

## MEMORANDUM

DATE	April 19, 2016
TO	Licensing Committee Members
FROM	 Jacquelin Everhart CE/Renewals Coordinator
SUBJECT	<b>Agenda Item 3</b> <i>Approval of Licensing Committee Meeting Minutes: February 7-8, 2016</i>

[Approval of Licensing Committee Meeting Minutes: February 7-8, 2016](#)

Attached are the draft minutes for the February 7-8, 2016 Licensing Committee meeting.

**Action Requested:**

To approve the attached minutes for the February 7-8, 2016 Licensing Committee meeting.



**Licensing Committee Meeting  
Minutes**

Department of Consumer Affairs  
1747 N. Market Blvd., Hearing Room #186  
Sacramento, CA 95834  
(916) 574-8400

**Sunday February 7, 2016**

Jacqueline Horn, PhD, Committee Chairperson, called the open session meeting to order at 9:10 a.m. A quorum was present and due notice had been sent to all interested parties. Dr. Andrew Harlem was recorded as absent.

**Members Present**

Jacqueline Horn, PhD, Chairperson  
Stephen Phillips, JD, PsyD  
Nicole J. Jones, Public Member

**Others Present**

Antonette Sorrick, Executive Officer  
Jeffrey Thomas, Assistant Executive Officer  
Jason Glasspiegel, Central Services Coordinator  
Karen Johnson, Licensing Coordinator  
Jacquelin Everhart, CE/Renewals Coordinator  
Chris Siepert, Licensing Analyst  
Norine Marks, DCA Legal Counsel  
Jo Linder-Crow, PhD, CEO, California Psychological Association  
Jonathan Burke, Board and Bureau Relations Manager  
Marilyn Immoos, PhD, California Department of Corrections and Rehabilitation  
Ben Triffo, Legislative Analyst, Department of Consumer Affairs

**Agenda Item #2: Public Comment(s) on Items Not on the Agenda**

There was no public comment.

**Agenda Item #3: Discussion, Review and Consideration of the Proposed Revisions to the Continuing Education regulations, Title 16, California Code of Regulations (16 C.C.R.), Sections 1397.60, 1397.61, 1397.62, 1397.67, 1397.69, 1397.70; Recommendations to Full Board**

Dr. Horn informed the Committee where the review ended at the last Licensing Committee meeting on October 5, 2015.

45  
46 Dr. Horn suggested deleting "utilized must match the client's/patient's presenting concerns  
47 at the time services is rendered" in Practice Outcome Monitoring on page two beginning  
48 with "All outcome measures".  
49

50 Ms. Marks asked for an explanation of the different colors in some of the draft language. Ms.  
51 Everhart explained that the color-coding was to distinguish between the different dates of  
52 review by staff and the Committee. She stated that at the next Board meeting there will be  
53 only two colors. One color that will identify the recommended changes and black will identify  
54 the original language.  
55

56 In the second paragraph on page two, Dr. Horn questioned if CPD should mean "approved  
57 learning activities" or does it just mean "learning activities". She stated that the word  
58 "approved" is not necessary. She also suggested taking out "as provided in the CE  
59 requirements". Dr. Phillips suggested it read "means learning activities approved for the  
60 purposes of license renewal". Ms. Jones suggested that the words "those required" should  
61 replace "approved".  
62

63 On page three, number three, Ms. Marks requested adding in "separate and apart for a fee  
64 for service arrangement" and add "ongoing participation in services related to the field of  
65 psychology, or other related disciplines including but not limited to...."  
66

67 Dr. Horn requested changing the word "publications" to "published" on page four. She stated  
68 that licensees should be able to provide an official letter from the publisher. Dr. Phillips  
69 suggested that the licensees should show that it was published in a journal. Ms. Jones  
70 agreed. Dr. Horn commented that a letter stating that the work was done should be  
71 sufficient, either that the work was done, has to appear in a publication or to have a letter.  
72 Ms. Everhart asked how would staff know if the licensees are not using the same publication  
73 if a letter is sufficient one time and then use the actual publication a second time. Dr. Horn  
74 suggested that an extract of the first page of the article or some proof of publication must be  
75 submitted. Dr. Phillips requested to add self-published in number four and it should be  
76 demonstrated by either acceptance in publication, or a proof of the publication.  
77

78 Dr. Phillips requested that the acronyms LPCC, LEP, etc. in number three, Supervision, be  
79 spelled out.  
80

81 Dr. Linder-Crow asked where in publications is it going to define what will be required  
82 documentation. Dr. Horn answered that on page 11 under definition it will explain what is  
83 required to be documented in publications, and suggested adding in (4)(D) that the record  
84 shall include either a letter of acceptance for publication, or proof of publication with the  
85 publication date in the renewal period for which it is being submitted.  
86

87 Dr. Horn requested to add in (C) that publication may be counted only once. Dr. Linder-  
88 Crow asked what staff will accept as proof. Dr. Horn stated it should include proof of  
89 publication date.  
90

91 In (3) Supervision, Dr. Horn requested to add (C) "The record shall include: dates of  
92 supervision and trainee identifier."  
93

94 Dr. Phillips suggested staff review entire document to ensure that numbers less than 10 are  
95 spelled out to be consistent throughout the document.

96  
97 Dr. Horn suggested taking out the blue staff comments in (1)(h) and in (2) it should read  
98 "each course taken" not completed, and take out the definition on page four under (d) (1)  
99 and (2) and move to page 12 (1) and (2).

100  
101 On Page 11 under (d), which has been changed to (i), Dr. Horn suggested removing the  
102 definition of ABPP and just outline how many hours that can be used and the  
103 documentation needed for submission to the Board.

104  
105 The Committee agreed that in (d) under Publications, which is now changed to (i)  
106 Acceptable CPD leaning activities under "Board Certification", should include:  
107 (1)(A) ABPP Board Certification can count for 100% (36 hours) of required CPD in the  
108 renewal cycle in which the certification is awarded. B) The licensee shall maintain proof of  
109 specialty certification for submission to the Board. Under (2) Senior Option add (A) "Senior  
110 Option" ABPP Board certification can count for 50% (18 hours) of required CPD in renewal  
111 cycle in which the certification is awarded.

