

**GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY**  
**Board Zoom Meeting Minutes**  
**Friday, November 4, 2022 – 9:00 a.m.**

The Georgia State Board of Occupational Therapy met via Zoom on Friday, November 4, 2022. The following members were present:

**Board Members Present**

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

**Administrative Staff Present**

Adrienne Price, Executive Director  
Meagan Doss, Licensing Supervisor  
Michelle Hornaday, Board Support Specialist

**Attorney General's Office**

Mary Brannen, Senior Assistant Attorney General

**Board Members Absent**

No members absent.

**Visitors Present**

Celeste Alexander, Field Coordinator, Brenau University  
Halle Greer  
Dr. Irma Alvarado, PhD, OT/L, FAOTA, Professor, School of Occupational Therapy, Brenau University

**Call to Order**

Ms. Branson established that a quorum of the Board was present, and called the meeting to order at 9:03 a.m.

**OPEN SESSION**

**Board Meeting Agenda**

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

**Open Session Minutes**

**1. August 19, 2022 Open Session Zoom Meeting Minutes**

Mr. Salazar motioned, Ms. Reddick-Collins seconded, and the Board voted unanimously in favor of the motion to accept the August 19, 2022 Open Session Zoom Meeting Minutes as presented.

**2. September 30, 2022 Rules Committee Open Session Zoom Meeting Minutes**

Ms. Marlowe motioned, Mr. Salazar seconded, and the Board voted unanimously in favor of the motion to accept the September 30, 2022 Rules Committee Open Session Zoom Meeting Minutes as presented.

**Ratification List: August 12, 2022 – October 28, 2022 Licenses, Reinstatements and PAMs**

Ms. Marlowe motioned, Ms. Reddick-Collins seconded, and the Board voted unanimously in favor of the motion to approve the list of licenses issued from February 18, 2022 – May 6, 2022, licenses issued by reinstatement, the Physical Agent Modalities certifications, and limited permits issued between Board meetings.

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

**1. Registration Open - 2023 Annual Conference & Expo**

## **2. E-Newsletter – October 2022**

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

### **Discussion – National Board for Certification in Occupational Therapy (NBCOT)**

- 1. 2022 Certification Databook**
- 2. State Regulatory E-Newsletter – September 2022**
- 3. Receives Prestigious Industry Award**

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

Marla Marlowe left the meeting at 9:06 a.m. a quorum of the Board still present.

### **Discussion – CE Broker**

- 1. Monthly CE Broker Report – August 2022**
- 2. Monthly CE Broker Report – September 2022**
- 3. Monthly CE Broker Report – October 2022**

The Board accepts the correspondence in reference to CE Broker as information.

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

Marla Marlowe re-joined the meeting at 9:11 a.m.

Casey Vance left the meeting at 9:15 a.m. with a quorum of the Board still present.

- 1. Rule 671-2-.02. Supervision Defined\_09302022**
- 2. Rule 671-3-.06. Limited Permits. Amended\_09302022**
- 3. Rule 671-3-.09. Reinstatement of a License. Amended\_09302022**

Mr. Salazar motioned, Ms. Reddick-Collins seconded, and the Board voted unanimously in favor of the motion to accept the rationales and recommendations of the Rules Committee and refer Rule 671-2-.02. Supervision Defined, Rule 671-3-.06. Limited Permits. Amended, and Rule 671-3-.09. Reinstatement of a License. Amended to the Attorney General's Office for a Memorandum of Authority. If no objections, vote to post.

- 1. Rule 671-2-.02. Supervision Defined\_09302022**

### **Rule 671-2-.02. Supervision Defined**

Supervision as used in the law shall mean personal involvement of the licensed occupational therapist in the supervisee's professional experience which includes evaluation of his or her performance. Further, supervision shall mean ~~personal~~ in person or direct supervision during the initial supervisory visit, with weekly verbal contact and consultation, which may be done via telehealth, monthly review of patient care documentation, and specific delineation of tasks and responsibilities by the licensed occupational therapist and shall include the responsibility for personally reviewing and interpreting the results of any habilitative or rehabilitative procedures conducted by the supervisee. It is the responsibility of the licensed occupational therapist to ensure that the supervisee does not perform duties for which he or she is not trained. C.O.T.A.s and limited permit holders must be supervised.

