



LICENSING AND EXAMINATION SUBCOMMITTEE MEETING MINUTES

**Saturday, May 2, 2015
Embassy Suites Anaheim - Orange
400 N. State College Blvd.
Orange, CA 92868**

LIC 1 – Roll Call

Noel Kelsch, Chair of the Licensing and Examination Subcommittee, called the meeting to order at: 1:45 p.m. With three (3) of four (4) subcommittee members present, a quorum was established.

Licensing and Examinations Subcommittee members present:

Noel Kelsch, RDHAP, Chair
Nicolette Moultrie, RDH (appointed to establish a quorum)
Evangeline Ward, RDH

Licensing and Examination Subcommittee members absent:

Garry Shay, Public Member

LIC 2 – Public Comment for Items Not on the Agenda

There was no comment for items not on the agenda.

LIC 3 – Chairperson's Report

Chair Kelsch reported that she met with the Subject Matter Expert educational group and thanked them for maintaining the examination at a professional level. She stated that the July 2015 clinical examination is being closely monitored, as there are only 4 candidates that have applied to take the exam to date. She indicated that in order to utilize Committee resources efficiently, the Committee may need to review the clinical exam's viability for the future, as the interest in taking the exam has decreased. She referred to Executive Officer Lori Hubble to elaborate on the examination.

Ms. Hubble stated that she has contacted other educational sites to host the July 2015 clinical examination because the current venue, the University of Southern California, would be too costly to host an exam for 4 candidates and would not be an efficient use of Committee resources. She stated that the determination of administering the examination would not be confirmed until after the final filing date which is May 11, 2015.

Chair Kelsch reported that she had the opportunity of visiting an exam administration and from the time she participated as a recorder to what

she was able to recently observe was astounding, as there was consistency throughout the process and an effort to maintain excellent infection control.

Chair Kelsch also reported that it may be the time to determine whether to continue to have a state administered clinical examination it is getting close to where an occupational analysis (OA) should be conducted. She said that they are conducted about every 7 years and can cost up to \$100,000.

Ms. Hubble stated that she believed the clinical examination will be eliminated especially with the lower number of applicants and interest in taking the California Clinical Examination. She indicated that the fees that would be used for the OA could be redirected to research alternative pathways to licensure.

LIC 4 – Approval of the December 5, 2014 Licensing and Examination Subcommittee Meeting Minutes

- **Motion: Evangeline Ward moved to accept the December 5, 2014 Licensing and Examination Subcommittee meeting minutes.**

Noel Kelsch seconded the motion.

Vote: The motion passed 2-1 (Garry Shay was absent; Nicolette Moultrie abstained).

NAME	Minutes VOTE:		OTHER
	Aye	Nay	
Noel Kelsch	X		
Nicolette Moultrie			Abstain
Garry Shay			Absent
Evangeline Ward	X		

LIC 5 – Update on the Department of Consumer Affairs' Licensing Performance Measures – informational only.

Anthony Lum stated that the Licensing Performance Measures is a new project assembled by the department to improve spending and operational efficiency. He explained that the performance measures are used to evaluate the cycle times that are required for a program to issue a license. He said that the Licensing Performance Measures would be similar in nature as the Enforcement Performance Measures where a complaint is tracked to see the amount of time it takes for a complaint to be resolved by some action, the Licensing Performance Measures will track the average time it takes for an application to be submitted until the license is actually issued. He continued that all of the boards and bureaus probably maintain this data already; however, the methodologies used to obtain this data may not be the same. He said that once the BreEZe computer system is implemented, the parameters by which this licensing data can be obtained will be uniform. He said that currently, the department is establishing parameters to report the data and by fiscal year 2017-18, the data should be readily available for review. He added that the new measures can be

used for special reports or many other types of information to identify workload backlogs so they can be addressed.

LIC 6 – Clinical and Written Examination Statistics – Informational Only

Mr. Lum referenced the written law and ethics examination statistics contained in the meeting packet, as there was no March 2015 clinical examination to provide statistics for. He indicated that the current pass rate was lower than the previous years' which could be caused by an increase in the number of out of state applicants taking the exam. Ms. Hubble stated that many more out of state applicants did take the exam and they may not have prepared as well as reflected in the lower exam pass rate. She did mention that there was a modest increase in the pass rate for the RDHAP license category and attributed that increase to the outreach that staff performed providing information to applicants to prepare for the exam.

JoAnn Galliano stated that as an educator, she is concerned about the falling pass rate, as a number of her students had not passed the exam. She requested whether the Committee could track the number of applicants by whether they are an out of state applicant or an in-state applicant to see if there are any differences in the exam results or whether it was the exam questions themselves that are causing the decrease in pass rates. Ms. Hubble stated that there is a large question bank that is used for the exam and they are routinely changed every few months by the DCA Office of Professional Examination Services.

LIC 7 – Licensure Statistics – Informational Only

Mr. Lum referenced the Licensure statistics contained in the meeting materials. He stated that the table lists all of the Committee's licensing categories and the breakdown of the number of licensees for each of them and asked if there were any questions.

Chair Kelsch asked that if a licensee has a continuing education (CE) hold on their renewal, are they still allowed to practice or are they notified in any way. Mr. Lum stated that if a license renewal is returned where the CE question is not answered or is incomplete, there is a letter that is automatically generated after processing the renewal and sent to the licensee for completion. He explained that if the CE hold is in place when the license expires, the licensee should not practice, as they are doing so on an expired license. He added that once the licensee returns the CE documentation, they can check on the Committee's website to find out if their license has updated (CE hold is released and a new expiration date is viewed) or they can contact the Committee office to help correct the situation.

LIC 8 – Future Agenda items

There were no future agenda items presented.

LIC 9 – Adjournment

The Licensing and Examination Subcommittee meeting adjourned at: 2:02 p.m.