112  
113 Dr. Phillips suggested that staff review the entire document and make a global change for  
114 the date of implementation.

115  
116 Under each item Dr. Horn suggested that the last item should describe what will be  
117 submitted, what items to include and what will be sent to the Board if audited.

118  
119 The Committee agreed to take out "number of participants including licensee, disciplines or  
120 areas of expertise, topic(s) covered" in (f)(1)(C) on page nine and add in (B) "Peer  
121 Consultation" does not include" supervision.

122  
123 Dr. Linder-Crow requested that the Committee add a generic statement that an item can  
124 only be counted once under one category and not counted in multiple categories.

125  
126 Dr. Horn suggested adding the "dates of service" and "number of hours" to (C) under (5)  
127 "Examination Functions" and to have consistent wording throughout the document.

128  
129 In Item (6) "Expert Review/Consultations" Ms. Jones suggested deleting "submission to the  
130 Board" and to have it consistent throughout the language, and in C add dates of service and  
131 the number of hours.

132  
133 The Committee agreed to add physical attendance at a full Board or Committee meeting  
134 under number seven (7) on page three, and if a Committee meeting is three hours or less,  
135 one hour of attendance will equal one hour of credit. On page 10 under (7) "Attendance at  
136 a California Board of Psychology Meeting" (c) add the number of hours for submission to the  
137 Board and this record shall include date of meeting, name of meeting and number of hours.

138  
139 Ms. Sorrick stated that staff will delete any reference to "submission to the Board" unless it  
140 is requested to be submitted to the Board for purposes of an audit.

Dr. Horn commented that taking a course is what is reflected in (g) "Academic Coursework", on page 10, and suggested that (D) under (g)(1) should read "The licensee shall maintain a record of the activity. This record shall include a transcript with evidence of a passing grade (C or higher or "pass")."

Dr. Linder-Crow asked if it would include auditing a course. Dr. Horn responded that it would not include auditing a course.

After much discussion, the Committee decided that number (g)(2) Academic/Sponsored CE Instruction should be separated into two sections; (A) "Academic instruction" and (B) "Sponsored CE instruction". The list of the requirements should be by numbers in both (A) and (B). Add to the list in (g)(2)(A)(iv) and (B)(iv) "The record shall include: title of the course, course syllabus, dates of instruction, name of sponsoring entity, and number of hours". Dr. Horn requesting changing in (g)(1)(B) from each course taught to each course "taken" only counts once.

Dr. Linder-Crow suggested having FAQ's and an instructional video posted on the Board's website once these new regulations take effect.

On page four under (b)(2), Academic Instruction, Ms. Sorrick stated that staff will work with legal counsel to review the definitions under Academic Instructions and look at where teaching can occur and identify the types of degree granting institutions where courses are taught. Dr. Horn requested to take out the reference to 2914 in the definition.

Dr. Phillips asked staff to review the entire document and to make the term "section" lower case.

Dr. Horn requested deleting the second paragraph in the new language of 1397.61(a) on page seven, and to take out the second to last sentence in section (c) starting with "Training obtained at an ethic....." on page eight. Ms. Everhart expressed concern on how to answer when a licensee asks what cultural diversity and/or social justice issues are and how to certify that he or she has engaged in a minimum of four hours. Dr. Horn stated that it will be sufficient for licensee to attest under penalty of perjury that the course meets that requirement on their renewal or reactivation application.

Ms. Jones suggested adding ".... it can be met by any of the four CPD categories..." from page two, second paragraph to the end of section (b) on page eight. The licensee shall indicate on his or her documentation which of their CPD activities is being used to fulfill this requirement, and to also add this to the social justice section (c).

After much discussion, the Committee agreed to delete the second paragraph in section (b) on page eight, and to delete the wording in the parenthesis and the code section 1397.60 listed in the last sentence in section (e).

Dr. Horn entered into the record that the Committee will start with (i) on page 12 at the next Licensing Committee meeting.

**§ 1397.60. Definitions. [Effective January 1, 2013-until December 31, 2018.]**

191 This section shall be applicable to a license that expires on or after, or is reinstated or  
192 issued on or after, January 1, 2013, and becomes inoperative on December 31, 2018.

193  
194 As used in this article:

195  
196 (a) "Conference" means a course consisting of multiple concurrent or sequential  
197 freestanding presentations. Acceptable presentations must meet the requirements of  
198 section 1397.61(c).

199  
200 (b) "Continuing education" (CE) means the variety of forms of learning experiences,  
201 including, but not limited to, lectures, conferences, seminars, workshops, grand rounds, in-  
202 service training programs, video conferencing, and independent learning technologies.

203  
204 (c) "Course" or "presentation" means an approved systematic learning experience of at least  
205 one hour in length. One hour shall consist of 60 minutes of actual instruction. Courses or  
206 presentations less than one hour in duration shall not be acceptable.

207  
208 (d) "Grand rounds" or "in-service training program" means a course consisting of sequential,  
209 free-standing presentations designed to meet the internal educational needs of the staff or  
210 members of an organization and is not marketed, advertised or promoted to professionals  
211 outside of the organization. Acceptable presentations must meet the requirements of  
212 section 1397.61(c).

213  
214 (e) "Independent learning" means the variety of forms of organized and directed learning  
215 experiences that occur when the instructor and the student are not in direct visual or  
216 auditory contact. These include, but are not limited to, courses delivered via the Internet,  
217 CD-ROM, satellite downlink, correspondence and home study. Self-initiated, independent  
218 study programs that do not meet the requirements of section 1397.61(c) are not acceptable  
219 for continuing education. Except for qualified individuals with a disability who apply to and  
220 are approved by the Board pursuant to section 1397.62(c), independent learning can be  
221 used to meet no more than 75% (27 hours) of the continuing education required in each  
222 renewal cycle. Independent learning courses must meet the requirements of section  
223 1397.61(c).

224  
225 (f) "Provider" means an organization, institution, association, university, or other person or  
226 entity assuming full responsibility for the course offered, whose courses are accepted for  
227 credit pursuant to section 1397.61(c)(1).

