.

3. Matters Arising
   i. Basic Investigations Training – cost for training/travel approval
      i. Dr. Kuchler provided more information that training dates are not feasible for this fall for her. Requests deferred vote/approval at this time.

4. CE Committee Report and Vote (Dr. Townsend & Dr. Kolstoe) – all items tabled until reviewed by committee, and need to have information on our agenda (Title, hours approved, and requesting organization/entity). Will need to complete prior to our next meeting and can convene Dr. Adams Larsen & Dr. Kuchler for assistance.

5. Law/Regulations Committee
   i. ABA Administrative Rules Language Topics (Dr. Kolstoe)
      i. Mr. Schweitzer and Ms. Leer have reportedly not had a chance to review this. Dr. Adams Larsen indicates there are no further meetings scheduled for the Board prior to the Legislative Council testimony on Sept. 13th at 1pm. Mr. Peterson suggests we try to draft some changes based on Dr. Kolstoe’s suggestions, and we move forward ready for some draft changes. Dr. Kolstoe is suggesting some alternative ways to meet registration for various providers. Dr. Kuchler opines that more inclusiveness at the Registered level would be useful as there is a supervisory level above them. Mr. Peterson reviews the coursework requirements of the 12/11 draft. There are concerns about the specifics of the course work. Discussion about which courses need to be reflected including learning theory, etc. Dr. Kolstoe proposed several Administrative code language changes that could be helpful, and the board discussed them:
         1. The board may grant an applied behavior analyst registration to an applicant, not employed on August 1, 2011, in the practice of applied behavior analysis who meets all of the following requirements: The applicant has a bachelor’s degree from a school or college in a program accredited by the association for behavior analysis international, approved by the behavior analyst certification board, or [adopt language originally proposed with Board Draft identifying educational components].
            a. The Board now proposes wording to include in the following language: The board may grant an applied behavior analyst registration to an applicant, not employed on August 1, 2011, in the practice of applied behavior analysis who meets all of the following requirements: The applicant has a bachelor’s degree from a school or college in a program accredited by the association for behavior analysis international, approved by the behavior analyst certification board, or a bachelor’s degree from psychology or human service field, with minor in psychology and specific coursework in: 3 semester credits or equivalent of intro to psychology, 6 semester credits or equivalent in topics of learning theory and behavior intervention, 3 semester credits or equivalent of abnormal, 4 semester credits or equivalent of developmental and ASD topics.

2. The applicant has passed the board certified assistant behavior analyst examination offered by the behavior analyst certification board, a score of 450 or higher on the Examination for
Professional Practice of Psychology (EPPP), or [language originally proposed with Board Draft identifying demonstration of professional competence components].

a. The Board now proposes wording that accepts the following language: The applicant has passed the board certified assistant behavior analyst examination offered by the behavior analyst certification board, a score of 450 or higher on the Examination for Professional Practice of Psychology (EPPP).

3. The applicant is certified as a certified assistant behavior analyst by the behavior analyst certification board or the North Dakota Association of Behavior Analysis, using standards approved annually by the Board requiring an educational plan of progress towards licensure standards to maintain annual certification.
   a. The Board now proposes wording that accepts the following language: The applicant is certified as a certified assistant behavior analyst by the behavior analyst certification board or the North Dakota Association of Behavior Analysis.

ii. Other information contained in the proposed changes (these are not changes, simply noted here for reference)
   1. The applicant has provided a list of psychologists and applied behavior analysts supervising the applicant. If registered, the applicant must promptly notify the board of any changes in the list.
   2. The applicant has passed the North Dakota oral examination.

iii. Mr. Peterson will put draft together and give it to us for review. If there is a meeting that takes place, we can call a meeting to review if this is passed, otherwise it will go direct to legislative council. Dr. Kuchler moves to approve the above modification to Dr. Kolstoe’s Administrative Code proposal, Dr. Juntenen gleefully seconds. No further discussion. Roll call vote: Dr. Kuchler – yes, Dr. Juntenen – yes, Dr. Kolstoe – yes, Dr. Adams Larsen – yes. Motion carries.

ii. Update on meeting with Dr. Dilenschneider
   i. Dr. Adams Larsen indicated several small revisions on the NDSBPE Web page that are considered Board Office items, but open for feedback and members are encouraged to review for edits, etc.
   ii. Dr. Adams Larsen also thanked Dr. Kolstoe and Mr. Peterson for their time and participation on the call that reviewed several items, and identifies some potential for rule changes (taking out the 6 month process for application and requiring application before practice, increasing communication to applicants and licensees, consideration to require supervisors to receive training in NDCC and NDAC, etc.)
   iii. Dr. Dilenschneider also indicated the wish for a Checklist to determine if you can apply for licensure.
   iv. Mr. Peterson indicated that this seemed like a positive meeting and that he was hopeful for the report to Legislative Council. There is still an appeal pending.

6. Oral Exam Committee Report (Dr. Juntenen)
   i. Date confirmation and schedule (8 candidates) – clarification: on the doodle is a sample week – consider responses for the doodle based on a prototypical week.

7. Special Topics Reports (depending on time and need for action)
   i. Small topics
      i. Telemeeting Options (ASPPB Info) – we can use their Go To Meeting
         1. Dr. Adams Larsen proposes we consider moving to g-mail business for cloud and trial GoTo Meetings – no concerns. Mr. Peterson needs to have some information on how to meet via GoTo Meetings, and the Board clarified that public wishing to attend the meeting would do so in the same manner as now – at the hosting office site.

8. Complaints Committee Report and Action
   i. Dr. Geiselhardt – Mr. Peterson indicates the changes in the Settlement are the complaint dismissed if the CE is accomplished. Mr. Peterson recommends the board accept the Settlement. Dr. Adams Larsen asks if this continues to be a disciplinary action with these changes. Dr. Kuchler continues to have concern that Dr. G or his attorney still don’t understand the issues. Dr. Adams Larsen moves to accept settlement agreement per Mr. Peterson’s recommendation. Dr. Kolstoe seconds. Further discussion – Dr. Kuchler indicates this is unprecedented. Suggests we find out what happens in this circumstance with data bank reporting, etc., prior to voting. Dr. Adams Larsen removes motion until further information; Dr. Kolstoe removes second. Dr. Adams Larsen – will find out more info.

