California Board of Occupational Therapy

BACKGROUND INFORMATION AND OVERVIEW OF THE CURRENT REGULATORY PROGRAM
As of October 15, 2012

Section 1 – Background and Description of the Board and Regulated Profession

Provide a short explanation of the history and function of the board. Describe the occupations/profession that are licensed and/or regulated by the board (Practice Acts vs. Title Acts).

The occupational therapy profession was established in 1917, and is one of the oldest allied health professions in the United States. Chapter 697/00 (SB 1046) created the California Board of Occupational Therapy, effective January 1, 2001. The Board is responsible for the licensure and regulation of occupational therapists (OT) and occupational therapy assistants (OTA) in California.

California passed a title control /trademark law for occupational therapy in 1977 (BPC, Section 2570, Ch. 836) prohibiting individuals from using the professional titles recognized for occupational therapist (OT, OTR) and occupational therapy assistants (OTA, COTA) without appropriate professional training. The law was updated in 1993 (BPC, Ch. 361) to further clarify the minimum education and examination requirements for practicing occupational therapists and occupational therapy assistants. The law had no registration process with the state or enforcement structure. Nor did it prevent an unqualified individual from practicing occupational therapy as long as the individual did not refer to himself as an occupational therapist or occupational therapy assistant.

The profession of Occupational Therapy is represented by the Occupational Therapy Association of California, Inc. (OTAC). OTAC represents the professional interest of the licensees in California and provides information about the practice of occupational therapy to new licensees entering the state and provides other resources to support the profession. The American Occupational Therapy Association, Inc. (AOTA), established in 1917, is the organization which represents the profession on a national level and provides resources to support consumers, the profession, and the educational community.

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Occupational therapy licensees provide important health and rehabilitation services to people of all ages, who, because of illness, injury, developmental or psychological impairment, need specialized interventions to regain, develop, or build skills necessary for independent functioning.

The focus of occupational therapy is on an individual's ability to effectively engage in performance areas that are purposeful and meaningful, such as activities of daily living (ADL's), and instrumental ADLs, including among other things, work, play, leisure, social participation, and other productive activities.

Occupational therapists and occupational therapy assistants treat a variety of:

1. Body functions (such as neuromusculoskeletal, sensory-perceptual, visual, mental, cognitive, and pain factors) and body structures (such as cardiovascular, digestive, nervous, integumentary, genitourinary systems, and structures related to movement), values, beliefs, and spirituality.
2. Habits, routines, roles, rituals, and behavior patterns.
3. Physical and social environments, cultural, personal, temporal, and virtual contexts and activity demands that affect performance; and
4. Performance skills, including motor and praxis, sensory-perceptual, emotional regulation, cognitive, communication and social skills.

Over the past four years there have been amendments to the licensing laws and regulations promulgated that have enhanced the Board's ability to protect the consumer, such as development of the Disciplinary Guidelines and Cite and Fine Authority. To further bolster the regulation of the profession, the Board established supervision requirements, advance practice requirements, minimum standards for infection control, and continuing education/competency requirements.

Previous bills
SB 1046 (Murray, Chapter 697, Statutes of 2000) created the Board of Occupational Therapy and established an inoperative date of July 1, 2006 and a sunset date of January 1, 2007.

SB 136 (Figueroa, Chapter 909, Statutes of 2004) changed the inoperative date of the Board of Occupational Therapy from July 1, 2006 to July 1, 2007 and the sunset date from January 1, 2007 to January 1, 2008.

SB 1476 (Figueroa, Chapter 658, Statutes of 2006) changed the inoperative date of the Board of Occupational Therapy from July 1, 2007 to July 1, 2013 and the sunset date from January 1, 2008 to January 1, 2014.

The California Board of Occupational Therapy licenses and regulates occupational therapists (OTs) and occupational therapy assistants (OTAs). The Board's mission is

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to protect Californians by promoting consumer awareness, advocating for improved mental health services, and setting, communicating, and enforcing occupational therapy practice standards.

Business and Professions Code (BPC) Section 2570.25 mandates that "protection of the public shall be the highest priority for the California Board of Occupational Therapy in exercising its licensing, regulatory, and disciplinary functions.

In order to accomplish its mission, the Board: ensures only eligible and qualified individuals are issued a license, investigates complaints and criminal convictions; and responds to emerging changes and trends in the profession legislatively or through regulations. The Board's statutes and regulations require a license before an individual may engage in the practice of occupational therapy. These statutes and regulations set forth the requirements for licensure and provide the Board the necessary authority to discipline a registration or license.

1. Describe the make-up and functions of each of the board's committees.

The Board has no committee(s) required by statute. However, the Board established several committees which serve as an essential component to help the Board deal with specific policy and/or administrative issues. The issues could be referred by the Board to the committee to delve into a policy issue/concern or to address issues referred by the public or licensees or on recommendation by Board staff.

The Board's *Administrative Manual*, identifies the number of members on the committee, requires the Committee chairperson be a board member, and provides the committees' purposes; the Committees' Roles and Responsibilities are attached under Section 12, Attachment D.

Administrative Committee – Comprised of Board President, Vice President, and the Executive Officer; meetings are held two or three times per year or as necessary.

The purpose of the Administrative Committee is to provide guidance to staff for the budgeting and organizational components of the Board (i.e., budget change proposals, out-of-state trip requests, contracts, meeting agendas and preparation, sunset review and related projects); to provide suggestions regarding the Board's Strategic Plan; to respond to items identified in an internal audit, and other duties as required.

Education and Outreach Committee – Currently comprised of one Board member (occupational therapy assistant and another occupational therapy assistant and two occupational therapists. This committee was created and assigned to develop consumer and licensee outreach projects, including the Board's newsletter, website, e-government initiatives and outside organization presentations.

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Pursuant to the Board's Administrative Manual, Committee members may also be asked to represent the Board at meetings, conferences, health, career or job fairs, or at the invitation of outside organizations and programs.

Enforcement Committee – Currently comprised of two public Board members and three occupational therapists. This committee was created to continually seek ways to improve the Board's enforcement activities, develop and review enforcement policies, review enforcement and discipline-related regulatory proposals, review enforcement and discipline-related forms, review and make recommendations regarding the Board's disciplinary guidelines and to assist in identifying situations where enforcement procedures might be improved.

Please note: Enforcement Committee Members are advised they will not review individual enforcement cases.

Disaster Preparedness/Response Committee – Currently comprised of one public Board member, one occupational therapist Board member and two occupational therapists. This committee was created to identify and provide input into reducing barriers to occupational therapy roles in disaster preparedness and disaster response, review the current laws and regulations to ensure consistency, be responsible for the development and maintenance of the Board's Disaster Response plan, and provide input into annual updates of the Board's Continuity of Operations and Continuation of Government (COOP/COG) report.

Legislative and Regulatory Affairs Committee – Currently comprised of one occupational therapist Board member and three occupational therapists. This committee was created to provide information and/or make recommendations to the Board and/or the committees of the Board on matters relating to legislation and regulations affecting the regulation of occupational therapists, occupational therapy assistants and other items in the public interest or affecting Board operations.