228  
229 Note: Authority cited: Sections 2915(g) and 2930, Business and Professions Code.  
230 Reference: Sections 29 and 2915, Business and Professions Code.

231  
232 **§ 1397.60. Definitions. [Effective January 1, 2019.]**

233  
234 This section shall be applicable to a license that expires on or after, or is reinstated or  
235 issued on or after, January 1, 2019.

236  
237 Continuing Professional Development (CPD) means required learning activities approved  
238 for the purpose of license renewal. CPD can be met in the following four categories:



Professional Activities; Academic; Sponsored Continuing Education; and Board Certification.

(a) Acceptable CPD learning activities under "Professional Activities" include:

(1) "Peer Consultation"

(A) "Peer Consultation" means structured and organized interaction, in person or electronically mediated, with professional colleagues designed to broaden professional knowledge and expertise, reduce professional isolation and directly inform the work of the psychologist. CPD pursuant to this section may be obtained through individual or group case consultation, reading groups, or research groups. These activities should be focused on maintaining, developing, or increasing conceptual and applied competencies that are relevant to psychological practice, education, or science.

(B) "Peer Consultation" does not include "Supervision" as defined in section (b)(3).

Comment [D1]: Add "professional" to colleague throughout document.

Comment [D2]: Why in three colors? If this was agreed upon language, should only be black with underline for new language.

(2) "Practice Outcome Monitoring" (POM)

(A) "Practice Outcome Monitoring" (POM) means the application of outcome assessment protocols with clients/patients, in order to monitor one's own practice process and outcomes, with the goal of assessing effectiveness. All outcome measures must be sensitive to cultural and diversity issues.

Comment [D3]: Delete lettering if only 1 section throughout document

(3) "Professional Services"

(A) "Professional Services" means ongoing participation in services related to the field of psychology, or other related disciplines, including but not limited to, serving on psychological association boards or committees, editorial boards of peer reviewed journals related to psychology or other related disciplines, scientific grant review teams, boards of regulatory bodies, program development and/or evaluation activities separate and apart from a fee for service arrangement. This role supports the public service work of the profession, and reduces professional isolation.

(4) "Conference/Convention Attendance"

(A) "Conference/Convention Attendance" means attending a professional gathering that consists of multiple concurrent or sequential free-standing freestanding presentations related to the practice of psychology where the licensee interacts with professional colleagues and participates in the social, interpersonal, professional, and scientific activities that are part of the environment of those gatherings. CPD credit can be accrued for "Conference/Convention Attendance" in addition to credit earned for completing sponsored CE coursework or sessions at the same conference/convention.

(5) "Examination Functions"

(A) "Examination Functions" means serving in any examination development-related function for the Board or for the development of the EPPP.

(6) "Expert Review/Consultation"



(A) "Expert Review/Consultation" means serving in any expert capacity for the Board.

(7) "Attendance at a California Board of Psychology Meeting"

(A) "Attendance at a California Board of Psychology Meeting" means physical attendance at a full day Board meeting or physical attendance at a separately noticed Committee meeting of the Board. This activity is designed to promote knowledge of current issues before the Board and encourages public participation in the regulatory process.

(b) Acceptable CPD learning activities under "Academic" include:

(1) "Academic Coursework"

(A) "Academic Coursework" means completing and earning academic credit for a graduate-level course related to psychology from an institution whose degree meets the requirements of section 2914 of the Code.

(2) "Academic/Sponsored CE Instruction"

(A) "Academic Instruction" means: teaching a graduate-level course related to psychology in an institution that meets the requirements of section 2914 of the Code or

(B) "Sponsored CE Instruction" means: teaching a sponsored CE course that relates to the practice of psychology. (1397.61 (ii))

(3) "Supervision"

(A) "Supervision" means overseeing the professional experience of a trainee who is accruing hours toward licensure as a Psychologist, Marriage and Family Therapist, Licensed Clinical Social Worker, Licensed Professional Clinical Counselor, Licensed Educational Psychologist, or Physician and Surgeon.

(4) "Publications"

(A) "Publications" means authoring or co-authoring peer-reviewed journal articles, book chapters, book(s), or editing or co-editing a book related to psychology or related discipline.

(c) Acceptable CPD learning activities under "Sponsored Continuing Education" include: any approved structured, sequenced learning activity, whether conducted in-person, online, or self-directed (e.g. home study home study) pursuant to section 1397.61(f). "Course" or "presentation" means an approved systematic learning experience. "Provider" means an organization, institution, association, university, or other person or entity assuming full responsibility for the CE program offered, and whose courses are accepted for credit pursuant to section 1397.61(f)(1).

(d) Acceptable CPD learning activities under "Board Certification" are defined as earning a specialty certification from the American Board of Professional Psychology (ABPP) in one of the following categories:

(1) ABPP Board Certification

(2) "Senior Option" ABPP Board Certification

Comment [D4]: Remove 2914 and define.

Comment [D5]: Staff and legal to review where the course was taught to see if it would count.

Comment [D6]: Ensure list is comprehensive and spell out acronyms.

Comment [D7]: Check all references to code

Note: Authority cited: Sections 2915(g) and 2930, Business and Professions Code.  
Reference: Sections 29 and 2915, Business and Professions Code.

**§ 1397.61. Continuing Education Requirements. [Effective January 1, 2013 until December 31, 2018.]**

Comment [D8]: Make global changes of dates of implementation

This section shall be applicable to a license that expires on or after, or is reinstated or issued on or after, January 1, 2013, and becomes inoperative on December 31, 2018.

(a) Except as provided in section 2915(e) of the Business and Professions Code and section 1397.62 of these regulations, each licensed psychologist shall certify on the application for license renewal that he or she has completed the continuing education requirements set forth in section 2915 of the Code. A licensee who renews his or her license for the first time after the initial issuance of the license is only required to accrue continuing education for the number of months that the license was in effect, including the month the license was issued, at the rate of 1.5 hours of approved continuing education per month. Continuing education earned via independent learning pursuant to section 1397.60(e) shall be accrued at no more than 75% of the continuing education required for the first time renewal. The required hours of continuing education may not be accrued prior to the effective date of the initial issuance of the license. A licensee who falsifies or makes a material misrepresentation of fact on a renewal application or who cannot verify completion of continuing education by producing verification of attendance certificates, whenever requested to do so by the Board, is subject to disciplinary action under section 2960 of the Code.

