

West Virginia Board of Occupational Therapy



Annual Report

FY 2012 – FY 2013

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West Virginia Board of Occupational Therapy

**Annual Report
2012-2013**

Board Members

West Virginia Board of Occupational Therapy

3041 University Avenue
2nd Floor, Suite 6
Morgantown, WV 26505
304-285-3150
www.wvbot.org

Board Members:

Kathy Quesenberry, OTR/L
President / Chairperson
12/31/10

181 Gardenia Way
Princeton, WV 24740
ques@citlink.net
phone: 304-952-1099

Martin Douglas, OTR/L
Secretary / Treasurer
12/31/05

154 Colonial Acres
Poca, WV 25159
martindouglas@wvbot.org
phone: 304-561-4071

Phil Simpson, OTR/L
12/31/10

1 Ivy Woods
Huntington, WV 25701
philsimpson40@gmail.com
phone: 304-526-2411

Bambi Hill, COTA/L
12/31/11

102 Redbud Dr.
Beckley, WV 25801
bhill252001@yahoo.com
phone: 304-254-2262

Gene Brooks
Consumer Member
12/31/07

805 West Ave.
Charleston, WV 25302
genebrooks55@aol.com
phone: 304-550-4368

Staff:

Vonda Malnikoff
Executive Secretary

2 Ashwood Ln.
Morgantown, WV 26508
vmalnikoff@wvbot.org
phone: 304-285-3150

West Virginia Board of Occupational Therapy

**Annual Report
2012-2013**

Financial

West Virginia Board of Occupational Therapy
3041 University Avenue
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Receipts / Disbursements FY 2012 / 2013

<u>7/1/2011-6/30/2012</u>	<u>Receipts</u>	<u>Disbursements</u>
July	\$ 2,890.00	\$ 5,151.52
August	\$ 2,975.00	\$ 5,119.81
September	\$ 3,365.00	\$ 7,429.63
Quarter Total:	\$ 9,230.00	\$17,700.96
October	\$ 5,900.00	\$ 6,317.39
November	\$15,225.00	\$ 5,485.41
December	\$34,280.00	\$ 8,803.06
Quarter Total:	\$55,405.00	\$20,605.86
January	\$ 7,515.00	\$ 5,518.92
February	\$ 2,380.00	\$ 6,951.27
March	\$ 1,220.00	\$ 5,937.94
Quarter Total:	\$11,115.00	\$18,408.13
April	\$ 2,300.00	\$ 7,730.13
May	\$ 2,703.00	\$ 6,004.08
June	\$ 2,815.00	\$ 6,214.74
Quarter Total:	\$ 7,818.00	\$19,948.95
Grand Total:	\$ 83,568.00	\$76,663.90

7/1/2012-6/30/2013

Receipts

Disbursements

July	\$ 2,230.00	\$ 4,841.40
August	\$ 2,065.00	\$ 4,475.81
September	\$ 2,340.00	\$14,681.03
Quarter Total:	\$ 6,635.00	\$23,998.24
October	\$ 7,790.00	\$ 5,714.75
November	\$17,210.00	\$10,413.53
December	\$34,120.00	\$ 5,368.56
Quarter Total:	\$59,120.00	\$21,496.84
January	\$ 8,280.00	\$ 5,908.91
February	\$ 2,450.00	\$ 4,397.65
March	\$ 1,265.00	\$ 7,690.11
Quarter Total:	\$11,995.00	\$17,996.67
April	\$ 2,835.00	\$ 5,410.40
May	\$ 3,085.00	\$ 6,183.72
June	\$ 1,790.00	\$ 6,052.31
Quarter Total:	\$ 7,710.00	\$17,646.43
Grand Total:	\$ 85,460.00	\$81,138.18

West Virginia Board of Occupational Therapy

**Annual Report
2012-2013**

Board Meeting Minutes



3041 University Avenue
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WVBOT MINUTES: September 2, 2011

MEMBERS PRESENT: Kathy Quesenberry, Bambi Hill, Marty Douglas, Gene
Brooks, Phil Simpson

ABSENT:

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:05 a.m.

Gene motioned to enter Executive Session at 11:05 a.m. to discuss licensee and applicant issues. Phil seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2007 #27 – Reinstatement – Case closed.

Issue 2008 #49 – Conditions of Probation – Case closed.

Issue 2011 #78 – NSF check – Case closed.

Issue 2011 #79 – Limited Permit Void – Case closed.

Issue 2011 #80 – Limited Permit Void – Case closed.

Marty motioned to end Executive session at 11:20 am. Bambi seconded. Vote 5-0.

Issue 2008#49 – Spoke with potential employer via phone conference regarding probationary conditions of licensee.

Marty motioned to approve May 6, 2011 minutes as written. Phil seconded. Vote 5-0.

OLD BUSINESS

TOPIC: Records Retention and Disposal Schedule

FINDINGS/CONCLUSIONS: Proposed schedule reviewed. Marty motioned to approve schedule and submit to State Records Administrator. Bambi 2nd. Vote 5-0.

ACTION/FOLLOW-UP: Vonda to continue working to identify State Records Administrator and submit schedule for approval in order to proceed with destruction of appropriate records.

TOPIC: FY2012 Budget / Legislative Rule filing

FINDINGS/CONCLUSIONS: FY2012 budget reviewed. As a result of budget surplus, Gene motioned to file proposed Legislative Rule to reduce initial licensure fees by \$100. Bambi 2nd. Vote 5-0. Marty motioned to continue to pay the optional remaining ARC payments as budgeted. Gene 2nd. Vote 5-0. Proposed Legislative Rule filed 5/16/11; comment period ended 6/30/11; agency approved rule filed 7/8/11.

ACTION/FOLLOW-UP: Marty to attend LRMRC interim meeting on 9/13/11.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card since the last board meeting. Gene motioned to accept all purchases. Marty seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of September 1, 2011

\$ 177,150.96

DEPOSITS SINCE LAST BOARD MEETING

May 5, 2011	\$ 1,690.00
May 19, 2011	1,420.00
June 2, 2011	1,883.00
Chargeback (NSF)	(250.00)
June 9, 2011	1,470.00
June 30, 2011	2,060.00
July 18, 2011	2,220.00
July 27, 2011	670.00
August 10, 2011	835.00
August 31, 2011	2,140.00

TOTAL DEPOSITS \$14,138.00

DISBURSEMENTS SINCE LAST BOARD MEETING

May	\$ 7,581.89
June	5,785.96
July	5,151.52
August	5,119.81

NEW BUSINESS

TOPIC: FY2010-11 Annual Report

FINDINGS/CONCLUSIONS: Annual report filed online at Legislature website 8/2/11.

ACTION/FOLLOW-UP: None.

TOPIC: Applications for OTR Board position

FINDINGS/CONCLUSIONS: Board reviewed applications received to date.

ACTION/FOLLOW-UP: Vonda to contact Governor's office regarding process for re-appointments of current Board members and new appointment for expired member.

TOPIC: Privacy Notice

FINDINGS/CONCLUSIONS: Board reviewed Privacy Notice added to licensure applications.

ACTION/FOLLOW-UP: None.

TOPIC: Safety Training

FINDINGS/CONCLUSIONS: Board reviewed Safety Policy and Defensive Driving Tips.

ACTION/FOLLOW-UP: None.

TOPIC: Mountain State University Capstone Seminar

FINDINGS/CONCLUSIONS: Need Board representative(s) to speak to graduating class at Capstone Seminar scheduled for September 17-18.

ACTION/FOLLOW-UP: Marty and Bambi to represent Board. Vonda to call Kay Blose to confirm for 10:00 am on Saturday, 9/17.

TOPIC: Fall Renewal Newsletter

FINDINGS/CONCLUSIONS: Board reviewed draft newsletter.

ACTION/FOLLOW-UP: Vonda to complete and mail with renewal applications in October.

TOPIC: NBCOT Annual Conference

FINDINGS/CONCLUSIONS: Scheduled for October 21-22 in Alexandria, VA. Registration fee has been waived by NBCOT.

ACTION/FOLLOW-UP: Marty to attend. Vonda to make hotel/flight reservations.

TOPIC: iPad purchase

FINDINGS/CONCLUSIONS: After discussion, Gene motioned to purchase iPads, including keyboard, stand, and cover for Board members/staff to conduct Board business in an effort to increase efficiency.

ACTION/FOLLOW-UP: Vonda to research purchasing requirements (statewide contract, approvals, etc.) prior to making purchase.

financial

	VENDOR	DATE REC'D	AMOUNT	NOTE
1	IS&C	5/12/2011	\$125.00	EDP Accounting Services - 3rd Qtr FY2011
2	Auditor's Office	5/12/2011	\$14.00	Transactions for April 2011
3	AG's Office	6/20/2011	\$66.50	May charges
4	Auditor's Office	6/20/2011	\$22.00	Transactions for May 2011
5	Auditor's Office	7/13/2011	\$10.00	Transactions for June 2011
6	IS&C	7/15/2011	\$100.00	EDP Accounting Services - 4th Qtr FY2011
7	IS&C	8/1/2011	\$174.36	WVFIMS expenditures/accts/transactions - Sep 2010 - June 2011
8	Auditor's Office	8/15/2011	\$10.00	Transactions for July 2011
9	AG's Office	8/16/2011	\$9.50	July charges

Bambi motioned to pay all bills. Gene seconded. Vote 5-0.

correspondence

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	Legislative Post Audit Division	5/6/2011	results of cash receipts survey of state agencies - See findings
2	AOTA	5/23/2011	Revised Definition of Occupational Therapy Practice
3	NPDB-HIPDB	5/25/2011	April 2011 Issue of Data Bank News
4	Purchasing	6/1/2011	The Buyers Network - June 2011
5	Stateline	7/5/2011	Summer 2011 issue
6	Brickstreet	7/5/2011	Invitation to annual meeting

7	NPDB-HIPDB	7/5/2011	July 2011 Issue of Data Bank News
8	AOTA	7/11/2011	State Policy update
9	NBCOT	7/25/2011	Annual conference in Alexandria, VA - October 21-22
10	Office of Technology	7/27/2011	FY2012 schedule of rates
11	CLEAR	8/1/2011	2011 Executive Leadership Program for Regulators
12	Purchasing	8/1/2011	The Buyers Network - August 2011
13	AOTA Accreditation	7/25/2011	email regarding status of Mountain State accreditation
14	Doren Burrell (AG's Office)	8/2/2011	email regarding investigation by Osteopathy Board
15	CLEAR	8/3/2011	Conference information
16	Leg. Rule-Making Review Comm	8/23/2011	Abstract for Proposed Rule change
17	NBCOT	8/25/2011	First registration fee waived for multiple registrations
18	US Atty Office, Southern WV	8/25/2011	Request for documents from 2000 case
19	Brickstreet	8/29/2011	Inside Brickstreet - summer 2011
20	WV Ethics Commission	8/29/2011	WV Ethics Review
21	NBCOT	8/30/2011	Registration fee waived for ALL registrations to annual conf.
22	Purchasing	9/1/2011	The Buyers Network - September 2011

Marty motioned to adjourn at 1:45 p.m. following the signing of applications. Phil seconded.

Vote 5-0. The next regular Board meeting is scheduled for Friday, November 18, 2011 at 11:00 a.m. at the Morgantown office.



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304-285-3150
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WVBOT MINUTES: November 18, 2011

MEMBERS PRESENT: Kathy Quesenberry, Bambi Hill, Marty Douglas, Gene
Brooks, Phil Simpson

ABSENT:

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:05 a.m.

Bambi motioned to enter Executive Session at 11:06 a.m. to discuss licensee issues. Phil seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2008 #49 – Consent Agreement conditions

Gene motioned to end Executive session at 11:25 am. Phil seconded. Vote 5-0.

Issue 2008#49 – Bambi motioned the Board re-visit employment situation and consent agreement conditions in 6 months at May 2012 meeting. Phil seconded. Vote 5-0.

Marty motioned to approve September 2, 2011 minutes as written. Bambi seconded. Vote 5-0.

OLD BUSINESS

TOPIC: Records Retention and Disposal Schedule

FINDINGS/CONCLUSIONS: Proposed schedule reviewed. Marty motioned to approve schedule and submit to State Records Administrator. Bambi 2nd. Vote 5-0. Minor revision made to schedule per suggestion from Director of Archives and History. Revised schedule submitted to State Records Administrator. Approval process is underway. **ACTION/FOLLOW-UP: Vonda to continue working to gain approval of Records Retention and Disposal Schedule in order to proceed with destruction of appropriate records.**

TOPIC: FY2012 Budget / Legislative Rule filing

FINDINGS/CONCLUSIONS: FY2012 budget reviewed. As a result of budget surplus, Gene motioned to file proposed Legislative Rule to reduce initial licensure fees by \$100. Bambi 2nd. Vote 5-0. Marty motioned to continue to pay the optional remaining ARC payments as budgeted. Gene 2nd. Vote 5-0. Proposed Legislative Rule filed 5/16/11; comment period ended 6/30/11; agency approved rule filed 7/8/11. Marty attended LRMRC interim meeting on 9/13/11. LRMRC recommended Rule be submitted as is during 2012 Legislative Session.

ACTION/FOLLOW-UP: None.

TOPIC: Applications for OTR Board position

FINDINGS/CONCLUSIONS: Board reviewed applications received.

ACTION/FOLLOW-UP: Vonda to mail all resumes received to Governor's office with letter requesting re-appointments and appointment of OTR representative.

TOPIC: Mountain State University Capstone Seminar

FINDINGS/CONCLUSIONS: Need Board representative(s) to speak to graduating class at Capstone Seminar scheduled for September 17-18. Marty and Bambi represented Board.

ACTION/FOLLOW-UP: None.

TOPIC: Fall Renewal Newsletter

FINDINGS/CONCLUSIONS: Board reviewed draft newsletter. Newsletter and renewal applications mailed on October 5th.

ACTION/FOLLOW-UP: None.

TOPIC: NBCOT Annual Conference

FINDINGS/CONCLUSIONS: Scheduled for October 21-22 in Alexandria, VA. Registration fee has been waived by NBCOT. Marty attended conference.

ACTION/FOLLOW-UP: None.

TOPIC: iPad purchase

FINDINGS/CONCLUSIONS: After discussion, Gene motioned to purchase iPads, including keyboard, stand, and cover for Board members/staff to conduct Board business in an effort to increase efficiency. After further discussion, the Board voted to table this item for now.

ACTION/FOLLOW-UP: Purchase on hold.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card since the last board meeting. Gene motioned to accept all purchases. Marty seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of November 1, 2011

\$ 172,668.94

SEPTEMBER – OCTOBER DEPOSITS

September 20, 2011	\$ 1,840.00
September 29, 2011	1,525.00
October 13, 2011	1,730.00
October 27, 2011	4,170.00

TOTAL DEPOSITS \$ 9,265.00

SEPTEMBER – OCTOBER DISBURSEMENTS

September	\$ 7,429.63
October	\$ 6,317.39

NEW BUSINESS

TOPIC: Annual Seminar for State Licensing Boards

FINDINGS/CONCLUSIONS: Scheduled for November 30 – December 1 at Charleston Marriott. Registrations completed for Marty, Bambi, and Vonda.

ACTION/FOLLOW-UP: Attend seminar.

TOPIC: Cash Receipts Handbook for WV Spending Units

FINDINGS/CONCLUSIONS: Requirements reviewed and discussed.

ACTION/FOLLOW-UP: Vonda to work with State Treasurer's Office to document procedures for cash receipts.

TOPIC: Conversion of paper records to electronic files.

FINDINGS/CONCLUSIONS: Marty motioned to authorize Vonda to work additional hours up to 40/wk, or explore contracting additional help to complete destruction of paper records upon approval and data input to convert paper records to electronic files.

ACTION/FOLLOW-UP: None.

financial

	VENDOR	DATE REC'D	AMOUNT	NOTE
1	Auditor's Office	9/12/2011	\$11.00	Transactions for August 2011
2	Auditor's Office	10/12/2011	\$21.00	Transactions for September 2011
3	Auditor's Office	11/15/2011	\$11.00	Transactions for October 2011

Gene motioned to pay all bills. Phil seconded. Vote 5-0.

correspondence

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	Purchasing	10/3/2011	The Buyers Network - October 2011
2	Stateline	10/5/2011	Fall 2011 issue
3	NPDB-HIPDB	10/6/2011	October 2011 Issue of Data Bank News
4	AOTA	10/13/2011	HRSA Licensure Portability Grant Program
5	WV Leg Post Audit Division	10/13/2011	Final report - cash receipts study
6	AOTA	10/25/2011	State Policy update - October 2011
7	Purchasing	10/31/2011	The Buyers Network - November 2011

Phil motioned to adjourn at 1:20 p.m. following the signing of applications. Bambi seconded. Vote 5-0. The next regular Board meeting is scheduled for Friday, January 20, 2012 at 11:00 a.m. at the Morgantown office.



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WVBOT MINUTES: January 20, 2012

MEMBERS PRESENT: Kathy Quesenberry, Bambi Hill, Gene Brooks, Phil Simpson

ABSENT: Marty Douglas

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:10 a.m.

Phil motioned to enter Executive Session at 11:10 a.m. to discuss licensee issues. Bambi seconded. Vote 4-0.

EXECUTIVE SESSION

Issue 2008 #49 – Consent Agreement conditions

Issue 2012#01 – Email from licensee

Gene motioned to end Executive session at 11:13 am. Bambi seconded. Vote 4-0.

Bambi motioned to approve November 18, 2011 minutes as written. Phil seconded. Vote 4-0.

OLD BUSINESS

TOPIC: Records Retention and Disposal Schedule

FINDINGS/CONCLUSIONS: Proposed schedule reviewed. Marty motioned to approve schedule and submit to State Records Administrator. Bambi 2nd. Vote 5-0. Minor revision made to schedule per suggestion from Director of Archives and History. Revised schedule submitted to State Records Administrator. Approval process is underway. **ACTION/FOLLOW-UP: Vonda to continue working to gain approval of Records Retention and Disposal Schedule in order to proceed with destruction of appropriate records.**

TOPIC: FY2012 Budget / Legislative Rule filing

FINDINGS/CONCLUSIONS: FY2012 budget reviewed. As a result of budget surplus, Gene motioned to file proposed Legislative Rule to reduce initial licensure fees by \$100. Bambi 2nd. Vote 5-0. Marty motioned to continue to pay the optional remaining ARC payments as budgeted. Gene 2nd. Vote 5-0. Proposed Legislative Rule filed 5/16/11; comment period ended 6/30/11; agency approved rule filed 7/8/11. Marty attended LRMRC interim meeting on 9/13/11. LRMRC recommended Rule be submitted as is during 2012 Legislative Session.

ACTION/FOLLOW-UP: Follow progress through legislative session.

TOPIC: Applications for OTR Board position

FINDINGS/CONCLUSIONS: Board reviewed applications received. All resumes mailed to Governor's office with letter requesting re-appointments and appointment of OTR representative.

ACTION/FOLLOW-UP: Follow up with Governor's office regarding status.

TOPIC: iPad purchase

FINDINGS/CONCLUSIONS: After discussion, Gene motioned to purchase iPads, including keyboard, stand, and cover for Board members/staff to conduct Board business in an effort to increase efficiency. After further discussion, the Board voted to table this item for now.

ACTION/FOLLOW-UP: Purchase on hold.

TOPIC: Annual Seminar for State Licensing Boards

FINDINGS/CONCLUSIONS: Scheduled for November 30 – December 1 at Charleston Marriott. Registrations completed for Marty, Bambi, and Vonda. Seminar attended.

ACTION/FOLLOW-UP: None.

TOPIC: Cash Receipts Handbook for WV Spending Units

FINDINGS/CONCLUSIONS: Requirements reviewed and discussed.

ACTION/FOLLOW-UP: Vonda to work with State Treasurer's Office to document procedures for cash receipts.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card since the last board meeting. Phil motioned to accept all purchases. Bambi seconded. Vote 4-0.

TREASURER'S REPORT

Cash Balance as of January 1, 2012

\$ 207,885.47

NOVEMBER – DECEMBER DEPOSITS

11/10/11	\$ 4,715.00	12/13/11	\$ 2,630.00
11/17/11	4,250.00	12/14/11	2,820.00
11/23/11	3,810.00	12/15/11	1,520.00
11/29/11	2,450.00	12/19/11	3,410.00
12/2/11	2,700.00	12/20/11	900.00
12/5/11	3,900.00	12/21/11	1,820.00
12/6/11	1,680.00	12/22/11	990.00
12/7/11	1,750.00	12/27/11	3,360.00
12/8/11	1,400.00	12/28/11	1,050.00
12/12/11	2,430.00	12/29/11	1,920.00

TOTAL DEPOSITS \$ 49,505.00

NOVEMBER – DECEMBER DISBURSEMENTS

November	\$ 5,485.41
December	\$ 8,803.06

NEW BUSINESS

TOPIC: Election of Officers

FINDINGS/CONCLUSIONS: Bambi motioned to keep current officers. Gene seconded. Vote 4-0.

ACTION/FOLLOW-UP: None.

TOPIC: ADIS Lite (Audit Detail Imaging System)

FINDINGS/CONCLUSIONS: Board discussed new system for submitting documents to the State Auditor's office electronically. Gene motioned to proceed with implementation. Phil seconded. Vote 4-0.

ACTION/FOLLOW-UP: Vonda to contact Global Science & Technology regarding implementation.

TOPIC: Money Madness: A Cash Handling Conference

FINDINGS/CONCLUSIONS: Conference to be held in Morgantown on March 28-30 as a follow up to recent cash receipts study and handbook.

ACTION/FOLLOW-UP: Vonda may attend depending on applicability of topics.

TOPIC: Renewal update

FINDINGS/CONCLUSIONS: Renewal applications mailed to 285 OT's and 175 OTA's. Non-renewals: 30 OT's and 32 COTA's (3 are now OT's). Non-renewals are up approximately 50% from 2010. Number of licensees as of 1/18/11: 571 OT's, 347 OTA's.

ACTION/FOLLOW-UP: None.

TOPIC: Infineon contract renewal

FINDINGS/CONCLUSIONS: Phil motioned to renew website contract with Infineon, Inc. Gene seconded. Vote 4-0.

ACTION/FOLLOW-UP: Vonda to renew contract.

financial

	VENDOR	DATE REC'D	AMOUNT	NOTE
1	Division of Personnel	12/5/2011	\$29.25	personnel billing for 1st qtr full time fte's
2	Division of Personnel	12/5/2011	\$29.25	personnel billing for 2nd qtr full time fte's
3	Auditor's Office	12/12/2011	\$19.00	Transactions for November 2011
4	Auditor's Office	1/12/2012	\$14.00	Transactions for December 2011

Phil motioned to pay all bills. Bambi seconded. Vote 4-0.

correspondence

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	Purchasing	12/2/2011	The Buyers Network - December 2011
2	NBCOT	12/15/2011	Certification Matters - Fall/Winter 2011-2012
3	AOTA	12/21/2011	New and revised AOTA official documents
4	NPDB-HIPDB	1/9/2012	the DataBank newsletter - January 2012
5	Purchasing	1/3/2012	The Buyers Network - January 2012
6	Stateline	1/4/2012	Winter 2012 Newsletter
7	AOTA	1/9/2012	2011 annual survey of states re: # of OT's and OTA's.
8	WV Ethics Commission	1/17/2012	Advisory Opinion re: Board members/Exec. Director and Professional Associations
9	Association of Licensing Boards	1/5/2012	special meeting 1/20/12

Gene motioned to adjourn at 1:15 p.m. following the signing of applications. Bambi seconded. Vote 4-0. The next regular Board meeting is scheduled for Friday, March 30, 2012 at 11:00 a.m. at the Morgantown office. Tentative dates for remaining 2012 Board meetings are May 18th, September 7th, and November 2nd.



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WVBOT MINUTES: March 5, 2012

MEMBERS PRESENT Via Telephone Conference: Kathy Quesenberry, Phil Simpson, Martin Douglas, Gene Brooks, Bambi Hill

ABSENT:

ALSO PRESENT: Vonda Malnikoff, Rhea Dyer

MEETING CALLED TO ORDER: 4:00 pm

Gene motioned to enter Executive Session at 4:00 to discuss licensee issue 2008#49. Phil seconded. Vote 5-0.

Phil motioned to end Executive Session at 4:50 pm. Bambi seconded. Vote 5-0.

Marty motioned to modify Consent Agreement to lift all restrictions immediately and restore license to good standing. Gene seconded. Vote 5-0.

Gene motioned to adjourn at 5:00 pm. Bambi seconded. Vote 5-0. The next regular Board meeting is scheduled for Friday, March 30, 2012 at 11:00 am in the Morgantown office.



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WVBOT MINUTES: March 30, 2012

MEMBERS PRESENT: Kathy Quesenberry, Bambi Hill, Gene Brooks, Phil Simpson,
Marty Douglas

ABSENT:

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:10 a.m.

Phil motioned to enter Executive Session at 11:10 a.m. to discuss licensee issues. Marty seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2008 #49 – Order to Release – Case closed.

Issue 2012#01 – Email from licensee – Case closed.

Marty motioned to end Executive session at 11:15 am. Bambi seconded. Vote 5-0.

Marty motioned to close issue 2008#49, with no further follow up required. Phil seconded. Vote 5-0.

Gene motioned to approve January 20, 2012 minutes as written. Bambi seconded. Vote 5-0.

OLD BUSINESS

TOPIC: Records Retention and Disposal Schedule

FINDINGS/CONCLUSIONS: Proposed schedule reviewed. Marty motioned to approve schedule and submit to State Records Administrator. Bambi 2nd. Vote 5-0. Minor revision made to schedule per suggestion from Director of Archives and History. Revised schedule submitted to State Records Administrator. Approval process is underway. **ACTION/FOLLOW-UP: Vonda to continue working to gain approval of Records Retention and Disposal Schedule in order to proceed with destruction of appropriate records.**

TOPIC: FY2012 Budget / Legislative Rule filing

FINDINGS/CONCLUSIONS: FY2012 budget reviewed. As a result of budget surplus, Gene motioned to file proposed Legislative Rule to reduce initial licensure fees by \$100. Bambi 2nd. Vote 5-0. Marty motioned to continue to pay the optional remaining ARC payments as budgeted. Gene 2nd. Vote 5-0. Proposed Legislative Rule filed 5/16/11; comment period ended 6/30/11; agency approved rule filed 7/8/11. Marty attended LRMRC interim meeting on 9/13/11. LRMRC recommended Rule be submitted as is during 2012 Legislative Session. **HB4139 passed legislature on 3/10/12.**

ACTION/FOLLOW-UP: Upon notification of Governor's signature, Legislative Rule will be final filed and implemented with tentative effective date May 1, 2012 .

TOPIC: Applications for OTR Board position

FINDINGS/CONCLUSIONS: Board reviewed applications received. All resumes mailed to Governor's office with letter requesting re-appointments and appointment of OTR representative.

ACTION/FOLLOW-UP: Follow up with Governor's office regarding status.

TOPIC: iPad purchase

FINDINGS/CONCLUSIONS: After discussion, Gene motioned to purchase iPads, including keyboard, stand, and cover for Board members/staff to conduct Board business in an effort to increase efficiency. After further discussion, the Board voted to table this item for now.

ACTION/FOLLOW-UP: Purchase on hold.

TOPIC: Cash Receipts Handbook for WV Spending Units

FINDINGS/CONCLUSIONS: Requirements reviewed and discussed.

