

**GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY
MINUTES OF BOARD MEETING
January 18, 2008**

A meeting of the Georgia State Board of Occupational Therapy was held Friday, January 18, 2008 at the Professional Licensing Board's division offices located at 237 Coliseum Drive, Macon, Georgia 31217-3858 with the following members present:

Members Present:

Kendyl R. Brock, OTR/L, CHT, President
Kathleen H. Conyers, OTR/L, Vice President
Mary Louise Austin, Consumer Member
Donna J. Domyslawski, OTR/L
Karen L. Cadaret, COTA/L

Absent:

Others Present:

Brig Zimmerman, Executive Director
Serena Gadson, Application Specialist II

Absent:

Amanda Allen, Board Secretary

Assistant Attorney General's Office

Wylencia Monroe, Assistant Attorney General

Board Liaison

Amber Van Atta, GOTA Liaison

Ms. Brock established a quorum of the Board was present and called the Board meeting to order at 10:10 a.m.

Agenda:

Ms. Cadaret moved, Ms. Domyslawski seconded, and the Board voted to accept the agenda with late items added.

Minutes:

Ms. Domyslawski moved, Ms. Cadaret seconded and the Board voted to approve the minutes from the November 30, 2007 meeting and the December 10, 2007 Conference Call meeting with corrections. None opposed, Motion carried.

Correspondence:

E-Mail question received: Can time spent in co-treatment with PT with Modalities (observation and education only, not administration) be counted toward the required CE Hours? J. Wiskind

Board: Observation and Education that is supervised by a licensed PT is allowed to be counted as CE hours if the licensed PT documents the time spent properly and signs off on the form.

Discussion - Proposed amendments to the Athletic Trainer's Practice Act:

Board member Donna Domyslawski provided the Board members with a copy of an e-mail regarding proposed new language for the Athletic Trainers practice act for discussion. The Board decided to table any further discussion at this time and asked Mr. Zimmerman to monitor the legislation and keep the Board up to date on any developments.

Application Forms – Proposed revisions to current application form(s):

The discussion regarding the revisions to the application forms was tabled to a future meeting date by the Board.

PLB Legal Section Report:

The PLB staff attorneys presented a brief overview of O.C.G.A. § 43-1-19(d) of the General Provisions applicable to all Boards, and, a brief overview of O.C.G.A. § 43-28-13 regarding the varied sanctions and/or actions available to the Board when disciplining an applicant or licensee.

Liaison Report: Ms. Amber Van Atta

No Liaison Report Presented

Discussion: Brown Mackie College, OTA program

Board member D. Domyslawski provided the board with information regarding an OTA program Brown Mackie College, Atlanta Georgia, owned by Education Management Corporation, is going to offer their students. The OTA program is not yet accredited/certified by the Accreditation Council for Occupational Therapy Education (ACOTE); will need developmental approval from ACOTE. Students need to understand that they will not be eligible to sit for the NBCOT exam until the accreditation is obtained via ACOTE. Board requests correspondence be prepared for the parent company and the college to be sure the accreditation process with ACOTE is completed before students are admitted into the OTA program.

Ms. Domyslawski moved, Ms. Conyers seconded and the Board voted for the administrative staff to prepare and mail a letter to the college regarding accreditation.

Probation Report:

Dixie Farrell: Out of Compliance – Refer to the Attorney General’s Office.

Ms. Cadaret moved, Ms. Domyslawski seconded, and the Board voted to refer Ms. Ferrell to the Attorney Generals office for violation of a Board Consent Order.

Brenda Johnson: In Compliance

Ms. Domyslawski moved, Ms. Conyers seconded and the Board voted to accept the Probation Report as presented. None Opposed, Motion Carried.

Discussion and Vote to Post Proposed Rule amendments:

The Board discussed proposed amendments to the Board rules as presented below. The proposed amendments clarify the language with regard to exemptions from continuing education hour requirements and the time frame for obtaining CE hours for the reinstatement of a license.

