

# DELEGATE HANDBOOK



**FEDERATION OF STATE BOARDS OF PHYSICAL THERAPY  
2019 ANNUAL MEETING & DELEGATE ASSEMBLY**

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## **Delegate Assembly Policy Development Process**

### **Informational Reports**

Most Board of Directors, committee, and area of focus reports are provided to the Delegate Assembly for information. Informational reports provide highlights or an update on activities or projects and do not require any decision making on the part of the Delegate Assembly. Members will find these reports in the Delegate Handbook, which is posted on FSBPT website prior to the annual meeting.

### **Motions**

Member Boards and the Board of Directors may submit motions for consideration by the Delegate Assembly. A motion is a way to express an idea or identify a problem or opportunity and suggest that an action be taken. Although a motion may deal with complex issues, most motions begin simply when a problem is recognized and a solution is suggested.

Delegate Assembly motions are structured to first declare the recommended action and then provide background information regarding the issue and why this particular action is recommended. They will need to reference the area of focus and the fiscal impact of the motion.

Per the Bylaws and Standing Rules, Member Boards and the Board of Directors need to submit their motions to the Resolutions Committee ninety days prior to the Delegate Assembly. Motions not submitted by the deadline may still be heard at the Delegate Assembly. However, any main motion that has not been submitted by the deadline requires a two-thirds vote without debate to be considered by the Delegate Assembly.

### **Comments on Motions**

Member Boards who have credentialed their Voting Delegates but whose delegates cannot attend the annual meeting may send a letter or email to the Resolutions Committee with their comments on a motion. Those comments may be shared during the Delegate Workshop (in print or by being read by the Resolutions Committee chair) without further debate.

### **Resolutions Committee**

The purpose of the Resolutions Committee is to receive and correlate motions and resolutions to be presented to the Delegate Assembly and identify motions that fall outside FSBPT's purpose of. The committee also provides advice and counsel to delegates regarding form, wording, and method of presentation of matters to the Delegate Assembly.

### **Delegate Workshop**

At each annual meeting, the Resolutions Committee schedules a Delegate Workshop. The purpose of the workshop is to

- Provide an overview of FSBPT's governance process and Delegate Assembly procedures and
- Encourage an informal and frank discussion by FSBPT delegates and the Board of Directors of that year's motions.

The Resolutions Committee's role in the workshop is to provide education regarding the governance process and facilitate the discussion of the motions. This facilitation includes seeking out appropriate information and/or viewpoints on each item under discussion from the maker of the motion, the Board of Directors and other delegates. The committee may also seek out information from other attendees or staff, as appropriate.

Members of the Resolutions Committee are not allowed to engage in debate or express their own opinions during the workshop and they are not empowered to entertain motions or make decisions on motions during the workshop. However, the chair is empowered to provide feedback to the jurisdictions that are making the motions.

When the motions are discussed, the chair of the Resolutions Committee will invite the maker of each motion to come forward and explain the purpose and/or intent of the motion. The chair will then ask for comments and questions from other delegates and the Board of Directors.

Because these are motions for the Delegate Assembly, the discussion should be among the delegates and Board of Directors. Speakers should identify themselves by their name, their state, and whether they are a voting or alternate delegate or on the Board of Directors.

If the delegate or Board of Directors would like a staff member or other attendee (such as legal counsel) to speak on an issue, they should introduce them. The chair of the Resolutions Committee will determine whether an attendee other than the delegate or Board of Directors is permitted to speak.

## **Delegate and Alternate Delegate Job Description**

**Established by:** Bylaws

### **Delegate Assembly Summary:**

- A. *Delegate Assembly Membership*  
The Delegate Assembly comprises Member Board Delegates and the Board of Directors.
- B. *Annual Meeting*  
FSBPT will hold an annual meeting of the Delegate Assembly at a time and place determined by the Board of Directors. Member Boards and Council Administrators shall be notified of the meeting not less than forty-five days prior to the meeting.
- C. *Special Meetings*  
A majority of the Member Boards; the President, with approval of the Board of Directors; or three quarters of the membership of the Board of Directors without the approval of the President; may call special meetings of the Delegate Assembly. Member Boards and Council(s) will be notified of a special meeting not less than fourteen days prior to the meeting.
- D. *Conduct of Business by Mail or Electronically*  
When the Board of Directors or a majority of the Member Boards determine it is necessary to conduct a mail or electronic vote of the Delegate Assembly, the vote will be conducted as directed in the Standing Rules. Each voting delegate will receive information to make informed decisions.
- E. *Voting Body*  
The voting body will consist of the Delegates elected by the Member Boards. Each Member Board is entitled to one Delegate. Each Delegate will have the right to attend, speak, make motions, nominate, and vote. No FSBPT Officer or Director may serve as a Delegate.
- F. *Quorum*  
The quorum for any meeting of the Delegate Assembly will be Delegates from a majority of the FSBPT Member Boards.
- G. *Seating*
  - i. All voting Delegates and Alternate Delegates shall be seated together in a separate designated area.
  - ii. Members of the Member Boards who are not a part of the Delegate Assembly and Member Board Administrative Staff may be seated in the area of the assembly designated for Member Boards.
  - iii. Others, including but not limited to Affiliate Members, Associate Members, Honorary Members, FSBPT staff, invited guests, and visitors, shall be seated in a designated area.

### **Term of Delegate:**

Delegate(s) and Alternate Delegates will serve a term of one year, which commences when the Member Board submits the delegate credentials for the upcoming Delegate Assembly and continues until delegate credentials are submitted for the next Delegate Assembly. Credentialing for Delegates and Alternate Delegates will be submitted to FSBPT offices as specified in the Standing Rules.

### **Duties of the Delegates:**

- A. Delegates will represent their jurisdiction in all meetings of the Delegate Assembly and, if needed, by mail ballot.
- B. Delegates will attend the annual Delegate Assembly meeting. One delegate from each Member Board is expected to attend the Leadership Issues Forum.
- C. Delegates will disseminate information from FSBPT to their Member Board.
- D. Delegates will respond to requests for information and ensure that their Member Board meets deadlines as established by FSBPT.

**Delegate Requirements:**

- A. Delegate means the member of, or administrator to, a Member Board elected by the Member Board to be its representative to meetings of the Delegate Assembly. In addition, the Board of Directors, on a case-by-case basis, may credential a delegate who is an officer, administrator, director, or regulator employed by the jurisdiction and defined by statute as having the power and authority to conduct all aspects of the administration of the physical therapy law of the jurisdiction including the exercise of independent decision-making in all areas of the law's administrative interpretation or implementation and promulgation of rules—or such person's chosen representative.
- B. Alternate Delegate(s) means the member of, or administrator to, a Member Board elected by the Member Board to be its representative to meetings of the Delegate Assembly in the event that the Member Board's Delegate cannot or does not attend the meeting. In addition, the Board of Directors, on a case-by-case basis, may credential an alternate delegate who is an officer, administrator, director, or regulator employed by the jurisdiction and defined by statute as having the power and authority to conduct all aspects of the administration of the physical therapy law of the jurisdiction, including the exercise of independent decision-making in all areas of the law's administrative interpretation or implementation and promulgation of rules—or such person's chosen representative.

**Rights and Privileges of Persons Not a Part of the Delegate Assembly:**

Alternate Delegates, members of Member Boards who are not part of the Delegate Assembly, Affiliate Members, Associate Members, Honorary Members, Member Board Administrative Staff, FSBPT Staff, and invited guests may attend the meetings of the Delegate Assembly with the privilege to speak after Delegates have spoken and with permission of the Delegate Assembly, but may not make motions, make nominations, or vote.

**FSBPT Delegate Assembly Agenda**  
**October 26, 2019**  
**5:30 p.m. – 6:30 p.m. CDT**  
**Oklahoma City, OK**

**Presiding Officer:** Nancy Kirsch, President

**I. Call to Order**

The annual meeting of the Federation of State Boards of Physical Therapy will come to order at 5:30 PM CDT, October 26, 2019.

**II. Roll Call of Delegates** - Thomas Caldwell

The Secretary will call the roll of delegates.

**III. Adoption/Reordering of Agenda**

**IV. 2018 Minutes**

The minutes of the 2018 meeting were approved by the Minute's Approval Committee: Aimee Alexander, (NY); Jennifer Ball, (OK); David Harris, (TN) and no further action is required.

**V. Appointment of the 2019 Minutes Approval Committee**

Appointed the following delegates to approve the 2019 Delegate Assembly minutes.

- Rob Jordan, AR
- Sandra "Sandy" Levi, IL
- Cynthia "Cindy" Potter, PA

**VI. CEO Report** - William A. Hatherill

**VII. Appointment of the 2019 Teller Committee**

Appointed the following people to the Teller Committee.

- Karen Gordon, TX
- Jeffrey Vinzant, AL
- Corie Tillman Wolf, VA

**VIII. Elections**

- President
- Vice President
- Nominating Committee Member

**IX. Election Results**

**X. Financial Information and Reports** - Ruggiero "Ruggie" Canizares and Nancy Kirsch

**XI. Acceptance of Audit Report**

An audit of the Financial Statements appears in the *Financial Information and Reports* section of the Delegate Handbook.



**XII. Other Reports**

Standing Committees, Task Forces and Councils

*Committee/Task Force/Council*

- |                                   |                                |
|-----------------------------------|--------------------------------|
| • Continuing Competence           | Michele Thorman, Chair         |
| • Education                       | Christine Snyder, Chair        |
| • Ethics and Legislation          | Tina Baum, Chair               |
| • Examination Chairs              | (overall report)               |
| • Nominating                      | Timothy Vidale, Member         |
| • Resolutions                     | James Clahane, Chair           |
| • Board Assessment Task Force     | Charlotte Martin, Chair        |
| • Council of Board Administrators | Adrienne Price, FSBPT Director |
| • Membership Survey Task Force    | Megan Certo, Chair             |

**XIII. Motions**

The following motions are included in the Delegate Handbook. If new motions are brought forward, they will be available at the Delegate Assembly.

**DEL-19-01**, Areas of Focus

**DEL-19-02**, Proposed Changes to Credentialing in Bylaws and Standing Rules

**XIV. New Business**

**XV. Installation of New Officers and Nominating Committee Member - Secretary**

**XVI. Announcements**

**XVII. Adjournment**

President Nancy Kirsch adjourned the meeting at ---:-- PM CDT on October 26, 2019.

## Motions for the Delegate Assembly

### **DEL-19-01**

#### **Motion adopted/adopted-as-amended/defeated**

##### **Areas of Focus**

Proposed by: Board of Directors

Vote Required: Majority

Contact: Thomas Caldwell

##### **Motion:**

To adopt the Areas of Focus as they currently read.

1. Examinations: Ensure the ongoing excellence, reliability, defensibility, security, and validity of the NPTE and related examinations.
2. Membership: Enhance the Federation's value to its membership by developing and maintaining programs and services responsive to membership needs.
3. States' Rights, States' Responsibilities, and Professional Standards: Identify and promote effective regulation in physical therapy that ensures the delivery of safe and competent physical therapy care, while respecting states' rights and responsibilities.
4. Education: Provide and promote education programs and products for board members, administrators, the public, and other stakeholders.
5. Leadership: Broaden the Federation's leadership role and recognition within regulatory, professional, and related communities.
6. Organizational and Financial Stability: Ensure the long-term organizational and financial stability and viability of the Federation.

##### **Rationale:**

The Areas of Focus represent the activities required to achieve the mission of the Federation. In accordance with 2002 Delegate Assembly motion DEL-02-26, the Board of Directors must complete an annual review of the focus areas and present them to the Delegate Assembly for review and adoption.

The board has reviewed the Areas of Focus and has determined that they accurately reflect the Federation's current areas of focus.

##### **Reference Area of Focus:**

Leadership

##### **Fiscal Impact:**

The adoption of this motion has no specific fiscal impact. However, the Board of Directors and committees use these areas of focus as the basis for long-term strategic planning and as the basis for funding Federation activities in each annual budget.

DEL-19-02

**Motion adopted/adopted as amended/defeated**

**Proposed Changes to Credentialing in Bylaws and Standing Rules**

Proposed by: Board of Directors

Vote Required: Majority

Contact: Thomas Caldwell

**Motion:**

To make the following changes regarding credentialing processes to the Bylaws and Standing Rules.

Note: If adopted subsequent sections will be renumbered.

BYLAWS CHANGES	RATIONALE	WITH PROPOSED CHANGES
<b>Article VI. Delegate Assembly</b>		
<b>Section 3. Delegates</b>		
A. Delegate means the member of, or administrator to, a Member Board selected by the Member Board to be its representative to meetings of the Delegate Assembly. In addition, the <del>Board of Directors-Member Board, on a case-by-case basis, may credential-select as Delegate an delegate who is an officer, administrator, director or regulator-individual</del> employed by the jurisdiction <u>in the regulation of physical therapy</u> <del>regulation</del> and defined by statute as <del>having the power and authority to conduct all aspects of the administration of the physical therapy law of the jurisdiction including the exercise of independent decision-making in all areas of the law's administrative interpretation or implementation and promulgation of rules — or such person's chosen representative.</del>	<u>These changes allow the Member Board to select their Delegate without FSBPT involvement.</u>	Delegate means the member of, or administrator to, a Member Board selected by the Member Board to be its representative to meetings of the Delegate Assembly. In addition, the Member may select as Delegate an individual employed by the jurisdiction in the regulation of physical therapy.
B. Alternate Delegate(s) means the member of, or administrator to, a Member Board selected by the Member Board to be its representative to meetings of the Delegate Assembly in the event that the Member Board's Delegate cannot or does not attend the meeting. In addition, the <del>Board of Directors-Member Board, on a case-by-case basis, may credential-</del> select as Alternate Delegate an <del>alternate delegate who is an officer, administrator, director or regulator-individual</del> employed by the jurisdiction <u>in the regulation of physical therapy</u> <del>and defined by statute as having the power and authority to conduct all aspects of the administration of the physical therapy law of the jurisdiction including the exercise of independent decision-making in all areas of</del>	<u>These changes allow the Member Board to select their Alternate without FSBPT involvement.</u>	Alternate Delegate(s) means the member of, or administrator to, a Member Board selected by the Member Board to be its representative to meetings of the Delegate Assembly in the event that the Member Board's Delegate cannot or does not attend the meeting. In addition, the Member may select as Alternate Delegate an individual employed by the jurisdiction in the regulation of physical therapy.

