

Administrative Procedure Manual



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Chapter 1

Introduction

Mission

The Board of Psychology protects consumers of psychological services by licensing psychologists, regulating the practice of psychology, and supporting the evolution of the profession.

Vision

A healthy California where our diverse communities enjoy the benefits of the highest standard of psychological services.

Overview

The California Board of Psychology dates back to 1958 when the first psychologists were certified in the state. The Board of Psychology is one of 36 regulatory entities which fall under the organizational structure of the California Department of Consumer Affairs (DCA). The Board of Psychology exists solely to serve the public by:

- Protecting the health, safety, and welfare of consumers of psychological services with integrity, honesty, and efficiency.
- Advocating the highest principles of professional psychological practice.
- Empowering the consumer through education on licensee/registrant disciplinary actions and through providing the best available information on current trends in psychological service options.

The Board:

- Licenses and renews licenses of individual psychologists.
- Registers and renews registrations of psychological assistants.
- Registers registered psychologists.
- Investigates complaints and takes disciplinary action against licensees for violation of Board statutes and regulations.
- Monitors licensees on probation.
- Monitors compliance with continuing education requirements.

Composition

Business and Professions Code sections 103, 2920, 2921, and 2922

The Board consists of nine members (five licensed psychologists and four public members) who are appointed to the Board for four-year terms. Each member may serve a maximum of two terms. The five licensed members and two public members are appointed by the governor. One public member is appointed by the Senate Rules Committee, and one public member is appointed by the speaker of the Assembly. Public members cannot be licensed by the Board of Psychology or by any other DCA healing arts board.

The Board's executive officer is appointed by the Board to ensure that the Board functions efficiently and serves solely in the interests of the consumers of psychological services in California.

The Board is funded totally through license, application, and examination fees.

This procedure manual is updated as necessary and provided to Board members as a ready reference of important laws, regulations, DCA policies, and Board policies. It is designed to help guide the actions of the Board members and to ensure effectiveness and efficiency.

Chapter 2

Mandatory Board Member Training

Ethics Training (Every Odd Year)

Government Code section 11146 et seq.

Board members are required to receive an ethics orientation within the first six months of their appointment and every two years thereafter. To comply with that directive, members may either complete the interactive training on the website of the Office of the Attorney General or view an interactive video available upon request. A Board administrative team member will coordinate with each Board member to ensure timely compliance.

Sexual Harassment Prevention Training (Every Odd Year)

DCA Policy EEO 12-01

Sexual harassment prevention training for all Board members will be accomplished in accordance with Departmental procedures.

Defensive Driving Training (Every Four Years)

SAM 0752

To be completed by state employees who frequently drive state vehicles, vehicles rented by the state, or drive personal vehicles for state business

Information Security and Privacy Protection Awareness (Annually)

SAM 5300.3

All DCA staff (including students).

Board Member Orientation Training

Business and Professions Code section 453

Every newly appointed Board member shall, within one year of assuming office, complete the training and orientation program offered by DCA regarding, among other things, his or her functions, responsibilities, and obligations as a Board member.

Objectives of the program are for Board members to be able to:

- Explain their role in the protection of California consumers.
- List the key provisions of the Open Meeting Act and how it applies to them.
- Define “ex parte” communications and differentiate between acceptable and unacceptable communications with others, and be able to prevent unacceptable contact.
- List the parts of the Administrative Record and be able to review it with regard to a proposed board decision.
- Explain the ethical issues that arise from the quasi-judicial nature of the board member role
- Understand the different conflict of interest laws such as the Political Reform Act, Incompatible Activities, and Government Code section 1090’s prohibition against self-contract.

Non-Discrimination Acknowledgement

To be signed annually.

Sexual Harassment Acknowledgement

To be signed every odd year in conjunction with the mandatory odd-year training.

