

nd state board of psychologist examiners

Monday, October 20, 2025 @ 12pm CST

Meeting Minutes

1. Call to Order & Attendance (Dr. Paul Kolstoe, PhD, Presiding)

- Present
 - Dr. Paul Kolstoe-President Presiding
 - Dr. Jennifer Krance
 - Dr. Edward Kehrwald
 - Dr. Angela LaRocque
 - Mr. Gary Wolsky
- Absent
 - Dr. Renee Boomgaarden
 - Dr. Sara Quam

2. Mission Statement - Purpose and Mission. The purpose of the board of psychologist examiners is to regulate the practice of psychology, as defined through the legislative authority of North Dakota Century Code chapter 43-32, in the interest of and to preserve and protect the health, safety, and welfare of the public.

3. BOARD BUSINESS

a. Complaints*

i. Complaints

- **Dr. Whitcomb – Status Review**
 - **Awaiting final report from Dr. Eaton**
 - **Board will review once final report is received.**
- **Dr. Brenda King**
 - **PH's Appeal and Specifications of Error**
 - **Dr. Kolstoe and the Board went into Executive Session at 12:04pm**

NDSBPE *** MEETING AGENDA

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- **Executive Session ended at 12:11pm CST**
- **Case will be assigned to a litigator in the North Dakota Attorney General's Office.**

ii. Inquiries Discipline

b. Applications Coordinator* (Dr. Kehrwald / Dr. Boomgaarden)

i. Sit for EPPP:

- **Dr. Ashlyn Kincaid**
 - **Completed PLUS on 9/24/2025**
 - **PLUS sent to Dr. Kehrwald on 9/30/2025**
 - **Dr. Kolstoe made the motion to approve Dr. Kincaid for the EPPP Test.**
 - **Roll call vote: All Aye**

Sit for Oral Exam

- **Dr. Patrick McNally**
 - **Scheduled to take EPPP on November 4th**
 - **Requested to take the Oral Exam on November 17th**
 - **Dr. Kolstoe made the motion to approve Dr. McNally for the Oral Exam.**
 - **Roll Call Vote: All Aye**
- **Dr. Courtney Atkins**
 - **Taking EPPP on October 23rd**
 - **Requested to sit for the Oral Exam on November 17th**
 - **Dr. Kolstoe made the motion to approve Dr. Atkins for the Oral Exam.**
 - **Roll Call Vote: All Aye**
- **Dr. Jaelin Beachy**
 - **Dr. Kehrwald reviewed PLUS on June 8th 2025**
 - **Passed EPPP on 10/14/2025**
 - **Dr. Kolstoe made the motion to approve Dr. Beachy for the Oral Exam.**
 - **Roll Call Vote: All Aye**
- **Dr. Alyssa Parisien**
 - **Completed and passed EPPP on 8/13/2025**
 - **Dr. Kolstoe made the motion to approve Dr. Parisien for the Oral Exam.**
 - **Roll Call Vote: All Aye**

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ii. For Limited Practice

- **Dr. Gregory Western Limited Practice Application: Outstanding**
- **Dr. Thea Rothmann: Approved on September 23rd 2025**
- **Dr. Katheryn Cranbrook: Approved on September 23rd 2025**

iii. 3 - Year Resident Letters issued

- **None**

iv. Open Application Files Needing Board Action or Discussion.

- **Dr. Gregory Western: Limited Practice Application**
 - **The Board discussed and approved Dr. Western's Limited Practice Application.**

v. Provisional License Status Letters issued since last meeting

- **Dr. Amanda Young: Provisional License issued on 9/30/2025**
- **Dr. Emily Heavner: Provision Issued on 10-16-2025**

vi. Provisional Licenses that have expired since last meeting

- **None**

vii. List of Application Initiation Forms received since last meeting.

- **Dr. Amanda Young: Provisional**
- **Dr. Gregory Western: Limited Practice**
- **Dr. Katheryn Cranbrook: Limited Practice**
- **Dr. Thea Rothmann: Limited Practice**

viii. List of Supervision Notification Forms received since last meeting.