	<del>the law's administrative interpretation or implementation and promulgation of rules— or such person's chosen representative.</del>		
C.	Delegates and Alternate Delegates will serve a term of one year which commences when the Member Board submits the delegate <del>credentials</del> <u>names</u> for the upcoming Delegate Assembly and continues until delegate <del>credentials</del> <u>names</u> are submitted for the next Delegate Assembly. <del>Credentia</del> <u>ling</u> <del>for</del> Delegates and Alternate Delegate <del>s</del> <u>names</u> will be submitted to FSBPT offices as specified in the Standing Rules.	There is no longer a need for a credentialing process – a simple notification is all that is necessary with the new definition of Delegates.	Delegates and Alternate Delegates will serve a term of one year which commences when the Member Board submits the delegate names for the upcoming Delegate Assembly and continues until delegate names are submitted for the next Delegate Assembly. Delegate and Alternate Delegate names will be submitted to FSBPT offices as specified in the Standing Rules.
<b>Article X. Dissolution</b>			
<b>Standing Rules</b>			
<b>1. Definitions</b>			
<del>B. _____ "Delegate Credentials"</del>			
<del>means a document signifying official representation of a Member Board issued by the FSBPT and verified by an appropriate officer of a Member Board. Delegate Credentials are required of Delegates and Alternate Delegates.</del>		<u>There is no longer a need for a credentialing process with the simplified definition of choosing Delegates.</u>	Content removed.
<b>4. Delegate Assembly</b>			
E.	<b>Conduct of Business by Mail or Electronically</b>		
ii.	Delegate Assembly		

<p>The ballot information will be mailed to each Delegate by certified or registered first-class mail to the Member Board office unless being done electronically. The ballot will clearly state the question(s) to be decided and the date by which the ballot must be received at FSBPT offices. A majority of ballots must be received at FSBPT offices by the deadline to constitute a valid vote. In the event that a Delegate no longer holds that position for any reason, an Alternate Delegate will assume the duties of the Delegate. If the Alternate Delegate(s) no longer holds that position for any reason, a new Delegate may be selected by the Member Board <u>and their name will be submitted to FSBPT offices and credentialed</u> in a manner not inconsistent with these bylaws and standing rules.</p>		<p>The ballot information will be mailed to each Delegate by certified or registered first-class mail to the Member Board office unless being done electronically. The ballot will clearly state the question(s) to be decided and the date by which the ballot must be received at FSBPT offices. A majority of ballots must be received at FSBPT offices by the deadline to constitute a valid vote. In the event that a Delegate no longer holds that position for any reason, an Alternate Delegate will assume the duties of the Delegate. If the Alternate Delegate(s) no longer holds that position for any reason, a new Delegate may be selected by the Member Board and their name will be submitted to FSBPT</p>
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		offices in a manner not inconsistent with these bylaws and standing rules.
<b>5. Delegate <del>Credentials</del> Notification Procedures</b>		<b>5. Delegate Notification Procedures</b>
A. Each Member Board shall <del>send</del> submit delegate <del>credentials names</del> to the FSBPT offices no <del>less later</del> than 90 days prior to the <del>Annual Meeting May 1</del> . The deadline will be extended to June 1 <sup>st</sup> if the Member Board requests an extension from FSBPT offices by April 15. <del>Credentials for Delegates and Alternate Delegates will include demographic data, verification of election from the Member Board (submission of a credentials form, which is signed by the chair or administrator of the Member Board or as otherwise provided in Bylaws Article VI Sections 3A &amp; 3B), and a disclaimer relevant to a potential Conflict of Interest.</del>	<u>Since the selection of the Delegates is the responsibility of the Member Board, there is no need for verification of election or conflict of interest. We've simplified the deadline and provided a process for requesting an extension.</u>	Each Member Board shall submit delegate names to the FSBPT offices no later than May 1. The deadline will be extended to June 1 <sup>st</sup> if the Member Board requests an extension from FSBPT offices by April 15.
B. Member Boards should consider whether there might be a Conflict of Interest when electing their Delegate <u>using the definition found in Standing Rule 1J</u> .	<u>Points jurisdictions to the definition of Conflict of Interest.</u>	Member Boards should consider whether there might be a Conflict of Interest when electing their Delegate using the definition found in Standing Rule 1J.
C. <del>If a Member Board elects a Delegate whose role could be considered a Conflict of Interest:</del>	<u>There is no longer a need for a process to remedy Conflict of Interest of Delegates. It is now the Member Board's sole responsibility.</u>	Content removed.
i. <del>Within ten working days of notification, the Board of Directors will appoint a Credentials Committee of three current Member Board members, preferably already credentialed Delegates, to review whether a Conflict of Interest exists.</del>		Content removed.
ii. <del>The Credentials Committee's term will end once the current Delegate Assembly concludes.</del>		Content removed.
iii. <del>The Credentials Committee will report their recommendation to the Board of Directors, who will report their decision to the Member Board within ten working days of being notified.</del>		Content removed.
iv. <del>If the Delegate is considered to have a Conflict of Interest, their credentials</del>		Content removed.

	<del>will be withdrawn and the Member Board will be asked to provide another Delegate to replace the original Delegate.</del>		
v.	<del>The new Delegate will have all the rights held by the original Delegate.</del>		Content removed.
<b>9. Special Meetings</b>			
<p>Upon receipt of signed requests for a special meeting for a specific purpose from a majority of Member Boards, the President or three quarters of the membership of the Board of Directors, the Chief Executive Officer of the FSBPT will schedule a special meeting of the Delegate Assembly. The notice of the special meeting, including a statement of the specific purpose of the meeting will be sent to all <del>credentialed</del> <u>current</u> Delegates and Alternate Delegates and the members of the Board of Directors not less than 14 days prior to the meeting.</p>			<p>Upon receipt of signed requests for a special meeting for a specific purpose from a majority of Member Boards, the President or three quarters of the membership of the Board of Directors, the Chief Executive Officer of the FSBPT will schedule a special meeting of the Delegate Assembly. The notice of the special meeting, including a statement of the specific purpose of the meeting will be sent to all current Delegates and Alternate Delegates and the members of the Board of Directors not less than 14 days prior to the meeting.</p>

**Rationale:**

Simplify credentialing process for state licensing boards and FSBPT.

**Reference Area of Focus:**

Leadership

**Fiscal Impact:**

None

### Roll Call for Delegate Assembly

<b>State</b>	<b>Delegate</b>	<b><u>In Attendance</u></b>	<b>State</b>	<b>Delegate</b>	<b><u>In Attendance</u></b>
<b>Alabama</b>	Wiley Christian		<b>Nebraska</b>	Betsy Becker	
<b>Alaska</b>			<b>Nevada</b>	Brian Fearnley	
<b>Arizona</b>	Mark Cornwall		<b>New Hampshire</b>	Gillian Cavezzali	
<b>Arkansas</b>	Rob Jordan		<b>New Jersey</b>	Barbara Behrens	
<b>California</b>			<b>New Mexico</b>	Alfred Cata	
<b>Colorado</b>	Heather Dorward		<b>New York</b>		
<b>Connecticut</b>	Michael Parisi		<b>North Carolina</b>	David Reed	
<b>Delaware</b>	Devashree Singh		<b>North Dakota</b>	Jeanne DeKrey	
<b>District of Columbia</b>	Joel Hemphill		<b>Ohio</b>	Jennifer Wissinger	
<b>Florida</b>	Kay Tasso		<b>Oklahoma</b>	Jennifer Ball	
<b>Georgia</b>	Anne Thompson		<b>Oregon</b>	Aubree Benson	
<b>Hawaii</b>	Debra Kubota		<b>Pennsylvania</b>	Cynthia Potter	
<b>Idaho</b>	Craig Esplin		<b>Puerto Rico</b>	Flora Muñoz	
<b>Illinois</b>	Sandra Levi		<b>Rhode Island</b>	Martha Vigneault	
<b>Indiana</b>	Heather Freeman		<b>South Carolina</b>	Lori McMillan	
<b>Iowa</b>			<b>South Dakota</b>		
<b>Kansas</b>			<b>Tennessee</b>	David Harris	
<b>Kentucky</b>	Tom Pennington		<b>Texas</b>	Liesl Olson	
<b>Louisiana</b>	Kathryn Brittain		<b>Utah</b>	Kim Reid	
<b>Maine</b>			<b>Vermont</b>	Laurie Clute	
<b>Maryland</b>	Sumesh Thomas		<b>Virgin Islands</b>	Bonnie O'Rourke-Barr	
<b>Massachusetts</b>			<b>Virginia</b>	Arkena Dailey	
<b>Michigan</b>	Sarah McAllister		<b>Washington</b>	Kathryn Dale	
<b>Minnesota</b>	Debra Sellheim		<b>West Virginia</b>	Nonnie Ramsey	
<b>Mississippi</b>	Cynthia Scott		<b>Wisconsin</b>	Shari Berry	
<b>Missouri</b>	William Hopfinger		<b>Wyoming</b>	Cole Seppie	
<b>Montana</b>	Kelsey Wadsworth				



## President's Report

I am confident that as you read the actions and accomplishments of FSBPT this past year you will take pride in all of the work that our volunteers and staff have done to promote public protection. In each area of focus there are multiple accomplishments that contribute to what has been a very productive year. Some of the highlights you can read more about include doing our practice analysis on an ongoing basis rather than every five years; this reflects the rapid changes occurring in health care and ensures that we stay current as an organization. Updating our resources, such as the eighth edition of the Dry Needling White Paper also ensures currency. This year we noted the milestone of twenty-six states in the PT Compact. None of this is possible without the many hours of volunteer service that you all provide. The Board is most grateful for your many contributions.

The report that follows highlights accomplishments by Areas of Focus since the 2018 annual meeting. Please take the opportunity to look for further detail in each area in the respective committee report.

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## Areas of Focus

### 1. Examinations: Ensure the ongoing excellence, reliability, defensibility, security, and validity of the NPTE and related examinations

#### **NPTE® Development**

The National Physical Therapy Examinations (NPTE) for Physical Therapists (PTs) and Physical Therapist Assistants (PTAs) are one of the primary tools to ensure competence in the initial licensure stage, along with rigorous educational credentials, relevant supervised clinical work, and other requirements specific to the needs of each of our members. In 2019, through efforts from staff and the Examination Development Committees (EDCs), we continued to develop reliable examination forms that are current and relevant to work as a PT or PTA. Over the past several years, FSBPT has taken many steps to ensure the security, and therefore the validity, of the NPTE. We are pleased to report that we did not have any major exam security incidents involving the NPTE in 2019.

Below are some of the highlights of the NPTE program.

- We continued to collect practice analysis information to support the Exam Development Committee (EDC) in their task of keeping the NPTE current and relevant and to inform the planned content revision process starting in 2021. Our yearly data collections are yielding more reliable trend data and opportunities to delve further into questions about what specialties and practice settings are driving those trends.
- No scored NPTE items were successfully challenged in 2019. That means that we did not have any “bad” items (not current or potentially misleading) make it through our extensive review process.
- We continued to build the NPTE item bank. Our item development efforts have resulted in a safety net of exam forms and items if we experience an exam security breach. Each year, our volunteers write approximately 3,000–6,000 new test questions.
- We submitted documentation relevant to our policies and NPTE development processes to the Buros Institute for Testing, and we expect to receive full accreditation once again, showing we met the highest standards of the testing industry.
- We continued to invest in our volunteers, the lifeblood of the NPTE testing program. We are rewriting and updating the software that supports the Item Entry and Review (IER) system, making it more stable and user-friendly for our item writers. And we continue to promote involvement among leaders in our volunteer program in the Leadership Issues Forum and Annual Meeting.
- We conducted a Workshop for Educators in Los Angeles, California, to make access to that service more easily available to educators on the West Coast.
- And last but not least, we continued to make progress on updating the NPTE to include video and scenario-based items, responding to long-standing suggestions from our volunteers and the educational community. We purchased equipment for shooting videos and conducted video shoots both at FSBPT

offices and in clinical settings. We also developed our staff expertise in videography and editing, allowing us to eliminate the cost of hiring an external videographer. The Item Writing Task Force (IWTF) took on the task of developing video and scenario items as our most seasoned item writers. We hope to be able to make some decisions about when we will start seeing video and scenario items on the NPTE in 2020.

### **Exam Services**

- Exam Services operates the call center for FSBPT. All calls regarding the NPTE and related services, the Jurisprudence Assessment Modules, the Practice Exam & Assessment Tool (PEAT), and school services are answered in Exam Services. We are also contracted to provide call center services for the Foreign Credentialing Commission on Physical Therapy (FCCPT). In 2018, over 41,000 callers were helped through the call center.
- We implemented a new three-question post call survey for our call center. This gives us greater feedback and insight into how to provide even better customer service for all our stakeholders.
- Implemented system modifications to PEAT. The enhancements streamlined how candidates access PEAT, increasing customer satisfaction, staff efficiency, and security.
- Alabama, Georgia, Maine, Michigan, New Hampshire, New Jersey, North Dakota, Ohio, Oregon, and Utah implemented the Alternate Approval Pathway (AAP). This brings the total number of states using AAP to sixteen. With AAP, FSBPT makes candidates eligible to sit for the NPTE and sends the scores to the jurisdiction for licensing determination. In addition, FSBPT reviews and approves testing accommodation requests.
- 76,932 exams administered in 2018
  - NPTE PT – 14,768
  - NPTE PTA – 9,568
  - LAW – 9,080
  - JAM – 22,854
  - PEAT – 20,662

### **2. Membership: Enhance the Federation's value to its membership by developing and maintaining programs and services responsive to membership needs**

#### **Regulatory Training for Members and Board Staff**

It is crucial for regulatory board members to understand their role in public protection. As many, if not most, board members are practitioners or licensees in the professions they are asked to regulate; it is important for such public servants to distinguish between the role of the professional association, such as the American Physical Therapy Association (APTA), and the state boards.

Equally important is the role of administrators on the state boards, who do the day-to-day work of the board. Learning more about how their work supports the bigger picture of regulation for the protection of the public may be a welcome refresher.

This year's Regulatory Training was held August 16-18 with thirty-five attendees. The annual Regulatory Training provides a weekend of educational sessions intended to prepare new and veteran board members/administrators for their service to the public. The engaging sessions cover a wide range of topics addressing not only the legal and practical aspects of serving on or running a physical therapy licensing board, but also a detailed description of the programs and services provided by FSBPT to its membership.

#### **Examination, Licensure, and Disciplinary Database (ELDD)**

The ELDD continues to demonstrate its tremendous value as a public protection tool that can only exist as a result of unprecedented collaboration among the Member Jurisdictions through FSBPT. The ELDD has enabled FSBPT to send more than 5,000 notifications since 2011 to licensing boards when their licensees were disciplined by another

jurisdiction. We now have an archive of close to 10,000 disciplinary actions against close to 7,000 people that we can analyze for trends in support of our shared mission of public protection.

As of June 30, 2019, we have twenty-four member jurisdictions who are participating at the top level (five stars). That is almost half of the membership, which is the best we've ever seen. This means that more than half a million (500,000) of the 770,000 total licenses in the ELDD are being updated at least monthly with more detailed demographic information than any time in the past.

The investment FSBPT made in the Physical Therapy Compact is paying off as we see states who join the compact begin to participate at the five-star level in the ELDD. The license and discipline information has enabled the ELDD to support the Compact Commission's effort to issue Physical Therapy Compact Privileges immediately when requested by the licensee since their eligibility is determined in advance.

Finally, we continue to explore the limitless research possibilities that support our shared mission of public protection. As we begin to look at the concept of risks and supports, having a wealth of accurate data to help inform our decisions is invaluable.

We've come a long way in collaboratively building the ELDD and we continue to look for partners within our membership to help keep the database up-to-date. If your jurisdiction is not among the ranks of the five-star states, please reach out to our team at [eldd@fsbpt.org](mailto:eldd@fsbpt.org) so we can work together to improve your participation.

**3. States' Rights, States' Responsibilities, and Professional Standards: Identify and promote effective regulation in physical therapy that ensures the delivery of safe and competent physical therapy care, while respecting states' rights and responsibilities**

**Continuing Competence**

As was announced in April, the Board of Directors made the difficult decision to discontinue our three existing continuing competence tools—aPTitude, oPTion, and Procort. Although these are high quality continuing competence tools, they are no longer financially viable for FSBPT.

In addition, as was discussed at the Leadership Issues Forum in both 2018 and 2019, emerging and expanding research is focusing on a more proactive and preventative approach to the maintenance of competence. With this, the FSBPT Continuing Competence Committee has philosophically pivoted its focus away from our existing "tick-a-box" approach towards a model of risks and supports.

The committee developed a draft Guidelines for Continuous Professional Development, which contains four elements. These include (1) jurisprudence & ethics assessment; (2) risks and supports self-inventory; (3) practice/work (skills & knowledge) self-inventory; and (4) "healthy practice" self-inventory. These guidelines were shared with the FSBPT Board of Directors, the APTA Executive Board, and with attendees at the 2019 INPTA Conference.

The committee will continue to refine the model and obtain additional input from key stakeholders before being ready to pilot the implementation of this new process.

**Physical Therapy Compact**

The Physical Therapy Compact is an agreement between member states to improve access to physical therapy services for the public by increasing the mobility of eligible physical therapy providers to work in multiple states.