**Cite as Ga. Comp. R. & Regs. R. 671-2-.02**

**Authority:** O.C.G.A. Secs. [43-28-3](#), [43-28-7](#), [43-28-12](#).

**History.** Original Rule entitled "Supervision Defined" adopted. F. July 15, 1977; eff. August 4, 1977.

**Repealed:** New Rule of same title adopted. F. May 24, 1994; eff. June 13, 1994.

## 2. Rule 671-3-.06. Limited Permits. Amended\_09302022

### Rule 671-3-.06. Limited Permits. Amended.

- (1) 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. Prior to being issued a limited permit, applicants must submit a complete application and fee, to include Form A and any supplemental documents for approval by the Board. An applicant who fails the exam shall immediately surrender the limited permit.
- (2) Applicants who are not able to document licensed practice in occupational therapy within the past 5 years may be issued a ninety (90) day limited permit to complete the required 320 hours of clinical experience under the supervision of a licensed occupational therapist if the applicant has successfully completed a national certification examination approved by the Board. Prior to being issued a limited permit, applicants must submit a complete application and fee, to include Form A, and any supplemental documents for approval by the Board.
- (3) Applicants who have failed the examination three or more times or who have failed to pass the examination within five years of completing the academic requirements for licensure may, after passing the exam, be issued a ninety (90) day limited permit for the purposes of demonstrating competency prior to the issuance of a license. See O.C.G.A. § 43-28-20(c). This permit shall allow the applicant to practice occupational therapy, for a period not to exceed 90 days, under the direct 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 and fee, to include Form C, and any supplemental documents for approval by the Board.
- (4) 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.
- (5) Limited permits expire ninety (90) days from the date of issuance and shall not be renewed. If the licensed supervisor approved by the Board can no longer serve in that role, the applicant must submit a new Form C for approval to continue practicing under the limited permit.

**Authority:** O.C.G.A. Secs. [43-28-6](#), [43-28-9](#), [43-28-10](#), and [43-28-12](#).

## 3. Rule 671-3-.09. Reinstatement of a License. Amended\_09302022

### Rule 671-3-.09. Reinstatement of a License. Amended.

- (1) Reinstatement of an expired license is within the discretion of the Board.
- (2) A license may be reinstated by submission of the following:
  - (a) Application for Reinstatement with appropriate fee, including references as required under Rule [671-3-.02](#); and
  - (b) Documentation of the completion of twenty-four (24) continuing education hours in accordance with Board rule **671-3-.08 Renewal of License/Penalties/Continuing Education Requirements** obtained within the two (2) year period prior to the date of the application.
  - (c) Verification of current license in another state, if applicable; and

- (d) Verification of Employment verifying last date of practice in Occupational Therapy, on the Board form, completed by the employer.
- (3) An applicant for reinstatement of a license who has **not** practiced within five (5) years must also submit the following:
- (a) ~~Form A (Supervised Clinical Experience)~~ A complete Form B (Limited Permit Supervised Clinical Experience Form) indicating who will provide 320 hours of direct supervised clinical experience with and a description of the training which meets the requirements of an accredited or approved occupational therapy or occupational therapy assistant curriculum for Board approval. Upon approval by the Board a limited permit will be issued.
- (b) Upon completion of the direct supervised clinical experience, ~~an~~ the applicant's supervisor must submit a complete Form C (Supervised Clinical Practice Evaluation Form) B (Certification of Completion of Supervised Clinical Experience) verifying the 320 hours of clinical ~~experience~~ practice was completed under the direct supervision of a licensed occupational therapist, pursuant to Rule 671-3-.06(3), and meets the standards indicated on the form. ~~Upon for Board approval by the Board,~~ a license will be issued.
- (c) If the Board receives an evaluation indicating that the applicant exhibited unprofessional conduct, the Board may exercise any of the powers granted in Code Sections 43-1-19 and 43-28-13 in the manner provided by the rules and regulations adopted by the Board and in accordance with Chapter 13 of Title 50, the "Georgia Administrative Procedure Act."

Cite as Ga. Comp. R. & Regs. R. 671-3-.09

Authority: O.C.G.A. Secs. 43-1-19, 43-1-25, 43-28-7, 43-28-13, 43-28-14.

History. Original Rule entitled "Restored License" adopted. F. July 15, 1977; eff. August 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 of same title adopted. F. Apr. 14, 1988; eff. May 4, 1988.

Amended: F. May 13, 1991; eff. June 2, 1991.

Repealed: New Rule of same title adopted. F. Jan. 28, 1994; eff. Feb. 17, 1994.

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

Repealed: New Rule of same title adopted. F. May 4, 2005; eff. May 24, 2005.

Repealed: New Rule of same title adopted. F. Aug. 4, 2006; eff. Aug. 24, 2006.

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

Repealed: New Rule of same title adopted. F. May 25, 2010; eff. June 14, 2010.

Repealed: New Rule entitled "Reinstatement of a License. Amended" adopted. F. Feb. 22, 2012; eff. Mar. 13, 2012.

## 2022 Board Member Elections

### 1. Board Chairperson

Ms. Reddick-Collins motioned, Mr. Salazar seconded, and the Board voted unanimously in favor of the motion to re-elect Rachele Branson as the Board's Chair.

### 2. Vice Chairperson

Ms. Reddick-Collins motioned, Mr. Salazar seconded, and the Board voted unanimously in favor of the motion to re-elect Robert McClellan as the Board's Vice Chairperson.

### 3. Complaints/Disciplinary Cognizant

Ms. Reddick-Collins motioned, Mr. Salazar seconded, and the Board voted unanimously in favor of the motion to re-elect Rachele Branson as the Board's Complaint/Disciplinary Cognizant.