ACTION/FOLLOW-UP: Vonda to work with State Treasurer's Office to document procedures for cash receipts. Acknowledgement will be returned with qualifying statement.

TOPIC: ADIS Lite (Audit Detail Imaging System)

FINDINGS/CONCLUSIONS: Board discussed new system for submitting documents to the State Auditor's office electronically. Gene motioned to proceed with implementation. Phil seconded. Vote 4-0.

ACTION/FOLLOW-UP: Vonda to contact Global Science & Technology regarding implementation.

TOPIC: Money Madness: A Cash Handling Conference

FINDINGS/CONCLUSIONS: Conference to be held in Morgantown on March 28-30 as a follow up to recent cash receipts study and handbook. **Vonda attended conference.**

ACTION/FOLLOW-UP: Vonda to work with State Treasurer's Office to explore alternative cash receipts handling (i.e. credit card payments, scanning of checks, lockbox, etc.)

TOPIC: Infineon contract renewal

FINDINGS/CONCLUSIONS: Phil motioned to renew website contract with Infineon, Inc. Gene seconded. Vote 4-0. **Contract renewed.**

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card since the last board meeting. Marty motioned to accept all purchases. Bambi seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of February 29, 2012

\$ 205,310.28

JANUARY – FEBRUARY DEPOSITS

1/03/12	\$ 3,000.00	2/01/12	160.00
1/05/12	440.00	2/02/12	250.00

1/09/12	700.00	2/06/12	430.00
1/10/12	390.00	2/09/12	380.00
1/12/12	560.00	2/14/12	200.00
1/17/12	470.00	2/16/12	200.00
1/19/12	55.00	2/17/12	160.00
1/20/12	220.00	2/21/12	340.00
1/23/12	770.00	2/24/12	200.00
1/25/12	590.00	2/29/12	60.00
1/26/12	60.00		
1/30/12	260.00		
TOTAL DEPOSITS			\$ 9,895.00

JANUARY - FEBRUARY DISBURSEMENTS

January	\$ 5,518.92
February	6,951.27

NEW BUSINESS

TOPIC: Legislative Performance Audit

FINDINGS/CONCLUSIONS: Package of information sent in response to letter requesting information for entrance conference. Entrance conference held 3/21 via phone. Expect to complete audit process in June.

ACTION/FOLLOW-UP: As required by **PERD** auditors.

TOPIC: New copier lease

FINDINGS/CONCLUSIONS: Contract on current copier expired last summer. Issued order for new copier with Aaron's Products on 2/27/12 for monthly rental cost of \$120.41 for 4 years.

ACTION/FOLLOW-UP: Copier to be delivered 4/5/12.

TOPIC: Spring Newsletter

FINDINGS/CONCLUSIONS: Draft of Spring Newsletter reviewed and approved.

ACTION/FOLLOW-UP: Publish Spring newsletter upon notification of final approval of Legislative Rule reducing initial licensure fees.

TOPIC: CIAO Request

FINDINGS/CONCLUSIONS: Letter requesting clarification regarding acceptable PAM training reviewed and discussed.

ACTION/FOLLOW-UP: Vonda to send response to CIAO.

TOPIC: Question re: Allen Cognitive Level Test

FINDINGS/CONCLUSIONS: Reviewed and discussed request for Board response regarding COTA's administering the Allen cognitive level test.

ACTION/FOLLOW-UP: Vonda to send response to Arbor Rehab.

financial

VENDOR	DATE REC'D	AMOUNT	NOTE
1 IS&C	1/26/2012	\$150.00	EDP Accounting Services - 1st Qtr
2 IS&C	1/26/2012	\$150.00	EDP Accounting Services - 2nd Qtr
3 Division of Personnel	1/31/2012	\$29.25	Personnel billing for 3rd Qtr full time fte's
4 Auditor's Office	2/14/2012	\$21.00	Transactions for January 2012
5 Auditor's Office	3/13/2012	\$10.00	Transactions for February 2012

Marty motioned to pay all bills. Phil seconded. Vote 5-0.

correspondence

<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1 Assoc. of Licensing Boards	1/25/2012	Meeting minutes 1/20/12
2 Brickstreet	1/26/2012	Quote for renewal of WC policy - premium same as last year
3 Office of Attorney General	1/30/2012	AG opinion re: Division of Personnel fees
4 Brickstreet	1/30/2012	Inside Brickstreet Winter 2011
5 Purchasing	2/1/2012	The Buyers Network - February 2012
6 AOTA	1/6/2012	State Policy Update - January 2012
7 Monongalia Co. Health Dept.	2/6/2012	Clean Indoor Air Regulation effective 3/9/12
8 AOTA	2/13/2012	New ACOTE Accreditation Standards Adopted
9 Assoc. of Licensing Boards	2/14/2012	Meeting minutes 2/10/12
10 Stateline	2/16/2012	Winter 2012 issue
11 NBCOT	2/17/2012	Changes in Healthcare Professions' Scope of Practice: Legislative Considerations
12 WVOTA	2/23/2012	Quarterly Newsletter, Winter 2012
13 Nancy Beisswenger, WEEA	2/24/2012	see email request re: temporary lic fee
14 Purchasing	3/1/2012	The Buyers Network - March 2012
15 APS Healthcare	3/2 & 21/12	see emails - relevant?
16 NBCOT	3/8/2012	Call for nominations - NBCOT Board of Directors
17 WV Legislature - PERD	3/8/2012	information request for entrance conference
18 Legislative bills	3/8/2012	bills passed related to Ch. 30 Boards
19 Grady Bowyer	3/19/2012	Thank You / Retirement letter
20 Secretary of State	3/19/2012	Passage of HB 4139 - Effective date?
21 State Budget Office	3/28/2012	FY2013 Expenditure Schedules due May 1st.

Marty motioned to adjourn at 1:05 p.m. following the signing of applications. Bambi seconded. Vote 5-0. The next regular Board meeting is scheduled for Friday, May 18, 2012 at 11:00 a.m. at the Morgantown office. Tentative dates for remaining 2012 Board meetings are September 7th, and November 2nd.



3041 University Avenue
2nd Floor, Suite 6
Morgantown, WV 26505
304-285-3150
www.wvbot.org

WVBOT MINUTES: May 18, 2012

MEMBERS PRESENT: Bambi Hill, Gene Brooks, Phil Simpson, Marty Douglas
(12:00)

ABSENT: Kathy Quesenberry

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:15 a.m.

Phil motioned to approve March 30, 2012 minutes as written. Bambi seconded. Vote 3-0.

OLD BUSINESS

TOPIC: Records Retention and Disposal Schedule

FINDINGS/CONCLUSIONS: Proposed schedule reviewed. Marty motioned to approve schedule and submit to State Records Administrator. Bambi 2nd. Vote 5-0. Minor revision made to schedule per suggestion from Director of Archives and History. Revised schedule submitted to State Records Administrator. Approval process is underway. **Revised schedule submitted 4/26/12 per request of Dept. of Admin.**

ACTION/FOLLOW-UP: Vonda to continue working to gain approval of Records Retention and Disposal Schedule in order to proceed with destruction of appropriate records.

TOPIC: FY2012 Budget / Legislative Rule filing

FINDINGS/CONCLUSIONS: FY2012 budget reviewed. As a result of budget surplus, Gene motioned to file proposed Legislative Rule to reduce initial licensure fees by \$100. Bambi 2nd. Vote 5-0. Marty motioned to continue to pay the optional remaining ARC payments as budgeted. Gene 2nd. Vote 5-0. Proposed Legislative Rule filed 5/16/11; comment period ended 6/30/11; agency approved rule filed 7/8/11. Marty attended LRMRC interim meeting on 9/13/11. LRMRC recommended Rule be submitted as is during 2012 Legislative Session. HB4139 passed legislature on 3/10/12. **Bill signed by Governor. Rule final filed on 4/18/12 with effective date of May 1, 2012. Forms and website updated to reflect new fees.**

ACTION/FOLLOW-UP: None.

TOPIC: Applications for OTR Board position

FINDINGS/CONCLUSIONS: Board reviewed applications received. All resumes mailed to Governor's office with letter requesting re-appointments and appointment of OTR representative. Multiple emails have been sent regarding status. No appointments made.

ACTION/FOLLOW-UP: Continue to follow up with Governor's office regarding status.

TOPIC: iPad purchase

FINDINGS/CONCLUSIONS: After discussion, Gene motioned to purchase iPads, including keyboard, stand, and cover for Board members/staff to conduct Board business in an effort to increase efficiency. After further discussion, the Board voted to table this item for now.

ACTION/FOLLOW-UP: Purchase on hold.

TOPIC: Cash Receipts Handbook for WV Spending Units

FINDINGS/CONCLUSIONS: Requirements reviewed and discussed.

ACTION/FOLLOW-UP: Vonda to work with State Treasurer's Office to document procedures for cash receipts. Acknowledgement will be returned with qualifying statement.

TOPIC: ADIS Lite (Audit Detail Imaging System)

FINDINGS/CONCLUSIONS: Board discussed new system for submitting documents to the State Auditor's office electronically. Gene motioned to proceed with implementation. Phil seconded. Vote 4-0. **Global Science & Technology has been contacted. Program has not yet been final approved or implemented by Auditor's office.**

ACTION/FOLLOW-UP: Implement upon availability by Auditor's Office and GS&T.

TOPIC: Money Madness: A Cash Handling Conference

FINDINGS/CONCLUSIONS: Conference to be held in Morgantown on March 28-30 as a follow up to recent cash receipts study and handbook. Vonda attended conference.

ACTION/FOLLOW-UP: Vonda to work with State Treasurer's Office to explore alternative cash receipts handling (i.e. credit card payments, scanning of checks, lockbox, etc.)

TOPIC: Legislative Performance Audit

FINDINGS/CONCLUSIONS: Package of information sent in response to letter requesting information for entrance conference. Entrance conference held 3/21 via phone. Expect to complete audit process in June.

ACTION/FOLLOW-UP: As required by PERD auditors.

TOPIC: New copier lease

FINDINGS/CONCLUSIONS: Contract on current copier expired last summer. Issued order for new copier with Aaron's Products on 2/27/12 for monthly rental cost of \$120.41 for 4 years. **Copier delivered 4/5/12.**

ACTION/FOLLOW-UP: None.

TOPIC: Spring Newsletter

FINDINGS/CONCLUSIONS: Draft of Spring Newsletter reviewed and approved. Newsletter mailed 5/7/12.

ACTION/FOLLOW-UP: None.

TOPIC: CIAO Request

FINDINGS/CONCLUSIONS: Letter requesting clarification regarding acceptable PAM training reviewed and discussed. **Response sent 4/4/12.**

ACTION/FOLLOW-UP: None.

TOPIC: Question re: Allen Cognitive Level Test

FINDINGS/CONCLUSIONS: Reviewed and discussed request for Board response regarding COTA's administering the Allen cognitive level test. **Response sent 4/3/12.**

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card since the last board meeting. Phil motioned to accept all purchases. Gene seconded. Vote 3-0.

TREASURER’S REPORT

Cash Balance as of April 30, 2012
\$ 195,162.21

MARCH – APRIL DEPOSITS

3/02/12	\$ 60.00	4/02/12	500.00
3/05/12	650.00	4/04/12	60.00
3/07/12	450.00	4/05/12	60.00
3/15/12	120.00	4/10/12	280.00
3/22/12	30.00	4/16/12	370.00
3/26/12	310.00	4/19/12	260.00
3/28/12	250.00	4/24/12	420.00
3/29/12	30.00	4/26/12	90.00
3/30/12	30.00		
TOTAL DEPOSITS			\$ 3,970.00

MARCH – APRIL DISBURSEMENTS

March	\$ 5,937.94
April	7,730.13

NEW BUSINESS

TOPIC: FY2013 Budget

FINDINGS/CONCLUSIONS: Expenditure Schedules submitted 4/24/12.
ACTION/FOLLOW-UP: None.

TOPIC: New Medicaid regulations

FINDINGS/CONCLUSIONS: Debbie Shamblin shared information with the Board regarding new Medicaid regulations which classify OT services as optional and not essential services. Debbie requested input from the Board regarding networking with state practitioners.

ACTION/FOLLOW-UP: Vonda to send Debbie information regarding contacts used throughout the state for meetings held during revision of Practice Act.

financial

<i>vendor</i>	<i>Date rec'd</i>	<i>amount</i>	<i>note</i>
1 Auditor's Office	4/11/2012	\$11.00	Transactions for March 2012
2 AG's Office	4/19/2012	\$28.50	March 2012 billing
3 Auditor's Office	5/7/2012	\$20.00	Transactions for April 2012

Bambi motioned to pay all bills. Phil seconded. Vote 3-0.

correspondence

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	Purchasing	4/2/2012	The Buyers Network - April 2012
2	Department of Administration	4/4/2012	Div of Personnel no longer to bill Boards with no classified employees
3	NPDB-HIPDB	4/5/2012	The Data Bank - April 2012 Newsletter
4	Stateline	4/10/2012	Spring 2012 issue
5	Arbor Rehab	4/16/2012	email re: OT/OTA collaboration question
6	AOTA	4/19/2012	State Policy Update - April 2012
7	Brickstreet	4/19/2012	results of premium audit - \$3 credit
8	WV State Treasurer's Office	4/26/2012	previously free services from STO to be billed beginning 7/1/12
9	Purchasing	5/1/2012	The Buyers Network - May 2012
10	CLEAR	4/23/2012	2012 Annual Conference

Phil motioned to enter Executive Session at 12:55 p.m. to discuss licensee issues. Gene seconded. Vote 4-0.

EXECUTIVE SESSION

Issue 2008 #49 – Order to Release – Case closed.

Issue 2012#01 – Email from licensee – Case closed.

Issue 2012 #02 – Referral

Phil motioned to end Executive session at 1:05 pm. Bambi seconded. Vote 4-0.

Phil motioned to dismiss Issue 2012#02 without disciplinary action. Gene seconded. Vote 4-0.

Bambi motioned to adjourn at 1:15 p.m. following the signing of applications. Phil seconded. Vote 4-0. The next regular Board meeting is scheduled for Friday, September 7, 2012 at 11:00 a.m. at the Morgantown office. Tentative date for remaining 2012 Board meeting is November 2nd.



3041 University Avenue
2nd Floor, Suite 6
Morgantown, WV 26505
304-285-3150
www.wvbot.org

WVBOT MINUTES: September 7, 2012

MEMBERS PRESENT: Bambi Hill, Gene Brooks, Phil Simpson, Marty Douglas,
Kathy Quesenberry (via phone)

ABSENT:

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:03 a.m.

Gene motioned to enter Executive Session at 11:03 p.m. to discuss applicant and licensee issues. Marty seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2012 #02 – Case closed.

Issue 2012 #03 – Complaint

Issue 2012 #04 – COTA Applicant

Phil motioned to end Executive session at 11:15 pm. Bambi seconded. Vote 5-0.

Marty motioned to approve May 18, 2012 minutes as written. Gene seconded. Vote 5-0.

OLD BUSINESS

TOPIC: Records Retention and Disposal Schedule

FINDINGS/CONCLUSIONS: Proposed schedule reviewed. Marty motioned to approve schedule and submit to State Records Administrator. Bambi 2nd. Vote 5-0. Minor revision made to schedule per suggestion from Director of Archives and History. Revised schedule submitted to State Records Administrator. Approval process is underway. **Revised schedule submitted 4/26/12 per request of Dept. of Admin.**

ACTION/FOLLOW-UP: Vonda to continue working to gain approval of Records Retention and Disposal Schedule in order to proceed with destruction of appropriate records.

TOPIC: Applications for OTR Board position

FINDINGS/CONCLUSIONS: Board reviewed applications received. All resumes mailed to Governor's office with letter requesting re-appointments and appointment of OTR representative. Multiple emails have been sent regarding status. No appointments made.

ACTION/FOLLOW-UP: Continue to follow up with Governor's office regarding status.

TOPIC: iPad purchase

FINDINGS/CONCLUSIONS: After discussion, Gene motioned to purchase iPads, including keyboard, stand, and cover for Board members/staff to conduct Board business in an effort to increase efficiency. After further discussion, the Board voted to table this item for now.

ACTION/FOLLOW-UP: Purchase on hold.

TOPIC: Cash Receipts Handbook for WV Spending Units

FINDINGS/CONCLUSIONS: Requirements reviewed and discussed.

Acknowledgement with qualifying statement returned with Cash Receipts Survey 7/11/12. Draft procedures reviewed and approved.

ACTION/FOLLOW-UP: Work with STO to explore alternative cash receipts handling methods (i.e. credit card payments, scanning of checks, lockbox, etc.)

TOPIC: ADIS Lite (Audit Detail Imaging System)

FINDINGS/CONCLUSIONS: Board discussed new system for submitting documents to the State Auditor's office electronically. Gene motioned to proceed with implementation. Phil seconded. Vote 4-0. Global Science & Technology has been contacted. Program has not yet been final approved or implemented by Auditor's office.

Scan test completed with Auditor's office.

ACTION/FOLLOW-UP: Implement invoice scanning October 1, 2012.

TOPIC: Legislative Performance Audit

FINDINGS/CONCLUSIONS: Package of information sent in response to letter requesting information for entrance conference. Entrance conference held 3/21 via phone. Expect to complete audit process in June.

ACTION/FOLLOW-UP: As required by PERD auditors.

TOPIC: New Medicaid regulations

FINDINGS/CONCLUSIONS: Debbie Shamblin shared information with the Board regarding new Medicaid regulations which classify OT services as optional and not essential services. Debbie requested input from the Board regarding networking with state practitioners. **Information regarding contacts used throughout the state for meetings held during revision of Practice Act sent to Debbie.**

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card since the last board meeting. Gene motioned to accept all purchases. Marty seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of August 31, 2012

\$ 183,439.18

MAY – AUGUST DEPOSITS

5/01/12	\$ 180.00	7/03/12	60.00
5/03/12	203.00	7/05/12	160.00
5/04/12	180.00	7/09/12	200.00
5/07/12	150.00	7/13/12	400.00
5/09/12	100.00	7/17/12	390.00
5/10/12	30.00	7/18/12	150.00
5/14/12	370.00	7/23/12	560.00

5/16/12	130.00	7/27/12	100.00
5/18/12	30.00	7/30/12	210.00
5/21/12	160.00	8/01/12	60.00
5/23/12	130.00	8/02/12	110.00
5/24/12	420.00	8/06/12	480.00
5/30/12	440.00	8/09/12	230.00
5/31/12	150.00	8/13/12	310.00
6/06/12	120.00	8/16/12	130.00
6/07/12	140.00	8/20/12	125.00
6/11/12	430.00	8/22/12	280.00
6/12/12	175.00	8/24/12	150.00
6/14/12	280.00	8/27/12	60.00
6/19/12	160.00	8/30/12	130.00
6/21/12	130.00		
6/25/12	530.00		
6/27/12	330.00		
6/29/12	100.00		
TOTAL DEPOSITS			\$ 9,363.00

MAY – AUGUST DISBURSEMENTS

May	\$ 6,004.08
June	6,214.74
July	4,841.40
August	4,475.81

NEW BUSINESS

TOPIC: Safety Training

FINDINGS/CONCLUSIONS: Reviewed safety policy and defensive driving tips.

ACTION/FOLLOW-UP: Complete **BRIM Loss Control Questionnaire**

TOPIC: Mailing List options

FINDINGS/CONCLUSIONS: The Board has received multiple requests to make mailing list available electronically in excel format for sorting. We currently offer only in hard copy mailing label format for one-time use only. Marty motioned to keep mailing list as is. Phil seconded. Vote 5-0.

ACTION/FOLLOW-UP: None.

TOPIC: FY2011-2012 Annual Report

FINDINGS/CONCLUSIONS: Filed online at Legislative website 8/1/12.

ACTION/FOLLOW-UP: None.

TOPIC: Renewal Newsletter

FINDINGS/CONCLUSIONS: Draft newsletter reviewed and approved with no changes.

ACTION/FOLLOW-UP: Mail newsletter and renewal applications in October.

TOPIC: Transfer of excess funds to general revenue fund

FINDINGS/CONCLUSIONS: Per WV State Code, funds in excess of 2x annual budget must be transferred to the general revenue fund. Based on our FY2012 year-end balance, \$8,461.39 has been transferred.

ACTION/FOLLOW-UP: None.

TOPIC: FY2013 Amended Expenditure Schedule and FY2014 Appropriation Request

FINDINGS/CONCLUSIONS: FY2013 Expenditure Schedule was amended to add the unanticipated transfer of excess funds, and increase expenditures for upgrades to computer equipment and office furniture. FY2014 Appropriation Request filed by 9/4/12 due date keeping FY2014 expenditure request flat.

ACTION/FOLLOW-UP: None.

TOPIC: Office furniture purchase

FINDINGS/CONCLUSIONS: Board reviewed proposed office furniture order with WVCI. Phil motioned to proceed with purchase. Bambi seconded. Vote 5-0.

ACTION/FOLLOW-UP: Place order with WVCI. Arrange disposition of old furniture with Surplus Property.

TOPIC: NBCOT Annual Conference

FINDINGS/CONCLUSIONS: Conference scheduled for October 26-27 in Alexandria, VA.

ACTION/FOLLOW-UP: Marty to attend conference.

TOPIC: Office lease / Lessor requests

FINDINGS/CONCLUSIONS: Lessor has asked if Board would pay part of utilities and have carpet professionally cleaned. Lease specifies utilities are included. Cost for carpet cleaning <\$500. Carpet cleaning approved by Board.

ACTION/FOLLOW-UP: Schedule carpet cleaning to correspond with old furniture disposition / new furniture delivery.

financial			
Vendor	Date Rec'd	Amount	Note
1 IS&C	5/31/2012	\$76.08	WVFIMS transactions + IT Tech support for set-up of new copier
2 Auditor's Office	6/4/2012	\$17.00	Transactions for May 2012
3 IS&C	6/5/2012	\$125.00	EDP Acctg Svcs - 3rd quarter
4 Auditor's Office	7/9/2012	\$12.00	Transactions for June 2012
5 IS&C	7/19/2012	\$150.00	EDP Acctg Svcs - 4th quarter
6 Auditor's Office	8/20/2012	\$10.00	Transactions for July 2012

Marty motioned to pay all bills. Bambi seconded. Vote 5-0.

correspondence

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	Purchasing	6/4/2012	The Buyers Network - June 2012
2	WV OASIS	6/11/2012	June 2012 Newsletter
3	Purchasing	7/2/2012	The Buyers Network - July 2012
4	NPDB-HIPDB	7/9/2012	July 2012 Newsletter
5	Chuck Willmarth - AOTA	7/5/2012	email response re: licensing exemption for OT's in VA hospitals
6	Market Intelligence & Strategy Therapy Source, Inc.	7/9/2012	email re: telehealth
7	Government Org. Subcommittee C	7/10/2012	request for financial info for study re: financing of licensing boards
8	WV Bureau of Medical Services	7/12/2012	email re: reporting of disc. actions to the Bureau of Medical Svcs
9	WorkForce WV	7/17/2012	Bills passed related to the WV Unemployment Compensation Law
10	Purchasing	8/1/2012	The Buyers Network - August 2012
11	Secretary of State	8/9/2012	Letter regarding completion of rule making process for §13-3.
12	NBCOT	8/13/2012	Certification Matters Summer 2012 issue
13	Stateline	7/17/2012	Summer 2012 issue
14	Inside Brickstreet	8/23/2012	Summer 2012 issue

Meeting adjourned at 1:00 p.m. following the signing of applications. The next regular Board meeting is scheduled for Friday, November 2, 2012 at 11:00 a.m. at the Morgantown office.



3041 University Avenue
2nd Floor, Suite 6
Morgantown, WV 26505
304-285-3150
www.wvbot.org

WVBOT MINUTES: November 2, 2012

MEMBERS PRESENT: Bambi Hill, Gene Brooks, Phil Simpson, Marty Douglas,
Kathy Quesenberry

ABSENT:

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:05 a.m.

Phil motioned to enter Executive Session at 11:05 p.m. to discuss applicant and licensee issues. Gene seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2012 #03 – Complaint

Issue 2012 #04 – Case closed.

Issue 2012 #05 – Complaint

Marty motioned to end Executive session at 11:25 pm. Bambi seconded. Vote 5-0.

Issue 2012#03 Phil motioned to issue Reprimand to licensee. Gene seconded. Vote 5-0.

Information will be presented to AG office prior to proceeding for further review .

Gene motioned to approve September 7, 2012 minutes as written. Bambi seconded. Vote 5-0.

OLD BUSINESS

TOPIC: Records Retention and Disposal Schedule

FINDINGS/CONCLUSIONS: Proposed schedule reviewed. Marty motioned to approve schedule and submit to State Records Administrator. Bambi 2nd. Vote 5-0. Minor revision made to schedule per suggestion from Director of Archives and History. Revised schedule submitted to State Records Administrator. Approval process is underway. Revised schedule submitted 4/26/12 per request of Dept. of Admin.

ACTION/FOLLOW-UP: Vonda to continue working to gain approval of Records Retention and Disposal Schedule in order to proceed with destruction of appropriate records.

TOPIC: Applications for OTR Board position

FINDINGS/CONCLUSIONS: Board reviewed applications received. All resumes mailed to Governor's office with letter requesting re-appointments and appointment of OTR representative. Multiple emails have been sent regarding status. No appointments made.

ACTION/FOLLOW-UP: Continue to follow up with Governor's office regarding status.

TOPIC: iPad purchase

FINDINGS/CONCLUSIONS: After discussion, Gene motioned to purchase iPads, including keyboard, stand, and cover for Board members/staff to conduct Board business in an effort to increase efficiency. After further discussion, the Board voted to table this item. **Gene motioned to go forward with purchase of one iPad for investigator use.**

Bambi seconded. Vote 5-0.

ACTION/FOLLOW-UP: Proceed with purchase of one iPad with WiFi.

TOPIC: Cash Receipts Handbook for WV Spending Units

FINDINGS/CONCLUSIONS: Requirements reviewed and discussed.

Acknowledgement with qualifying statement returned with Cash Receipts Survey 7/11/12. Draft procedures reviewed and approved.

ACTION/FOLLOW-UP: Work with STO to explore alternative cash receipts handling methods (i.e. credit card payments, scanning of checks, lockbox, etc.)

TOPIC: ADIS Lite (Audit Detail Imaging System)

FINDINGS/CONCLUSIONS: Board discussed new system for submitting documents to the State Auditor's office electronically. Gene motioned to proceed with implementation. Phil seconded. Vote 4-0. Global Science & Technology has been contacted. Program has not yet been final approved or implemented by Auditor's office. Scan test completed with Auditor's office. **Invoice scanning implemented October 1, 2012.**

ACTION/FOLLOW-UP: None.

TOPIC: Legislative Performance Audit

FINDINGS/CONCLUSIONS: Package of information sent in response to letter requesting information for entrance conference. Entrance conference held 3/21 via phone. Expect to complete audit process in June. **Audit report presented to Interim Committee 10/9/12. Audit report reviewed by Board.**

ACTION/FOLLOW-UP: Follow up on auditor recommendations as appropriate.

TOPIC: Safety Training

FINDINGS/CONCLUSIONS: Reviewed safety policy and defensive driving tips. **Completed BRIM Loss Control Questionnaire.**

ACTION/FOLLOW-UP: None.

TOPIC: Renewal Newsletter

FINDINGS/CONCLUSIONS: Draft newsletter reviewed and approved with no changes. **Newsletter and renewal applications mailed 10/4/12.**

ACTION/FOLLOW-UP: None.