9. Application Review Committee
   i. New Application
      i. Dr. Feyh – Mr. Peterson notes that Dr. Feyh is not licensed as psychologist in KS. Dr. Adams Larsen moves to deny the application, Dr Kuchler seconds. Discussion – Peterson indicates that KS requirements for
Psychologist are fairly consistent with ND, but this is not the licensure status of the applicant, and the applicants licensure standards are not as stringent. ROLL CALL VOTE: Dr. Adams Larsen – denied, Dr. Kuchler – denied, Dr. Kolstoe – denied. Application is denied. Mr. Peterson will send a notice of denial.

10. ADJOURNED – 1:23pm by Dr. Adams Larsen

Minutes submitted by
Dr. Margo Adams Larsen
ND State Board of Psychologist Examiners
Teleconference Meeting
September 24, 2012 @ 12 pm CST
Originating from:
2100 S. Columbia Road, Suite 202 – Grand Forks

MINUTES

1. Call to Order by President Dr. Margo Adams Larsen – 12:02pm
   a. Attendance: Dr. Margo Adams Larsen (President), Dr. Christine Kuchler, Dr. Cindy Juntunen (Vice President), Dr. Paul Kolstoe.
   b. Absent with Regrets: Dr. Richard Townsend

2. Approval of Minutes – Dr. Juntunen moves to approve both; Dr. Kolstoe seconds. All voted in favor – both minutes approved.
   a. August 13-14, 2012
   b. August 27, 2012

3. Matters Arising
   a. Financial Review and Legal Fees – review of projected balance for end of September 2012. Discussion to reduce his active involvement with Board meetings and routine discussion. Dr. Juntunen will begin to draft an initial letter.
   b. Financial review of moving to gmail accounts – Dr. Adams Larsen moves to approve the Board office email – $5/month, Dr. Juntunen seconded. All voted in favor to start with the Board Office email only through January 2013. The rest of the funds will have to wait until approval in future meeting.

4. CE Committee Report and Vote (Dr. Townsend & Dr. Kolstoe) – It is noted in the following approvals that these items are approved to count as CE credits. Individuals attending will still need to provide verification of participation obtained from the CE presenter at the time of attendance. Certification of attendance is verified during the CE reporting process.—The Board Office will indicate this in approval letters to all requesters (i.e., individual and organizational).
   a. Slate of Recommended Approvals – Dr. Kolstoe moves to approve all items in subsection “a”, Dr. Kuchler seconded. All voted in favor – CE in this subsection “a” are approved.
      i. Ethical Concerns in Rural Professional Psychological Practice: Limits of Competence
         Requested by: Cindy Juntunen, Ph.D. – UND, Grand Forks, ND
         Date(s): February 28, 2012 – for 1 hour
      ii. 2012 Clinical Forum on Mental Health
         Requested by: Lisa McNamara - NDSU, Fargo, ND
         Date(s): May 15, 16, 17, 2012 – for 19 hours
      iii. Motivational Interviewing: 3-Day Motivational Interviewing Intensive
         Requested by: Dr. Vicki Michels, Minot, ND
         Date(s): May 25-27, 2011 – for 21 hours
      iv. National Conference on Addiction Disorders
         Requested by: Dr. Vicki Michels, Minot, ND
         Date(s): Sept. 17-21, 2011 – for 16.5 hours
      v. ASE1-ASAM – Multidimensional Assessment eLearning Course
         Requested by: Dr. Erica Hoff – Sharehouse, Fargo, ND
         Date(s): May 4, 2012 – for 5 hours

NDSBPE Meeting Minutes – Sept. 24, 2012
vi. ASE2-ASAM – From Assessment to Service Planning and Level of Care eLearning Course
   Requested by: Dr. Erica Hoff – Sharehouse, Fargo, ND
   Date(s): May 11, 2012 - for 5 hours

vii. 15th Annual ICSI Colloquium of Co-creating our Future: Engaging Patient, Accelerating Change, Improving Value
   Requested by: Dr. Paul A. Davis – Lakewood Health System – MN
   Date(s): May 7-9, 2012 - for 15 hours

viii. Men & Healing – Serving Men Sexually Abused as Boys
   Requested by: Shelly Guida – The Rape and Abuse Crisis Center, Fargo, ND
   Date(s): October 4-5, 2012 – for 12 hours

ix. Northern Plains Conf. on Aging & Disability: Transitions Throughout the Lifespan
   Requested by: Susan J. Thompson, Ph.D. – Midwest Neuropsychology – G. Forks, ND
   Date(s): September 25-27, 2012 – for 12.5 hours

x. 2012 Alcohol and Substance Abuse Summit
   Requested by: Dr. Donald M. Burke – MSU, Minot, ND
   Date(s): Sept. 4, 5, 6, 2012 - 19 hours

xi. ND AAIDD/ND ABA Conference 2012
   Requested by: Paul Kolstoe, Ph.D.
   Date(s): Sept. 11-12, 2012 - 8 hours

xii. Intensive Training in Reality Therapy and Choice Theory
   Requested by: Dr. Alana Semchenko – Williston, ND
   Date(s): Sept. 11-13, 2012 - 20 hours

b. Items recommended with hour change – Dr. Kolstoe moves to approve at 1.5 hours, Dr. Juntunen
   seconds. All voted in favor, item in subsection “b” is approved at 1.5 hours.

i. Mastering Documentation: Getting Value for Your Services
   Requested by: Shelly Semrau – Trinity Health, Minot, ND
   Date(s): May 23, 2012 – for 1.8 hours – *CE Committee recommended 1.5 hours

b. Items needing Board Discussion – individual verification of attendance is requested during the audit
   phase, therefore the review of these items is based on the agenda hours presented in the program
   brochure materials.

i. Suicide Assessment –
   Requested by: Dr. Alana Jemchenko, Williston, ND
   Date(s): June 8, 2012 – for 3 hours
   Dr. Adams Larsen moved to approve items 1 and 3 given hours documented and content relevant
   to the practice of psychology in ND, seconded by Dr. Paul Kolstoe. All members voted in favor –
   approved to claim as CE.

ii. Plains & Woodland Indians Traditions, Customs, Spirituality – Dr. Adams Larsen moved to approve, Dr.
   Kuchler seconded. All members voted in favor – item approved to claim for CE.
   Requested by: Dr. Erica Hoff – Sharehouse, Fargo, ND
   Date(s): April 1, 2012 - for 2 hours

iii. Reporting of Suspected Maltreatment of Vulnerable Adults
   Requested by: Dr. Erica Hoff – Sharehouse, Fargo, ND
   Date(s): May 9, 2012 - for 1 hour
   Dr. Adams Larsen moved to approve items 1 and 3 given hours documented and content relevant
   to the practice of psychology in ND, seconded by Dr. Paul Kolstoe. All members voted in favor –
   approved to claim as CE.