#### **4. Rules Committee**

Ms. Reddick-Collins motioned, Mr. Salazar seconded, and the Board voted unanimously in favor of the motion to re-elect Robert McClellan as the Rules Committee Chairperson and Pamela Reddick-Collins as the Rules Committee Vice Chairperson, and to elect Rachel Branson as the Rules Committee Alternate Committee Member.

#### **5. Applications Cognizant**

Ms. Reddick-Collins motioned, Mr. Salazar seconded, and the Board voted unanimously in favor of the motion to re-elect Robert McClellan as the Board's Applications Cognizant.

#### **6. National Conference Representative**

Ms. Reddick-Collins motioned, Mr. Salazar seconded, and the Board voted unanimously in favor of the motion to re-elect Rafael Salazar is national conference representative.

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

No report presented.

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

Robert McClellan joined the meeting at 9:26 a.m.

Executive Director's Report presented the Board with statistical data relevant to the processing of applications, the number of licensees, renewal audits and complaints/compliance matters and the status of renewal applications. Additionally, the Executive Director's Report addressed the following:

- OT Licensure Compact

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

Marla Marlowe left the meeting at 9:34 a.m. with a quorum of the Board present.

**Mr. McClellan motioned, Ms. Reddick-Collins seconded, and the Board voted to enter into Executive Session in accordance with O.C.G.A. §§ 43-1-2 (k); 43-1-19 (h) and 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, Marla Marlowe, and Casey Vance.**

**At the conclusion of Executive Session on Friday, November 4, 2022, 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**

Marla Marlow re-joined the meeting at 12:21 p.m.

#### **Executive Session Minutes – August 19, 2022 Executive Session Zoom Meeting Minutes**

Ms. Reddick-Collins motioned, Ms. Marlow seconded, and the Board voted unanimously in favor of the motion to accept the August 19, 2022 executive session zoom Meeting minutes as presented.

#### **Attorney General's Report – M. Brannen**

Mr. Salazar 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**

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

#### **1. Cases for Reconsideration**

- a) **OT220018** Uphold the previous motion.
- b) **OT220032** Uphold the previous motion.
- c) **OT220058** Refer to Legal Services with amendments to the previous motion as discussed in executive session.

#### **2. Case for Ratification – OT220062** Accept the order upon receipt.

### **Cognizant Report – R. Branson**

Mr. Salazar motioned, Ms. Reddick-Collins seconded, and the Board voted unanimously in favor of the motion to accept the following recommendations made in Executive Session:

- OT210011** Close the case.
- OT210012** Close the case. Board reserves the right to reopen the case if Respondent applies for reinstatement.
- OT220009** Renew the license with a Reservation of Rights letter.
- OT220011** Close the case.
- OT220024** Close the case with Letter of Concern to the Respondent and their Supervisor regarding practice beyond the scope and aiding and abetting practice beyond scope, respectively.
- OT220031** Renew with a Letter of Concern regarding timely reporting of arrests & providing supporting documents surrounding arrest to the Board, and timely meeting renewal requirements. Flag for CE audit.
- OT220057** Schedule an Investigative Interview. Must provide treatment documentation prior to interview.
- OT220063** Refer to Legal Services for a Public Consent Order for Renewal with a fine of \$500 for failing to meet CE requirements within the biennium. Must complete 12 hours of live CE, two (2) hours of ethics that may be live or online, and pay the fine in full within 90 days of the docket date of the order. CE hours taken to meet the terms of the order may not be used to meet CE requirements for the next biennium. Flag for CE Audit.
- OT230001** Refer to Legal Services for a Public Consent Order for Renewal with a fine of \$500 for failing to meet CE requirements within the biennium. Must complete 5.5 hours of live CE, two (2) hours of ethics that may be live or online and pay the fine in full within 90 days of the docket date of the order. CE hours taken to meet the terms of the order may not be used to meet CE requirements for the next biennium. Flag for CE Audit.

### **Application for Board Review**

Ms. Branson motioned, Mr. Salazar seconded, and the Board voted unanimously in favor of the motion to refer BR 671-3-.05. Re-examination back to the Rules Committee.

Mary Brannen left the meeting at 11:14 a.m.

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:

- Applicant 3053215** Issue limited permit with instructions as discussed in Executive Session.
- Applicant 3050952** Issue the license based on discussion in Executive Session.
- Applicant 3052215** Issue the license.
- Applicant 3050996** Issue the license on the basis that the applicant has demonstrated competency through active practice in another jurisdiction for two (2) years.
- Applicant 3027669** Issue the license with a Letter of Concern regarding false attestation on application for licensure. Must provide final disposition within 10 days of the adjudication of court cases. Flag for CE audit.

**Adjournment** No further business was discussed, and the meeting adjourned at 12:26 p.m.

**Minutes recorded by:** Michelle Hornaday, Board Support Specialist

**Minutes reviewed and edited by:** Meagan Doss, Licensing Supervisor & Adrienne Price, Executive Director

**Minutes approved on:** February 24, 2023

**RACHELE BRANSON**  
**BOARD CHAIR**

**ADRIENNE PRICE**  
**EXECUTIVE DIRECTOR**