The Committee's goals and objectives are to:

- Monitor current legislation on behalf of the Board and make position recommendations to the Board at each Board meeting.
- Serve as a resource to other Board committees on legislative and regulatory matters.
- Serve as a resource for the Board to implement proposed revisions to the Act and Board regulations.

Practice Committee – Comprised of one occupational therapist Board member, four additional occupational therapists and one occupational therapy assistant. This committee was created to review and provide recommendations to staff on Applications to Provide Advanced Practice Post-Professional Education (course applications); review and provide recommended responses to the Board on various practice issues/questions submitted by licensees and consumers; provide guidance to staff on

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continuing competency audits; review and provide recommendations to the Board on practice-related proposed regulatory amendments; and review and provide recommendations to Board staff on revisions to various applications and forms used by the Board.
At its meeting held October 11, 2012, the Board adopted the Committee's recommendation that the Committee no longer review advanced practice applications or Applications to Provide Advanced Practice Post-Professional Education submitted by providers; the Committee membership (as a whole) doesn't possess the skill set to do so and the Board now has the ability contract with consultants to provide these reviews.

Due to ongoing travel restrictions and the need to minimize all expenditures, including costs related to travel reimbursement, all Committee meetings are conducted via teleconference and the Committee's recommendations are brought to the Board at the next scheduled meeting.

Table 1a. Board Member Attendance			
Alegria, Eric – Appointed June 13, 2011			
Meeting Type	**Meeting Date**	**Meeting Location**	**Attended?**
2011			
Board meeting	June 16	Teleconference	N
Board meeting	September 7-8	Irvine	Y
Enforcement Committee meeting	October 4	Teleconference	N
Board meeting	December 1	San Francisco	Y
2012			
Board meeting	March 12	Carson	Y
Board meeting	March 22	Teleconference	Y
Board meeting	June 27	Sacramento	Y
Enforcement Committee meeting	September 11	Teleconference	N
Board meeting	October 11	Teleconference	N
Board meeting	October 12	Teleconference	Y
Board meeting	October 26	Teleconference	Y

Table 1a. Board Member Attendance			
Cunningham, Margaret - Appointed June 14, 2001; Resigned March 30, 2007			
Meeting Type	**Meeting Date**	**Meeting Location**	**Attended?**
2006			
Board meeting	January 26	Ontario	Y
Board meeting	February 16	Teleconference	Y
Board meeting	March 30	Ontario	Y
Advanced Practice Regulatory Committee meeting	May 18	Sacramento	Y

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Board meeting	May 18	Sacramento	Y
Board meeting	November 30	Ontario	Y
2007			
Board meeting	March 1	San Diego	N

Table 1a. Board Member Attendance			
Evert, Mary - Appointed March 9, 2005			
Meeting Type	**Meeting Date**	**Meeting Location**	**Attended?**
2006			
Board meeting	January 26	Ontario	Y
Board meeting	February 16	Teleconference	Y
Board meeting	March 30	Ontario	Y
Board meeting	May 18	Sacramento	Y
Board meeting	November 30	Ontario	Y
2007			
Board meeting	March 1	San Diego	Y
Board meeting	May 24	Oakland	Y
Board meeting	July 25-26	Sacramento	Y
Board meeting	August 14	Teleconference	Y
Board meeting	October 11	Ontario	Y
Board meeting	December 6	Irvine	Y
2008			
Board meeting	February 21	Santa Ana	Y
Board meeting	March 25	Teleconference	Y
Board meeting	May 6	Teleconference	Y
Board meeting	July 17	Teleconference	Y
Board meeting	August 22	Teleconference	Y
Board meeting	September 26	Teleconference	Y
Board meeting	November 20	Los Angeles	Y
2009			
Board meeting	March 19	Santa Ana	Y
Board meeting	April 16	Teleconference	Y
Board meeting	June 18	San Marcos	Y
Board meeting	September 10	Loma Linda	Y
Board meeting	October 26	Sacramento	Y
Board meeting	December 9	Teleconference	Y
2010			
Board meeting	March 11	Carson	Y
Board meeting	July 28-29	Sacramento	Y

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Board meeting	November 4	San Marcos	Y
2011			
Board meeting	March 3	Sacramento	Y
Board meeting	June 16	Teleconference	Y
Board meeting	September 7-8	Irvine	Y
Disaster Preparedness/Response Committee	October 25	Teleconference	Y
Board meeting	December 1	San Francisco	Y
2012			
Disaster Preparedness/Response Committee	January 24	Teleconference	Y
Board meeting	March 12	Carson	Y
Board meeting	March 22	Teleconference	Y
Disaster Preparedness/Response Committee	May 17	Teleconference	Y
Disaster Preparedness/Response Committee	June 26	Teleconference	Y
Board meeting	June 27	Sacramento	Y
Disaster Preparedness/Response Committee	September 20	Teleconference	Y
Board meeting	October 11	Teleconference	Y
Board meeting	October 12	Teleconference	Y
Disaster Preparedness/Response Committee	October 24	Teleconference	Y
Board meeting	October 26	Teleconference	Y

Table 1a. Board Member Attendance			
Florey, Linda - Appointed July 14, 2010			
Meeting Type	**Meeting Date**	**Meeting Location**	**Attended?**
2010			
Board meeting	July 28-29	Sacramento	Y
Practice Committee meeting	October 19	Downey	Y
Board meeting	November 4	San Marcos	Y
2011			
Practice Committee meeting	January 27	Downey	Y
Practice Committee meeting	February 17	San Marcos	Y
Board meeting	March 3	Sacramento	Y
Practice Committee meeting	April 7	Downey	Y
Board meeting	June 16	Teleconference	Y
Practice Committee meeting	August 25	Teleconference	Y
Board meeting	September 7-8	Irvine	N

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Practice Committee meeting	November 4	Teleconference	Y
Board meeting	December 1	San Francisco	N
2012			
Board meeting	March 12	Carson	Y
Board meeting	March 22	Teleconference	N
Board meeting	June 27	Sacramento	Y
Practice Committee meeting	July 17	Teleconference	Y
Board meeting	October 11	Teleconference	Y
Board meeting	October 12	Teleconference	Y
Board meeting	October 26	Teleconference	Y

Table 1a. Board Member Attendance			
Grangaard, Luella – Appointed and served June 14, 2001 – December 31, 2007; Reappointed December 13, 2010.			
Meeting Type	**Meeting Date**	**Meeting Location**	**Attended?**
2006			
Board meeting	January 26	Ontario	Y
Board meeting	February 16	Teleconference	Y
Practice Committee meeting	February 23	Oakland	Y
Board meeting	March 30	Ontario	Y
Practice Committee meeting	May 18	Sacramento	Y
Board meeting	May 18	Sacramento	Y
Practice Committee meeting	August 16	Ontario	Y
Practice Committee meeting	November 30	Ontario	Y
Board meeting	November 30	Ontario	Y
2007			
Practice Committee meeting	January 18	Sacramento	N
Practice Committee meeting	March 1	Sacramento	Y
Board meeting	March 1	San Diego	Y
Practice Committee meeting	May 24	Oakland	Y
Board meeting	May 24	Oakland	Y
Practice Committee meeting	July 25	Sacramento	Y
Board meeting	July 25-26	Sacramento	Y
Board meeting	August 14	Teleconference	Y
Board meeting	October 11	Ontario	Y
Practice Committee meeting	December 5	Ontario	Y
Board meeting	December 6	Ontario	Y
2008 – 2010 (not on Board)			
2011			
Board meeting	March 3	Sacramento	Y

