



**HEALTH RELATED LICENSING BOARDS  
BIENNIAL REPORT  
JULY 1, 2018 – JUNE 30, 2020**

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## **REPORTING REQUIREMENTS**

The Minnesota Health Licensing Boards (“HLB”) individual biennial reports for 2018-2020 are submitted in accordance with Minn. Stat. §214.07, subd. 1b, which states as follows:

### **214.07 REPORTS**

#### **Subd. 1b. Health-related licensing board reports.**

Each health-related licensing board must prepare a report by October 15 of each even-numbered year. The report must be submitted to the administrative services unit serving the boards. The report must contain the following information for the two-year period ending the previous June 30: (1) the number and type of credentials issued or renewed; (2) the number of complaints received; (3) the number and age of complaints open at the end of the period; (4) receipts, disbursements, and major fees; and (5) such other information that the interests of health occupation regulation require. The report must also contain information showing historical trends. The reports must use a common format and consistent terminology and data.

The combined Minnesota HLB Biennial Report, 2018-2020, is submitted in accordance with Minn. Stat. §214.07, subd. 2, which states as follows:

### **214.07 REPORTS.**

#### **Subd. 2. Administrative services report.**

The administrative services unit serving the boards shall prepare a report by December 15 of each even-numbered year. One copy of the administrative services report must be delivered to each of the following: the governor, the commissioner of health, and the chairs of the house of representatives and senate policy and appropriations committees with jurisdiction over health-related licensing boards. The report must be delivered to the Legislative Reference Library as provided by section 3.195. The administrative services report must contain the following information:

- (1) a summary of the information contained in the reports submitted by the health-related licensing boards pursuant to subdivision 1b;
- (2) a description of the health-related licensing boards' cooperative activities during the two-year period ending the previous June 30;
- (3) a description of emerging issues relating to health occupation regulation that affect more than one board or more than one occupation; and
- (4) a copy of each health-related licensing board report submitted to the administrative services unit pursuant to subdivision 1b.

Total cost of report preparation: \$9,716

**SUMMARY OF BOARD DATA – MINN. STAT. §214.07, SUBD. 2(1)**
**Number of Credentials Issued or Renewed and Total Persons Licensed or Registered**

<b>Board</b>	<b>Number of credentials issued or renewed during biennium ending June 30, 2020</b>	<b>Total number of persons licensed or registered as of June 30, 2020</b>
Behavioral Health and Therapy	9,854	6,513
Chiropractic Examiners	9,580	4,925
Dentistry	17,694	17,694
Dietetics/Nutrition	4,006	2,031
Executives for Long Term Services and Supports	1,841	925
Marriage and Family Therapy	5,902	2,859
Medical Practice	69,257	36,199
Nursing	161,724	168,234
Occupational Therapy	6,402	5,677
Optometry	2,521	1,164
Pharmacy	37,819	20,528
Physical Therapy	16,331	7,765
Podiatric Medicine	701	624
Psychology	3,741	3,754
Social Work	15,931	15,934
Veterinary Medicine	3,935	3,562
<b>TOTAL</b>	<b>367,239</b>	<b>298,388</b>

**Number of Complaints Received and Closed in Biennium**

<b>Board</b>	<b>Number of complaints received</b>	<b>Number of complaints closed</b>
Behavioral Health and Therapy	368	304
Chiropractic Examiners	269	237
Dentistry	534	486
Dietetics/Nutrition	12	11
Executives for Long Term Services and Supports	641	577
Marriage and Family Therapy	147	142
Medical Practice	1,835	1,731
Nursing	2,599	2,270
Occupational Therapy	17	17
Optometry	69	65
Pharmacy	262	255
Physical Therapy	70	61
Podiatric Medicine	21	18
Psychology	271	251
Social Work	575	302
Veterinary Medicine	190	175
<b>TOTAL</b>	<b>7,880</b>	<b>6,676</b>

**Number of and Age of Complaints Open at the End of the Period**

<b>Board</b>	<b>Number of complaints open more than 1 year</b>	<b>Number of complaints open less than 1 year</b>
Behavioral Health and Therapy	146	151
Chiropractic Examiners	9	23
Dentistry	2	46
Dietetics/Nutrition	0	1
Executives for Long Term Services and Supports	3	61
Marriage and Family Therapy	5	64
Medical Practice	131	704
Nursing	108	360
Occupational Therapy	0	0
Optometry	3	1

Pharmacy	46	41
Physical Therapy	7	2
Podiatric Medicine	3	4
Psychology	13	48
Social Work	221	154
Veterinary Medicine	4	11
<b>TOTAL</b>	<b>701</b>	<b>1,671</b>