Although the Physical Therapy Compact Commission (PTCC) is an independent entity, FSBPT is providing technical and infrastructure support to the PT Compact. This support includes assistance in working with states interested in joining the PT Compact, use of the ELDD, and a contract with FSBPT to provide staff for the PTCC. As of mid-2019,

twenty-six states were members of the PT Compact. Of that total, fifteen states have implemented all requirements and are actively issuing and accepting compact privileges.

The first compact privilege was purchased on July 9, 2018. Since that time, over 500 compact privileges have been purchased. The PTCC is currently on track to sell over 900 compact privileges in 2019, which more than doubles the number of compact privileges budgeted to be purchased for the year.

Additional information about the PT Compact is available at <http://ptcompact.org>.

### **Professional Standards**

Several activities have taken place since the November 2018 annual meeting:

- The Board Assessment Task Force integrated feedback on their work from the 2018 Annual Meeting and 2019 LIF meeting to create a final draft of the Board self-Assessment Resource Tool. The task force used a survey in August and September to receive broader stakeholder input on the tool. The task force reviewed the responses and made final improvements to the tool.
- The Ethics and Legislation Committee reviewed the Model Practice Act and recommended updates regarding the criminal background check language.
- The Ethics and Legislation Committee has researched and drafted a member resource on criminal background checks.
- Talking points for the PT Minimum Data Set for member boards to advocate for collecting workforce data were developed.
- A “Duty to Report” customizable pamphlet for member boards to use for educational outreach was created.
- Several jurisdictions received support to implement the Model Board Action Guidelines. Resource materials are available for FSBPT members interested in learning more or implementing the Guidelines.
- The Dry Needling Resource Paper was updated to the eighth edition.
- The Jurisdiction Licensure Reference Guide charts have been reviewed and updated quarterly to remain accurate.
- Profiles with jurisdiction-specific information were created to aid in PT Compact legislative initiatives for jurisdictions with active or potential Compact legislation in the 2019 legislative session.

#### **4. Education: Provide and promote educational programs and products for board members, administrators, the public, and other stakeholders**

### **Webinars**

Webinars for board members, administrators, and educators are held regularly as a means to provide information and discuss important topics throughout the year. The webinars held to date in 2019 include

- Model Board Action Guidelines
- PT Compact Update

### **News Briefs (Monthly)**

The FSBPT *News Briefs* are emailed to members, educators, and other interested stakeholders. Each issue includes timely, FSBPT-specific updates as well as regulatory news articles and press releases. Subscription is open to all.

### **Faculty Newsletter (Quarterly)**

The *Faculty Newsletter* serves as one way for FSBPT to communicate with faculty in physical therapist and physical therapist assistant programs on a regular basis. The publication provides current information and updates on the NPTE as well as information on other regulatory issues that may impact or be of interest to program faculty. Subscription is open to all.

### **FSBPT Forum (Biannually)**

The *FSBPT Forum* provides insight into the issues, needs, and interests of our members and stakeholders. Articles reflect our commitment to our mission by increasing awareness and knowledge of regulatory health care issues and solutions. The *FSBPT Forum* is available online.

### **NPTE Workshop for Educators**

In 2019, FSBPT held one NPTE Workshops for Educators on October 5-6, in Los Angeles, CA. The workshop is highly attended, with space for up to 30 educators. Educators get training in how to write questions that meet the NPTE style guidelines, information about FSBPT and our role in regulation of physical therapy professionals, recent organizational initiatives, NPTE development and standards, examination security, and services for candidates and educators. Several attendees from West Coast institutions thanked us for having a workshop that was more accessible to them than our typical workshops in Alexandria, VA.

### **Annual Meetings**

The Education Committee continued its work this year on final preparations for the 2019 Annual Meeting, which will be a great opportunity to network, learn, and share. We'll have terrific educational sessions from outside speakers, members, and FSBPT staff. We will continue the new breakfast on Friday morning for people who want to learn a little more about FSBPT. First timers will certainly benefit from this FSBPT primer and more experienced attendees are welcome to attend as well. The Education Committee also started work on the 2020 Annual Meeting. The 2020 meeting, "Riding the Waves of Regulation," will be located in Orange County, California, October 22-24, 2020.

## **5. Leadership: Broaden FSBPT's leadership role and recognition within the regulatory, professional and related communities**

### **Leadership Issues Forum (LIF)**

The 2019 Leadership Issues Forum was held July 13-14, 2019, in Alexandria, Virginia. Participants included the FSBPT Board of Directors, committee chairs, delegates/member board representatives, member board administrators, and stakeholders from the APTA, American Council of Academic Physical Therapy (ACAPT), CAPTE, Foreign Credentialing Commission on Physical Therapy (FCCPT), and the Physical Therapy Compact. The purpose of the LIF is to provide leadership in regulation—more specifically, to improve the way we protect the public. LIF has a few objectives:

- Providing input to FSBPT Board of Directors on initiatives and issues for decision making
- Discussing issues and getting input from FSBPT leadership
- Sharing information and data on important issues that impact the regulation of physical therapy
- Providing information that participants can take back to their boards

The forum focused on some general updates as well as these main topics:

1. Strategic Planning and Bylaw Considerations
2. Healthy Practice, Risks, and Supports
3. Criminal Background Checks
4. Occupational Licensing Reform: Trends in Deregulation
5. FSBPT Examination, Licensure, and Disciplinary Database (ELDD)

As with previous LIF meetings, participants had the opportunity to provide input into these topics as well as share with the Board of Directors their issues and priorities. The full LIF report is available to all Delegates and provides more detail and some of the results of the group discussion.

### **International Network of Physiotherapy Regulatory Authorities (INPTRA)**

FSBPT continues to serve as secretariat to INPTRA. INPTRA's mission is to promote and contribute to the continuous development of leading regulatory practice through education, information sharing, and other

collaborative activities with key stakeholders worldwide. By being involved with INPTRA, FSBPT is able to network with regulators around the globe and explore opportunities to collaborate and learn with others.

The INPTRA 2019 Conference was held in Geneva, Switzerland, prior to the World Confederation of Physical Therapy Congress. The theme for the INPTRA Conference was regulatory effectiveness through evidence and innovation. A number of different countries from Africa, Asia, Australia, Europe, North America, and South America were represented. Presentations were given on regulatory topics pertinent to all regulators; nations with well-established regulatory frameworks learned alongside nations just beginning to explore regulation.

There are multiple ways in which you and your jurisdiction can get involved in the international physiotherapy regulatory community:

- Subscribe to the mailing list for newsletters
- Listen to INPTRA webcasts
- Attend future meetings and conferences
- Explore and use the regulatory resources available on the INPTRA website
- Take advantage of opportunities to be involved on task forces
- Submit a proposal for presentation at future INPTRA conferences
- Join INPTRA (individually or collectively as a board)

#### **Healthcare Regulatory Research Institute**

FSBPT has created a not-for-profit regulatory research organization called the Healthcare Regulatory Research Institute (HRRI). The mission of HRRI is to create a forum for the exchange of information and ideas and for the pursuit of research and education of the public, to enhance health care regulation in support of public protection. In 2019, HRRI/FSBPT undertook a preliminary study with Ananya Health Innovations Inc. to

- Review the ELDD and outline potential analyses that can inform FSBPT/HRRI's research agenda related to risks and supports,
- Perform an initial exploration of select factors that place PTs or PTAs at risk for state board actions; and
- Consider future research related to supporting PT and PTA professionals.

The study objectives built off of the work conducted by Glover Takahashi, et al. (2017) regarding identification of risks and supports to the competence of physiotherapists in Ontario. The study population consisted of PTs and PTAs who held a license during 2008-2018 in "five-star" jurisdictions. Some of the findings will be shared at the 2019 FSBPT Annual Meeting.

#### **6. Organizational and Financial Stability: Ensure the long-term organizational and financial stability and viability of FSBPT**

##### **Financials**

Please refer to the Treasurer's Report for the details on the operations for 2018. It is worth reiterating from that report that we continue to be in a financially good position and have maintained our reserves.

##### **Updating Policies and Budgets**

The Board continues to review, update, and approve the Policies, Salary Administration Manual, NPTE Policies, operating budget, capital budget, and reserve funding each year in December.

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I am sure that you will agree that this has been a productive year and that each of the major initiatives has come to fruition through the collaborative effort of the membership, our volunteers, and the staff. I encourage you to read about each of the topics in relevant committee reports and attend sessions throughout the annual meeting that

will target and highlight some of the newest FSBPT activities. I look forward to seeing you and encourage you to seek out the Board Members to ask us questions and share information. We are here for you!

Respectfully submitted,

Nancy R. Kirsch  
President

## Financial Information and Reports

This financial report includes the Treasurer's Annual Report, Finance Committee Report, Investment Committee Report, the 2018 Independent Auditor's Report, and the 2018 Financials.

### Treasurer's 2019 Annual Report

FSBPT operations for the twelve months that ended December 31, 2018, produced a net loss of \$(2,162,999), which was \$1,242,074 less than the budget. While the net income reflected a loss for 2018, our financial stability is stable due to our investment reserves of \$21 million, which covers one year of operational expenses.

Some of the most notable variances are included below:

- Exam fee revenue was favorable to budget by \$270,300 due to higher than budgeted volume for the PTA exam. Actual volume for both the PT and PTA exam was higher than budgeted by 694 registrants, or 2%.
- Jurisprudence exam revenue was close to budget (over by \$4k) with Georgia being quite strong against what was projected.
- PEAT income was above budget by \$210,970 with most of the positive variance created by the Academic PEAT. Score Transfers, Exam Reports and Continuing Competence were all above budget, collectively, by \$239,935.
- The 2018 loss, as noted above, was created, in most part, from the loss in Investment income. The markets were relatively steady in 2018 until the last quarter in which the market fell sharply. The market also affected the equity in the subsidiaries thus increasing the net loss since we must incorporate the subsidiary's net income or loss into FSBPT's financials. Expenses of note that were under budget were wages & benefits (delay in filling certain positions); volunteer, board, and staff travel & meetings (reduced rates and fewer attendees for some events than budgeted); and IT expenses.

### Achievements in 2018—Financial and Operational:

One of our long-established strategic goals was to develop additional revenue sources and reduce our reliance on the NPTE. As in 2017, we continued in 2018 to beat the initial 1995 baseline in which exam revenue represented 94% of total revenue, excluding investment income. In 2018 and 2017 the exam revenue was 63% and 64%, respectively, of the total revenue (excluding investment income).

Another of the FSBPT's significant financial accomplishments in 2018 was that we were able to maintain our goal of total invested funds covering our annual operating expenses. This has placed the FSBPT in a position to be able to respond to unexpected challenges and to take advantage of future service opportunities.

Throughout 2018 FSBPT continued to focus on investments to meet member needs and requests. Projects included enhancements to the Online Processing System to support the Physical Therapy Compact, in addition to more general improvements. There were also notable projects to finalize the development of a new academic version of PEAT, enhancement of the Jurisdiction Licensure Reference Guide, and advance other technology in use at FSBPT.

The FSBPT Finance Committee met in December 2018 in Alexandria, Virginia. A Finance Committee Report is included in this handbook. I wish to again thank committee members Tina Kelley, Brian Miller, David Reed, Kirk Peck, Steve Scherger, and Jeffrey Vinzant for their work and participation on the Finance Committee, along with Nancy Kirsch who served as the Board Liaison.

In February 2019, the newly retained CPA firm of Tate & Tryon completed the independent audit of FSBPT for 2019 with a clean opinion. Their report is included in this Delegate Handbook along with financial summaries. If you have any questions or comments, please forward them to me.



This is my first year as your treasurer. I am grateful to have this opportunity to serve as your treasurer. I believe the future will hold opportunities and challenges, which I am confident that FSBPT and the Board are prepared to respond to.

Respectfully submitted,

Ruggiero Canizares  
Treasurer

### **Finance Committee Annual Report**

As a Standing Committee of the Board of Directors, the Finance Committee's responsibilities include the following:

To oversee the budget process and make recommendations

To advise the Board

- Is there a sound financial plan?
- Does FSBPT have enough cash and reserves?
- Are expenses in line?
- Are fees reasonable?
- Is FSBPT insured appropriately against risk?

Provide regular review of the operations (Financial/Internal Control Function)

- Review Financial Reports—understand and compare to budget
- Are Supplemental Reports informative?
- Review Investment Activity—understand and consider if funds are invested and results are reasonable
- Review Audit Report and understand any recommendations by auditors

During 2018, the Finance Committee received and reviewed FSBPT's monthly financial statements, which included a comparison to budget and prior year.

In addition, the committee met on December 1, 2018, to discuss and recommend approval of the 2019 Operating Budget, Capital Budget, and Board Designated Reserves.

The committee also received updates on different operational areas of the organization.

I wish to again thank committee members Tina Kelley, Brian Miller, David Reed, Kirk Peck, Steve Scherger, and Jeffrey Vinzant for their work and participation on the Finance Committee, along with Nancy Kirsch who served as the Board Liaison.

Respectfully submitted,

Ruggiero Canizares  
Treasurer and Finance Committee Chair

## Investment Committee Annual Report

### Committee Members:

Nancy Kirsch, Chair  
Ruggie Canizares  
Dave Relling

On December 31, 2018, the market value of FSBPT's investments totaled \$22,891,814. Thus the effective market value reflected a decrease of \$1,945,903 from the prior year. The market declined in last quarter of 2018 with the Dow Jones ending 6% lower than the ending of 2017. Even with this decline the market value of our total reserves are consistent with the norm in like organizations and nonprofits where reserves held are equivalent to a minimum of one year of operating expenses. Reserves enable us to be in a position to respond to an unforeseen disruption that could occur in the future and to fund major new programs such as the licensure compact, alternate approval, JAM, regulatory research, and updating of our operating system.

The committee constantly evaluates our investment managers and challenges the investment policy. In late 2018 the committee began discussions of active versus passive managed funds, which resulted in a move in January 2019 from active to index funds. This change in policy is saving both investment fees and is expected to beat actively managed funds over the time horizon.

2019 has seen gains even though the market has had wide fluctuations. As of this time, we are unable to predict year-end results since the market is dependent on economic and world events.

Even with this we remain confident that the market will continue to improve over the next few years and we will continue to achieve our long-term investment objectives.

Respectfully submitted,

Nancy Kirsch, Chair

## Independent Audit Report

T A T E



TRYON

A Professional Corporation

Certified Public  
Accountants  
and Consultants

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WASHINGTON, DC

20036

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### Independent Auditor's Report

To the Board of Directors  
Federation of State Boards of Physical Therapy, Inc.

We have audited the accompanying consolidated financial statements of Federation of State Boards of Physical Therapy, Inc. and Affiliates (the Federation), which comprise the consolidated statement of financial position as of December 31, 2018, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements.

#### Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Federation's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Federation's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### Opinion

In our opinion, 2018 the consolidated financial statements referred to above present fairly, in all material respects, the consolidated financial position of Federation of State Boards of Physical Therapy, Inc. and Affiliates as of December 31, 2018, and the changes in its consolidated net assets and its consolidated cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### Adoption of Accounting Standards Update 2016-14

As described in Note A to the consolidated financial statements, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update 2016-14, *Presentation of Financial Statements of Not-for-Profit Entities* (ASU 2016-14). As required by the FASB, the Federation adopted the provisions of ASU 2016-14 during the year ended December 31, 2018. In addition to changes in terminology used to describe categories of net assets throughout the consolidated financial statements, new disclosures were added regarding liquidity and the availability of resources. There was no change in the Federation's previously reported change in net assets as a result of the adoption of the ASU. Our opinion is not modified with respect to this matter.

#### Prior Period Financial Statements

The consolidated financial statements of the Federation as of and for the year ended December 31, 2017, were audited by other auditors whose report, dated February 28, 2018, expressed an unmodified opinion on those statements.