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Board meeting	June 16	Teleconference	Y
Legislative and Regulatory Affairs Committee meeting	August 16	Teleconference	Y
Board meeting	September 7-8	Irvine	Y
Board meeting	December 1	San Francisco	Y
2012			
Legislative and Regulatory Affairs Committee meeting	January 24	Teleconference	Y
Legislative and Regulatory Affairs Committee meeting	March 8	Teleconference	Y
Board meeting	March 12	Carson	Y
Board meeting	March 22	Teleconference	Y
Board meeting	June 27	Sacramento	Y
Board meeting	October 11	Teleconference	Y
Board meeting	October 12	Teleconference	Y
Board meeting	October 26	Teleconference	Y

Table 1a. Board Member Attendance			
Horsley, Patricia - Appointed June 14, 2007; Resigned December 4, 2009			
Meeting Type	**Meeting Date**	**Meeting Location**	**Attended?**
2007			
Board meeting	March 1	San Diego	Y
Board meeting	May 24	Oakland	Y
Board meeting	July 25-26	Sacramento	Y
Board meeting	August 14	Teleconference	Y
Board meeting	October 11	Ontario	Y
Board meeting	December 6	Irvine	Y
2008			
Board meeting	February 21	Santa Ana	Y
Board meeting	March 25	Teleconference	Y
Board meeting	May 6	Teleconference	Y
Board meeting	July 17	Teleconference	Y
Board meeting	August 22	Teleconference	Y
Board meeting	September 26	Teleconference	Y
Board meeting	November 20	Los Angeles	Y
2009			
Board meeting	March 19	Santa Ana	Y
Board meeting	April 16	Teleconference	Y
Board meeting	June 18	San Marcos	Y

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Board meeting	September 10	Loma Linda	Y
Board meeting	October 26	Sacramento	Y
Board meeting	December 9	Teleconference	Y

Table 1a. Board Member Attendance			
Lovell, Kathleen – Appointed December 13, 2010			
Meeting Type	**Meeting Date**	**Meeting Location**	**Attended?**
2011			
Board meeting	March 3	Sacramento	Y
Board meeting	June 16	Teleconference	N
Board meeting	September 7-8	Irvine	Y
Disaster Preparedness/Response Committee	October 25	Teleconference	Y
Board meeting	December 1	San Francisco	N
2012			
Disaster Preparedness/Response Committee	January 24	Teleconference	Y
Board meeting	March 12	Carson	Y
Board meeting	March 22	Teleconference	N
Disaster Preparedness/Response Committee	May 17	Teleconference	Y
Disaster Preparedness/Response Committee	June 26	Teleconference	Y
Board meeting	June 27	Sacramento	Y
Disaster Preparedness/Response Committee	September 20	Teleconference	Y
Board meeting	October 11	San Jose	Y
Board meeting	October 12	San Jose	Y
Board meeting	October 26	San Jose	N

Table 1a. Board Member Attendance			
Michel, Nancy - Appointed April 5, 2006			
Meeting Type	**Meeting Date**	**Meeting Location**	**Attended?**
2006			
Board meeting	May 18	Sacramento	Y
Board meeting	November 30	Ontario	Y
Meeting Type	**Meeting Date**	**Meeting Location**	**Attended?**
2007			
Board meeting	March 1	San Diego	Y
Board meeting	May 24	Oakland	Y

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Board meeting	July 25-26	Sacramento	Y
Board meeting	August 14	Teleconference	Y
Board meeting	October 11	Ontario	Y
Board meeting	December 6	Irvine	Y
2008			
Board meeting	February 21	Santa Ana	Y
Board meeting	March 25	Teleconference	Y
Board meeting	May 6	Teleconference	Y
Board meeting	July 17	Teleconference	Y
Board meeting	August 22	Teleconference	Y
Board meeting	September 26	Teleconference	N
Board meeting	November 20	Los Angeles	Y
2009			
Board meeting	March 19	Santa Ana	N
Board meeting	April 16	Teleconference	Y
Board meeting	June 18	San Marcos	Y
Board meeting	September 10	Loma Linda	Y
Board meeting	October 26	Sacramento	Y
Board meeting	December 9	Teleconference	Y
2010			
Board meeting	March 11	Carson	Y
Board meeting	July 28-29	Sacramento	Y
Board meeting	November 4	San Marcos	Y
2011			
Enforcement Committee meeting	February 9	Escondido	Y
Board meeting	March 3	Sacramento	Y
Enforcement Committee meeting	April 27	Escondido	N
Board meeting	June 16	Teleconference	Y
Board meeting	September 7-8	Irvine	Y
Enforcement Committee meeting	October 4	Teleconference	Y
Board meeting	December 1	San Francisco	N
2012			
Board meeting	March 12	Carson	Y
Board meeting	March 22	Teleconference	N
Board meeting	June 27	Sacramento	Y
Enforcement Committee meeting	September 11	Teleconference	Y
Board meeting	October 11	San Jose	Y
Board meeting	October 12	San Jose	Y
Board meeting	October 26	Teleconference	Y

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Table 1a. Board Member Attendance			
Tanberg, Bobbi Jean - Appointed January 15, 2007			
Meeting Type	**Meeting Date**	**Meeting Location**	**Attended?**
2006			
Board meeting	January 26	Ontario	Y
Board meeting	February 16	Teleconference	Y
Board meeting	March 30	Ontario	Y
Board meeting	May 18	Sacramento	Y
Board meeting	November 30	Ontario	Y
2007			
Board meeting	March 1	San Diego	Y
Board meeting	May 24	Oakland	Y
Board meeting	July 25-26	Sacramento	Y
Board meeting	August 14	Teleconference	Y
Board meeting	October 11	Ontario	Y
Board meeting	December 6	Irvine	Y
2008			
Board meeting	February 21	Santa Ana	Y
Board meeting	March 25	Teleconference	Y
Board meeting	May 6	Teleconference	Y
Board meeting	July 17	Teleconference	Y
Board meeting	August 22	Teleconference	Y
Board meeting	September 26	Teleconference	Y
Board meeting	November 20	Los Angeles	Y
2009			
Board meeting	March 19	Santa Ana	Y
Board meeting	April 16	Teleconference	Y
Board meeting	June 18	San Marcos	Y
Board meeting	September 10	Loma Linda	Y
Board meeting	October 26	Sacramento	Y
Board meeting	December 9	Teleconference	Y
2010			
OTA Ad-Hoc Committee meeting	January 7	Teleconference	Y
OTA Ad-Hoc Committee meeting	February 26	Teleconference	Y
Board meeting	March 11	Carson	Y
Board meeting	July 28-29	Sacramento	Y
Board meeting	November 4	San Marcos	Y