TOPIC: Office furniture purchase

FINDINGS/CONCLUSIONS: Board reviewed proposed office furniture order with WVCI. Phil motioned to proceed with purchase. Bambi seconded. Vote 5-0. **Furniture ordered; delivered 11/13/12. Old furniture sold through Surplus Property online auction.**

ACTION/FOLLOW-UP: None.

TOPIC: NBCOT Annual Conference

FINDINGS/CONCLUSIONS: Conference scheduled for October 26-27 in Alexandria, VA. Marty attended conference.

ACTION/FOLLOW-UP: None.

TOPIC: Office lease / Lessor requests

FINDINGS/CONCLUSIONS: Lessor has asked if Board would pay part of utilities and have carpet professionally cleaned. Lease specifies utilities are included. Cost for carpet cleaning <\$500. **Carpet cleaning approved by Board. Carpet cleaned 11/9/12 at a cost of \$109.20.**

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card since the last board meeting. Phil motioned to accept all purchases. Bambi seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of October 31, 2012

\$ 173,683.40

SEPTEMBER - OCTOBER DEPOSITS

9/04/12	\$ 190.00	10/04/12	\$380.00
9/06/12	170.00	10/10/12	540.00
9/10/12	360.00	10/11/12	700.00
9/11/12	180.00	10/15/12	1,680.00
9/13/12	30.00	10/16/12	260.00
9/18/12	180.00	10/17/12	420.00
9/19/12	150.00	10/18/12	240.00
9/20/12	270.00	10/22/12	830.00
9/24/12	430.00	10/23/12	280.00
9/27/12	380.00	10/24/12	280.00
10/1/12	340.00	10/25/12	240.00
10/2/12	130.00	10/29/12	1,230.00
10/3/12	130.00	10/31/12	430.00

TOTAL DEPOSITS	\$10,450.00
WVU Transfer	110.00

SEPTEMBER - OCTOBER DISBURSEMENTS

September	\$14,681.03
October	5,714.75

Beginning cash balance 7/1/12	\$188,461.39
FY2013 Revenue	14,935.00
FY2013 Expenditures	-29,712.99
Ending cash balance 10/31/12	\$173,683.40

NEW BUSINESS

TOPIC: HB4037

FINDINGS/CONCLUSIONS: Letter received from the Legislative Rule-making Review Committee requesting plans to implement HB4037, which relates to consideration of military education, training and experience for licensure. **Phil motioned we respond to the committee that the Board will be flexible with regard to the extension and/or waiver of fees and continuing education requirements, and will continue to protect consumers by maintaining the requirement to pass the National Board exam for licensure in WV. Gene seconded. Vote 5-0.**

ACTION/FOLLOW-UP: Respond to LRMRC.

Financial

Vendor	Date Rec'd	Amount	Note
1 Auditor's Office	9/13/2012	\$13.00	Transactions for August 2012
2 Auditor's Office	10/15/2012	\$15.00	Transactions for September 2012

Bambi motioned to pay all bills. Gene seconded. Vote 5-0.

<u>Correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1 Purchasing	9/4/2012	The Buyers Network - September 2012
2 NPDB-HIPDB	9/5/2012	September 2012 Newsletter
3 Purchasing	10/1/2012	The Buyers Network - October 2012
4 NPDB-HIPDB	10/3/2012	October 2012 Newsletter
5 NBCOT	10/29/2012	Position Announcement - Asst. Director, Competency Assessment Dept.

Meeting adjourned at 1:15 p.m. following the signing of applications. The next regular Board meeting is scheduled for Friday, January 18th, 2013 at 11:00 a.m. at the Morgantown office.



3041 University Avenue
2nd Floor, Suite 6
Morgantown, WV 26505
304-285-3150
www.wvbot.org

WVBOT MINUTES: January 18, 2013

MEMBERS PRESENT: Bambi Hill, Gene Brooks, Phil Simpson, Kathy Quesenberry

ABSENT: Marty Douglas

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 10:00 a.m.

Meeting was held by conference call due to unexpected snow in southern part of WV.

Gene motioned to approve November 2, 2012 minutes as written. Bambi seconded. Vote 4-0.

OLD BUSINESS

TOPIC: Records Retention and Disposal Schedule

FINDINGS/CONCLUSIONS: Proposed schedule reviewed. Marty motioned to approve schedule and submit to State Records Administrator. Bambi 2nd. Vote 5-0. Minor revision made to schedule per suggestion from Director of Archives and History. Revised schedule submitted to State Records Administrator. Approval process is underway. Revised schedule submitted 4/26/12 per request of Dept. of Admin.

ACTION/FOLLOW-UP: Vonda to continue working to gain approval of Records Retention and Disposal Schedule in order to proceed with destruction of appropriate records.

TOPIC: Applications for OTR Board position

FINDINGS/CONCLUSIONS: Board reviewed applications received. All resumes mailed to Governor's office with letter requesting re-appointments and appointment of OTR representative. Multiple emails have been sent regarding status. No appointments made.

ACTION/FOLLOW-UP: Continue to follow up with Governor's office regarding status.

TOPIC: iPad purchase

FINDINGS/CONCLUSIONS: After discussion, Gene motioned to purchase iPads, including keyboard, stand, and cover for Board members/staff to conduct Board business in an effort to increase efficiency. After further discussion, the Board voted to table this item. **Gene motioned to go forward with purchase of one iPad for investigator use. Bambi seconded. Vote 5-0.**

ACTION/FOLLOW-UP: Proceed with purchase of one iPad with WiFi.

TOPIC: Cash Receipts Handbook for WV Spending Units

FINDINGS/CONCLUSIONS: Requirements reviewed and discussed. Acknowledgement with qualifying statement returned with Cash Receipts Survey 7/11/12. Draft procedures reviewed and approved.

ACTION/FOLLOW-UP: Work with STO to explore alternative cash receipts handling methods (i.e. credit card payments, scanning of checks, lockbox, etc.)

TOPIC: Legislative Performance Audit

FINDINGS/CONCLUSIONS: Package of information sent in response to letter requesting information for entrance conference. Entrance conference held 3/21 via phone. Expect to complete audit process in June. Audit report presented to Interim Committee 10/9/12. Audit report reviewed by Board. **Added meeting agenda and financial report to website.**

ACTION/FOLLOW-UP: Continue to follow up on auditor recommendations as appropriate.

TOPIC: HB4037

FINDINGS/CONCLUSIONS: Letter received from the Legislative Rule-making Review Committee requesting plans to implement HB4037, which relates to consideration of military education, training and experience for licensure. Phil motioned we respond to the committee that the Board will be flexible with regard to the extension and/or waiver of fees and continuing education requirements, and will continue to protect consumers by maintaining the requirement to pass the National Board exam for licensure in WV. Gene seconded. Vote 5-0. **Response sent to LRMRC 11/20/12. No response received.**

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card since the last board meeting. Phil motioned to accept all purchases. Gene seconded. Vote 4-0.

TREASURER’S REPORT

Cash Balance as of December 31, 2012
\$ 208,721.31

NOVEMBER - DECEMBER DEPOSITS

11/01/12	\$ 420.00	12/05/12	\$4,890.00
11/05/12	760.00	12/06/12	2,210.00
11/07/12	800.00	12/07/12	4,220.00
11/08/12	820.00	12/10/12	1,630.00
11/13/12	710.00	12/11/12	3,150.00
11/14/12	520.00	12/12/12	1,560.00
11/15/12	980.00	12/13/12	2,660.00
11/19/12	2750.00	12/17/12	2,790.00
11/20/12	560.00	12/18/12	3,790.00
11/21/12	890.00	12/19/12	1,400.00
11/26/12	1850.00	12/20/12	2,160.00
11/27/12	400.00	12/24/12	3,270.00
11/28/12	1220.00	12/27/12	1,710.00
11/29/12	1460.00	12/28/12	1,680.00
11/30/12	1330.00	12/31/12	3,330.00
TOTAL DEPOSITS			\$55,920.00
WVU Transfer 11/01/12			110.00

Chargeback	12/06/12	(120.00)
Chargeback	12/24/12	(140.00)

NOVEMBER - DECEMBER DISBURSEMENTS

November	\$10,413.53
December	5,368.56

Beginning cash balance 7/1/12	\$188,461.39
FY2013 Revenue	65,755.00
FY2013 Expenditures	-45,495.08
Ending cash balance 12/31/12	\$208,721.31

NEW BUSINESS

TOPIC: Election of Officers

FINDINGS/CONCLUSIONS: Phil motioned to maintain current officers for 2013. Bambi seconded. Vote 4-0.

ACTION/FOLLOW-UP: None.

TOPIC: Renewal update

FINDINGS/CONCLUSIONS: Total renewals mailed: 315 OT's, 204 OTA's; Non-renewals as of 1/16/13: 35 OT's, 34 OTA's
Number of licensees as of 1/16/13: 605 OT's, 378 OTA's

ACTION/FOLLOW-UP: None.

TOPIC: Request to post CE course on website

FINDINGS/CONCLUSIONS: Gene motioned we create a section on the website to provide links to CE course opportunities on a trial basis, with a disclaimer that courses are not necessarily endorsed by the Board. Links would be added only upon request and after review of course by the Board at the next scheduled meeting. Phil seconded. Vote 4-0.

ACTION/FOLLOW-UP: Vonda to experiment with adding current request to website. If successful, announce in Spring Newsletter.

Financial

VENDOR	DATE REC'D	AMOUNT	NOTE
1 Auditor's Office	11/15/2012	\$11.00	Transactions for October 2012
2 Auditor's Office	12/6/2012	\$19.00	Transactions for November 2012
3 Attorney General	12/17/2012	\$28.50	November 2012 activity
4 IS&C	12/28/2012	\$122.07	WVFIMS accts/exp/trans; Technical Consultant fee
5 Auditor's Office	1/14/2013	\$9.00	Transactions for December 2012

Gene motioned to pay all bills. Phil seconded. Vote 4-0.

Correspondence

Correspondence	Date rec'd	Issue
1 NPDB-HIPDB	11/7/2012	November 2012 Newsletter
2 Stateline	11/13/2012	Winter 2012 issue
3 AOTA	11/26/2012	New and revised official documents
4 Purchasing	12/5/2012	The Buyers Network - December 2012
5 NPDB-HIPDB	12/5/2012	December 2012 Newsletter
6 Inside Brickstreet	12/24/2012	Winter 2012 issue
7 Purchasing	12/27/2012	The Buyers Network - January 2013
8 NPDB-HIPDB	1/2/2013	January 2013 Newsletter
9 WV Ethics Commission	12/10/2012	Open Meetings Advisory Opinion No. 2012-04 re: whether each vendor and amount needs to be listed on agenda
10 Assoc of Licensing Bds	1/8/2013	proposed legislation re: transfer of excess funds to general revenue acct

Phil motioned to enter Executive Session at 10:35 p.m. to discuss licensee issues. Bambi seconded. Vote 4-0.

EXECUTIVE SESSION

Issue 2012 #03 – Complaint

Issue 2012 #05 – Complaint

Issue 2012 #06 – Complaint

Issue 2012 #07 – NSF renewal check

Issue 2012 #08 – NSF renewal check

Bambi motioned to end Executive session at 10:40 am. Gene seconded. Vote 4-0.

Meeting adjourned at 10:45 a.m. The next regular Board meeting is scheduled for Friday, March 1st, 2013 at 11:00 a.m. at the Morgantown office. Tentative date for following meeting is May 17th, 2013.



3041 University Avenue
2nd Floor, Suite 6
Morgantown, WV 26505
304-285-3150
www.wvbot.org

WVBOT MINUTES: March 1, 2013

MEMBERS PRESENT: Bambi Hill, Gene Brooks, Phil Simpson, Kathy Quesenberry,
Marty Douglas

ABSENT:

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:05 a.m.

Gene motioned to enter Executive Session at 11:05 p.m. to discuss licensee issues. Bambi seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2012 #03 – Complaint

Issue 2012 #05 – Complaint

Issue 2012 #06 – Complaint

Issue 2012 #08 – NSF renewal check

Issue 2013 #01 – NSF renewal check

Issue 2013 #02 – Complaint

Issue 2013 #03 – COTA applicant

Bambi motioned to end Executive session at 12:00 pm. Marty seconded. Vote 5-0.

Issue 2012#03 Gene motioned to issue written reprimand & report to appropriate agencies. Phil seconded. Vote 4-0.

Issue 2012#05 Gene motioned to revoke license. Phil seconded. Vote 4-0. Gene motioned Board file a complaint against supervising OT for inadequate supervision of COTA. Phil seconded. Vote 4-0.

Issue 2012#06 Gene motioned to dismiss case due to no probable cause found. Phil seconded. Vote 3-0 (Bambi recused herself from vote due to personal knowledge of case).

Issue 2013#02 Case dismissed due to insufficient evidence to warrant further action.

Marty motioned to approve January 18, 2013 minutes as written. Bambi seconded. Vote 5-0.

OLD BUSINESS

TOPIC: Records Retention and Disposal Schedule

FINDINGS/CONCLUSIONS: Proposed schedule reviewed. Marty motioned to approve schedule and submit to State Records Administrator. Bambi 2nd. Vote 5-0. Minor revision made to schedule per suggestion from Director of Archives and History. Revised schedule submitted to State Records Administrator. Approval process is underway. Revised schedule submitted 4/26/12 per request of Dept. of Admin.

ACTION/FOLLOW-UP: Vonda to continue working to gain approval of Records Retention and Disposal Schedule in order to proceed with destruction of appropriate records.

TOPIC: Applications for OTR Board position

FINDINGS/CONCLUSIONS: Board reviewed applications received. All resumes mailed to Governor's office with letter requesting re-appointments and appointment of OTR representative. Multiple emails have been sent regarding status. No appointments made.

ACTION/FOLLOW-UP: Continue to follow up with Governor's office regarding status.

TOPIC: iPad purchase

FINDINGS/CONCLUSIONS: After discussion, Gene motioned to purchase iPads, including keyboard, stand, and cover for Board members/staff to conduct Board business in an effort to increase efficiency. After further discussion, the Board voted to table this item. Gene motioned to go forward with purchase of one iPad for investigator use. Bambi seconded. Vote 5-0. **Purchased 2/1/13.**

ACTION/FOLLOW-UP: None.

TOPIC: Legislative Performance Audit

FINDINGS/CONCLUSIONS: Package of information sent in response to letter requesting information for entrance conference. Entrance conference held 3/21 via phone. Expect to complete audit process in June. Audit report presented to Interim Committee 10/9/12. Audit report reviewed by Board. **Mailed CD with past Annual Reports to Governor's office 1/25/13.**

ACTION/FOLLOW-UP: Continue to follow up on auditor recommendations as appropriate. Work with STO to explore alternative cash receipts handling methods (i.e. credit card payments, scanning of checks, lockbox, etc.)

TOPIC: Request to post CE course on website

FINDINGS/CONCLUSIONS: Gene motioned we create a section on the website to provide links to CE course opportunities on a trial basis, with a disclaimer that courses are not necessarily endorsed by the Board. Links would be added only upon request and after review of course by the Board at the next scheduled meeting. Phil seconded. Vote 4-0. **Section added to website for Continuing Education opportunities**

ACTION/FOLLOW-UP: Announce in Spring Newsletter.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card since the last board meeting. Bambi motioned to accept all purchases. Phil seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of February 28, 2013

\$ 209,114.75

NOVEMBER - DECEMBER DEPOSITS

1/02/13	\$1,050.00	2/04/13	\$ 240.00
1/03/13	460.00	2/06/13	530.00
1/07/13	740.00	2/11/13	480.00
1/08/13	220.00	2/14/13	100.00
1/10/13	20.00	2/19/13	250.00
1/14/13	180.00	2/21/13	130.00
1/16/13	300.00	2/25/13	30.00
1/22/13	480.00	2/27/13	200.00
1/24/13	60.00	2/28/13	30.00
1/28/13	400.00		
1/30/13	100.00		

TOTAL DEPOSITS		\$ 6,000.00
Chargeback 1/22/13		(140.00)

JANUARY - FEBRUARY DISBURSEMENTS

January	\$ 5,908.91
February	4,397.65

NEW BUSINESS

TOPIC: Infineon website support contract

FINDINGS/CONCLUSIONS: Gene motioned we continue contract and add online backup service for \$9.95/month for 5GB. Bambi seconded. Vote 5-0.

ACTION/FOLLOW-UP: Vonda to renew contract adding online backup.

TOPIC: Email regarding licensure requirements for Camp Take Hold

FINDINGS/CONCLUSIONS: Phil motioned to send response clarifying that any therapist performing services as defined in scope of practice would require a WV license; license would not be required if information & education only to be provided. Marty seconded. Vote 5-0.

ACTION/FOLLOW-UP: Vonda send response.

TOPIC: Review CE course for posting on website

FINDINGS/CONCLUSIONS: OTA refresher course flyer was reviewed.

ACTION/FOLLOW-UP: Vonda to provide link to flyer on website.

TOPIC: Spring Newsletter

FINDINGS/CONCLUSIONS: Draft newsletter was reviewed and approved.

ACTION/FOLLOW-UP: Vonda to publish newsletter in April or May.

Financial

VENDOR	DATE REC'D	AMOUNT	NOTE
1 IS&C	1/28/2013	\$150.00	EDP Acctg Svcs - 2nd quarter
2 IS&C	1/28/2013	\$125.00	EDP Acctg Svcs - 1st quarter
3 Auditor's Office	2/7/2013	\$13.00	January 2013 activity

Gene motioned to pay all bills. Marty seconded. Vote 5-0.

Correspondence

CORRESPONDENCE	DATE REC'D	ISSUE
1 AOTA	11/26/2012	New and revised official documents
2 Stateline	1/23/2013	Winter 2013: Volume 24, Number 1
3 AOTA	1/28/2013	2012 State Survey: Number of Licensed/Regulated OT/OTA's
4 Purchasing	2/3/2013	The Buyers Network - February 2013
5 NPDB-HIPDB	2/6/2013	February 2013 Newsletter
6 Assoc of Lic Bds	2/13/2013	Meeting minutes 1/18/13 re: transfer of excess funds to general rev acct.
7 Assoc of Lic Bds	2/14/2013	Legislation introduced affecting Chapter 30 licensing boards
8 Assoc of Lic Bds	2/25/2013	HB 2584 introduced to eliminate the requirement to transfer excess funds
	2/27/2013	Bill passed House Gov Org; referred to House Finance committee

Meeting adjourned at 2:00 p.m. The next regular Board meeting is scheduled for Friday, May 17th, 2013 at 11:00 a.m. at the Morgantown office.



3041 University Avenue
2nd Floor, Suite 6
Morgantown, WV 26505
304-285-3150
www.wvbot.org

WVBOT MINUTES: May 17, 2013

MEMBERS PRESENT: Bambi Hill, Gene Brooks, Phil Simpson, Kathy Quesenberry,
Marty Douglas

ABSENT:

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:05 a.m.

Bambi motioned to enter Executive Session at 11:35 p.m. to discuss licensee issues. Marty seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2012 #03 – Closed

Issue 2012 #05 – Complaint

Issue 2012 #06 – Closed

Issue 2013 #02 – Closed

Issue 2013 #03 – COTA applicant

Issue 2013 #04 – Complaint

Issue 2007 #27 – Licensee request

Marty motioned to end Executive session at 12:00 pm. Phil seconded. Vote 5-0.

Issue 2012#05 Phil motioned to offer new Consent Agreement. Bambi seconded. Vote 5-0.

Issue 2013 #04 Bambi motioned to dismiss complaint due to lack of sufficient evidence of violation. Phil seconded. Vote 5-0.

Issue 2007 #27 Marty motioned to modify Reinstatement Order. Gene seconded. Vote 5-0.

Marty motioned to approve March 1, 2013 minutes as written. Bambi seconded. Vote 5-0.

OLD BUSINESS

TOPIC: Records Retention and Disposal Schedule

FINDINGS/CONCLUSIONS: Proposed schedule reviewed. Marty motioned to approve schedule and submit to State Records Administrator. Bambi 2nd. Vote 5-0. Minor revision made to schedule per suggestion from Director of Archives and History. Revised schedule submitted to State Records Administrator. Approval process is underway. Revised schedule submitted 4/26/12 per request of Dept. of Admin.

ACTION/FOLLOW-UP: Vonda to continue working to gain approval of Records Retention and Disposal Schedule in order to proceed with destruction of appropriate records.

TOPIC: Applications for OTR Board position

FINDINGS/CONCLUSIONS: Board reviewed applications received. All resumes mailed to Governor's office with letter requesting re-appointments and appointment of OTR representative. Multiple emails have been sent regarding status. No appointments made.

ACTION/FOLLOW-UP: Continue to follow up with Governor's office regarding status.

TOPIC: Legislative Performance Audit

FINDINGS/CONCLUSIONS: Package of information sent in response to letter requesting information for entrance conference. Entrance conference held 3/21 via phone. Expect to complete audit process in June. Audit report presented to Interim Committee 10/9/12. Audit report reviewed by Board. Mailed CD with past Annual Reports to Governor's office 1/25/13.

ACTION/FOLLOW-UP: Continue to follow up on auditor recommendations as appropriate. Work with STO to explore alternative cash receipts handling methods (i.e. credit card payments, scanning of checks, lockbox, etc.)

TOPIC: Request to post CE course on website

FINDINGS/CONCLUSIONS: Gene motioned we create a section on the website to provide links to CE course opportunities on a trial basis, with a disclaimer that courses are not necessarily endorsed by the Board. Links would be added only upon request and after review of course by the Board at the next scheduled meeting. Phil seconded. Vote 4-0. Section added to website for Continuing Education opportunities. **Announced in Spring Newsletter mailed in May.**

ACTION/FOLLOW-UP: None.

TOPIC: Infineon website support contract

FINDINGS/CONCLUSIONS: Gene motioned we continue contract and add online backup service for \$9.95/month for 5GB. Bambi seconded. Vote 5-0. **Contract renewed. Online backup added.**

ACTION/FOLLOW-UP: None.

TOPIC: Email regarding licensure requirements for Camp Take Hold

FINDINGS/CONCLUSIONS: Phil motioned to send response clarifying that any therapist performing services as defined in scope of practice would require a WV license; license would not be required if information & education only to be provided. Marty seconded. Vote 5-0. **Response emailed. Received licensure application from OT.**

ACTION/FOLLOW-UP: None.

TOPIC: Review CE course for posting on website

FINDINGS/CONCLUSIONS: OTA refresher course flyer was reviewed. **Link added to website.**

ACTION/FOLLOW-UP: None.

TOPIC: Spring Newsletter

FINDINGS/CONCLUSIONS: Draft newsletter was reviewed and approved. **Newsletter mailed in May.**

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card since the last board meeting. Gene motioned to accept all purchases. Phil seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of April 30, 2013

\$ 200,144.24

MARCH - APRIL DEPOSITS

3/04/13	\$ 250.00	4/04/13	\$ 250.00
3/07/13	90.00	4/08/13	600.00
3/11/13	160.00	4/10/13	180.00
3/12/13	110.00	4/11/13	115.00
3/14/13	30.00	4/15/13	130.00
3/18/13	250.00	4/16/13	150.00
3/20/13	130.00	4/22/13	60.00
3/21/13	30.00	4/24/13	130.00
3/28/13	215.00	4/25/13	180.00
4/01/13	300.00	4/29/13	410.00
4/02/13	170.00	4/30/13	100.00
4/03/13	60.00		

TOTAL DEPOSITS \$4,100.00

MARCH - APRIL DISBURSEMENTS

March	\$ 7,690.11
April	5,410.40

NEW BUSINESS

TOPIC: FY2014 budget

FINDINGS/CONCLUSIONS: Budget submitted 4/30/13.

ACTION/FOLLOW-UP: None.

TOPIC: Online renewal applications

FINDINGS/CONCLUSIONS: Initial discussions with STO have raised a few issues, i.e. inability to attach documents or photos, OTR unable to sign COTA applications, convenience fee to cover merchant fees to accept credit cards. Board agreed the convenience fee could be absorbed by the Board. Also agreed the OTR signature is an important requirement for COTA renewals.

ACTION/FOLLOW-UP: Vonda to explore other options to gain OTR approval of COTA applications.

Financial			
VENDOR	DATE REC'D	AMOUNT	NOTE
1 Auditor's Office	3/7/2013	\$10.00	February 2013 transactions
2 Auditor's Office	4/8/2013	\$15.00	March 2013 transactions
3 AG's office	4/15/2013	\$114.00	March support from AG's office
4 Auditor's Office	5/6/2013	\$9.00	April 2013 transactions

Phil motioned to pay all bills. Bambi seconded. Vote 5-0.

Correspondence

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	Purchasing	3/5/2013	The Buyers Network - March 2013
2	NPDB-HIPDB	3/7/2013	March 2013 Newsletter
3	AOTA	3/28/2013	Telehealth Position Paper
4	Assoc of Lic Bds	3/29/2013	HB 2584 to eliminate the requirement to transfer excess funds, did not move through House Finance.
5	Purchasing	4/1/2013	The Buyers Network - April 2013
6	NPDB-HIPDB	4/8/2013	April 2013 Newsletter
7	Brickstreet	4/24/2013	Annual Report
8	Purchasing	5/1/2013	The Buyers Network - May 2013
9	Stateline	4/29/2013	Spring 2013 issue
10	NPDB-HIPDB	5/6/2013	May 2013 Newsletter

Meeting adjourned at 1:00 p.m. The next regular Board meeting is scheduled for Friday, September 20th, 2013 at 11:00 a.m. at the Morgantown office.

West Virginia Board of Occupational Therapy

**Annual Report
2012-2013**

Newsletters

West Virginia Board of Occupational Therapy

3041 University Ave. 2nd Floor, Suite 6 Morgantown, WV 26505

304-285-3150

www.wvbot.org

2012 RENEWAL NEWSLETTER

October 2011



Board Members

Kathy Quesenberry

President / Chairperson

Martin Douglas

Secretary / Treasurer

Phil Simpson

Board Member

Gene Brooks

Consumer Member

Bambi Hill

Board Member

License renewal time is here... for some of you!

If your current license expires 12/31/11, it is now time to renew your licensure to continue practicing Occupational Therapy in WV. Enclosed you will find the renewal application and information related to continuing competency requirements. As noted at the top of the application, the fee for a two-year license renewal is \$140 for an OT license and \$120 for a COTA license.

This year, license renewal requires **24** hours of continuing education and competency activities, as it has been two years since your last renewal. If you obtained your initial WV

license in 2010, you only need **12** hours of continuing education hours. The enclosed summary of the broad variety of activities you may claim is included to aid in the completion of your renewal application. Please note that there is a maximum allowable credit for some activities. This is intended to encourage a varied competency experience. Six (6) excess contact hours may carry over from one licensure period to the next immediate renewal period. Therefore, if you have excess CE hours from 2009, you may list up to six of these hours on your renewal application.

If you did not receive a renewal application in this packet, your current license should be valid

through 12/31/12. If not, please call the office immediately at the number shown above.

Unless you are further instructed to do so, please **do not** send copies of continuing education documents with your renewal application. The Board conducts a random audit of these annually. If you have been selected to participate in this audit, further instructions are attached to your renewal application.

Your renewal application and associated fee must be returned to the Board office prior to the issuance of new license cards. You may not practice Occupational Therapy in WV after December 31, 2011 without the actual license cards in your possession. To assure receiving your new license cards prior to January 1, 2012, submit your properly completed renewal application no later than December 1, 2011. The Board recommends that you make copies of your renewal application before mailing it. Renewal application must be postmarked by December 31, 2011 to avoid late fee. Delinquent application and late fee payment submission does not constitute an extension of the licensure privilege beyond December 31, 2011.

