DC | HEALTH
GOVERNMENT OF THE DISTRICT OF COLUMBIA
Health Systems & Preparedness Administration

# BOARD OF PROFESSIONAL COUNSELING

## OPEN SESSION AGENDA

**October 17, 2025**
**10:00 AM – 2:00 pm**

| Virtual Meeting Notice |
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| *Information on how to access the public portion of the meeting is listed below:* |
| **Join by Web**<br>https://dcnet.webex.com/dcnet/j.php?MTID=mb7db2da02f1ac65acba8e248dc72d81a<br><br>**Join by Phone**<br>Call in Number: 1-650-479-3208 Call-in toll number (US/Canada)<br>1-202-860-2110 United States Toll (Washington D.C.)<br><br>Access Code: 475 199 633 |

## Open Session October 17, 2025

### Call to Order:

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| **OS-1017-01** | **Roll Call:** |
| **OS-1017-02** | **Approval of the Agenda**<br><br>**Board Action**:<br>Acceptance of the October 17, 2025, Open Session Agenda |
| **OS-1017-03** | **Board and Department Reports**<br><br>1. **Executive Director's Report**:<br>• Operational Status Update:<br>• Licensure Census:<br>• Legislative Updates:<br>2. **Board Attorney's Report**<br>3. **Board Chair's Report** |
| **OS-1017-04** | **Open Session Minutes**<br><br>**Board Action**:<br>Consideration of the Open Session Minutes from the September 19, 2025, Board Meeting. |
| **OS-1017-05** | **Consent Agenda**<br><br>**Board Action**:<br>Consideration of the applications approved for purposes of review and/or ratification of Board actions taken since the last Board meeting. |
| **OS-1017-06** | **Board Discussion – Delegated Authority**<br><br>**Board Action**:<br>The Board is to discuss the Delegated Authority given to the Board Staff to act on the Board behalf with regards to applications. |
| **OS-1017-07** | **Ethical Concerns with DC Sexual Assault Victim's Rights Amendment Act of 2019**<br><br>**Board Discussion:**<br>The Board is to identify one of the LPCs to join a subcommittee to address the matter. Once the Board has identified a board member, we will work with the board member and the LICSW on a possible date for them to meet to address the issue. D.C. Law 23-57. Sexual Assault Victims' Rights Amendment Act of |

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| | 2019. \| D.C. Law Library |
| **OS-1017-08** | **Board Discussion – Fee/Fine Assessment**<br><br>**Board Action**:<br>The Board is to discuss whether to update the current fees and fines for FY26. Also, the Board should discuss applicable fees for practice outside the scope of practice for supervisors and supervisees. |
| **OS-1017-09** | **Supervised Practice Form**<br><br>**Board Action:**<br>The Board is to review a draft update to the supervised practice regulations and determine if the update to the supervised practice regulations is acceptable.<br><br>**Background:**<br>A supervised practice form is listed under **section 9105.8** regarding the supervised experience requirement which requires the supervisor(s) to submit the completed form to the Board.<br><br>In addition, **section 9102.2** of the LGPC Regulation specifies the applicant must obtain an LGPC license prior to accruing the supervision hours towards the LPC. If an applicant for licensure as a professional counselor does not meet the requirements of § 9102.1(a) and the applicant elects to complete his or her supervised practice requirements in the District of Columbia, the applicant shall first obtain licensure as a graduate professional counselor or its equivalent and work under the immediate and direct supervision of a professional counselor, psychologist, psychiatrist, or independent social worker, **who is licensed in the District of Columbia under the Act.**<br><br>The purpose of the graduate professional counseling license is to allow individuals to practice under supervision of a licensed professional counselor. However, the regulations also indicate a supervisor, or supervisee shall submit a supervised practice form within 2 weeks of commencing supervision. In March 2022, the Board tabled to address the supervised practice form for the subcommittee.<br><br>The Board discussed the purpose and use of the Supervised Practiced form. The board staff reviewed the requirements for approval with the Board to give them a better understanding of the purpose and best practices regarding the supervised practice form. |