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2011			
Education and Outreach Committee meeting	February 24	Teleconference	Y
Board meeting	March 3	Sacramento	Y
Board meeting	June 16	Teleconference	Y
Education and Outreach Committee meeting	August 25	Teleconference	Y
Board meeting	September 7-8	Irvine	Y
Board meeting	December 1	San Francisco	Y
2012			
Education and Outreach Committee meeting	January 19	Teleconference	Y
Board meeting	March 12	Carson	Y
Board meeting	March 22	Teleconference	Y
Board meeting	June 27	Sacramento	Y
Education and Outreach Committee meeting	August 24	Teleconference	Y
Board meeting	October 11	San Jose	N
Board meeting	October 12	San Jose	Y
Board meeting	October 26	Teleconference	Y

Table 1a. Board Member Attendance			
Tsai, Julia – Appointed December 30, 2009			
Meeting Type	**Meeting Date**	**Meeting Location**	**Attended?**
2010			
Board meeting	March 11	Carson	Y
Board meeting	July 28-29	Sacramento	Y
Board meeting	November 4	San Marcos	Y

Table 1a. Board Member Attendance			
Wietlisbach, Christine – June 14, 2001			
Meeting Type	**Meeting Date**	**Meeting Location**	**Attended?**
2006			
Board meeting	January 26	Ontario	Y
Board meeting	February 16	Teleconference	Y
Board meeting	March 30	Ontario	Y
Board meeting	May 18	Sacramento	Y
Board meeting	November 30	Ontario	Y

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2007			
Board meeting	March 1	San Diego	Y
Board meeting	May 24	Oakland	Y
Practice Committee meeting	July 25	Sacramento	Y
Board meeting	July 25-26	Sacramento	Y
Board meeting	August 14	Teleconference	Y
Board meeting	October 11	Ontario	Y
Board meeting	December 6	Irvine	Y
2008			
Board meeting	February 21	Santa Ana	Y
Board meeting	March 25	Teleconference	Y
Board meeting	May 6	Teleconference	Y
Board meeting	July 17	Teleconference	Y
Board meeting	August 22	Teleconference	Y
Board meeting	September 26	Teleconference	Y
Board meeting	November 20	Los Angeles	Y

Table 1b. Board Member Roster

Member Name (Include Vacancies)	Date First Appointed	Date Re-appointed	Date Term Expires	Appointing Authority	Type (public or professional)
Eric Alegria	06/13/2011		12/31/2012	Speaker	Public
Mary Evert	03/09/2005	12/22/2008	12/31/2011	Governor	Prof.
Linda Florey	07/14/2010	12/14/2010	12/31/2014	Governor	Prof.
Luella Grangaard	12/13/2010		12/31/2012	Governor	Prof.
Patti Horsley	06/142007		12/31/2008	Speaker	Public
Kathay Lovell	12/13/2010		12/31/2014	Governor	Public
Nancy Michel	04/05/2006	02/04/2009	12/31/2012	Senate Rules	Public
Bobbi Jean Tanberg	01/15/2007	12/22/2008	12/31/2011	Governor	Prof.
Julia Tsai	12/30/2009		12/31/2010	Governor	Public
Christine Wietlisbach	06/28/2001	03/09/2005	12/31/2008	Governor	Prof.

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COMMITTEE MEMBER APPOINTMENTS

Note: In order to expedite the Committee Appointments' process, at its February 21, 2008, meeting, the Board passed a motion to delegate authority to the Board President to make Committee appointments.

Table 1b. Disaster Preparedness/Response Committee Member Roster					
Member Name (Include Vacancies)	Date First Appointed	Date Re-appointed	Date Term Expires	Appointing Authority	Type *(public or professional)*
Mary Evert	10/26/2009		10/25/2013	Board	Professional
Glenda Fuge	10/26/2009			Board Pres.	Professional
Mohammed Khalifa	10/26/2009		10/25/2013	Board Pres.	Professional
Carol Loeffler	01/24/2012		01/24/2014	Board Pres.	Professional
Kathay Lovell	03/03/2011		10/25/2013	Board Pres.	Public
Vacant					
First committee meeting date: 10/25/2011					

Table 1b. Education and Outreach Committee Member Roster					
Member Name (Include Vacancies)	Date First Appointed	Date Re-appointed	Date Term Expires	Appointing Authority	Type (public or professional)
Bobbi Jean Tanberg	02/2008		02/24/2013	Board	Professional
Deanne (DeeDee) Clarke	10/26/2009		02/24/2013	Board Pres.	Professional
Diane Mayfield	10/26/2009		02/24/2013	Board Pres.	Professional
Danielle Meglio	10/26/2009		02/24/2013	Board Pres.	Professional
Vacant					
First committee meeting date: 02/24/2011					

Table 1b. Enforcement Committee Member Roster					
Member Name (Include Vacancies)	Date First Appointed	Date Re-appointed	Date Term Expires	Appointing Authority	Type (public or professional)
Nancy Michel	02/2008		02/09/2013	Board	Public
Margaret Fuller	10/26/2009		02/09/2013	Board Pres.	Professional

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William Levanduski	10/26/2009		02/09/2013	Board Pres.	Professional
Claudia Peyton	10/26/2009		02/09/2013	Board Pres.	Professional
Eric Alegria	09/07/2011		09/07/2013	Board	Public
First committee meeting date: 02/24/2011					

Table 1b. Legislative and Regulatory Affairs Committee Member Roster					
Member Name (Include Vacancies)	Date First Appointed	Date Re-appointed	Date Term Expires	Appointing Authority	Type (public or professional)
Patti Horsley	02/2008	*Resigned 12/04/2009*		Board	Public
Luella Grangaard	Early 2011		08/16/2013	Board	Professional
Diane Josephs	Early 2011		08/16/2013	Board Pres.	Professional
Linda (Lin) Reed	Early 2011		08/16/2013	Board Pres.	Professional
Jerilyn (Gigi) Smith	Early 2011		08/16/2013	Board Pres.	Professional
First committee meeting date: 08/16/2011					

Table 1b. Practice Committee Member Roster					
Member Name (Include Vacancies)	Date First Appointed	Date Re-appointed	Date Term Expires	Appointing Authority	Type (public or professional)
Linda Florey	07/28/2010		02/09/2013	Board	Professional
Luella Grangaard	03/15/2003		02/09/2013	Board	Professional
Deborah Bolding	07/14/2003		2008	Board Pres.	Professional
Janet Jabri	07/14/2003		2008	Board Pres.	Professional
Roberta Murphy	03/15/2007		2008	Board Pres.	Professional
Judi Paladino	11/14/2003		2008	Board Pres.	Professional
Barbara Rodrigues	05/18/2006		2008	Board Pres.	Professional
Pamela Roberts	07/14/2003		2008	Board Pres.	Professional
Richard Bookwalter	10/26/2009		02/09/2013	Board Pres.	Professional
Mary Kay Gallagher	07/01/2008		12/31/2012	Board Pres.	Professional
Didi Olson	10/26/2009		02/09/2013	Board Pres.	Professional

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Christine Wietlisbach	01/27/2011		01/27/2013	Board Pres.	Professional
Vacant					
The Practice Committee – the Board's longest standing committee – didn't meet from February 20, 2008 - October 19, 2010					

2. In the past four years, was the board unable to hold any meetings due to lack of quorum? If so, please describe. Why? When? How did it impact operations?