Continuing Education Notes...

The WV BOT continuing education policy does not require a licensee or provider to gain pre-approval of courses by the Board. However, there are guidelines as to certain types of courses that **do not** meet the intent of the continuing competency requirements. Examples include ethics courses, training in coding, billing, and payment systems, such as Medicare, CPR, and first aid training. Although these courses may be beneficial, and the Board certainly does not discourage them, please do not submit them on your

renewal application to fulfill your continuing competency requirements.

With the recent passage of a new OT Practice Act and Legislative Rules, the Board is offering licensees an opportunity to earn 1 hour of continuing education credit by completing an exam to test your knowledge of the laws governing the practice of occupational therapy in WV. Go to www.wvbot.org to print the exam. Complete and mail to the Board to earn 1 hour of CE credit with a score of 80% or better. Be sure to include your email address on the exam to be notified of your score.

On-line Verification Now Available

Licenses can now be verified on-line at www.wvbot.org. If your employer or another state where you may be seeking licensure requests a license verification from the WV Board, suggest they now obtain this verification on-line. If, however, they still require a hard copy, sealed verification mailed from the Board, you may send a form provided by the other state, or complete the verification request form on our website, and mail to the Board with a \$30 check or money order payable to WV BOT.

Legislative Update

The Board has filed a proposal to revise Legislative Rule 13-03 to reduce initial licensure fees by \$100. This proposal will be reviewed during Legislative interim committee meetings this fall for introduction in the 2012 Legislative Session in the spring.

Disciplinary Actions

Investigations into complaints continue to be conducted as necessary to assure compliance to licensure laws and to protect the public. There have been no new disciplinary actions taken by

the Board.

LEGISLATIVE RULES, (§13-4-1.), OF THE WEST VIRGINIA BOARD OF OCCUPATIONAL THERAPY CONTINUING COMPETENCY ACTIVITIES FOR RENEWAL OF WV LICENSE.

Requirement: 24 contact hours per two year renewal period through participation in:

<u>Activity</u>	<u>Page#</u>	<u>Rule #</u>	<u>Maximum Allowed</u>
Workshop, Seminar, Conference	3	3.8.b.1	No maximum
University Courses, College Courses	3	3.8.b.2	No maximum
Vo. Tech Adult Education Courses	3	3.8.b.2	No maximum
Education Telecommunication Courses	3	3.8.b.3	No maximum
Videotaped Presentation of Courses, Seminars, Workshops, or Conferences	3	3.8.b.4	No maximum
In-service Training	3	3.8.b.5	No maximum
Presentations of OT Education Programs, Workshops, Seminars, In-services, Conferences or Guest Lectures	3	3.8.b.6	No maximum for presenting, but maximum of 6 continuing competency credits allowed for reviewing presentations.
Publications and other media	4	3.8.b.7	Maximum of <u>10</u> hours for authorship/editorship; Maximum of <u>3</u> hours for authorship of an article, book review or abstract in a weekly periodical or professional newsletter. Maximum of <u>6</u> hours for development of other media, such as video, slides, etc. for public and professional viewing.
Research Projects	4	3.8.b.8	6 hours/project
Quality Assurance Studies/Publisher	4	3.8.b.9	4 hours/study
Paper and Proposals for Conference presentation	4	3.8.b.10	2 hours/paper
Formal Self-Study	4	3.8.b.11	the full contact hour that is awarded by provider
Informal Self-Study	4	3.8.b.12	.5 hrs per activity up to 6 total hours
Clinical Student Instruction	4	3.8.b.13	2 hours/level 1 student (Max. of 3 students) 6 hours/level 2 student (Max. of 2 students)

For more detailed information please consult the Legislative Rules of the Board of Occupational Therapy (§13-4-1.).

--A contact hour is defined as 1 hour spent in a continuing education activity. It excludes breaks, receptions, meals, social events, etc.

--6 **excess** contact hours may carry over from one consecutive licensure period to the next immediate renewal period.

--Licensees must obtain a certificate of completion or other record of providers of continuing education providers stating the: Date of completion

Title and location of the course

Name of participant and provider

Number of hours for the course

Signature of provider

Core job specific, job related requirements of your chosen industry of occupational therapy DO NOT count toward continuing competency requirements for licensure renewal. Examples will include CPR, First Aid Training, Ethics courses, Documentation In-services, Training in the implementation of coding, billing, payment systems, Facility or organization specific accreditation requirements, etc. These types of activities do not meet the intent of the continuing competency requirements related to contributing to the development of the professional and updating competency in Occupational Therapy Theory and Practice.

Continuing competency audits may be performed by WVBOT members or the Board's certified complaint investigator.

WV Board of Occupational Therapy



2012 Mid-Year Newsletter

WVBOT

3041 University Ave.
2nd Floor, Suite 6
Morgantown, WV 26505
304-285-3150
www.wvbot.org
help@wvbot.org

Board Members

- Kathy Quesenberry,
MSM, OTR/L,
Chairperson
- Martin Douglas, MS, OTR/L,
Secretary / Treasurer
- Phil Simpson, MS, OTR/L
- Bambi Hill, COTA/L
- Gene Brooks,
Consumer Member

Disciplinary Actions

Investigations into complaints continue to be conducted as necessary to assure compliance with licensure laws and to protect the public. There have been no new disciplinary actions taken.

Legislative Rule Update

On March 10, 2012, the WV Legislature passed HB 4139, which included a proposed reduction in the initial licensure fees for Occupational Therapists and Occupational Therapy Assistants in WV. Effective May 1, 2012, the fee for an OTR license will be \$150 and \$100 for a COTA license.

Limited Permit fees will be reduced to \$120 for an OT and \$70 for an OTA, with the remaining \$30 due upon application for full licensure. A complete copy of Legislative Rule 13-3, Fees for Services Rendered by the Board, can be found on page 2.

Biennial Renewal Reminder

Our first full two year renewal cycle was successfully completed with the 2012 license renewals. If your license is due for renewal at the end of 2012, please be reminded that 24 hours of continuing education hours will be required.

You may still carry over 6 hours from the previous renewal period.

New licensees are exempt from continuing education in their first year of licensure. Therefore, those obtaining a license in 2011 will require only 12 hours of CE at their first renewal at the end of this year.

Practice Act Exam

Many licensees have taken the online Practice Act exam and earned 1 hour of continuing education credit. The exam is available at www.wvbot.org for new licensees or those who have not yet taken the exam for CE credit.

**TITLE 13
LEGISLATIVE RULE
BOARD OF OCCUPATIONAL THERAPY**

**SERIES 3
FEES FOR SERVICES RENDERED BY THE BOARD**

§13-3-1. General.

1.1. Scope. -- This legislative rule establishes the fees to be charged by the Board for services rendered.

1.2. Authority. -- W. Va. Code §30-28-6.

1.3. Filing Date. --

1.4. Effective Date. -- May 1, 2012

§13-3-2. Schedule of Fees for Services Rendered by the West Virginia Board of Occupational Therapy.

Fees collected by the Board are not refundable.

2.1. Initial licensure fees:

2.1.a. Licensed Occupational Therapist a fee of \$150.00; and

2.1.b. Licensed Occupational Therapy Assistant a fee of \$100.00.

2.2. Limited Permit fees (to be applied to permanent license fee):

2.2.a. Occupational Therapist a fee of \$120.00; and

2.2.b. Occupational Therapy Assistant a fee of \$70.00.

2.3. Application packet a fee of \$30.00.

2.4. Biennial license renewal fees:

2.4.a. Licensed occupational therapist a fee of \$140.00; and

2.4.b. Licensed occupational therapy assistant a fee of \$120.00.

2.5. Late renewal a fee of \$100.00.

2.6. Verification of licensure a fee of \$30.00.

2.7. Mailing list fees:

2.7.a. Paper list a fee of \$100.00; and

2.7.b. Mailing labels a fee of \$110.00.

2.8. Insufficient funds penalty a fee as provided for in statute §61-3-39e.

2.9. Duplicate license cards a fee of \$25.00.

2.10. Duplicate certificate a fee of \$30.00.

WV Board of Occupational Therapy



2013 Renewal Newsletter

WVBOT

3041 University Ave.

2nd Floor, Suite 6

Morgantown, WV 26505

304-285-3150

www.wvbot.org

help@wvbot.org

License Renewal



Board Members

- Kathy Quesenberry,
MSM, OTR/L,
Chairperson
- Martin Douglas, MS, OTR/L,
Secretary / Treasurer
- Phil Simpson, MS, OTR/L
- Bambi Hill, COTA/L
- Gene Brooks,
Consumer Member

Disciplinary Actions

Investigations into complaints continue to be conducted as necessary to assure compliance with licensure laws and to protect the public. There have been no new disciplinary actions taken.

If your current license expires 12/31/12, it is now time to renew your license to continue practicing Occupational Therapy in WV. Enclosed you will find the renewal application and information related to continuing competency requirements.

If you did not receive a renewal application in this packet, your current license should be valid through 12/31/13. If not, please call the office immediately at the number shown above.

As noted at the top of the application, the fee for a two-year license renewal is \$140 for an OT license and \$120 for a COTA license.

Your renewal application and associated fee must be returned to the Board office prior to the issuance of new license cards. You may not practice Occupational Therapy in WV after December 31, 2012 without the actual license cards in your possession.

To assure receiving your new license cards prior to January 1, 2013, submit your properly completed application not later than December 1, 2012. The Board recommends that you make copies of your renewal application before mailing it. Renewal applications must be postmarked by December 31, 2012 to avoid late fee.

Delinquent application and late fee payment submission does not constitute an extension of the licensure privilege beyond December 31, 2012.

Continuing Education

License renewal requires 24 hours of continuing education and competency activities, as it has been two years since your last renewal. If you obtained your initial WV license in 2011, you only need 12 hours of continuing education hours.

The enclosed summary of the broad variety of activities you may claim is included to aid in the completion of your renewal application. Please note that there is a maximum allowable credit for some activities. This is intended to encourage a varied competency experience. Six (6) excess contact hours may carry over from one licensure period to the next immediate renewal period. Therefore, if you have excess CE hours from 2010, you may list up to six of these hours on your renewal application.

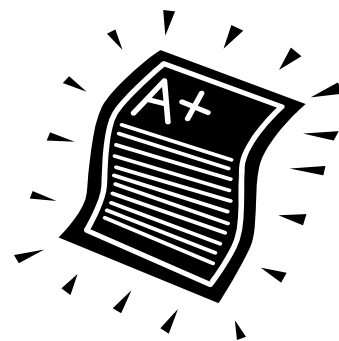
The Board conducts a random audit of continuing education credits annually. If you have been selected to participate in this audit, further instructions are attached to your renewal application. Copies of continuing education documents are only required to be returned with your renewal application if you have been selected for this audit.

WVBOT does not require a licensee or provider to obtain pre-approval of courses by the Board. Acceptable courses must be related to the practice and theory of occupational therapy and be relevant to the licensees area of practice.

Courses that do not meet the CE requirements include ethics courses, training in coding, billing, and payment systems, such as Medicare, CPR, and first aid training. Although these courses may be beneficial, and the Board certainly does not discourage them, please do not submit them on your renewal application to fulfill your continuing competency requirements.

Practice Act Exam

Many licensees have taken the online Practice Act exam and earned 1 hour of continuing education credit. The exam is available at www.wvbot.org for new licensees or those who have not yet taken the exam for CE credit.



WV Board of Occupational Therapy



Midyear 2013 Newsletter

WVBOT

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OTA SUPERVISION

Many of the questions received by the Board relate to the rules regarding supervision of OTA's.

Per W.Va. Code §30-28-3(l), "Occupational Therapy Assistant" means a person licensed by the board under the provisions of this article to assist in the practice of occupational therapy *under the general supervision of an Occupational Therapist*.

As defined in §30-28-3(h), "General supervision" means *initial direction and periodic inspection* of the activities of a licensed occupational therapist assistant by the supervising licensed occupational therapist, but does not necessarily require constant physical presence on the premises while the activities are performed.

Prior to an OTA providing services, a Supervisory Statement, signed by the OTA and the supervising OT(s) at each facility the OTA provides services, must be filed with the Board. This requirement applies to all practice, including prn work.

The purpose of the WV Board of Occupational Therapy is to protect consumers and promote quality of occupational therapy services, and to assure the highest degree of professional care and conduct on the part of occupational therapists and occupational therapy assistants. The supervision requirements set forth in the WV Occupational Therapy Practice Act and Legislative Rules are designed to support this purpose and all practitioners licensed by the Board are subject to such requirements.

SUPERVISION RULES (Cont'd)

With the changes to our Legislative Rules that became effective July 1, 2010, the Board added the following new section to Title 13, Series 1, Administrative Rules of the Board.

§13-1-12. Responsibilities and Supervision Requirements of the Occupational Therapist, Occupational Therapy Assistant, or Limited Permit Holder.

12.1. It is the responsibility of each licensee or limited permit holder engaged in the practice of occupational therapy to be familiar with the requirements of the law regulating those activities in West Virginia and with the rules of the Board.

12.2. The occupational therapist is responsible for all aspects of occupational therapy service delivery and is accountable for the safety and effectiveness of the occupational therapy service delivery process. The occupational therapy service delivery process involves evaluation, intervention planning, intervention, implementation, intervention review, and outcome evaluation.

12.2.a. The occupational therapist must be directly involved through a face-to-face visit with the patient during the initial evaluation and establishment of the intervention plan, and prior to any change in the plan, such as adding, changing, renewing, or discontinuing occupational therapy goals.

12.3. The occupational therapy assistant is responsible for delivering occupational therapy services under the supervision of and in partnership with the occupational therapist.

12.4. It is the responsibility of the occupational therapist and the occupational therapy assistant to seek the appropriate quality and frequency of supervision to ensure safe and effective occupational therapy service delivery.

12.4.a. The specific frequency, methods, and content of supervision may vary by practice setting and are dependent upon the

12.4.a.1. Complexity of client needs,
12.4.a.2. Number and diversity of clients,
12.4.a.3. Skills of the occupational therapist and the occupational therapy assistant,
12.4.a.4. Type of practice setting,
12.4.a.5. Requirements of the practice setting, and
12.4.a.6. Other regulatory requirements.

12.4.b It is the responsibility of the occupational therapist supervising an occupational therapy assistant with less than one year's experience to provide general supervision with direct contact at least every two weeks at the site of work and supervision available as needed by telephonic, electronic, or written communication.

Documentation by the occupational therapist must reflect that this supervision has occurred.

12.4.c. It is the responsibility of the occupational therapist supervising an occupational therapy assistant with increased skill development and mastery of basic role functions for the delivery of occupational therapy services to provide general supervision with monthly direct contact and supervision available as needed by telephonic, electronic, or written communication.

Documentation by the occupational therapist must reflect that this supervision has occurred.

12.4.d. General Supervision is demonstrated through co-signatures on all paperwork or electronic notes pertaining to the practice of occupational therapy for the person requiring general supervision. All paperwork or electronic notes pertaining to the practice of occupational therapy must be signed and dated, electronically or otherwise, by the supervising licensed occupational therapist. The supervisor need not be present or on the premises at all times where the licensed occupational therapy assistant is performing the professional services.

Continuing Education Opportunities

A new feature has been added on a trial basis to the Board's website, www.wvbot.org. A Continuing Education section has been added to the Main Menu. Upon request by a CE provider, and subsequent review by the Board, information regarding CE Opportunities will be provided as a service to licensees. Courses listed are not necessarily endorsed by the Board.

It remains the responsibility of the licensee to choose CE courses that are applicable and relevant to their particular area of practice to further their skills and competency. If your organization is sponsoring a CE course and would like to have information included on the Board's website, pdf documents may be emailed to help@wvbot.org for review at the next Board meeting.

Disciplinary Actions

Investigations into complaints continue to be conducted as necessary to assure compliance to licensure laws and to protect the public. The following disciplinary actions have been taken for violations of the Practice Act and/or Legislative Rules governing the practice of Occupational Therapy in WV.

Eileen Isner, COTA

License #C1025

Consent Agreement

West Virginia Board of Occupational Therapy

**Annual Report
2012-2013**

Licensure Application



WEST VIRGINIA BOARD OF OCCUPATIONAL THERAPY
3041 University Avenue
2nd Floor, Suite 6
Morgantown, WV 26505
304-285-3150
www.wvbot.org

APPLICATION FOR LICENSURE/LIMITED PERMIT

BOARD USE ONLY	
Mailed to/Date:	_____
Date application/Fee received:	_____
Check No./Date/Amount:	_____
License/Limited Permit#:	_____ Date Granted: _____
Date Wall Certificate mailed:	_____

Attach photo here Head/Shoulders only
Sign across bottom of photo

****Application is to be completed in its entirety. Failure to do so may result in delay and/or the Board not issuing you a license/limited permit.**

- Application for (circle one):
- Licensure-Occupational Therapist Registered
 - Licensure-Certified Occupational Therapy Assistant
 - Limited Permit-Occupational Therapist
 - Limited Permit-Occupational Therapy Assistant

Date of Application: _____

Name: _____
 Last First Middle Maiden

Name as you would like it to appear on certificate: _____

Mailing address: _____
 Number/Street

City	County	State	Zip Code
------	--------	-------	----------

Home Telephone number: __(__)_____ Social Security number: _____

Residence: (if different than mailing address): _____
 Number/Street

City	County	State	Zip Code
------	--------	-------	----------

Place of Birth: _____ Date of Birth: _____

Citizen of U.S. Yes ___ No ___ Naturalization Date: _____

Male: ___ Female: ___

Name of accredited school of graduation: _____

City/State	Major/Degree	Date Received
------------	--------------	---------------

Certification in special areas of practice (please list): _____

Physical Agent Modality training (please specify modality): _____

Field Work Experience:

<u>Facility</u>	<u>City/State</u>	<u>From/To</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you taken or are you scheduled to take the NBCOT Certification Exam? Yes ___ No ___

Place of Exam: _____ Date of Exam: _____

Passing results: Yes ___ No ___ Pending _____

Certification Number: _____ Is Certificate current? _____

If applying for a Limited Permit, have you previously taken and failed the Certification Exam? Yes ___ No ___

Have you previously been licensed, held a Limited Permit, or practiced under Reciprocity in WV?

Yes ___ No ___

Do you hold a current License, Certification or Registration in another state? Yes ___ No ___

List:
a) _____
b) _____
c) _____

Do you hold an expired License, Certification or Registration in another State? Yes ___ No ___

List:
a) _____
b) _____
c) _____

Have you ever had a Professional Occupational License, Certification or Registration revoked?

Yes ___ No ___ if yes, where: _____

Date: _____ please explain: _____

Reinstated: _____ Date: _____

Have you ever voluntarily surrendered a License, Certification or Registration? Yes ___ No ___

If yes, where: _____ Date: _____

Please explain: _____

Have you ever been disciplined by a regulatory Agency/Board? Yes ___ No ___

If yes, where: _____ Date: _____

Please provide details: _____

Is there Disciplinary Action pending against you in any Jurisdiction? Yes ___ No ___

If yes, where: _____ Date: _____

Please provide details: _____

Have you ever been convicted of a Felony? Yes ___ No ___

If yes, where: _____ Date: _____

Please provide details: _____

Have you pleaded guilty to or been convicted of a lesser charge? Yes ___ No ___

If yes, where: _____ Date: _____

Please provide details: _____

What is your current status?

Full time OT or OTA _____ Part time OT or OTA _____ Employed outside OT _____

Unemployed _____ Retired _____

If employed or anticipating employment for practice in WV:

Date of employment: _____

Facility: _____

Address: _____

Number/Street

City County State Zip Code

Telephone number: _() _____ Hours/Week: _____

Describe duties/area of practice: _____

If employed by an agency (3rd party) other than where services are provided:

Agency/group name: _____

Address: _____

Number/Street

City County State Zip Code

Telephone number: _() _____ Hours/Week: _____

Describe duties/area of practice: _____

****NOTE: Continue on a separate sheet if practicing at more than one facility or for more than one employer. ****

If unemployed, are you seeking employment as an OT or OTA? Yes _____ No _____

If you are a COTA, please state your level of experience:

Level I _____ Level II _____ Level III _____

(Entry)

(1-2 yrs)

(3 yrs plus)

If supervising Occupational Therapy Assistant(s) or Limited Permit Holder(s), list names and locations:

I do ___ do not ___ wish for my name, license number and address to be made available for non-WVBOT business through the mailing list provided to third parties under the Freedom of Information Act. List does not include telephone numbers or employment information.

Name/signature/date/telephone/relationship of individual(s) (if any) assisting with completion of application.

Name: _____ Signature: _____

Date: _____ Telephone: _____

SUBMIT WITH ATTACHED AFFIDAVIT COMPLETED

PURSUANT TO W.VA. CODE §48-15-303 EACH APPLICANT FOR LICENSE MUST ANSWER THE FOLLOWING QUESTIONS AND CERTIFY, UNDER PENALTY OF FALSE SWEARING, THAT THESE ANSWERS ARE TRUE AND CORRECT.

	YES	NO
1. Do you have a child support obligation?	<input type="checkbox"/>	<input type="checkbox"/>
2. If you answer to question 1, above, is yes, are you in arrearage?	<input type="checkbox"/>	<input type="checkbox"/>
3. If the answer to question 2, above is yes, does your arrearage equal or exceed the amount of child support payable for six (6) months?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you the subject of a child support related subpoena or warrant?	<input type="checkbox"/>	<input type="checkbox"/>

If you make a false statement concerning any question on this application, you may be subject to disciplinary action including, but not limited to, immediate revocation or suspension of your license.

I, _____, do hereby certify, under penalties of perjury and false swearing, that the above questions are true and correct to the best of my knowledge.

Applicant signature

NOTICE

To insure compliance with Federal Law, the WV Board of Occupational Therapy is obligated to inform each applicant or licensee that reporting of the Social Security Number on licensure application is mandatory according to W. Va. Code §30-1-6 (d). In the event this Board is required to submit a report about an applicant or licensee to the National Practitioners Data Bank and the Healthcare Integrity and Protection Data Bank, such reporting requires the licensee's Social Security Number.

Affidavit

I, the undersigned, being duly sworn, according to law, do depose and say that I am the person making this application; that the statements therein are true to the best of my knowledge and belief; that I have complied with the requirement of the law; and that I have read and understand it.

I hereby authorize all hospital(s), institution(s), or organizations(s), personal physicians, employers (past and present), and all governmental agencies and instrumentalities (local, state, federal) and American Occupational Therapy Certification Board, Inc., to release to the Board of Occupational Therapy any information which is material to my application for licensure.

I have carefully read the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare that my answers and all statements made by me herein are true and correct. Should I furnish any false information in this application, I here agree that such act shall constitute cause for denial, suspension or revocation of my license to practice as an Occupational Therapist or Occupational Therapy Assistant in the State of West Virginia.

APPLICANT SIGNATURE

DATE

PRINT NAME

Subscribed and sworn to before me:

NOTARY PUBLIC

DATE

State of _____

County of _____

SEAL

My commission Expires _____

BOARD USE ONLY

WVBOT APPROVAL

Date: _____
Date: _____
Date: _____
Date: _____
Date: _____

West Virginia Board of Occupational Therapy

**Annual Report
2012-2013**

Active Licensees

COTA/L- OTR/L	Last Name	First Name	Middle Name	WV#	Date Granted	Expires	Licensure Status
COTA/L	Abbott	Amelia	Marie	C1766	11/8/2010	12/31/2013	Good Standing
COTA/L	Abbott	Sabrina	Amber	C1794	5/16/2011	12/31/2014	Good Standing
OTR/L	Abella	Maria Minerva	Bordallo	827	12/1/1998	12/31/2013	Good Standing
COTA/L	Aboulhosn	Khaled	Jaudat	C1036	10/31/1990	12/31/2013	Good Standing
COTA/L	Absher	Carlene	Michele	C1526	10/20/04	12/31/2013	Good Standing
COTA/L	Acord-Fain	Corey	Adrian	C1805	7/26/2011	12/31/2014	Good Standing
OTR/L	Acord-Vira	Stephania	Amanda	1059	10/9/2002	12/31/2013	Good Standing
OTR/L	Adams	Carrie	Beth	1074	10/10/2002	12/31/2013	Good Standing
OTR/L	Adams	Linda	Kay	1344	7/30/2007	12/31/2014	Good Standing
COTA/L	Adams	Megan	Melissa	C1736	12/8/2009	12/31/2014	Good Standing
COTA/L	Adams	Sarah	Kate	C1782	2/7/2011	12/31/2014	Good Standing
OTR/L	Adams	Stephanie	Lynn	1372	5/12/2008	12/31/2013	Good Standing
COTA/L	Adkins	Alexis	Ann	C1845	4/19/2012	12/31/2013	Good Standing
COTA/L	Adkins	Amy	Juanita	C1141	9/14/1995	12/31/2014	Good Standing
OTR/L	Adkins	Christina	Lynn	1128	8/20/2003	12/31/2014	Good Standing
COTA/L	Adkins	Dawn	Noel	C1545	12/27/2012	12/31/2013	Good Standing
OTR/L	Adkins	Heather	Laine	1433	7/7/2009	12/31/2014	Good Standing
OTR/L	Adkins	John	Tyler	1559	9/26/2011	12/31/2014	Good Standing
OTR/L	Agutu	Beatrice	Ann	1534	5/10/2011	12/31/2014	Good Standing
COTA/L	Akers	Tiffany	Renea	C1664	4/2/2008	12/31/2013	Good Standing
COTA/L	Alexander	Jordan	P	C1824	11/16/2011	12/31/2014	Good Standing
OTR/L	Al-fares	Ali	Waleed	1557	9/12/2011	12/31/2014	Good Standing
OTR/L	Alford	Robert	William	1016	11/15/2001	12/31/2014	Good Standing
OTR/L	Alfred	Jane	Graham	940	10/31/2000	12/31/2013	Good Standing
OTR/L	Allen	Dana	Lee	1666	8/6/2013	12/31/2014	Good Standing
OTR/L	Alvarez	Meridith	Catherine	1187	8/18/2004	12/31/2013	Good Standing
OTR/L	Ambrose	Kristina	Marie	1103	4/3/2003	12/31/2014	Good Standing
OT/L	Ambush	Jennilee	Owens	1606	9/11/2012	12/31/2013	Good Standing
OTR/L	Amuthavalli	Anne	Navaneetha	444	9/27/1994	12/31/2013	Good Standing
OTR/L	Anderson	Jennifer	Kay	1649	7/3/2013	12/31/2014	Good Standing
COTA/L	Anderson	Melissa	Dawn	C1906	7/2/2013	12/31/2014	Good Standing
OTR/L	Anderson	Todd	Michael	833	12/28/1998	12/31/2013	Good Standing
OTR/L	Anderson	Violet	Marie	1479	5/10/2010	12/31/2013	Good Standing
OTR/L	Ardire	Deborah	Rose	1298	10/18/2006	12/31/2013	Good Standing
OTR/L	Armstrong	Carol	Lorraine	257	3/11/1991	12/31/2014	Good Standing
OT/L	Armstrong	Richard	Norman	213	12/26/1988	12/31/2013	Good Standing
COTA/L	Arthur	Sonja	Eugenia	C1572	12/7/2005	12/31/2014	Good Standing
COTA/L	Asbury	Kristen	Renae	C1911	7/30/2013	12/31/2014	Good Standing
COTA/L	Ashley	Amy	Jeanne	C1659	2/11/2008	12/31/2013	Good Standing
OTR/L	Aydinyan	Wendy	Kate	1472	3/3/2010	12/31/2013	Good Standing
OTR/L	Aylor-Biggs	Raegan	Whitney	1160	2/17/2004	12/31/2013	Good Standing
OT (lp)	Ayres	Gina	Marie	LPT367	6/20/2013	9/20/2013	Good Standing
OTR/L	Babilonia	Benedith	Bono	1580	4/24/2012	12/31/2013	Good Standing
COTA/L	Bailey	Andrea	Ruth	C1626	4/3/2007	12/31/2014	Good Standing
OTR/L	Bailie	Michele	Dorgan	193	7/6/1988	12/31/2014	Good Standing
COTA/L	Bair	Jeramey	Lee	C1795	5/17/2011	12/31/2014	Suspended
COTA/L	Baker	Diane	Renee	C1539	5/15/2005	12/31/2014	Good Standing
COTA/L	Baker	Rosemary	Lannen	C1347	2/24/2000	12/31/2013	Good Standing
OTR/L	Ball	Monica	Kristen	934	8/30/2000	12/31/2013	Good Standing
COTA/L	Ballenger	Tanya	Dawn	C1512	4/6/2004	12/31/2013	Good Standing
OTR/L	Banerjee	Abhijit		850	3/31/1999	12/31/2014	Good Standing