Chapter 3

Board Meeting Procedures

Frequency of Meetings

Business and Professions Code section 2926

The Board typically meets four times annually to make policy decisions, make decisions on disciplinary matters, and review committee recommendations. Special meetings may be called at any time by the president of the Board or at the written request of any two members of the Board.

The Board endeavors to hold meetings in different geographic locations throughout the state when possible as a convenience to the attending public and licensees.

Board Member Attendance at Board Meetings

Board policy B-95-01

Board members are expected to attend each Board meeting. If a member is unable to attend, he or she is asked to contact the Board president or the executive officer and ask to be excused from the meeting for a specific reason. All Board members are expected to attend all committee meetings for each committee to which the Board member has been assigned. All Board members shall attend the entirety of any Board or committee meeting unless excused by the president. The entirety of a meeting shall mean from the date and time of the beginning of the meeting as set forth on the official agenda for said meeting until the official adjournment of the meeting.

Board Member Participation

Board policy B-95-01

The Board president may contact a member who has missed three consecutive meetings to determine the reason he or she has been absent and whether or not the member is able to continue serving as an active Board member. The president may suggest that the member consider resigning if, in the opinion of the president, the absences lack good cause.

The Board, by resolution, may request in writing to the appointing authority that a member be replaced. The member shall be notified in writing of such proposed action and be given the opportunity to present to the Board his or her written or oral arguments against such action prior to the Board adopting the resolution.

Public Notice/Information at Board Meetings

Government Code section 11120 et seq.; Business and Professions Code section 2927.5

Meetings are subject to all provisions of the Bagley-Keene Open Meeting Act. This act governs meetings of state bodies. It specifies meeting notice and agenda requirements and prohibits discussing or taking action on matters not included in the agenda. Any general discussion of examinations or disciplinary procedures shall be held in public.

See Appendix A.

The Board may meet in closed session to discuss examinations, deliberate on enforcement cases, discuss pending litigation, and review personnel issues. If the agenda contains matters that, on advice of legal counsel, are appropriate for closed session, the agenda shall cite the particular statutory section and subdivision authorizing the closed session.

Quorum

Business and Professions Code section 2927

Five members of the Board constitute a quorum for transaction of business at any meeting of the Board. At a meeting duly held at which a quorum of five members is present, a concurrence of three members of the Board present shall be necessary to constitute an act or decision of the Board.

Agenda Items

Board policy

Agenda items are generally discussed and agreed upon at a full Board meeting. Additional agenda items for a Board meeting from any source, including Board members, must be submitted to the executive officer at least 30 days prior to the scheduled meeting. The executive officer may confer with the Board president prior to adding items to the meeting agenda.

Notice of Meetings

Government Code section 11120 et seq.

As mandated by the Bagley-Keene Open Meeting Act, meeting notices (including agendas for Board meetings) must be sent to persons who have requested to receive such notices and posted on the Board's website at least 10 calendar days in advance of the meeting. The notice must include a staff person's name, work address, and work telephone number to provide further information prior to the meeting.

Record of Board Meetings

Board policy

The minutes are a summary of each Board meeting, not a transcript. Board minutes are approved at the next scheduled Board meeting. Once approved, the minutes serve as the official record of the meeting.

Webcasting

The Board will webcast the Board meetings when DCA webcasting staff is available to do so. The webcast will be posted on the Board's website.

Meeting Rules

Board policy

The Board will be guided, but not bound, by Robert's Rules of Order when conducting Board meetings, except to the extent where it conflicts with state law (e.g., Bagley-Keene Open Meeting Act).

Chapter 4

Travel And Salary Policies/ Procedures

Travel Approval

Board policy

Executive Order B-06-11

Board members must receive prior approval from the Board president for all travel except for mission-critical travel, such as to regularly scheduled Board and committee meetings to which the Board member is assigned, or to statutorily mandated training, such as Board Member Orientation. Out-of-state travel requires Department of Finance and governor approvals.