Ms. Domyslawski moved, Ms. Conyers seconded and the Board voted to post the following rules for a public hearing and vote to adopt as presented next scheduled meeting:

Board rule 671-2-.05:

NOTICE OF INTENT TO ADOPT A PROPOSED REPEAL OF THE GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY RULE 671-2-.05, IN ASSOCIATION WITH DEFINED AND NOTICE OF PUBLIC HEARING

TO ALL INTERESTED PARTIES:

Notice is hereby given that pursuant to the authority set forth below, the Georgia State Board of Occupational Therapy (hereinafter "Board") proposes a repeal of the Board Rules, Rule 671-2-.05, In Association With Defined (herein after "proposed rule repeal").

A review of the Boards laws and rules indicates the purpose of rule 671-2-.05 is not clear as it does not relate to, explain or clarify any law applicable to the Board or any other rule of the Board.

This notice, together with an exact copy of the proposed rule repeal request and a synopsis of the proposed rule repeal request, is being mailed to all persons who have requested, in writing, that they be placed on a mailing list. A copy of this notice, an exact copy of the proposed rule repeal request, and a synopsis of the proposed rule repeal request may be reviewed during normal business hours of 8:00 A.M. to 5:00 P.M., Monday through Friday, except official State holidays, at the Office of the Secretary of State, Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia 31217. Copies may also be requested by contacting the Board office at (478) 207-2440.

A public hearing is scheduled to begin at 10:30 a.m. on March 21, 2008 at the Office of Secretary of State, Professional Licensing Boards Division, 237 Coliseum Drive in Macon, Georgia 31217 to provide the public an opportunity to comment upon and provide input into the proposed rule repeal request.

At the public hearing anyone may present data, make a statement, comment or offer a viewpoint or argument whether orally or in writing. Lengthy statements or statements of a considerable technical or economic nature, as well as previously recorded messages, must be submitted for official record. Oral statements should be concise and will be limited to five (5) minutes in duration. Written comments are welcome. Such written comments must be legible and signed, should contain contact information from the maker (address, telephone number and/or facsimile number, etc.) and be actually received in the office prior to the close of business (5:00 P.M.) on March 14, 2008. Written comments should be addressed to Mr. Randall D. Vaughn, Division Director, Secretary of State, Professional Licensing Boards Division, Georgia State Board of Occupational Therapy, 237 Coliseum Drive, Macon, Georgia 31217. Telephone (478) 207-2440 or fax (478) 207-1633.

The Board will consider the proposed rule repeal request for adoption at its meeting scheduled to begin at 10:45 a.m. on March 21, 2008 at the Secretary of State's Professional Licensing Boards Division, 237 Coliseum Drive in Macon, Georgia 31217. According to the Department of Law, State of Georgia, the Board has the authority to adopt a proposed rule repeal request to Rule 671-2-.05 pursuant to authority contained in O.C.G.A. § 43-28-7.

At its meeting on January 18, 2008 the Board voted that the formulation and adoption of the repeal request of this rule does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rule cannot be reduced by a less expensive alternative that fully accomplishes the objectives of O.G.C.A. § 43-28-7.

Additionally, at the meeting, the Board voted that it is not legal or feasible to meet the objectives of O.C.G.A. § 43-28-7 to adopt or implement differing actions for businesses as listed in O.C.G.A. § 50-13-4(3)(a), (b), (c) and (d) and that the formulation and adoption of these rules will impact every licensee in the same manner and each licensee is independently licensed, owned and operated in the field of occupational therapy.

For further information, contact the Board office at (478) 207-2440.

This notice is given in compliance with O.C.G.A. § 50-13-4.

This _____ day of _____, 2008.

Randall D. Vaughn
Division Director
Professional Licensing Boards Division

Posted: _____

SYNOPSIS OF PROPOSED REPEAL OF THE GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY RULES RULE 671-2-.05 IN ASSOCIATION WITH DEFINED

PURPOSE: The purpose of the proposed rule repeal request is to remove a Board rule that is not related to any applicable board rule or state law of this Board.

MAIN FEATURES: The main feature of the proposed rule repeal request is to remove the rule via the repeal process as the purpose of the rule is not clear as it does not relate to, explain or clarify any law applicable to Board or any rule of the Board.

DIFFERENCES BETWEEN THE EXISTING RULE AND THE PROPOSED AMENDMENTS TO THE GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY RULES, RULE 671-2-.05 IN ASSOCIATION WITH DEFINED.