OTR/L	Banzon	Jasper	Sorongon	1092	2/25/2003	12/31/2014	Good Standing
OTR/L	Barberio	Sandee	Dee	1000	9/5/2001	12/31/2014	Good Standing
OTR/L	Bare	Brian	Joseph	826	11/19/1998	12/31/2013	Good Standing
OTR/L	Barker	Erica	Dawn	1330	7/3/2007	12/31/2014	Good Standing
COTA/L	Barker	Paula	Nicole	C1578	2/8/2006	12/31/2013	Good Standing
COTA/L	Barnes	Donald	Mark	C1881	12/6/2012	12/31/2013	Good Standing
OTR/L	Barnett	Crystal	Gayle	1531	4/19/2011	12/31/2014	Good Standing
COTA/L	Barrow	Danielle	Marie	C1433	11/15/2001	12/31/2014	Good Standing
COTA/L	Barte	Marianne	Livia	C1094	5/9/1994	12/31/2013	Good Standing
COTA/L	Bartlette	Laura	Renee	C1863	9/25/2012	12/31/2013	Good Standing
OTR/L	Bates	Samantha	Desiree	1502	8/18/2010	12/31/2013	Good Standing
OTR/L	Bateson	Jennifer	Lee	1407	11/18/2008	12/31/2013	Good Standing
OTR/L	Bauer	Amanda	Joyce	1350	8/28/2007	12/31/2014	Good Standing
OTR/L	Bautista	Brian Lee	Mercado	1515	11/18/2010	12/31/2013	Good Standing
OTR/L	Bean	Samantha	Marie	1485	7/1/2010	12/31/2013	Good Standing
OTR/L	Beard	Joan	Elaine	371	7/12/1993	12/31/2014	Good Standing
COTA/L	Beaver	Cindy	Sue	C1868	10/9/2012	12/31/2013	Good Standing
OTR/L	Becker	Rosalyn		289	11/4/1991	12/31/2014	Good Standing
OTR/L	Beckett	Rebecca	Ann	899	11/9/1999	12/31/2014	Good Standing
OTR/L	Been	Franklin	Ray	1082	12/10/2002	12/31/2013	Good Standing
OTR/L	Belcastro	Jaclyn	Michele	1349	8/27/2007	12/31/2014	Good Standing
OTR/L	Bell	Rebekah	A.	1478	5/5/2010	12/31/2013	Good Standing
OTR/L	Bennett	Susan	Nicole	1273	6/19/2006	12/31/2013	Good Standing
OTR/L	Bennington	Crystal	Gayle	1131	8/26/2003	12/31/2014	Good Standing
OTR/L	Bergen	Bethany	M.	1643	6/11/2013	12/31/2014	Good Standing
OTR/L	Bergstein	Lauren	Muriel	1428	6/16/2009	12/31/2014	Good Standing
COTA/L	Berry	Madeline	Murphy	C1691	12/23/2008	12/31/2013	Good Standing
OTA/L	Bess	Mistie	Dawn	C1607	11/15/2006	12/31/2013	Good Standing
OTR/L	Bevil	Tina	Marie	233	12/11/1989	12/31/2014	Good Standing
OTR/L	Bianco	Alexis	Nicole	1544	7/7/2011	12/31/2014	Good Standing
OTR/L	Bicol Jr.	Francisco	Casio	1270	5/17/2006	12/31/2013	Good Standing
OTR/L	Biller	Lisa	Dawn	1179	7/28/2004	12/31/2013	Good Standing
OTR/L	Bills	Angela	Renee	1352	9/11/2007	12/31/2014	Good Standing
COTA/L	Bini	Shellie	Marie	C1630	5/21/2007	12/31/2014	Good Standing
COTA/L	Black	Erin	Ricard	C1772	12/3/2010	12/31/2013	Good Standing
COTA/L	Black	Jeffery	Todd	C1399	5/10/2001	12/31/2014	Good Standing
OTR/L	Black	Sarah	VanR.	1332	7/3/2007	12/31/2014	Good Standing
OT/L	Blackhurst	Kami	Lynn-Barber	1439	6/18/2012	12/31/2013	Good Standing
OTA/L	Blake	Beverly	June	C1910	7/16/2013	12/31/2014	Good Standing
OTR/L	Blake	Rochelle	Leigh	1194	8/24/2004	12/31/2013	Good Standing
OTR/L	Blankenship	Erin	Brooks	1426	5/11/2009	12/31/2014	Good Standing
COTA/L	Blethen	Molly	Elizabeth	C1800	6/23/2011	12/31/2014	Good Standing
OTR/L	Blevins	Mallerie	Jane	244	9/17/1990	12/31/2013	Good Standing
COTA/L	Blevins	Shelia	Kaye	C1865	10/1/2012	12/31/2013	Good Standing
COTA/L	Blizzard	Emily	Gail	C1247	11/6/1997	12/31/2014	Good Standing
COTA/L	Bloomfield	Lynlee	Rochelle	C1880	11/30/2012	12/31/2013	Good Standing
OTR/L	Blosser	Kara	Beth	900	11/11/1999	12/31/2014	Good Standing
COTA/L	Blubaugh	Darlene	K	C1612	12/9/2006	12/31/2013	Good Standing
COTA/L	Blubaugh	Jessica	Marie	C1874	11/5/2012	12/31/2013	Good Standing
OTR/L	Boggess	Connie	Sue	1239	8/31/2005	12/31/2014	Good Standing
COTA/L	Boggs	Susan	Michelle	C1319	5/18/1999	12/31/2014	Good Standing
OTR/L	Boice	Jennifer	Lynn	1240	9/6/2005	12/31/2014	Good Standing
COTA/L	Bolen	Lorrie	Ann	C1033	8/18/1990	12/31/2013	Good Standing

OTR/L	Bonasso	Lauren	Ashley	1489	7/7/2010	12/31/2013	Good Standing
OTR/L	Book	Amy	Katharyn	1610	10/2/2012	12/31/2013	Good Standing
COTA/L	Book II	Timothy	Ray	C1760	8/4/2010	12/31/2013	Good Standing
OTR/L	Booze	Marquita	Faith	1409	11/25/2008	12/31/2013	Good Standing
OTR/L	Bowe	Ashley	Nichole	1274	6/20/2006	12/31/2013	Good Standing
OTR/L	Bowers	Melonie	Beth	1164	3/9/2004	12/31/2013	Good Standing
OTR/L	Bowman	Leslie	Whitman	842	2/24/1999	12/31/2014	Good Standing
COTA/L	Bowyer	Patrick	Scott	C1596	8/23/2006	12/31/2013	Good Standing
OTR/L	Boyce	Chrystal	Dawn	1595	7/30/2012	12/31/2013	Good Standing
OTR/L	Boyd	Brittany	M.	1504	8/31/2010	12/31/2013	Good Standing
OTR/L	Boyles	Jada	Michelle	1606	9/19/2012	12/31/2013	Good Standing
OTR/L	Brabbins	Anna	Osborne	1662	7/26/2013	12/31/2014	Good Standing
COTA/L	Bradley	Jillian	Marie	C1744	2/1/2010	12/31/2013	Good Standing
OTR/L	Bragg	Dawn	Marie	580	9/4/1996	12/31/2013	Good Standing
OTR/L	Brand	Devon	Elise	1494	7/22/2010	12/31/2013	Good Standing
OTR/L	Breitenstein	Tracy	Callahan	1510	10/14/2010	12/31/2013	Good Standing
COTA/L	Briggs	Carla	Mary	C1660	2/19/2008	12/31/2013	Good Standing
COTA/L	Briggs	Shadonda	Evette	C1614	8/28/2012	12/31/2013	Good Standing
OTR/L	Brinkley	Katie	Suzanne	1122	8/13/2003	12/31/2014	Good Standing
OTR/L	Britton	Jacqueline	Marie	1584	5/15/2012	12/31/2013	Good Standing
OTR/L	Brodegard	Charles	Thomas	745	3/18/1998	12/31/2013	Good Standing
OTR/L	Brodegard	Lydia	Rachele	1238	8/31/2005	12/31/2014	Good Standing
OTR/L	Brogley	Kevin	Michael	775	6/9/1998	12/31/2013	Good Standing
OTR/L	Brooks	Veronica	Sue	481	5/8/1995	12/31/2014	Good Standing
OTR/L	Brown	Brandy	Lynn	1383	7/2/2008	12/31/2013	Good Standing
COTA/L	Brown	Clara	Lynn	C1515	4/29/2004	12/31/2013	Good Standing
OTR/L	Brown	Gretchen	Kathleen	1577	4/17/2012	12/31/2013	Good Standing
OTR/L	Brown	Jennifer	Michelle	1061	10/9/2002	12/31/2013	Good Standing
COTA/L	Brown	Rebekah	Darlene	C1733	11/25/2009	12/31/2014	Good Standing
OTR/L	Brown	Regina	Kaye	1636	4/25/2013	12/31/2014	Good Standing
OTR/L	Browning	Danielle		924	5/11/2000	12/31/2013	Good Standing
OTR/L	Browning	Jason	Todd	1145	11/5/2003	12/31/2014	Good Standing
OTR/L	Brown-Stobbe	Brooke		1608	9/20/2012	12/31/2013	Good Standing
COTA/L	Brumfield	Meredith	Lynn	C1769	11/18/2010	12/31/2013	Good Standing
COTA/L	Bryant	Ashley	Nicole	C1819	10/25/2011	12/31/2014	Good Standing
COTA/L	Bryant	Audrey	Midkiff	C1559	8/4/2005	12/31/2014	Good Standing
COTA/L	Bryant	Stephanie	Diane	C1653	7/2/2012	12/31/2013	Good Standing
OTR/L	Buchkovich	Toni	Marie	1521	1/25/2011	12/31/2014	Good Standing
COTA/L	Bucklen	Michelle	Elaine	C1424	9/25/2001	12/31/2014	Good Standing
COTA/L	Buhrman	Emily	Marie	C1618	2/1/2007	12/31/2014	Good Standing
COTA/L	Buhrman	Katie	Elizabeth	C1812	8/30/2011	12/31/2014	Good Standing
OTR/L	Burgess	Heidi	Jill	1140	9/23/2003	12/31/2014	Good Standing
COTA/L	Burgess	Jeannie	Renee	C1730	11/5/2009	12/31/2014	Good Standing
OTR/L	Burgess	Phebe	Elizabeth	630	4/2/1997	12/31/2014	Good Standing
OTR/L	Burgess	Stephanie	Yvonne	467	12/21/1994	12/31/2014	Good Standing
OTA/L	Burian	Gary	Leonard	C1021	1/30/1989	12/31/2014	Good Standing
OTR/L	Burkle	Amy	Lynn	1285	8/1/2006	12/31/2013	Good Standing
COTA/L	Burnette	Ivy	Rochelle	C1801	6/27/2011	12/31/2014	Good Standing
OTR/L	Burns	Amy	Jo	984	7/11/2001	12/31/2014	Good Standing
OTR/L	Burt	Amy	Lynn	1604	8/29/2012	12/31/2013	Good Standing
OTR/L	Bush	Valerie	Jean	1569	1/9/2012	12/31/2013	Good Standing
OTR/L	Butcher	Jason	Morris	1471	2/9/2010	12/31/2013	Good Standing
OTR/L	Butler	Brenda	Marie	1586	6/18/2012	12/31/2013	Good Standing

OTR/L	Butler	Lindsay	Rae	1483	6/22/2010	12/31/2013	Good Standing
OTR/L	Butler	Robbin	Lee	258	3/11/1991	12/31/2014	Good Standing
OTR/L	Butts	Jamie	Michelle	1178	7/20/2004	12/31/2013	Good Standing
COTA/L	Bynum	Malcolm	Ward	C1500	11/19/2003	12/31/2014	Good Standing
COTA/L	Byrne	Mary	Abajian	C1446	4/4/2002	12/31/2013	Good Standing
OTR/L	Cade	Jennifer	Frances	1193	8/24/2004	12/31/2013	Good Standing
COTA/L	Cady	Tawnya	Linn	C1643	10/1/2007	12/31/2014	Good Standing
OTR/L	Cain	Brianna	Lee	1192	8/24/2004	12/31/2013	Good Standing
OTR/L	Caldwell	Angela	Renee	1444	8/26/2009	12/31/2014	Good Standing
OTR/L	Calef-Boring	Elizabeth	Alison	1587	6/26/2012	12/31/2013	Good Standing
COTA/L	Callicoat	Stephanie	Renee	C1861	9/11/2012	12/31/2013	Good Standing
OTA (lp)	Calvert	Jacqueline	Marie	LPA223	4/29/2013	7/29/2013	Good Standing
COTA/L	Camp	Marsha	Lynne	C1250	11/11/1997	12/31/2014	Good Standing
COTA/L	Campbell	Marjorie	Arlene	C1695	6/4/2013	12/31/2014	Good Standing
OTA/L	Campbell	Sandra	Sue	C1617	2/1/2007	12/31/2014	Good Standing
COTA/L	Campbell	Tiffany	Nicole	C1594	7/13/2006	12/31/2013	Good Standing
COTA/L	Canterbury	Mary	Evelyn	C1908	7/10/2013	12/31/2014	Good Standing
COTA/L	Canterbury	Tiffany	Ann	C1851	6/21/2012	12/31/2013	Good Standing
OT/L	Cardany	Elizabeth	Margaret	1116	7/24/2003	12/31/2014	Good Standing
OTR/L	Cardany	Scott	Ryan	1105	4/30/2003	12/31/2014	Good Standing
COTA/L	Carnahan	Cynthia	Jean	C1330	10/14/1999	12/31/2014	Good Standing
OTR/L	Carpenter	Casey	Jo	1497	8/2/2010	12/31/2013	Good Standing
OTR/L	Carr	Katie	Ann	1554	8/30/2011	12/31/2014	Good Standing
OTR/L	Carson	Raji	Kathleen	993	8/31/2001	12/31/2014	Good Standing
OTR/L	Carte	Jami	Lynn	1060	10/9/2002	12/31/2013	Good Standing
OT/L	Carter	Diana	Jo	1233	8/3/2005	12/31/2014	Good Standing
OTR/L	Carter	Shanna	Michelle	1125	8/14/2003	12/31/2014	Good Standing
OTR/L	Carter	Shawna	Renee	935	6/19/2013	12/31/2014	Good Standing
OT (lp)	Cartwright	Heather	Dawn	LPT368	7/2/2013	10/2/2013	Good Standing
COTA/L	Carver	Rhonda	Lynn	C1071	9/6/1993	12/31/2014	Good Standing
OTR/L	Casari	Cherie	A.	1034	10/24/2007	12/31/2014	Good Standing
COTA/L	Castle Jr.	Norman	Daniel	C1884	12/10/2012	12/31/2013	Good Standing
COTA/L	Casto	Curtis	Clark	C1111	11/1/1994	12/31/2013	Good Standing
OTR/L	Casto	Valerie	Virginia	150	1/27/1984	12/31/2013	Good Standing
OTR/L	Castro	Kristen	Rachelle	1351	9/4/2007	12/31/2014	Good Standing
OTR/L	Cattran	Brianne	Lyn	1526	2/23/2011	12/31/2014	Good Standing
COTA/L	Cecil	Susanne	Marie	C1842	3/9/2012	12/31/2013	Good Standing
COTA/L	Chaffin	Alesa	Adrienne	C1411	6/5/2001	12/31/2014	Good Standing
OTR/L	Chandler	Dana	Jo	912	2/2/2000	12/31/2013	Good Standing
OTR/L	Chapman	Bobbie	Jo	502	9/19/1995	12/31/2014	Good Standing
OTR/L	Chapman	Jodi	Lynn	1003	10/12/2010	12/31/2013	Good Standing
OTR/L	Chapman	Stephanie	Dawn	1421	4/1/2009	12/31/2014	Good Standing
OTR/L	Charlier	Camille	Marie	1609	9/25/2012	12/31/2013	Good Standing
COTA/L	Chernutan	Wendi	Oxley	C1577	1/30/2006	12/31/2013	Good Standing
COTA/L	Cherok	Amy	Lynne	C1391	4/17/2001	12/31/2014	Good Standing
OTR/L	Childers	Amy	Danielle	966	1/10/2001	12/31/2014	Good Standing
OTR/L	Childress	Kristi	Rota	1202	7/15/2011	12/31/2014	Probation
COTA/L	Chill	Meghan	Kathleen	C1657	2/4/2008	12/31/2013	Good Standing
OTR/L	Cichowicz	Richard	Edward	818	11/4/1998	12/31/2013	Good Standing
OTR/L	Cipoletti	Allison	Nicole	1394	9/2/2008	12/31/2013	Good Standing
OTR/L	Cirtwell	Meredith	Lynne	771	7/22/2011	12/31/2014	Good Standing
COTA/L	Cisco	Martha	Lee	C1069	6/29/1993	12/31/2014	Good Standing
OTR/L	Citerone	Kathy	Maureen	1175	7/7/2004	12/31/2013	Good Standing

COTA/L	Clark	Joan	Parker	C1196	9/16/1996	12/31/2013	Good Standing
OTR/L	Clark	Jocelynn	Jean	1601	8/13/2012	12/31/2013	Good Standing
OTR/L	Clark	Kelsey	Nichole	1406	11/17/2008	12/31/2013	Good Standing
COTA/L	Clark	Melissa	Dawn	C1541	3/3/2005	12/31/2014	Good Standing
COTA/L	Clark	Sarah	Lynn	C1738	12/11/2009	12/31/2014	Good Standing
COTA/L	Clarkson	Heather	Irene	C1570	11/17/2005	12/31/2014	Good Standing
COTA/L	Clary	Carrie	Renee	C1802	7/6/2011	12/31/2014	Good Standing
OTR/L	Clay	Mildred	Susie	453	11/11/1994	12/31/2013	Good Standing
COTA/L	Close II	Ronald	Keith	C1756	7/8/2010	12/31/2013	Good Standing
COTA/L	Coalson	Brandee	Nichole	C1684	11/24/2008	12/31/2013	Good Standing
OTR/L	Coffelt	Rachel	Denise	1488	7/7/2010	12/31/2013	Good Standing
OTR/L	Coffman	Mary	Anne	1583	5/14/2012	12/31/2013	Good Standing
OTR/L	Colaiani	Donna	Jeanne	1251	12/20/2005	12/31/2014	Good Standing
OTR/L	Cole	Amanda	Leigh	1225	5/24/2005	12/31/2014	Good Standing
OTR/L	Collins	Allison	Kay	1346	8/10/2007	12/31/2014	Good Standing
COTA/L	Collins	Amanda	Lynn	C1490	5/22/2003	12/31/2014	Good Standing
COTA/L	Colucci-Ayers	Erica	D	C1622	3/5/2007	12/31/2014	Good Standing
OTR/L	Colwell	Christine	Nicole	1371	4/28/2008	12/31/2013	Good Standing
COTA/L	Compton	Melissa	Ann	C1697	2/9/2009	12/31/2014	Good Standing
OTR/L	Conjeski	Ashley	Sonia	1591	7/12/2012	12/31/2013	Good Standing
COTA/L	Conley	Bobbie	L.	C1841	3/8/2012	12/31/2013	Good Standing
OTR/L	Conley	Carolyn	Louise	1217	3/1/2005	12/31/2014	Good Standing
COTA/L	Conley	Jessica	Nicole	C1754	4/26/2010	12/31/2013	Good Standing
OTR/L	Conley	Mary	Theresa	1123	8/13/2003	12/31/2014	Good Standing
OT/L	Conley	Melissa	K.	468	6/28/2012	12/31/2013	Good Standing
COTA/L	Conn	Kathy	Lynn	C1497	2/1/2010	12/31/2013	Good Standing
COTA/L	Cook	Jillian	Renae	C1564	10/11/2005	12/31/2014	Good Standing
OTR/L	Cooper	Molly	Dale	1069	10/9/2002	12/31/2013	Good Standing
OTR/L	Corder	Cortney	Brooke	1432	7/1/2009	12/31/2014	Good Standing
OTR/L	Coriell	Brooke	Ashley	1622	12/27/2012	12/31/2013	Good Standing
OTR/L	Cormack	Elizabeth	Mary	695	11/11/1997	12/31/2014	Good Standing
OTR/L	Coulter	Jill	Elizabeth	906	11/23/1999	12/31/2014	Good Standing
OTR/L	Covert	Melissa	Sue	1509	10/14/2010	12/31/2013	Good Standing
OTR/L	Cox	Heather	Rene	1235	8/16/2005	12/31/2014	Good Standing
OTR/L	Craiger	Deanna	Lynn	1197	8/31/2004	12/31/2013	Good Standing
OTR/L	Crilley	Barbara	Jeanne	1434	7/7/2009	12/31/2014	Good Standing
OTR/L	Criniti	Amber	Marie	1180	7/28/2004	12/31/2013	Good Standing
OTR/L	Cronin	Anne	Frances	709	11/26/1997	12/31/2014	Good Standing
OTR/L	Crosby	Zachary	Abraham	702	11/18/1997	12/31/2014	Good Standing
COTA/L	Crowe, Jr.	Dennis	Leroy	C1896	3/7/2013	12/31/2014	Good Standing
OTR/L	Cullinan	Jessica	Jewel	1435	7/9/2009	12/31/2014	Good Standing
OTR/L	Cupini	Sondra	Marie	692	11/6/1997	12/31/2014	Good Standing
OTR/L	Cutlip	Stephanie	Michelle	1665	7/30/2013	12/31/2014	Good Standing
OTR/L	Daggett	Toby	Dean	1015	11/8/2001	12/31/2014	Good Standing
COTA/L	DaLonzo	Melissa	Ann	C1707	4/16/2009	12/31/2014	Good Standing
OTR/L	Dalton	Tracie	Lynn	1616	11/20/2012	12/31/2013	Good Standing
OTR/L	Damm	Cara	Nicole	1032	1/31/2002	12/31/2013	Good Standing
OTA/L	Daniels	Michelle	Ann	C1576	1/24/2006	12/31/2013	Good Standing
OTR/L	Daniels	Shannon	Kay	1258	2/13/2006	12/31/2013	Good Standing
OTR/L	Dantry	Jami	Marie	1020	12/5/2001	12/31/2014	Good Standing
COTA/L	D'Aquila	Krystal	Kay	C1745	2/4/2010	12/31/2013	Good Standing
OTR/L	Darrah	Megan	Beth	1541	6/27/2011	12/31/2014	Good Standing
OT/L	Daub	Amy	Christine	961	12/5/2000	12/31/2013	Good Standing

OTR/L	Daubenspeck	Cara	Elizabeth	1486	7/1/2010	12/31/2013	Good Standing
COTA/L	Daugherty	Julie	Ann	C1855	6/30/2012	12/31/2013	Good Standing
COTA/L	Davidson	Deborah	Lee	C1510	3/17/2004	12/31/2013	Good Standing
OTR/L	Davis	Diana	Rae	621	2/18/1997	12/31/2014	Good Standing
OTR/L	Davis	Julie	Dawn	1529	3/15/2011	12/31/2014	Good Standing
OTR/L	Davis	Lucas	Benjamin	1143	10/8/2003	12/31/2014	Good Standing
COTA/L	Davis	Rebecca	Nicole	C1839	3/2/2012	12/31/2013	Good Standing
OTR/L	Dawson	Krista	Kay	1135	9/3/2003	12/31/2014	Good Standing
OTR/L	Deal	Michele	Lynn	869	6/30/1999	12/31/2014	Good Standing
COTA/L	Dean	Jessica	Dale	C1875	11/5/2012	12/31/2013	Good Standing
OTR/L	DeBardi	Casie	Lynn	1578	4/17/2012	12/31/2013	Good Standing
OTR/L	DeHart	Jamie	Ann	1465	12/9/2009	12/31/2014	Good Standing
OT (lp)	DeHeer	Jennifer	Marie	LPT369	7/2/2013	10/2/2013	Good Standing
OTR/L	DeLeurere	Kristi	Lynne	1277	6/27/2006	12/31/2013	Good Standing
OTR/L	Demi	Amy	Sue	880	10/6/1999	12/31/2014	Good Standing
COTA/L	Dennis	Erica	Lynn	C1335	11/9/1999	12/31/2014	Good Standing
COTA/L	Dent, Jr.	Harold	Thomas	C1426	10/4/2001	12/31/2014	Good Standing
OTR/L	Destito	Jennifer	Nicole	943	10/31/2000	12/31/2013	Good Standing
OTR/L	Detrick	Linda	D.	1655	7/16/2013	12/31/2014	Good Standing
COTA/L	Devereaux	April	Marie	C1788	3/16/2011	12/31/2014	Good Standing
OTR/L	Deweese	Lisa	Marie	878	9/29/1999	12/31/2014	Good Standing
OTR/L	DeWitt	Laura	June	457	11/21/1994	12/31/2013	Good Standing
COTA/L	Dickson	Brandon	Michael	C1762	9/20/2010	12/31/2013	Good Standing
OTR/L	Dignan	Janet	Marie	344	12/8/1992	12/31/2013	Good Standing
COTA/L	Dillon	Rhonda	Shannon	C1749	3/22/2010	12/31/2013	Good Standing
COTA/L	Dingess	James	Ray	C1543	3/22/2005	12/31/2014	Good Standing
COTA/L	Dobson	Sherry	Michelle	C1672	8/5/2008	12/31/2013	Good Standing
OTR/L	Donaldson	Shawn	Paul	857	9/13/2005	12/31/2014	Good Standing
OTR/L	Dooley	Ligeia	Mae	1063	10/9/2002	12/31/2013	Good Standing
OTR/L	Dorian	Molly	Renee	1282	7/27/2006	12/31/2013	Good Standing
COTA/L	Dorsey	Hollie	Anne	C1823	11/1/2011	12/31/2014	Good Standing
OTR/L	Dorsey	Megan	Ann	1388	7/16/2008	12/31/2013	Good Standing
OTR/L	Double	Erin	Kathleen	1402	10/6/2008	12/31/2013	Good Standing
OTR/L	Douglas	Martin	Kent	366	4/17/1993	12/31/2014	Good Standing
COTA/L	Drennen	Brittany	Nicole	C1822	11/1/2011	12/31/2014	Good Standing
COTA/L	Duckworth	Carrie	Lynn	C1396	5/8/2001	12/31/2014	Good Standing
COTA/L	Durham	Letitia	Ardella	C1487	4/30/2003	12/31/2014	Good Standing
OTR/L	Dziak	Jason		799	10/1/1998	12/31/2013	Good Standing
COTA/L	Eastham	Tara	Jane	C1785	3/9/2011	12/31/2014	Good Standing
OTR/L	Ebert	Joshuah	E	1637	5/14/2013	12/31/2014	Good Standing
OTR/L	Eckert	Melissa	Rae	1570	1/11/2012	12/31/2013	Good Standing
OTR/L	Eckles	Celine	M.	1477	5/4/2010	12/31/2013	Good Standing
COTA/L	Eckman	Kaitlin	N.	C1905	7/2/2013	12/31/2014	Good Standing
OTR/L	Edsall	Brittany	Anne	1613	10/15/2012	12/31/2013	Good Standing
OTR/L	Eidahl	Whitney	Noel	1542	6/30/2011	12/31/2014	Good Standing
COTA/L	Elberson	Ginger	M.	C1786	3/14/2011	12/31/2014	Good Standing
COTA/L	Eller	Tammy	Renee	C1544	3/31/2005	12/31/2014	Good Standing
COTA/L	Elliott	Michael	Loye	C1060	7/13/1992	12/31/2013	Good Standing
OTR/L	Elmore	Stephanie	Amanda	1341	7/23/2007	12/31/2014	Good Standing
OTR/L	Elza	Ashley	Danielle	1565	10/17/2011	12/31/2014	Good Standing
COTA/L	Emery	Sarah	Kristine	C1808	8/19/2011	12/31/2014	Good Standing
OTR/L	Engle	Jessica	Rae	1633	4/16/2013	12/31/2014	Good Standing
OTR/L	Enz	Matthew	Drew	1553	8/29/2011	12/31/2014	Good Standing