No. There was a period of time when the Board had only four (4) members and there were concerns regarding having to cancel a meeting due to someone unexpectedly becoming ill, however, that never occurred.

3. Describe any major changes to the board since the last Sunset Review, including internal changes (i.e., reorganization, relocation, change in leadership, strategic planning, etc.)

The Board updated its Strategic Plans in 2005, 2007, and 2011. While the changes to the strategic plan from 2005 to 2007 were minimal, the changes in the strategic planning process and the resulting improvements in the 2011 strategic plan were more substantive.

The Board's *vision* has remained virtually the same:

> The California Board of Occupational Therapy is a model organization for occupational therapy state regulatory boards, ensuring consumer protection and quality occupational therapy.

The Board's *mission* was tightened up a bit, by omitting unnecessary verbiage:

> The mission of the California Board of Occupational Therapy is to regulate occupational therapy by serving and protecting California's consumers and licensees.

The Board's *core values* were bolstered and some values were enhanced and re-worded:

> The California Board of Occupational Therapy will strive for the highest possible quality throughout all of its programs making it a progressive and responsive organization by:
>
> - Providing excellent customer service to consumers, licensees, employers and other stakeholders;
> - Promoting, applying, and enforcing ethical standards of occupational therapy;

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- Implement fair and consistent application of the laws and regulations governing occupational therapy;
- Recognizing and supporting the diverse practice settings and roles in occupational therapy;
- Encouraging active participation by stakeholders through access to the Board;
- Ensuring a high level of professionalism, efficiency, and effectiveness by the Board members and staff.

Previously, the Board's *goals and objectives* were too numerous and vaguely worded. Thus, the Board's *goals* were reduced from seven goals to only four; the *objectives* were reduced from four to eight per goal to only two to six objectives per goal. The lesser number of *goals and objectives* was not only an improvement in narrowing the focus of the Board's priorities but the wording was refined and bolstered to ensure better direction to Board staff thereby ensuring more efficiency and effectiveness in accomplishing the Board's goals and priorities. While Board staff complete their day-to-day duties and maintain Board operations, the focused direction of the strategic plan helps the accomplishment of the Board's goals and priorities.

- **Legislation Sponsored by or Affecting the Board of Occupational Therapy**

Since the Board's last sunset review in 2005, a number of bills relevant to the Board's duties have been considered and enacted. The relevant legislation is listed below in chronological order.

SB 1476 (Figueroa, Chapter 658, Statutes of 2006) extended the sunset date of the Board to January 1, 2014. In addition, this bill changed the process for out-of-state licensees practice privileges in California. This bill allows out-of-state licensees to practice in California for up to 60 days if an application for licensure or certification is filed, their current license is up to the same standards of the Board, and if the services are performed with a California licensed occupational therapist.

SB 1852 (Committee on Judiciary, Chapter 538, Statutes of 2006) was a code maintenance bill. The changes were non-substantive in nature.

SB 1048 (Committee on Business, Professions, and Economic Development, Chapter 588, Statutes of 2007) clarified that the required examination for licensure or certification is the exam administered by the National Board for Certification in Occupational Therapy or by another nationally recognized credentialing body. The bill also added language specifying that the Board must keep information relevant to licensure, including issuance and expiration dates, up-to-date on its internet website.

SB 819 (Yee, Chapter 308, Statutes of 2009) made numerous technical changes and added a new section specifying that if a licensee is aware that

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another licensee or applicant is in violation of the practice act, that knowledge must be reported to the Board in writing and that licensee must cooperate with and assist the Board as required.

SB 821 (Committee on Business, Professions, and Economic Development, Chapter 307, Statutes of 2009) made a number of technical changes throughout the Board's practice act. In addition, the bill updated a number of provisions including clarifying that an occupational therapy assistant can supervise an aide in client-related tasks. The bill added new language creating a retired licensure category for occupational therapists and occupational therapy assistants.

SB 294 (Negrete Mcleod, Chapter 695, Statutes of 2010) made technical changes to the Board's practice act to extend the sunset date from 2013 to 2014.

SB 999 (Walters, Chapter 173, Statutes of 2010) made technical changes to Board's practice act to clarify that public members cannot be a licensee of any other healing arts board and repealed obsolete language regarding a general fund start-up loan.

SB 1111 (Negrete Mcleod, Died, 2010) and SB 544 (Price, Died, 2011). These bills both proposed to increase enforcement capabilities of the various boards under the Department of Consumer Affairs, including CBOT. Both bills subsequently failed passage, but the boards were directed to implement, in regulation, those provisions which were deemed under their current statutory authority. The Board's regulations to implement these provisions took effect on September 28, 2012.

AB 415 (Logue, Chapter 547, Statutes of 2011) provided that health care providers under Division 2 of the Business and Professions Code have the authority to administer health care services via telehealth. The Board is in the process of promulgating regulations specific to occupational therapy to implement this bill.

- **All regulatory amendments approved by the Board since the last Sunset Review are shown below.**

Section	Title	Status
4120	Renewal of License or Certificate	Operative 11/15/2006
4121	Renewal of Expired License or Certificate; Application; Fees; Effective Date of Renewal	Operative 11/15/2006
4130	Fees	Operative 11/08/2006
4161	Continuing Competency	Operative 11/15/2006
4162	Completion and Reporting Requirements	Operative 11/15/2006
4114	Abandonment of Application	Operative 08/09/2007

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4152.1	Use of Topical Medications	Operative 08/02/2007
4123	Limited Permit	Operative 05/10/2008
4141	Assessment of Administrative Fines	Operative 06/20/2008
4110	Application	Operative 08/27/2008
4161	Continuing Competency	Operative 09/06/2008
4154	Post Professional Education and Training	Operative 10/22/2008
4155	Application for Approval in Advanced Practice Areas	Operative 10/22/2008
4170	Ethical Standards of Practice	Operative 01/16/2009
4181	Supervision Parameters	Operative 04/03/2009
4161	Continuing Competency	Operative 09/23/2009
4130	Fees	Operative 08/26/2009
4120	Renewal of License or Certificate	Operative 03/26/2010
4100	Definitions	Operative 04/07/2010
4123	Limited Permit	Operative 04/13/2011
4125	Representation	Operative 04/13/2011
4175	Minimum Standards for Infection Control	Operative 06/30/2010
4180	Definitions (relating to supervision)	Operative 07/03/2010
4150	Definitions (relating to advanced practice)	Operative 05/28/2011
4151	Hand Therapy	Operative 05/28/2011
4152.1	Use of Topical Medications	Operative 05/28/2011
4153	Swallowing Assessment, Evaluation, or Intervention	Operative 05/28/2011
4154	Post Professional Education and Training	Operative 05/28/2011
4155	Application for Approval in Advanced Practice Areas	Operative 05/28/2011
4147	Disciplinary Guidelines (former section 4144)	Operative 07/06/2011
4141	Assessment of Administrative Fines	Operative 08/19/2011
4145	Record Retention	Operative 8/19/2011
4155	Application for Approval in Advanced Practice Areas	Operative 04/18/2012
4100	Definitions	Operative 09/28/2012
4101	Delegation of Certain Functions.	Operative 09/28/2012
4146	Definitions (relating to discipline)	Operative 09/28/2012
4148	Mental or Physical Examination of Fitness for Licensure	Operative 09/28/2012
4149	Other Actions Constituting Unprofessional Conduct	Operative 09/28/2012
4149.1	Revocation for Sexual Contact	Operative 09/28/2012
4180	Definitions (relating to supervision)	*Pending*
4184	Delegation of Tasks to Aides	*Pending*
4187	Occupational Therapy Assistants Serving in Administrative Positions	*Pending*
4116	Definitions (relating to sponsored free health care events	Operative 09/10/2012