(b) Any person renewing or reactivating his or her license shall certify under penalty of perjury to the Board of Psychology as requested on the application for license renewal, that he or she has obtained training in the subject of laws and ethics as they apply to the practice of psychology in California. The training shall include recent changes/updates on the laws and regulations related to the practice of psychology; recent changes/updates in the Ethical Principles of Psychologists and Code of Conduct published by the American Psychological Association; accepted standards of practice; and other applications of laws and ethics as they affect the licensee's ability to practice psychology with safety to the public. Training pursuant to this section may be obtained in one or more of the following ways:

- (1) Formal coursework in laws and ethics taken from an accredited educational institution;
- (2) Approved continuing education course in laws and ethics;
- (3) Workshops in laws and ethics;
- (4) Other experience which provide direction and education in laws and ethics including, but not limited to, grand rounds or professional association presentation.

If the licensee chooses to apply a specific continuing education course on the topic of laws and ethics to meet the foregoing requirement, such a course must meet the content requirements named above, must comply with section 1397.60(c), and may be applied to the 36 hours of approved continuing education required in Business and Professions Code section 2915(a).

(c) The Board recognizes and accepts for continuing education credit courses pursuant to this section. A licensee will earn one hour continuing education credit for each hour of approved instruction.

(1) Continuing education courses shall be:

(A) provided by American Psychological Association (APA), or its approved sponsors;

(B) Continuing Medical Education (CME) courses specifically applicable and pertinent to the practice of psychology and that are accredited by the California Medical Association (CMA) or the Accreditation Council for Continuing Medical Education (ACCME); or

(C) provided by the California Psychological Association, or its approved sponsors.

(D) approved by an accrediting agency for continuing education courses taken prior to January 1, 2013, pursuant to this section as it existed prior to January 1, 2013.

(2) Topics and subject matter for all continuing education shall be pertinent to the practice of psychology. Course or learning material must have a relevance or direct application to a consumer of psychological services.

(3) No course may be taken and claimed more than once during a renewal period, nor during any twelve (12) month period, for continuing education credit.

(4) An instructor may claim the course for his/her own credit only one time that he/she teaches the acceptable course during a renewal cycle, or during any twelve (12) month period, receiving the same credit hours as the participant.

(d) Examination Functions. A licensee who serves the Board as a selected participant in any examination development related function will receive one hour of continuing education credit for each hour served. Selected Board experts will receive one hour of continuing education credit for each hour attending Board sponsored Expert Training Seminars. A licensee who receives approved continuing education credit as set forth in this paragraph shall maintain a record of hours served for submission to the Board pursuant to section 1397.61(e).

(e) A licensee shall maintain documentation of completion of continuing education requirements for four (4) years following the renewal period, and shall submit verification of completion to the Board upon request. Documentation shall contain the minimum information for review by the Board: name of provider and evidence that provider meets the requirements of section 1397.61(c)(1); topic and subject matter; number of hours or units; and a syllabus or course description. The Board shall make the final determination as to whether the continuing education submitted for credit meets the requirements of this article.

(f) Failure to provide all of the information required by this section renders any application for renewal incomplete and not eligible for renewal.

Note: Authority cited: Sections 2915(g) and 2930, Business and Professions Code.

Reference: Sections 29, 32, 2915 and 2915.7, Business and Professions Code.

**§ 1397.61. Continuing Professional Development Requirements. [Effective January 1, 2019.]**

Comment [D9]: Global change



This section shall be applicable to a license that expires on or after, or is reinstated or issued on or after, January 1, 2019.

(a) Except as provided in section 2915(e) of the Business and Professions Code and section 1397.62 of these regulations, a psychologist shall certify under penalty of perjury to the Board on the application for license renewal that he or she has completed the CPD requirements set forth in this Article and Section 2915 of the Code. A psychologist who falsifies or makes a material misrepresentation of fact on a renewal application, or who cannot verify the hours in which he or she engaged in the CPD activities by producing the documentation required by this Article whenever requested to do so by the Board, is subject to citation or to disciplinary action under section 2960 of the Code.

Comment [D10]: Global check, capitalization of "section"

(b) A psychologist renewing or reactivating his or her license shall certify under penalty of perjury on the application for license renewal or reactivation that he or she has engaged in a minimum of four (4) hours of training in the subject of laws and ethics, for each renewal period, as they apply to the practice of psychology in California. This includes recent changes or updates on the laws and regulations related to the practice of psychology; recent changes or updates in the Ethical Principles of Psychologists and Code of Conduct published by the American Psychological Association; accepted standards of practice; and other applications of laws and ethics as they affect the licensee's ability to practice psychology safely. This requirement can be met using any combination of the four (4) CPD categories and the licensee shall indicate on his or her documentation which of their CPD activities are being used to fulfill this requirement. The four (4) hours shall be considered part of the 36 hour CPD requirement.

(c) A psychologist renewing or reactivating his or her license shall certify under penalty of perjury on the application for license renewal or reactivation that he or she has engaged in a minimum of four (4) hours of training, for each renewal period, pertinent to Cultural Diversity and/or Social Justice Issues as they apply to the practice of psychology in California. Cultural Diversity pertains to differences in age, race, culture, ethnicity, nationality, immigration status, gender, gender identity, sexual orientation, socioeconomic status, religion/spirituality, and physical ability. Social Justice pertains to the historical, social and political inequities in the treatment of people from non-dominant groups, while addressing the various injustices and different types of oppression that contribute to individual, family and community psychological concerns. This requirement can be met using any combination of the four (4) CPD categories and the licensee shall indicate on his or her documentation which of their CPD activities are being used to fulfill this requirement. The four (4) hours shall be considered part of the 36 hour CPD requirement.

(d) Topics and subject matter for all CPD activities shall be pertinent to the practice of psychology.