NOTE: Underlined text is proposed to be added; lined through text is proposed to be deleted.
Rule 671-2-.05 In Association With Defined is hereby revised as follows:

671-2-.05 In Association With Defined.

~~In association with shall mean a formal working relationship in which there is regular consultation.~~

AUTHORITY: O.C.G.A § 43-28-7

Board Rule 671-3-.08:

NOTICE OF INTENT TO ADOPT A PROPOSED AMENDMENT TO THE GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY RULE 671-3-.08, RENEWAL OF LICENSE/PENALTIES/CONTINUING EDUCATION REQUIREMENTS AND NOTICE OF PUBLIC HEARING

TO ALL INTERESTED PARTIES:

Notice is hereby given that pursuant to the authority set forth below, the Georgia State Board of Occupational Therapy (herein after "Board") proposes an amendment to the Board Rules, Rule 671-3-.08, Renewal of License/Penalties/Continuing Education Requirements (herein after "proposed rule amendment").

The proposed rule amendment includes the addition of language in 671-3-.08(4) regarding the exemption from continuing education hours. The rule is intended only for an individual who is initially licensed, for the first time, in the state of Georgia, in the second year of the biennium renewal period, and, is not intended for licensed individuals who allow their license to lapse, then wait to apply for the restoration of a lapsed license in the second year of the biennium renewal period in an attempt to be exempted from the continuing education requirements.

This notice, together with an exact copy of the proposed rule amendment and a synopsis of the proposed rule amendment, is being mailed to all persons who have requested, in writing, that they be placed on a mailing list. A copy of this notice, an exact copy of the proposed rule amendment, and a synopsis of the proposed rule amendment may be reviewed during normal business hours of 8:00 A.M. to 5:00 P.M., Monday through Friday, except official State holidays, at the Office of the Secretary of State, Professional Licensing Boards

Division, 237 Coliseum Drive, Macon, Georgia 31217. Copies may also be requested by contacting the Board office at (478) 207-2440.

A public hearing is scheduled to begin at 10:35 a.m. on March 21, 2008 at the Office of Secretary of State, Professional Licensing Boards Division, 237 Coliseum Drive in Macon, Georgia 31217 to provide the public an opportunity to comment upon and provide input into the proposed rule amendment.

At the public hearing anyone may present data, make a statement, comment or offer a viewpoint or argument whether orally or in writing. Lengthy statements or statements of a considerable technical or economic nature, as well as previously recorded messages, must be submitted for official record. Oral statements should be concise and will be limited to five (5) minutes. Written comments are welcome. Such written comments must be legible and signed, should contain contact information from the maker (address, telephone number and/or facsimile number, etc.) and be actually received in the office prior to the close of business (5:00 P.M.) on March 14, 2008. Written comments should be addressed to Randall D. Vaughn, Division Director, Secretary of State, Professional Licensing Boards Division, Georgia State Board of Occupational Therapy, 237 Coliseum Drive, Macon, Georgia 31217. Telephone (478) 207-2440 or fax (478) 207-1633.

The Board will consider the proposed rule amendment for adoption at its meeting scheduled to begin at 10:50 a.m. on March 21, 2008 at the Secretary of State's Professional Licensing Boards Division, 237 Coliseum Drive in Macon, Georgia 31217. According to the Department of Law, State of Georgia, the Board has the authority to adopt a proposed rule amendment to Rule 671-3-.08 pursuant to authority contained in O.C.G.A. §§ 43-28-7 and 43-28-14.

At its meeting on January 18, 2008 the Board voted that the formulation and adoption of this rule does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rule cannot be reduced by a less expensive alternative that fully accomplishes the objectives of O.G.C.A. §§ 43-28-7 and 43-28-14.

Additionally, at the meeting, the Board voted that it is not legal or feasible to meet the objectives of O.C.G.A. §§43-28-7 and 43-28-14 to adopt or implement differing actions for businesses as listed in O.C.G.A. § 50-13-4(3)(a),(b), (c) and (d) and that the formulation and adoption of these rules will impact every licensee in the same manner and each licensee is independently licensed, owned and operated in the field of occupational therapy.

For further information, contact the Board office at (478) 207-2440.

This notice is given in compliance with O.C.G.A. § 50-13-4.

