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Executive Director

## Application Review Committee

### MINUTES OF TELEPHONIC MEETING

July 2, 2020 - 7:30 a.m.

Telephonic

#### 1. CALL TO ORDER – Dr. Meier

The regular session of the Arizona State Board of Psychologist Examiners Application Review Committee (ARC) was called to order by Dr. Meier, Committee Chair, at 7:32 a.m. No Executive Sessions were held.

#### 2. ROLL CALL

##### Committee Members Participating by Telephone

Matt Meier, Ph.D., Chair - Present

Ramona Mellott, Ph.D. – Present

##### Staff Members Participating

Kathy Fowkes, Licensing Specialist

Heidi Herbst Paakkonen, Executive Director

A quorum of the Committee was established.

#### 3. APPROVAL OF MINUTES

##### **June 1, 2020 Regular Session Minutes**

**MOTION:** Dr. Mellott moved to approve the minutes as drafted. Dr. Meier seconded the motion

**VOICE VOTE:** The motion was approved 2-0.

#### 4. DISCUSSION REGARDING APPROVAL OF PSYCHOLOGIST APPLICATIONS

##### **A. Requesting Approval to Sit for EPPP Only**

###### **1) Ashleigh Rankin, Psy.D. (*Second Additional Information Request*)**

Committee members proceeded with a substantive review of the application. Upon review it was noted that the applicant's postdoctoral experience verification form did not list a total amount of face-to-face

individual supervision hours. The members requested staff informally contact the applicant for this to be corrected; once done, the application can be moved to the full Board for review.

**MOTION:** Dr. Mellott moved to forward the application of Ashleigh Rankin, Psy.D. to the full board with a recommendation for approval to sit for the EPPP once the noted correction was made. Dr. Meier seconded the motion.

**VOICE VOTE:** The motion was approved 2-0.

## **B. Requesting Approval to Sit for EPPP & Licensure**

### **1) Dustin Howard, Psy.D.**

Committee members proceeded with a substantive review of the application. Upon review, the Committee noted that the materials submitted were complete and fulfilled the requirements of statutes and rules. It was the consensus of the Committee to forward the application to the Board for approval to sit for the EPPP and licensure upon a passing score.

### **2) Maria Grazia McFarland, Psy.D.**

Committee members proceeded with a substantive review of the application. Upon review, the Committee noted the applicant submitted a copy of the supervisor agreement, but it did not include goals, objectives and other elements required for a postdoctoral training plan. The Committee requested an agenda item on the full board agenda concerning draft correspondence advising Barrow Neurological Institute's clinical director that training plans prepared by its program must meet all of the required elements identified in the Board's statute. The members discussed the fact that many of their program participants are lacking documentation that appropriately describes such a training plan. The Committee formally requested additional information from the applicant, advising she will need to submit a post-doctoral experience training plan that includes stated goals along with the objectives designed to meet those goals.

**MOTION:** Dr. Mellott moved to forward the application of Dustin Howard, Psy.D. to the full Board with a recommendation of approval to take the EPPP and for licensure to be granted upon receipt of a passing score; the motion included the FAIR notification request to be issued to Maria Grazia McFarland, Psy.D. Dr. Meier seconded the motion.

**VOICE VOTE:** The motion was approved 2-0.

## **C. Requesting Approval for Licensure by Waiver**

### **1) Amanda Graham, Psy.D.**

Committee members proceeded with a substantive review of the application. Upon review, the Committee noted that while the file was otherwise complete, the post-doctoral program documentation supplied does not report the total number of face-to-face supervision hours completed; it only reports hours on a weekly basis. The Committee noted this is a simple fix that can be remedied with an informal request sent by email from her supervisor.

**2) Heather C. Young, Psy.D.**

Dr. Young was present for the review and discussion of her application. Committee members proceeded with a substantive review of the application. The Committee members noted the verification form was not signed, and her internship training program documentation does not indicate the number of direct client hours completed. The Committee members discussed with the applicant whether a record of her hours could be obtained from either her program or from the California Psychology Board. The Committee advised the applicant that Arizona law requires a specific number of clinical hours as her program was not APPIC approved. Dr. Young stated that she can attempt to obtain verification in the form of a letter from her internship clinical director. The Committee reviewed the agreement terms for the internship, noting that it does require an acceptable number of clinical hours be completed. The Committee made a formal request for additional information from Dr. Young, advising her to submit either logs of clinical hours completed indicating that at least 25% of her internship hours were spent in direct client contact, or supply a verification letter from the clinical director.

