



STATE OF ARIZONA  
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Executive Director

## Application Review Committee

### MINUTES OF VIRTUAL MEETING

December 3, 2020 - 7:30 a.m.

Hosted by Zoom

#### 1. CALL TO ORDER

The regular session of the Arizona State Board of Psychologist Examiners Application Review Committee (ARC) was called to order by Dr. Mellott, Committee Chair, at 7:33 a.m. No Executive Sessions were held.

#### 2. ROLL CALL

##### Committee Members Participating by Telephone

Ramona Mellott, Ph.D., Chair – Present

Linda Caterino, Ph.D., APPB – Present

##### Staff Members Participating

Kathy Fowkes, Licensing Specialist

Heidi Herbst Paakkonen, Executive Director

##### Assistant Attorney General:

Jeanne Galvin, Esq.

A quorum of the Committee was established.

#### 3. APPROVAL OF MINUTES

- **October 30, 2020 Regular Session Minutes**

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

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

#### 4. DISCUSSION REGARDING APPROVAL OF PSYCHOLOGY APPLICANTS

- | A. Requesting Approval to Sit for EPPP Only | Date initial application received |
|---|-----------------------------------|
| 1) Gavin Baker, Psy.D.                      | 07/20/2020 – EPPP Part 1          |

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. The Committee noted the applicant disclosed a juvenile criminal history from more than 30 years ago but determined it was a not preclusion to taking the EPPP and qualifying for licensure. It was the consensus of the Committee to forward the application to the Board for approval to take the EPPP.

**MOTION:** Dr. Mellott moved to forward the application of Dr. Gavin Baker, Psy.D. to the full board with a recommendation to approve license. Dr. Caterino seconded the motion.

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

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

**1) Alexandra S. Curlee, Ph.D. 08/13/2020 – EPPP Part 1**

Committee members proceeded with a substantive review of the application. Upon review, the Committee noted that the materials submitted were complete with the exception of the fact the applicant has a deficit of 273 hours of supervised training. It was the consensus of the Committee to direct staff to notify the applicant of the deficiency and to advise her to either submit documentation of having completed the hours, or to reapply for approval to only take the EPPP.

**2) Chelsea Lynn Matteson, Psy.D. (REAPP) 04/14/2020 – EPPP Part 1**

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

**3) Samara M. Cerven, Psy.D. 07/30/2020 – EPPP Part 1**

Committee members proceeded with a substantive review of the application. Upon review, the Committee noted that the materials submitted were complete and meet the requirements of the statutes and rules. The members discussed the fact that the study plan submitted was especially detailed and complete. It was the consensus of the Committee to forward the application to the Board for approval

**MOTION:** Dr. Mellott moved to forward the applications of Chelsea Lynn Matteson, Psy.D. and Samara M. Cerven, Psy.D. to the full board with a recommendation to approve them to sit for the EPPP and to grant licensure upon receipt of a passing score. The motion included direction to Board staff to notify Alexandra S. Curlee, Ph.D. of the application deficiency reflected in the discussion. Dr. Caterino seconded the motion.

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

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

**1) Evan Lockary, Psy.D. Has Temp License**

Committee members proceeded with a substantive review of the application. The Committee noted that the materials submitted were now 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) Jody Pennington di Cosola, Psy.D. Has Temp License**

Committee members proceeded with a substantive review of the application. The Committee

noted that the materials submitted were now 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) Zara Raskin, Psy.D. Has Temp License**

Committee members proceeded with a substantive review of the application. The Committee noted that the materials submitted were now 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. Caterino moved to forward the applications of Evan Lockary, Psy.D., Jody Pennington di Cosola, Psy.D. and Zara Raskin, Psy.D. to the full board with a recommendation to approve them to sit for the EPPP and to grant licensure upon receipt of a passing score. Dr. Caterino seconded the motion.

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

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

**1) Ursula S. Myers, Ph.D. n/a**

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) Steve M. Jenkins, Ph.D. n/a**

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 to the full board with a recommendation to approve license. Dr. Caterino seconded the motion.

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

**5. REVIEW, DISCUSSION AND POSSIBLE ACTION ON COVID-19 RESOURCE TOOLS DEVELOPED BY THE ASSOCIATION OF STATE AND PROVINCIAL PSYCHOLOGY BOARDS (ASPPB):**

- A. Modification-Education Form**
- B. Modification-Practicum Form**
- C. Modification-Internship Form**
- D. Modification-Post-Doctoral Experience Form**

The members reviewed the resource tools as developed and shared by ASPPB for optional use by member jurisdictions. The ARC members concurred that the forms should not be incorporated into the existing applications as there are a number of questions in them that are not germane to the Board's requirements. The

members also noted that assimilating the forms into the eLicensing portal would be impractical. The members identified specific questions within the forms to incorporate into the existing application in order to capture any information where COVID-19 forced a modification to an applicant’s education program requirements, or to the training requirements. The members noted that given the Arizona Department of Health Services approved waivers currently in place that temporarily waive certain application requirements, there is no urgent deadline to update the application. The Committee directed Board staff to draft the identified revisions and to present the draft at a future meeting.

**6. REVIEW, DISCUSSION AND POSSIBLE ACTION ON APPLICATION REVIEW TOOLS**

The members discussed the Application Checklist Review Tool and identified some instances where the document could be updated and improved. Dr. Mellott volunteered to take the lead on the project, and staff affirmed that once updated it would be distributed to ARC members and be posted on the portal with each set of applications. The Committee discussed the role of Board staff as responsible for the administrative completeness review of application files, and of the Committee members as responsible for the substantive completeness of the documents and file content. The Committee member noted there are ongoing opportunities to improve upon the Application Checklist Review Tool and that future edits to the document are welcome.

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

No items were requested.

**8. ADJOURNMENT**

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

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

The meeting adjourned at 8:53 a.m.