(e) The Board recognizes and accepts CPD hours that meet the description of the activities set forth in section 1397.60. With the exception of 100% ABPP Board Certification, a licensee shall accrue hours during each renewal period from at least two (2) of the four (4) CPD activity categories: Professional Activities; Academic; Sponsored Continuing Education; and Board Certification. A licensee shall receive no more credit than the

maximum number of hours allowed per renewal period specified for each activity as set forth in this section.

(f) Acceptable CPD learning activities under "Professional Activities" include:

(1) "Peer Consultation"

(A) A minimum of one (1) hour and a maximum of 18 hours can be used in "Peer Consultation".

(B) One (1) hour of activity in "Peer Consultation" equals one (1) hour credited.

(C) The licensee shall maintain a record of this activity for submission to the Board. The record shall include: date(s), type of activity, and total number of hours.

(2) "Practice Outcome Monitoring" (POM)

(A) A maximum of nine (9) hours can be used in "POM".

(B) One (1) patient/client of "POM" equals one (1) hour credited.

(C) The licensee shall maintain a record of this activity for submission to the Board. The record shall include: date(s) of monitoring, client identifier, and how outcomes were measured.

(3) "Professional Service"

(A) A minimum of 4.5 hours and a maximum of 12 hours can be used in "Professional Service".

(B) One (1) year of "Professional Service" for a particular activity equals nine (9) hours credited and six (6) months equals 4.5 hours credited.

(C) The licensee shall maintain a record this activity for submission to the Board. The record shall include: board or program name, role of licensee, dates of service, and term of service (six months or one year).

(4) "Conference/Convention Attendance"

(A) A maximum of six (6) hours can be used in "Conference/Convention Attendance".

(B) One (1) full conference/convention day attendance equals one (1) hour credited.

(C) The licensee shall maintain a record of this activity for submission to the Board. The record shall include: name of conference/convention attended, proof of registration, and date(s) of conference/convention attended.

(5) "Examination Functions"

(A) A maximum of 12 hours can be used in "Examination Functions".

(B) One (1) hour of service equals one (1) hour of credit.

(C) The licensee shall maintain a record of this activity for submission to the Board. This record shall include: name of exam, dates of service, and number of hours.

Comment [D11]: Globally make consistent

(6) "Expert Review/Consultation"

(A) A maximum of 12 hours can be used in "Expert Review/Consultation".

(B) One (1) hour of service in an expert capacity equals one (1) hour of credit.

(C) The licensee shall maintain a record of dates of service and number of hours for submission to the Board.

Comment [D12]: Globally make consistent  
"This record shall include:"

Comment [D13]: Globally delete  
"submission to the Board"



(7) "Attendance at a California Board of Psychology Meeting"

(A) A maximum of eight (8) hours can be used in "Attendance at a California Board of Psychology Meeting".

(B) Attendance for one (1) day Board or Committee meeting equals six (6) hours of credit. For Board or Committee meetings that are three (3) hours or less, one (1) hour of attendance equals one (1) hour of credit.

(C) The licensee shall maintain a record of hours for submission to the Board. This record shall include: date of meeting, name of meeting, and number of hours attended. A psychologist requesting CPD credit pursuant to this subdivision must sign in and out on an attendance sheet at the Board or Committee meeting that requires the individual to provide his or her first and last name, license number, time of arrival and time of departure from the meeting.

(g) Acceptable CPD learning activities under "Academic" include:

(1) "Academic Coursework"

(A) A maximum of 18 hours can be used in "Academic Coursework".

(B) Each course taken counts only once for each renewal period and may only be submitted for credit once the course is completed.

(C) Each one (1) semester unit earned equals six (6) hours of credit and each one (1) quarter unit earned equals 4.5 hours of credit.

(D) The licensee shall maintain a record of this activity. This record shall include a transcript with evidence of a passing grade (C or higher or "pass").

(2) "Academic/Sponsored CE Instruction"

(A) "Academic Instruction"

(i) A maximum of 18 hours can be used in "Academic Instruction".

(ii) Each course taught counts only once for each renewal period and may only be submitted for credit once the course is completed

(iii) A term-long (quarter or semester) academic course equals 18 hours of credit.

(iv) The licensee shall maintain a record of this activity. This record shall include: course syllabus, title of course, name of institution, and dates of instruction.

(B) "Sponsored CE Instruction"

(i) A maximum of 18 hours can be used in "Sponsored CE Instruction".

(ii) Each course taught counts only once for each renewal period and may only be submitted for credit once the course is completed

(iii) One (1) hour of instruction equals 1.5 hours of credit.

(iv) The licensee shall maintain a record of this activity. This record shall include: course syllabus, title of course, dates of instruction, name of sponsoring entity, and number of hours taught.

(3) "Supervision"

(A) A minimum of one (1) hour and a maximum of 18 hours can be used in "Supervision".

(B) One (1) hour of supervision equals one (1) hour credited.

Comment [D14]: Review F G and H to ensure the language is similar

(C) The licensee shall maintain a record of hours for submission to the Board. The record shall include: dates of supervision and a trainee identifier.

(4) "Publications"

(A) A maximum of nine (9) hours can be used in "Publications".

(B) One (1) publication equals nine (9) hours credited.

(C) A publication may only be counted once.

(D) The licensee shall maintain a record of this activity for submission to the Board. The record shall include: either a letter of acceptance for publication, or proof of publication with publication date in the renewal period for which it is being submitted.

(h) Acceptable "Sponsored Continuing Education" includes:

(1) A maximum of 27 hours can be used in "Sponsored Continuing Education".

(2) Credit may be granted only once during a renewal cycle for each course taken.

(3) One (1) hour of sponsored continuing education equals one (1) hour credited.

(4) The licensee shall maintain proof of attendance provided by the sponsor of the continuing education for submission to the Board.

(i) Acceptable CPD learning activities under "Board Certification" include:

(1) ABPP Board Certification

(A) ABPP Board Certification can count for 100% (36 hours) of required CPD in the renewal cycle in which the certification is awarded.

(B) The licensee shall maintain proof of specialty certification for submission to the Board.

(2) "Senior Option" ABPP Board Certification

(A) "Senior Option" ABPP Board Certification can count for 50% (18 hours) of required CPD in the renewal cycle in which the certification is awarded.

(B) The licensee shall maintain proof of specialty certification for submission to the Board.

