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JANET NAPOLITANO  
Governor

GAIL CHASE  
Board Chair

DEBRA RINAUDO  
Executive Director

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COUNSELING CREDENTIALING COMMITTEE MEETING MINUTES  
Friday, May 12, 2004

Members Present: Diane Pruetz (left at 2:13 p.m.), Carolyn Brown, William Martin, Susan Jernigan (left at 3:57 p.m.), Laura Waterman

Staff Present: Debra Rinaudo, Marc Harris, A.A.G., Doreen Romney, Mary Wilson, Becky Edstrom

Public Present: Mary Mariani, Sue Nolan, Marta DeSoto, Frank Vance, Haward Oseran, Paul Hudson, Sandra Lloyd, Paul Gorges de Visne, Representative David Bradley

Public by Telephone: Nancy Ryan

1. **Call to Order**

The meeting was called to order on May 12, 2004, at 9:00 a.m. with Ms. Pruetz presiding.

2. **Roll Call**

See above.

3. **Review and Approval of Minutes**

Ms. Jernigan moved, seconded by Dr. Martin, to approve the April 23, 2004, general meeting minutes as submitted. The motion carried with Dr. Waterman abstaining.

4. **Review, consideration and action of complaints and other disciplinary matters**

None

5. **Report from the Chair and items for review, consideration, and possible action**

None

6. **Report from the Executive Director and/or staff**

*A. General Agency Operations*

Ms. Rinaudo reported that the agency has hired a temporary employee to help with copying and filing so staff can concentrate on processing application files.

*B. Development of licensure rules*

Ms. Rinaudo reported that the public comment period for the draft rules ended on April 15, 2004. The final rules package will go to the Board for review and approval in June, to be effective July 1, 2004. Copies of the final draft rules will be distributed to members.

Ms. Rinaudo reported that there may be circumstances where an applicant is working unlicensed under one of the statutory exemptions to licensure and, at the same time, acquiring supervised work experience for the purpose of independent licensure. Ms. Rinaudo questioned whether the Board should require that all applicants be licensed while acquiring supervised work experience for the independent level of licensure.

The sense of the committee is that there is need for further discussion regarding this issue.

Ms. Rinaudo reported that an administrator in Arizona is providing clinical supervision without certification and it appears may intend to continue this practice unlicensed after July 1, 2004. Ms. Rinaudo questioned whether the Board should require that supervisors providing clinical supervision in Arizona after July 1, 2004, be licensed at the independent level.

The sense of the committee is that the rules should require any person providing clinical supervision in Arizona after July 1, 2004, to be licensed at the independent level.

*C. Legislative update*

No report.

*D. Consideration of work experience obtained in a school setting*

Ms. Rinaudo reviewed the issues regarding reviewing work experience obtained in a school setting. Ms. Rinaudo indicated that the goal is to develop a fair and consistent procedure to process files where applicants have obtained work experience in a school setting.

Members discussed the many different types of behavioral services available in schools. Members agreed that many of these types of services are not professional counseling and are not being provided in accordance with professional standards of practice.

Members agreed that the committee needs a consistent, fair and efficient process to review work experience obtained in a school setting. Members agreed to the following process for reviewing such work experience:

1. The list of required documentation for applicants submitting work experience acquired in a school setting will be limited to the applicant's published job description and three counseling records.
2. Staff will review the documentation submitted and prepare a short evaluation of the material submitted as to whether the applicant's job responsibilities include professional counseling and whether the applicant appears to be in compliance with professional counseling practice standards regarding informed consent to treat and treatment plan documentation.

The Committee must determine if the applicant's position involves professional counseling job responsibilities and whether the counseling records establish that professional counseling occurred in compliance with professional counseling practice standards. The Committee will not accept work experience where it appears that the applicant's responsibilities did not include professional counseling.

The Committee as a whole will review records that appear to establish that the applicant engaged in professional counseling in violation of professional counseling practice standards. In such situations, the Committee must determine whether to find that the work experience was not professional counseling or to open a complaint against the applicant.

