

## Occupational Therapy Advisory Committee

### Meeting Minutes

Fri. January 9, 2026

#### CALL TO ORDER

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 10:02 am, Friday, January 9, 2026, via Zoom virtual video and live streamed to the public on YouTube. A quorum was established by Wendy Evans. The chair 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 mission was stated by the chair.

#### ROLL CALL

- Members present are as follows [list all members present]:
- Carolyn Murphy
- Raelena Crooks
- Glynn Wallace
- Mary Green-Keys
- Kathleen Norcross
- Collin Hernandez
- Aprill Payton
- Wendy (Lawenica) Evans
- Whitney Roden

#### Members Absent

- None

#### ALSO PRESENT

- Also present at the meeting are [list all non-members]:
  - Dr. Vincent Culotta, Executive Director of LSBME
  - Patricia Wilton, LSBME Executive Counsel
  - Tracy Mauro, LSBME IT Specialist
  - Phyllis Johnson, Licensing Analyst Supervisor
  - Jacintha F. Duthu, LSBME Executive Staff Officer
  - Angela Boudreaux, OT/OTA Licensing Analyst

#### OLD BUSINESS

1. **Minutes of November 14, 2025 meeting.** Minutes were reviewed. On the motion of Mary Green-Keys, duly seconded by Carolyn Murphy, the minutes of the meeting on 11/14/25 were unanimously approved and accepted without revision.
  - No public comment.

#### NEW BUSINESS

## 2. CHAIR INTRODUCTIONS:

- Raelena Crooks to function as primary Chair, while Wendy Evans to function as back-up, in preparation for continuation, once Raelena's term on the OTAC Committee expires. New roster to be mailed out to both OTAC members and LSBME Board. It was noted that OTAC members are to refrain from discussion of OTAC matters outside of OTAC meetings.
- For email contact with Raelena Crooks, please utilize both email addresses listed on roster.
- For assistance with access to Cloud Share, defer to Tracy Mauro

## 3. *Update on the Tracking Document for Rules Questions from OTPs*

- Patricia Wilton stated that there have been questions from OTPs but that she had not reviewed them. List confirmed to not be urgent or controversial. This was tabled to the next OTAC meeting.
  - No public comment

## 4. *Law Updates*

- Pursuant to the law updates discussed in last mtg (see minutes for details), Dr. Van drafted some changes to the laws, Ms. Wilton is reviewing them, in preparation for submission to the 4<sup>th</sup> floor for approval. Status: In process.
  - No public comment.

- ***Update from Dr. Van regarding the OT Compact Commission.***

- *Initial process of entering users into the system via API, in progress.*
- *Current challenges presented include:*
  - ❖ *Agreement on methods of secure transmission of personal information.*
  - ❖ *Some States cannot do criminal background checks.*
  - ❖ *Process to be continued.*
  - ❖ *No public comment.*

## 5. *Course Requirements*

- **Law & Rules Course:** The Board believes that the current Law & Rules Course would satisfy that current ethics requirement needed for OT licensure renewal.
- **CE Broker:** Two people to handle issues with CE Broker; Dr. Van and Ms. Suzie Allen. Dr. Van to look into Ms. Suzie Allen attending an OTAC mtg in the future.
  - On a motion from Carolyn Murphy and duly seconded by Glynn Wallace, the OTAC Committee unanimously voted to change the Ethics Requirement be satisfied by the current Law & Rules Course, required for OT/OTA licensure renewal.
  - Once the Board approved this motion, a "target email" will go out, to all OTPs, at the email address on record, explaining the new requirement for annual renewal of license.
  - No public comment

**6. Reinstatement of licensure expired 2 months or more:** Phyllis Johnson shared current process of reinstatement procedures include the following:

- **In practice for 5 yrs or less:** have to submit CEUs or current certification.
- **Out of practice for 5-10 yrs:** have to shadow for 60 hours and complete 30 hours of pre-approved live CEUs.
- **Out of practice for 10+ years:** have to shadow for 120 hours and complete 60 hours of pre-approved live CEUs.
- **OR:** Retake/reactive NBCOT exam.
- **Note:** Dr. Van advised the OTAC Committee that the “Welcome Home Act” expedites licensure renewal to any licensee who once had a Louisiana license to practice, and is returning to the state to practice. In order to activate such benefit, it needs to be formally requested.
- A question was presented by Ms. Phyllis Johnson, on what the Committee’s position would be if “shadow hours” are completed in another state.
  - ❖ Fieldwork is a product demonstration of education provided to a student.
  - ❖ Shadow work is to update an OTP on changes that have been made while the OTP was not practicing in the state of Louisiana.
- No public comment

***Executive Session***

- Carolyn Murphy motioned to enter Executive Session, Kathleen Norcross seconded the motion, all approved. OTAC went into Executive Session at 10:48am
- OTAC exited Executive Session at 11:12 AM.
- No action was taken in the matter of identity number 313237.
- No public comment.

***Next Meeting***

- Friday, March 13, 2026 at 10:00am, via ZOOM.
- Upcoming dates:
  - May 8, 10am-12pm
  - July 10, 10-12pm
  - Sept 11, 10-12pm
  - Nov 13, 10-12pm
- No public comment

***Adjourn***

- Meeting adjourned at 11:14am