Non-mission-critical travel might include:

- Conference attendance.
- Networking opportunities.
- Professional development courses.
- Continuing education classes and seminars.
- Non-essential meetings that could be conducted via phone or video conference.
- Events for the sole purpose of making a presentation unless explicitly approved by the DCA director.

The Board president and the executive officer must use the Board's annual budget and DCA's Travel Guide when considering travel requests.

See Appendix B.

Travel Arrangements

Board policy

Board members shall work with Board staff to make travel arrangements, including airfare, lodging, and ground transportation, when appropriate. DCA provides instructions for Board members to establish a state travel account under "CalATERS" (California Automated Travel Expense Reimbursement System) to use when making all Board-related airfare arrangements.

Out-of-State Travel

SAM section 700 et seq.

All out-of-state travel for persons representing the Board must be approved by the Board president and executive officer and is ultimately controlled and approved by the governor. Once approved for out-of-state travel, Board members will be reimbursed actual lodging expenses, supported by receipts, and will be reimbursed for meal and supplemental expenses according to current reimbursement rates. Travel prior to approval by the governor restricts the member's ability to represent the Board and is at the individual Board member's own risk, and reimbursement may be denied.

Travel Claims

SAM section 700 et seq.

All expenses are claimed using CalATERS. Each Board member will work with a designated member of the administrative team to set up a CalATERS account and designate a specified member of the administrative team as an authorized "preparer."

The Board member shall provide travel-related receipts and other necessary documentation to said preparer within 60 days of travel and/or work.

DCA's Travel Unit uses standard mileage reimbursement. If travel includes side trips other than traveling directly from one point to another and returning, each stop must be itemized and an address included.

See Appendix C.

Per Diem

Business and Professions Code section 103

Pursuant to Business and Professions Code section 103, Board members shall receive a per diem of one hundred dollars (\$100) for each day actually spent in the discharge of official duties, and shall be reimbursed for traveling and other expenses necessarily incurred in the performance of official duties.

No public officer or employee shall receive per diem salary compensation for serving on those boards, commissions, committees, or the Consumer Advisory Council on any day when the officer or employee also received compensation for his or her regular public employment.

See Appendix D.

Travel Reimbursement and Payment of Per Diem

Board policy B-95-01

The following general guidelines must be adhered to in the payment of per diem or reimbursement for travel:

- Attendance at events such as hearings, conferences, or meetings other than official Board or committee meetings are to be approved in advance by the Board president and the executive officer. Board members attending meetings or events to perform a substantial official service are paid per diem and reimbursed for travel-related expenses.
- The term "day actually spent in the discharge of official duties" means such time as is expended from the commencement of a Board meeting or committee meeting to the conclusion of that meeting. If it is necessary for a Board member to

leave early from a meeting, the Board president shall determine if the member has provided a substantial service during the meeting and, if so, shall authorize payment of per diem and reimbursement for travel-related expenses.

- Unless it is an emergency, Board members must get prior approval from the Board president to leave a meeting early. Because the Board only meets a few times a year, Board members are expected to stay for the duration of the meeting.
- For Board-specified work, Board members are compensated for actual time spent performing work authorized by the Board president. That work includes, but is not limited to, authorized attendance at events, meetings, hearings, or conferences, and enforcement case review. Preparation time for Board or committee meetings is compensated when eight hours are accrued.
- Members must submit timesheet summary forms for actual work performed outside a Board meeting in order to be compensated.

Chapter 5

Other Policies/ Procedures

Appointment of Executive Officer

Business and Professions Code sections 107 and 2933

The Board may employ a person as an executive officer exempt from civil service.

Specific instructions for the executive officer from the Board members regarding implementing policy matters shall be coordinated through the Board president.

Strategic Plan

Board policy B-94-01

The Board meets to review, evaluate, and update its strategic plan. The strategic plan shall include a mission statement, a vision statement, and strategies to achieve goals, objectives, and critical success factors for each Board program.

See Appendix E.