- **None**

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viii. Business Items

1. Psypact commissioner
 - **Dr. Quam will be at the Psypact meeting in November and will not be present during the November 17th regular meeting.**
2. Computers, emails, Teams
3. Procedure Manual
 - **Update from Dr. Kolstoe**
 - **Currently in progress**
4. CE Broker issues
 - **Those licensed after February 2025 need to be added to CE Broker.**
 - **The new list was provided on October 9th 2025**
 - **Dr. Kolstoe facilitated a “CE Broker” session and had 4 participants.**
5. Open Meeting issues
6. NPDB renewal
- 7 Department of Commerce & Workforce Development Council questionnaire
8. Expiring terms and ASPPB discussion regarding retiring from Boards
 - **Mr. Wolsky is resigning from the Board once his replacement is identified.**
9. APA Master's Accreditation
10. ASPPB update on EPPP
 - **Part 1 and Part 2 of the EPPP may be required in the future.**

c. Legislative Coordinator (Dr. Kolstoe)

d. Board Office Coordinator (Dr. Boomgarden)

- i. Monthly Finance Report and Monthly Status Report – (#Calls, #Emails, #Verifications, #Applications, etc.)
- ii. Board office contact
- iii. Teams chat issue
- iv. Red Tape Reduction
- v. NPDB membership
- vi. Fiscal notes

e. Outreach/Training Coordinator

- i. ASPPB meeting
Licensing Board Seminar
- ii. Training priorities

Outreach Updates

- i. Suggested website updates/changes
Organization of web presence and new platform

f. Continuing Education Coordinator (Dr. LaRocque)

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- i. CE Submissions that need Approval
 - **Request from Heather Brant: 2025 Behavioral and Children and Family Services Conference**
 - **Approved by Dr. LaRocque**
- ii. CE approval requests submitted via CE Broker
- g. Examination Coordinator (Dr. Krance)
 - **Oral Exam on October 20th starting at 9:45am CST**
 - **Dr. Nancy Laney: 9:45am**
[Join the meeting now](#)
 Meeting ID: 280 120 170 788 9
 Passcode: 3RF6XV2L
 - **The Board went into Executive Session during the exam.**
 - **Dr. Krance made the motion to approve Dr. Laney's Oral Exam**
 - **Roll call vote: All Aye**
 - **Dr. Summer Lardy: 10:30am**
[Join the meeting now](#)
 Meeting ID: 279 240 216 544 7
 Passcode: Gi73m9r
 - **The Board went into Executive Session during the exam.**
 - **Dr. Krance made the motion to approve Dr. Lardy's Oral Exam**
 - **Roll call vote: All Aye**
 - **Dr. Kimberly Olson: 11:15am**
[Join the meeting now](#)
 Meeting ID: 222 478 560 183 2
 Passcode: rq2GA7ts
 - **The Board went into Executive Session during the exam.**
 - **Dr. Krance made the motion to approve Dr. Olson's Oral Exam**
 - **Roll call vote: All Aye**
- h. Budget Coordinator (Dr. Kolstoe)
 - i. Financial Planning = estimating
 - **Information from Dan Albertson on Big Picture**
 - **No additional down-payment in 2030**
 - **Projected annual payment of \$9,600 in 2030**
 - **Issues with providing a down payment?**

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4. NEW BUSINESS

- a. COVID-19
- b. Approve minutes from Board Meeting
 - **09/15/2025 Meeting minutes Review**
 - **Dr. Kolstoe made the motion to approve the meeting minutes**
 - **Roll Call Vote: All Aye**
- c. Albertson's Consulting
- d. Tele supervision vs. face to face supervision requirement?

5. SPECIAL TOPICS

- a. School Psychology (Dr. Kolstoe)
- b. DOH Autism Advisory Group (Dr. Boomgaarden)
- c. Child Support Enforcement Meetings / Mr. Schaibley)

6. Other Business Arising – time permitted

- **Dr. Patrick McNally and Response from the PA Board**
 - **The Board reviewed and Dr. Kolstoe will investigate this and bring more information back to the Board.**
- **Renewal Reviews: Elect Board member to review and approve renewal applications**
 - **Dr. Kehrwald will review renewals**
- **Dr. Sara Durbin question about working out of state**
 - **The Board reviewed and determined she does not need to declare supervision.**
- **MJ Question: Licensed in MN, asked to supervise a psych student who is in ND.**
 - **The Board reviewed and requested more information about the type of student and the type of work, training, program.**

7. Adjourn

Next Board Regular Meetings (12:00 CT to 1:15 pm): **November 17th 2025 via TEAMS**

2025 DATES: December 15th

Board Office Meetings:

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