(j) To satisfy the requirements of section 2915 of the Code, sponsored continuing education courses shall meet the following requirements. An organization previously approved by the Board to provide or approve CE is deemed approved under this section.

Comment [D15]: Ensure numbering and lettering is correct.

Comment [D16]: START NEXT MEETING HERE

**Agenda Item #4: Overview and Presentation of the Department of Justice and Federal Bureau of Investigation Fingerprint Process**

Ms. Karen Johnson presented on the Board's fingerprint process. She reported that one of the most common reasons a licensee's or applicant's fingerprints are rejected is because the "Job Title or Type of License, Certification or Permit" field is left blank. The live scan form is currently being revised by Board staff to include check boxes with title options for the "Job Title or Type of License, Certification or Permit" field to prevent this from happening.

Ms. Johnson reported that a licensee or applicant needs to be reprinted within 45 days of the first rejection. If they are rejected a second time for the same reason, Board staff needs to request a name check within 75 days of the second rejection.



**Agenda Item #5: Closed Session**

The Licensing Committee met in closed session pursuant to Government Code Section 11126(c)(2) to consider requests for extensions of the 30-consecutive month requirement to accrue SPE, and 72-month limitation to renew a psychological assistant registration.

**Agenda Item #6: Recess**

The Committee recessed at 5:00 p.m.

**Monday, February 08, 2016**

**Members Present**

Jacqueline Horn, PhD, Chairperson  
Stephen Phillips, JD, PsyD  
Nicole J. Jones, Public Member  
Andrew Harlem, PhD

**Others Present**

Antonette Sorrick, Executive Officer  
Jeffrey Thomas, Assistant Executive Officer  
Jason Glasspiegel, Central Services Coordinator  
Karen Johnson, Licensing Coordinator  
Jacquelin Everhart, CE/Renewals Coordinator  
Chris Siepert, Licensing Analyst  
Norine Marks, DCA Legal Counsel  
Jo Linder-Crow, PhD, California Psychological Association  
Jonathan Burke, Manager of Board and Bureau Relations  
Marilyn Immoos, PhD, California Department of Corrections and Rehabilitation  
Ben Triffo, Legislative Analyst, Department of Consumer Affairs

**Agenda Item #7: Call to Order/Roll Call/ Establishment of a Quorum**

Jacqueline Horn, PhD, Committee Chairman, called the open session meeting to order at 9:14 a.m. A quorum was present and due notice has been sent to all interested parties.

**Agenda Item #8: Approval of the Licensing Committee Minutes: October 5, 2015**

It was M(Jones)/S(Harlem)/C to approve the October 5, 2015, Licensing Committee Meeting minutes.

Vote: 4 aye (Horn, Phillips, Jones, Harlem) 0 no

**Agenda Item #9: Approval of the Licensing Committee Minutes: October 29, 2015**

It was M(Harlem)/S(Phillips)/C to approve the October 29, 2015, Licensing Committee Meeting minutes.

677  
678 Vote: 4 aye (Horn, Phillips, Harlem, Jones) 0 no  
679

680 **Agenda Item #10: Review and Assessment of Current Licensing Requirements and**  
681 **Recommendations for Possible Amendment**  
682

683 The Licensing Committee members discussed how and in what order the Licensing  
684 Committee members, stakeholders and the full Board should review the language.  
685 Ms. Marks suggested that a stakeholders meeting be held in conjunction with the next  
686 Licensing Committee meeting in order for stakeholders and the Committee members to  
687 collaborate on its review of current licensing requirements.  
688

689 Ms. Antonette Sorrick reported that DCA's SOLID Training unit was going to facilitate the  
690 stakeholders meeting by presenting the language. She requested that the collaborative  
691 meeting format suggested by Ms. Marks still be held using SOLID as the facilitator. The  
692 Licensing Committee members agreed.  
693

694 a) Proposed Amendments to Sections of the Business and Professions Code: 2909, 2909.5,  
695 & 2911 (Exemptions); 2913 (Psychological Assistant), 2914 (Licensed Psychologist), 2915  
696 (Continuing Education); 2940 & 2941 (Application and Examination Fees); 2942, 2943, &  
697 2944 (Examination Time and Subjects); 2946 (Reciprocity and Temporary Practice); 2947  
698 (Appointment of Commissioners); 2948 (Issuance of License)  
699

700 Ms. Jones agreed with staff that junior colleges in section 2909 should be changed to  
701 community colleges.  
702

703 Dr. Phillips said that "section" needs to be lowercase throughout the language.  
704

705 The Licensing Committee deleted section 2905.5(a)(4).  
706

707 Dr. Horn requested that "subdivision (c) of section 2914" in section 2909.5(b) be changed to  
708 "section 2914(c)".  
709

710 Dr. Harlem does not think that the recommendation to change "registered psychologist" to  
711 "registered community psychologist" in section 2909.5(c) clears the confusion people may  
712 have about the difference between a licensed psychologist and a registered psychologist.  
713 Dr. Horn suggested that the term be presented to the stakeholders and that staff add 60  
714 months as the maximum amount of time a person can be a registered psychologist. Ms.  
715 Sorrick suggested that "and may be referred to only as" be added.  
716

717 Dr. Horn requested that staff draft new language for section 2905.5(d). Ms. Sorrick  
718 confirmed that the Committee wants 60 cumulative months to be the maximum time  
719 someone can be a registered psychologist.  
720

721 Dr. Harlem requested the deletion of the period and "All must be" in section 2911(b). Dr.  
722 Horn requested that "psychological intern" and "psychological trainee" be changed to  
723 "psychology intern" and "psychology trainee". The Licensing Committee requested staff to  
724 determine what the specific intention of section 2911 is and to draft new language. Dr.