5. Oral Exam Committee Report (Dr. Juntunen)
   a. Date confirmation – two quick items regarding dates – and Monday or Thursday dates for people on
      regular basis beginning in December – Dr. Juntunen will post dates ahead for confirmation. Consider
      noon time on Oct. 8th.

6. Complaints Committee Report and Action
a. Dr. Geiselhart – Discussion regarding dismissal of a complaint following accomplishment of the requirements. Dr. Adams Larsen moves to accept the settlement agreement without the clause of dismissing complaint. Dr. Kuchler seconds. Discussion regarding reportable events to HIBDB and ASPPB. ROLL CALL VOTE: Dr. Adams Larsen – yes, Dr. Kuchler – yes, Dr. Juntunen – yes, Dr. Kolstoe – yes. Motion carries. Dr. Adams Larsen will email Mr. Peterson to indicate that the Board requests he offer the revised settlement agreement with removal of the clause noted above.

b. Dr. Boomgaardens – The Board finds that there is further information that needs to be requested to fully consider the complaint. The Board office will initiate a draft for the request of this further information.

BRIEFLY reviewed remainder of informational agenda below:

7. Application Review Committee
   a. New Applications for approval
      i. None complete at this time
   b. New Applications for discussion
      i. None complete at this time
   c. Follow-up Report
      i. Dr. Janelle Feyh – Letter sent

8. Other Board Office Items
   a. Newsletter – please submit topic ideas and committee information – would like to send out with renewals
   b. Forms/Paperwork – please submit revisions for the application if you have them – Board Office will update for new rules when they are published.


Respectfully submitted,
Margo Adams Larsen, Ph.D.
ND State Board of Psychologist Examiners
Teleconference
October 4, 2012 @ 9:45 AM – 1:00 PM CST
Originating from:
2100 S. Columbia Rd., Suite 202 - Grand Forks, ND 58201

MINUTES

1. Call to Order (Dr. Margo Adams Larsen, presiding) – 10:02am
   a. Attending: Dr. Margo Adams Larsen (President), Dr. Paul Kolstoe, Dr. Christine Kuchler
   b. Dr. Richard Townsend joined at – 10:17a

2. Sets of questions assigned as below.

THE NEXT ITEM ON THE AGENDA IS ORAL EXAMS. This item must be conducted in executive session under authority of NDCC 44-04-18.8 -10:02 entered....leaving executive session at 10:42am.

3. Oral Exams
   a. Dr. Weisz (Set 1) Exited executive session at 10:42a and votes taken. Dr. Kolstoe moved to pass Dr. Weisz on the Oral Exam, Dr. Kuchler seconded. Votes recorded below. Dr. Weisz passed the Oral exam.
      Reneter executive session 10:47am and exited executive session at 11:49a.
   b. Dr. Schmutzer (Set 2) - Dr. Adams Larsen moved to pass Dr. Schmutzer on the Oral Exam, Dr. Kolstoe seconded. Votes recorded below. Dr. Schmutzer passed the Oral Exam.
   c. Dr. Ertelt (Set 1) - Dr. Kuchler moved to pass Dr. Ertelt on the Oral Exam, seconded by Dr. Townsend. Votes recorded below. Dr. Ertelt passed the Oral Exam.
   d. Dr. Sara Biebl (Set 2) - Dr. Townsend moved to pass Dr. Biebl on the Oral exam, seconded by Dr. Kolstoe. Votes recorded below. Majority of Board votes are required to pass (3 members must pass), thus Dr. Biebl did not pass the Oral exam and will be invited back on 10/8/2012 at 11:30 to retake.
      Dr. Adams Larsen left meeting at 12:07pm, transferring the running of the meeting to Dr. Kolstoe, when the Board returned to executive session, Board left executive session at 12:32pm.
   e. Dr. Grissom (Set 1) - Dr. Kuchler moved to pass Dr. Grissom on the Oral Exam, seconded by Dr. Townsend. Votes recorded below. Dr. Grissom passed the Oral Exam.

<table>
<thead>
<tr>
<th>Roll Call Votes</th>
<th>Kolstoe</th>
<th>Kuchler</th>
<th>Townsend</th>
<th>Adams Larsen</th>
<th>Pass?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weisz</td>
<td>1-pass</td>
<td>2-pass</td>
<td>Abstain</td>
<td>3 – pass</td>
<td>Yes</td>
</tr>
<tr>
<td>Schmutzer</td>
<td>4-pass</td>
<td>1-pass</td>
<td>2-pass</td>
<td>3-pass</td>
<td>Yes</td>
</tr>
<tr>
<td>Ertelt</td>
<td>3-pass</td>
<td>4-pass</td>
<td>1-pass</td>
<td>2-pass</td>
<td>Yes</td>
</tr>
<tr>
<td>Biebl</td>
<td>2-pass</td>
<td>3-fail</td>
<td>4-pass</td>
<td>1-fail</td>
<td>No</td>
</tr>
<tr>
<td>Grissom</td>
<td>1-pass</td>
<td>2-pass</td>
<td>3-pass</td>
<td>Recuse</td>
<td>Yes</td>
</tr>
</tbody>
</table>

4. Dr. Kuchler moved to adjourn, seconded by Dr. Townsend. Dr. Kolstoe adjourned the meeting at 12:36pm.

Minutes submitted by:
Dr. Margo Adams Larsen
ND State Board of Psychologist Examiners
Teleconference
October 8, 2012 @ 10:00 AM – 12:00 PM CST
Originating from:
Department of Counseling Psychology & Community Services
231 Centennial Drive
Grand Forks, ND 58202

MINUTES – ORAL EXAM

1. Call to Order (Dr. Cindy Juntunen) – 10:03 am
   a. Attending: Drs. Juntunen (Vice President), Kolstoe, Townsend
   b. Dr. Kuchler joined at – 11:10a

2. Sets of questions assigned as below.

THE NEXT ITEM ON THE AGENDA IS ORAL EXAMS. This item must be conducted in executive session under authority of NDCC 44-04-18.8 -10:04 entered....leaving executive session at 11:27am.