*The committee took a break from 11:05 a.m. reconvening at 11:15 a.m.*

**7. Report from the Board and other committees**

*A. Board*

No report.

**8. National and regional trends and news regarding the profession(s)**

None

**9. Review, consideration and action of applications for renewal**

None

**10. Review, consideration and action of consent agenda for applications for inactive, deficiency extension and exam extension requests**

Dr. Martin moved, seconded by Ms. Brown, to approve the consent agenda reviewed by Ms. Jernigan, granting 60-day extensions to Wendy Celoria, Rochelle Murnighan and Deb Quinley-Hays. The motion passed unanimously.

**11. Review, consideration and action regarding exam accommodation requests**

*None*

**12. Review, consideration and action of applications for reassessment**

*A. Paul Hudson*

Following further review of documentation, committee members agreed that the professional will meet requirements for Certified Professional Counselor after providing a passing score on the required exam.

*B. Elizabeth George*

The reassessment will be reviewed with the other files at the end of the meeting.

*C. Nancy Downs*

The reassessment will be reviewed with the other files at the end of the meeting.

*D. Wendell Stewart*

The reassessment will be reviewed with the other files at the end of the meeting.

*E. Sandra Lloyd*

Following further review of documentation, committee members agreed that the professional meets requirements for Certified Professional Counselor.

**13. Review, consideration and action of applications for certification**

Independent Contractors

*A. Stephanie Humphrey*

Committee members agreed that no further information is necessary regarding the professional's work experience.

*B. Nancy Ryan*

Ms. Rinaudo summarized supervision documentation the professional submitted. Ms. Ryan addressed the committee telephonically.

Following review and discussion, Ms. Brown moved, seconded by Ms. Jernigan, that the work experience the professional obtained as an independent contractor at Greyhills Academy and Arizona Psychology Services was not supervised work experience in counseling. The motion passed unanimously.

School Counselors

*A. Suzanne Barretee-Mozes*

*B. Jennifer Lux*

*C. Elisa Medrano*

*D. Barbara Pendegraft*

The school counselor applications will be reviewed at a future meeting using the new procedures adopted in today's meeting.

Appeals

*Rick Poulin*

Mr. Poulin was noticed, but did not appear. Mr. Poulin submitted documentation of courses to correct the curriculum deficiencies.

Following review, Ms. Brown moved, seconded by Dr. Waterman, to accept FAS496 as meeting the requirement for Professional Ethics and deny the appeal based upon the remaining curriculum deficiencies. The motion passed unanimously.

*Mary Mariani*

Ms. Mariani appeared in person and requested that her life experience and formal education be considered to satisfy the curriculum deficiencies in her application. The committee indicated it does not have the authority to accept life experience in lieu of required coursework. Ms. Mariani also requested her course in child abuse reporting be considered to satisfy the deficiency of one-semester hour in Professional Ethics.

Following review, Ms. Jernigan moved, seconded by Dr. Martin, to accept CP 5215, Child Abuse Reporting, to satisfy the one-semester hour deficiency in Professional Ethics and to deny the appeal based on the lack of one credit in Multicultural Foundations. The motion passed unanimously.

*Sue Nolan*

Ms. Rinaudo reviewed the information the professional submitted to satisfy supervision requirements. Ms. Nolan appeared in person and addressed the committee.

Following review, Dr. Martin moved, seconded by Dr. Waterman, to deny the appeal based on the fact that the additional documentation submitted does not establish that the work experience and clinical supervision requirements have been met. The motion passed unanimously.

*Marta DeSoto*

Ms. DeSoto appeared in person and addressed the committee.

Following review, Dr. Martin moved, seconded by Ms. Jernigan, to accept PSYC8240 to satisfy the counseling theories requirement and to deny the appeal based on lack of a course in Group Dynamics and one course in either the Helping Relationship or Life and Skills Development. The motion passed unanimously.

*Caleb Mitchell*

Following further review of documentation, committee members agreed that the professional will meet the requirements for Certified Associate Counselor after passing the required exam.