**3) Jeri Gentry, Psy.D.**

Committee members proceeded with a substantive review of the application. The Committee questioned whether the first 600 hours reported of her internship can be accepted due to insufficient hours of supervision, and noted that of the remaining hours reported she is 125 hours short of meeting the 3,000 hour requirement. The members discussed whether and how she might be able to make up for the deficient hours. The members directed Board staff to advise Dr. Gentry to either arrange a supervision experience to complete the deficient hours, or advise her to obtain California licensure and apply in Arizona by Universal Recognition after practicing in California for one year. The members noted the applicant is eligible to withdraw her application should she elect to do so.

**4) Nancy Truong, Ph.D.**

Committee members proceeded with a substantive review of the application. The Committee noted that the applicant's internship verification indicated more than 40 hours worked per week, which does not meet the requirement of A.R.S. § 32-2071(H), which states, "... *an applicant shall not receive credit for more than forty hours of experience per week.*" The Committee discussed that this error occurs on a regular basis, and rather than have the verifier correct the form, it would save time to instead have a letter sent to the applicant, advising them of the maximum number of hours that can be accepted for the dates provided. This letter would also be included in the file with the verification to document the number of hours accepted.

The Committee also noted that the postdoctoral experience verification form was deficient in direct client contact hours and supervision hours. The Committee referred to Substantive Policy Statement 01-18 Calculation of Face-to-Face Patient-Client Contact for Supervised Postdoctoral Experience for guidance. The discussion reflected that Dr. Truong needs an additional 920 hours to meet the 3,000 hour requirement.

The Committee made a formal request for additional information, advising the applicant of the following remedies for the noted deficiencies:

- a. A letter sent to the applicant that indicates 2,080 internship hours were accepted for licensure, which is less than verified and is no more than 40 hours per week for the dates provided under A.R.S. § 32-2071(H).
- b. From the verifier directly to the Board's office, a revised postdoctoral experience verification form that reports a continuous subset of supervised hours that meets requirements for supervision and direct client contact hours. Additionally, the Committee indicated that the

applicant be provided a copy of Substantive Policy Statement 01-18 which explains how to calculate postdoc hours.

Dr. Mellott requested staff include on a future meeting agenda a discussion regarding accepting the maximum number of hours allowed under statute rather than requiring the verifier to change the verification form.

**5) Spring Flores Johnson, Ph.D. (*First Additional Information Request*)**

Committee members proceeded with a substantive review of the application. Upon review, the Committee noted that Dr. Johnson's written training plan was the same in content as the training plan submitted by Maria Grazia McFarland, Psy.D. The Committee made a formal request for additional information, advising that the applicant will need to submit a post-doctoral written training plan that includes stated goals along with the objectives designed to meet those goals. The members concurred that the supervision contract cannot substitute as the training plan as it is missing some necessary elements. Additionally, the members determined the documentation must reflect an accurate start date for the experience.

**6) Stephanie C. Babbitt, Ph.D.**

Committee members proceeded with a substantive review of the application. Upon review, the Committee noted that while the applicant disclosed an action concerning a fishing license issued in the State of Idaho, the matter was not serious enough to warrant further discussion. The members also noted the materials submitted were complete and fulfilled the requirements of statutes and rules. It was the consensus of the Committee to forward the application to the Board for approval of licensure.

**7) Todd F. Deneen, Psy.D.**

Committee members proceeded with a substantive review of the application. Upon review, the Committee noted that the materials submitted were complete and fulfilled the requirements of statutes and rules. It was the consensus of the Committee to forward the application to the Board for approval of licensure.