Washington, DC  
February 26, 2019

## 2018 FSBPT BALANCE SHEET

<i>In Thousands</i>	2018
<b>ASSETS</b>	
Cash & Cash Equivalents	\$ 1,813
Accounts Receivable, Prepaid Expenses & Other Assets	\$ 255
<b>Total Current Assets</b>	<b>\$ 2,068</b>
Property and Equipment	\$ 8,000
Long-Term Investments	\$ 20,946
Deferred Costs & Deposits	\$ 322
Advances to King-West Properties	\$ 6,464
Investment in Subsidiaries	\$ 1,931
<b>Total Assets</b>	<b>\$ 39,731</b>
<b>LIABILITIES &amp; NET ASSETS</b>	
Accounts Payable	\$ 2,319
Accrued Expenses	\$ 2,740
<b>Total Liabilities</b>	<b>\$ 5,059</b>
<b>Net Assets Unrestricted</b>	<b>\$ 34,672</b>
<b>TOTAL LIABILITIES and NET ASSETS</b>	<b>\$ 39,731</b>

## 2017 FSBPT BALANCE SHEET

<i>In Thousands</i>	2017
<b>ASSETS</b>	
Cash & Cash Equivalents	\$ 1,436
Accounts Receivable, Prepaid Expenses & Other Assets	\$ 211
<b>Total Current Assets</b>	<b>\$ 1,647</b>
Property and Equipment	\$ 8,199
Long-Term Investments	\$ 22,892
Deferred Costs & Deposits	\$ 319
Advances to King-West Properties	\$ 6,463
Investment in Subsidiaries	\$ 2,116
<b>Total Assets</b>	<b>\$ 41,636</b>
<b>LIABILITIES &amp; NET ASSETS</b>	
Accounts Payable	\$ 2,110
Accrued Expenses	\$ 2,895
<b>Total Liabilities</b>	<b>\$ 5,005</b>
<b>Net Assets Unrestricted</b>	<b>\$ 36,631</b>
<b>TOTAL LIABILITIES and NET ASSETS</b>	<b>\$ 41,636</b>

## 2018 FSBPT FINANCIALS

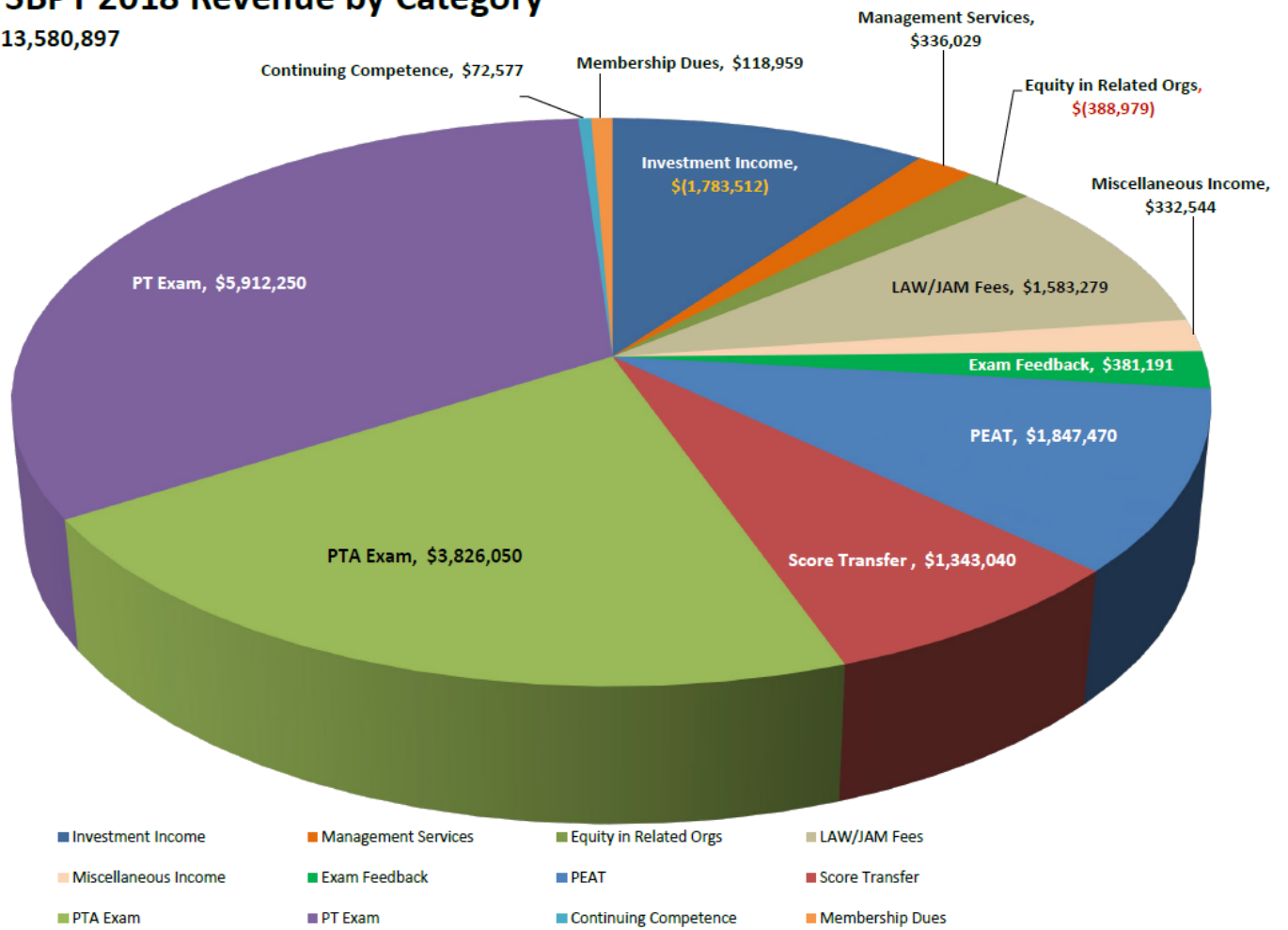
<i>In Thousands</i>	2018
<b>REVENUE</b>	
Exam Fees & Other Services	\$ 15,227
Management Services	\$ 336
Dues, Investment & Other Income	\$ (1,593)
<b>Total Revenue</b>	<b>\$ 13,970</b>
<b>EXPENSES</b>	
Governance/Management	\$ 5,795
Program Services	\$ 9,949
<b>Total Expenses</b>	<b>\$ 15,744</b>
<b>FSBPT OPERATING NET INCOME (LOSS) before Equity in Subsidiaries &amp; Unrealized Gain on Interest Rate Swap</b>	<b>\$ (1,774)</b>
Equity in Subsidiaries (FCCPT, King-West)	\$ (389)
Unrealized Gain on Interest Rate Swap (King-West)	\$ 204
<b>Net Income (Loss)</b>	<b>\$ (1,959)</b>

## 2017 FSBPT FINANCIALS

<i>In Thousands</i>	2017
<b>REVENUE</b>	
Exam Fees & Other Services	\$ 14,693
Management Services	\$ 332
Dues, Investment & Other Income	\$ 4,159
<b>Total Revenue</b>	<b>\$ 19,184</b>
<b>EXPENSES</b>	
Governance/Management	\$ 5,950
Program Services	\$ 9,425
<b>Total Expenses</b>	<b>\$ 15,375</b>
<b>FSBPT OPERATING NET INCOME (LOSS) before Equity in Subsidiaries &amp; Unrealized Gain on Interest Rate Swap</b>	<b>\$ 3,809</b>
Equity in Subsidiaries (FCCPT, King-West)	\$ 188
Unrealized Gain on Interest Rate Swap (King-West)	\$ 250
<b>Net Income (Loss)</b>	<b>\$ 4,247</b>

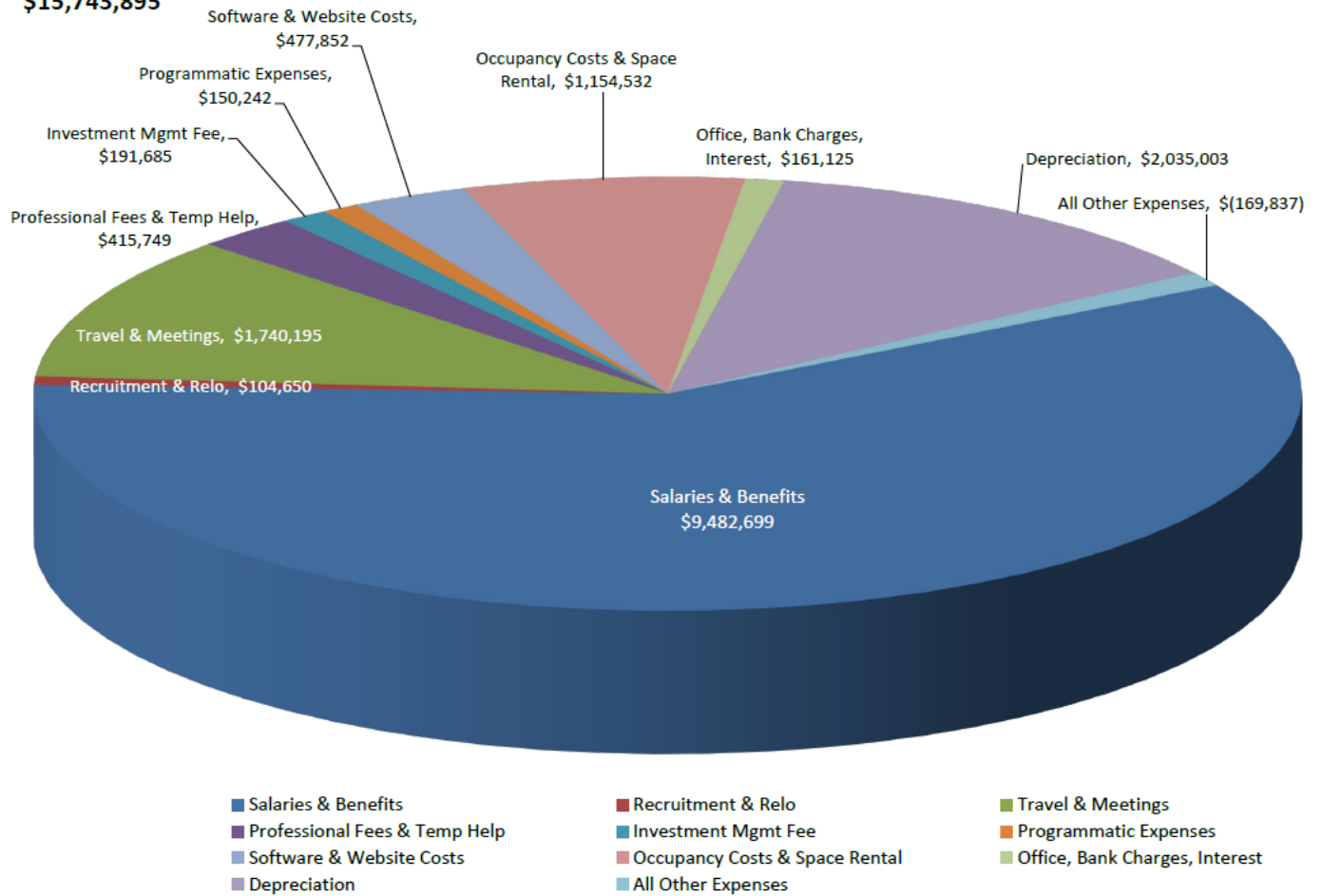
# FSBPT 2018 Revenue by Category

\$13,580,897



## FSBPT 2018 Expenses by Category

\$15,743,895





### FSBPT Honorary Members FSBPT

Grateful acknowledgment is expressed to our honorary members, whose dedication, insight, and vision helped created the Federation of State Boards of Physical Therapy. The 2002 Delegate Assembly closed further nominations for this position.



**Carolyn Bloom**  
Kansas



**Richard McDougall**  
*(deceased)*



**Donna Borden**  
Arizona



**Susan Rush**  
Tennessee



**Robert Harden**  
Alabama



**J. Scott Stephens**  
North Carolina



**Eugene R. Lambert**  
Massachusetts



**Patricia Van Wagner**  
Washington

## NPTE® Volunteers

We want to recognize the individuals who volunteer their services as committee members and item writers and help with other exam functions. They are committed to developing the highest quality examination and without them, there would be no NPTE. They demonstrate the highest level of professionalism. FSBPT is truly grateful.

### 2019 Item Writing Task Force, Item Bank Clean Up, and Item Writer Volunteers

#### Item Writing Task Force

Amanda Storer  
Aubrey Bailey  
Audrey Campbell  
Bethany Froboese  
Bryce Woodfield  
Christine Melius  
Dawn James  
Dawn Smathers  
Deb Molnar  
Elizabeth Williamson  
Emelia Exum  
Jason Falvey  
Jessica Johnson  
Laura Neely  
Lori Hurtak  
Maribeth Vowell  
Mary Suarez  
Mayra Eschbach  
Nancy Smith  
Natalia Ruiz  
Navpreet Kaur  
Patti Berg-Poppe  
Paul-Neil Czujko  
Peter Zawicki  
Robyn Towner  
Rodiel (Kirby) Baloy  
Sean Griech  
Shelly Watkins  
Stephanie Thurmond  
Susan Callanan

#### Item Writers

Amanda Aanstoos  
Amy Bayliss  
Amy Norton  
Andrea Constandis  
Angela Strickland  
April Maas  
Ashley Court  
Brian Odom  
Brianna Cowley  
Caleb Johnson

#### Item Bank Clean Up

Amanda Storer  
Carol Sawyer  
Christine Melius  
Cindy Potter  
Dakshesh Sanghavi  
Dawn Smathers  
Deanne Yates  
Elizabeth Williamson  
Jacqueline Kopack  
Jade Bender-Burnett  
Janey Prodoehl  
Jan Haas  
Jennifer Mercer  
Joan Morse  
Karen Cascardi  
Krista Wolfe  
Kunal Bhanot  
Linda Carlson  
Lori Hurtak  
Maribeth Vowell  
Marie Eve Pepin  
Mary Suarez  
Paul-Neil Czujko  
Peter Zawicki  
Rebecca Porter  
Robert Friberg  
Robyn Towner  
Tania Tablinsky  
Zach Frank

Catherine Stevermer  
Cheryl Enslee  
Christina Cuka  
Christina Howard  
Claudia Gazsi  
Craig Ruby  
Daniela Farro  
Debbie Silkwood-Sherer  
Debra Belcher  
Dennis Gutierrez

Carrie Robinson  
Caryl Ventura  
Erica Sherman  
Erin Springer  
Evan Petersen  
Francisco Jimeno  
Gabriel Somarriba  
Germaine Ferreira  
James Irvin  
James Koo  
Jamie Kuettel  
Janice Lwin  
Jason Shaw  
Jean (Jeannie) Thompson  
Jennifer Garrison  
Jennifer Meyer  
Jennifer Root  
Jeremy Hilliard  
Jessica Hammon-Mallory  
Jill Bugner  
Jonathan Bird  
Juanita Robel  
Julie Pfeiffer  
Kelly Musti  
Kiley Gibbs  
Kimberly Malin  
Korry Wheeler  
Krissa Reeves  
Kristi Trammell  
Kristin Kjensrud  
Kylie Scott  
Liesl Iager  
Lisa Barnett  
Ma Rodelyn Berdin  
Marcia Himes  
Mariella Aloisio- Voltmer  
Marilyn Marquez  
Mark Duyck  
Mark Salcedo  
Mary Crumley  
Megan Eikenberry  
Melissa Patrizi  
Mitchell Wolden  
Myles Meylon  
Nancy Krisch  
Nathaniel Brown  
Nicole Biltz

Elizabeth Yates Horton  
Emily Slaven  
Pamela Kays  
Paul Wiener  
Phyllis Raagas  
Prachi Vira  
Prital Patel  
Puja Charaipotra  
Rachelle Slater  
Reginald Cociffi-Pointdujour  
Rick Castellini  
Samantha Harris  
Samantha Satterfield  
Sara Bogner  
Saurabh Mehta  
Shane Schulthies  
Sheena MacFarlane  
Sheree' Scott  
Sneha Kale  
Stephanie Turner  
Sue Bravard  
Susan Reynolds  
Susan Stich  
Suzanne O'Neal  
Tamara Hefferon  
Tammy Roehling  
Tara McIsaac  
Terry Larson  
Tim McIntire  
Todd Nierman  
Tori Smith  
Traci Bush  
Vickie Samuels  
Witaya (Dan) Mathiyakom  
Yukiko Matsuzaki

**Examination Development Committees (EDC) and Item Writer Coordinators**

**2019 EDC PT**

Amy Bayliss  
Anissa Davis  
Becky Rodda  
Carlo DeCastro (Co-Chair)  
Chad Lairamore (Co-Chair)  
Debra Gray  
Erica Peterson  
Jade Bender-Burnett (Co-Chair)  
Kristen Metzler-Wilson  
Lisa Dannemiller (Co-Chair)  
Michael Nanzer  
Ruth Maher  
Shana Harrington  
Sheri Hale  
Teresa Briedwell

**2019 EDC PTA**

Brandi Lipovsky  
Carla Gleaton  
Carol Brooks  
Chelsea Reed  
Claudia Medeiros  
Danette Neikirk  
Deanne Yates  
Frank Bates  
Jacqueline Kopack  
Janice Haas (Co-Chair)  
Kelly King (Co-Chair)  
Krista Wolfe (Co-Chair)  
Mary Conway  
Shannon Turner (Co-Chair)  
Whitney Kinyua

**2019 Item Writer Coordinators**

Carol Sawyer  
Dakshesh Sanghavi  
Erica Peterson  
Jasmin Jimeno  
Jason Delavan  
Jeanne Cook  
Jennifer McDonald  
Jim Roush  
Julie Ronnenbaum  
Linda Carlson  
Mary Elizabeth Parker  
Rebecca Porter  
Robert Friberg  
Sara Maher

### ProCert® Reviewer Volunteers

The listed individuals volunteer their time and expertise to evaluate continuing competence activities (courses and conferences) submitted to the ProCert accreditation program. These volunteers are committed to raising the level of quality of physical therapy continuing competence offerings and are the foundation of ProCert. FSBPT is entirely grateful for their service and contributions to the Continuing Competence Initiative.

