



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.



2015 CBA Forum Report

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

Annual CBA Forum

This year, our “ever effervescent” outgoing CBA Chair **Tina Kelley** from New Hampshire called the Council of Board Administrators (CBA) Forum business meeting to order on Thursday, October 15, 2015 in Orlando, Florida.

Vice Chair **Glenn Davis** from Alabama called roll and reported that 36 jurisdictions were present. Glenn graciously accepted Vice Chair appointment when **Jeff Rosa** joined the Federation as a staff member this year. Thank you, Glenn.

The 17 jurisdictions not present were Colorado, Connecticut, Delaware, Illinois, Kansas, Maine, Mississippi, Nevada, New Jersey, New Mexico, New York, Ohio, Oklahoma, Pennsylvania, Rhode Island, Utah, Wyoming.

Did you know that FSBPT funds one administrator from each state to attend the Federation’s CBA Forum/annual meeting? Please add the 2016 annual meeting to your calendar now! It’s November 3-5 in beautiful Columbus, Ohio (ask Jeff Rosa to tell you more about Columbus’ charms).

Representatives elected **Connie Clarkston** from Missouri to be the CBA Chair for a two-year term.

We had a number of presentations this year. You can view them on the Annual Meeting page in the FSBPT Members Area of the website.

- Board of Directors Update
- New Jurisdiction Interface
- Updates to Exam Registration Processing
- Updating Your Board in the FSBPT Database
- Basis for Action Document

We also had roundtable discussions on the Licensure Compact and Legalized Marijuana. Finally, we shared updates from our jurisdictions.

Participation in Federation Activities

CBA members 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 Regulatory Training

Held in Alexandria, Virginia, this workshop provides new and experienced jurisdiction board members and administrators with an overview of regulatory law, the role of the board, board members and administrators, plus an overview of FSBPT activities. This year, nine administrators and three board attorneys attended the training.

Next year's training will again be held in Alexandria, Virginia June 24-26, 2016. 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.

Leadership Issues Forum (LIF)

The Leadership Issues Forum was held in Alexandria, Virginia August 1-2, 2015. Topics included the Licensure Compact; Continuing Competence, the Coursework Tool; Dry Needling Competencies; the Exam, Licensure and Disciplinary Database (ELDD); NPTE Eligibility; Public Awareness, Physical Therapy and Regulation; and Minimum Data Set. Fourteen administrators attended this meeting.

Next year's Leadership Issues Forum is July 30-31, 2016 in Alexandria, Virginia. Administrators who are designated to attend the 2016 FSBPT annual meeting in Columbus 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
- Finance Committee
- Foreign Educated Standards Committee

- Nominating Committee
- Licensure Compact Advisory Task Force
- Membership Survey 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. Webinar topics this year include:

- Fixed Date Testing & Relevant Research
- aPTitude and ProCert
- NPTE Eligibility Appeals Process
- New Jurisdiction Interface

[View webinars.](#)

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.