Improper/Unprofessional Board Member Conduct

A member may be censured by the Board if the Board determines that he or she has acted in an inappropriate manner while conducting Board business.

Resignation of Board Members

Government Code section 1750

In the event that it becomes necessary for a Board member to resign, a letter shall be sent by the resigning member to the appropriate appointing authority (governor, Senate Rules Committee, or speaker of the Assembly) with the effective date of the resignation. Written notification is required by state law. A copy of this letter shall also be sent to the DCA director, the Board president, and the executive officer.

Officers of the Board

Business and Professions Code section 2925;

Government Code section 1750

The Board shall elect annually a president and vice president from among its members.

Election of Officers

Board policy

Elections for the offices of president and vice president shall be conducted at the last scheduled Board meeting of the year. The newly elected president and vice president shall assume duties effective January 1 following the election.

Officer Vacancies

Board policy

If the office of the president becomes vacant, the vice president assumes the office of the president on an interim basis and until election of officers at the next scheduled Board meeting.

Access to Board Files and Records

Board policy

No Board member may access a licensee, applicant, or complaint file without the executive officer's knowledge and approval of the conditions of access. Records or copies of records must not be removed from the Board's office.

Communications with Other Organizations/Individuals

Board policy

The executive officer, his or her designee, or the Board president shall serve as spokesperson to the media or to any individual or organization on Board actions, policies, or any communication that is deemed sensitive or controversial. Any Board member who is contacted by any of the above should terminate the contact and inform the executive officer or the Board president.

Board Staff

Board policy

Employees of the Board, with the exception of the executive officer, are civil service employees. Their employment, pay, benefits, discipline, termination, and conditions of employment are governed by civil service laws and regulations and often by collective bargaining labor agreements. Because of this complexity, all authority and responsibility for management of the civil service staff is delegated to the executive officer. Individual Board members should not intervene or become involved in specific day-to-day Board office operations. However, the Board must hold the executive officer accountable for supervising all day-to-day operations.

Board Administration

Board members should be concerned primarily with formulating decisions on Board policies rather than decisions concerning the means for carrying out a specific course of action. It is inappropriate for Board members to become involved in the details of program delivery. Strategies for the day-to-day management of programs and staff shall be the responsibility of the executive officer under the supervision of the Board president.

Examination Preparation

Board policy

Board members shall not perform any function of examination development for the Board or DCA during their term as Board members.

Correspondence

Board policy

Originals of any correspondence received by Board members regarding official Board business must be given to the executive officer and maintained in the Board's office files.

Statement of Economic Interest

Government Code section 81000 et seq.

The Political Reform Act requires appointed Board members to publicly disclose their personal assets and income. The Fair Political Practices Commission (FPPC) is the agency responsible for maintaining the Statement of Economic Interests form 700. Board members must complete a Statement of Economic Interest when appointed, annually and upon leaving office. The form 700 must be filed annually on or before April 1, or risk sanctioning by the FPPC.

See Appendix F.

Sexual Harassment Prevention Policy

It is DCA's policy that all employees and nonemployees assume responsibility for maintaining a work environment free from all forms of sexually harassing conduct and/or behavior.

See Appendix G.

Contact with Licensees

Board policy

Board members must not intervene on behalf of a licensee for any reason. All contacts or inquires must be forwarded to the executive officer or Board staff.

Contact with Complainant/Respondent

Board members must not directly participate in complaint handling and resolution or investigations. To do so would subject the Board member to disqualification in any future disciplinary action against the licensee. If a Board member is contacted by a complainant/respondent or his or her attorney, he or she should refer the individual to the executive officer or Board staff.

Gifts from Applicants, Registrants, or Licensees of the Board

Board Policy

Gifts of any kind to Board members from applicants, registrants, or licensees of the Board are not permitted.