Ken Amsler  
Jennifer Ball  
Susan Barker  
Ronald Barredo  
Paz Susan Cabanero-Johnson  
Arvin Calamba  
Susan Callanan  
John Trent Casper  
Carolyn Chanoski  
LaVonne Couch  
Eileen Christine DeCaro  
Jeanne DeKrey  
Margaret Donohue  
Claudia Fenderson  
Denise Gobert  
Andy Gustafson  
Gretchen Haase  
Terry Hendricks  
Peggy Hiller  
Renee Huth  
Barry Jackson  
Kristi Kleinig

Dave Lake  
Joy Levine  
Kristina Lounsberry  
Ellen Lowe  
Melissa McCourt  
Debra McDowell  
Chuck Meacci  
Gina Maria Musolino  
Cynthia Potter  
Crystal Ramsey  
Mary Riley  
Susan Roehrig  
James Roush  
Byron Russell  
Megan Salvatore  
Dakshesh Sanghavi  
Carol Sawyer  
Liyongo Tolin  
Donald Walsh  
Deborah Zagray  
Jennifer Zdobylak  
Kory Zimney

### **Academy of Advanced Item Writers**

The Academy of Advanced Item Writers consists of those National Physical Therapy Examination (NPTE®) item writers who develop both quality and quantity items as defined in the criteria below.

- Developed sixty items that were approved by the Item Bank Review Committee and entered into the item bank
- Attended at least one FSBPT beginning item writing workshop.
- Fulfilled content area assignments during beginning item writing workshops.
- Recommended by an Item Writer Coordinator
- Provided additional service on an NPTE committee or taskforce

### **2019 Academy Members**

Jason R. Falvey  
Dawn James  
Jessica L. Johnson  
Rebecca Johnson  
Laura Neely  
Deborah S. Molnar

Marsha Rutland  
Robyn Towner  
Maribeth Vowell  
Shelly Watkins  
Deanne Yates

### Richard McDougall Long Term Service Award

The Richard McDougall award recognizes and honors individuals who have made a lasting, significant and distinguished contribution to FSBPT through their volunteerism for at least ten years.

**2019**

James D. Heider, *Oregon*

**2018**

Maggie Donohue, *New Hampshire*

**2017**

Veronica Reynolds, *South Carolina*

Peter-John Zawicki, *Arizona*

**2016**

Joni Kalis, *Oregon*

**2015**

Ronald De Vera Barredo, *Tennessee*

**2014**

Kathy Fleischaker, *Minnesota*

Senora Simpson, *District of Columbia*

**2013**

Nina Hurter, *Texas*

Chuck Meacci, *Pennsylvania*

**2012**

Dargan Ervin, Jr., *South Carolina*

Cheryl Gaudin, *Louisiana*

**2011**

Barbara Safriet, *Washington*

**2010**

Thomas Mohr, *North Dakota*

Blair J. Packard, *Arizona*

**2009**

Nancy Blankenship Brinly, *Kentucky*

Eric Schmidt, *South Carolina*

**2008**

Jeanne DeKrey, *North Dakota*

**2007**

Ann E. Tyminski, *Maryland*

**2006**

Ronald J. Seymour, *New York*

**2005**

Eileen Bach, *New York*

Deb Tharp Hatherill, *Kentucky*

**2004**

Donna Borden, *Arizona*

**2003**

John Wadsworth, *North Carolina*

**2002**

Steve Hartzell, *California*

Mary Kay Solon, *Indiana*

### President's Award

FSBPT's first President, Scott Stephens, created this award. At each Annual Meeting, the President of FSBPT honors someone who contributed extensive talent and time to the FSBPT's mission in the previous year—someone who deserves special recognition for their contribution.

#### 2019

Troy E. Costales, *Oregon*

#### 2018

Michele Thorman, *Wisconsin*

#### 2017

Carol Sawyer, *Missouri*

#### 2016

Jane Julian, *South Carolina*  
Senator Bo Watson, *Tennessee*

#### 2015

Scott Majors, *Kentucky*

#### 2014

Mary Keehn, *Illinois*  
Tina Kelley, *New Hampshire*

#### 2013

Phillip B. Palmer, *Georgia*

#### 2012

Nancy Henderson, *Washington*

#### 2011

Meri Goering, *Michigan*

#### 2010

R. Scott Ward, *Utah*

#### 2009

James D. Heider, *Oregon*

#### 2008

Nancy Kirsch, *New Jersey*

#### 2007

Ronald Barredo, *Tennessee*

#### 2006

Gregory Cizek, *North Carolina*

#### 2005

Pam Leerar Kikillus, *Washington*  
Rebecca Porter, *Indiana*

#### 2004

Barbara Safriet, *Connecticut*

#### 2003

Carolyn Hultgren, *Nevada*

#### 2002

Susan Glover Takahashi, *Ontario, Canada*  
Judy White, *North Carolina*

#### 2001

Ann Tyminski, *Maryland*

#### 2000

Candace Bahner, *Kansas*  
Richard McDougall, *Kentucky*

#### 1999

Thomas Mohr, *North Dakota*

#### 1998

Eileen Bach, *New York*  
Donna Borden, *Arizona*

#### 1997

Carol Neva, *Washington*  
Blair Packard, *Arizona*

#### 1996

Nancy Brinly, *Kentucky*

#### 1995

Richard McDougall, *Kentucky*

#### 1994

Donna Borden, *Arizona*

#### 1993

Steve Hartzell, *California*

#### 1992

John Mirone, *Virginia*

#### 1991

Carolyn Bloom, *Kansas*

#### 1990

Donna Borden, *Arizona*

#### 1989

Carolyn Bloom, *Kansas*  
Donna Borden, *Arizona*

Robert Harden, *Alabama*  
Richard McDougall, *Kentucky*  
Susan Rush, *Tennessee*  
Patricia Van Wagner, *Washington*



### **Outstanding Service Awards**

The Outstanding Service Award was created to recognize and honor individuals who have made a significant and distinguished contribution to FSBPT through their volunteer work during the past twelve months.

#### **2019 Award Recipients**

Kenneth R. Amsler  
Tina L. Baum  
Jeanne Cook  
Peggy L. Hiller  
Jason Kaiser  
Sandra J. Levi  
Kristina Lounsberry  
Scott D. Majors  
Charlotte Martin  
Jason Shaw  
Jeffrey Vinzant  
Deborah Richardson-Peter

### Excellence in Regulation Award

The Excellence in Regulation Award was created to recognize jurisdictions that have made significant accomplishments towards increasing public protection for their consumers of physical therapy services.

**2019 Award Recipient:** North Dakota

**Members:**

Jeanne DeKrey, President  
David Relling, Vice President  
Reed Argent  
Cassie Christensen  
Daniel Conn  
James Parrow  
Keith E. Swanson

**Staff:**

Tami Egeland  
Jack McDonald  
Bruce H. Wessman

To receive this award, the jurisdiction board(s) demonstrated significant accomplishments in increasing public protection for their consumers of physical therapy services in any of the following areas.

- Rules were passed that substantially protect the public.
- Legislation was passed that was based on the FSBPT *Model Practice Act for Physical Therapy* and the licensing authority was a key component in getting it passed.
- Adoption of the FSBPT Continuing Competence Model.
- Maintained five stars in the Exam, Licensure and Disciplinary Database (ELDD) for three years in a row.
- Increased the number of ELDD stars by three or more in one year.
- Adopted the Physical Therapy Licensure Compact.
- Engaged the public in a meaningful way or provided meaningful resources directed to the public.
- Conducted research on a topic related to public protection.
- Incorporated measures to increase the effectiveness and/or efficiency of the licensing board.

### 2018-2019 Board of Directors



**Nancy R. Kirsch, PT, DPT, PhD, FAPTA, New Jersey**  
**President**  
Term: 2016-2019

Nancy R. Kirsch, PT, DPT, PhD, FAPTA, received her PT degree from Temple University, her master's in health education from Montclair University, certificate in health administration from Seton Hall University, her PhD concentration in ethics from Rutgers University (formerly UMDNJ), and a Doctor of Physical Therapy from MGH Institute of Health Professions. She practiced in a variety of settings including in-patient rehabilitation, acute care, long term care and home care. She owned a private practice for twenty years and currently practices in a school based setting. In addition, she is the Director of the Doctor of Physical Therapy Program at Rutgers, The State University of New Jersey.

Nancy has been a member of the New Jersey Board of Physical Therapy Examiners since 1990 and was chairperson of the board for twelve years. She served as an evaluator for FCCPT. Nancy has been involved with the Federation of State Boards of Physical Therapy in the following capacities: she served two terms on the Finance committee and also served on several task forces, in addition to the Board of Directors. Nancy has been active in the American Physical Therapy Association since she was a student. She served the New Jersey Chapter as Secretary and President, and as a delegate and chief delegate to the House of Delegates. She served the national association as a member of the ethics document revision task force. She also served a five-year term on the APTA Ethics and Judicial Committee and the APTA Reference Committee. She received the Lucy Blair Service Award and was elected a Catherine Worthingham Fellow from National APTA and received an Outstanding Service Award and the President's Award from the FSBPT.



**David Relling, PT, PhD, North Dakota**  
**Vice President**  
Term: 2016-2019

David Relling, PT, PhD, is Associate Professor and Chair of the Department of Physical Therapy at the University of North Dakota in Grand Forks, North Dakota. He has practiced in a variety of settings including acute care, orthopedics and long term care. Dave was appointed to the North Dakota Board of Physical Therapy in 2010 and will complete his second term on the board in 2020. He served as President of the ND Board from 2014 to 2016. Dave is a member of the state association and the American Physical Therapy Association.

Dave began his involvement with FSBPT in 2005 as an item writer and has served as a member and then co-chair of the NPTE Exam Development Committee for physical therapists. He was inducted into the Academy of Advanced Item Writers in 2010.



**Thomas J. Caldwell, PT, DPT, AT, Texas**  
**Secretary**  
Term: 2018-2021

Tom Caldwell, PT, DPT, AT, serves as Vice President of Sports Medicine at Texas Health Resources, a twenty-five hospital system in North Texas. Previous to his current role, Tom was the Associate Executive Director of Sports Medicine & Ambulatory Services for The Ohio State University Wexner Medical Center for over thirteen years. He received his undergraduate degree in physical therapy from The Ohio State University in 1988 and later earned his post-professional master's degree from the University of Indianapolis and transitional doctorate from Alabama State. He maintained the credential as a board certified sports clinical specialist for twenty years. Tom is also licensed as an Athletic Trainer.

His professional service has included a term as Vice President of the Ohio Chapter of the American Physical Therapy Association from 2003 to 2005 prior to his appointment on the PT Section of the Ohio AT, OT, PT Licensure Board where he served for nine years, including Chair from 2012 to 2013. He served three and six year terms, respectively, on the FSBPT Nominating and Finance Committees. Caldwell was awarded the APTA State Legislative Leadership Award in 2004 for his leadership role in Ohio's successful campaign to obtain direct access to physical therapy services. He was appointed to the USA Rugby Medical & Safety Committee in December of 2008. Caldwell has enjoyed a successful career as a clinician, administrator and entrepreneur in the areas of orthopedics and sports physical therapy, athletic training, wellness, and fitness.



**Ruggiero Canizares, PT, Oregon**  
**Treasurer**  
Term: 2018-2021

Ruggiero (Ruggie) S. Canizares, PT, MS, MBA, CMPT, received his PT degree from University of Santo Tomas, his master's degree in exercise physiology from Southern Connecticut State University, his master's degree in business administration from Northwest Christian University (MBA Sigma Beta Delta International Honor Society), and his Certified Manual Physical Therapist (CMPT – certified "with distinction") from The North American Institute of Orthopedic Manual Therapy. Ruggie practiced in various clinical settings including acute care, in-patient rehabilitation, nursing home and long-term care, and in-school pediatrics. He currently owns a private practice that has been operational since 2008 and also works per diem as a Home Health Physical Therapist in a local regional hospital.

In 2011, Ruggie was appointed to the Oregon Physical Therapy Licensing Board and is currently serving his second four-year term. Ruggie served as Board Vice-chair from 2014 to 2018, and he is currently serving as Board Chair. He has been actively involved with FSBPT since 2014 as a delegate/alternate delegate and served two terms in the Finance Committee.



**Ellen Kroog Donald, PT PhD, Florida**  
**Director**  
Term: 2018-2021

Ellen Donald, PT, PhD, earned a Bachelor of Science in Physical Therapy from Boston University in 1985, and a Master of Science in Adult Education from Syracuse University in 1995. In 2016, she earned her PhD from the University of South Florida in Curriculum and Instruction with focus on Educational Measurement and Research. She currently is a member of the Faculty at Florida Gulf Coast University and was founding Department Chair of Physical Therapy. Prior to her positions at Florida Gulf Coast University, she was Director of Clinical Education for the Physical Therapy Program at the University at Buffalo. Her clinical expertise is in pediatric physical therapy.

Dr. Donald has volunteered with the FSBPT since 1999 in multiple roles, including serving as an item writer, Chair of the Item Bank review committee, and member of the Finance committee. She received the FSBPT Outstanding Service Award in 2013. She currently is a member of the Florida Board of Physical Therapy.



**Joni Kalis, PT, MS, Oregon**  
**Director**  
Term: 2017-2020

Joni Kalis, PT, MS, received her Master of Physical Therapy degree from Northern Arizona University and a master's degree in exercise physiology from the University of Arizona. She has been in practice for over twenty-five years with most of her clinical experience in an outpatient orthopedic setting. Joni was appointed to the Arizona Board of Physical Therapy in 2002 and served for eight years. She was President of the Board for the last three years of her tenure.