**Receipts and Disbursements**

<b>Board</b>	<b>Receipts received during biennium ending June 30, 2020</b>	<b>Disbursements made during biennium ending June 30, 2020</b>
Behavioral Health and Therapy	\$2,561,554	\$2,149,366
Chiropractic Examiners	\$1,633,229	\$859,641
Dentistry	\$5,872,833	\$3,554,177
Dietetics/Nutrition	\$373,825	\$281,785
Executives for Long Term Services and Supports	\$478,196	\$512,040
Marriage and Family Therapy	\$833,224	\$892,697
Medical Practice	\$13,084,970	\$8,425,468
Nursing	\$17,979,016	\$12,658,104
Occupational Therapy	\$940,327	\$735,263
Optometry	\$441,664	\$441,076
Pharmacy	\$6,531,899	\$5,487,682
Physical Therapy	\$1,412,839	\$960,628
Podiatric Medicine	\$402,710	\$266,900
Psychology	\$2,295,585	\$1,777,977
Social Work	\$3,308,299	\$3,239,689
Veterinary Medicine	\$871,498	\$772,614
<b>TOTAL</b>	<b>\$59,021,668</b>	<b>\$43,015,107</b>

## **COOPERATIVE ACTIVITIES – MINN. STAT. §214.07, SUBD. 2(2)**

### **Council of Health Boards**

As required by statute since 2001, the Health Licensing Boards (“HLBs”) established the Council of Health Boards consisting of representatives of all the HLBs. See Minn. Stat. §214.025 (2020). When the council reviews legislation or legislative proposals that relate to the regulation of health occupations not licensed by the HLBs, the council includes a representative from the commissioner of health. See *also* Minn. Stat. §214.01 (2020).

### **Executive Directors Forum**

The executive directors of each HLB meet monthly in an Executive Director Forum (“Forum”) to collaborate on issues common to the boards, to share best practices, and to address issues of shared concern, including policy development, legislation, and technological improvements. The Forum has established committees, including the policy committee, the management committee, and the information technology working group, to study issues and provide recommendations to the Forum as a whole. The goals of the Forum, in addition to collaboration, are to ensure fiscal efficiency, to eliminate duplication when possible, and to promote cooperation among the HLBs.

### **Health Professionals Services Program**

In 1994, the Minnesota legislature authorized the establishment of the Health Professional Services Program (“HPSP”), which provides monitoring services for “regulated professionals who are unable to practice with reasonable skill and safety by reason of illness, use of alcohol, drugs, chemicals, or any other materials, or as a result of any mental, physical, or psychological condition.” Minn. Stat. §214.32 (2020). All of the HLBs participate in the HPSP and use it as a diversion program for regulated persons who meet the HPSP criteria. The HLBs each have one designated board member who serves on the HPSP Committee, which oversees administration of the program, sets the program budget, and allocates a pro rata share of the program expenses to each participating board. *Id.* at subd. 1(a). The current HLB administering board is the Board of Medical Practice.

### **Tri-Regulatory Symposium**

The Boards of Medical Practice, Nursing and Pharmacy have formed a Tri-Regulatory Collaborative Group founded on the principle of creating effective inter-professional collaboration among nurses, physicians, and pharmacists to enhance and promote public safety. The Boards’ mutual values, common purpose, and statutory obligation to the public foster many opportunities to address issues of mutual concern. Board members and staff of Minnesota’s Tri-Regulatory Boards of Medical Practice, Nursing and Pharmacy attended a national Tri-Regulatory Symposium in September 2019 in Frisco, Texas. Minnesota’s tri-regulatory Boards had planned to host a third Minnesota Tri-Regulatory Symposium in June 2020, but the Symposium was cancelled due to the COVID-19 pandemic. The executive directors of Minnesota’s tri-regulatory Boards continue to meet regularly to consider issues of common interest related to regulation, legislation and patient safety, and to collaborate on activities.

### **Administrative Services Unit and SmART**

The Administrative Services Unit (“ASU”) is a statutorily-created entity “established for the health-related licensing boards....to perform administrative, financial, and management functions common to all boards

in a manner that streamlines services, reduces expenditures, targets the use of state resources, and meets the mission of public protection.” Minn. Stat. §214.107, subd. 1 (2020). ASU acts as an agent of the HLBs collectively and individually and is funded by an allocation of resources from each HLB. Id. at subd. 3. ASU provides fiscal oversight to the HLB’s statutorily-authorized Criminal Background Check Program and manages the Voluntary Health Care Provider Program, which provides malpractice coverage for health care providers serving in a volunteer capacity at charitable organizations. ASU’s annual budget is determined by the Forum, and the oversight of ASU is assigned on a rotating basis to one of the HLBs.

