

**GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY**  
**Board Teleconference Minutes**  
**Friday, August 21, 2020 – 9:00 a.m.**

The Georgia State Board of Occupational Therapy met via teleconference on Friday, August 21, 2020. The following members were present:

**Board Members Present**

Rachele Branson, OTR/L, Chairperson  
Robert McClellan, OTR/L, Vice Chair  
Pamela-Reddick Collins, OTR/L, Board Member  
Rafael Salazar, OTR/L, Board Member  
Mary Louise Austin, Consumer Board Member  
Marla Marlowe, OTR/L, Board Member

**Administrative Staff Present**

Adrienne Price, Executive Director  
Charlotte Mason, Licensing Supervisor  
Michelle Hornaday, Board Support Specialist

**Attorney General's Office**

Mary Brannen, Assistant Attorney General

**Board Members Absent**

No members absent.

**Visitors Present**

Hannah Cordill  
Kristen Neville, Manager, AOTA State Affairs

**Call to Order**

Ms. Branson established that a quorum of the Board was present and called the meeting to order at 9:08 a.m.

**OPEN SESSION**

**Board Meeting Agenda**

Mr. Salazar motioned, Mr. McClellan seconded and the Board voted unanimously in favor of the motion to accept the agenda as presented.

**Open Session Minutes**

**1. May 21, 2020 Open Session Rules Committee Teleconference Minutes**

Ms. Austin motioned, Mr. Salazar seconded and the Board voted unanimously in favor of the motion to accept the May 21, 2020 rules committee open session Board teleconference minutes as presented.

**2. May 29, 2020 Open Session Teleconference Minutes**

Ms. Reddick-Collins motioned, Mr. Salazar seconded and the Board voted unanimously in favor of the motion to accept the May 29, 2020 open session Board teleconference minutes as presented.

**Ratification List May 22, 2020 - August 21, 2020 Reinstatements and PAMs**

Mr. Salazar motioned, Ms. Reddick-Collins seconded and the Board voted unanimously in favor of the motion to approve the list of licenses issued from May 22, 2020 - August 21, 2020, licenses issued by reinstatement, the Physical Agent Modalities certifications, and limited permits issued between Board meetings.

**Correspondence – United States Citizenship and Immigration Services (USCIS) Temporarily Closing Offices to the Public March 18-April 1**

The Board accepts the correspondence in reference to USCIS as information.

**Correspondence – U.S. Department of Education (USDOE) Guidance Document Update 05152020**

The Board accepts the correspondence in reference to USDOE as information.

**Correspondence - Request for Clarification on Live CEU - Cindy Lee, Accreditation Team for MedBridge**

Mr. McClellan motioned, Ms. Reddick-Collins seconded and the Board voted unanimously in favor of the motion to notify the writer that the Board does not generally pre-approve CE but rather directs licensees and providers to the rules with instructions for them to ensure that the course is in compliance with those requirements. Based on your description, it appears that these courses would qualify for live coursework provided that the content covers that which the Board rules require.

Marla Marlowe joined the meeting at 9:15 a.m.

**Correspondence – Request to Release Transcripts – Meenakshi Iyer, OT003426 (Lapsed)**

Ms. Reddick-Collins motioned, Ms. Austin seconded and the Board voted unanimously in favor of the motion to release the transcripts to the writer in accordance with the statute.

**Discussion – National Board for Certification in Occupational Therapy (NBCOT) Regulatory E-Newsletter April 2020**

The Board accepts the correspondence in reference to NBCOT as information.

**Discussion – U.S. Department of Health & Human Services (HHS) – Enforcement Discretion for Telehealth**

The Board accepts the correspondence in reference to HHS as information.

**Discussion – Concessions for Education During Declared Emergencies or Disasters**

The Board accepts the correspondence in reference to Concessions for Education During Declared Emergencies or Disasters as information.

**Discussion – National Association for Support of Long Term Care (NASL) Petition to Suspend Supervision Requirements**

Ms. Reddick-Collins motioned, Ms. Marlowe seconded and the Board voted unanimously in favor of the motion to thank the writer for the information and refer them to the Georgia Occupational Therapy Association (GOTA) to discuss the matter.