3. Oral Exams
   a. Dr. Brower-Breitweiser (Set 1). Dr. Townsend moved to pass Dr. Brower-Breitweiser on the Oral Exam, Dr. Kolstoe seconded. Votes recorded below. Dr. Brower-Breitweiser passed the Oral exam.
   b. Dr. Smith (Set 2) - Dr. Kolstoe moved to pass Dr. Smith on the Oral Exam, Dr. Townsend seconded. Votes recorded below. Dr. Smith passed the Oral Exam.
   c. Dr. Peterson (Set 1) - Dr. Juntunen moved to pass Dr. Peterson on the Oral Exam, seconded by Dr. Townsend. Votes recorded below. Dr. Peterson passed the Oral Exam.
   d. Dr. Sara Biebl (C2, L2, MR1, CO1, E1) - Dr. Townsend moved to pass Dr. Biebl on the Oral exam, seconded by Dr. Kolstoe. Dr. Biebl passed the Oral exam.

<table>
<thead>
<tr>
<th>Roll Call Vote</th>
<th>Kolstoe</th>
<th>Juntunen</th>
<th>Townsend</th>
<th>Kuchler</th>
<th>Pass?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brower-Breitweiser</td>
<td>1-pass</td>
<td>2-pass</td>
<td>3-Pass</td>
<td>Not Present</td>
<td>Yes</td>
</tr>
<tr>
<td>Smith</td>
<td>3-pass</td>
<td>1-pass</td>
<td>2-pass</td>
<td>Not Present</td>
<td>Yes</td>
</tr>
<tr>
<td>Peterson</td>
<td>2-pass</td>
<td>3-pass</td>
<td>1-pass</td>
<td>Not Present</td>
<td>Yes</td>
</tr>
<tr>
<td>Biebl</td>
<td>1-pass</td>
<td>2-fail</td>
<td>3-pass</td>
<td>Abstained</td>
<td>Yes</td>
</tr>
</tbody>
</table>

4. Dr. Kolstoe moved to adjourn, seconded by Dr. Townsend. Dr. Juntunen adjourned the meeting at 11:39 am.

Minutes submitted by
Dr. Cindy Juntunen
MINUTES

I. Call to Order: 12:03pm by Dr. Adams Larsen (presiding)
   a. Present: Dr. Margo Adams Larsen (President), Dr. Richard Townsend, Dr. Cindy Juntunen (Vice-President; left
      meeting at 1:15p), Mr. Bill Peterson, Dr. Christine Kuchler
   b. Absent with regrets: Dr. Paul Kolstoe

II. Approval of Minutes – Dr. Kuchler moved to approve the minutes for October 4 and 8, 2012, Dr. Townsend seconded. All
    members voted in favor. The minutes for October 4 and 8, 2012 are approved.

III. Matters Arising
   a. Discussion of licensing requirements of Psychologists who also practice ABA
      a. Mr. Peterson indicates that legally psychologists would not need a license as an ABA, because it is in the
         practice of psychology. Nothing prohibits this, but it is not required. This can be placed as an FAQ item.
   b. Discussion of Oral Exam requirements for new ABA applicants
      a. 66-02-01-15 subsections 3, 4, 5 do not get an oral exam – for those apply before Jan. 1/2013 – then no
         further ‘grandfathered’ individuals would be able to be licensed per section 5 of NDCC 43-32-34.
      b. Licensure of ABA would be in separate sequence from Psychologist and clearly identify an LABA –L#
      c. Registering of ABA would be a different numbering system, and a different look – and R #
   c. Discussion regarding License Exemption individuals. These specific position/individual will remain even if they
      apply for LABA or RABA and their employer re-applies for the LE position (Board Office will review what the L.E.
      Certificate looks like as well).

IV. CE Committee Report and Vote – Requests below are supported by the documents for a and d. There is a question related
    to the items c and d would only earn 5 each for c and b based on 66-03-01-04 subsection 3.
   a. Justice for Child Victims with Disabilities
      Requested by: Michael Bommarito, Bismarck
      Date(s): October 23-24, 2012 – for 13.5 hours – Dr. Townsend moves to approve hours claimed, Dr. Kuchler
      seconded, All voted in favor, thus, this CE is approved.
   b. The Diagnosis and Treatment of Asperger’s Disorder
      Requested by: Dr. Jennifer Garaas – as the Presenter
      Date: March 27, 2012 – for 15 hours – credit for 5 hours given to presenter – Dr. Townsend motioned to approve 5
      hours of CE for this experience for Dr. Garaas, Dr. Juntunen seconded. All members voted in favor, and Dr. Garaas
      is approved to claim 5 hours for this experience.
   c. The Assessment and Treatment of Attention-Deficit/Hyperactivity Disorder
      Requested by: Dr. Jennifer Garaas – as the Presenter
      Date: May 16, 2012 – for 15 hours – credit for 5 hours given to presenter – Dr. Townsend motioned to approve 4
      hours of CE for this experience for Dr. Garaas, Dr. Juntunen seconded. All members voted in favor, and Dr. Garaas
      is approved to claim 5 hours for this experience.
   d. Complex Trauma in Children: Developmental Impact and Current Approaches to Treatment
      Requested by: Geraldine Carivean, MS, LPCC – Fargo
      Date: February, 2, 2013 - for 5.5 hours – Dr. Townsend moves to approve hours claimed, Dr. Kuchler seconded,
      All members voted in favor, and this CE is approved as described.

