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Department of Insurance
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Loree V. Kessler
Executive Director

**TENTATIVE OPEN SESSION AGENDA
Missouri Committee for Professional Counselors
Credentials Subcommittee
Division of Professional Registration
3605 Missouri Boulevard – Jefferson City, Missouri
December 20, 2011 - 7:30 am
Telephone Conference Call
Toll Free 866-903-1314
Pin Number 35666479#**

Notification of special needs as addressed by the Americans with Disabilities Act should be forwarded to the Missouri Committee for Professional Counselors, P.O. Box 1335, 3605 Missouri Boulevard, Jefferson City, Missouri 65102 or by calling (573) 751-0018 to ensure available accommodations. The text telephone for the Deaf or Hard of Hearing is 800/735-2966 or 800/735-2466 for Voice Relay Missouri.

Except to the extent disclosure is otherwise required by law, the Missouri Committee for Professional Counselors is authorized to close meetings, records and votes, to the extent they relate to the following: Chapter 610.021 subsections (1), (3), (5), (7), (13), (14), and sections 324.001.8 and 324.001.9 RSMo.

The Committee may convene in closed session at any time during the meeting. If the meeting is closed, the appropriate section will be announced to the public, with the motion and vote recorded in open session minutes.

Individuals wanting to participate on the conference call need to contact the committee office at 573/751-0018.

Please see attached agenda for this meeting.

Attachment

TENTATIVE OPEN SESSION AGENDA
Missouri Committee for Professional Counselors
Credentials Subcommittee
Division of Professional Registration
3605 Missouri Boulevard – Jefferson City, Missouri
December 20, 2011 - 7:30 am
Telephone Conference Call
Toll Free 866-903-1314
Pin Number 35666479#

- 1 Call to Order Dr. Mark Comensky, Subcommittee Chairperson
- 2 Roll Call Margo Pigg, Committee Secretary
- 3 Approval of Open Session Minutes
 - October 21, 2011 Full Open
 - October 22, 2011 Credentials Subcommittee
 - November 29, 2011 Credentials Subcommittee
- 4 Minimum Supervised Hours - Loree Kessler, Executive Director

Convene in closed session pursuant to motions to close section 610.021 subsection (14) and 324.001.8 and 324.001.9 RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to the licensee or applicant section 610.021 subsection (1) RSMo for the purpose of discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney, and for the purpose of reviewing and approving closed meeting minutes of one or more previous meetings under the subsection 610.021 RSMo which authorizes this agency to go into closed session during those meetings.

Adjournment

OPEN SESSION MINUTES
Missouri Committee for Professional Counselors
October 21, 2011 - 2:00 p.m.
Airport Marriott
10700 Pear Tree Lane - St Louis Missouri

The Committee for Professional Counselors was called to order by Dr. Verl Pope, Chairperson, at 3:00 p.m. at the Airport Marriott, LaGuardia Room, 10700 Pear Tree Lane in St. Louis, Missouri. Ms. Pigg, committee secretary facilitated roll call.

Committee Members Present

Dr. Verl Pope, Chairperson
Margo Pigg, Secretary
Dr. Mark Comensky
Craig Miner (Arrived at 3:58 p.m.)
Greg Roeback

Staff Present

Loree Kessler, Executive Director
Jeanette Wilde, Executive I
Sarah Becker, Licensure Technician II
Earl Kraus, Division Counsel (via telephone conference call)

Dr. Pope stated he would be voting in open and closed sessions.

A motion was made by Dr. Comensky and seconded by Mr. Roeback to approve the open session agenda. Committee members voting aye: Dr. Comensky, Mr. Roeback, Ms. Pigg and Dr. Pope. Motion carried unanimously.

A motion was made by Dr. Comensky and seconded by Ms. Pigg to approve the open session minutes of; April 1 & 2, 2011-full committee, August 19-20, 2011-full committee, August 19-20, 2011-credentials subcommittee, and September 6, 2011 credentials subcommittee. Committee members voting aye: Dr. Comensky, Mr. Roeback, Ms. Pigg and Dr. Pope. Motion carried unanimously.