OTR/L	Epperly	Kelly	Jo	1300	10/25/2006	12/31/2013	Good Standing
COTA/L	Escobedo	Jennifer	Lee	C1639	9/13/2007	12/31/2014	Good Standing
OTR/L	Eskins	Lisa	Knierim	1124	8/13/2003	12/31/2014	Good Standing
OTR/L	Estep	Lydia	Eleanor	266	6/2/1991	12/31/2014	Good Standing
OTR/L	Ethridge	Katie	Taylor	1310	2/15/2007	12/31/2014	Good Standing
COTA/L	Eubank	Misty	May	C1520	7/20/2004	12/31/2013	Good Standing
OTR/L	Evans	Alyssa	Ann	1549	7/19/2011	12/31/2014	Good Standing
OTR/L	Evans	Donna	Jean	1241	9/13/2005	12/31/2014	Good Standing
COTA/L	Evans	Sara	Faye	C1485	4/3/2003	12/31/2014	Good Standing
OTR/L	Evans II	Charles	Edward	950	11/7/2000	12/31/2013	Good Standing
OTR/L	Ewing	Suzanna	LaDonna	1319	5/8/2012	12/31/2013	Good Standing
OTR/L	Fabbri	Erik	Stephen	917	3/8/2000	12/31/2013	Good Standing
COTA/L	Fairgrieve	Victoria	Beth	C1751	3/30/2010	12/31/2013	Good Standing
OTR/L	Fantazzi	Lori		1512	10/20/2010	12/31/2013	Good Standing
OTA/L	Fawley	Renee	Denise	C1334	11/4/1999	12/31/2014	Good Standing
OTR/L	Feeley	Michael	Joseph	1517	11/23/2010	12/31/2013	Good Standing
COTA/L	Feltner	Christina	Marie	C1902	5/9/2013	12/31/2014	Good Standing
COTA/L	Ferguson	Lynn	Marie	C1853	6/26/2012	12/31/2013	Good Standing
OTR/L	Ferrari	Vincentia	Jean	1358	10/3/2007	12/31/2014	Good Standing
OTR/L	Ferrell	Heather	Gaye	1470	2/3/2010	12/31/2013	Good Standing
OTR/L	Fink	Leonard	Besso	436	8/25/1994	12/31/2013	Good Standing
COTA/L	Finley	Patricia	Louise	C1104	9/28/1994	12/31/2013	Good Standing
COTA/L	Fitzgerald	Angela	Renee	C1239	9/23/1997	12/31/2014	Good Standing
OTR/L	Fizer	Shelly	Ann	979	6/12/2001	12/31/2014	Good Standing
OTR/L	Flaherty	Katherine	Thomas	1598	8/2/2012	12/31/2013	Good Standing
OTR/L	Fleshman	Christopher	Scott	1284	8/1/2006	12/31/2013	Good Standing
OTR/L	Florence	Kristi	Lynn	1364	12/12/2007	12/31/2014	Good Standing
OTR/L	Folk	Brandi	Marie	1154	1/29/2004	12/31/2013	Good Standing
OTR/L	Folkes	April	M.	1612	10/11/2012	12/31/2013	Good Standing
OTR/L	Ford	Danielle	Renee	983	6/28/2001	12/31/2014	Good Standing
OTR/L	Forrest	Adam	Collins	637	4/24/1997	12/31/2014	Good Standing
COTA/L	Foster	Brooke	Elizabeth	C1878	11/21/2012	12/31/2013	Good Standing
COTA/L	Foster	Heather	Dawn	C1440	2/12/2002	12/31/2013	Good Standing
OTR/L	Frame	Ingrid	Alvhild	1617	11/27/2012	12/31/2013	Good Standing
OTR/L	France	Christine	Renee	1367	1/28/2008	12/31/2013	Good Standing
OTR/L	Franchi	Sherry	Ann	1355	9/24/2007	12/31/2014	Good Standing
OTR/L	Francis	Tiffany	Renee	1493	7/14/2010	12/31/2013	Good Standing
COTA/L	Frankenberry	Mary	Patricia	C1514	4/14/2004	12/31/2013	Good Standing
COTA/L	Franko	Amanda	Arline	C1103	9/28/1994	12/31/2013	Good Standing
COTA/L	Frazier	Hattie	Bee	C1728	11/3/2009	12/31/2014	Good Standing
OTR/L	Freeman	Shauna	Brianne	1419	3/18/2009	12/31/2014	Good Standing
OTR/L	Freshour	Teresa	Sue	1498	8/3/2010	12/31/2013	Good Standing
OTR/L	Friedman	Susan	Sheryl	1108	5/8/2003	12/31/2014	Good Standing
COTA/L	Fruit	Celicia	Nachelle	C1787	3/14/2011	12/31/2014	Good Standing
COTA/L	Frye	Amanda	R.	C1828	12/14/2011	12/31/2014	Good Standing
OTR/L	Fugate	Bryan	Todd	377	9/10/1993	12/31/2014	Good Standing
OTR/L	Galusky	Kimberly	Ann	1593	7/17/2012	12/31/2013	Good Standing
COTA/L	Gambrell	Andrea	Rachelle	C1844	3/27/2012	12/31/2013	Good Standing
COTA/L	Garletts	Daniel	James	C1860	9/5/2012	12/31/2013	Good Standing
COTA/L	Garnes	Megan	Elaine	C1850	6/21/2012	12/31/2013	Good Standing
OTR/L	Garrett	Deena	S.	1625	2/4/2013	12/31/2014	Good Standing
COTA/L	Gary	Danielle	Maxine	C1803	7/13/2011	12/31/2014	Good Standing
OT/L	Gash	Joanne	Heather	703	3/12/2012	12/31/2013	Good Standing

OTR/L	Gass	Krista	Michele	1281	7/26/2006	12/31/2013	Good Standing
OTR/L	Gatchel	Bre	Dian	1459	10/20/2009	12/31/2014	Good Standing
OTR/L	Gaughan	Amy	Lynne	1365	1/4/2008	12/31/2013	Good Standing
COTA/L	George	Kimberly	Sue	C1586	3/16/2006	12/31/2013	Good Standing
OTR/L	George	Olivia	Kristen	1597	8/1/2012	12/31/2013	Good Standing
COTA/L	Gibbs	Casandra	Marie	C1854	6/26/2012	12/31/2013	Good Standing
OTR/L	Gillette	Adrienne	Jean	1206	10/26/2004	12/31/2013	Good Standing
OT/L	Gillette	Tevin	Michele	1244	10/11/2005	12/31/2014	Good Standing
OTR/L	Gilmore	Vicki	Lee	263	4/29/1991	12/31/2014	Good Standing
OT (lp)	Godby	Brooke	N.	LPT356	1/16/2013	3/7/2013	Void
OTR/L	Goddard	Virginia	Belle	1532	4/19/2011	12/31/2014	Good Standing
OTR/L	Gompers	Sarah	Lucinda	1077	10/31/2002	12/31/2013	Good Standing
OTR/L	Gongola	Christine	Diana	431	11/12/2008	12/31/2013	Good Standing
OTR/L	Good	Ashley	Elizabeth	1574	2/24/2012	12/31/2013	Good Standing
OTR/L	Goodall	Leslie	Nancy	375	8/16/1993	12/31/2014	Good Standing
OTR/L	Gootee	Teresa	S.	1653	7/11/2013	12/31/2014	Good Standing
COTA/L	Gorlock	Dennis	Ray	C1798	6/9/2011	12/31/2014	Good Standing
OTR/L	Gould	David	Alan	169	2/10/1986	12/31/2013	Good Standing
OTR/L	Gracey	Stacey	Lynne	941	10/31/2000	12/31/2013	Good Standing
OTR/L	Graebe	Garth	Lee	995	8/31/2001	12/31/2014	Good Standing
OTR/L	Graham	Christina	Elaine	1576	3/28/2012	12/31/2013	Good Standing
OTR/L	Granata	Emerald	Jean	1457	10/1/2009	12/31/2014	Good Standing
COTA/L	Grant	Tisha	Brooke	C1680	10/30/2008	12/31/2013	Good Standing
OTR/L	Gray	Noah	Madison	500	9/6/1995	12/31/2014	Good Standing
OTR/L	Green	Michael	Brian	1385	7/3/2008	12/31/2013	Good Standing
COTA/L	Green	Renee	Ann	C1846	5/18/2012	12/31/2013	Good Standing
OTR/L	Green	Stephanie	Nicole	1648	7/2/2013	12/31/2014	Good Standing
OTR/L	Greer	Heather	Lee	438	8/26/1994	12/31/2013	Good Standing
OTR/L	Griffin	Ashley	Marie	1452	9/10/2009	12/31/2014	Good Standing
COTA/L	Griffin	Rosemary		C1587	3/20/2006	12/31/2013	Good Standing
OTR/L	Grimes	Darlene	Louise	992	8/31/2001	12/31/2014	Good Standing
OTR/L	Grimes	Diane	Marie	1190	8/20/2004	12/31/2013	Good Standing
OTA (lp)	Grimes	Elizabeth	Anne	LPA225	7/8/2013	10/8/2013	Good Standing
OTR/L	Grimes	Parker	Hall	891	11/4/1999	12/31/2014	Good Standing
COTA/L	Grimes	Thomas	Christopher	C1474	11/21/2002	12/31/2013	Good Standing
OTR/L	Griswold	Dwayne	Curtis	1226	5/24/2006	12/31/2014	Good Standing
OTR/L	Groe	Carmen	Gail	1564	10/12/2011	12/31/2014	Good Standing
OT/L	Grooms	Carolyn	Sue	1262	3/8/2006	12/31/2013	Good Standing
COTA/L	Grubb	Matthew	Gregory	C1616	1/13/2007	12/31/2014	Good Standing
COTA/L	Grubb	Tara	Michelle	C1658	2/7/2008	12/31/2013	Good Standing
OTR/L	Grzadzielewski	Pamela		1664	7/30/2013	12/31/2014	Good Standing
COTA/L	Gunnoe	Julie	Lynn	C1579	2/8/2006	12/31/2013	Good Standing
COTA/L	Guthrie	Amanda	Leigh	C1625	3/19/2007	12/31/2014	Good Standing
OTR/L	Gutierrez	Karissa	Marie	1437	7/13/2009	12/31/2014	Good Standing
COTA/L	Gwinn	Patricia	Ruth	C1465	8/7/2002	12/31/2013	Good Standing
COTA/L	Haddon	Natascha	Ann	C1891	2/20/2013	12/31/2014	Good Standing
OTR/L	Hager	Mary	Agnes	OO5	7/18/1980	12/31/2013	Good Standing
OTR/L	Halkett	Elizabeth	Mary	610	12/12/1996	12/31/2013	Good Standing
OTR/L	Hambric	Brenda	Gaye	1359	10/24/2007	12/31/2014	Good Standing
COTA/L	Hambric	Ella	Kate	C1886	1/3/2013	12/31/2014	Good Standing
OTR/L	Hamelin	Scott	Gregory	1028	1/15/2002	12/31/2013	Good Standing
COTA/L	Hamm	Tracey	Louise	C1897	4/2/2013	12/31/2014	Good Standing
OTR/L	Hammond	Jennifer	Lynn	1132	8/26/2003	12/31/2014	Good Standing

OTR/L	Hamrick	Neha	Ashok	1053	8/21/2002	12/31/2013	Good Standing
OTR/L	Haney	Amber	Elizabeth	1213	1/18/2005	12/31/2014	Good Standing
COTA/L	Haney	Kathleen	Marie	C1289	9/3/1998	12/31/2013	Good Standing
COTA/L	Hanlin	Lori	Michelle	C1899	4/9/2013	12/31/2014	Good Standing
OTR/L	Hanshew	Alicia	Ann	1513	10/21/2010	12/31/2013	Good Standing
COTA/L	Hanson	Debra	Sue	C1681	11/5/2008	12/31/2013	Good Standing
OTR/L	Harbert	Julie	Beth	1357	10/1/2007	12/31/2014	Good Standing
OTR/L	Harlan	Jennifer	Ann	1237	8/30/2005	12/31/2014	Good Standing
OTA/L	Harlan	Ryan	Chrisopher	C1317	5/18/1999	12/31/2014	Good Standing
OTR/L	Harman-Coatsworth	Tammy	Elaine	694	11/6/1997	12/31/2014	Good Standing
COTA/L	Harold	April	Delane	C1739	12/15/2009	12/31/2014	Good Standing
COTA/L	Harrah	Susan	Bunny	C1415	7/26/2001	12/31/2014	Good Standing
OTA/L	Harris	Sharon	Kay	C1542	3/3/2005	12/31/2014	Good Standing
COTA/L	Harris	Tina	Lynn	C1143	9/18/1995	12/31/2014	Good Standing
COTA/L	Harriton	Francis	William	C1585	3/9/2009	12/31/2014	Good Standing
OTR/L	Harriton	Valerie	Sue	1266	6/16/2009	12/31/2014	Good Standing
OTR/L	Hartofelis	Michael		834	1/7/1999	12/31/2014	Good Standing
COTA/L	Harvey	Kristi	Lynn	C1611	12/9/2006	12/31/2013	Good Standing
COTA/L	Harvey	Michele	Leann	C1773	12/13/2010	12/31/2013	Good Standing
OTR/L	Hastings	Larissa	Idalmis	1089	1/22/2003	12/31/2014	Good Standing
OTR/L	Hastings	Leon		1121	7/31/2003	12/31/2014	Good Standing
COTA/L	Hatcher	Loretta "Dee"	Denise	C1597	9/5/2006	12/31/2013	Good Standing
OTR/L	Hatcher	Megan	Joy	1414	1/6/2009	12/31/2014	Good Standing
OTR/L	Hatfield	Brian	Anthony	1009	10/4/2001	12/31/2014	Good Standing
OTR/L	Hawes	Cheryl	Himes	823	11/18/1998	12/31/2013	Good Standing
OTR/L	Hawkins	Dana	Lynn	1001	9/5/2001	12/31/2014	Good Standing
COTA/L	Hawkins	Joan	Elizabeth	C1395	5/3/2001	12/31/2014	Good Standing
OTA/L	Hawks	Jennifer	Rebecca	C1376	11/29/2011	12/31/2014	Good Standing
OTR/L	Hazelett	Megan	Michelle	1168	4/6/2004	12/31/2013	Good Standing
COTA/L	Heath	Lisa	Marie	C1495	9/17/2003	12/31/2014	Good Standing
OTR/L	Heise	Christy	Louise	1331	7/3/2007	12/31/2014	Good Standing
OTR/L	Helbig	Sarah	Nicole	1275	6/27/2006	12/31/2013	Good Standing
OTR/L	Henderson	Olivia	Carol	1199	9/7/2004	12/31/2013	Good Standing
OTA/L	Henderson	Troy	William	C1155	1/2/1996	12/31/2013	Good Standing
OT/L	Hendry	Maureen	Anne	1481	5/24/2010	12/31/2013	Good Standing
COTA/L	Henry	Michelle	Lynne	C1408	5/30/2001	12/31/2014	Good Standing
OTR/L	Hetz	Stephanie	Raye	1304	12/5/2006	12/31/2013	Good Standing
OT (lp)	Hickman	Ashley	Rochelle	LPT362	6/12/2013	9/12/2013	Good Standing
OTR/L	Hill	Amanda	Faye	1571	2/17/2012	12/31/2013	Good Standing
COTA/L	Hill	Bambi	Lee	C1394	5/3/2001	12/31/2014	Good Standing
COTA/L	Hill	Carrie	Elizabeth	C1421	9/5/2001	12/31/2014	Good Standing
OTR/L	Hnottavange	Loretta	Brooke	1106	5/6/2003	12/31/2014	Good Standing
OTR/L	Holben	Jennifer	Marie	1229	6/28/2005	12/31/2014	Good Standing
OTR/L	Holbrook	Ashlie	Jill	1303	12/5/2006	12/31/2013	Good Standing
COTA/L	Holcomb	Amber	Faith	C1631	5/31/2007	12/31/2014	Good Standing
OTR/L	Holmes	Gina	Marie	583	9/5/1996	12/31/2013	Good Standing
OTR/L	Holsen	Suzanne	Renee	793	8/20/1998	12/31/2013	Good Standing
OTR/L	Hopkins	Jeffery	Donald	184	3/14/1987	12/31/2014	Good Standing
COTA/L	Hopkins	Melissa	Rayna	C1731	11/23/2009	12/31/2014	Good Standing
COTA/L	Hoppert	Amy	Denise	C1742	1/14/2010	12/31/2013	Good Standing
OTR/L	Horne	Kimberly	Walker	1328	6/25/2007	12/31/2014	Good Standing
OTR/L	Hornsby	Marlo	Renee	1356	10/1/2007	12/31/2014	Good Standing
COTA/L	House	Jennifer	Renee	C1635	7/23/2007	12/31/2014	Good Standing

COTA/L	Householder	Rebekah	Lee	C1913	7/31/2013	12/31/2014	Good Standing
COTA/L	Howard	Thomas	Michael	C1867	10/2/2012	12/31/2013	Good Standing
OTR/L	Howell	Justina	DeJang	1325	6/19/2007	12/31/2014	Good Standing
COTA/L	Huber	Tim	Paul	C1278	5/13/1998	12/31/2013	Good Standing
COTA/L	Huffman	Curtis	William	C1662	2/20/2008	12/31/2013	Good Standing
COTA/L	Huffman	Keith	Allan	C1200	10/8/1996	12/31/2013	Good Standing
OTR/L	Hugentober	Shannon	Brooks	1313	2/22/2007	12/31/2014	Good Standing
OTR/L	Humbertson-Grogan	Autumn	Elizabeth	1127	8/20/2003	12/31/2014	Good Standing
OTR/L	Hummel	Deborah		846	8/30/2011	12/31/2014	Good Standing
COTA/L	Humphrey	Meridith	McKenzie	C1827	12/12/2011	12/31/2014	Good Standing
OTR/L	Hunger	Rachel	Dawn	1370	4/21/2008	12/31/2013	Good Standing
COTA/L	Hunt	Bonnie	Marie	C1904	6/19/2013	12/31/2014	Good Standing
COTA/L	Hunter	Cheryl	Ann	C1055	3/18/1992	12/31/2013	Good Standing
COTA/L	Hurley	Terri	Maxine	C1721	9/2/2009	12/31/2014	Good Standing
COTA/L	Hurley Jr.	James	Arthur	C1568	11/1/2005	12/31/2014	Good Standing
COTA/L	Hurt	Jaqueline	Annette	C1482	2/25/2003	12/31/2014	Good Standing
COTA/L	Hutchins	Hannah	Lynn	C1858	8/6/2012	12/31/2013	Good Standing
OTR/L	Ingram	Zachary	Logan	1588	6/26/2012	12/31/2013	Good Standing
OTR/L	Inwald	Stephanie	Lynn	1642	6/6/2013	12/31/2014	Good Standing
OTR/L	Isaac	James	Michael	319	6/25/1992	12/31/2013	Good Standing
OTA/L	Isner	Eileen	Annette	C1025	2/9/1990	12/31/2013	Good Standing
OTR/L	Ison	Shanna	Marie	1156	2/4/2004	12/31/2013	Good Standing
OT/L	Isra	Jahzara	Akiva Azize	1614	10/23/2012	12/31/2013	Good Standing
COTA/L	Jackson	Sarah	Marie	C1407	5/30/2001	12/31/2014	Good Standing
OTR/L	Jackson	Stephanie	Ann	1443	8/26/2009	12/31/2014	Good Standing
OTR/L	Jacob	Beth	Anne	1271	5/25/2006	12/31/2013	Good Standing
OTR/L	Jacobs	Laura	Kust	1152	12/16/2003	12/31/2014	Good Standing
OTR/L	Jahn	Susan	Elizabeth	1288	8/29/2006	12/31/2013	Good Standing
OTR/L	Jamiolkowski	Audrey	Ellen	1590	7/12/2012	12/31/2013	Good Standing
OTR/L	Jefferson	Ami	Lynn	1031	1/31/2002	12/31/2013	Good Standing
OTR/L	Jellison	Lisa	Lynn	1508	9/28/2010	12/31/2013	Good Standing
COTA/L	Jenkins	Kimberly	Lynn	C1783	2/15/2011	12/31/2014	Good Standing
OTR/L	Jenkins	Valerie	Marie	1466	12/11/2009	12/31/2014	Good Standing
OTR/L	Jent	Laura	Melissa	325	9/14/1992	12/31/2013	Good Standing
COTA/L	Jesse	Brenda	Gail	C1048	9/30/1991	12/31/2014	Good Standing
COTA/L	Jesse	Gloria	Ann	C1900	4/25/2013	12/31/2014	Good Standing
COTA/L	Johns	Tonya	Lynn	C1241	12/11/2012	12/31/2013	Good Standing
COTA/L	Johnson	Amanda	Sue	C1753	4/21/2010	12/31/2013	Good Standing
OTR/L	Johnson	Beth	Ann	1201	7/18/2013	12/31/2014	Good Standing
OTR/L	Johnson	Mary	Elise	1475	4/8/2010	12/31/2013	Good Standing
OTR/L	Johnson	Stephanie	Gwen	1243	9/22/2005	12/31/2014	Good Standing
COTA/L	Johnson	Tamara	Irene	C1486	4/3/2003	12/31/2014	Good Standing
OTR/L	Johnston	Linda	Christine	OO1	7/18/1980	12/31/2013	Good Standing
OTR/L	Jones	Ester	Lee	955	11/14/2000	12/31/2013	Good Standing
COTA/L	Jones	Heather	Clemson	C1560	6/21/2011	12/31/2014	Good Standing
OTR/L	Juhasz	Shari	Ann	1621	12/18/2012	12/31/2013	Good Standing
OTR/L	Justice-West	Melissa	Renae	1605	9/5/2012	12/31/2013	Good Standing
COTA/L	Kaczor	Karen	Elise	C1696	2/3/2009	12/31/2014	Good Standing
OTR/L	Kalcum	Leann		1516	11/22/2010	12/31/2013	Good Standing
COTA/L	Kardel	Lisa	Kay	C1890	2/14/2013	12/31/2014	Good Standing
COTA/L	Kasler	Wendy	Sue	C1042	3/11/1991	12/31/2014	Good Standing
OTR/L	Katz	Jodi	Beth	484	5/11/1995	12/31/2014	Good Standing
OTR/L	Keane	Elaine	Mary	1150	11/26/2003	12/31/2014	Good Standing

OTR/L	Kearns	Emily	Suzanne	959	12/4/2000	12/31/2013	Good Standing
OTR/L	Keaton	Mitzi	Dawn	1333	7/9/2007	12/31/2014	Good Standing
COTA/L	Keen	Kimberly	Lynne	C1523	9/14/2004	12/31/2013	Good Standing
COTA/L	Keene	Cynthia	Lee	C1634	6/18/2007	12/31/2014	Good Standing
OTR/L	Keffer	Heather	Ashley	1575	3/2/2012	12/31/2013	Good Standing
COTA/L	Kell	Sarah	Ann	C1834	1/31/2012	12/31/2013	Good Standing
OTR/L	Keller	Nicole	Marie	1499	8/10/2010	12/31/2013	Good Standing
OTR/L	Kelly	Mary	Lee	736	2/12/1998	12/31/2013	Good Standing
OTR/L	Kendrick	Gina	Gail	1627	2/14/2013	12/31/2014	Good Standing
OTR/L	Kesler	Mary	Catherine	1603	8/14/2012	12/31/2013	Good Standing
OTR/L	Kesner	Christy	Lynn	1641	5/30/2013	12/31/2014	Good Standing
COTA/L	Kessel	Brenda	Lee	C1355	5/23/2000	12/31/2013	Good Standing
OTR/L	Kessler	Amanda		662	7/29/1997	12/31/2014	Good Standing
COTA/L	Kessler	Rebecca	E.	C1593	6/15/2006	12/31/2013	Good Standing
COTA/L	Kiddey	Carol	Lynn	C1492	10/12/2010	12/31/2013	Good Standing
COTA/L	Kiddy	Melinda	Ann	C1793	5/2/2011	12/31/2014	Good Standing
OTR/L	Kincaid	Kena	Sue	1368	3/3/2008	12/31/2013	Good Standing
OTR/L	King	Amber	Davina	905	11/18/1999	12/31/2014	Good Standing
COTA/L	King	Erin	Quinn	C1547	4/14/2005	12/31/2014	Good Standing
OTR/L	King	Robert	H.	1639	5/21/2013	12/31/2014	Good Standing
OTR/L	Kingery	Fred	Edward	693	11/6/1997	12/31/2014	Good Standing
OTR/L	Kiregu	Linus	Maina	824	11/18/1998	12/31/2013	Good Standing
OTR/L	Kirk	Nancy	Lauren	1550	7/26/2011	12/31/2014	Good Standing
OTR/L	Kiser	Sarah	Elizabeth	1638	5/14/2013	12/31/2014	Good Standing
OTR/L	Kisner McGraw	Carol	Marie	886	11/2/1999	12/31/2014	Good Standing
OTR/L	Klennert	Kristin	Leigh	1064	10/9/2002	12/31/2013	Good Standing
OTR/L	Klos	Margaret	Allison	1473	3/9/2010	12/31/2013	Good Standing
COTA/L	Knight	Cambria	Michelle	C1646	10/15/2007	12/31/2014	Good Standing
COTA/L	Komenda	Stanley		C1312	2/1/2007	12/31/2014	Good Standing
OTR/L	Kong	Anisa	Chun	1660	7/24/2013	12/31/2014	Good Standing
COTA/L	Konkler	Rachel	Ann	C1732	11/23/2009	12/31/2014	Good Standing
OTR/L	Kosanovich	Kara	Lynn	1623	12/27/2012	12/31/2013	Good Standing
OTR/L	Kotarski	Amanda	Beth	1555	9/2/2011	12/31/2014	Good Standing
OTR/L	Krivoniak	Justine	Lynn	1563	10/12/2011	12/31/2014	Good Standing
OTR/L	Kuhl	Sigal	Levy	696	11/11/1997	12/31/2014	Good Standing
OTR/L	Kuhn	Shaina	Jo	1592	7/17/2012	12/31/2013	Good Standing
OTA/L	Kunkle	Cecelia	Linda	C1461	7/25/2002	12/31/2013	Good Standing
OTR/L	LaForme	Ann	Marie	158	2/15/1998	12/31/2014	Good Standing
COTA/L	Lamantia	Marlene	Victoria	C1107	5/18/1994	12/31/2013	Good Standing
OTR/L	Lamb	Valerie	Ann	261	4/23/1991	12/31/2014	Good Standing
COTA/L	Lambert	Jennifer	Amiee	C1370	8/24/2000	12/31/2013	Good Standing
OTR/L	Lambert	Jennifer	Leigh	1068	10/9/2002	12/31/2013	Good Standing
COTA/L	Lancaster	Nicole	Dawn	C1386	1/23/2001	12/31/2014	Good Standing
OTR/L	Lane	Jennifer	Lynn	584	9/5/1996	12/31/2013	Good Standing
OTR/L	Lane	Jennifer	Lynn	1415	1/14/2009	12/31/2014	Good Standing
COTA/L	Lane	Jessica	Joy	C1761	8/25/2010	12/31/2013	Good Standing
OTR/L	Lansman	Bristol	Dane	1635	4/17/2013	12/31/2014	Good Standing
COTA/L	Large	Paul	David	C1089	4/16/2013	12/31/2014	Good Standing
OTR/L	Largen	Crystal	Dawn	897	11/9/1999	12/31/2014	Good Standing
OTR/L	LaRue	Katherine	Theresa	298	1/13/1992	12/31/2013	Good Standing
OTR/L	LaRue	Nicole	Yvonne	1445	8/26/2009	12/31/2014	Good Standing
OTR/L	Laska	Mary	Gertrude	398	12/20/1993	12/31/2014	Good Standing
OTR/L	Laughery	Mary	Elizabeth	974	5/3/2001	12/31/2014	Good Standing

