

The Louisiana State Board of Medical Examiners

OCCUPATIONAL THERAPY ADVISORY COMMITTEE

Minutes of Meeting  
February 23, 2024  
Virtual Zoom Meeting

A meeting of the Louisiana State Board of Medical Examiners Occupational Therapy Advisory Committee, pursuant to lawful notice, was duly convened and called to order at 10:15 a.m., February 23, 2024 via Zoom virtual video and live streamed to the public on YouTube. A quorum was established. The chair and Dr Culotta verified the identity of all videoconference participants and that the audio and video were clear and audible. The Chair advised that public comments could be mailed to [publiccomment@lsbme.la.gov](mailto:publiccomment@lsbme.la.gov). The Chair reviewed the Mission statement.

Members present were as follows:

- Ingrid Franc, Chair
- Amy Larriviere, Secretary
- Raelena Crooks
- Kelly Brandon
- Carolyn Murphy
- Glynn Wallace
- Mary Green-Keys
- Kathleen Norcross

Members absent were as follows:

- Kim Solari

Also present at the Meeting:

- Dr. Vincent Culotta, LSBME Executive Director
- Patricia Wilton, LSBME Executive Counsel
- Tracy Mauro, LSBME IT Specialist
- Phyllis Johnson, Licensing Analyst Supervisor
- Lauryn Sudderth, LSBME Attorney
- Olivia Pelong, LSBME Executive Program Specialist
- Jacintha F. Duthu, LSBME Executive Staff Officer
- Sandra Hawkins, LSBME Licensing Analyst

## Old Business

1. **Minutes of January 2024 meeting.** Minutes were reviewed. Carolyn Murphy motioned to approve the minutes, duly seconded by Kelly Brandon. There were no public comments. All present voted unanimously to approve and accept the minutes of the January 26, 2024, OTAC meeting with no changes.
2. **Rules Status:** Ingrid Franc sent all draft Rules to OTAC Board members but received no comments. Ingrid then sent them to Patricia Wilton 2 weeks ago. Patricia Wilton states she

plans to have a clean copy ready for OTAC to review at its next meeting on 3/4/2024 and will plan on submitting a clean copy of rules at LSBME Board Meeting on either 3/25/24 or 4/26/24. There were no public comments.

## **New Business**

1. **Letter to Ms Payton reviewed.** Ingrid Franc shared a copy of letter that she and Dr. Cullotta will send to Ms. Payton in response to her OT Pelvic Floor letter. The letter states OT's must abide by AOTA's standards of practice and continuing education and Louisiana OT's are responsible for ensuring their own competence in any practice area.  
Kathleen Norcross motioned to approve the letter to be sent, seconded by Carolyn Murphy. There was no public comment. All approved letter as drafted.
2. **Licensure Issues.** Kelly Brandon brought up the following issues therapists, mostly new graduates, are having when applying for a license:

### **Verification of Education**

- a. Beginning in 2022\*, official transcripts became a requirement which is not listed in the application packet on the website or in the Dashboard. When applicants complete the listed application requirements on the website and Dashboard, lack of official transcripts is not shown as a deficiency. They are only notified later by email that they are required. This delays licensure and potential job opportunities.  
**REQUEST:** Either return to previous procedure or add official transcripts as a requirement to the website and Dashboard.
- b. Certificate of Dean: Even when sent by certified mail with a receipt, many applicants are told by the licensing analysts that they are "not getting them". They are not making it from the mail room to the licensing analyst.  
**REQUEST:** Create procedure to send Certificate of Dean electronically

### **Diploma**

- c. Mixed messages have been sent via email to applicants that a certified copy of their diploma is required, although not listed in application packet or Dashboard.  
**REQUEST:** Either add the requirement to the website and Dashboard or notify each analyst that a certified copy of the diploma is not required.

### **COTA to MOT Bridge**

- d. MOT Bridge Graduates, who are already licensed COTAs in good standing, are having to start over "from scratch" with background check/fingerprints even though they are already on file and still have a current OTA license. They are all in good standing with NBCOT as well, because they are required to maintain their certification. So, additional time and expense have been added. Prior to January 2021, MOT Bridge graduates did not have to redo those.  
**REQUEST:** Return to prior procedure for licensing COTA to MOT Bridge graduates.

## **OTA Supervision**

- e. Documentation of supervision is not required during initial certification or renewal either through a form or a question on the application.

**REQUEST:** Clarify expected procedure to make it consistent with laws and rules.

#### **Timeline for Initial License and First Renewal and Applicant Paperwork**

- f. It is often taking months for applicants to get licensed either because of missing documentation or repeated background check requirements for Bridge applicants. Much like the Certificate of Dean, paperwork sent by the applicants is frequently lost even when sent through certified mail; or, licensure is delayed without explanation.

**REQUEST:** Create procedure to submit paperwork electronically.

- g. Graduates who receive their licensure within a certain time period before their birth month are required to renew sooner than expected.

**REQUEST:** Document procedure for renewal after initial licensure in relation to birth month. Example: Applicants who receive initial licensure within \_\_ months from their birth month will be required to renew by the last day of their birth month in the same year.

Dr Vincent Culotta states all who apply for a license will get a response within 10 working days of submitting application stating what is still needed and then also get monthly emails stating what is still missing. Applicants need official transcript sent from the school either online or via mail. Applicants also need to send in Certificates from the Dean. Applications are not processed if payment is not received. Applicants can send pdf file of Certificate from Dean to start process but a paper copy must be mailed.

Carolyn Murphy requested for background checks be waived for those COTA to MOT bridge applicants who already had a background check completed. This is around 15 students a year. Patricia Wilton states an attestation can be added where an applicant can state they have not had any changes in criminal status in the interim. Kelly Brandon requested for attestation motion in lieu of another background check. The motion was seconded by Ingrid Franc; there were no public comments. All voted in favor to pass the motion. Dr. Culotta and Patricia Wilton will add this issue to LSBME Board Agenda.

Dr Culotta states there are 49 pending/outstanding applicants currently and oldest applicant is from 9/8/23 and applicant has not sent in all needed information.

Kelly Brandon asked if application instructions could be updated and made clearer on website. Dr Culotta states he will set up a meeting with Kelly Brandon, Tracy Mauro and himself to address the process and requested the above be included in minutes.

No public comments.

**Next meeting to take place on March 8, 2024 at 10 am.**

**Meeting adjourned at 11:04 am.**