V. Oral Exam Committee Report (Dr. Juntunen)
   a. Next Date – Dr. Juntunen will send out a doodle.

VI. Complaints Committee Report and Action
   a. Dr. Geiselhart – Mr. Peterson sent letter per last minutes, but no reply back.
   b. Dr. Boomgaard – Dr. Kuchler and Dr. Townsend are recusing. Dr. Kolstoe, Dr. Juntunen, and Dr. Adams Larsen
      will schedule a special meeting to review the new information.

VII. Application Review Committee
a. New Applications for approval – no review of documentation yet of the hours for supervised practice amounts for pre-approval for licensure (66-02-01-11.1) for those without APA accredited internship programs.
   i. Dr. Shiou-Feng (Megan) Gu – needs to clarify the number of hours for clinical internship and supervision so that we can make determination.
   ii. Dr. Marie Lepeltier – CK moves to approve for EPPP, RT seconds. ROLL: Dr. Kuchler – yes, Dr. Townsend – yes, Dr. Juntunen – yes, Dr. Adams Larsen – yes. approved for EPPP, and Dr. Adams Larsen will review the hours for number of supervised hours needed.
   iii. Dr. Nicole Cross-Hillman – Applying for Psychologist (reciprocity-MN) – considering as regular applicant – need to determine if internship is APA approved. Dr. Juntunen moved to approve for Oral exam, seconded by Dr. Townsend. ROLL – Dr. Juntunen – yes, Dr. Townsend – yes, Dr. Kuchler – yes, Dr. Adams Larsen –yes. Schedule for next oral exam.

b. New Applications for discussion
   i. ABA Applications
      1. Ms. Blake Peterson – Applying for LABA under 66-02-01-15 subsection 3, and Board may grant license (per Mr. Peterson), as all criteria have been met. Dr. Juntunen moves to approve for licensure as ABA, Dr. Kuchler seconded. ROLL: Dr. Juntunen – yes, Dr. Kuchler – yes, Dr. Townsend – yes, Dr. Adams Larsen – yes. Board Office will issue license.
      2. Ms. Crystal Ringenberg – Applying for LABA – Mr. Peterson indicates that it is not clear which subsection she is applying under – and he thinks it is either subsection 4 or 1 of 66-02-01-15. Dr. Juntunen – moves, Approve to sit for ORAL EXAM for licensed ABA, Dr. Kuchler seconds. ROLL call vote: Dr. Juntunen – yes, Dr. Kuchler – yes, Dr. Adams Larsen – yes, Dr. Townsend – yes. (Dr. Juntunen and Dr. Adams Larsen will work on developing Oral Exam for next examination period).
      3. Ms. Theresa Schober – Applying for LABA under 66-02-01-15 subsection 3, and Board may grant license (per Mr. Peterson), as all criteria have been met. Dr. Kuchler moves to approve for licensure as ABA, Dr. Townsend seconded. ROLL Vote: Dr. Kuchler – yes, Dr. Townsend – yes, Dr. Adams Larsen – yes, Dr. Juntunen – yes. Board Office will issue license.

VIII. Pending Applications with need for Report/Board Action – Mr. Peterson indicates the Board Office should inform these applicants that the board will consider granting or denial of license unless they receive the information (specify) required by a specific date.
   a. Dr. Kirchner (passed Oral, but no plan for supervised hours was submitted)
   b. Dr. Siegal (still hasn’t scheduled re-take of Oral Exam)

IX. Adjourned by Dr. Adams Larsen – 1:17pm. Remaining items were tabled.

Respectfully submitted,
Margo Adams Larsen, Ph.D.
Board President
ND State Board of Psychologist Examiners
Teleconference Agenda
10/31/2012 @ 9 am CST

Originating from:
2100 S. Columbia Road, Suite 202, Grand Forks, ND

MINUTES

1. Call to Order @ 9:07am by Dr. Adams Larsen, presiding.
   i. Attending: Dr. Adams Larsen (President), Dr. Paul Kolstoe, Dr. Cindy Juntunen (Vice President)
2. Complaints Committee Report and Action
   i. Dr. Boomgaard - review of further information
      i. Complaint that there is disagreement with the findings, no evidence that things were done wrong, no ethical, practice or legal standards violated. There is a process in place for dissatisfaction within the Human Services System.
      ii. Dr. Kolstoe made motion to dismiss complaint, Dr. Juntunen seconded.
      ROLL CALL VOTE: Dr. Kolstoe- dismiss, Dr. Juntunen – dismiss, Dr. Adams Larsen – dismiss. Motion carries, complaint is dismissed.
      iii. Discussion regarding response to complainant
3. Adjourn - Dr. Adams Larsen adjourned meeting at 9:22a.
MINUTES

1. Call to Order by President Dr. Adams Larsen @ 12:04pm
   a. Attending: Dr. Richard Townsend (left at 12:59); Dr. Adams Larsen; Dr. Christine Kuchler; Dr. Paul Kolstoe
   b. Absent with Regrets: Mr. Bill Peterson, Dr. Cindy Juntunen (Vice President)

2. Approval of Minutes – Dr. Townsend moves to approve all sets, Dr. Kolstoe seconds. Discussion – Dr. Kuchler requesting that President/Vice President be added to the minutes as well as who is running the meeting. These changes were made to both sets. For 10/22/2012 Minutes, clarify language under III (b) a, that the subsections 3, 4, and 5 do not get an oral exam – changes were made. Dr. Townsend amends his motion to approve both sets with the changes made, Dr. Kolstoe seconds. ALL voted in favor. Minutes Approved with changes.
   a. Sept. 24 – approved with changes made
   b. Oct. 22 – approved with changes made
   c. Oct. 31 – approved