She began her involvement with FSBPT in 2002 when she served as Arizona's delegate and went on to serve as Arizona's delegate for another six years and alternate delegate once. Joni has also been an item writer for the NPTE, chaired the 2009 Bylaws Task Force, attended the NPTE summit in 2011 and was a member of the NPTE Eligibility Task Force in 2013. She served on and chaired the Foreign Educated Standards Committee from 2008 to 2012. On this committee, Joni was instrumental in the development of the model for supervised clinical practice and the Performance Evaluation Tool (PET) for supervised clinical practice. She participated in the standard setting for the PET, helped initiate and participated in the annual meeting of the credentialing agencies, and assisted in the development of quality standards for the credentialing agencies.

In an effort to better understand the accreditation process for US PT schools, Joni has served as a CAPTE on-site clinician reviewer since 2014.

Most recently, she served on the Ethics and Legislation Committee from 2012 to 2016. During her service on this committee, products included the telehealth paper, best practices for re-entry and disciplinary guidelines. Joni has spent most of her career practicing in Arizona. In 2015, she relocated to the central Oregon coast and is the manager of the Rehabilitation Department at Samaritan North Lincoln Hospital in Lincoln City. Joni received FSBPT's Outstanding Service Award in 2009 and again in 2013. In 2016, she was honored with the Richard McDougall Long term Service Award.



**Adrienne D. Price, RN, BA, MSN, Georgia**  
**Director**  
Term: 2019-2020

Adrienne D. Price RN, BA, MSN, obtained her associates of science in nursing from Macon State College, her bachelor of arts degree from Mercer University, and her masters of science in nursing from the University of Phoenix. As a registered nurse, she practiced in a number of different health care settings including obstetrics, gynecology, hospice and palliative care, pediatrics with a concentration in developmental disabilities, public health, and nursing regulation as a Legal and Disciplinary Nurse Consultant. The National Council of State Boards of Nursing (NCSBN) appointed her as the Promising Practice Consultant for Discipline on the Committee for the Commitment to Ongoing Regulatory Excellence (CORE). She was also a member of the National Association of Drug Diversion Investigators (NADDI). In 2013 she was instrumental in the development, editing, and the selection of content for the board of nursing's quarterly magazine, The Georgian Nurse. She also served on the County Health Emergency Assistance Resource Team (CHEART), an affiliate of the Public Health Task Force for the Georgia Emergency Management Agency (GEMA) in the North Central Health District. Adrienne has been with the Professional Licensing Boards Division of the Georgia Office of Secretary of State for twelve years and has served in her present role as the Executive Director of seven licensing boards, including the Georgia State Board of Physical Therapy, for five years. She has been involved with the Federation of State Boards of Physical Therapy as a member of the FSBPT Membership Survey Task Force, a member of the FSBPT Resolutions Committee, the Chair of the FSBPT Re-entry to Practice Task Force, and an awardee of the FSBPT Outstanding Service Award in 2018.



**John M. Young, DPS, EML, District of Columbia**  
**Public Member**  
Term: one year-appointments

John M. Young, DPS, EML is on the full-time faculty as an Assistant Professor of Clinical Research and Leadership at The George Washington University School of Medicine and Health Sciences. Prior to joining the GW faculty, he was a Senior Principal in the Health Innovation Mission Area at Noblis, Inc., a science, technology and strategy advisory services firm. John is a former senior advisor in the Centers for Medicare and Medicaid Services (CSM) Innovation Center where he was instrumental in the development and execution of key provisions of the Patient Protection & Affordable Care Act ("Affordable Care Act") and implementation of many other Medicare, Medicaid and CHIP legislative provisions, including physician-based clinical quality measurement programs, physician value-based purchasing initiatives, the National Quality Strategy, health disparity strategies, HIPAA implementation and the identification of an initial core set of children's quality measures in CHIP during his eleven year tenure at CMS in Baltimore MD and Washington. He received his undergraduate degree in Health Systems Management from University of Maryland University College, his executive master's degree in leadership from Georgetown University McDonough School of Business, and his Doctor of Professional Studies in Information Management from Syracuse University School of Information Studies.

### **FSBPT Committees, Task Forces, and Council Reports**

FSBPT committees and task forces respond to a changing climate by investigating the key issues affecting the regulation of physical therapy care. They are committed to developing the programs and policy recommendations to assist jurisdictions in the common mission of protecting the public.

## **Continuing Competence Committee Annual Report**

### **Committee Members:**

Michele Thorman, Chair, Wisconsin  
Bill Boissonnault, APTA  
Gillian Cavezzali, New Hampshire  
Brian Gilbert, Michigan  
Kendra Harrington, APTA  
David Harris, Tennessee  
Jasmin Jimeno, California  
Sandra Levi, Illinois  
Andrew Mix, Idaho  
Talia Weinberg, Kentucky

The role of the Continuing Competence Committee is to evaluate the current best evidence related to continuing competence; make recommendations regarding new approaches to continuing competence based on the evidence and recommend appropriate changes to the model that incorporates these changes; and use the evidence to evaluate and recommend tools and methods that will help assure licensees are maintaining competence for safe and effective practice and achieve the purpose of the FSBPT Continuing Competence Initiative.

### **Committee Meetings**

The Committee met in person February 16-17, 2019. The meeting included finalizing the narrative description of the Continuous Professional Development guidelines, finalizing the healthy practice schematic, finishing populating the healthy practice components with examples and definitions, and considering what future self-inventory tools may look like.

The Committee recommends that the guidelines be aspirational with a bar set high, even though they recognize that all boards won't be ready to make this shift initially. There was also strong consensus on the value of having APTA's active participation on the Committee.

Following the February meeting, the Committee received feedback on the draft guidelines from FSBPT's Board of Directors and from the APTA Executive Board. The Guidelines were also presented at the 2019 INPTRA Conference, which is attended by physiotherapy regulators from around the globe. Some attendees at this meeting described the guidelines as "seminal work."

An additional meeting of the Committee took place on September 14-15. At this meeting, the Committee made some modifications to the Guidelines document. The Committee also identified some additional things that will be needed to continue the initiative. These include identifying tools and evidence for those tools; strategies regulators in other professions have used to mitigate risks and harms; and identification of resources that can be shared with physical therapists and physical therapist assistants once they complete a self-inventory process. This will be one of the key tasks for the Committee in 2020.

Although the Committee has made progress in finalizing the Guidelines, there are still additional steps that need to be taken before the new process can be piloted by some of our member boards. A key step is conducting additional research on what makes individuals want to do a self-assessment and the benefits of self-assessment. Additional work with key partners, such as the professional association, employers, and educators, is also needed to help develop the resources that can be used by individuals upon completion of the self-inventory.

### **Focus of the Committee**

The Committee will continue to work on incorporating stakeholder feedback into the Guidelines with the goal of having one or two member boards pilot the model with its licensees.



Respectfully submitted,  
Michele Thorman

## Education Committee Annual Report

### Committee Members:

Chair: Nikki Snyder, FL  
Carolyn Armstrong, CO  
Arkena Dailey, VA  
Manuel Domenech, TX  
Jesus Dominguez, CA  
Charlotte Martin, CBA Chair, LA  
Scott Majors, Kentucky, CBA Vice Chair  
Sherri Paru, OR  
Cynthia Potter, PA  
Deborah Richardson-Peter, VI  
Tom Ryan, CBA Vice Chair, WI  
Joseph Shanley, NH  
Jill Wakabayashi, HI

We are excited about our 2019 program and the location of our meeting: Oklahoma City, Oklahoma. Our theme is **“Exploring New Frontiers of Regulation”** and we have much to learn and share as we focus on our mission of public protection. We have put together an exciting educational program to help lay the foundation for exploring and understanding the current FSBPT initiatives that support our member jurisdictions. We appreciate the opportunity to plan and execute the annual meeting and hope you will benefit from our efforts.

We will hold a welcome reception for attendees on Thursday, October 24, at 6:30 p.m., kick-off the formal meeting early Friday, October 25, at 8:00 AM, and conclude on Saturday, October 26, at 6:30 p.m.

The Council of Board Administrators will meet on Thursday, October 23, at 10:30 a.m., and conclude just before the First-Time Attendees Reception. All are welcome to attend the Combined Board Chairs and Administrators meeting from 1:30 to 3:00 p.m.—the session will be in two parts and focus on board and staff conduct and onboarding new board members. Following the combined meeting, the jurisdiction board chairs will hold their Forum at 3:15 p.m.

On Friday morning, we will begin with a welcome from our host jurisdiction, followed by the “State of the Federation” address by our President, Nancy Kirsch, and an introduction of the candidates running for the Nominating Committee.

We have four keynote presentations:

- **Communicating with Key Stakeholders:** featuring Charlotte Martin, MPA, CBA Chair and Executive Director, Louisiana Physical Therapy Board, and Jennifer Kandt, Executive Director, State of Nevada Funeral and Cemetery Services Board
- **Stay Ahead of the Curve: Don't Become a Liability Case Study:** featuring Jennifer Flynn, CPHRM, Risk Manager, Aon, and Lynn Pierce, RN, BSN, CPHRM, Risk Control Consulting Director, CAN
- **An Overview of Trauma's Impact on Boundary Violation Investigations:** featuring Michael Milnor and Nancy Oglesby, Co-founders of Justice 3D
- **The Good, the Bad, and the Crazy: The Most Intriguing Recent Legal Cases (Part V):** featuring Jennifer Ancona Semko, Partner at Baker & McKenzie, LLP, a law firm in Washington, DC

Following the Update on Current FSBPT Initiatives presentation and keynote on Friday morning, the following breakout sessions will be held:

- Through the Looking-Glass: Deciphering State Disciplinary and ELDD Data
- A Political Dog and Pony Show: Policy Making in Support of Animal Physical Therapy

- Digital Physical Therapy: Our Future is Now
- Ethics and Professionalism: Tips, Tactics, and Tools
- The Wild, Wild West of the 2019 Legislative Session

Our Saturday morning breakout sessions will include

- Overcoming Roadblocks to PT Compact Implementation—The State Perspective
- DPT Student Perspectives on Patient Safety Risk during Clinical Education
- The Adversity to Diversity
- Setting the BAR: Developing the on-line Board self-Assessment Resource
- ELDD: Overcoming Barriers to Participation
- Foreign Credential Evaluation—How Do They Do It?
- A Synopsis of What Every Regulator Should Know About Burnout in Physical Therapy

Our Saturday afternoon, the breakout discussions will include

- Towards Value and Quality in Physical Therapy
- Everything is Awesome? 2019 Membership Survey and the Building Blocks of Success
- An Impossible Dream? Practice Advice in Physiotherapy Regulation
- Exploring Continuing Competence and Professional Issues with the APTA
- NPTE Updates: Research, Innovation, and Practice Analysis Updates
- What's the Buzz All About? Marijuana Legalization and Physical Therapy
- PT Outcomes Registry as Part of the Continuing Competence Model
- Implementing the Model Board Action Guidelines: Jurisdiction Perspectives
- The Art of Considering Criminal History as an Indicator of Moral Character

The Education Committee met multiple times during the year to prepare the 2019 program via WebEx and we have continued to find this approach both functional and cost effective. In addition to the Education Committee, representatives of the Council of Board Administrators (CBA) attended our WebEx sessions to ensure continuity and coordination between meeting agendas. Joni Kalis, Board Liaison, also proved a valuable resource to the committee.

We appreciate all of the programming ideas coming from FSBPT committees and members. Further, we encourage you to complete the 2019 Annual Meeting evaluation to give us feedback on the meeting and on how we can continue to improve and to share ideas for future meetings.

We sincerely hope you'll enjoy this year's annual meeting. Oklahoma City is a unique location and we hope you find some time before or after the Annual Meeting to explore the area. As always, we hope this will be our best meeting yet!

The 2020 Annual Meeting will be held in Orange County, California, October 22-24, 2020.

We look forward to seeing all of you soon!

Respectfully submitted,  
Nikki Snyder

## **Ethics and Legislation Committee Annual Report**

### **Committee Members:**

Tina Baum, NV  
Deborah McDonald, MS  
Kirk Peck, NE  
Jerry Smith, VI  
Matthew (Judd) Warren, SC

The Ethics and Legislation Committee is responsible for developing and analyzing methods to improve consumer protection and recommending position statements regarding standards of practice and disciplinary issues to the FSBPT Board of Directors. Below are the major accomplishments of the Ethics and Legislation Committee since the last meeting of the Federation of State Boards of Physical Therapy Delegate Assembly.

### **Criminal Background Checks**

The committee discussed what resource is most needed by jurisdictions at this time and acknowledged the fact that the topic of criminal background checks is so large that one resource cannot cover all topics. The committee identified the areas to be covered and the content in the initial resource that meets the needs of the membership at this time. The committee also identified the goals of the resource:

- Foundational Information
- Basic understanding of the process
- Educating our membership to a baseline level

The committee intends to finish the initial resource for the membership by the end of 2019.

### **Model Practice Act**

The committee discussed various ways to promote the MPA and utilize it to its fullest potential. The committee discussed how to make the MPA of greater value to member boards. The committee will continue to review the MPA for necessary updates to stay relevant.

### **ACAPT Clinical Education Definitions**

The committee discussed the definitions regarding clinical education created by the American Council of Academic Physical Therapy (ACAPT). The committee reviewed and discussed the definitions and the implications on current FSBPT documents including the Model Practice Act, CWT, and CWT guidelines.

Respectfully submitted,  
Tina Baum

## Examination Chairs Annual Report

### Members:

Item Writing Task Force Representative: Bryce Woodfield  
Item Writing Coordinator Representative: Mary Elizabeth Parker  
EDC PTA Co-Chairs: Kelly King, Jan Haas (absent), Shannon Turner, Krista Wolfe  
EDC-PT Co-Chairs: Jade Bender-Burnett, Carlo DeCastro, Lisa Dannemiller, Chad Lairamore  
FSBPT Board Liaison: David Relling and Ellen Donald  
Staff: Colleen Lettvin, Jerry Bush, Lorin Mueller, Jessica Taylor, Jenny Lapnawan

The Examination Chairs Meeting (ECM) is an opportunity for representatives and chairs responsible for the development and review of National Physical Therapy Examination (NPTE) items and test forms to meet together and discuss the current status of the program and make recommendations for future improvement. Several areas were reviewed during the meeting, including productivity of the item writing workshops and examination committee meetings, pre-test item survival rates, the productivity of both the NPTE Item Writing Workshops and Ohio JAM Meetings, the increasing demand for high-quality new items, and the year-end Item Writing Task Force and coordinator and committee member surveys. The ECM reviewed the second year of the practice analysis results; the draft committee and item writing workshop calendar for 2020; discussed current and future initiatives; and approved updated versions of the rubric classification tool, style manual, keyword lists, and abbreviations list.

The ECM made the following recommendations:

1. Ideas to enhance item survival rates
  - Continue to collect and present information to ECM regarding the pretest survival rates based on the type of workshop (e.g., regional, basic), cognitive level (e.g., knowledge, interpretation), and whether it has a graphic associated with it.
  - Continue to present to EDC, Item Writer Coordinators, and Item Writing Task Force a set of items that failed statistically from a recent administration.
  - Continue to provide feedback to returning item writers on the performance of their previous items.
  - For rubrics with low survival rate, identify Item Writing Task Force Members who have successfully written items in that rubric and cater the assignment to them to write more items in that rubric category.
  - To provide more support to the item writers, consider removing the five-year mandatory designation on references, removing “Classic” label and moving towards “Accepted” references using the parameters proposed.
2. Ideas to enhance effectiveness of meetings
  - Have EDC chairs start each meeting by setting goals for the weekend and a quick review of the process before reviewing forms.
  - On an as-needed basis, have EDC chairs convene during each EDC meeting to discuss important points that they would like to be sent on to Item Writer Coordinators
  - Have the chairs determine which night (Thursday/Friday) to hold the group committee dinner during the conference call before the meeting.
  - Continue to calendar the IWTF meeting earlier in the year to encourage writing/review throughout the year.
3. Other:
  - Emphasize the importance of Item Writer Coordinators to provide feedback to item writers to help with the selection for other examination committee openings.
  - ECM is agreeable to continue to provide oversight on the yearly practice analysis surveys, feels that the yearly surveys will be helpful to observe trends in the professions.