The Political Reform Act imposes limits on gifts, prohibits honoraria payments, and imposes limits and other restrictions on the receipt of travel payments and personal loans by the following state officials:

- Elected state officers, candidates for elective state office, and other state officials specified in Government Code (GC) section 87200.
- Members of state boards and commissions.
- Designated employees of state agencies (i.e., officials and employees of state agencies who file statements of economic interests [form 700] under their agency's conflict of interest code).

Elected state officers, candidates for elective state office, and other state agency officials and employees are subject to two gift limits:

1. \$10 lobbyist gift limit. Elected state officers, candidates for elective state office, and most legislative employees may not accept gifts aggregating to more than \$10 in a calendar

month either from or arranged by any single registered state lobbyist or lobbying firm. State agency officials, including board and commission members, officials who manage public investments, and employees, may not accept gifts aggregating to more than \$10 in a calendar month either from or arranged by a single registered state lobbyist or lobbying firm if the lobbyist or firm is registered to lobby the official or employee's agency. (GC sections 86201–86204.)

2. \$590 gift limit. Gifts from any other single source may not exceed \$590 (2023–2024 limit) in a calendar year. For officials and employees who file statements of economic interests (form 700) under a state agency's conflict of interest code ("designated employees"), this limit applies only if the official or employee would be required to report income or gifts from that source on the form 700, as outlined in the "disclosure category" portion of the agency's conflict of interest code. (GC section 89503.)

A "gift" is any payment or other benefit that confers a personal benefit for which a public official does not provide payment or services of equal or greater value. A gift includes a rebate or discount in the price of anything of value unless the rebate or discount is made in the regular course of business to members of the public. (GC section 82028.) (See 2 CCR § 18946 for valuation guidelines.) A public official has "received" or "accepted" a gift when he or she has actual possession of the gift or when he or she takes any action exercising direction or control over the gift, including discarding the gift or turning it over to another person. This includes gifts that are accepted by someone else on the official's behalf and gifts made to others at the direction of the official. (2 CCR § 18941.)

Failure to comply with the laws related to gifts, honoraria, loans, and travel payments may, depending on the violation, result in criminal prosecution and substantial fines, or in administrative or civil monetary penalties for as much as \$5,000 per violation or three times the amount illegally obtained. (See GC sections 83116, 89520, 89521, 91000, 91004 and 91005.5.)

Conflict of Interest

Government Code section 87100

No Board member may make, participate in making, or in any way attempt to use his or her official position to influence a governmental decision in which he or she knows or has reason to know he or she has a financial interest. Any Board member who has a financial interest shall disqualify himself or herself from making or attempting to use his or her official position to influence the decision. Any Board member who feels he or she is entering into a situation where there is a potential conflict of interest should immediately consult the executive officer or Board president.

Board policy B-96-02

It is a conflict of interest for a Board member to seek office in a professional association or to actively sponsor or support others seeking office in such associations, use his or her position as a Board member to further their own personal interests, discuss confidential Board business with anyone except other Board members and Board staff, or publicly espouse opinions on behalf of the Board without specific Board approval to do so.

Chapter 6

Duties of the Board President and Vice President

Board President

Board policy

The president does at least the following:

- Preside at open/closed session Board meetings and official regulation hearings.
- Meet with Board management and legal counsel

in advance of each quarterly Board meeting to review the agenda book, any anticipated issues, and management/staff concerns as to the agenda items.

- Assure that agenda timeframes are followed and that meeting proceed in an orderly and effective fashion.
- Appoint chairpersons of all committees, define the responsibilities of the chairpersons, and make committee appointments.
- Assure that all Board members adhere to all Board policies, including attendance at Board and committee meetings and voting on enforcement matters.
- Serve as delegate or alternate delegate to state and national associations or appoint another Board member to serve in such capacity.
- Represent the Board in communications relating to Board actions or policy or designate another Board member to represent him/her if necessary, including attending legislative hearings or meetings.
- Review, revise, and sign correspondence to legislative officers and the Governor's Office regarding Board decisions, bill positions taken by the Board, and upcoming Board activities.
- Approve or disapprove Board members' travel other than regularly scheduled Board or committee meetings.
- Make decisions respecting emergency or urgent matters between meetings of the Board.
- Sign decisions, orders, and rulings of the Board and Board minutes after approval by the Board and making oneself readily available to review, sign, and expeditiously transmit to Board staff.
- Serve as liaison between the Board and DCA's deputy director of Board and Bureau Relations.
- Serve as immediate supervisor of the executive officer. Approve time off requests, sign monthly time sheets, and approve travel expenses. Regular meetings and communications as to Board operations, the agendas for upcoming