In 2019, many of ASU’s functions, including payroll, accounts payable, accounts receivable, purchasing, contracting, budgeting, and human resources, were transferred to the Department of Administration, Small Agency Resource Team (SmART). ASU continues to reconcile receipts, maintain fixed assets, manage shared projects, coordinate facility management, and lead the Continuity of Operations Planning for the HLBs. ASU staff has reduced from seven to two full-time staff members with the transferring of job duties to SmART.

## **EMERGING ISSUES – MINN. STAT. §214.07, SUBD. 2(3)**

### **COVID-19**

COVID-19 was the emerging issue for the HLBs for 2020. Several of the Governor’s Executive Orders impacted the work of the HLBs. For example, Executive Order 20-23 deferred continuing education requirements for certain professions until the first quarter after termination of the peacetime emergency and allowed HLBs to process applications with a deferral on the fingerprinting requirement for the criminal background check. Executive Order 20-28 allowed out-of-state mental health care providers to provide telehealth services in Minnesota. Executive Order 20-46 authorized out-of-state nurses and physicians to render professional aid in Minnesota without securing a license during the peacetime emergency. Some boards, including the Board of Nursing and the Board of Dentistry, took action to allow for mannikin and high-fidelity simulation examinations in order to license qualified applicants while maintaining COVID safety precautions. Staff from the Board of Nursing serve on an advisory board for the HealthForce Minnesota Healthcare Education Partnerships to develop and sustain best practices and expertise in simulation use, including post-COVID.

Moreover, the HLBs were impacted by all orders requiring tele-work and tele-meetings and quickly retooled their processes to protect staff and board members and maintain the high level of service that they provide to their stakeholders, including the public. Several HLBs have indicated that they will be retaining, after expiration of peacetime emergency, some of the processes that best supported workflow, including tele-work policies and the use of online license renewal and other Board approval processes.

### **License Portability**

As state and national boundaries diminish and populations become more mobile, there is an increased demand for a streamlined licensure process that will ensure an efficient process for safe practitioners who are looking for work in Minnesota. The Board of Medical Practice participates in the Interstate Medical Licensure Compact with thirty other member states as a method of streamlining medical licensure for physicians interested in practicing medicine in multiple states. The Board of Executives for Long Term Services and Supports received statutory authority to license “health services executives” who have been validated by a national board as qualified to serve as both nursing home administrators and assisted living directors. The Board of Social Work sought and received legislative changes to streamline their “licensure by endorsement” process for candidates with licenses in good standing in other states. Other HLBs,

including the Boards of Nursing and Dentistry, have been exploring participating in compacts that would allow a more streamlined process for applicants who are licensed in other states. Participation in these compacts would require legislative authority.

### **New and Potentially New Regulated Persons**

On January 1, 2018, the Board of Podiatric Medicine began licensing the following professions: prosthetists, orthotists, pedorthists, prosthetist orthotists, assistants, and fitters. The first renewals for these professions were completed by January 1, 2020. Currently there are 28 prosthetist orthotists, 87 prosthetists, 51 orthotists, 49 pedorthists, 29 fitters, 9 orthotist assistants and 5 prosthetist assistants.

During the 2019 session, the legislature tasked the Board of Executives for Long Term Services and Supports with the authority to license health services executives and assisted living directors. The Board anticipates that the rulemaking process for health service executive licensure will be completed in early 2021. The legislature did not allow for fees or an appropriation to fund the Board's licensure of assisted living directors, but the Board has proceeded with rulemaking process and hopes to secure funding during the next legislative session.

Several boards participated in a Council of Health Boards study related to licensure for Behavior Analysts. On March 11, 2020 the Council submitted to the legislature a report entitled, "Review of Legislative Request: Licensure of Behavior Analysts." The Council's recommendations included a recommendation that Behavior Analysts be licensed and regulated by the Board of Psychology.

### **Legislative Initiatives and Challenges**

In 2019, the legislature expanded the duty to warn to include supervised interns and supervisees in post-degree practice settings seeking LPCC or LPC licensure. The Board of Behavioral Health and Therapy had long pursued this legislation.

In 2019, the Board of Dentistry brought its emeritus active and inactive licensure proposal back to the legislature last session and it passed. The Board has issued 134 emeritus licenses since the legislation was enacted.

