



administrative staff corner

The Council of Board Administrators was created by the FSBPT bylaws to provide its members a forum to share information relevant to board functions, regulatory practices, practice standards and issues, licensing processes and security, and enforcement issues in the practice of physical therapy. Membership is open to currently or formerly employed administrative staff personnel assisting our 53 Member Boards.



2014 CBA Forum Report

*Charles Brown, Executive Director,
Arizona State Board of Physical Therapy
Director on the FSBPT Board of Directors*

Introduction

Having just been elected to the FSBPT Board of Directors, I'd like to say hello and welcome to the many new administrators who have become part of the Federation now that they work with physical therapy licensing boards.

There has been a lot of turnover in the Council of Board Administrators (CBA). To put it into perspective, we have a total of 53 physical therapy member boards in FSBPT. So far this year, we have sent 13 "Welcome to the Federation" emails to new administrators, not to mention 10 welcome emails sent in 2013! I am relatively new myself – I became the Executive Director of the Arizona Board in 2009.

For all the newcomers, I hope this report will convey that the Federation **welcomes your full participation, values your input and wants to assist you!** If you'd like to be involved or want to know more about the Federation, send me an email via communications@fsbpt.org.

Participation in Federation Activities

CBA members have participated and continue to participate in all facets of the Federation. One position on the Board of Directors is designated for a current administrator of a Member Board. A second administrator currently fills another Director position on the Board of Directors. Below are other examples of administrator participation in the Federation.

Jurisdiction Board Member & Administrator Training

Held in Alexandria, VA, this workshop provides new and experienced jurisdiction board members and administrators with an overview of regulatory law, the role of the board/board members/administrator and an overview of FSBPT activities. Thirteen administrators attended the 2014 training.

Next year's training will again be held in Alexandria, VA on June 12-14, 2015. Attendees rave about the quality of the topics and the presenters. FSBPT funds attendance at this meeting.

I urge every administrator who has not attended this training to plan to attend this year! For more information or to register, contact communications@fsbpt.org.

Annual Meeting

CBA members met September 18, 2014 at the annual CBA Forum during the Federation's annual meeting in San Francisco, CA. A total of 32 jurisdictions were present. Tina Kelley, New Hampshire, CBA Chair and Veronica Reynolds, South Carolina, CBA Vice Chair presided over the meeting.

Jeff Rosa from Ohio was elected the new CBA Vice Chair. This is a two-year commitment. Carrie Gilstrap from Idaho was elected to serve a three-year term on the CBA nominating committee; however, Carrie recently left the Idaho Bureau of Licenses. As per the CBA Rules of Procedure, the Administrative Director will appoint a replacement. As the Administrative Director on the FSBPT Board, I have appointed Nancy Worthen from Arkansas – thanks for volunteering, Nancy!

Also during the meeting, a motion was passed to amend the CBA Rules of Procedure to remove the positions of Alternate Chair and Alternate Vice Chair.

Leadership Issues Forum (LIF)

The Leadership Issues Forum was held in Alexandria, Virginia August 2-3, 2014. Topics included the Licensure Compact, Foreign Educated Standards Research, Supervised Clinical Practice Evaluation Tool, and an update on NPTE Eligibility Requirements. Eleven administrators attended this meeting.

Next year's Leadership Issues Forum is August 1-2, 2015 and will be in Alexandria, Virginia again. Administrators who are designated to attend the 2015 FSBPT annual meeting in Orlando will automatically receive an invitation to attend the LIF meeting.

Committees and Task Forces

Federation committees and task forces that currently have administrators as members:

- Continuing Competence Committee
- Education Committee
- Ethics & Legislation Committee
- Examination Administration Committee
- Finance Committee
- Nominating Committee
- Licensure Compact Advisory Task Force
- Minimum Dataset Task Force

CBA Webinars

The CBA has effectively used the FSBPT's WebEx tool as a means of expanding the opportunities for discussion of important topics throughout the year. WebEx topics this year include:

- Credentialing Process
 - Prometric – What Happens on Exam Day
 - Coursework Tool Guidelines
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Chuck Brown graduated in 2008 from Grand Canyon University with a Bachelor of Science in Business Administration. He is also a former Marine. Chuck has worked in the licensing and regulating of healthcare providers for over 13 years which includes eight years with the Arizona Board of Chiropractic Examiners and over five years with the Arizona Board of Physical Therapy. During his time with the Arizona Boards he has served at the levels of Investigator, Deputy Director and Executive Director.

Chuck actively participates in the CBA and served as Chair and Vice Chair from 2010-2011. He has served as Chair of the Exam Administration Committee, and as a member on the Education Committee, Finance Committee as well as other task forces and focus groups.