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4117	Sponsoring Entity Registration and Recordkeeping Requirements	Operative 09/10/2012
4118	Out-of-State Practitioner Authorization to Participate in Sponsored Event	Operative 09/10/2012
4119	Termination of Authorization and Appeal	Operative 09/10/2012
4127	Inactive Status (former section 4122)	*Pending*
4128	Retired Status	*Pending*
4130	Fees	*Pending*
4154	Post Professional Education and Training	*Pending*
4170	Ethical Standards of Practice	*Pending*
4172	Standards of Practice for Telehealth	*Pending*
4101	Delegation of Certain Functions	*Pending*
4171	Notice to Consumer	*Pending*
4147	Disciplinary Guidelines	*Pending*

4. Describe any major studies conducted by the board.

None to report.

5. List the status of all national associations to which the board belongs.

In the past, the Board has maintained memberships in the Council on Licensure, Enforcement, and Regulation, the American Occupational Therapy Association, and the Occupational Therapy Association of California. Currently, the Board maintains no association memberships.

- **Does the board's membership include voting privileges?**

  Not applicable.

- **List committees, workshops, working groups, task forces, etc., on which board participates.**

  Not applicable.

- **How many meetings did board representative(s) attend? When and where?**

  Not applicable.

- **If the board is using a national exam, how is the board involved in its development, scoring, analysis, and administration?**

  The Board uses the same national examination (and vendor) used by all other State licensing boards/agencies. The Board is not involved in the development, scoring, analysis, and administration. However, a pool 50+ licensed professionals

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and faculty members from across the nation serve as subject matter experts (SMEs). The SMEs are responsible for exam question development, analysis and validation. The vendor that administers and scores the examinations is the National Board for Certification in Occupational Therapy (NBCOT); NBCOT also reports the scores to the candidates, State regulatory agencies, and prospective employers, if a candidate chooses.

(More information below in response to Question 19.)

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Section 2 –
Performance Measures and Customer Satisfaction Surveys

6. **Provide each quarterly and annual performance measure report as published on the DCA website.**

   The quarterly and annual performance measure reports as published on the DCA website are included Section, Attachment A.

7. **Provide results for each question in the customer satisfaction survey broken down by fiscal year. Discuss the results of the customer satisfaction surveys.**

   Responses to customer satisfaction survey not broken down by fiscal year; data is cumulative covering the period of July 1, 2010 – June 30, 2012.

Question: During the past 12 months, how often have you contacted the CBOT?		
	Response Count	**Response %**
0 times	2	5.6
1-3 times	16	44.4
3-6 times	10	27.8
6-12 times	4	11.1
13 or more times	4	11.1
Skipped question	0	

Question: Which of the following best describes you:		
	Response Count	**Response %**
Current licensee	20	58.8
Applicant for licensure	9	26.5
Consumer of occupational therapy services	4	11.8
Other	5	14.7
Skipped question	2	

Question: Did you receive service/assistance you needed as result of your contact?		
	Response Count	**Response %**
Yes	14	43.8
No	18	56.3
Skipped question	4	

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Question: Please rate the CBOT staff in the following:						
	EXCELLENT	GOOD	FAIR	POOR	UNACCEPTABLE	N/A
	Response/ %	Response/ %	Response/ %	Response/ %	Response/ %	Response/ %
Accessibility	10 - 30.3%	3 - 9.1%	7 - 21.2%	8 - 24.2%	3 - 9.1%	2 - 6.1%
Courtesy/ Helpfulness	10 - 31.3%	6 - 18.8%	5 - 15.6%	5 - 15.6%	3 - 9.4%	3 - 9.4%
Knowledge/ Expertise	8 - 25.0%	2 - 6.3%	7 - 21.9%	5 - 15.6%	7 - 21.9%	3 - 9.4%
Successful resolution of your issue	8 - 25.8%	2 - 6.5%	2 - 6.5%	8 - 25.8%	10 - 32.3%	1 - 3.2%
Overall satisfaction	8 - 24.2%	3 - 9.1%	3 - 9.1%	8 - 24.2%	9 - 27.3%	2 - 6.1%
Skipped question	3					

Question: Did you find the CBOT's website useful?		
	Response Count	Response %
Yes	23	65.7
No	12	34.3
Skipped question	1	

Question: How do you rate the CBOT's website:					
	STRONGLY AGREE	AGREE	NEUTRAL	DISAGREE	STRONGLY DISAGREE
	Response/ %	Response/ %	Response/ %	Response/ %	Response/ %
Website is easy to navigate	6 - 18.2%	10 - 30.3%	11 – 33.3%	2 – 6.1%	4 – 12.1%
Information is easy to find	5 – 15.2%	9 – 27.3%	9 – 27.3%	6 – 18.2%	4 – 12.1%
I regularly visit the Board's website	6 – 18.8%	15 – 46.9%	6 – 18.8%	2 – 6.3%	3 – 9.4%
Skipped question	3				

Question: Have you interacted with any other state licensing/ regulatory board or agency?		
	Response Count	Response %
Yes	11	32.4%
No	23	67.6%
Skipped question	2	
Question: If yes, which state?		
	Response Count	Response %
Arizona	1	7.7%
California	5	38.5%
Georgia	1	7.7%
New York	1	7.7%
North Carolina	1	7.7%
Oregon	1	7.7%

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Texas	2	15.4%
Washington	1	7.7%
Skipped question	23	

Question: If you answered YES to "Have you interacted with any other state licensing/regulatory board/agency" please rate our Board:		
	Response Count	**Response %**
Excellent	3	23.1%
Good	2	15.4%
Neutral	1	7.7%
Needs Improvement	4	30.8%
Poor/ Unsatisfactory	3	23.1%
Skipped question	23	

Question: Would you be willing to provide an email address to receive a newsletter?		
	Response Count	**Response %**
Yes	11	39.3%
No	17	60.7%
Skipped question	8	

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Fiscal Issues

8. Describe the board's current reserve level, spending, and if a statutory reserve level exists.

In the previous Sunset report the Board's fund exceeded a 39 months reserve level. The high fund balance was inconsistent with BPC Section 128.5, which requires the Board to reduce fees if the fund level exceeds 24 months reserves. The Sunset Committee recommended the Board "reduce the excessive reserve level without putting the Board's fund in jeopardy and thereby necessitating a fee increase in the near future."