- Alternative Item Types (video and scenario-based items): As we develop and review these new item types, consider placing them on PEAT so that candidates can get a sense of the questions formats.
- Continue to hold the Examination Chairs Meeting the Friday before the Leadership Issues Forum to help decrease the total number of trips for the chairs.

## **Nominating Committee Annual Report**

### **Committee Members:**

Danny Landry, Chair, LA  
Timothy Vidale, Member, DC  
Sherri Paru, Member, OR

The Nominating Committee slated candidates for the President, Vice President, and Nominating Committee Member positions. The President and Vice President positions require that each candidate be a member of a Member Board, administrator of a Member Board, or an Associate Member. The Nominating Committee Member position requires that each candidate be a member of a Member Board, administrator of a Member Board, an Associate Member, or an individual with expertise to facilitate the task of the committee.

The following slate of candidates is offered for the 2019 Delegate Assembly elections. Candidate qualifications and statements are included in this Delegate Handbook.

### **2019 SLATE:**

#### President

- Nancy R. Kirsch, New Jersey

#### Vice President

- David Relling, North Dakota

#### Nominating Committee Member

- Debra (Debbie) Kubota, Hawaii
- Sherise Smith, Nevada

Respectfully submitted,

Tim Vidale  
Member

## **Resolutions Committee Annual Report**

### **Committee Members:**

James Clahane, Chair, PA  
Crystal Morris Ostlind, NC  
Debra (Debbie) Kubota, HI  
Liz Guthridge, Parliamentarian

### **2019 Motions**

This year, the Resolutions Committee received two motions ninety days prior to the Delegate Assembly. These motions are in the Delegate Handbook.

#### **DEL-19-01**

##### **Areas of Focus**

Proposed by: Board of Directors  
Vote Required: Majority  
Contact: Thomas Caldwell

#### **DEL-19-02**

##### **Proposed Changes to Credentialing in Bylaws—Standing Rules**

Proposed by: Board of Directors  
Vote Required: Majority  
Contact: Thomas Caldwell

### **Delegate Assembly Policy Development Process**

#### *Motions*

Member Boards and the Board of Directors may submit motions for consideration by the Delegate Assembly. A motion is a way to express an idea or identify a problem or opportunity and suggest that an action be taken. Although a motion may deal with complex issues, most motions begin simply when a problem is recognized and a solution is suggested.

Delegate Assembly motions are structured to first declare the recommended action and then provide background information regarding the issue and why this particular action is recommended. They will need to reference the area of focus and the fiscal impact of the motion.

Per the Bylaws and Standing Rules, Member Boards and the Board of Directors need to submit their motions to the Resolutions Committee ninety days prior to the Delegate Assembly. Motions not submitted by the deadline may still be heard at the Delegate Assembly. However, any motion that has not been submitted by the deadline requires a two-thirds vote without debate to be considered by the Delegate Assembly.

#### *Comments on Motions*

Member Boards who have credentialed their Voting Delegates but whose delegates cannot attend the annual meeting may send a letter or email to the Resolutions Committee with their comments on a motion. Those comments may be shared during the Delegate Workshop (in print or by being read by the Resolutions Committee chair) without further debate.

#### *Resolutions Committee*

The purpose of the Resolutions Committee is to receive and correlate motions and resolutions to be presented to the Delegate Assembly and identify motions that fall outside FSBPT's purpose. The committee also provides advice and counsel to delegates regarding form, wording, and method of presentation of matters to the Delegate Assembly.



### *Delegate Workshop*

At each annual meeting, the Resolutions Committee schedules a Delegate Workshop. The purpose of the workshop is to

- Provide an overview of the FSBPT's governance process and Delegate Assembly procedures and
- Encourage an informal and frank discussion by FSBPT delegates and the Board of Directors on that year's motions.

The Resolutions Committee's role in the workshop is to provide education regarding the governance process and facilitate the discussion of the motions. This facilitation includes seeking out appropriate information and/or viewpoints on each item under discussion from the maker of the motion, the Board of Directors and other delegates. The committee may also seek out information from other attendees or staff, as appropriate.

Members of the Resolutions Committee are not allowed to engage in debate or express their own opinions during the workshop, and they are not empowered to entertain motions or make decisions on the motions during the workshop. However, the chair is empowered to provide feedback to the jurisdictions that are making the motions.

When the motions are discussed, the chair of the Resolutions Committee will invite the maker of each motion to come forward and explain the purpose and/or intent of the motion. The chair will then ask for comments and questions from other delegates and the Board of Directors.

Because these are motions for the Delegate Assembly, the discussion should be among the delegates and the Board of Directors. Speakers should identify themselves by their name, their state and whether they are a voting or alternated delegate or on the Board of Directors.

If the delegate or Board of Directors would like a staff member or other attendee (such as legal counsel) to speak on an issue, they should introduce them. The chair of the Resolutions Committee will determine whether an attendee other than the delegate or Board of Directors is permitted to speak.

### Delegate Workshop Presentation Topics

- Roles of the Delegate Assembly and Board of Directors in governing FSBPT
- How FSBPT Bylaws and Robert's Rules are used during the Delegate Assembly
- Roles of the Delegate, Presiding Officer, Parliamentarian. and Resolutions Committee
- How to amend a motion
- How to bring a new motion forward
- Motions for the Delegate Assembly this year

Respectfully submitted,  
James Clahane

## Board Assessment Task Force Annual Report

### Task Force Members:

Charlotte Martin, Chair, LA  
Kathleen Arney, NC  
Jason Kaiser, CA  
Deborah Richardson-Peter, VI  
Michelle Sigmund-Gaines, OR  
Jeffrey Vinzant, AL

The Board Assessment Task Force is charged with researching, exploring, developing, and designing a Board Assessment Tool that can be used by member boards. The purpose of the tool is to provide a mechanism for a board to evaluate its performance in accomplishing its mission of allowing the consumer access to safe and competent physical therapy services while preventing and reducing real or potential harms.

After presenting their initial work to the attendees of the 2018 Leadership Issues Forum and Annual Meeting, the task force members re-casted a vision of the tool based on feedback and discussions to be a focused board self-assessment. The task force has identified four high level categories and three topics under each category for a total of twelve assessment areas for boards to self-assess against.

- Board Performance
  - Does the Board participate in a planning process?
  - Does the Board provide training opportunities for board members?
  - Does the Board periodically review relevant statute and regulations?
- Outreach & Education
  - Does the Board receive feedback about its performance?
  - Does the Board actively disseminate educational information to audiences?
  - Does the Board take action to be responsive to stakeholders?
- Licensure Practices
  - Does the Board (or jurisdiction) collect physical therapy workforce data?
  - Does the Board review licensure requirements to facilitate licensure portability?
  - Does the Board have a publicly available mechanism to verify an individual's licensure status?
- Complaint Resolution
  - Does the Board publish (results of) complaint resolution?
  - Does the Board have a consistent process for board actions?
  - Does the Board track trends in board actions?

Based on the answers provided on the self-assessment, the board will be provided with resources and recommendations for improvement.

The task force met again after the 2019 LIF meeting to discuss and incorporate feedback from the attendees and finalize the tool.

Respectfully submitted,  
Charlotte Martin

## Membership Survey Task Force Annual Report

### Members:

Megan Certo, Chair  
Missy Anthony, OH  
Cynthia “Cindy” Potter, PA  
Alicia Rabena-Amen, CA  
David Reed, NC

The 2018-2019 Membership Survey Task Force met February 9-10 to review the 2019 Membership Survey and to make recommendations based on its findings and conclusions. Once again, the overall results were very positive.

The 2018-2019 Membership Survey, conducted in the fourth quarter of 2018 was the sixth membership survey in the Federation’s history, with the first conducted in 1998. The purpose of the membership survey was:

- To measure overall satisfaction with the Federation;
- To gauge the importance of member services;
- To measure the Federation’s performance in specific service/activity areas;
- To identify membership issues, concerns and needs; and
- To identify interest in potential, new Federation initiatives

There were 188 respondents or approximately 42% of the membership to the 2018 survey, maintaining the consistently high response in FSBPT membership surveys to date. The survey showed a significant increase in overall satisfaction, as well as maintaining the increase in awareness of services, and stable ratings on value of FSBPT services and member activities.

### Overall Findings of the 2018 Membership Survey

It is valuable to note the overall findings of all five surveys for member’s ratings on awareness, value and performance of FSBPT services.

#### *Awareness of Services*

Overall Awareness	Good-Very Good	Fair	Low-Very Poor	No Opinion
2018	92.0%	8.0%	0.0%	0.0%
2014	92.0%	7.0%	2.0%	0.0%
2010	80.22%	17.9%	1.9%	0.0%
2006	81.0%	15.0%	3.0%	1.0%
2002	78.6%	14.5%	2.56%	4.3%
1999	74.2%	13.5%	7.3%	5.1%
1998	73.5%	20.0%	6.0%	1.0%

#### *Value of Services*

Overall Value	Good-Very Good	Fair	Low-Very Poor	No Opinion
2018	96.0%	4.0%	0.0%	0.0%
2014	96.0%	3.0%	1.0%	0.0%
2010	97.7%	1.9%	.4%	0.0%
2006	94.0%	4.0%	0.0%	0.0%

<b>2002</b>	90.6%	6.0%	0.0%	3.4%
<b>1999</b>	80.3%	7.3%	4.5%	7.9%
<b>1998</b>	89%	8.0%	2.5%	1.0%

***Performance of Services***

<b>Overall Performance</b>	<b>Good-Very Good</b>	<b>Fair</b>	<b>Low-Very Poor</b>	<b>No Opinion</b>
<b>2018</b>	94.0%	4.0%	2.0%	0.0%
<b>2014</b>	93.0%	6.0%	1.0%	0.0%
<b>2010</b>	97.7%	2.3%	0.0%	0.0%
<b>2006</b>	91.0%	5.0%	1.0%	3.0%
<b>2002</b>	86.3%	8.5%	.85%	4.3%
<b>1999</b>	74.2%	12.4%	5.6%	7.9%
<b>1998</b>	77.0%	16.5%	2.5%	3.5%

**The Task Force's Work**

The Membership Survey Task Force reviewed every detail of the survey, to learn how the Federation might be able to improve its services to members. We were quite pleased with the improved ratings for Satisfaction, and the continued high ratings for Awareness, Value, and Performance. We appreciated the FSBPT's ongoing communication efforts over the course of the last decade to raise the level of overall member awareness and recommended continued efforts to increase communication across a variety of mechanisms. We also examined the broad matters of perception and member satisfaction in general, as well as specific activities and services. We reviewed the individual comments of the respondents and paid special attention to low-rater feedback to thoroughly assess areas of concern for our members. From these results, the Task Force brainstormed possible solutions that could enhance the overall awareness, value and performance. The Task Force forwarded our report on to the Board of Directors for use in their strategic planning process.

I would like to thank the Task Force members for their insights and hard work. This was a true team effort and I am proud to have served alongside such dedicated volunteers. I would also like to thank Debra Semans of Debra Semans Marketing Research and her firm for their assistance in conducting the research study and in working with the task force. All members of the task force are to be commended for their diligence and commitment, and for the energy they expended in the process of serving.

Respectfully submitted,  
Megan Certo

## **Council of Board Administrators Annual Report**

### **Purpose**

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 current or formerly employed administrative staff personnel assisting our fifty-three Member Boards.

### **Participation in FSBPT Activities**

CBA members have participated and continue to participate in all facets of FSBPT. One position on the Board of Directors is designated for a current administrator of a Member Board. Below are other examples of administrator participation in FSBPT.

### **Annual Meeting**

2018: Met October 25 in Reston, Virginia (CBA Forum)

- Thirty-two administrators attended the meeting
- Elected the following officers for 2019:
  - CBA Vice Chair: Scott Majors, Kentucky
- Presentations:
  - Report by CBA Admin Director on the Board of Directors
  - CBA Task Force Updates
    - Online Verification Task Force
    - Re-Entry to Practice Task Force
  - Board strategic planning
  - The Future of Regulation
- Created new CBA Succession Planning Task Force

### **Regulatory Training**

Regulatory Training was held in Alexandria, Virginia, August 16-18, 2019. Topics included regulatory law; terminology; board powers, responsibilities, and roles; regulation of physical therapy practice; delegation of authority; immunity; and FSBPT services. Eleven administrators and other board staff attended this meeting.

### **Leadership Issues Forum**

The Leadership Issues Forum was held in Alexandria, Virginia, July 12-14, 2019. This meeting provides an opportunity to learn more about current regulatory issues as well as prepare for the Delegate Assembly. Twenty-five administrators attended this meeting.

### **Committees and Task Forces**

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

- Education Committee
- Excellence in Regulation Committee
- Finance Committee
- Nominating Committee
- Board Assessment Task Force
- 2018 Membership Survey Task Force
- CBA Reentry to Practice Task Force
- CBA License Verification Task Force
- CBA Transition Planning Task Force

**CBA Webinars**

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

- aPTitude as a Specialty Practice Registry
- FSBPT's Resources for Jurisdictions
- Impact of Data and Discipline on the PT Compact

Respectfully submitted,

Adrienne Price

Director, FSBPT Board of Directors

### **2019 Candidates**

Candidate for President Position: Nancy R. Kirsch, PT, DPT, PhD

Candidate for Vice President Position: David Relling, PT, PhD

Candidate for Nominating Committee Member Position: Debra “Debbie” Kubota, PT

Candidate for Nominating Committee Position: Sherise Smith, PT, MSPT, CBIS

**Candidate for President Position: Nancy R. Kirsch, PT, DPT, PhD**



**Current and past work experience:**

I currently hold the position of Vice Chair of the Rehabilitation and Movement Sciences Department at Rutgers University, which consists of PT, OT, Speech and the Research Unit. I also serve as the Program Director for the Doctor of Physical Therapy programs with one campus in Newark and the other in Blackwood New Jersey. Prior to these positions, I was the owner of a private practice for 25 years with a primary focus on the treatment of adults with neurological and/or orthopedic problems and treated children in the school setting. Prior to going into private practice, I worked in an acute rehabilitation hospital and acute care.

**Licensure experience:**

I have been serving on the New Jersey Board of Physical Therapy Examiners for 28 years in two nonconsecutive terms. I am currently a hold over on my second term. I served as Board President for 11 years.

**Federation experience pertinent to position:**

I served on several committees including the FSBPT Finance Committee prior to serving on the FSBPT Board of Directors, one year as Director and two terms as Vice President - prior to becoming President three years ago.

**Other experience pertinent to position (i.e., same position with another organization):**

I served as President of the New Jersey chapter of the APTA from 1979-1981 and President of the Faculty at UMDNJ from 1979-1981.

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**Candidate Statement:**

I have had the pleasure of serving in the office of President of the Board of Directors of the Federation of State Boards of Physical Therapy for the past three years and would be honored to continue in that position for another term. During my tenure on the Board, I have been privileged to work with people who are passionate about the benefits of safe and effective physical therapy practice and the challenges of regulating the provision of that care.

One of my objectives as President, has been to work with the Board and our very capable committees to raise the awareness of the effects of risks on professional's judgment and capacity to treat patients, as well as the supports that can be put in place to assist practitioners in providing safe and effective care. In addition, I see my role as working with the Board to conceptualize and deliver products and services that are consistent with our mission and promote access to, and the safe delivery of, physical therapy services, such as the PT Compact.

It is an honor to serve on the FSBPT Board of Directors. If I am elected for a second term of office, I will continue to work with our members, the Board and staff to meet our strategic objectives. I appreciate the Nominating Committee for considering me for the office of the President.