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| **OS-1017-10** | **Board Discussion – FY26 Board Initiatives**<br><br>**Board Action**:<br>The Board is to discuss two (2) or three (3) board initiatives that the Board would like to see executed this fiscal year. |
| **OS-1017-11** | **Board Discussion – LPC Internship/Practicum Hours Requirement**<br><br>**Board Action**:<br>The Board is to review the draft of the modification to the licensed professional counseling internship/practicum hours requirement and determine whether the modification meets the Boards approve.<br><br>**Background:**<br>The Board has seen several instances in which LPC Endorsement applicants could not provide proof of the required 700 hours of internship/practicum. In some cases, the university was closed and the information available. Often the university programs require less than 700 hours of internship/practicum. One university even said that the applicant was offered the option to complete the internship/practicum but chose not to do so.<br><br>**Motion:**<br>A motion was made by Rhonda Pope-Brown and seconded by Laura Golojuch to generate a policy to address the LPC Internship/Practicum Hours requirement for the LPC Endorsement application process.<br>Policy Details:<br>• Applicants who have been working independently and fully licensed for **five (5) years or more** post-masters are **not required** to submit supervision experience forms.<br>• Applicants who have been working independently and fully licensed for **three (3) years or more** and hold a **National Certified Counselor (NCC)** designation are **not required** to provide documentation of the **700 internship/practicum hours**.<br><br>**Vote:**<br>Victoria Sherk, Rhonda Pope-Brown and Laura Golojuch voted in favor of the motion. The motion passed unanimously. |

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| **OS-1017-12** | **Request for Assistance in Obtaining Supervision Documentation**<br><br>**Board Action:**<br>The Board is to discuss the issue of applicants not being able to get previous supervisor(s) to complete the post-graduate supervision experience form and the best options to resolve if any.<br><br>**Background:**<br>Executive Director Herndon and board staff Ms. Linda spoke with the Maryland Board of Professional Counseling about the issue of supervisors being unable (i.e. deceased or no longer has contact) and supervisors being unwilling to complete the post-graduate supervision experience form. Ms. Hunter with the Maryland Board stated that several things can be done: 1) if the supervisor is deceased/unavailable – another licensed professional can verify that the supervisor supervised the applicant and the hours supervised. 2) if the applicant was licensed in Maryland, the applicant can call the Maryland Board of Professional Counseling and speak with Ms. Hunter to request their entire application package for licensure be sent directly to the Board of Professional Counseling's email address for review by the Board.<br><br>The Board has seen several instances in which supervisors have been unable to or unwilling to complete the supervision experience form. Whether the supervisor is deceased, unreachable or unwilling, these situations have held up the application process.<br><br>The Board made a motion to table the matter without discussion to the next board meeting. |

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| **OS-1017-13** | **Motion to Close:**<br><br>**Board Action**:<br>To go into closed session to discuss confidential matters as permitted in DC Official Code § 2-575(b).<br><br>**Background:**<br>Pursuant to DC Official Code § 2-575(b), the Board will move into the Closed Executive Session portion of the meeting to discuss the following:<br><br>1. To consult with an attorney to obtain legal advice and to preserve the attorney-client privilege between an attorney and a public body, or to approve settlement agreements pursuant to § 2-575(b)(4)(a).<br><br>2. Preparation, administration, or grading of scholastic, licensing, or qualifying examinations pursuant to section § 2-575(b)(6).<br><br>3. To discuss disciplinary matters pursuant to section § 2- 575(b)(9).<br><br>4. To plan, discuss, or hear reports concerning ongoing or planned investigation of alleged criminal or civil misconduct or violations of law or regulations, if disclosure to the public would harm the investigation pursuant to section § 2- 575(b) (14). |