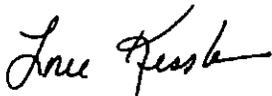
At 3:02 p.m., a motion was made by Dr. Comensky and seconded by Mr. Roeback to convene in closed session pursuant to motions to close section 610.021 subsection (14) and 324.001.8 and 324.001.9 RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to the licensee or applicant section 610.021 subsection (1) RSMo for the purpose of discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney, and for the purpose of reviewing and approving closed meeting minutes of one or more previous meetings under the subsection 610.021 RSMo which authorizes this agency to go into closed session during those meetings. Committee members voting aye: Dr. Comensky, Mr. Roeback, Ms. Pigg and Dr. Pope. Motion carried unanimously.

At 5:05 p.m., a motion was made by Dr. Comensky and seconded by Ms. Pigg to convene in open session. Committee members voting aye: Dr. Comensky, Mr. Roebach, Ms. Pigg and Dr. Pope. Motion carried unanimously.

Regulatory Amendments

The committee discussed amendments to the regulations regarding 20 CSR 2095-2.010 Education Requirements. It was recommended the committee convene a separate work session to complete this review.

At 7:20 p.m., the committee adjourned the October 21, 2011 session and was scheduled to reconvene at 9:00 a.m., October 22, 2011.



Executive Director

Approved by Committee on

NOTE: The committee did not convene October 22, 2011.

OPEN SESSION MINUTES
Missouri Committee for Professional Counselors
Credentials Subcommittee
October 22, 2011 – 9:00 a.m.
Airport Marriott
10700 Pear Tree Lane - St Louis Missouri

The Committee for Professional Counselors was called to order by Dr. Mark Comensky, Credentials Subcommittee Chairperson, at 9:00 a.m. at the Airport Marriott, LaGuardia Room, 10700 Pear Tree Lane in St. Louis, Missouri. The executive director facilitated roll call.

Committee Members Present

Dr. Mark Comensky, Chairperson
Dr. Verl Pope
Craig Miner
Greg Roeback

Committee Member Absent

Margo Pigg, Secretary (Ms. Pigg notified the executive director she would be unable to attend the credentials subcommittee meeting)

Staff Present

Loree Kessler, Executive Director
Jeanette Wilde, Executive I
Sarah Becker, Licensure Technician II

Dr. Comensky stated he would be voting in open and closed session.

At 9:02 a.m., a motion was made by Dr. Pope and seconded by Mr. Roeback to convene in closed session pursuant to motions to close section 610.021 subsection (14) and 324.001.8 and 324.001.9 RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to the licensee or applicant section 610.021 subsection (1) RSMo for the purpose of discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney, and for the purpose of reviewing and approving closed meeting minutes of one or more previous meetings under the subsection 610.021 RSMo which authorizes this agency to go into closed session during those meetings. Committee members voting aye: Dr. Comensky, Mr. Roeback, Mr. Miner and Dr. Pope. Motion carried unanimously.

At 11:30 a.m., a motion was made by Dr. Pope and seconded by Mr. Miner to convene in open session and adjourn the credentials subcommittee meeting. pursuant to motions to close section 610.021 subsection (14) and 324.001.8 and 324.001.9 RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to the licensee or applicant section 610.021 subsection (1) RSMo for the purpose of discussing general legal actions, causes of action or litigation and any confidential or privileged

communications between this agency and its attorney, and for the purpose of reviewing and approving closed meeting minutes of one or more previous meetings under the subsection 610.021 RSMo which authorizes this agency to go into closed session during those meetings. Committee members voting aye: Dr. Comensky, Mr. Roebach, Mr. Miner, and Dr. Pope. Motion carried unanimously.



Executive Director

Approved by Committee on

OPEN SESSION MINUTES
Missouri Committee for Professional Counselors
Credentials Subcommittee
November 29, 2011 – 7:30 a.m.
Division of Professional Registration
3605 Missouri Boulevard, Jefferson City, Missouri

The Missouri Committee for Professional Counselors, Credentials at the Division of Professional Registration, 3605 Missouri Boulevard, Jefferson City, Missouri. Margo Pigg, Secretary facilitated roll call.