725 Phillips requested staff to draft a flowchart to show where potential applicants are in the  
 726 process of accruing hours.  
 727  
 728 Dr. Marilyn Immoos, California Department of Corrections and Rehabilitation, said that  
 729 section 1277 in the Health and Safety Code provides a waiver to the California Department  
 730 of Corrections and Rehabilitation (CDCR) to employ unlicensed psychologists for the  
 731 purpose of providing psychological services. She said it is not necessary to have approval  
 732 or accreditation from APA, APPIC or CAPIC.  
 733  
 734 Ms. Jones suggested that "practice as a psychological assistant" be changed to "be  
 735 registered to" in section 2913(c). Dr. Horn suggested the addition of school psychology and  
 736 educational psychology to section 2913(a)(2). Ms. Jones suggested that staff research  
 737 schools that may offer other specialization fields within psychology. Dr. Horn requested to  
 738 remove psychiatrist as an acceptable primary supervisor and consult with stakeholders  
 739 regarding this change. Ms. Johnson said that she will provide statistics on how many  
 740 psychological assistants have primary supervisors who are not psychologists.  
 741  
 742 Dr. Harlem said that the existing section 2914(b)(2) should not be deleted and that if the  
 743 Board is going to use the term "applied" it needs to define and operationalize it. The  
 744 Committee agreed to keep section 2914(b)(2). Dr. Phillips suggested listing the acceptable  
 745 degrees and then if an applicant submits a degree not on the list, the Board can determine  
 746 whether it is acceptable or not.  
 747  
 748 Dr. Harlem said other states that already do this require the Board members to review the  
 749 cases. Dr. Horn agreed that staff should bring any cases where the degree is not on the list  
 750 created by the Board directly to the Board for a decision as to whether or not the degree  
 751 should be accepted.  
 752  
 753 Dr. Immoos said that the Board would need to demonstrate the importance of implementing  
 754 the new degree requirements. She said it is going to have a huge impact on resources.  
 755  
 756 Dr. Linder-Crow said that she does not know where the real problem is.  
 757  
 758 Dr. Harlem said there is no evidence that there is a need for the specificity in this section. It  
 759 is broad because applied training occurs in many different types of programs.  
 760  
 761 Dr. Horn requested staff to pull statistics on how many licensees earned all 3,000 hours in a  
 762 post-doctoral setting.  
 763  
 764 The Committee members agreed to revisit this section in order to decide whether the term  
 765 "applied" should be defined and operationalized, or if the Board should list the acceptable  
 766 degrees.  
 767  
 768 Ms. Jones requested that staff try to pull statistics to see if there is a trend in discipline  
 769 cases on licensees who earn all 3,000 hours in post-doctoral settings.  
 770  
 771 Dr. Harlem said that the Committee should ask the full Board if it is necessary to require the  
 772 courses identified in section 2914(e) and 2914(f) and that the last sentence in section  
 773 2914(f)(2) should be deleted.

Comment [D17]: Please make sure this is a follow up item

774 Dr. Harlem made changes to paragraph two of the existing language in section 2942.  
775  
776

777 **§ 2913. Services by psychological assistants**

778 (a) A person other than a licensed psychologist may be registered as a psychological  
779 assistant by the board in order to prepare for licensure as a psychologist. The psychological  
780 assistant shall be supervised, in accordance with the board's regulations, by a licensed  
781 Psychologist or by a licensed physician and surgeon who is board certified in psychiatry by  
782 the American Board of Psychiatry and Neurology, to perform psychological functions  
783 provided that all of the following apply:

Comment [D18]: Remove? Not able to regulate the profession and ensure that they have taken a 4hour supervision course. Stakeholder opinion?

784 (1) The person is termed a "psychological assistant."

785 (2) The person (A) has completed a master's degree in psychology or education with the  
786 field of specialization in educational psychology, counseling psychology, or school  
787 psychology, or (B) has been admitted to candidacy for a doctoral degree in an applied area  
788 of psychology or education with the field of specialization in educational psychology,  
789 counseling psychology, or school psychology after having satisfactorily completed three or  
790 more years of postgraduate education in psychology and having passed preliminary  
791 doctoral examinations, or (C) has completed a doctoral degree that qualifies for licensure  
792 under Section 2914.

Comment [D19]: Review schools to see what type of degrees are offered. Applied areas?

793 (3) The psychological assistant's supervisor shall be responsible for ensuring that the  
794 extent, kind, and quality of the psychological services he or she performs are consistent with  
795 his or her training and experience and be responsible for his or her compliance with this  
796 chapter and regulations duly adopted hereunder.

Comment [KJ20]: Move to 1391.6

797 (4) The person shall register with the Bboard and renew the registration annually in  
798 accordance with regulations adopted by the Bboard.

799 (b) Psychological assistants shall not:

800 (1) independently provide psychological services

Comment [D21]: What constitutes practicing independent

801 (2) receive payments, monetary or otherwise, directly from clients or patients.

802 (c) No person shall be registered to practice as a psychological assistant who is found by  
803 the Bboard to be in violation of Section 2960 and the rules and regulations duly adopted  
804 thereunder.

805  
806 **§2915. Continuing education requirements; Practice outside fields of**  
807 **competence**

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808 (a) Except as provided in this section, ~~on or after January 1, 1996, the board shall not~~  
809 ~~issue any renewal license unless the applicant submits proof that he or she has~~  
810 ~~completed no less than 18 hours of approved continuing education in the preceding~~  
811 ~~year. On or after January 1, 1997, except as provided in this section, the board shall~~  
812 ~~issue renewal licenses only to those applicants who have completed 36 hours of~~  
813 ~~approved continuing education~~ professional development in the preceding two years.

814 (b) Each person ~~renewing~~ applying for renewal or reinstatement of his or her license  
815 issued pursuant to this chapter shall ~~submit~~ certify under penalty of perjury that he or  
816 she is in compliance with this section and shall retain proof of compliance with this



section for submission to the board upon request. False statements submitted pursuant to this section shall be a violation of Section 2970.

(c) A person applying for relicensure or for reinstatement to an active license status shall certify under penalty of perjury that he or she is in compliance with this section.

(d) (1) The continuing education requirement shall include, but shall not be limited to, courses required pursuant to Sections 25 and 28. The requirement may include courses pursuant to Sections 32 and 2914.1.