**THIS SECTION IS FYI ONLY**
**NO BOARD DECISION OR ACTION IS NEEDED**

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| OS-FY1 | **Request for Nominations for 2025 AMFTRB Board of Directors Open Positions**<br><br>Dear AMFTRB State Delegates and Executive Directors,<br><br>AMFTRB's Election Committee is seeking nominations for the Board of Directors. The openings for the 2025 election are for President-Elect and Secretary. Both positions begin on January 1, 2026. The position of President Elect is for two years followed by two years as President, and one to two years as Past President. The position of Secretary is for two years. Responsibilities are as follows:<br><br>A. President. The President shall be the Chief Officer of the Association and of the Board of Directors and shall perform such duties as are customary for presiding officers. Subject to the directives of the Board, the President may represent the Association, appoint committees and perform such other duties as required to carry out the policies and serve the purposes of the Association. The President shall serve as an ex-officio member of all committees except the Elections Committee.<br>B. President-Elect. The President-Elect shall assist the President in the discharge of presidential duties; shall officiate for the President during his or her absence or incapacity or at the President's request; shall perform and be vested with all the powers and duties of the President in the case of disability or absence of the President, either at the President's request or by a two-thirds majority vote of the currently seated Board of Directors. Such a vote may be made through a telephone conference call, mail, facsimile, e-mail ballot, videoconference, meeting or any combination of the foregoing methods. At the time of the decision, a date must be set for review of this decision; shall assume the office of President should a vacancy occur; shall monitor all meetings using the then current edition of Roberts' Rules of Order; shall review the Bylaws and make suggestions for changes (if any) during the second year of his or her |

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| | term; and shall perform such other duties as may be assigned by the Board.<br>C. Secretary. The Secretary shall record minutes of all proceedings of the Association and of the Board; shall be responsible, in conjunction with the Executive Director, for maintaining a history of the Association; and shall perform such other duties as may be assigned by the Board of Directors.<br><br>The Board hopes to maintain a diverse composition in terms of region, state population, state board membership, education, gender, and ethnicity. Please consider nominating your AMFTRB delegate or alternate delegate.<br><br>To submit a nomination, either email Lois Paff Bergen at lois@amftrb.org the name and email address of your nominee or your nominee may complete the Candidate Survey. Nominations must be received before March 31st.<br>On behalf of the Elections<br>Committee, Lisa V. Merchant, PhD,<br>LMFT (TX) Chair Elections<br>Committee<br><br>Elections Committee Members are David Fye (KS) and Chilah Brown (MN)<br><br>Lois Paff Bergen, PhD, LMFT<br>Executive Director AMFTRB<br>1843 Austin Bluffs<br>Parkway Colorado<br>Springs, CO 80918<br>719-388-1615<br>lois@amftrb.org |
| **OS-FY2** | **DC Health Licensee Phone Scam:**<br><br>DC Health is warning the public of an ongoing scam in which scammers are impersonating DC Health representatives and other government officials in a phone, email and fax scam.<br><br>Scammers are contacting health professionals via phone, email, or fax by replicating government phone numbers and outdated letterheads to appear legitimate. The scammers are requesting money in association with a District of Columbia health professional license, registration or certification regarding an alleged investigation or suspension. |

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| | If you happen to receive unsolicited phone calls, emails or faxes similar in nature:<br>• DC Health will never contact you with a request for money. Do not share your credit card number, personal information, or other financial information. Do not wire transfer money or transfer funds to anyone you do not know.<br>• Do not feel pressured to act. To confirm the identity of DC Health personnel or verify any suspicious requests, please contact ohplb@dc.gov or call (202) 724-8800.<br>For more information on how to avoid government impersonator scams, and where to report them, please visit the Federal Trade Commission at consumer.ftc.gov/articles/how-avoid-government-impersonation-scam. |

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**The next open session meeting is virtual November 21, 2025 at 10:00 am**

***This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at opengovoffice@dc.gov***