3. Matters Arising
   a. Financial Review – brief review – Board Office will send a year review out to all members for comparative.
   b. Settlement Agreement Review items
      i. Dr. Doppler – need to clarify to Dr. Doppler regarding raw data collection and supervision of it properly, Dr. Brown’s confusion Dr. Townsend indicates that Dr. Brown has completed the terms of the settlement agreement. Dr. Townsend suggests that the Board send a letter to Dr. Brown so he can better understand the basis of the complaint – not the release of the report being problematic, but that the data disappeared and were not available to share with other professionals for legitimate reasons. Copy of the letter to Dr. Doppler as well. Dr. Kuchler will draft and Board Office will inform Board Attorney of the same.
   c. Discussion request related to SB2155 - section 9 of 43-32-30
      i. This is the exemption for “program coordinators” per Dr. Kolstoe. Within an agency (which has licensure standards) licensed by the State to provide residential services/etc. INDIVIDUALS MAY NOT REFER TO THEMSELVES AS ABA or BEHAVIOR ANALYSTS, but may practice applied behavior analysis.
      ii. Dr. Kuchler suggests that the Board draft a response for next meeting, along with FAQ, and have Mr. Peterson review these prior to posting/responding.
   d. Updates from ASPBB meeting in San Francisco – Dr. Adams Larsen will circulate a summary.
      i. Dr. Kuchler deeply thanks the Board for nominating her for the State and Provincial Service Award. Congratulations on a most deserved award, Dr. Kuchler!
4. CE Committee Items
   a. Extension requests
      i. Dr. Townsend – (Dr. Townsend recused himself from this item) request to extend
         reporting period to November 15, 2012 – Dr. Adams Larsen motions to approve, Dr.
         Kuchler seconds. All voted in favor. Motion approved.
      ii. Dr. Timm – request extension to 12/31/2012 – Dr. Kuchler moves to approve the
          extension, Dr. Townsend seconds. All voted in favor. Motion approved.
      iii. Dr. Sullivan – request to extend reporting to November 15, 2012 – Dr. Townsend moves
           to approve, Dr. Kuchler seconds. All voted in favor. Motion approved.
   b. Dr. Kuchler indicates that we remind these individuals that these credits cannot be used
      towards the next reporting cycle when the Board Office informs them of the extensions.

5. Oral Exam Committee Report
   a. Update on ABA Oral Exam creation – some collaborative efforts are underway.

6. Complaints Committee Report and Action (Dr. Kuchler)
   a. Dr. Geiselheart – no response – Dr. Kuchler indicates that we should share with him that
      despite we would not make this a dismissal but we could word this as an ‘alleged’ violation, and
      thus able to be reported as such in the data base. Ms. Hilson at ASPPB indicates this language
      can often be helpful. Board discussion indicates there are limited merits to proceeding with
      such wording. Dr. Adams Larsen suggests revisiting this discussion at the time a response is
      considered.
   b. Dr. Benson – Dr. Kuchler will summarize for next meeting
   c. Dr. Sullivan – Dr. Kuchler will summarize for next meeting

7. Application Review Committee
   a. New Applications for approval - none
   b. New Applications for discussion
      i. Angela Rortvedt – (LABA)- Dr. Kuchler moves to license based on NDAC 66-02-01-15 (3).
         Dr. Adams Larsen seconds. ROLL CALL VOTE: Dr. Kuchler – yes, Dr. Adams Larsen – yes,
         Dr. Townsend – yes, Dr. Kolstoe – yes. License granted.
      ii. Cristine Deaver – (LABA) – Dr. Adams Larsen moves to license based on NDAC 66-02-01-
          15 (4). Dr. Kuchler seconds. ROLL CALL VOTE: Dr. Adams Larsen – yes, Dr. Townsend –
          yes, Dr. Kolstoe – yes, Dr. Kuchler – yes. License granted.
   c. Update on the PLUS – still in progress.

8. Law/Regulations Committee
   a. Consideration of Code/Title in preparation for December deadline – Discussion with regard to
      proceeding with any ‘administrative’ changes. Dr. Kolstoe suggests a sub group to propose
      changes to Board by 11/26/2012 to see if we need to call a special voting meeting on 12/3/12
      to determine if the Board will proceed.

MEETING ADJOURNED by Dr. Adams Larsen @ 1:06pm.

Respectfully Submitted,
Margo Adams Larsen, Ph.D.
Board President
ND State Board of Psychologist Examiners
Teleconference Meeting
December 10, 2012 @ 12 pm CST
Originating from:
2100 S. Columbia Road, Suite 202, Grand Forks

MINUTES

1. Call to Order @ 12:04p by Dr. Adams Larsen (Presiding).
   a. Attending: Dr. Adams Larsen (President), Dr. Cindy Juntunen (Vice President), Dr. Christine Kuchler, Mr. Bill Peterson
   b. Absent with regret: Dr. Paul Kolstoe, Dr. Richard Townsend

2. Approval of Minutes
   a. Nov. 12, 2012 – Dr. Kuchler moves to approve with correction of typos, Dr. Juntunen seconds. All voted in favor. Minutes are approved.

3. Matters Arising
   a. Inquiry from Pennsylvania Board – Dr. Juntunen suggests we move to investigating information related to this inquiry for review at January meeting.
   b. SB 2155 Inquiry from Legislator – Discussion – Mr. Peterson indicates that the Board could share what the Board thinks, however, individuals practicing without a license can still be prosecuted by others, including future Board make ups of the same Board. Mr. Peterson indicates that the Board could provide a response that tells what the Board’s current thinking is, and strongly encourages individuals to seek the advice of an attorney for interpretation. The following is not legal advice, but this is our current interpretation of what the law means, and the previous reply. Dr. Adams Larsen suggests a redraft of current response as FAQ to include Mr. Peterson’s input and return for Board approval in January.
   c. HIP-DB – vote to designate ASPPB as our reporting agent – Dr. Kuchler moves to approve the HIP-DB designation agreement, Dr. Juntunen seconded. All voted in favor. Motion carries. Board Office will move forward with completing this.
   d. ASPPB Jurisdiction Agreement for EPPP – Dr. Juntunen moves to sign on to this agreement. Dr. Kuchler seconds. All voted in favor, motion carried. Board office will complete the appropriate documentation.
   e. ASPPB Telepsychology Survey – member/attorney partnered response. Dr. Kuchler suggests prioritizing sections for him to review. Dr. Juntunen is able to work with Dr. Adams Larsen to pare down the focus for use of 1 hour of Mr. Peterson’s time. Dr. Juntunen moves to approve up to one hour of attorney time to provide feedback on this, Dr. Kuchler seconds. All voted in favor. Motion carries. Dr. Adams Larsen will coordinate with Dr. Juntunen and Mr. Peterson.