(12) (A) The board shall require a licensed psychologist who began graduate study prior to January 1, 2004, to take a continuing education course during his or her first renewal period after the operative date of this section in spousal or partner abuse assessment, detection, and intervention strategies, including community resources, cultural factors, and same gender abuse dynamics. Equivalent courses in spousal or partner abuse assessment, detection, and intervention strategies taken prior to the operative date of this section or proof of equivalent teaching or practice experience may be submitted to the board and at its discretion, may be accepted in satisfaction of this requirement.

(B) Continuing education courses taken pursuant to this paragraph shall be applied to the 36 hours of approved continuing education professional development required under subdivision (a).

(C) A licensed psychologist whose practice does not include the direct provision of mental health services may apply to the board for an exemption from the requirements of this paragraph.

(23) Continuing education instruction courses approved to meet the requirements of this section shall be completed within the State of California, or shall be approved for continuing education credit by the American Psychological Association or its equivalent as organizations approved by the board.

(ce) The board may establish a policy for exceptions grant exemptions or extensions from the continuing education professional development requirement of this section.

(f) The board may recognize continuing education courses that have been approved by one or more private nonprofit organizations that have at least 10 years' experience managing continuing education programs for psychologists on a statewide basis, including, but not limited to:

(1) Maintaining and managing related records and data.

(2) Monitoring and approving courses.

(dg) The board shall adopt regulations as necessary for implementation of this section.

(h) A licensed psychologist shall choose continuing education instruction that is related to the assessment, diagnosis, and intervention for the client population being served or to the fields of psychology in which the psychologist intends to provide services, that may include new theoretical approaches, research, and applied techniques. Continuing education instruction shall include required courses specified in subdivision (d).

(i) A psychologist shall not practice outside his or her particular field or fields of competence as established by his or her education, training, continuing education, and experience.

(ef) The administration of this section may be funded through professional license fees and continuing education provider and course approval fees, or both. The fees related to the administration of this section shall not exceed the costs of administering the corresponding provisions of this section.

866 (fk) Continuing education professional development credit may be approved for  
867 those licensees who serve as commissioners on any examination pursuant to Section  
868 2947, subject to limitations established by the board selected participants in any  
869 examination development or enforcement-related function for the board.

870 (l) This section shall become operative on January 1, 2004

871

872 It was M(Jones)/S(Phillips)/C to present the Licensing Committee's recommended  
873 amendments to sections 2913 and 2915 discussed at this meeting to the full Board at its  
874 February Board meeting.

875

876 Vote: 4 aye (Horn, Phillips, Jones, Harlem) 0 no

877

878 b) Review of Proposed New Statutory Language Regarding Coursework in Suicide Risk  
879 Assessment and Intervention

880

881 Dr. Harlem presented the following language to the Committee members:

882

883 New Statutory Language Regarding Coursework in Suicide Risk Assessment and  
884 Intervention

885

886 **§2915.4. Coursework in suicide risk assessment and intervention.**

887

888 (a) Any applicant for licensure as a psychologist who began graduate study on or after  
889 January 1, 20XX, shall complete, as a condition of licensure, a minimum of 6 contact hours  
890 of coursework in suicide risk assessment and intervention.

891 (b) Coursework taken in fulfillment of other educational requirements for licensure pursuant  
892 to this chapter at the discretion of the board, fulfill the requirements of this section.

893 (c) In order to satisfy the coursework requirement of this section, the applicant shall submit  
894 to the board a certification from the chief academic officer of the educational institution from  
895 which the applicant graduated stating that the coursework required by this section is  
896 included within the institution's required curriculum for graduation that was completed by the  
897 applicant.

898 (d) The board shall not issue a license to the applicant until the applicant has met the  
899 requirements of this section.

900

901 He discussed the history of this agenda item and referenced a report that was generated in  
902 the early 2000s that asked the same questions the Board had regarding training in suicide  
903 risk assessment and intervention. He proposed to make suicide risk assessment a training  
904 requirement in graduate programs.

905

906 Dr. Phillips said that in his experience, training in suicide risk assessment occurs more at  
907 the practicum and internship level than in graduate programs. He does not want to require it  
908 at the graduate level because it is too restrictive. Ms. Jones suggested that the training  
909 should just be required for licensure.

910

911 Dr. Horn does not think the Board should require coursework or a specific number of hours  
912 in the area of suicide risk assessment. She said it is prescribing training programs and that  
913 requiring a certain number of hours sends the message that this many hours is adequate.

Comment [D22]: Bring back veto message from governor, survey results, list of requirements from other sections,

914 Dr. Harlem said the Board should implement an hour requirement in suicide risk  
915 assessment.

916  
917 Dr. Phillips requested staff to research where the mandates for the required pre-licensure  
918 coursework in statute came from.

919  
920 Dr. Linder-Crow said various training programs reported that suicide risk assessment  
921 material is already included within its programs.

922  
923 Ms. Sorrick suggested that the discussion be tabled until the next Licensing Committee  
924 meeting in April where staff would provide the Governor's veto message to AB 2198  
925 (Levine), a diagram of the legislative mandated coursework, and survey results showing  
926 which graduate programs include suicide risk assessment training in its curriculum.

927  
928 c) Proposed Amendments to Sections of Title 16, California Code of Regulations: 1381,  
929 1381.1, & 1381.2 (Applications); 1381.4 (Failure to Appear for an Examination); 1381.5  
930 (Failure to Pay Initial License Fee); 1387 (Supervised Professional Experience); 1387.1 &  
931 1387.2 (Qualifications of Primary and Delegated Supervisors); 1387.3 (Non-Mental Health  
932 Services); 1387.4 (Out-of-State Experience); 1387.5 (SPE Log); 1388, 1388.6, 1389 &  
933 1389.1 (Examinations-Waiver/Reconsideration); 1387.7, 1390, 1390.1, 1390.2, & 1390.3  
934 (Registered Psychologists); 1387.6, 1391, 1391.1, 1391.2, 1391.3, 1391.4, 1391.5, 1391.6,  
935 1391.7, 1391.8, 1391.10, 1391.11, & 1391.12 (Psychological Assistants)

936  
937 The Licensing Committee will discuss this agenda item at its next Committee meeting.

938  
939 **Agenda Item #11: Adjournment**

940  
941 The Licensing Committee adjourned its meeting at 3:57 p.m.

942  
943

944

945

946

947

948 \_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date