Thus, the Board adopted regulations to move from an annual renewal with a $150 fee to a biennial renewal (every other year), charging the same fee ($150). While changing the renewal frequency reduced the Board's annual revenue collection, it didn't have an immediate impact to the reserve level; the Board's fund reserve level was so high that the reduction in revenue was slow to reduce the fund condition. Thus, in fiscal year 2009/10, a $2 million loan was provided to the General Fund which facilitated a reduction of the Board's fund reserve level.

(Table 2 below shows budget authority, actual annual spending, and reserve levels.)

9. Describe if/when a deficit is projected to occur and if/when fee increase or reduction is anticipate and describe the fee changes anticipated by the board.

The Board's expenditures have exceeded its revenue each year since fiscal year 2009/10. (See Table 2, Fund Condition, below.) The fund condition projects the Board will have an insufficient fund level before the end of the current fiscal year. This situation requires immediate attention, including repayment of the first loan to the General Fund (GF) this fiscal year; DCA budget staff project the $640k plus interest will be paid in June 2013. (More information regarding GF loan repayment and impact to the Board's Fund in Question 10 below.)

As a result of the on-going trend of the annual expenditures exceeding the revenue collected, at its June 2012 meeting, the Board voted to establish two new fees via the regulatory process: a $25 Retired Status application fee and a $50 licensure application fee; both fees are consistent with statute. Other regulatory fees will also need to be raised in order to increase revenue. Current pending fee increases are anticipated as follows:

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- Increase the pro-rated initial license fee from $150 to $170.
- Increase the biennial license renewal fee from $150 to $170
- Increase the biennial inactive license renewal fee from $25 to $50.

Although the proposed text language was noticed to go into effect January 1, 2014, due to outstanding GF loans, the Board sent out modified text changing the effective date from January 1, 2014, to July 1, 2014. (See more information in response to Question 10.)

Table 2. Fund Condition

(Dollars in Thousands)	FY 2008/09	FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14
Beginning Balance	3,135	3,135	1,028	899	608	883
Revenues and Transfers	962	-1,116	973	978	1,643	1,002
Total Revenue	$962	$884	$973	$978	$1,003	$1,002
Budget Authority	1,061	1,350	1,398	1,438	1,367	1,394
Expenditures	946	990	1,110	1,267	1,367	1,394
Loans to General Fund		-$2,000				
Accrued Interest, Loans to General Fund					*TBD*	*TBD*
Loans Repaid From General Fund					640	
Fund Balance	$3,150	$1,029	$891	$608	$883	$491
Months in Reserve	38.2	11.1	8.4	5.3	7.6	4.1

10. Describe history of general fund loans. When were the loans made? When were payments made? What is the remaining balance?

The Board has provided two General Fund (GF) loans. In FY 2003/04, a $640k loan was made; in FY 2009/10, a $2M loan was made. While the Board has never received a GF loan repayment, due to current funding issues, the Board will require repayment of the $640k GF loan plus interest this fiscal year; the repayment is anticipated to be received in June 2013.

The repayment of the GF loans will affect the Board's fund condition (or 'balance'). While the GF loan repayment will increase the Board's Fund Condition, the repayment will not affect the fact that the revenue received by the Board each year is still less than its annual expenditures. As a Special Fund agency, the Board must be self-supporting and not rely on GF monies for its operations. Therefore, the revenue collected must be sufficient to support the Board's expenditures.

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Thus, the Board must increase the fees charged to increase the revenue collected annually. Due to GF loan repayment requirements, a fee increase may not be imposed if a GF loan repayment is outstanding. Thus, the Board will request the Department of Finance repay the $2M GF loan in FY 2013/14 and the fee increases will go into effect July 1, 2014.

This strategy, timed fee increases relative to repayment of the GF loans, will address several issues: the GF loan repayment requirements, the Board's on-going revenue and expenditure issues, and the Board's Fund Condition. The plan is as follows:

- FY 2012/13 – GF loan repayment of $640K in June 2013.
- FY 2013/14 – GF loan repayment of $2M *may* be required in June 2014.
- FY 2014/15 – regulatory fee increases *may* be effective July1, 2014 (if GF loan repayment occurs in 2013/14).

11. Describe the amounts and percentages of expenditures by program component. See *Table 3a. Expenditures by Program Component* to provide a breakdown of the expenditures by the board in each program area. Expenditures by each component (except for pro rata) should be broken out by personnel expenditures and other expenditures.

Table 3a. Expenditures by Program Component

	FY 2008/09		FY 2009/10		FY 2010/11		FY 2011/12	
	Personnel Services	OE&E	Personnel Services	OE&E	Personnel Services	OE&E	Personnel Services	OE&E
Enforcement	$180,263	$290,171	$293,957	$344,387	$360,115	$305,524	$366,391	$413,423
Examination	$0	$0	$0	$0	$0	$0	$0	$0
Licensing	$71,013	$32,745	$41,994	$18,153	$56,403	$19,108	$64,366	$23,839
Administration *	$206,573	$62,252	$148,432	$36,306	$182,200	$38,216	$188,063	$42,175
DCA Pro Rata	$0	$127,375	$0	$124,369	$0	$170,028	$0	$195,372
TOTALS	$457,849	$512,543	$484,383	$523,215	$598,718	$532,876	$618,820	$674,809

*Administration includes costs for executive staff, board, administrative support, and fiscal services.

Table 3b. Expenditures by Program Component

	FY 2008/09		FY 2009/10		FY 2010/11		FY 2011/12	
	Total Expend*	%	Total Expend	%	Total Expend	%	Total Expend	%
Enforcement	$470,434	48.4	$638,344	45.7	$665,639	58.8	$779,814	60.3
Licensing	$103,758	10.6	$60,147	6.0	$75,511	6.7	$88,205	6.8
Administration	$268,825	27.7	$184,738	18.3	$220,416	19.5	$230,238	17.8
DCA Pro Rata	$127,375	13.1	$124,639	12.3	$170,028	15.1	$195,732	15.1
FY Total Expenditures	$970,392		1,007,598		$1,131,594		$1,293,629	

* Total Expenditures is total of Personnel Services and OE&E shown in Table 3a

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12. Describe license renewal cycles and history of fee changes in the last 10 years. Give the fee authority (Business and Professions Code and California Code of Regulations citation) for each fee charged by the board.

During the period January 1, 2003, through December 31, 2006, all licenses expired annually on the last day of the licensee's birth month. That changed January 1, 2007, when licenses expired at midnight on the last day of the licensee's birth month during an odd year if the licensee was born in an odd year or during an even year, if the licensee was born in an even year. This takes the entire licensing population and spreads their renewals over a 24 months period.