**Discussion – American Occupational Therapy Association (AOTA)**

1. Relaunch of Approved Provider Program
2. Updated State Actions in Response to COVID-19\_07.24.2020
3. Survey for the AOTA Occupational Therapy Code of Ethics

The Board accepts the correspondence in reference to AOTA as information.

**Discussion – Accreditation Council for Occupational Therapy Education (ACOTE®) – Accreditation Actions**

The Board accepts the correspondence in reference to ACOTA as information.

**Discussion – CE Broker**

1. Compliance Report 2020

Mr. Salazar motioned, Ms. Marlowe seconded and the Board voted unanimously in favor of the motion to conduct a 4% audit of those who did not register with CE Broker and notify the remainder of those licensees who failed to register with CE Broker that the Board is being lenient due to the declared Public Health State of Emergency caused by the COVID-19 pandemic and will not audit them at this time; however, they will be audited during the next renewal cycle ending March 31, 2022.

Ms. Reddick-Collins motioned, Ms. Austin seconded and the Board voted unanimously in favor of the motion to notify licensees who used CE Broker but failed to meet the CE requirements for renewal will be subject to disciplinary action with a fine of up to \$500 as discussed.

## **2. Georgia OT Board Semi-Annual Update**

The Board accepts the correspondence in reference to CE Broker Semi-Annual Update as information.

### **Discussion – Board Rules – R. McClellan**

Mr. McClellan presented the following rules and policy to the Board as discussed by the Rules Committee to include the rationales for the changes made.

#### **1. Board Rule 671-3-.05. Re-examination**

##### **Rule 671-3-.05. Licensure by Re-examination**

An ~~examinee~~-applicant who fails the National Board of Certification in Occupational Therapy (NBCOT) examination ~~approved by the Board~~ may retake the examination at a subsequent examination date provided, however, that prior to the issuance of a license, the board may require the reexamination applicant to demonstrate competency as follows:

- (1) If the applicant has failed the examination three (3) times before successfully passing, the applicant may be required to:
  - (a) Work under the direct supervision of an occupational therapist licensed, in good standing, in the state of Georgia for forty-five (45) days after the issuance of a limited permit; or,
  - (b) Complete a remedial program approved by the Board.
- (2) If the applicant has failed the examination four (4) times or more before successfully passing; or, failed to successfully pass the examination within five years of completion of the academic requirements for licensure, the applicant may be required to:
  - (a) Practice under the direct supervision of an occupational therapist licensed, in good standing, in the state of Georgia for 320 hours after the issuance of a limited permit; or,
  - (b) Complete a remedial program approved by the Board.
- (3) Applicants must submit documentation of successful completion of direct supervision or remedial program requirements on forms approved by the Board.
- (4) If all requirements of this rule and the qualifications for a license are met in accordance with the laws and rules of the Board, a license will be issued.

**Cite as Ga. Comp. R. & Regs. R. 671-3-.05**

**Authority: O.C.G.A. Sec. 43-28-10.**

**History.** Original Rule entitled "Re-examination" adopted. F. July 15, 1977; eff. Aug. 4, 1977.

**Repealed:** New Rule of same title adopted. F. July 11, 1984; eff. July 31, 1984.

Mr. Salazar motioned, Ms. Austin seconded and the Board voted unanimously in favor of the motion to accept the rationale, refer Board Rule 671-3-.05. Re-examination to the Attorney General's Office for a Memorandum of Authority, and if no objections, vote to post and release the memorandum to the Governor's office.

The Board discussed the economic impact of Board Rule 671-3-.05. Re-examination upon licensees. Ms. Austin motioned, Ms. Marlowe seconded and the Board voted unanimously in favor of the motion that the formulation and adoption of this rule may impose additional regulatory cost on any licensee, but the Board feels is necessary to remain within the confines of the statute and to protect the public health welfare and safety of the public. Any cost to comply with the proposed rule cannot be reduced by a less expensive alternative.