This _____ day of _____, 2008

Randall D. Vaughn
Division Director
Professional Licensing Boards Division

Posted: _____

**SYNOPSIS OF PROPOSED AMENDMENT TO THE
GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY RULES
RULE 671-3-.08 RENEWAL OF LICENSE/PENALTIES/CONTINUING EDUCATION
REQUIREMENTS.**

PURPOSE: The purpose of the proposed rule amendment is to add language to clarify the current rule regarding continuing education requirements for individuals initially licensed, for the first time, in the state of Georgia, in the second year of the biennium renewal period.

MAIN FEATURES: The main feature of the proposed rule amendment is the addition of language regarding the exemption from having to obtain the continuing education hours as applicable only to initial licensure as an Occupational Therapist or Occupational Therapy Assistant to practice occupational therapy in Georgia as found in the current Board rule 671-3-.08(4).

DIFFERENCES BETWEEN THE EXISTING RULE AND THE PROPOSED AMENDMENT TO THE GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY RULES, RULE 671-3-.08 RENEWAL LICENSE/PENALTIES/CONTINUING EDUCATION REQUIREMENTS.

NOTE: Underlined text is proposed to be added; lined through text is proposed to be deleted.
Rule 671-3-.08 Renewal of License/Penalties/Continuing Education Requirements is hereby revised as follows:

671-3-.08 Renewal of License/Penalties/Continuing Education Requirements. Amended.

(1) A license issued by the Board shall expire on March 31st of even numbered years.

The license may be renewed upon submission of the renewal application and payment of the required fee, provided all requirements have been met. Refer to fee schedule.

(2) A license that is not renewed on or before March 31st of the renewal year shall be deemed lapsed. An application for restoration shall be required as provided for in Rule 671-3-.09 in order to seek to obtain a license to practice in this State. Practicing with an expired license is prohibited by law and practice during this period may result in disciplinary action for unlicensed practice.

(3) A minimum of twenty-four (24) contact clock hours of continuing education related to occupational therapy practice is required for renewal except as otherwise provided in this chapter. At least sixteen (16) hours must be related to direct "hands on" patient care (dpc). Up to eight (8) hours may be in related areas such as administration, supervision, education, documentation, quality assurance, ethics, research methods, professional presentations, and providing Level II fieldwork supervision.

(a) Continuing Education (CE) hours obtained from January 1st until March 31st of an even numbered year will be counted toward the following biennium renewal period rather than the current biennium renewal period if the licensee has obtained all hours required for renewal by December 31st of the prior odd numbered year.

(b) Direct patient care continuing education includes attendance at live presentations such as workshops, seminars, conferences or formal academic course work. Up to four (4) hours can be obtained by means of in-service educational programs, electronic or web based courses, formal self study courses or computer learning activities. See Rule 671-3-08 (7) for documentation requirements.

(c) General continuing education includes up to four (4) hours for each of the following activities including independent study, mentorship, Level II fieldwork supervision, published professional writing, instructional presentations, research, grants, professional meetings and related activities and up to four (4) hours can be by means of in-service educational programs, electronic or web based courses, formal self study courses, satellite broadcasts or computer learning activities.

(d) Of the twenty-four (24) hours, no more than eight (8) continuing education hours may be in self study and no more than four (4) hours in the area of general continuing education.

(e) Each licensee must complete a minimum of two (2) hours of continuing education in the ethics of occupational therapy practice.

(f) Definitions:

1. Contact Hour: For purposes of these rules, a contact hour is defined as actual time spent in instruction or organized learning experience excluding meals, breaks, welcome/introductions, and business meetings.

2. Direct Hands On: For purposes of these rules direct "hands on" patient care includes occupational therapy assessment, treatment planning, occupational therapy implementation and diagnostic related information.

(4) An licensee individual who is applying for licensure in Georgia for the first time (never having held a Georgia OT or OTA license) and who is licensed during the second year of the biennium renewal period is not required to meet continuing education requirements for that initial renewal period only.

(5) Prior approval of continuing education courses is not required. Each licensee randomly selected for a CE audit must submit to the Board supporting documentation as specified in this rule.