OTR/L	Lawless	Megan	Elizabeth	1455	10/1/2009	12/31/2014	Good Standing
OTR/L	Lawrence	Amy	Ellen	1276	6/27/2006	12/31/2013	Good Standing
COTA/L	Laxton	Lori	Leigh	C1825	11/21/2011	12/31/2014	Good Standing
OTR/L	Lazor	John	Michael	1081	12/3/2002	12/31/2013	Good Standing
OTR/L	Leachman	Courtney	Roush	1260	2/22/2006	12/31/2013	Good Standing
COTA/L	Lee	Pamela	Sue	C1499	10/21/2003	12/31/2014	Good Standing
OTR/L	Lee-Pride	Jeri	Annette	544	3/28/1996	12/31/2013	Good Standing
OTR/L	Leitenberger	Jennifer	Lee	996	8/31/2001	12/31/2014	Good Standing
OTR/L	Lent	Michelle	Lee	1408	11/20/2008	12/31/2013	Good Standing
OTR/L	Lentz, Jr.	Robert	Michael	896	11/9/1999	12/31/2014	Good Standing
COTA/L	Leonard	Jackie	Kaye	C1448	4/9/2002	12/31/2013	Good Standing
OTR/L	Leonardi	Amy	Beth	763	5/7/1998	12/31/2013	Good Standing
COTA/L	Lightner	Breanne	Marie	C1469	10/15/2002	12/31/2013	Good Standing
COTA/L	Likens	Amy	Elizabeth	C1872	10/30/2012	12/31/2013	Good Standing
COTA/L	Lilly	Amber	Marie	C1693	1/8/2009	12/31/2014	Good Standing
OTR/L	Lilly	Mark	Vincent	1173	6/3/2004	12/31/2013	Good Standing
OTR/L	Lilly-Queen	Ashley	Brooke	1234	8/11/2005	12/31/2014	Good Standing
OTR/L	Linderman	Katherine	Ann	1645	7/2/2013	12/31/2014	Good Standing
OTR/L	Lindsey	Stephanie	Lynn	1067	10/9/2002	12/31/2013	Good Standing
OTR/L	Linkous	Catherine	McKinney	792	8/20/1998	12/31/2013	Good Standing
COTA/L	Lockhart	Ashley	Dawn	C1584	3/7/2006	12/31/2013	Good Standing
OTR/L	Logan	Robert	Joshua	1630	4/9/2013	12/31/2014	Good Standing
OTR/L	Logwood	Andrea	Michele	1361	11/20/2007	12/31/2014	Good Standing
COTA/L	Long	Sharon	Renee	C1810	7/30/2013	12/31/2014	Good Standing
OTR/L	Lopez	Hollea	Michaela	1012	11/6/2001	12/31/2014	Good Standing
COTA/L	Loyland	Eric	Berent	C1231	6/12/1997	12/31/2014	Good Standing
COTA/L	Lucas	Scott	Lee	C1296	11/4/1998	12/31/2013	Good Standing
COTA/L	Lusk	Candace	Leigh	C1381	11/8/2000	12/31/2013	Good Standing
COTA/L	Lusk	Melissa	Joy	C1887	1/14/2013	12/31/2014	Good Standing
OTR/L	Lynch	Alexandra	Ekels	1312	2/21/2007	12/31/2014	Good Standing
COTA/L	Maddix	Andrea	Faye	C1682	11/10/2008	12/31/2013	Good Standing
COTA/L	Magnani	Kelly	Renee	C1818	10/18/2011	12/31/2014	Good Standing
COTA/L	Magruder	Brandy	Lynn	C1871	10/25/2012	12/31/2013	Good Standing
OTA (Ip)	Mahan	Rikki	Lynn	LPA224	6/19/2013	9/19/2013	Good Standing
OTR/L	Mamie	Jill	Denise	C1530	7/26/2013	12/31/2014	Good Standing
OTR/L	Manchester	Constance	Palmer	147	1/27/1984	12/31/2013	Good Standing
COTA/L	Mann	Faye	Ellen	C1683	11/20/2008	12/31/2013	Good Standing
COTA/L	Mantheyy	Barbara	Ann	C1163	3/19/1996	12/31/2013	Good Standing
OTR/L	Marconi	Brittany	Nicole	1602	8/13/2012	12/31/2013	Good Standing
COTA/L	Margroff	Pamela	J.	C1765	11/1/2010	12/31/2013	Good Standing
OTR/L	Markley	Lona	Leigh	1335	7/9/2007	12/31/2014	Good Standing
COTA/L	Marshall	Tiffani	Kaye	C1595	8/14/2006	12/31/2013	Good Standing
OTR/L	Martin	Jackie	Lynn	611	2/17/2012	12/31/2013	Good Standing
OTR/L	Martin	Karen	Louise	384	10/19/1993	12/31/2014	Good Standing
OTR/L	Marvel	Brenda		1366	1/11/2008	12/31/2013	Good Standing
OT/L	Mason	Michelle	Mary	539	2/12/2013	12/31/2014	Good Standing
OTR/L	Mason	Shannon	Leigh	1182	7/28/2004	12/31/2013	Good Standing
OTR/L	Masterman	Gwendolyn	Suzanne	920	3/9/2000	12/31/2013	Good Standing
OTR/L	Masters	Shannon	Gay	1317	3/15/2007	12/31/2014	Good Standing
OTR/L	Matthews	Shelda	Lois	731	2/3/1998	12/31/2013	Good Standing
OTR/L	Maynard	Jennifer	Lee	1223	5/18/2005	12/31/2014	Good Standing
OTR/L	Mayo	Melissa	Ann	1136	9/9/2003	12/31/2014	Good Standing
OTR/L	May-Pettit	Alyssa	Christine	1533	4/25/2011	12/31/2014	Good Standing

COTA/L	Mazza	Louis	Matthew	C1377	9/20/2000	12/31/2013	Good Standing
OTR/L	McBee	Joshua	Lee	1543	6/30/2011	12/31/2014	Good Standing
COTA/L	McCandless	Maureen	Ann	C1327	9/29/1999	12/31/2014	Good Standing
OTR/L	McCombie	Randy	Paul	494	8/22/1995	12/31/2014	Good Standing
COTA/L	McCormick	Bridget	Ann	C1171	7/21/2008	12/31/2013	Good Standing
COTA/L	McCoy	Belinda	Belle	C1112	11/21/1994	12/31/2013	Good Standing
COTA/L	McDaniel	Johnnie	Ray	C1489	5/6/2003	12/31/2014	Good Standing
OTR/L	McDonald	Clare	Elizabeth	716	12/24/1997	12/31/2014	Good Standing
OTR/L	McDonald	Karis	Melissa	1562	10/10/2011	12/31/2014	Good Standing
OTR/L	McDougal	Robin	Ann	1263	3/14/2006	12/31/2013	Good Standing
COTA/L	McGilton	Melissa	Anne	C1889	2/12/2013	12/31/2014	Good Standing
OTR/L	McGinley	Julia	Christine	1654	7/17/2013	12/31/2014	Good Standing
COTA/L	McGlothlin	Deseree	Nicole	C1677	8/26/2008	12/31/2013	Good Standing
OTR/L	McGowan	Suzanne	Frances	101	7/18/1980	12/31/2013	Good Standing
COTA/L	McGrady	Chantel	Lee	C1791	4/7/2011	12/31/2014	Good Standing
COTA/L	McKenney	Dawn	Debra	C1229	6/4/1997	12/31/2014	Good Standing
COTA/L	McKinney	Christopher	David	C1534	1/5/2005	12/31/2014	Good Standing
COTA/L	McLaughlin	Lisa	Ann	C1852	6/25/2012	12/31/2013	Good Standing
OTR/L	McManamay	Amy	Jo	413	3/21/1994	12/31/2013	Good Standing
OTR/L	McMullen	Alison	Jo	1656	7/16/2013	12/31/2014	Good Standing
OTR/L	McNeel	Abigail	Alida	1615	10/30/2012	12/31/2013	Good Standing
COTA/L	McPherson	Charles	Edward	C1336	11/9/1999	12/31/2014	Good Standing
OTR/L	Medlin	Amanda	Garner	1390	7/16/2008	12/31/2013	Good Standing
COTA/L	Mellott	Dustin	Harry	C1692	12/30/2008	12/31/2013	Good Standing
COTA/L	Mellott	Kristen	Ashley	C1565	10/20/2005	12/31/2014	Good Standing
OTR/L	Memel	Julie	Ann	1551	8/2/2011	12/31/2014	Good Standing
OTR/L	Menon	Anjana	Manikanda	1626	2/12/2013	12/31/2014	Good Standing
OTA/L	Mercer	Nancy	Diane	C1262	2/24/1998	12/31/2013	Good Standing
COTA/L	Meredith	Rebecca	Anne	C1774	12/13/2010	12/31/2013	Good Standing
OTR/L	Merinar	Jaimie	Katelyn	1650	7/11/2013	12/31/2014	Good Standing
COTA/L	Messenger	Daniel	Wayne	C1535	1/18/2005	12/31/2014	Good Standing
COTA/L	Metcalf	Jill	Lyn	C1420	9/12/2011	12/31/2014	Good Standing
OTA/L	Metheny	Rebecca	Lynn	C1128	3/28/1995	12/31/2014	Good Standing
OTR/L	Metz	Betsy	Anne	1628	3/5/2013	12/31/2014	Good Standing
OTR/L	Mewshaw	Lisa	B.	1585	5/30/2012	12/31/2013	Good Standing
COTA/L	Midkiff	Geneva	Ailene	C1437	12/18/2001	12/31/2014	Good Standing
COTA/L	Midock	Erika	Lynn	C1621	2/12/2007	12/31/2014	Good Standing
OTR/L	Milinovich	Meghen	Kristen	1539	6/23/2011	12/31/2014	Good Standing
OTR/L	Miller	Barbara	Rose	1324	6/19/2007	12/31/2014	Good Standing
OTR/L	Miller	Diane	Jeanette	1162	2/19/2004	12/31/2013	Good Standing
OTR/L	Miller	Jennifer	Dawn	814	11/4/1998	12/31/2013	Good Standing
COTA/L	Miller	Jessica	Dawn	C1877	11/19/2012	12/31/2013	Good Standing
COTA/L	Miller	Kimberly	Ann	C1776	12/28/2010	12/31/2013	Good Standing
OTR/L	Miller	Maricris	Ho	573	8/14/1996	12/31/2013	Good Standing
COTA/L	Miller	Stephanie	Ann	C1328	9/10/2008	12/31/2013	Good Standing
OTR/L	Miller	Thomas	Scott	902	11/11/1999	12/31/2014	Good Standing
OTR/L	Miller	William	Thomas	1424	4/22/2009	12/31/2014	Good Standing
OTR/L	Mills	Alayna	Dawn	1279	7/6/2006	12/31/2013	Good Standing
OTR/L	Moat	Alicia	Sue	1599	8/7/2012	12/31/2013	Good Standing
OTR/L	Mockbee	Joy	Renee	1401	10/6/2008	12/31/2013	Good Standing
COTA/L	Montgomery	Lisa	Rachel	C1811	8/26/2011	12/31/2014	Good Standing
OTR/L	Montgomery	Susan	Lynn	938	10/31/2000	12/31/2013	Good Standing
COTA/L	Moody	Susan	Pauline	C1358	6/6/2000	12/31/2013	Good Standing

COTA/L	Mooney	Candice	Kay	C1699	2/27/2009	12/31/2014	Good Standing
COTA/L	Moore	Kenneth	Lee	C1099	8/31/1994	12/31/2013	Good Standing
COTA/L	Moore	Michael	Lee	C1035	9/29/1990	12/31/2013	Good Standing
OTR/L	Moore	Rebecca	Dawn	947	11/2/2000	12/31/2013	Good Standing
COTA/L	Moore	Sarah	Beth	C1592	6/1/2006	12/31/2013	Good Standing
OTR/L	Moore	Sarah	Katherine	1657	7/16/2013	12/31/2014	Good Standing
COTA/L	Moore	Teresa	Renee	C1740	12/16/2009	12/31/2014	Good Standing
OTR/L	Moore	Tiara	Rose	1560	9/27/2011	12/31/2014	Good Standing
OTR/L	Morgan	Jo-Clair		1189	8/18/2001	12/31/2013	Good Standing
OTR/L	Morgan	Leigh	Ann	1336	7/9/2007	12/31/2014	Good Standing
OTR/L	Morris	Cheryl	Lee	1348	5/1/2012	12/31/2013	Good Standing
COTA/L	Morrissey	Michael	Francis	C1538	2/15/2005	12/31/2014	Good Standing
OTR/L	Morrow	Hannah	Renee	1620	12/11/2012	12/31/2013	Good Standing
OTR/L	Mosca	Alisa		911	1/20/2000	12/31/2013	Good Standing
OTR/L	Mosrie	Hala		976	5/30/2001	12/31/2014	Good Standing
OTR/L	Mott	Stephanie	LuAnn	1326	6/25/2007	12/31/2014	Good Standing
COTA/L	Mounts	Tiiffany	Yvonne	C1627	4/23/2007	12/31/2014	Good Standing
OTR/L	Mouser	Erica	Nicole	1491	7/7/2010	12/31/2013	Good Standing
OTR/L	Mullins	Amy	Marie	1210	11/17/2004	12/31/2013	Good Standing
OTA/L	Mullins	Denise	Renee	C1217	4/24/1997	12/31/2014	Good Standing
OTR/L	Mullins	Metilda	Shobha	416	3/28/1994	12/31/2013	Good Standing
OTR/L	Murphy	Rhonda	Rae	1041	5/16/2002	12/31/2013	Good Standing
COTA/L	Murphy	Tammy	Louise	C1789	3/28/2011	12/31/2014	Good Standing
OTR/L	Murray	James	Joseph	1540	6/23/2011	12/31/2014	Good Standing
OTR/L	Musgrove	Brenda	Jo	991	8/31/2001	12/31/2014	Good Standing
OT/L	Musick	Boyd	Douglas	1611	10/2/2012	12/31/2013	Good Standing
OTR/L	Musselman	Linda	Dean	1634	4/16/2013	12/31/2014	Good Standing
OTR/L	Mutchler	Gail		967	1/18/2001	12/31/2014	Good Standing
OTR/L	Myers	Elizabeth	Anne	860	5/18/1999	12/31/2014	Good Standing
OTR/L	Mysliwicz-Andlinger	Beth	Ann	498	9/6/1995	12/31/2014	Good Standing
OT/L	Nagarajan	Hemalini	K.	1174	6/30/2004	12/31/2013	Good Standing
OT/L	Nahemow	Barbara	Lynn	1411	12/2/2008	12/31/2013	Good Standing
OTR/L	Nazari	Diana	Driver	1558	9/19/2011	12/31/2014	Good Standing
OTR/L	Neal	Julie	Ann	989	8/31/2001	12/31/2014	Good Standing
OTR/L	Neal	Lyndsay	Parcell	1596	7/31/2012	12/31/2013	Good Standing
COTA/L	Nelson	Amber	Nicole	C1779	1/5/2011	12/31/2014	Good Standing
COTA/L	Nelson	Candi	Michelle	C1840	3/5/2012	12/31/2013	Good Standing
OTR/L	Nesland	Anita	Loriane	430	6/24/1994	12/31/2013	Good Standing
OTR/L	Newsom	Cindy	Jo	1283	8/1/2006	12/31/2013	Good Standing
COTA/L	Newsom	Heidi	Nicole	C1869	10/11/2012	12/31/2013	Good Standing
OTR/L	Newsome	Rebecca	Lynn	1663	7/26/2013	12/31/2014	Good Standing
COTA/L	Newsome	Sharon	Elaine	C1830	1/13/2012	12/31/2013	Good Standing
OTR/L	Ney	Julie	Elizabeth	1566	10/18/2011	12/31/2014	Good Standing
COTA/L	Nichols	Lorraine	Marie	C1442	2/21/2002	12/31/2013	Good Standing
OTR/L	Nicholson	Argil	Waine	1120	7/30/2003	12/31/2014	Good Standing
COTA/L	Nickel	Sherry	Ann	C1674	8/11/2008	12/31/2013	Good Standing
COTA/L	Niday	Lindsey	Allycia	C1856	7/5/2012	12/31/2013	Good Standing
COTA/L	Nixon	Miranda	B.	C1893	2/28/2013	12/31/2014	Good Standing
OTR/L	Nogueira	Brooke	G.	1658	7/16/2013	12/31/2014	Good Standing
COTA/L	Oates	Bryan	N.	C1843	3/14/2012	12/31/2013	Good Standing
COTA/L	O'Connor	Marcia	Louise	C1029	4/12/1990	12/31/2013	Good Standing
COTA/L	Odell	Glenda	Jean	C1375	9/14/2000	12/31/2013	Good Standing
OTR/L	O'Dell	Molly	Jay	165	10/18/2010	12/31/2013	Good Standing

OTR/L	O'Leary	Denis	Michael	721	1/7/1998	12/31/2013	Good Standing
OTR/L	Oleksa	Breanne	Marie	1232	7/7/2005	12/31/2014	Good Standing
OTR/L	Orndorff	Ashley	Nicole	1442	8/4/2009	12/31/2014	Good Standing
COTA/L	Orr	Carolynn		C1344	1/6/2000	12/31/2013	Good Standing
COTA/L	Orth	Brandi	Rae	C1838	3/1/2012	12/31/2013	Good Standing
OTR/L	Orth	Margaret	Eileen	1280	2/26/2013	12/31/2014	Good Standing
OTR/L	Osal	Ryan	Balats	1579	4/23/2012	12/31/2013	Good Standing
COTA/L	Osborne	Lora	Jade	C1770	11/22/2010	12/31/2013	Good Standing
OTR/L	Osburn	Angela	Brooke	705	11/18/1997	12/31/2014	Good Standing
OT/L	O'Shea	Robert	Joseph	373	7/28/1993	12/31/2014	Good Standing
OTR/L	Overcash	Christina	LeAnn	1418	3/9/2009	12/31/2014	Good Standing
OTR/L	Paiva	Krystal	Lee	1547	7/12/2011	12/31/2014	Good Standing
COTA/L	Parker	Carla	Mae	C1857	7/26/2012	12/31/2013	Good Standing
OTR/L	Parker	Leslie	Nicole	1018	11/27/2001	12/31/2014	Good Standing
COTA/L	Parsons	Gretchen	Marie	C1633	6/11/2007	12/31/2014	Good Standing
OTR/L	Parsons	Sarah	Megan	1387	7/14/2008	12/31/2013	Good Standing
OTR/L	Patrelakis	Lindsay	Marie	1511	10/18/2010	12/31/2013	Good Standing
OTR/L	Patterson	Sarah	Anne	1661	7/24/2013	12/31/2014	Good Standing
COTA/L	Patton	Ashley	Renee	C1712	6/3/2009	12/31/2014	Good Standing
COTA/L	Paugh	Ginger	Ranee	C1835	2/13/2012	12/31/2013	Good Standing
OTR/L	Paul	Sue	McShane	1582	5/8/2012	12/31/2013	Good Standing
OTR/L	Pauley	Christina	Marie	1035	8/26/2008	12/31/2013	Good Standing
OTR/L	Pauley	Claudette	Mynes	1236	8/16/2005	12/31/2014	Good Standing
OTR/L	Pauley	Karrah	Leigh	1087	1/15/2003	12/31/2014	Good Standing
OTR/L	Pavlock	Megan	E	1422	4/1/2009	12/31/2014	Good Standing
OTR/L	Pavone	Melanie	Dawn	956	11/16/2000	12/31/2013	Good Standing
OTR/L	Peddicord	Abby	Rae	1651	7/11/2013	12/31/2014	Good Standing
COTA/L	Pedersen	Frank	Jasen	C1901	5/6/2013	12/31/2014	Good Standing
OTR/L	Pegg	Ashleigh	Danelle	1386	7/9/2008	12/31/2013	Good Standing
OTR/L	Pegg	Mary	Lynn	928	6/13/2000	12/31/2013	Good Standing
COTA/L	Penn	Jennifer	La'belle	C1715	6/22/2009	12/31/2014	Good Standing
COTA/L	Pennington	Jennifer	Mae	C1781	1/19/2011	12/31/2014	Good Standing
OTR/L	Perez	Elizabeth	Caroline	1427	6/2/2009	12/31/2014	Good Standing
OTR/L	Perry	Krista	Michelle	1005	9/11/2001	12/31/2014	Good Standing
COTA/L	Persinger	Ashley	Francis	C1752	4/8/2010	12/31/2013	Good Standing
OTR/L	Pervola	Christel	Michelle	1297	10/5/2006	12/31/2013	Good Standing
COTA/L	Perzanowski	Breanna	Marie	C1775	12/16/2010	12/31/2013	Good Standing
COTA/L	Peto	Kellie	Rae	C1686	12/15/2008	12/31/2013	Good Standing
OTR/L	Pevarski	Chelsea	Ann	1523	2/7/2011	12/31/2014	Good Standing
OTR/L	Pinckney	Cheryl	Anne	414	3/24/1994	12/31/2013	Good Standing
OT/L	Pinckney	Donald	Kenneth	440	8/31/1994	12/31/2013	Good Standing
COTA/L	Pino	Rachel	Ann	C1661	2/19/2008	12/31/2013	Good Standing
COTA/L	Pitt	Benjamin	Lee	C1569	11/3/2005	12/31/2014	Good Standing
OTR/L	Posch	Melanie	Annette	527	1/29/1996	12/31/2013	Good Standing
OT/L	Powers	Andrew	Jackson	985	7/11/2001	12/31/2014	Good Standing
COTA/L	Powers	Theresa	Lee	C1610	12/7/2006	12/31/2013	Good Standing
OTR/L	Preece	Rebecca	Ann	1084	1/8/2003	12/31/2014	Good Standing
OT/L	Pressens	Abigail	Hart	1629	4/2/2013	12/31/2014	Good Standing
OTA/L	Preteroti	Michael	Paul	C1561	1/29/2013	12/31/2014	Good Standing
COTA/L	Price	Eric	Frances	C1809	8/22/2011	12/31/2014	Good Standing
COTA/L	Price	Kiley	Michelle	C1356	11/15/2007	12/31/2014	Good Standing
OTR/L	Printz	Sarah	Kathryn	1423	4/7/2009	12/31/2014	Good Standing
OT/L	Proffitt	Sarah	Elizabeth	1208	11/9/2004	12/31/2013	Good Standing