## 2. Rule 671-3-.06. Limited Permit

### Rule 671-3-.06. Limited Permits for First Time Exam Takers and Applicants Re-entering Practice

- (1) A ninety (90) day limited permit may be issued for an applicant to work under the supervision of an occupational therapist who holds a current license in this state if:
  - (a) ~~The applicant meets all requirements for licensure but has never taken a national certification examination approved by the Board. Upon determination by the Board that all requirements for licensure have been met except for the examination, a ninety (90) day limited permit shall be issued and shall allow the applicant to practice occupational therapy under the supervision of an occupational therapist who holds a current license in this State. This limited permit shall not be issued or renewed if the applicant has ever failed any exam(s) administered or approved by the Georgia Board of Occupational Therapy.~~
  - (b) The applicant has successfully completed a national certification examination approved by the Board and must complete 320 hours of clinical experience based upon a failure to document licensed practice in occupational therapy within the past 5 years.
- (2) ~~Applicants who have successfully completed a certification examination approved by the Board may be issued a ninety (90) day limited permit. This permit shall allow the applicant to practice occupational therapy, for a period not to exceed 90 days, under the supervision of an occupational therapist who holds a current license in this state. Prior to being issued a limited permit applicants must submit a complete application, to include Form A for first time exam takers and Form C for applicants requiring clinical experience, any supplemental documents and fee for approval by the Board.~~
- (3) ~~The Board may issue an applicant a ninety (90) day limited permit in order to complete the required 320 hours of clinical experience under the supervision of a licensed occupational therapist. Supervised work experiences may not begin until Board approval is granted, a limited permit has been issued to the applicant and a copy of the limited permit has been provided to the licensed occupational therapist who has been approved to supervise the applicant. If the supervisor is no longer able to fulfill their duty, the applicant may not continue to practice until the Board has received a new Form A or Form C and granted approval.~~
- (4) Limited permits are valid until it expires or:
  - (a) The applicant has passed or failed the national certification examination for licensure.
    1. It shall not be renewed if the applicant has failed the national certification examination.
    2. If the applicant fails the exam, the applicant is no longer eligible for a limited

permit unless the exam is failed 3 or more times. If 3 or more failures occur, refer to Board Rule 671-3-.05.

(b) The approved licensed supervisor for the 320 hour clinical experience permit holders:

1. Can no longer serve in that role; or,

2. The evaluation (Form B) from the licensed supervisor indicates that the applicant did not satisfactorily perform occupational therapy within their scope of practice for the period the applicant was under supervision.

(5) If satisfactory completion of the requirements of this rule and the qualifications for a license are met, a license will be issued.

**Cite as Ga. Comp. R. & Regs. R. 671-3-.06**

**Authority:** O.C.G.A. Secs. **43-28-7(f); 43-28-12(b).**

**History.** Original Rule entitled "Limited License" was filed on July 15, 1977; effective August 4, 1977.

**Amended:** Rule repealed and a new Rule of the same title adopted. Filed July 11, 1984; effective July 31, 1984.

**Repealed:** New Rule entitled "Limited Permit" adopted. F. May 25, 2010; eff. June 14, 2010.

Mr. Salazar motioned, Ms. Marlowe seconded and the Board voted unanimously in favor of the motion to accept the rationale, refer Board Rule 671-3-.06. Limited Permit to the Attorney General's Office for a Memorandum of Authority, and if no objections, vote to post and release the memorandum to the Governor's office.

The Board discussed the economic impact of Board Rule 671-3-.06. Limited Permit upon licensees. Mr. Salazar motioned, Ms. Branson seconded and the Board voted unanimously in favor of the motion that the formulation and adoption of this rule does not impose excessive regulatory cost on any licensee or business and any cost to comply with the proposed rule cannot be reduced by a less expensive alternative.

### **3. Proposed POLICY A9 - Limited Permits**

#### **POLICY A9**

<b>Category:</b>	Applications	Policy: ■
<b>Title:</b>	Limited Permits	Procedure: ■

**Statutory Basis:** O.C.G.A. §§ 43-28-10(c) and 43-28-12

**Rule Basis:** 671-2-.02, 671-2-.03, 671-3-.06(3), and 671-3-.09

(1) The Georgia State Board of Occupational Therapy designates a Cognizant Board Member to:

(a) Approve all limited permit forms and supervision agreements (Forms A, B or C); or,

(b) Refer the limited permit forms and supervision agreements to the full board for consideration during the next regularly scheduled meeting if:

1. The documentation submitted is unclear, misleading, deceptive, false or fraudulent;

2. The supervisor has been sanctioned in the past by the Board;

3. The facility, agency, or practice area where the supervised clinical practice is scheduled to take place appears inadequate.