- (6) Acceptable professional continuing education activities shall include activities relevant to occupational therapy practice that can be deemed to update or enhance knowledge and skills required for competent performance beyond general entry level occupational therapy and that include a verifiable way to document time spent in the learning activity.
- (7) Documentation of continuing education which the Board deems as acceptable proof of completion include the following:
- (a) For continuing education courses that include attendance and participation at a presentation such as a workshop, seminar, conference or in-service educational program:
1. A certificate of completion or similar documentation signed by program official and a program description including sponsor, course title, date, program objective/learning outcomes, content description, agenda or schedule.
 2. A shortened description may be accepted for programs specifically exempted by the Board such as AOTA and GOTA Conferences; and
- (b) Formal self study, viewing of videotapes in a professional setting, satellite broadcasts, or computer learning activities that must include:
1. Verified instructional time by the course sponsor; a certificate of completion or similar documentation signed by program official; and
 2. A program description including sponsor, course title, date, program objective/learning outcomes, content description.
- (c) For general education under 671-3-.08(3)(b) documentation must include:
1. How activity relates to occupational therapy;
 2. Date and clock hours;
 3. Other information as may be requested.
- (d) For Level II Fieldwork Supervision involving serving as the primary clinical fieldwork educator for Level II occupational therapy or occupational therapy assistant fieldwork students:
1. Verification provided by the school to the fieldwork educator with the name of the student, school and dates of fieldwork or the signature page of the completed student evaluation form with evaluation scores and comments blocked out and;
 2. A description of the fieldwork including name and type of facility, name of the fieldwork educator and times spent in direct supervision of the student.
- (e) For professional presentations to include first time or significantly revised presentation or an academic class session, workshop, seminar, in-service or professional meeting program session:
1. Verification of presentation or formal thank you note signed by the sponsor or program official and;
 2. Presentation description including location, title, date, hours of presentation, general content description, and type of audience.
- (f) Continuing education listings should be documented on the appropriate board form, available on the website.
- (8) Procedure for verifying to the Board that the continuing education requirements for licensure renewal have been met:
- (a) Respond appropriately to renewal questionnaire.
- (b) Retain documentation in personal files and submit to the Board if selected for audit.
- (c) Documentation as specified in 671-3-.08(7) must be maintained by the licensee for no less than three (3) years from the beginning date of the licensure period.

Authority O.C.G.A §§ 43-28-7 and 43-28-14

Board Rule 671-3-.09:

NOTICE OF INTENT TO ADOPT A PROPOSED AMENDMENT TO THE GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY RULE 671-3-.09, RESTORED LICENSE AND NOTICE OF PUBLIC HEARING

TO ALL INTERESTED PARTIES:

Notice is hereby given that pursuant to the authority set forth below, the Georgia State Board of Occupational Therapy (hereinafter "Board") proposes an amendment to the Georgia State Board of Occupational Therapy Rules, Rule 671-3-.09, Restored License (herein after "proposed rule amendment").

The proposed rule amendment includes the addition of wording outlining that the required continuing education hours must be obtained within the five (5) years following the expiration date of the license as found in 671-3-.09(2).

This notice, together with an exact copy of the proposed rule amendment and a synopsis of the proposed rule amendment, is being mailed to all persons who have requested, in writing, that they be placed on a mailing list. A copy of this notice, an exact copy of the proposed rule amendment, and a synopsis of the proposed rule amendment may be reviewed during normal business hours of 8:00 A.M. to 5:00 P.M., Monday through Friday, except official State holidays, at the Office of the Secretary of State, Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia 31217. Copies may also be requested by contacting the Board office at (478) 207-2440.

A public hearing is scheduled to begin at 10:40 a.m. on March 21, 2008 at the Office of Secretary of State, Professional Licensing Boards Division, 237 Coliseum Drive in Macon, Georgia 31217 to provide the public an opportunity to comment upon and provide input into the proposed rule amendment.