OT (lp)	Quattrochi	Gina	Marie	LPT364	6/13/2013	9/13/2013	Good Standing
OTR/L	Queen	Natalie	Brooke	1400	9/17/2008	12/31/2013	Good Standing
OTR/L	Quesenberry	Kathy	Jo	358	3/9/1993	12/31/2014	Good Standing
OTR/L	Quick	Hailey	Beth	1556	9/6/2011	12/31/2014	Good Standing
OTR/L	Raleigh	Robin	Annette	1203	9/15/2004	12/31/2013	Good Standing
OTR/L	Ramey	Lisa	Cheryl	359	3/15/1993	12/31/2014	Good Standing
COTA/L	Ramirez	Jesus	Manuel	C1832	1/30/2012	12/31/2013	Good Standing
COTA/L	Ramsdell	Stephanie	Diane	C1432	11/15/2001	12/31/2014	Good Standing
COTA/L	Ransom	Loyd	Franklin	C1354	5/23/2000	12/31/2013	Good Standing
COTA/L	Rapp	Jeana	D	C1894	3/5/2013	12/31/2014	Good Standing
COTA/L	Ratcliff	Marti	Lea	C1024	1/30/1990	12/31/2013	Good Standing
COTA/L	Ratliff	Hillary	Jo	C1451	4/18/2002	12/31/2013	Good Standing
COTA/L	Ratliff	Melissa	Sue	C1814	9/27/2011	12/31/2014	Good Standing
OTR/L	Rauch	Dawn	Marie	579	9/4/1996	12/31/2013	Good Standing
OTR/L	Ravenscroft	Erin	Marie	1183	7/28/2004	12/31/2013	Good Standing
OTR/L	Ream	Heather	Wood	1535	6/1/2011	12/31/2014	Good Standing
OTR/L	Redd	Shannon	Nicole	1552	8/11/2011	12/31/2014	Good Standing
COTA/L	Reed	Tiffany	Nicole	C1907	7/8/2013	12/31/2014	Good Standing
COTA/L	Reffitt	Glenda	Kay	C1195	3/3/2010	12/31/2013	Good Standing
OTR/L	Revels	Elizabeth	Susan	1129	8/20/2003	12/31/2014	Good Standing
OTR/L	Rice	Sarah	Jane	1021	12/24/2001	12/31/2014	Good Standing
COTA/L	Richards	Eric	Thompson	C1068	6/16/1993	12/31/2014	Good Standing
COTA/L	Richardson	James	David	C1687	12/16/2008	12/31/2013	Good Standing
OTR/L	Riden	Cortney	Nicole	1448	8/26/2009	12/31/2014	Good Standing
COTA/L	Rider	Michelle	RaeDawn	C1734	12/1/2009	12/31/2014	Good Standing
COTA/L	Riffel	Vivian	Maggard	C1018	7/6/1988	12/31/2013	Good Standing
OTR/L	Riffle	Miranda	Dawn	1389	7/16/2008	12/31/2013	Good Standing
COTA/L	Riggleman	Jane	Lynn	C1186	9/4/1996	12/31/2013	Good Standing
OTR/L	Riggleman	Kara	Jo	1255	1/24/2006	12/31/2013	Good Standing
OTR/L	Riley	Juliana	Marie	1070	10/9/2002	12/31/2013	Good Standing
COTA/L	Riska	Darla	Jean	C1493	6/18/2003	12/31/2014	Good Standing
COTA/L	Ritchie	Amy	Renea	C1599	9/12/2006	12/31/2013	Good Standing
OTR/L	Ritenour	Kelsey	Leigh	1474	3/9/2010	12/31/2013	Good Standing
OTR/L	Roberts	Duane	Alan	735	2/11/1998	12/31/2013	Good Standing
OTR/L	Robinson	Kathleen	Michelle	1294	10/3/2006	12/31/2013	Good Standing
COTA/L	Robinson	Kathryn	Jeanne	C1532	12/21/2004	12/31/2013	Good Standing
COTA/L	Robinson	Michelle	Dawn	C1074	9/20/1993	12/31/2014	Good Standing
OTR/L	Robinson	Nancy	Christine	346	12/8/1992	12/31/2013	Good Standing
COTA/L	Rock	Brandi	Sue	C1709	5/4/2009	12/31/2014	Good Standing
COTA/L	Rogers	Joel	Lynn	C1895	3/5/2013	12/31/2014	Good Standing
COTA/L	Rose	Jenny	Lee	C1139	9/12/1998	12/31/2014	Good Standing
OTR/L	Ross	Rebecca	L.	1467	12/16/2009	12/31/2014	Good Standing
COTA/L	Roth	Michelle	Templeton	C1698	2/10/2009	12/31/2014	Good Standing
OTR/L	Roush	Andrea	Rae	939	10/31/2000	12/31/2013	Good Standing
OTR/L	Roush	Patrick	Chandler	1631	4/9/2013	12/31/2014	Good Standing
COTA/L	Rowan	Lisa	Marie	C1702	3/9/2009	12/31/2014	Good Standing
OTR/L	Ruben	Lisa	Marie	1503	8/18/2010	12/31/2013	Good Standing
OTR/L	Rubenstein	Britany	Ann	1652	7/11/2013	12/31/2014	Good Standing
OTR/L	Rupple	M.	Susan	1321	4/10/2007	12/31/2014	Good Standing
OTR/L	Ryan	Lina	Christina	1343	7/30/2007	12/31/2014	Good Standing
OTR/L	Saffouri	Denise	Lynn	926	5/23/2000	12/31/2013	Good Standing
OTR/L	Salmons	Renea	Dawn	1286	8/14/2006	12/31/2013	Good Standing
OTR/L	Santangelo	Jaclyn	Ann	1014	11/8/2001	12/31/2014	Good Standing

OTR/L	Santer	Michele	Elizabeth	971	3/14/2001	12/31/2014	Good Standing
OTR/L	Sapp	Brooke	J.	1572	2/17/2012	12/31/2013	Good Standing
OTR/L	Sarder	Alok	Kumar	788	7/29/1998	12/31/2013	Good Standing
OTR/L	Sarver	Judith	L.	538	6/22/2009	12/31/2014	Good Standing
OTR/L	Savage	Catherine	Haines	1167	3/30/2004	12/31/2013	Good Standing
OTR/L	Savage	John	Brian	1169	4/6/2004	12/31/2013	Good Standing
COTA/L	Savolainen	Helen	Lee	C1836	2/17/2012	12/31/2013	Good Standing
OTR/L	Scarborough	Ashley	Elizabeth	1522	2/3/2011	12/31/2014	Good Standing
OTR/L	Schell	Beverly	Diane	1425	5/7/2009	12/31/2014	Good Standing
COTA/L	Scholl	Tera	Jo	C1768	11/18/2010	12/31/2013	Good Standing
OTR/L	Schommer	Nichole	Eve	1373	5/19/2008	12/31/2013	Good Standing
OTR/L	Schupbach	Keli	Lyn	1589	6/26/2012	12/31/2013	Good Standing
OT/L	Scrivener-Vass	Linda	May	845	3/3/1999	12/31/2014	Good Standing
OTR/L	Seasor Frye	Sonya	Lee	665	8/19/1997	12/31/2014	Good Standing
OTR/L	Seese	Amanda	Margaret	1017	11/20/2001	12/31/2014	Good Standing
OTR/L	Seidel	Margaret	Anne	291	11/12/1991	12/31/2014	Good Standing
OTR/L	Sellman	Jodi	Lynn	1220	4/27/2005	12/31/2014	Good Standing
COTA/L	Semans	Ashley	Dawn	C1656	1/17/2008	12/31/2013	Good Standing
OTR/L	Seremetis	Meagan	Ann	1327	6/25/2007	12/31/2014	Good Standing
OTR/L	Sergent	Brenford	Edwin	1080	11/26/2002	12/31/2013	Good Standing
OTR/L	Sergent	Danelle	Dawn	1311	2/16/2007	12/31/2014	Good Standing
OTR/L	Setaro	Rebecca	Maria	1159	2/17/2004	12/31/2013	Good Standing
OTR/L	Severino	Jessica	Lynn	1462	11/10/2009	12/31/2014	Good Standing
OTR/L	Seymour	Patricia	Anne	246	10/31/1990	12/31/2013	Good Standing
OTR/L	Shaffer	Karen	Louise	981	6/26/2001	12/31/2014	Good Standing
OTR/L	Shamblin	Deborah	Ann	687	10/29/1997	12/31/2014	Good Standing
COTA/L	Shanholtz	Shawna	Marie	C1701	3/4/2009	12/31/2014	Good Standing
OTR/L	Shannon	Sandra	Leigh	1171	5/12/2004	12/31/2013	Good Standing
COTA/L	Sharp	Courtney	Jean	C1837	2/17/2012	12/31/2013	Good Standing
COTA/L	Shaw	Barbara	Jean	C1669	4/14/2008	12/31/2013	Good Standing
COTA/L	Sheets	Laura	Elizabeth	C1792	4/28/2011	12/31/2014	Good Standing
OTR/L	Sheets	Teresa	Ray	129	1/22/1982	12/31/2013	Good Standing
COTA/L	Sherpa	Pashi		C1903	5/29/2013	12/31/2014	Good Standing
OTR/L	Sherrell	Maren	Kate	1205	9/30/2004	12/31/2013	Good Standing
COTA/L	Shockey	Jonathan	Mark	C1883	12/7/2012	12/31/2013	Good Standing
COTA/L	Shumate	Lauren	Michelle	C1892	2/28/2013	12/31/2014	Good Standing
OTR/L	Silkwood	Kristi	Alicia	1195	8/24/2004	12/31/2013	Good Standing
OTR/L	Simmons	Amber	D	1567	11/7/2011	12/31/2014	Good Standing
COTA/L	Simpson	Mary	Ann	C1220	5/6/1997	12/31/2014	Good Standing
OTR/L	Simpson	Phillip	Lee	515	11/20/1995	12/31/2014	Good Standing
COTA/L	Sipes	Kayla	Dawn	C1833	1/31/2012	12/31/2013	Good Standing
OTR/L	Sipes	Lynn	Marie	1323	5/8/2007	12/31/2014	Good Standing
OTR/L	Sisler	Paula	May	1545	7/8/2011	12/31/2014	Good Standing
OT/L	Sites	Stacie	Leigh	888	11/2/1999	12/31/2014	Good Standing
OTR/L	Skrzypek	Melanie	Dawn	1347	8/14/2007	12/31/2014	Good Standing
COTA/L	Slate	Cassandra	Renee	C1603	10/12/2006	12/31/2013	Good Standing
COTA/L	Slaubaugh	Jolena	Michelle	C1876	11/15/2012	12/31/2013	Good Standing
COTA/L	Slone	Rebecca	Ann	C1722	9/2/2009	12/31/2014	Good Standing
COTA/L	Smith	Amber	Lee	C1909	7/11/2013	12/31/2014	Good Standing
COTA/L	Smith	Angela	Renea	C1746	2/9/2010	12/31/2013	Good Standing
OT/L	Smith	Casey	Margaret	1072	10/9/2002	12/31/2013	Good Standing
COTA/L	Smith	Christina	Marie	C1771	11/24/2010	12/31/2013	Good Standing
COTA/L	Smith	David	Brian	C1831	1/30/2012	12/31/2013	Good Standing

OTR/L	Smith	Erica	Marie	1490	7/7/2010	12/31/2013	Good Standing
COTA/L	Smith	Jeanie	Lou	C1879	11/27/2012	12/31/2013	Good Standing
COTA/L	Smith	Karen	Joy	C1558	7/28/2005	12/31/2014	Good Standing
OTR/L	Smith	Kimberly	Dawn	923	5/11/2000	12/31/2013	Good Standing
OTR/L	Smith	Lecia	Dawn	597	10/8/1996	12/31/2013	Good Standing
COTA/L	Smith	Lisa	Ann	C1663	3/26/2008	12/31/2013	Good Standing
COTA/L	Smith	Stacey	Renee	C1885	12/20/2012	12/31/2013	Good Standing
COTA/L	Smith	Timothy	Scott	C1274	4/30/1998	12/31/2013	Good Standing
OTR/L	Smith	Virginia	Grace	957	11/14/2000	12/31/2013	Good Standing
OTR/L	Snell	Susan	Katherine	1568	11/29/2011	12/31/2014	Good Standing
OTR/L	Sole	Ashley	Michelle	1440	7/21/2009	12/31/2014	Good Standing
OTR/L	Somerville	Elizabeth	Jane	1487	7/1/2010	12/31/2013	Good Standing
OTR/L	Spencer	Cassandra	Nicole	1619	12/6/2012	12/31/2013	Good Standing
OTR/L	Spillson	Elizabeth	Ann	390	11/22/1993	12/31/2014	Good Standing
OTR/L	Spillson	Joseph	Andrew	365	4/9/1993	12/31/2014	Good Standing
COTA/L	Springmann	Christine	Anna	C1304	11/17/1998	12/31/2013	Good Standing
COTA/L	Spurlock	Staci	Dawn	C1609	12/6/2006	12/31/2013	Good Standing
COTA/L	Stanton	Mary	Elizabeth	C1737	12/8/2009	12/31/2014	Good Standing
OTR/L	Stapleton	Meghan	Morrison	1438	7/13/2009	12/31/2014	Good Standing
COTA/L	Starkey	Jessica	Ann	C1914	8/6/2013	12/31/2014	Good Standing
OTR/L	Stewart	Adrienne	Shawn	1581	4/30/2012	12/31/2013	Good Standing
COTA/L	Stewart	Heather	Michelle	C1374	1/5/2010	12/31/2013	Good Standing
OTR/L	Stewart	Lisa	Kay	909	1/5/2005	12/31/2013	Good Standing
OTR/L	Stewart	Robert	William	1484	6/25/2010	12/31/2013	Good Standing
OTR/L	Stone	Elizabeth	Ann	892	11/4/1999	12/31/2014	Good Standing
OTR/L	Stotts	Crystal	Rose	1413	12/4/2008	12/31/2013	Good Standing
OTR/L	Stowers	Kenneth	Dion	1078	11/6/2002	12/31/2013	Good Standing
COTA/L	Strause	Sherrie	Lynn	C1380	11/8/2000	12/31/2013	Good Standing
OT/L	Street	Kristen	Elizabeth	1153	1/15/2004	12/31/2013	Good Standing
COTA/L	Stroop	Lindsey	Renee	C1717	7/1/2009	12/31/2014	Good Standing
OTR/L	Strope	Krista	Leigh	1501	8/16/2010	12/31/2013	Good Standing
COTA/L	Stull	Tiffany	Rose	C1711	5/6/2009	12/31/2014	Good Standing
OTR/L	Stump	Ann	Chadwick	131	1/15/1982	12/31/2013	Good Standing
COTA/L	Sturgill	Jason	Allen	C1735	12/17/2009	12/31/2014	Good Standing
COTA/L	Sullivan	Jill	Rae	C1248	11/6/1997	12/31/2014	Good Standing
OTR/L	Summers	Suzanne	Kathleen	231	12/11/1989	12/31/2014	Good Standing
COTA/L	Sumpter	Jerry	Ray	C1694	1/12/2009	12/31/2014	Good Standing
COTA/L	Surface	Angela	Marie	C1452	5/1/2002	12/31/2013	Good Standing
COTA/L	Surratt	Danny	Keith	C1040	12/10/1990	12/31/2013	Good Standing
OTR/L	Swan	Shana	Yvonne	1646	7/2/2013	12/31/2014	Good Standing
COTA/L	Swims, Jr.	David	Ray	C1898	4/3/2013	12/31/2014	Good Standing
COTA/L	Syner	Jennifer	Lynn	C1759	8/2/2010	12/31/2013	Good Standing
COTA/L	Tabor	Rikki	Rachele	C1780	1/14/2011	12/31/2014	Good Standing
COTA/L	Tarver	Deanna	Kelly	C1601	9/26/2006	12/31/2013	Good Standing
OTA/L	Taylor	Carla	Beth	C1533	1/5/2005	12/31/2014	Good Standing
COTA/L	Taylor	Porsche	Renea	C1829	1/4/2012	12/31/2013	Good Standing
OTR/L	Tennant	Cassandra	Elizabeth	1618	11/29/2012	12/31/2013	Good Standing
OT/L	Tennant	Joan	Carol	607	12/3/1996	12/31/2013	Good Standing
OTR/L	Tennant	Margaret	Wanda	1242	9/14/2005	12/31/2014	Good Standing
COTA/L	Terry	Lee	Nicole	C1873	10/30/2012	12/31/2013	Good Standing
OTR/L	Testman	Jessica	Brinkley	1391	8/5/2008	12/31/2013	Good Standing
OTR/L	Thaw	Laura	Ann	323	9/14/1992	12/31/2013	Good Standing
COTA/L	Thomas	Brenda	Kay	C1714	6/16/2009	12/31/2014	Good Standing
COTA/L	Thomas	Sue	Ann	C1748	3/16/2010	12/31/2013	Good Standing

COTA/L	Thomas	Terri	Lynn	C1242	8/15/2011	12/31/2014	Good Standing
OTR/L	Thompson	Andrea	Jo	1376	6/17/2008	12/31/2013	Good Standing
COTA/L	Thompson	Annie	Eliza	C1755	7/1/2010	12/31/2013	Good Standing
COTA/L	Thompson	Justin	Ryan	C1882	12/6/2012	12/31/2013	Good Standing
COTA/L	Thompson	Marcus	D.	C1848	5/30/2012	12/31/2013	Good Standing
OTR/L	Tincher	Christina	Dell	1393	8/20/2008	12/31/2013	Good Standing
OTR/L	Tingler	Kimberly	Welch	1148	11/19/2003	12/31/2014	Good Standing
OTR/L	Tingler	Laura	Noel	1644	6/11/2013	12/31/2014	Good Standing
OTR/L	Tiu	Melissa	Jo	1044	7/9/2002	12/31/2013	Good Standing
OTR/L	Tokash	Jennifer	Ann	743	3/5/1998	12/31/2013	Good Standing
COTA/L	Toler-Elayazra	Jessica	Leigh	C1778	1/4/2011	12/31/2014	Good Standing
COTA/L	Tracy	Daryn	Marie	C1700	3/2/2009	12/31/2014	Good Standing
OTR/L	Triplett	Carrie	Lea	1469	1/12/2010	12/31/2013	Good Standing
OTR/L	Truschel	David	William	919	5/17/2006	12/31/2013	Good Standing
OTR/L	Turley	Pamela	Jean	990	8/31/2001	12/31/2014	Good Standing
OTR/L	Turley	Traci	Augusta	1290	9/5/2006	12/31/2013	Good Standing
COTA/L	Tussey	Sarah	Lyn	C1516	5/14/2009	12/31/2014	Good Standing
OTR/L	Tyree	Chelsey	Leigh	1624	1/8/2013	12/31/2014	Good Standing
OTR/L	Ude	Heidi	Leigh	997	8/31/2001	12/31/2014	Good Standing
OTR/L	Umstot	Justin	Ray	1382	7/1/2008	12/31/2013	Good Standing
COTA/L	Umstot	Sonya	L.	C1847	5/21/2012	12/31/2013	Good Standing
OTR/L	Umstot	Vicky	Lynn	1496	7/29/2010	12/31/2013	Good Standing
OTR/L	Usenick	Jody	Henderson	1405	11/10/2008	12/31/2013	Good Standing
OTR/L	Vance	Amanda	Jane	1412	12/2/2008	12/31/2013	Good Standing
OTR/L	Vance	Sarah	Erwin	1379	7/1/2008	12/31/2013	Good Standing
OTR/L	Vandale	Cara	Jane	256	3/11/1991	12/31/2014	Good Standing
OT/L	VanDyke	Dana	M.	1536	6/7/2011	12/31/2014	Good Standing
OTR/L	VanMeter	Sarah	Lea	1107	5/8/2003	12/31/2014	Good Standing
OTR/L	Venable	Allison	Beth	898	11/9/1999	12/31/2014	Good Standing
COTA/L	Vernon	Joseph	Dillon	C1690	12/23/2008	12/31/2013	Good Standing
OT/L	Vigh	Debra	JoAnn	1254	1/17/2006	12/31/2013	Good Standing
OTR/L	Vincent	Virginia	Ann	885	11/2/1999	12/31/2014	Good Standing
OTR/L	Viscount	Tracy	Leigh	625	3/11/1997	12/31/2014	Good Standing
OTR/L	Waibel	Amy	Beth	1537	6/9/2011	12/31/2014	Good Standing
OTR/L	Waibel	Jason	Aaron	1398	9/4/2008	12/31/2013	Good Standing
COTA/L	Wallace	Katelyn	Elaine	C1866	10/2/2012	12/31/2013	Good Standing
OTR/L	Walls	Bethany	Jo	1126	8/14/2003	12/31/2014	Good Standing
OTR/L	Walls	Helen	Muriel	1640	5/23/2013	12/31/2014	Good Standing
OTR/L	Walters	Erik	James	1102	4/2/2003	12/31/2014	Good Standing
OTR/L	Walton	Michael	John	1468	1/12/2010	12/31/2013	Good Standing
OTR/L	Wanstreet	Kerry	Ann	1647	7/2/2013	12/31/2014	Good Standing
COTA/L	Ward	Patricia	Ann	C1650	11/19/2007	12/31/2014	Good Standing
COTA/L	Ware	Kelley	Lynne	C1654	12/17/2007	12/31/2014	Good Standing
COTA/L	Warnock	Tina	Marie	C1010	3/14/1987	12/31/2014	Good Standing
OTR/L	Watson	Erin	Elizabeth	1353	9/20/2007	12/31/2014	Good Standing
OTR/L	Weaver	Katie	Colleen	1500	8/11/2010	12/31/2013	Good Standing
COTA/L	Webb	Kimberly	K.	C1134	2/20/2013	12/31/2014	Good Standing
COTA/L	Webb	Kristen	Ann	C1704	4/2/2009	12/31/2014	Good Standing
OTR/L	Webb	William	Eric	813	11/4/1998	12/31/2013	Good Standing
OTR/L	Weber	Kristi	Michelle	1573	2/22/2012	12/31/2013	Good Standing
COTA/L	Weicht	Katerina	Elizabeth	C1667	4/7/2008	12/31/2013	Good Standing
COTA/L	Weidger	Danielle	Elizabeth	C1862	9/20/2012	12/31/2013	Good Standing
COTA/L	Weis	Anthony	Todd	C1574	1/10/2006	12/31/2013	Good Standing

OTR/L	Weisenburger	Mary	Beth	1600	8/7/2012	12/31/2013	Good Standing
OTR/L	Weiss	Katherine	Virginia	1354	9/24/2007	12/31/2014	Good Standing
COTA/L	Wells	Megan	Marie	C1864	9/27/2012	12/31/2013	Good Standing
OTR/L	Werner	Carole	Lockard	305	3/28/1992	12/31/2013	Good Standing
OTR/L	Westbrock	Amy	Beth	973	4/26/2001	12/31/2014	Good Standing
OTR/L	Westmoreland	Dianne	Sue	C1412	7/12/2001	12/31/2014	Good Standing
OTR/L	Weston	Erik	John	819	11/5/1998	12/31/2013	Good Standing
COTA/L	Wheeler	Corrine	Nichol	C1563	10/4/2005	12/31/2014	Good Standing
OTR/L	Wheeler	Steven	Daniel	638	4/24/1997	12/31/2014	Good Standing
OTR/L	White	Danise	Conley	153	2/14/1985	12/31/2014	Good Standing
COTA/L	White	Kristen	Ann	C1302	11/17/1998	12/31/2013	Good Standing
COTA/L	Whitlock	Jodie	Faith	C1688	12/23/2008	12/31/2013	Good Standing
COTA/L	Whitt	Shirley	Louise	C1651	11/27/2007	12/31/2014	Good Standing
COTA/L	Wikel	Amanda	Leigh	C1460	7/11/2002	12/31/2013	Good Standing
OTR/L	Wilcox	Alexandra	Faith	1548	7/18/2011	12/31/2014	Good Standing
OTR/L	Wilhere	Tawnya	Nicole	596	10/8/1996	12/31/2013	Good Standing
COTA/L	Williams	Amanda	Rae	C1655	1/4/2008	12/31/2013	Good Standing
OTR/L	Williams	Christine	Ann	1546	7/11/2011	12/31/2014	Good Standing
OTR/L	Williams	Kristie	Rae	994	8/31/2001	12/31/2014	Good Standing
OTR/L	Williams	Maria	Elena	1184	7/29/2004	12/31/2013	Good Standing
COTA/L	Williams-Keairns	Dana	Renee	C1507	8/6/2012	12/31/2013	Good Standing
COTA/L	Willis	Erica	Jo	C1668	4/10/2008	12/31/2013	Good Standing
COTA/L	Willis	Janna	Krin	C1777	1/3/2011	12/31/2014	Good Standing
COTA/L	Willison	Amy	Dawn	C1912	7/31/2013	12/31/2014	Good Standing
OTR/L	Wilson	Ashley	Gale	1659	7/18/2013	12/31/2014	Good Standing
COTA/L	Wilson	Hannah	Renee	C1859	8/6/2012	12/31/2013	Good Standing
OTR/L	Wilson	Heather	Ann	591	9/24/1996	12/31/2013	Good Standing
OTR/L	Wilson	Krista	Kendall	1380	7/1/2008	12/31/2013	Good Standing
COTA/L	Windows	Wendy	Lynn	C1483	3/11/2003	12/31/2014	Good Standing
OTR/L	Wingate	Heather	Marie	644	5/7/1997	12/31/2014	Good Standing
COTA/L	Winter	Robin	Annette	C1706	4/16/2009	12/31/2014	Good Standing
COTA/L	Winters	Melanie	June	C1888	2/8/2013	12/31/2014	Good Standing
OTR/L	Wise-Marks	Elizabeth	Ann	922	5/11/2000	12/31/2013	Good Standing
COTA/L	Withrow	Erica	Diane	C1536	1/31/2005	12/31/2014	Good Standing
OTR/L	Wix	Amy	Michelle	951	11/7/2000	12/31/2013	Good Standing
OT/L	Womack	Jami	Marie	1632	4/11/2013	12/31/2014	Good Standing
COTA/L	Wood	Carey	Ann	C1628	4/24/2007	12/31/2014	Good Standing
OTR/L	Wood	Shelby	Dyan	1337	7/23/2007	12/31/2014	Good Standing
OTR/L	Wood	Susan	Michele	945	10/31/2000	12/31/2013	Good Standing
COTA/L	Wooddell	Lori	Ann	C1468	10/10/2002	12/31/2013	Good Standing
COTA/L	Woods	Natasha	Elaine	C1849	5/30/2012	12/31/2013	Good Standing
OTR/L	Woods	SueAnn	Renee	1429	6/16/2009	12/31/2014	Good Standing
COTA/L	Woodson	Patricia	Faye	C1670	6/3/2008	12/31/2013	Good Standing
OTR/L	Wooten	Ashlee	Brooke	1377	6/17/2008	12/31/2013	Good Standing
COTA/L	Workman	Katherine	Jane	C1470	10/22/2002	12/31/2013	Good Standing
OTR/L	Worley	Amanda	Dawn	1191	8/20/2004	12/31/2013	Good Standing
OTR/L	Wright	Delilah	Latesia	315	9/13/2005	12/31/2013	Good Standing
OTR/L	Wright	Marleen	Danielle	1507	9/27/2010	12/31/2013	Good Standing
COTA/L	Wriston	Dwayne	Edgar	C1636	8/6/2007	12/31/2014	Good Standing
OTR/L	Wujtow	Nathalie	Adel	1293	9/19/2006	12/31/2013	Good Standing
OTR/L	Wulff	Sara	Ilana	1453	10/1/2009	12/31/2014	Good Standing
OTR/L	Wycoff	Travis	Robert	1073	10/9/2002	12/31/2013	Good Standing
OTR/L	Yadwadkar	Neelima	Subhash	674	10/7/1997	12/31/2014	Good Standing

OTR/L	Yankosky	Alyssa	Marie	1594	7/18/2012	12/31/2013	Good Standing
OTR/L	Yonak	Laurie	Marangoni	1252	12/27/2005	12/31/2014	Good Standing
COTA/L	Yost	Jennifer	M.	C1743	1/26/2010	12/31/2013	Good Standing
OT/L	Young	Darvan	Bethel	179	3/14/1987	12/31/2014	Good Standing
COTA/L	Young	Nanette	DeBernardo	C1575	4/18/2013	12/31/2014	Good Standing
OTR/L	Zapf	Helen	Pamela	893	11/4/1999	12/31/2014	Good Standing
COTA/L	Zebley	Christina	Celia	C1804	7/15/2011	12/31/2014	Good Standing
OTR/L	Zimmerman	Catherine	Dodson	1198	8/31/2004	12/31/2013	Good Standing
COTA/L	Zinn	Leighann	Sommer	C1466	8/7/2002	12/31/2013	Good Standing
OTR/L	Zirkle	Lindsay	Nicole	1295	10/3/2006	12/31/2013	Good Standing
OTR/L	Zollars	Deanna	Margaret	210	8/8/1988	12/31/2013	Good Standing
OTR/L	Zucconi	Annamarie	Magiera	1109	5/13/2003	12/31/2014	Good Standing

West Virginia Board of Occupational Therapy

**Annual Report
2012-2013**

Summary of Complaints



West Virginia Board of Occupational Therapy
3041 University Avenue
2nd Floor, Suite 6
Morgantown, WV 26505
304-285-3150
www.wvbot.org

Summary of Complaints FY 2012 / 2013

<u>Date Rec'd</u>	<u>Case Number</u>	<u>Description</u>	<u>Resolution</u>
4/19/12	2012#2	Referral from Nursing Home – neglect	Dismissed
8/9/12	2012#3	Incident causing injury	Dismissed
10/15/12	2012#5	Falsifying documentation Fraudulent billing	License Suspended
12/6/12	2012#3a	Practicing without supervision	Reprimand
12/7/12	2012#6	Not qualified to use certain program	Dismissed
2/27/13	2013#2	Alleged fraudulent billing	Dismissed
3/13/13	2013#4	Failure to provide appropriate supervision	Dismissed