

# ND State Board of Psychologist Examiners

402 East Main Street, Suite 5 - Bismarck, ND 58501  
P. 701.214.5580 – F. 605.355.6961

DATE Monday, September 18, 2017 @ 12-1:15pm CT

## AGENDA

1. **Call to Order & Attendance** (Dr. Haugen, Presiding)
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. **NEW BUSINESS**
  - a. Inquiry Items
    - i. License numbers on Provisional License Status letters (Dr. Haugen/Mr. Schaibley)
4. **COMMITTEE BUSINESS**
  - a. **Board Office** (Dr. Haugen)
    - i. Monthly Status Report – (7/14 to 9/14 - 1169 emails; 7/14 to 8/21- 714; 8/22 to 9/14 - 455)
    - ii. Meeting Minutes to be approved (see document in Basecamp)
      1. August 21, 2017, Board Meeting
    - iii. Monthly Finance Report (see document in Basecamp)
    - iv. Board Meeting Date Changes
      1. November 29, 2018 is a Thursday (not a Monday); proposed change to November 26
      2. July 18, 2018 would be following proposed retreat; proposed change to July 25
    - v. Vendor Transition Updates
      1. Kathlene Thurman will provide primary office support
      2. Communicating with board staff and board staff tasks
      3. Files transitioning to basecamp (Applications, CEs to review)
      4. NDSBPE Form review (specifically review CE Program Sponsor Approval and CE Reporting Approval in Basecamp in Forms/Letter Templates Revised and Awaiting Approval folder)
    - vi. 2018 License/Registration Renewals
      1. Proposal to use Google Forms for renewals (including old and new attestations; Dr. Adams Larsen; see link in Basecamp)
      2. Credit card processing (Ms. Thurman/Dr. Adams Larsen)
      3. Process questions from board office
    - vii. Procedure and Functions Manual Updates
      1. Feedback from board on Overview, Board Member, and Board Meeting sections
      2. Committee functions and assignments (review document in Basecamp for proposal)
  - b. **Budget Committee** (Dr. Kolstoe)
    - i. Budget of 2017-2018 (review document in Basecamp)
  - c. **Legislative Committee** (Dr. Kolstoe)
    - i. Administrative Code Draft Updates
  - d. **Outreach/Training Committee** (Dr. Adams Larsen)
    - i. Action items
      1. Discussion about educational talk on LABA licensing in ND to UND ABA students (on-line)
      2. Application Tracking/Eligibility Form (referred to Applications committee)

# ND State Board of Psychologist Examiners

402 East Main Street, Suite 5 - Bismarck, ND 58501  
P. 701.214.5580 – F. 605.355.6961

DATE Monday, September 18, 2017 @ 12-1:15pm CT

## AGENDA

3. Board direction to the Outreach committee to work with various stakeholders to potentially be meeting site hosts
- ii. Training
  1. FARB RLS – October 5-8, 2017 (Savannah, GA): Dr. Adams Larsen attending as board member, Mr. Schaibley as board attorney
  2. ASPPB – October 18-22, 2017 (Waikoloa, HI): Dr. Adams Larsen attending as board member, Dr. Kuchler attending as board investigator
  3. FARB Forum – January 25-28 (Coronado, CA): Dr. Adams Larsen, Mr. Schaibley (Board of Audiology able to pay for half, NDSBPE paying for half)
  4. ASPPB – April 12-15 (Savannah, GA): Dr. Boomgaarden and Dr. Haugen possibly attending
  5. CLEAR – Investigator training
- e. **Complaints Committee\*** (Dr. LaRocque)
  - i. Dr. Flemmer (Update from Dr. Adams Larsen)
  - ii. Dr. Wegner
  - iii. Investigator Updates
  - iv. Business Items
- f. **Applications Committee\*** (Dr. Ulven)
  - i. Sit for EPPP
    1. Campbell (LABA)
    2. Donohue (LABA)
    3. Gordon (LABA)
  - ii. Sit for Oral Exam
    1. Hill (LABA) – endorsement updates
    2. Larkin (LABA) – PLUS updates
    3. Owens (LABA)
    4. Motl (LABA)
  - iii. For Limited Practice
  - iv. List of Application Initiation Forms Received since last meeting
  - v. Open Application Files Needing Board Action
  - vi. List of Supervision Notification Forms Received since last meeting
    1. Zeitchick
    2. Weber
    3. Collins
    4. Soderstrom
  - vii. Business Items\*
    1. Dr. Travis (Mr. Schaibley)
    2. Dr. Soderstrom
- g. **Examination Committee\*** (Dr. Haugen)

# ND State Board of Psychologist Examiners

402 East Main Street, Suite 5 - Bismarck, ND 58501

P. 701.214.5580 – F. 605.355.6961

DATE Monday, September 18, 2017 @ 12-1:15pm CT

## AGENDA

- i. Location for Oral exams October 11
  - ii. Exam content (law, jurisprudence, ethics)
- h. **Continuing Education Committee** (Dr. Boomgaarden)
  - i. Consent Agenda
  - ii. CE tracker software
  - iii. Upcoming committee meeting to discuss renewal/audit process
5. **SPECIAL TOPICS**
  - a. School Psychology (Dr. Kolstoe) – potential outreach collaboration with NDBCE (Dr. Adams Larsen)
  - b. DoH Autism Advisory Group (Dr. Boomgaarden)
  - c. Child Support Enforcement Meetings (Dr. Adams Larsen/Mr. Schaibley)
6. **Other Business Arising – time permitted**
7. **Adjourn**

### **Next Board Regular Meetings (noon CT to 1:15 pm):**

2017 DATES: SEP 18, OCT 16, NOV 20, DEC 18

2018 DATES: JAN 8, FEB 12, MAR 19, APR 16, MAY 21, JUNE 18, JULY 16 - 17 (BOARD RETREAT?), AUG 20, SEPT 17, OCT 15, NOV 29, DEC 17

**Committee Meetings:** TBA

### **Oral Exams:**

2017: Oct. 11 (WED)

2018 DATES: JAN 17 (WED), APR 18 (WED), JULY 18 (WED), OCT 17 (WED)