meetings, and external affairs. Lead the performance evaluation of the executive officer, including soliciting comments from all Board members, preparing the evaluation, meeting with the executive officer to review the evaluation, and act as representative of Board in recommending salary adjustments.

- Chair the Sunset Review Committee, which includes the vice president and key staff. Meet with staff to review draft reports to the Senate and Assembly business and professions committees and testify before the Legislature.
- Draft quarterly column for the Board's Journal and review and provide comments as to the publication as a whole.
- Coordinate with and maintain regular communication with the vice president as to issues relevant to Board meetings, Board policy, and operational concerns.
- Assume responsibilities usually vested in or customarily incident to the office of president and otherwise prescribed by law.

See Appendix H.

Vice President

The vice president does at least the following:

- If the president is temporarily unable or unwilling to perform assigned duties as president, the vice president shall perform all of the duties of the president, and when so acting, shall have all the powers of and be subject to all the restrictions upon the president.
- Serve on the Sunset Review Committee with the Board president and key staff. Meet with staff to review draft reports to the Senate and Assembly business and professions committees and testify before the Legislature.

- Coordinate and maintain regular communications with the president as to issues relevant to Board meetings, Board policy, and operational concerns.
- Aid and advise the president in preparing for and in the orderly conduct of quarterly Board meetings and issues as they present themselves throughout the year.

Chapter 7

Executive Officer

Appointment

The Board appoints an executive officer who is exempt from civil service and serves at the pleasure of the Board.

Role

The executive officer implements the policies developed by the Board.

Recruitment

The Board may institute an open recruitment plan to obtain a pool of qualified executive officer candidates. It may also utilize departmental personnel recruitment procedures.

Selection

A qualified candidate for executive officer must demonstrate the ability to supervise employees and handle conflict resolution and complaint mediation. The executive officer must also demonstrate effective written and verbal communication skills and have

knowledge and expertise in the areas of legislation, regulations, administration, examination, licensing, enforcement, and budgets.

The selection of a new executive officer is included as an item of business, which must be included in a written agenda and transacted at a public meeting.

Performance Appraisal of the Executive Officer

Memo OHR 2/14/13, Government Code section 11126(a), and Board policy P-97-02

The Board evaluates its executive officer on an annual basis. Approximately two months before the meeting, DCA's Office of Human Resources will direct that all Board members receive a copy of the evaluation form with instruction to complete their evaluations individually and forward them directly to the Board president. The Board president will review all evaluations and collate the ratings and comments for submission to DCA.

See Appendix I.

Each year, the matter of the executive officer evaluation will be placed on the agenda. The Board members will meet first in closed session to determine what action, if any, needs to be taken. The Board members will then meet with the Executive Officer to discuss the appraisal. Further actions will be taken in accordance with the Open Meetings Act.

Government Code section 11126

Matters relating to the performance of the executive officer are discussed by the Board in closed session unless the executive officer requests that it be discussed in open session.

Chapter 8

Board Committees

Standing Committees

The Board has three standing committees:

- Outreach and Communications Committee.
- Legislative and Regulatory Affairs Committee.
- Licensure Committee.

Ad Hoc Committees (Active)

The Board has three active ad hoc committees:

- Enforcement Committee.
- Sunset Review Committee.
- Telepsychology Committee.
- Examination for Professional Practice in Psychology (EPPP) Ad Hoc Committee.