The only other amendment to fees charged has to do with the limited permit fee. The $75 limited permit fee used to pay for a limited permit *and*, if the applicant passed the exam, the limited permit fee would also be used to apply toward the initial licensing fee. This provision was removed in 2006.

The fees charged by the Board are set forth in CCR Section 4130, and include the following:

- CCR 4130(a) - The initial license or certificate fee shall be prorated pursuant to Section 4120(a)(1) and based on a biennial fee of $150. (Initial licenses are issued based on an applicant's birth month and the month the license is issued, for a minimum period of six months and a maximum of 30 months; thus, fees charged range from $38 - $188.) *Statutory authority: BPC Section 2570.16.*

- CCR 4130(b) - The fee for a limited permit is $75. *Statutory authority: BPC Section 2570.16.*

- CCR 4130(d) - For a license that expires on or after January 1, 2007, the renewal fee shall be in accordance with the following schedule:
  (1) For a license that expires between January 1, 2007, and December 31, 2007, a licensee with an even birth year shall renew for one year and the renewal fee shall be seventy-five dollars ($75).
  (2) For a license that expires on or after January 1, 2007, and biennially thereafter, a licensee with an odd birth year shall renew for two years and the renewal fee shall be one hundred fifty dollars ($150).
  (3) For a license that expires on or after January 1, 2008, and biennially thereafter, a licensee with an even birth year shall renew for two years and the renewal fee shall be one hundred fifty dollars ($150). *Statutory authority: BPC Section 2570.16.*

- CCR 4130(e) - The delinquency fee is one-half of the renewal fee. *Statutory authority: BPC Section 163.5.*

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The regulatory fees charged by the Board – continued:

- CCR 4130(f) - The renewal fee for an inactive license or certificate is $25. *Statutory authority: BPC Section 462.*

- CCR 4130(g) - The fee for a duplicate license is $15. *Statutory authority: BPC Section 122.*

- CCR 4130(h) - The fees for fingerprint services are those charged by the California Department of Justice and the Federal Bureau of Investigation. *Statutory authority: BPC Sections 2570.16 and 144.*

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Table 4. Fee Schedule and Revenue							
Fee	**Current Fee Amount**	**Statutory Limit**	**FY 2008/09 Revenue**	**FY 2009/10 Revenue**	**FY 2010/11 Revenue**	**FY 2011/12 Revenue**	**% of FY 2011/12 Revenue**
Fingerprint processing	$49	Actual fee	11,883	8,670	12,495	15,375	1.53
OT Initial License	Variable	Based on biennial fee of $150	68,338	68,335	75,157	90,200	8.97
OTA Initial License	Variable	Based on biennial fee of $150	12,488	12,485	15,870	21,896	2.18
OT Limited Permit	$75	Not specified	5,400	5,550	7,050	6,000	.60
OTA Limited Permit	$75	Not specified	1,800	1,500	1,275	1,500	.15
OT Active Biennial Renewal	$150	$150 per year	617,950	619,600	667,200	668,840	66.54
OTA Active Biennial Renewal	$150	$150 per year	103,275	99,725	111,750	111,450	11.09
OT Delinquent	$75	BPC 163.5: 50 percent of renewal fee	11,550	10,425	12,300	11,685	1.16
OTA Delinquent	$75	BPC 163.5: 50 percent of renewal fee	2,475	2,100	2,925	1,725	.17
OT Inactive Renewal	$25	BPC 462	9,000	6,975	9,025	7,200	.72
OT Inactive Renewal	$25	BPC 462	1,825	1,375	1,500	1,475	.15
OT Duplicate License	$15	BPC 122: $25	1,725	1,560	1,890	2,010	.20
OTA Duplicate License	$15	BPC 122: $25	330	345	420	435	.04
Dishonored check (All types)	$25	BPC 206 Civil Code 1719: $25	905	195	35	475	.04
License verification/ Endorsement	$15	BPC 122: $25	7,530	7,465	6,798	7,725	.77
TOTAL ANNUAL REVENUE			**$986,562**	**$901,408**	**$996,410**	**$1,005,181**	

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13. Describe Budget Change Proposals (BCPs) submitted by the board in the past four fiscal years.

Table 5. Budget Change Proposals (BCPs)

BCP ID #	Fiscal Year	Description of Purpose of BCP	Personnel Services				OE&E	
			# Staff Requested (include classification)	# Staff Approved (include classification)	$ Requested	$ Approved	$ Requested	$ Approved
1110-30	9/10	Fingerprint	4*	4*	$164K	$164K	$221K	$221K
1110-22	10/11	Workload	1 SSM I	1 SSM I	$92K	$92K	$17K	$7K
1110-21	10/11	IT – App Track	0	DENIED				
1110-23	10/11	Workload – Admin		DENIED BY AGENCY				
1110-24	10/11	Workload – Enforce	1 SSA, 1 Invest	DENIED				
1110-1A	10/11	Enforcement – CPEI	2.5 AGPAs (limited term)	2.5 AGPAs (limited term)	$204K	$204K	$26K	$26K

**1 SSA, 3 Office Technicians*

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Staffing Issues

13. Describe any staffing issues/challenges, i.e., vacancy rates, efforts to reclassify positions, staff turnover, recruitment and retention efforts, succession planning.

In May, 2010, the Board established a limited-term (LT) Staff Services Manager I (SSMI) position in anticipation of BCP 1110-22 being approved; BCP 1110-22 established a permanent SSMI position. However, due to staffing levels at that time, although the BCP approved and authorized the SSM I position, the Board was unable to justify a permanent SSM I position. The LT SSMI position expired in May 2012. The Board is taking steps to rectify this situation.

As part of approved BCPs (1110-30 and 1110-1A), several limited term staff have been hired to address enforcement workload backlogs:

Staff A – Hired on two-year limited term basis effective March 29, 2010; left the Board October 21, 2010, to join the Sacramento Police Department.

Staff B – hired on two-year limited term basis effective June 1, 2010; left the Board March 18, 2011, to join another Board on a full-time permanent basis.

Staff C – hired on two-year limited term basis effective March 29, 2010; moved to another position (within the Board) on a full-time permanent basis effective March 18, 2011.

Staff D – hired on two-year limited term basis effective April 1, 20122; remains in the LT position (position authority expires March 31, 2013).

Please note: The remainder of the CPEI positions authorized by BCP 1110-1A were not filled due to the necessity of redirecting the funds to offset other enforcement-related over-expenditures.

14. Describe the board's staff development efforts and how much is spent annually on staff development .

All staff are encouraged to take courses that relate to their job, broaden their knowledge base, enhance their skill set, or better prepare/position them for advancement or upward mobility opportunities. Staff is also provided opportunities to cross-train and/or completes a special project that isn't within their normal assigned duties; this provides a low cost way to further assist with staff development.

Staff is primarily encouraged to take the no-cost training classes offered by DCA, however, requests to attend outside training vendors are also considered.

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The table below depicts the annual expenditure on staff development.

FY 2008/09	FY 2009/10	FY 2010/11	FY 2011/12
$2,688	$800	$1,378	$1,855

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