



**FINAL MINUTES - ND Board of Addiction Counseling Examiners
Subcommittee, application form modification
May 22, 2015**

I. Call to Order

Board Administrator, Jody McClendon, called the meeting to order at 12:59 pm

Present

Board Subcommittee Members: Tonya Sorenson and Stacie Dailey

Others: Jody McClendon

II. Discuss changes to the Licensure Application form

The NDBACE application subcommittee met to discuss changes to the application process and form that would reduce the time the Board needs to review the application and simplify the process for the applicant. The subcommittee recommends the following changes be made to the application:

- a. Remove the words “initial license applicants” on page one, line 3. Join sentence numbers 2 and 3 on page one (into a paragraph) and add that “application and fees can be submitted online at www.ndbace.org”
- b. Remove the option for the applicant to select “initial license” or “license by reciprocity” on page two, Roman numeral I. The Board would review the application and decide, on an individual basis, which is the most appropriate method of application.
- c. Move the two checkboxes from page two, Roman numeral I to page three under “licensure background”.
- d. Remove the word “Initial” under “Fee Schedule” Roman numeral II and add that this can be done online.
- e. No changes to be made to “Identifying Information” or “Current Employment”
- f. “Licensure Information” should have the check boxes from page two, added and titled as items “e” & “f”
- g. No changes to “Educational Experience”
- h. In the “Letters of Reference” section, remove “If applying for licensure by reciprocity, you are not required to complete this section” and have all applicants submit letters of reference.
- i. In the “Application Questionnaire” section:
 - Add a link to the Code of Ethics in question “a”.
 - Change the wording in question “c” to : “*Have you ever been diagnosed with substance use disorder or participated in addiction treatment or rehabilitation?*”
 - Remove all of section “f” and add the following: *Personal information” contained on this application is an “exempt record”. NDCC 44-04-18.1. An “exempt record” is a record that may be released to the public at the discretion of the public entity. NDCC 44-04-17.1(5). “Personal information” includes a person's home address; home telephone number or personal cell phone number; photograph; medical information; motor vehicle operator's identification number; public employee identification number; payroll deduction information; the name,*



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address, telephone number, and date of birth of any dependent or emergency contact; any credit, debit, or electronic fund transfer card number; and any account number at a bank or other financial institution. NDCC 44-04-18.1(2).

- j. David Schiably may need to give input on the wording in the signature statement. It sounds like it may need a notary.
- k. Other minor changes to layout and format may be needed

III. Adjourn: 1:26 pm

Respectfully submitted,

Kristie Spooner
President
NDBACE

Deborah Davis
Vice President
NDBACE

Jody McClendon
Board Manager
NDBACE