At the public hearing anyone may present data, make a statement, comment or offer a viewpoint or argument whether orally or in writing. Lengthy statements or statements of a considerable technical or economic nature, as well as previously recorded messages, must be submitted for the official record. Oral statements should be concise and will be limited to five (5) minutes. Written comments are welcome. Such written comments must be legible and signed, should contain contact information from the maker (address, telephone number and/or facsimile number, etc.) and be actually received in the office prior to the close of business (5:00 P.M.) on March 14, 2008. Written comments should be addressed to Randall D. Vaughn, Division Director, Secretary of State, Professional Licensing Boards Division, Georgia State Board of Occupational Therapy, 237 Coliseum Drive, Macon, Georgia 31217. Telephone (478) 207-2440 or fax (478) 207-1633.

The Board will consider the proposed rule amendment for adoption at its meeting scheduled to begin at 10:55 a.m. on March 21, 2008 at the Secretary of State's Professional Licensing Boards Division, 237 Coliseum Drive in Macon, Georgia 31217. According to the Department of Law, State of Georgia, the Georgia State Board of Occupational Therapy has the authority to adopt a proposed rule amendment to Rule 671-3-.09(2) pursuant to authority contained in O.C.G.A. §§ 43-28-7 and 43-28-14.

At its meeting on January 18, 2008 the Georgia State Board of Occupational Therapy voted that the formulation and adoption of this rule does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rule cannot be reduced by a less expensive alternative that fully accomplishes the objectives of O.G.C.A. §§ 43-28-7and 43-28-14.

Additionally, at the meeting, the Board voted that it is not legal or feasible to meet the objectives of O.C.G.A. §§ 43-28-7and 43-28-14 to adopt or implement differing actions for businesses as listed in O.C.G.A. § 50-13-4(3)(a), (b), (c) and (d) and that the formulation and adoption of these rules will impact every licensee in the same manner and each licensee is independently licensed, owned and operated in the field of occupational therapy.

For further information, contact the Board office at (478) 207-2440.

This notice is given in compliance with O.C.G.A. § 50-13-4.

This _____ day of _____, 2008.

Randall D. Vaughn
Division Director
Professional Licensing Boards Division

**SYNOPSIS OF PROPOSED AMENDMENT TO THE
GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY RULES
RULE 671-3-.09 RESTORED LICENSE.**

PURPOSE: The purpose of the proposed rule amendment is to update the current rule with regard to the time frame for obtaining the required continuing education hours with regard to restoration of an expired license.

MAIN FEATURES: The main feature of the proposed rule amendment is to add wording that the continuing education hours required by the Board must be obtained within the five (5) years following the expiration date of the license.

**DIFFERENCES BETWEEN THE EXISTING RULE AND THE PROPOSED AMENDMENT TO THE
GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY RULES, RULE 671-3-.09 RESTORED
LICENSE.**

NOTE: Underlined text is proposed to be added; lined through text is proposed to be deleted.
Rule 671-3-.09 Restored License is hereby revised as follows:

671-3-.09 Restored License. Amended.

- (1) Restoration of an expired license is within the discretion of the Board.
- (2) A license may be restored within five (5) years of expiration date by submission of restoration application, proof of completion of required continuing education hours obtained within the five (5) year period prior to the date of the application, as specified in paragraph (4) below, and payment of appropriate fees. See fee schedule.
- (3) A license which has been expired for a period greater than five (5) years may be Restored, at the discretion of the Board, by submission of the following:
 - (a) A new application with appropriate fee;
 - (b) Documentation of required continuing education hours as specified in paragraph (4) completed within one year prior to date of application; and
 - (c) One of the following:
 1. Verification of current license in another state; or
 2. Three (3) reference statements (two must be occupational therapists) from persons who can confirm current competency of applicant; or
 3. Verification of completion of eight (8) weeks of supervised clinical experience in a professional intern position or student role in a facility which meets the requirements of an accredited or approved occupational therapy or occupational therapy assistant curriculum.
- (4) Continuing education requirements for restoration of a license:
 - (a) Twenty-four contact clock hours of continuing education related to occupational therapy practice is required for restoration of a license. Sixteen hours must be related to direct "hands on" patient care (dpc). Up to 8 hours (general) may be in related areas such as administration, supervision, education, documentation, quality assurance, ethics, research methods, professional presentations, and providing, when appropriately licensed, Level II fieldwork supervision.
 - (b) Each licensee must complete a minimum of two (2) hours of continuing education in the ethics of occupational therapy practice.
 - (c) Acceptable professional continuing education activities shall include activities relevant to occupational therapy practice that can be deemed to update or enhance knowledge and skills required for competent performance beyond general entry Level occupational therapy and that include a verifiable way to documenting time spent in the learning activity.
 - (d) Prior approval of courses for continuing education is not required.