(2) If the issuance of a limited permit is approved by the Cognizant:

(a) A letter stating that all supervision must be in compliance with the statutes and rules indicated within this policy will be sent to the occupational therapist who has been approved as the supervisor; and,

(b) A list of persons who received a limited permit based on this policy will be presented to the Board for a vote during a regularly scheduled meeting.

***History:*** *Policy adopted at the August 21, 2020 meeting.*

Mr. Salazar motioned, Ms. Marlowe seconded and the Board voted unanimously in favor of the motion to accept the rationale, refer POLICY A9 - Limited Permits to the Attorney General's Office for a Memorandum of Authority, and if no objections, and release the memorandum to the Governor's office.

The Board discussed the economic impact of Board Rule 671-3-.06. Limited Permit upon licensees. Ms. Austin motioned, Ms. Marlowe seconded and the Board voted unanimously in favor of the motion that the formulation and adoption of this rule does not impose excessive regulatory cost on any licensee or business and any cost to comply with the proposed rule cannot be reduced by a less expensive alternative.

#### **Discussion – Rule 671-3-.08. Continuing Education Requirements**

The Board discussed the purpose of the amendments made to Board Rule 671-3-.08. Continuing Education Requirements and stated the change is necessary to align the rule with the Joint Secretary Rules.

#### **Rule 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. A licensee may apply for late renewal of a license from April 1st through April 30th of the renewal year upon payment of a late renewal fee, submission of proof of continuing education as established by Board rules and completion of all appropriate forms. As of May 1, 2020](#) ~~An~~ application for reinstatement shall be required as provided for in Rule [671-3-.09](#) in order to seek reinstatement of a lapsed 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) Before or on March 31, 2014 and for renewal cycles after that date, the continuing education requirements contained in this rule will be required for the renewal or reinstatement of a license. Except as otherwise provided, each licensee is required to complete during each two (2) year renewal period a minimum of twenty-four (24) continuing education hours prior to the expiration date of the license. Failure to complete continuing education prior to expiration date can result in disciplinary action. 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 entry level occupational therapy. A cardiopulmonary resuscitation (CPR) course may not be submitted to satisfy any of the continuing education requirements or employer sponsored compliance coursework. A continuing education hour is defined as actual time spent in instruction or organized learning experiences excluding meals, breaks, welcome/introductions, and business meetings.
  - (a) At least twelve (12) hours of the required twenty-four (24) continuing education hours must be on a topic related to direct patient care. This includes occupational therapy assessment, treatment planning, occupational therapy implementation and diagnostic related information. This must include attendance at live presentations such as workshops, seminars, conferences, or formal academic coursework, or real-time, interactive webinars. To qualify as a real-time, interactive webinar, the licensee must have

the ability to ask questions, receive an answer, and interact with other attendees at the time the session is taking place. It may not be a pre-recorded session.