**Candidate for Vice President Position: David Relling, PT, PhD**



**Current and past work experience:**

Professor and Chairman, Department of Physical Therapy, University of North Dakota, member North Dakota Board of Physical Therapy (2010-present)  
Licensed physical therapist in ND and MN. My clinical experiences as a physical therapist have occurred primarily in the acute care setting. At the same time, I have experience in cardiac rehabilitation, geriatrics, and general orthopedics. Currently, I am professor and chairman of the Department of Physical Therapy at the University of North Dakota.

**Licensure experience:**

North Dakota Board of Physical Therapy (2010-2020)

I was appointed to the ND Board of Physical Therapy in July 2010 and re-appointed by the governor for a five year term which will end in 2020. During my time on the board, I have been active in revising the rules and regulations, reviewing and revising the statute, and updating our jurisprudence assessment. I have held the positions of Vice President and President (2014-2016) of the ND Board of Physical Therapy.

**Federation experience pertinent to position:**

FSBPT Board of Directors, Vice President (current), FSBPT BOD, Director

Initially appointed as a director to the FSBPT Board of Directors in 2010. Subsequently elected to the FSBPT BOD in 2012 and re-elected in 2015. In 2016, I was honored to be elected vice president for the FSBPT BOD. While a member of the FSBPT BOD, I have had the opportunity to serve on the Compensation and Investment Committee, Exam Security Subcommittee, and Bylaws Subcommittee. I am an ex officio member of the PT Licensure Compact Executive Committee. Liaison experiences include FSBPT Exam Committees, FCCPT, Institute of Credentialing Excellence (ICE), 8-9 jurisdictions, two NPTE Standard Setting workshops, two NPTE practice analysis committees, and the NPTE Eligibility Task Force. In 2010, I was inducted into the Academy of Advanced Item Writers. Prior to my experience on the BOD, I was co-chair of the Exam Development Committee for the NPTE-PT 2008-10; a member of the Exam Development Committee for the NPTE-PT 2007-2010; and an Item Writer in 2005 and 2008.

**Other experience pertinent to position (i.e., same position with another organization):**

As a Professor in the Department of Physical Therapy at the University of North Dakota, I have had the opportunity to serve and lead departmental, school and university committees. These leadership positions honed my skills to work effectively with others, to communicate clearly, and to seek optimal outcomes for the group and entire organization. I was appointed Chair of the UND PT Department in July 2014 and continue to develop skills to be a more effective leader and communicator.

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**Candidate Statement:**

I am honored to be considered for re-election to the position of Vice President on the BOD of the Federation of State Boards of Physical Therapy. The Federation is an organization of exceptional individuals, dedicated to achieving the mission of protecting the public. I am grateful and humbled to have the opportunity to interact, learn from, and serve the many people associated with the member jurisdictions and their Federation. My experiences with the Federation began as an Item Writer and progressed to an appointment as an Exam Development Committee member and eventual co-chair. The experience with the exam exposed me to valuable information regarding item types, the item bank, test content outline, exam form development and exam security.

As a member of the Board of Directors, I have been able to capitalize on the knowledge of exam development during the NPTE Summit, two practice analyses, and adoption of the current exam content outlines. I believe my experiences with the NPTE will be beneficial to the Federation as critical issues of examination security, exam development and item development are determined and communicated. While I am from a less populated

jurisdiction, my experiences within FSBPT have provided an understanding of the complexity of supporting member jurisdictions in regulating the profession of physical therapy. My previous years on the FSBPT BOD have provided learning opportunities through regulatory training, strategic planning, the Leadership Issues Forum and the Annual Meeting to engage board administrators and jurisdictional board members in conversations to understand the myriad of issues facing regulatory bodies.

I believe that the characteristics of integrity, hard work, humility, and accountability are integral to an effective leader of the Federation. I feel my interactions with members, volunteers, staff and leadership have demonstrated these characteristics during my previous service for the Federation. I truly appreciate your consideration of my candidacy for the position of Vice President on the BOD of the Federation of State Boards of Physical Therapy.

**Candidate for Nominating Committee Member Position: Debra “Debbie” Kubota, PT**



**Current and past work experience:**

Co-owner, Ergo@Work Hawaii (current)

Currently, I am a co-owner of an ergonomic consulting business, Ergo@Work Hawaii. We provide ergonomic consultation services to employers, emphasizing injury prevention through on the job coaching and training. Previously, I have held clinical and administrative positions in an acute rehabilitation facility and a Health Maintenance Organization, which included work experience in acute care, sub-acute rehab, skilled nursing facility, and outpatient clinics. I have also worked as a physical therapist in public schools as well as in the home health setting.

**Licensure experience:**

Hawaii State Board of Physical Therapy (7 years)

I have been involved in licensure of PTs throughout my tenure on the Hawaii State Board for the past 7 years. In 2013, I participated on a Board Working Subcommittee to research and promote PTA Licensure for the drafting of a legislative bill. The bill was drafted and successfully passed by the legislature in 2014 and now we have PTA licensure in Hawaii.

**Federation experience pertinent to position:**

FSBPT Excellence in Regulation Committee (current), FSBPT Resolutions Committee (current), Membership Survey Task Force, Hawaii Jurisprudence Assessment Module, Oregon Jurisprudence Assessment Module, FSBPT Education Committee

**Other experience pertinent to position (i.e., same position with another organization):**

Although I have served on the Board of Directors for my church organization, I have not served on the Nominating Committee for another organization.

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**Candidate Statement:**

I am interested in serving on the Nominating Committee to help make a positive impact on the future of the FSBPT. The Nominating Committee is the key force behind ensuring that our organization has the right leadership to continue to be successful for years to come.

I have been involved on the Hawaii State Board of Physical Therapy for the past 7 years and have been fortunate to attend the FSBPT Annual Meetings every year. During this time, I have served in the following capacity: delegate and alternate delegate representing Hawaii, FSBPT Member Survey Task Force Member, subject matter expert for the Hawaii Jurisprudence Assessment Module (JAM), item writer for the Oregon JAM, Education Committee member and Chair, Excellence in Regulation Committee member and most recently, Resolutions Committee member. Throughout these experiences, and particularly through my administrative background, I've had the privilege of honing my own leadership practices in order to navigate particularly challenging situations. While this opportunity would be a new experience for me, I am excited for the chance to learn from the current committee members and believe that my leadership background could bring a different perspective and new voice to your decision-making process.

Throughout my FSBPT involvement, I have encountered and interacted with numerous individuals from many jurisdictions. Whether the encounters were brief or developed into long-lasting relationships, each one has allowed me to learn more about specific individuals, many of whom embody the characteristics and qualities that I believe would make them great candidates for consideration by the Nominating Committee. If selected, I will strive to promote the most qualified candidates who are in alignment with our organization's vision, and possess

leadership skills, passion, tenacity, and just the right demeanor to rise to the challenge of propelling the FSBPT into a bright and successful future. I am looking forward to the opportunity to serve on the Nominating Committee.

**Candidate for Nominating Committee Position: Sherise Smith, PT, MSPT, CBIS**



**Current and past work experience:**

- Team Leader and Clinical Coordinator for Northern Nevada Rehab Without Walls, Reno, NV (2002-Present)
- Physical Therapist overseeing clinic in an active retirement community, RehabWorks/IHS, Reno, NV (1999-2002)
- Director of Outpatient Services, Continental Medical Systems Rehab Hospital of Nevada-Reno, Reno, NV (1998-1999)
- Senior Physical Therapist of designated brain injury unit and hospital start up lead therapist, Continental Medical Systems Rehab Hospital of Nevada-Reno, Reno, NV (1996-1998)
- Staff Physical Therapist in home health, RehabWorks, Reno, NV (1991-1996)
- Staff Physical Therapist, The Las Vegas Institute of Physical Therapy and Sports Medicine, Las Vegas, NV (1989-1991)
- Staff Physical Therapist, acute and inpatient rehab, Washoe Medical Center, Reno, NV (1988-1989)

**Licensure Experience:**

- Board Chair, Nevada Physical Therapy Board (January 2018-present)
- Vice Chair, Nevada Physical Therapy Board (2 years)
- Board Member, Nevada Physical Therapy Board (5 years total)
- Legislative Liaison, Nevada Physical Therapy Board (2 years)
- Board Liaison to Continuing Competence Committee (one year)
- Licensed physical therapist in Nevada for 31 years

**Federation Experience pertinent to the position:**

- Member, Foreign Educated Standards Committee (2 years)
- LIF Participant (3 years)
- Annual Meeting Participant (4 years)
- Voting Delegate for Nevada at Annual Meeting (3 years)
- Alternate Delegate for Nevada at Annual Meeting (1 year)

**Other experience pertinent to position (i.e., same position with another organization):**

- Secretary, Board Member and Founding Chapter Director of ThinkFirst Northern Nevada (2011-Present)
- Previous Secretary and Treasurer, Nevada Physical Therapy Association
- Previous Secretary and Founding Officer, Brain Injury Association of Nevada
- Member APTA, Nevada Chapter of APTA and Neurology Section and Brain Injury Special Interest Group
- Certified Brain Injury Specialist

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**Candidate Statement:**

I have been honored to be involved in the Federation for the past five years through attendance at several LIF Meetings and Annual Meetings, being involved as an alternate delegate and voting delegate, and serving on the Foreign Educated Standards Committee for two years. Through these experiences, I have grown to have a deep respect for this organization and would like to remain involved when my term on the Nevada Physical Therapy Board ends in 2020.

I have developed a passion for regulation and would like to be a part of continuing to move the Federation forward. I have a strong ability to work collaboratively with others and to be a facilitator and communicator. I have collaborated as the Chairperson in my jurisdiction to implement a new Continuing Competence Model, as well as to introduce legislation for our state joining the PT Compact and legislation for dry needling. I feel that my strengths and skill set as a strong collaborator are a good fit for the position of Nominating Committee member. Thank you for considering me for this role of Nominating Committee Member.

## Mission, Vision and Areas of Focus

### Mission

To protect the public by providing service and leadership to promote safe and competence physical therapy practice.

### Vision

State licensing boards and their Federation of State Boards of Physical Therapy will achieve a high level of public protection through a strong foundation of laws and regulatory standards in physical therapy, effective tools and systems to assess entry-level and continuing competence, and public and professional awareness of resources for public protection.

### Areas of Focus

- I. *Examination Goals*  
Ensure the ongoing excellence, reliability, defensibility, security and validity of the NPTE and related examinations.
- II. *Membership Goals*  
Enhance the Federation's value to its membership by developing and maintaining programs and services responsive to membership needs.
- III. *States' Rights, States' Responsibilities and Professional Standards Goals*  
Identify and promote effective regulation in physical therapy that ensures the delivery of safe and competent physical therapy care, while respecting states' rights and responsibilities.
- IV. *Education Goals*  
Provide and promote educational programs and products for board members, administrators, the public, and other stakeholders.
- V. *Leadership Goals*  
Broaden the Federation's leadership role and recognition within the regulatory, professional and related communities.
- VI. *Organizational and Financial Stability Goals*  
Ensure the long-term organizational and financial stability and viability of FSBPT.

**2018 Delegate Assembly Minutes**  
**October 27, 2018**  
**5:30 PM-6:30 PM ET**  
**Reston, Virginia**

**I. Call to Order**

Presiding Officer Nancy Kirsch called the annual meeting of the Federation of State Boards of Physical Therapy to order at 5:30 PM ET October 27, 2018.

**II. Roll Call of Delegates- Thomas Caldwell**

Secretary Thomas Caldwell called roll. A total of 49 jurisdictions were present. The four jurisdictions not present were FL, ME, NM, and SD.

**III. 2017 Minutes**

The minutes of the 2017 meeting were approved by the Minute's Approval Committee Stephen Baur, (MD); Wendy Bircher, (NM); Alicia Rabena-Amen, (CA) and no further action is required.

**IV. Appointment of the 2018 Minutes Approval Committee**

Presiding Officer Kirsch appointed the following delegates to approve the 2018 Delegate Assembly minutes.

- Aimee Alexander, NY
- Jennifer Ball, OK
- David Harris, TN

**V. CEO Report – William A. Hatherill**

**VI. Appointment of the Teller Committee**

Presiding Officer Kirsch appointed the following people to the Teller Committee.

- Melissa Craddock, OH
- Carlton Curry, MD
- Charles Harvey, NV

**VII. Adoption/Reordering of Agenda**

The agenda was adopted/reordered and adopted.

**VIII. Elections conducted Electronically**

**IX. Election Results**

**Secretary**

Thomas Caldwell, TX

Manuel (Tony) Domenech, TX

Based on the votes cast, the Presiding Officer declared Thomas Caldwell, Texas elected Secretary.

**Treasurer**

Ron Barbato, KY

Ruggiero Canizares, OR

Based on the votes cast, the Presiding Officer declared Ruggiero Canizares, Oregon elected Treasurer.

**Director #1**

Arkena Dailey, VA

Ellen Donald, FL

Based on the votes cast, the Presiding Officer declared Ellen Donald, Florida elected Director #1.

**Nominating Committee Member**

Jade Bender-Burnett, VA

Sherri Paru, OR

Based on the votes cast, the Presiding Officer declared Sherri Paru, Oregon the new member of the Nominating Committee.

**X. Financial Information and Reports – Natalie Harms and Nancy Kirsch**

**XI. Acceptance of Audit Report**

The Delegate Assembly adopted the motion to accept the audit report unanimously.

**XII. Other Reports**

Standing Committees, Task Forces and Councils

*Committee/Task Force/Council*

- |                                   |                               |
|-----------------------------------|-------------------------------|
| • Continuing Competence           | Michele Thorman, Chair        |
| • Education                       | Debbie Kubota, Chair          |
| • Ethics and Legislation          | David Reed, Chair             |
| • Examination Chairs              | (overall report)              |
| • Foreign Educated Standards      | Alicia Rabena-Amen, Chair     |
| • Nominating                      | Thomas Ryan, Chair            |
| • Resolutions                     | Timothy Vidale, Chair         |
| • Board Assessment Task Force     | Charlotte Martin, Chair       |
| • Council of Board Administrators | Robin Jenkins, FSBPT Director |

**XIII. Motions (See Attachment A for complete motions)**

DEL-18-01, Areas of Focus adopted unanimously

**XIV. New Business**

**XV. Installation of New Officers and Nominating Committee Member – Secretary**

**XVI. Announcements**

**XVII. Adjournment**

President Nancy Kirsch adjourned the meeting at 6:00 PM ET October 27, 2018.



## Attachment A: 2018 Motion for the Delegate Assembly

### **DEL-18-01**

#### **Motion adopted/adopted as amended/defeated**

#### **Areas of Focus**

Proposed by: Board of Directors

Vote Required: Majority

Contact: David Relling

#### **Motion:**

To adopt the Areas of Focus as they currently read.

1. Examinations: Ensure the ongoing excellence, reliability, defensibility, security and validity of the NPTE and related examinations.
2. Membership: Enhance the Federation's value to its membership by developing and maintaining programs and services responsive to membership needs.
3. States' Rights, States' Responsibilities and Professional Standards: Identify and promote effective regulation in physical therapy that ensures the delivery of safe and competent physical therapy care, while respecting states' rights and responsibilities.
4. Education: Provide and promote education programs and products for board members, administrators, the public and other stakeholders.
5. Leadership: Broaden the Federation's leadership role and recognition within regulatory, professional and related communities.
6. Organizational and Financial Stability: Ensure the long-term organizational and financial stability and viability of the Federation.

#### **Rationale:**

The Areas of Focus represent the activities required to achieve the mission of the Federation. In accordance with 2002 Delegate Assembly motion DEL-02-26, the Board of Directors must complete an annual review of the focus areas and present them to the Delegate Assembly for review and adoption.

The board has reviewed the Areas of Focus and has determined that they accurately reflect the Federation's current areas of focus.

**Reference Area of Focus:** Leadership

**Fiscal Impact:** The adoption of this motion has no specific fiscal impact. However, the Board of Directors and committees use these areas of focus as the basis for long-term strategic planning and as the basis for funding Federation activities in each annual budget.