*Frank Vance*

Ms. Rinaudo reviewed the information submitted by the professional to satisfy the Multicultural Foundations requirement. Mr. Vance appeared in person and addressed the committee.

Following review, Ms. Brown moved, seconded by Ms. Jernigan, to deny the appeal based upon lack of a course in Multicultural Foundations. The motion passed unanimously.

*Howard Oseran*

Mr. Harris addressed the committee regarding the partnership agreement that Mr. Oseran holds with Foothills Counseling Associates. Mr. Harris indicated that the independent contractor guidelines do not apply in this case because Mr. Oseran is a part owner of the business. Mr. Harris advised members that A.A.C. R4-6-211, prohibits supervision where an objective assessment by the supervisor may be called into question based on a relationship between the supervisor and supervisee. Mr. Harris also advised members that the professional's private practice while he was a Certified Associate Counselor was in violation of R4-6-505.

Mr. Oseran appeared in person and addressed the committee regarding the independent practice guidelines. Mr. Oseran indicated that he believes he meets the guidelines established for independent contractors.

Following review, Ms. Brown moved, seconded by Ms. Jernigan, to deny the appeal because the direct and clinical supervision by the professional's business partner is not acceptable pursuant to A.A.C. R4-6-211, which prohibits supervision by a person whose objective assessment may be limited by a relationship with the supervisee. The motion passed unanimously.

Dr. Martin moved, seconded by Ms. Brown, to recommend to the Board to approve the following twenty applicants as Certified Professional Counselors:

Nancy Downs	Tricia Zimmerman	Judith Horgash	Dawn Leedie
Vincent Kinsey	Sandra Lloyd	Rebecca Currie	Eugene Cavallo
Mayra Jirak	Danielle Gutowski	Ellen Canackos	Anna Smith
Stephanie Humphrey	Melva Penne	Nancy Cota	Scott Carroll
Larry Provence	Cara English	Cynthia Baughn	Erika Knuck-Biazo

The motion passed unanimously.

Dr. Martin moved, seconded by Dr. Waterman, to recommend to the Board to approve the following six applicants as Certified Professional Counselors after providing a passing score on the required exam:

Paul Hudson	Debra Cox-Howard	Karen Brozik	Mylda Carillo
Earlene Jones	Jeanne Tomasiewicz		

The motion passed unanimously.

Dr. Martin moved, seconded by Dr. Waterman, to recommend to the Board to approve the following ten applicants as Certified Associate Counselors:

Elizabeth George	Cathy Duncan	Lindy Howard	Gerald Stansbury
Wendell Stewart	Audrey Ricker	Jan Lamboreaux	Elena Ivanova

Chelsie Reed                      Jodi Hardy

The motion passed unanimously.

Dr. Martin moved, seconded by Dr. Waterman, to recommend to the Board to approve the following ten applicants as Certified Associate Counselors after providing a passing score on the required exam.

Caleb Mitchell	Guy Finicum	David Abrams	Beverly Mahaffey
Tawny Garrard	Joni Armstrong	Christine Cannon	Barbara Hernandez
Vickey Edwards	Patsy McFadden		

The motion passed unanimously.

Dr. Martin moved, seconded by Dr. Waterman, to deny Laura Davidson, Kimberly Moriah, John Swearingin, Charles Burns, Nancy Yates-Gamick, Amy Boylan and Patricia Higdon based on uncorrectable deficiencies. The motion passed unanimously.

**13. Future agenda items**

Revised curriculum form

**14. Call for public comment**

None

**15. Establishment of future meeting date(s)**

The next meetings are scheduled for Friday, May 28, 2004, at 9:00 a.m. and Friday, June 4, 2004, at 1:00 p.m. in room B-2.

**16. Adjournment**

Dr. Martin moved, seconded by Dr. Waterman, to adjourn. The motion passed unanimously and the meeting was adjourned at 5:40 p.m.

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Susan Jernigan  
Secretary/Treasurer

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Date