- (b) Each licensee must complete a minimum of two (2) hours of the required twenty-four (24) continuing education hours in the ethics of occupational therapy practice. These hours may be obtained online.
  - (c) A maximum of ten (10) of the required twenty-four (24) can be in "General" continuing education hours may be obtained by Level II fieldwork supervision, published professional writing and instructional presentations, pre-recorded electronic or web based courses, formal self-study courses, satellite broadcasts, computer learning activities, webinars, or viewing videotapes in a professional setting. These hours may also be related to administration, supervision, documentation, quality assurance and research.
- (4) An 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) Beginning the licensure renewal biennium of April 1, 2018 through March 31, 2020, persons licensed to practice as an occupational therapist or an occupational therapy assistant, or persons who file an application for reinstatement of licensure, must submit documentation of completed continuing education courses and experiences for renewal or issuance of a license. Licensees and applicants for reinstatement may register earned CE credits for courses and experiences with an online recording and reporting system approved by the Board. Licensees and applicants may register with a Board approved online system prior to April 1, 2018 to document CE credits for license renewal and reinstatement.
- (a) The Georgia State Board of Occupational Therapy has approved the online recording and reporting system of CE Broker, Inc. for the purpose of this rule.
  - (b) Licensees and applicants shall incur no additional costs from CE Broker, Inc. for using this service.
  - (c) Every licensee or applicant subject to the rules of the Georgia State Board of Occupational Therapy shall be deemed to have given such person's consent to the Board and its representatives to access their continuing competence record retained within the online database for the purposes of auditing and verifying completion of the Board's continuing competency requirements.
  - (d) If a licensee or applicant has not registered earned CE credits with the Board approved online recording and reporting system, the licensee or applicant **must** include all CE certificates of completion with the license renewal application or application for reinstatement.
- (7) Procedures for verifying to the Board that the continuing education requirements for licensure renewal have been met:
- (a) Respond appropriately to questions on renewal of license application;
  - (b) Retain original continuing education documentation in personal files to submit to the Board if requested for a continuing education audit;
  - (c) Documentation as specified in this rule must be maintained by the licensee for no less than four (4) years from the beginning date of the licensure period.
- (8) Documentation of continuing education which the Board deems as acceptable proof of completion includes the following:

- (a) For continuing education courses that include attendance and participation at a live 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
  - 2. A program description including sponsor, course title, date(s), program objectives/learning outcomes, content description, and agenda or schedule. A shortened description may be accepted for programs specifically exempted by the Board such as AOTA and GOTA Conferences;
  
- (b) For "General" continuing education as referenced in this rule, if obtained at a conference, workshop or live presentation, required documentation is as noted above. All other must include:
  - 1. Explanation of the relationship of the activity to occupational therapy and your professional growth.
  - 2. Date(s) and clock hours of the activity;
  - 3. Other information as may be requested.
  
- (c) 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. 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; and,
  - 2. 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;
  
- (d) For published professional writing, applied research, and instructional presentations, as referenced in this rule, including first time or significantly revised presentations or an academic class session, workshop, seminar, in-service or professional meeting program session:
  - 1. Description of the presentation or research including location, title, date, hours of presentation, general content description, and type of audience; and,
  - 2. Verification of the presentation, research or formal thank you note signed by the sponsor or program official.
  
- (e) Documentation of pre-recorded electronic or web based course, formal self-study courses, satellite broadcasts, computer learning activities or viewing of videotapes in a professional setting must include:
  - 1. Verified instructional time by the course sponsor, a certificate of completion or similar documentation signed by the program official; and,
  - 2. A program description including sponsor, course title, date(s), program objectives/learning outcomes, and content description.
  
- (f) Continuing education should be documented on the appropriate board form, available on the Board website, upon request by the Board.

**Cite as Ga. Comp. R. & Regs. R. 671-3-.08**

**Authority:** O.C.G.A. §§ [43-1-4](#), [43-1-19](#), [43-1-25](#), [43-28-7](#), [43-28-8](#), [43-28-13](#), [43-28-14](#).

**History.** Original Rule entitled "Renewal" adopted. F. July 15, 1977; eff. Aug. 4, 1977.

**Repealed:** New Rule of same title adopted. F. July 1, 1982; eff. July 21, 1982.

**Repealed:** New Rule of same title adopted. F. July 11, 1984; eff. July 31, 1984.



**Repealed:** New Rule entitled "Renewal of License/Penalties/Continuing Education Requirements" adopted. F. Apr. 14, 1988; eff. May 4, 1988.

**Amended:** F. Nov. 20, 1991; eff. Dec. 10, 1991.

**Amended:** F. Jan. 28, 1994; eff. Feb. 17, 1994.

**Amended:** F. Feb. 1, 1996; eff. Feb. 21, 1996.

**Repealed:** New Rule of same title adopted. F. Dec. 2, 2002; eff. Dec. 22, 2002.

**Amended:** F. May 4, 2005; eff. May 24, 2005.

**Repealed:** New Rule of same title adopted. F. May 30, 2006; eff. June 19, 2006.

**Amended:** F. Mar. 25, 2008; eff. Apr. 14, 2008.

**Amended:** F. Feb. 20, 2009; eff. Mar. 12, 2009.

**Repealed:** New Rule entitled "Renewal of License/Penalties/Continuing Education Requirements. Amended" adopted. F. Feb. 22, 2012; eff. Mar. 13, 2012.