4. CE Committee Report and Vote (Dr. Townsend & Dr. Kolstoe)
   Discussion item: Dr. Adams Larsen asks what the consequences are for licensees who fail to return their CE reports by 11/15. Mr. Peterson indicates that after 12/31 once requirements for renewal are met, and a late fee paid, the license renewal is issued.
   a. CE Report extension requests
i. Dr. Rosalie Etherington – Dr. Kuchler moves to approve extension request, Dr. Adams Larsen seconds. All voted in favor. Extension is granted.

ii. Dr. Sternhagen – Dr. Juntunen moves to approve extension request, Dr. Kuchler seconds. All voted in favor. Extension is granted to 12/31/12. However, Dr. Kuchler asks for a recall considering that under further review of extension requests, there is no specific hardship documented. Dr. Juntunen moves to rescind the first motion, Dr. Kuchler seconds. All voted in favor of rescinding the first motion. Motion to rescind carries, and extension is no longer granted. Dr. Juntunen moves to inform that extension is denied if CE report is not received by 12/31/12, his license will expire on 12/31/12 and he will have to pay a late fee when he has met renewal requirements. Dr. Kuchler seconds. All voted in favor, the motion to inform of denied extension carries. The Board office will inform that extension is denied if CE report is not received by 12/31/12, his license will expire on 12/31/12 and he will have to pay a late fee when he has met renewal requirements.

iii. Dr. Robert Klepac – Dr Adams Larsen moves to inform that extension is denied if CE report is not received by 12/31/12, his license will expire on 12/31/12 and he will have to pay a late fee when he has met renewal requirements. Dr. Juntenen seconds. All voted in favor. Board office will inform that extension is denied if CE report is not received by 12/31/12, his license will expire on 12/31/12 and he will have to pay a late fee when he has met renewal requirements.

b. CE Reports not received (No extension request received)
   i. Dr. James Brandt - The Board notes if Dr. Brandt doesn’t pay renewal fee and complete CE by 12/31/12 his license will expire.

c. CE Audits 2012 – TABLED until 12/17/2012 meeting.

5. Oral Exam Committee Report (Dr. Juntunen)
   a. We are working on developing Oral Exam for ABA applicants.
   b. Outstanding oral exam candidates to be completed before 12/31 scheduled for: 12/17/2012

6. All remaining items tabled – adjourned at 1:08pm

Respectfully Submitted,
Margo Adams Larsen, Ph.D.
Board President
ND State Board of Psychologist Examiners
Teleconference Agenda
December 17, 2012 @ 8:30 – 11:00 AM CST

Originating from:
UND, Dept. of Counseling Psychology & Community Service
231 Centennial Drive, Education 31B, Grand Forks, ND

MINUTES
Oral Exams

1. Call to Order by Dr. Juntunen (Vice President) at 9:06am
   a. Attending: Dr. Adams Larsen, Dr. Juntunen, Dr. Kuchler, Dr. Kolstoe

2. Selection of Exam Items

THE NEXT ITEM ON THE AGENDA IS ORAL EXAMS. This item must be conducted in executive session under authority of NDCC 44-04-18.8.

3. Oral Exams
   a. Dr. Boulton-Olson (set 2) – The Board entered executive session at 9:12 am to conduct this exam. Present were Dr. Adams Larsen, Kolstoe, Kuchler (Dr. Juntunen recused and Dr. Townsend unavailable) and Dr. Boulton-Olson. Board exited Executive session at 9:07a to vote. Dr. Adams Larsen moved to pass Dr. Boulton-Olson. Dr. Kuchler seconds. ROLL CALL VOTE: Dr. Adams Larsen – yes, Dr. Kuchler – yes, Dr. Kolstoe – yes. Oral exam is passed. Dr. Adams Larsen will inform candidate.

   b. Dr. Kuchler left the meeting at 9:35.

   c. Dr. Juntunen rejoined the meeting at 9:38.

   d. Dr. Freed (set 1) – The Board entered executive session again at 9:42a to conduct this exam. Present were Board members Drs. Adams Larsen, Juntunen & Kolstoe (Drs. Kuchler and Townsend unavailable) and Dr. Freed. Dr. Townsend joined at 9:58 am. Dr. Kolstoe moves to pass Dr. Freed on oral exam. Dr. Juntunen seconds. Board exited Executive session at 10:09 am to vote. ROLL CALL VOTE: Dr. Juntunen - no, Dr. Kolstoe – no, Dr. Adams Larsen - no, Dr. Townsend - abstain. Dr. Freed does not pass oral exam. Dr. Adams Larsen will inform candidate and offer her the opportunity to re-take the exam at the next available offering.

   e. Dr. Buckley (set 2) - The Board entered executive session at 10:13a to conduct this exam. Present were the Board members (Adams Larsen, Juntunen, Kolstoe, and Townsend) and Dr. Buckley. Board exited Executive session at 10:56 to vote. Dr. Juntunen moved to pass Dr. Buckley. ROLL CALL VOTE: Dr. Kolstoe - no, Dr. Adams Larsen – no, Dr. Townsend – no, Dr. Juntunen – no. Oral exam is not passed. Dr. Kolstoe will inform candidate and provide specific feedback, and offer a re-take at the next opportunity.
f. Dr. Phillippi (set 1) – The Board entered executive session at 9:12 am to conduct this exam. Present were Dr. Adams Larsen, Kolstoe, Kuchler (Dr. Juntunen recused and Dr. Townsend unavailable) and Dr. Boulton-Olson. Board exited Executive session at 9:07a to vote. Dr. Adams Larsen moved to pass Dr. Boulton-Olson. Dr. Kuchler seconds. ROLL CALL VOTE: Dr. Adams Larsen – yes, Dr. Kuchler – yes, Dr. Kolstoe – yes. Oral exam is passed. Dr. Adams Larsen will inform candidate.

g. Dr. Legerski (set 2) – The Board entered executive session again at 10:20 am to conduct this exam. Present were the Board members above and Dr. Legerski. Board exited Executive session at 10:49 am. Dr. Kuchler moves to pass Dr. Legerski on oral exam. Dr. Kolstoe seconds. ROLL CALL VOTE: Dr. Kolstoe - yes, Dr. Juntunen-yes, Dr. Kuchler - Dr. Legerski passed oral exam. Dr. Juntunen will contact and provide feedback.