**MOTION:** Dr. Mellott moved to forward the applications of Stephanie C. Babbitt, Ph.D. and Todd F. Deneen, Psy.D. to the full Board with a recommendation for approval; FAIRs will be issued to Heather C. Young, Psy.D., Jeri Gentry, Psy.D., Nancy Truong, Ph.D. and Spring Flores Johnson, Ph.D. concerning their application deficiencies as reflected by the discussion. The motion included that the application for Amanda Graham, Psy.D. will be forwarded to the full board with a recommendation for approval should the correction to her postdoctoral experience verification form be received prior to the Board meeting. Dr. Meier seconded the motion.

**VOICE VOTE:** The motion was approved 2-0.

**D. Requesting Approval for Temporary Licensure/EPPP**

**1) Evan Lockary, Psy.D.**

Committee members proceeded with a substantive review of the application. Upon review, the Committee noted that the materials submitted were complete and fulfilled the requirements of statutes and rules. It was the consensus of the Committee to forward the application to the Board for approval for temporary licensure and to sit for the EPPP upon issuance of the temporary license.

**MOTION:** Dr. Meier moved to forward the application of Evan Lockary, Psy.D be forwarded to the full Board for consideration. Dr. Mellott seconded the motion.

**VOTE:** The motion was approved 2-0.

**E. Requesting Approval for Licensure by Credential (CPQ, ABPP or NRHSPP)**

**1) James Ashley Robin Glynn, Psy.D.**

Committee members proceeded with a substantive review of the application. Upon review, the Committee noted that the materials submitted by the applicant, applying by the Certificate of Professional Qualification in Psychology (CPQ) credential, were complete and fulfilled the requirements of statutes and rules. It was the consensus of the Committee to forward the application to the Board for approval of licensure.

**2) Kay Marie Beaulieu, Psy.D.**

Committee members proceeded with a substantive review of the application. Upon review, the Committee noted that the materials submitted by the applicant, applying by credential of the American Board of Professional Psychology (ABPP), were complete and fulfilled the requirements of statutes and rules. It was the consensus of the Committee to forward the application to the Board for approval of licensure.

**MOTION:** Dr. Mellott moved to forward the applications of James Ashley Robin Glynn, Psy.D. and Kay Marie Beaulieu, Psy.D. be forwarded to the full Board with a recommendation of approval. Dr. Meier seconded the motion.

**VOTE:** The motion was approved 2-0.

**F. Requesting Approval for Licensure by Universal Recognition**

**1) Daniel Pallesen, Psy.D.**

Committee members proceeded with a substantive review of the application. Upon review, the Committee noted that the materials submitted were complete and fulfilled the requirements of statutes and rules. It was the consensus of the Committee to forward the application to the Board for approval of licensure.

**2) Sandra Lynn Novak, Psy.D.**

Committee members proceeded with a substantive review of the application. Upon review, the Committee noted that the materials submitted were complete and fulfilled the requirements of statutes and rules. It was the consensus of the Committee to forward the application to the Board for approval of licensure.

**3) Sarah L. Kennedy, Ph.D.**

Committee members proceeded with a substantive review of the application. Upon review, the Committee noted that the materials submitted were complete and fulfilled the requirements of statutes and rules. It was the consensus of the Committee to forward the application to the Board for approval of licensure.

**4) Sharareh Najafi, Ph.D.**

Committee members proceeded with a substantive review of the application. The Committee noted that the applicant graduated with a degree in general psychology, which is not an applied psychology and does not require an internship. Additionally, the applicant did she supply a copy of her NPDB report. It was the consensus of the Committee to forward the application to the Board for review and discussion.

**MOTION:** Dr. Meier moved to to forward the applications of Daniel Pallesen, Psy.D., Sandra Lynn Novak, Psy.D., and Sarah L. Kennedy, Ph.D. be forwarded to the full Board with a recommendation of approval. The motion included that the application of Sharareh Najafi, Ph.D. be forwarded to the full Board for separate consideration once the NPDB report is received. Dr. Mellott seconded the motion.

**VOICE VOTE:** The motion was approved 2-0.

**5. NEW AGENDA ITEMS FOR FUTURE MEETINGS**

**6. ADJOURNMENT**

**MOTION:** Dr. Mellott moved to adjourn. Dr. Meier seconded the motion.

**VOICE VOTE:** The motion was approved 2-0. The meeting adjourned at 8:37 a.m.