**Amended:** F. Oct. 2, 2013; eff. Oct. 22, 2013.

**Amended:** F. Jan. 20, 2015; eff. Feb. 9, 2015.

**Note:** Correction of non-substantive typographical error in paragraph (3), removed duplicated wording of "is required" in second sentence, as requested by the Agency. Eff. Oct. 11, 2016.

**Amended:** F. June 1, 2017; eff. June 21, 2017.

**Amended:** F. June 10, 2019; eff. June 30, 2019.

Mr. McClellan motioned, Ms. Reddick-Collins seconded and the Board voted unanimously in favor of the motion to refer Board Rule 671-3-.08. Continuing Education Requirements to the Attorney General's Office for a Memorandum of Authority, and if no objections, vote to post and release the memorandum to the Governor's office.

The Board discussed the economic impact of Board Rule 671-3-.08. Continuing Education Requirements upon licensees. Ms. Marlowe motioned, Mr. McClellan seconded and the Board voted unanimously in favor of the motion that the formulation and adoption of this rule does not impose excessive regulatory cost on any licensee or business and any cost to comply with the proposed rule cannot be reduced by a less expensive alternative.

### **Petitions for Rule Variance**

#### **1. BR 671-3-.08 Smith, Erlinda OT005065**

Mr. Salazar motioned, Ms. Reddick-Collins seconded and the Board voted unanimously in favor of the motion to deny the petition for variance of BR 671-3-.08 based on petitioner is not subject to the rule for which they are petitioning to waive. The petitioner did not apply for license renewal; therefore, the license is currently lapsed and the petitioner must apply to reinstate.

#### **2. BR 671-3-.09 Cordill, Hannah**

Ms. Reddick-Collins motioned, Ms. Marlowe seconded and the Board voted unanimously in favor of the motion to grant the petition for variance of BR 671-3-.09 based on sufficient evidence to substantiate a substantial hardship upon receipt of corrected form.

### **Petitions for Rule Waiver**

#### **1. BR 671-3-.08 Lea, Ashley Martin OT004392**

Ms. Marlowe motioned, Mr. Salazar seconded and the Board voted unanimously in favor of the motion to deny the petition to waive BR 671-3-.08 based on petitioner is not subject to the rule for which they are petitioning to waive. The petitioner did not apply for license renewal; therefore, the license is currently lapsed and the petitioner must apply to reinstate.

#### **2. BR 671-3-.08 Parsons, Gabrielle OT007094**

Mr. McClellan motioned, Ms. Reddick-Collins seconded and the Board voted unanimously in favor of the motion to grant the petition to waive BR 671-3-.08. in accordance with Rule 671-3-0.1-.08. Emergency Rule on Continuing Education Requirements based on sufficient evidence to substantiate a substantial hardship. Petitioner has 90 days following end of declared Public Health Emergency to submit proof of completion of 6 hours CE. Notify petitioner that live interactive webinars may fulfill this requirement.

### **3. BR 671-3-.08(3)(a) Gandee, Renee OTA002171**

Ms. Austin motioned, Ms. Reddick-Collins seconded and the Board voted unanimously in favor of the motion to deny the petition to waive BR 671-3-.08(3)(a) based on insufficient evidence to substantiate a substantial hardship. The petition was not complete.

Notify the petitioner that they have met all requirements for renewal of licensure and the license is active.

### **Discussion – 2021 Board Meeting Dates**

The following teleconferences are scheduled for Fridays at 9:00 a.m.

February 26, 2021

May 14, 2021

August 20, 2021

November 5, 2021

Mr. McClellan motioned, Ms. Marlowe seconded and the Board voted unanimously in favor of the motion to accept the 2021 Board meeting dates as presented.