AUTHORITY: O.C.G.A § § 43-28-7 and 43-28-14

Executive Director's Report:

- Overview presented of new administrative procedures with regard to submission of complaints to the PLB Investigations Section;
- The 2008 NBCOT State Regulatory Conference is scheduled for the Fall of 2008.

Ms. Conyers moved and Ms. Domyslawski seconded, and the Board voted to enter into Executive Session in accordance with O.C.G.A. §43-1-2(k) (1) (2), §O.C.G.A. 43-1-2 (k) (4) and O.C.G.A. §50-14-2(1) to deliberate on Applications, and to receive the Cognizant and Attorney General's Reports. Voting in favor of the motion were those present who included Board Members Brock, Domyslawski, Conyers, Austin and Cadaret. The Board concluded Executive Session in order to vote on these matters and to continue with the public session.

Attorney General's Report: Wylencia Monroe, AAG

At this time, Ms. Monroe, Assistant Attorney General, stated that she does not currently have any open complaint cases in her office for review or any requests from the Board for advice.

Ms. Conyers moved, Ms. Domyslawski seconded, and the Board voted to accept the Attorney General's report as presented. None opposed, Motion carried.

Applications:

Ms. Cadaret moved and Ms. Domyslawski seconded and the Board voted to take the following action on Licensure by Restoration:

J.K.B.	Refer to AG
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Ms. Conyers moved and Ms. Cadaret seconded and the Board voted to take the following action on Licensure by Restoration:

M.L.D.	Approved Pending
Hayes, Kimberly	Approved
C.S.	Approved Pending

Ms. Conyers moved and Ms. Cadaret seconded and the Board voted to take the following actions on Certifications of Physical Agent Modalities:

Occupational Therapists

Cruz, Donna M.	Approved
Fuqua, Jennifer S.	Approved
Miranda-Flecha, Ismael	Approved
Reese, Jane E.	Approved
Smith, Kimberly D.	Approved
Stein, Melissa Jo.	Approved
Strickland, Kimberly H.	Approved

Ms. Conyers moved and Ms. Cadaret seconded and the Board voted to take the following actions on Certifications of Physical Agent Modalities:

Occupational Therapy Assistants

Ballard, Olivia S.	Approved
Smith, Jessica C.	Approved
Knoblach, Sarah E.	Approved

Ms. Conyers moved and Ms. Domyslawski seconded and the Board voted to take the following actions on Certifications of “All Modalities” from “Limited Modality”

Occupational Therapy Assistant

Cadaret, Karen L.

Approved

Ms. Cadaret recused herself from the Board vote.

Applicant Appearance:

Requested to appear before the Board regarding the Board’s denial of his Application for Reinstatement. Mr. Jones presented the Board with oral testimony and answered questions presented by the Board.

Russell Jones

Refer to AG

Ms. Domyslawski moved, Ms. Austin seconded, and the Board voted to refer case to the Attorney General’s Office.

Approved Licensees

Ms. Conyers moved and Ms. Cadaret seconded and the Board voted to ratify the following applications approved between meetings determined to have met licensure requirements as follows:

License No.	Licensee Name	Profession	Issue Date
OTA001065	Douhne, Jouzafen	Occupational Therapy Assistant	12/5/2007
OTA001066	Francis, Yvonne Aterine	Occupational Therapy Assistant	12/5/2007
OTA001067	Lee, Carlton Dion	Occupational Therapy Assistant	12/14/2007
OTA001068	Stephens, Crystal Michell	Occupational Therapy Assistant	12/28/2007
OTA001069	Williams, Ashley Marie	Occupational Therapy Assistant	1/4/2008
OTA001070	Jones, Henry W.	Occupational Therapy Assistant	1/4/2008
OTA001071	Obenauf, Jennifer Faye	Occupational Therapy Assistant	1/8/2008

Ms. Conyers moved and Ms. Cadaret seconded and the Board voted to ratify the following applications approved between meetings determined to have met licensure requirements as follows:

License No.	Licensee Name	Profession	Issue Date
OT004669	Babai, Houman	Occupational Therapist	12/3/2007
OT004670	Merritt, Verdaiera Versohn	Occupational Therapist	12/3/2007
OT004671	Brannon, Cheryl Teresa	Occupational Therapist	12/3/2007
OT004672	Phillips, Celecia Pastell	Occupational Therapist	12/5/2007
OT004673	Butad, Flora May Bejoc	Occupational Therapist	12/5/2007
OT004674	Luthi, Alyssa Erin	Occupational Therapist	12/5/2007
OT004675	Phelps, Susan Marie	Occupational Therapist	12/5/2007
OT004676	Roque, Abegail Dela Costa	Occupational Therapist	12/5/2007
OT004677	Szczupak, Ada Rachel	Occupational Therapist	12/5/2007
OT004678	Borneo, Michelle Alivera	Occupational Therapist	12/6/2007
OT004679	Osias, Mary Jane	Occupational Therapist	12/10/2007
OT004680	Hutcheson, Crystal Neely	Occupational Therapist	1/3/2008
OT004681	Buss, Jason Mark	Occupational Therapist	1/3/2008
OT004682	Palmer, Barbara Ann	Occupational Therapist	1/3/2008
OT004683	Drake, Suzanne Michelle	Occupational Therapist	1/4/2008
OT004684	Dickas, Meghan Suzanne	Occupational Therapist	1/11/2008
OT004685	Mervius, Mara	Occupational Therapist	1/11/2008
OT004686	Murdock, Teri Jo	Occupational Therapist	1/11/2008

OT004687	Alberson, Tiffany Michelle	Occupational Therapist	1/11/2008
OT004688	Reyner, Stephanie Hansen	Occupational Therapist	1/11/2008
OT004689	Gibson, Marques Alan	Occupational Therapist	1/11/2008

Ms. Conyers moved and Ms. Cadaret seconded and the Board voted to ratify the following restoration applications approved between meetings determined to have met licensure requirements as follows:

License No.	Licensee Name	Profession	Issue Date
OT000210	Braun, Terri	Occupational Therapist	12/3/2007
OT001078	Wesley, Ernestine Clark	Occupational Therapist	12/3/2007
OT003060	Patel, Jagruti	Occupational Therapist	12/3/2007
OT004127	North, Tara Jo	Occupational Therapist	12/3/2007
OT004129	Avery, Wendy W.	Occupational Therapist	12/3/2007
OTA000114	Hernandez, Karen E.K.	Occupational Therapy Assistant	12/3/2007
OTA000200	White, Virginia M	Occupational Therapy Assistant	1/4/2008
OTA000237	Luttrell, Lloyd Elsworth	Occupational Therapy Assistant	12/3/2007

Ms. Conyers moved and Ms. Cadaret seconded and the Board voted to ratify the following applicants approved for limited permit between meetings determined to have met licensure requirements as follows:

Licensee Name	Issue Date
Bennett, Kimberly	12/5/2007
Foss, Kelly	1/4/2008
Botero, Jessica	1/4/2008

Cognizant Member's Report:

ED Zimmerman presented the Board with an update on all open complaint cases to date:

OT060015, 070003, 070010 and 070013 remain open in Investigations. A request was made for an agent or supervisor to meet with the Board this date but no one was available. Board has concerns over cases pending since mid 2006. Mr. Zimmerman explained that under the new administrative procedures (discussed earlier in meeting) delays such as these should not occur, and, that the Investigations Unit is working hard to clear up any cases pending.

OT080003 – Refer to Investigations

Ms. Cadaret moved, Ms. Conyers seconded, and the Board voted to accept the ED's update of the open complaints as presented, and in addition, to refer complaint OT080003 to Investigations. None Opposed, Motion carried.

Enforcement Report:

No Report

With no additional business to be discussed, Ms. Cadaret moved, Ms. Conyers seconded, and the Board adjourned the meeting at 2:25 p.m.

Minutes recorded by:

Brig Zimmerman, Executive Director

Minutes reviewed and edited by:

Brig Zimmerman, Executive Director

Kendyl Brock, President

Brig Zimmerman, Executive Director

These minutes were signed and approved on _____.