4. Meeting Adjourned at 10:52 am

Respectfully Submitted,
Margo Adams Larsen, Ph.D. & Cindy Juntunen, Ph.D.
Board President & Vice President
ND State Board of Psychologist Examiners
Teleconference Meeting
December 17, 2012 @ 12 pm CST
Originating from:
2100 S. Columbia Road, Suite 202 – Grand Forks

MINUTES

1. Call to Order @ 12:01p (Dr. Adams Larsen, Presiding)
   a. Present: Dr. Margo Adams Larsen (President), Mr. Bill Peterson, Dr. Cindy Juntunen (Vice President), Dr. Christine Kuchler, Dr. Paul Kolstoe
   b. Absent: Dr. Townsend

2. CE Committee Report
   a. CE Audits 2012 Dr. Kolstoe moves to approve renewal for: Muntz, Barrett, Arndorfer, Ulven, O’Neill, Lewis-Rickert, Deloy, Riegler, Tait, Rehmert, Pederson, Kotschwar, Quam, Kuna, and Baer (of the 2012 Audit group). Dr. Kuchler seconds. All voted in favor. Individuals listed in this item are renewed.
   b. Dr. Kuchler moves to notify Dr. Sullivan that she is 4 credits short of Category 1-3 credits, and to offer an extension to 1/31/2012 to complete renewal requirements and that these CEs may not be used for her current reporting period. Dr. Adams Larsen seconds. Discussion is that no renewal certificate will be issued until the requirements are complete. All voted in favor. The Board Office will inform Dr. Sullivan.

3. Complaints Committee Report and Action
   a. Dr. Benson – Mr. Peterson cautions that 2002 code of ethics would apply due to the timing of the conduct in the complaint. Dr. Kuchler summarizes the complaint and indicates the complaint was initially submitted to the board of medical examiners. Six points of the complaint were reviewed. Dr. Kuchler moves to dismiss complaint. Dr. Adams Larsen seconds. ROLL CALL VOTE: Dr. Kuchler – yes, Dr. Adams Larsen – yes, Dr. Juntunen – yes, Dr. Kolstoe – yes. Motion passes. Complaint is dismissed. Mr. Peterson will write letter.
   b. Dr. Sullivan – Dr. Kuchler summarizes the complaint and indicates the complaint was also initially submitted to the board of medical examiners. Three points of the complaint were reviewed. Consider corroboration of assistant states attorney and supervisor to verify her response points – Mr. Peterson indicates this would actually be appropriate legal practice. Overall, unprofessional conduct allegation. Dr. Kuchler moves to dismiss complaint. Dr. Juntunen seconds. Brief discussion. ROLL CALL VOTE: Dr. Adams Larsen – yes, Dr. Juntunen – yes, Dr. Kolstoe – yes, Dr. Kuchler – yes. Motion passes, complaint is dismissed. Mr. Peterson will write letter.

4. Application Review Committee
   a. Pending Applications with need for Report/Board Action
      i. Dr. Gu – documents not received yet
      ii. Dr. Kirschner – discussion regarding how to proceed as documentation has not been received by 11/30/2012 date of requirement. Dr. Kuchler suggests another email indicating that we were able to find supervisors and that he really needs to have supervisors complete the forms. He doesn’t meet 43-32-19.1 requirements (those we think he is referring to), and information on how to reach his supervisors.
   b. New Application – Approve for EPPP
      i. Dr. Justin Boseck – Dr. Kolstoe moves to approve to sit for EPPP, Dr. Kuchler seconds. Discussion of his PhD in school psych which is APA approved, and as currently written statute it meets requirements. ROLL CALL VOTE: Dr. Juntunen – yes, Dr. Kolstoe – yes, Dr. Kuchler – yes, Dr. Adams Larsen – yes. He approved for EPPP.
   i. Rick Blair – Dr. Kuchler moves to approve as RABA, Dr. Juntenen seconds. Discussion – 43-32-34(5) – grandfather clause. ROLL CALL VOTE: Dr. Kuchler – yes, Dr. Adams Larsen –yes, Dr. Juntenen – yes. Motion passes. Will be registered.
   ii. Barbara Peterson – Discussion held – because the application is incomplete – 1) missing a third endorsement, 2) endorsements are not listed on the application form, 3) no vita was submitted (item R), and need to complete item P. Dr. Adams Larsen moves to request more information from the applicant for further consideration for the grandparenting clause at the next board meeting in January. Dr. Juntenen seconds. Dr. Kuchler suggests if this passes we specify the additional information we will need. All in favor. Continue to consider with specific feedback of application needs. The Board office will inform.

d. New Applications – LABA
   i. Gabriel Waters – (Dr. Kostoe recuses) Dr. Adams Larsen move license as ABA under 43-32-34(5), Dr. Kuchler seconds. Mr. Peterson indicates subsection 4 under rule. ROLL CALL VOTE: Dr. Adams Larsen – yes, Dr. Juntenen – yes, Dr. Kuchler – yes. Motion passed. License as ABA.
   ii. Cathy Waters – (Dr. Kostoe recuses) Discussion regarding process of past licensure. Dr. Juntenen moves to License as ABA, Dr. Adams Larsen seconds. ROLL CALL VOTE: Dr. Juntenen – yes, Dr. Kuchler – yes, Dr. Adams Larsen – yes. Motion passes. License as ABA.
   ii. Chelsea Evanstad – Mr. Peterson indicates no practice needed to be licensed. Needs MA in psychology – but hers in ABA and Autism, and it is a distance degree program. Dr. Kuchler moves to grant license as ABA, Dr. Juntenen seconds. Dr. Kolstoe rejoins discussion. ROLL CALL VOTE: Dr. Kuchler – yes, Dr. Adams Larsen – yes, Dr. Kolstoe – yes, Dr. Juntenen – yes. Motion passes, license ABA.

5. Adjourned 1:10pm

Respectfully Submitted,
Margo Adams Larsen, Ph.D.
Board President