### **Board Chair's Report – R. Branson**

Ms. Branson reminded Board Members of the importance of timely responses to communication from staff. These responses determine whether a quorum of the Board will be available for meetings and a timely response is crucial in saving time and additional work for both Board members and staff as everyone has full schedules.

### **Executive Director's Report – A. Price**

Executive Director's report presented the Board with statistical data relevant to the processing of applications, the number of licensees, and complaints/compliance matters and the status of renewal applications. In addition, she addressed the following topic with the Board:

- CE Broker Registrations
- Georgia General Assembly
- Annual Ethics Commission Affidavit of Public Officer Filings
- Potential Changes Due to Budget Cuts

Mr. McClellan motioned, Ms. Reddick-Collins seconded and the Board voted unanimously in favor of the motion to accept the Executive Director's Report as presented.

**Ms. Reddick-Collins motioned, Mr. McClellan 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), O.C.G.A. §43-1-19 (h) (2) & (4) and O.C.G.A. § 50-14-2(1) to deliberate on Applications, to receive the Attorney General's, Enforcement, and Cognizant Reports, and to conduct Applicant Interviews. Voting in favor of the motion were those present who included Board Members: Rachele Branson, Robert McClellan, Rafael Salazar, Pamela Reddick-Collins, Mary Lou Austin and Marla Marlowe.**

At the conclusion of Executive Session on Friday, August 21, 2020, Ms. Branson declared the meeting to be “open” pursuant to the Open and Public Meeting Act O.C.G.A. § 50-14-1 et seq. No votes were obtained during Executive Session.

**OPEN SESSION**

Mr. Salazar and Ms. Austin left the meeting.

**May 29, 2020 Executive Session Teleconference Minutes**

Ms. Branson motioned, Ms. Reddick-Collins seconded and the Board voted unanimously in favor of the motion to accept the May 29, 2020 executive session Board teleconference minutes as presented.

**Attorney General’s Report – M. Brannen**

Ms. Branson motioned, Ms. Reddick-Collins seconded and the Board voted unanimously in favor of the motion to accept the Attorney General’s Report as presented.

**Legal Services Memo – OT170005**

Ms. Branson motioned, Ms. Marlowe seconded, and the Board voted unanimously in favor of the motion to refer to the Attorney General’s Office for a Hearing or consent order with a fine of \$1000 (\$500 for false attestation and \$500 for failure for meet CE requirements). Fine must be paid within 90 days of the order docket date. CE used to fulfill terms of order must be submitted within 90 days of order docket date and may not be used to apply towards future biennium.

**Cognizant Report – M. Marlowe**

Ms. Reddick-Collins motioned, Ms. Branson seconded, and the Board voted unanimously in favor of the motion to accept the Cognizant Report as presented.

**Applications for Board Review**

Ms. Branson motioned, Mr. McClellan seconded and the Board voted unanimously in favor of the motion to accept the following recommendations made in Executive Session.

- |                          |  |
|--------------------------|--|
| <b>Applicant 2888644</b> | Approve the clinical supervision agreement and upon receipt of proof of satisfactory completion of 160 hours of supervised clinical experience, the refresher course and 85 hours of CEUs issue the license. |
| <b>Applicant 2870767</b> | Require completion of a 320 hour supervised clinical traineeship with a 90 - day limited permit. Upon satisfactory completion, issue the license.  |
| <b>Applicant 2875631</b> | Issue license with a Letter of Concern regarding criminal history.   |
| <b>Applicant 2854573</b> | Must complete a 320 hour supervised clinical traineeship with a 90 day limited permit. Upon satisfactory completion, issue the license.  |
| <b>Applicant 2845736</b> | Approve the clinical supervision agreement and issue the limited permit.   |
| <b>Applicant 2800232</b> | Approve and issue license.   |

**Adjournment** No further business was discussed and the meeting adjourned at 12:30 p.m.

**Minutes recorded by:** Michelle Hornaday, Board Support Specialist  
**Minutes reviewed and edited by:** Charlotte Mason, Licensing Supervisor & Adrienne Price, Executive Director

**Minutes approved on:**

September 8, 2020

RACHELE BRANSON  
**BOARD CHAIR**

ADRIENNE PRICE  
**EXECUTIVE DIRECTOR**