Committee Members Present

Dr. Comensky, Credentials Chairperson
Margo Pigg, Secretary
Craig Miner
Greg Roeback (Joined the call at 7:36 a.m.)
Margo Pigg

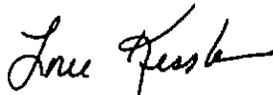
Staff Present

Loree Kessler, Executive Director
Jeanette Wilde, Executive I
Sarah Becker, Licensure Technician II

Dr. Comensky stated he would be voting in open and closed session.

At 7:35 a.m., a motion was made by Dr. Pope and seconded by Ms. Pigg to convene in closed session pursuant to motions to close section 610.021 subsection (14) and 324.001.8 and 324.001.9 RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to the licensee or applicant section 610.021 subsection (1) RSMo for the purpose of discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney, and for the purpose of reviewing and approving closed meeting minutes of one or more previous meetings under the subsection 610.021 RSMo which authorizes this agency to go into closed session during those meetings. Committee members voting aye: Dr. Pope, Mr. Roeback, Mr. Miner, Dr. Comensky and Ms. Pigg. Motion carried unanimously.

At 8:36 a.m., a motion was made by Dr. Pope and seconded by Mr. Roeback to convene in open session and adjourn. Subcommittee members voting aye: Dr. Comensky, Dr. Pope, Mr. Miner, Mr. Roeback, and Ms. Pigg. Motion carried unanimously.



Executive Director

Approved by Committee on



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Loree V. Kessler
Executive Director

Memo

To: Committee Members

From: Loree Kessler

A handwritten signature in cursive script that reads "Loree Kessler".

CC: File

Date: December 7, 2011

Re: Supervised Experience - Minimum Hours Per Week

During the November call, the committee reviewed an application regarding supervised experience encompassing less than fifteen (15) hours per week of counseling work. After some discussion, the committee requested the application be tabled to allow staff an opportunity to the matter and seek legal counsel.

Frequently, the committee receives applications from individuals whose employment as a counselor is seasonal, for example school counselors. Additionally, the committee has had requests from PLPCs or CITs to stop licensure supervision for several weeks or months due to health conditions, provide care for family member etc.

20 CSR 2095-2.020(4) (B) and (5) (C) require the following, *"The counselor-in-training or provisional licensed professional counselor shall obtain an average of at least fifteen (15) hours of supervised counseling experience per week in order for the experience to be considered by the committee. If a counselor-in-training or provisional licensed professional counselor is unable to obtain at least an average of fifteen (15) hours per week, he/she must advise the committee in writing regarding the reason that such hours cannot be obtained. The committee shall determine if such hours can be acceptable for licensure."*

If a PLPC or CIT wishes to be engaged in the counseling profession fewer than fifteen (15) hours per or not work for a specific amount of time (for whatever reason) is there a problem? From an administrative standpoint, Sarah must calculate months and hours of supervised experience and when there is a break in supervision, she must take that time into consideration in calculating the earliest date an applicant could be eligible for licensure. What has been done in the past? If the committee approves the discontinuance of supervision, that applicant has three months added onto their available

time to complete supervision. When a person leaves supervision and rejoins at a later date not based upon a request to the committee, the supervision "clock" does not stop and the applicant has five (5) years from the effective date to complete the licensure requirements.

This can be cumbersome to track and there may be instances when supervisors and applicants simply forget to advise the committee that supervision has been stopped. The proposed regulations address this somewhat with the status reports from supervisors submitted each six months. However, it does not quite address the "how to" track this currently.

One solution is to have a verification of supervision form instead of a letter signed by the CIT/PLPC and licensure supervisor. If a CIT/PLPC wishes to discontinue supervision does it matter whether it is because of their work schedule or for health conditions?

Please be prepared to discuss this topic during the conference call. I have requested counsel attend the conference call to provide input.