Ad Hoc Committee (Inactive)

The Board has two inactive ad hoc committees:

- Applied Behavioral Analysis (ABA) Task Force.
- Emergency Preparedness Ad Hoc Committee.
- Budget Committee.

Internal organization of each committee is at the president's discretion.

Committee Appointments

The Board president determines committee composition, whether standing or ad hoc; however, committee members may make recommendations for new members.

Ad hoc committees will be established by the Board as needed. Members and the chairperson will be appointed by the president. Ad hoc committees may include the appointment of non-Board members.

Report of Committee Meetings

Each committee chair provides a report to the full Board at its regularly scheduled Board meeting. The Board can approve the committee report with any and all of the recommendations contained in the report, or approve a portion of the report, and discuss certain items and vote on them separately.

Outreach and Communications Committee

The goal of this committee is to provide critical information to all Californians regarding the evolving practice of psychology, relevant and emerging issues in the field of psychology, and the work of the Board.

Legislative and Regulatory Affairs Committee

The goal of this committee is to advocate and promote legislation that advances the ethical and competent practice of psychology to protect consumers of psychological services. The committee reviews and tracks legislation that affects the Board, consumers, and the profession of psychology, and recommends positions on legislation for consideration by the Board.

See Appendix J.

Licensure Committee

The goal of this committee is to ensure valid licensing policies and procedures, making recommendations on changes as appropriate. The committee will also ensure a valid and reliable examination process to assess professional knowledge, as well as the laws and ethics governing the profession, working with such entities as the Association of State and Provincial Psychology Boards (ASPPB) and DCA's Office of Professional Examination Services.

Enforcement Committee

The goal of this committee is to protect the health and safety of consumers of psychological services through the active enforcement of the statutes and regulations governing the safe practice of psychology in California. The committee reviews the Board's Disciplinary Guidelines and enforcement statutes and regulations and submits recommended amendments to the full Board for consideration.

Sunset Review Committee

The goal of this committee is to review staff's responses to the questions asked by the Assembly Business and Professions and the Senate Business, Professions and Economic Development Committees. The committee formulates and reviews the responses before submission to the full Board.

Telepsychology Committee

The goal of this committee is to develop regulatory language for the practice of psychology that is conducted remotely within California and interstate practice that is conducted remotely. This is a rapidly developing area of the profession, and technology has outpaced the current guidelines.

Applied Behavioral Analysis (ABA) Task Force

This committee is comprised of two Board members and relevant stakeholders.

EPPP Ad Hoc Committee

The goal of the EPPP Ad Hoc Committee is to review issues related to the Board's national examination, not only the EPPP Part 2. This committee is comprised of three Board members.

Chapter 9

Board Delegations

Pilot Legislative Committee Guideline

The Board committees are advisory and may recommend actions to the Board. Recommendations and reports of committees shall be submitted to the full Board for consideration and approval. However, the Board hereby delegates to the executive officer and the Legislative and Regulatory Affairs Committee chair the authority to take action—only in the event that time constraints or quorum preclude Board action—on legislation that changes the Psychology Licensing Law, impacts a previously established Board policy, or affects the public’s health, safety or welfare as it pertains to the mission of the Board. Before taking a position on legislation, the executive officer or Legislative and Regulatory Affairs Committee chair shall consult with the Board president. The Board shall be notified of such action as soon as possible.

Submission and Review Guidelines for Extension Requests

Requests may be submitted to extend the following time limitation pursuant to the California Code of Regulations sections 1391.1(b) and 1387(a):

- 72-month limitation for psychological assistant registration.
- 30-month limit to accrue 1,500 hours of pre- or post-doctoral supervised professional experience (SPE).
- 60-month limit to accrue 3,000 hours of post-doctoral SPE.

The following information serves as guidelines to assist Board staff in the preliminary review of straightforward requests for extension. Please note that requests made based on the following listed reason(s) do not indicate an automatic approval, as they will be reviewed on a case-by-case basis. Requests submitted may still be subject to the review of the Licensure Committee at a future scheduled meeting prior to a final determination is made.

Submission Guidelines

To submit an extension request, please provide the following information to the Board for review via email at **boplicensing@dca.ca.gov**:

- In the subject line, indicate the type of extension request by stating whether it is for an extension to the 72-month registration limitation period of a psychological assistant registration or the 30- or 60-month time limitation in accruing SPE.
- The length of the extension.
- The reason for the extension request.
- Attach any documents (e.g., medical letter, birth/death certificates, timeline, etc.) that support the stated reason(s) for the extension request.

Review Guidelines

The following information serves as guidelines to assist Board staff in the preliminary review of straightforward requests for extension. Please note that requests made based on the following listed reason(s) do not indicate an automatic approval as they will be reviewed on a case-by-case basis. Requests submitted may still be subject to the review of the Licensure Committee at its future scheduled meeting prior to a final determination is made.

Reasons for Extension	Parameters	Length of Extension
Disability under the ADA*	Unable to practice	1 year or less
Care of family member		
Injury or accident		
Parental leave		

The intent of a psychological assistant registration is to allow an individual to accrue the necessary SPE required for licensure as a psychologist. An extension to a registration beyond the 72-month limitation is unnecessary if the individual has successfully accrued all required experience.

*ADA: Americans with Disabilities Act.

United States and Canada. ASPPB is the owner and developer of the national examination for licensure and certification in psychology. A national database of regulatory actions taken against licensed psychologists is maintained by ASPPB. Membership in the association aids the Board in staying current with relevant and emerging issues on a national level.

Council on Licensure, Enforcement and Regulation (CLEAR)

CLEAR is an association of individuals, agencies and organizations that comprise the international community of professional and occupational regulation, providing a forum for improving the quality and understanding of regulation to enhance public protection. The Board's membership is part of a DCA organizational membership and does come with voting privileges represented by a single organization vote.

Chapter 10

Association Membership

Association of State and Provincial Psychology Boards

The Board maintains membership in the Association of State and Provincial Psychology Boards (ASPPB). This organization is the alliance of state, provincial, and territorial agencies responsible for the licensure and certification of psychologists throughout the

Appendices

Appendix A

Bagley-Keene Open Meeting Act

www.dca.ca.gov/publications/bagleykeene_meetingact.pdf

Appendix B

DCA Travel Guide

https://inside.dca.ca.gov/documents/travel_guide.pdf

Appendix C

Department of Human Resources Mileage Reimbursement Rate

www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx

Appendix D

Travel and Expense Per Diem Form

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std262A.pdf>

Appendix E

2019–2023 Strategic Plan

https://psychology.ca.gov/forms_pubs/strat_plan_1923.pdf

Appendix F

Form 700

www.fppc.ca.gov/Form700.html

Appendix G

DCA policy EEO 22-01:

https://inside.dca.ca.gov/documents/eo_22-01.pdf

Appendix H

Board President Supervisory Expectations

https://inside.dca.ca.gov/documents/eo_expectationsmemo.pdf

Appendix I

DCA Executive Officer Performance Evaluation Guide

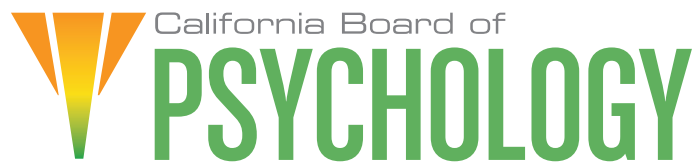
<https://inside.dca.ca.gov/documents/eppage2015eoperformanceevaluationemo.pdf>

Appendix J

Overview of Legislative and Rulemaking Processes

www.senate.ca.gov/legislativeprocess

https://oal.ca.gov/rulemaking_process



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