The Board of Executives for Long Term Services and Supports saw significant changes during the 2019 legislative session. On May 22, 2019, Governor Walz signed into law Minnesota House File 90 ("H.F. 90"), which requires the Board to license and regulate the practice of assisted living directors and to license health services executives. House File 90 was codified, in part, in Minnesota Statutes section §144A.20, subd. 1, 4 (2020). The legislation also changed the Board's name; it had been the Minnesota Board of Examiners for Nursing Home Administrators. The Board spent much of this biennium attempting to correct a lack of legislative authority for fees and an appropriation to executive its new licensure and regulatory duties. It will continue to seek this authority during the upcoming legislative session.

In 2020, the legislature passed a law that allows pharmacists to follow protocols and directly prescribe nicotine-replacement therapy products, naloxone, and self-administered hormonal contraceptives. Pursuant to the legislation, the Board of Pharmacy developed a protocol that pharmacists can use to independently prescribe naloxone. The Board also implemented the Minnesota Opiate Product Registration Fee program in 2020. Unfortunately, approximately \$13.25 million was collected, rather than the anticipated \$20 million. Lower than expected revenues occurred because far more drug wholesalers dropped their licenses than anticipated.

In 2020, the legislature passed amendments to the Social Work Practice Act that reduced unnecessary licensing barriers while maintaining standards, improved license mobility, created more flexibility for applicants and licensees, and integrated increased use of technology creating operational efficiencies.

In 2020, the legislature passed a law that grants civil immunity to veterinarians who report animal cruelty to humane agents or law enforcement. Veterinarians are mandated by statute to report animal cruelty, and the Board of Veterinary Medicine had long supported the civil immunity legislation.

In 2019, The Minnesota legislature passed a law that requires licensees with the authority to prescribe controlled substances to obtain at least two hours of continuing education credit on best practices in prescribing opioids and controlled substances to be reported to their respective licensing boards between January 1, 2020 and December 31, 2022.

### **Controlled Substance Oversight**

The oversight role of the Board of Pharmacy continues to expand as pharmacies automate more of the pharmacy dispensing processes and expand their services to include immunizations and medication therapy management. The Board of Pharmacy also has played a significant role in addressing the epidemic of prescription drug abuse. The Board of Pharmacy participates in the State Opioid Oversight Project and administers the Prescription Monitoring Program. The abuse of prescription drugs continues to be a high priority for all HLBs who regulate practitioners with prescribing authority.

The Board of Nursing noted that the Support for Patients and Communities Act has put in place measures to tackle the opioid crisis, but that a true end to the epidemic will require that nurses take a more active role.

### **Licensee Shortages**

The Board of Nursing noted that the health care industry is facing a critical lack of licensed practical nurses (“LPNs”) to work in long-term care, ambulatory care, and home care. Also, nursing education programs have been forced to turn away qualified applicants due to an ongoing nursing faculty shortage, which is driven by budget constraints, an aging faculty and retirements, and increasing job competition from clinical sites.

**The mission of the Board of Behavioral Health and Therapy is to protect the public through effective licensure and enforcement of the statutes and rules governing its licensees to ensure a standard of competent and ethical practice.**

## **Report of the Executive Director**

**July 1, 2018 – June 30, 2020**

The Board of Behavioral Health and Therapy exists to regulate the practices of alcohol and drug counseling, professional counseling, and professional clinical counseling in the State of Minnesota. Regulation of these professions is necessary to protect the health, safety, and welfare of Minnesota citizens when they receive mental health and substance use disorders counseling services. The Board has 13 members appointed by the Governor: 5 LADCs, 5 LPC/LPCCs, and 3 public members. The full Board convenes 4 times per year and conducts special board meetings when necessary. The Board's two Complaint Resolution Committees meet monthly and other Board committees, including the Legislative Committee, Policy and Rules Committee, Personnel Committee, Application and Licensure Committee, Examination Evaluation Committee, and Ad Hoc Committee on Diversity (created 4.26.2019) meet as needed.

### **Board Regulatory and Outreach Activities:**

- Setting educational, supervision, and examination requirements for initial licensure for licensed professional counselors (LPCs), licensed professional clinical counselors (LPCCs) and licensed alcohol and drug counselors (LADCs)
- Issuing LADC licenses and permits, LPC licenses, and LPCC licenses to qualified individuals
- Setting requirements for license or permit renewals and administering the renewal process
- Setting standards of ethical practice in Board statutes and rules
- Responding to inquiries, complaints and reports regarding applicants and licensees
- Investigating complaints of alleged violations of statutes and rules, holding educational and disciplinary conferences with licensees and applicants, taking disciplinary or corrective action when appropriate against practitioners who fail to meet minimum standards of practice, and reporting public actions to national databanks
- Maintaining a website that provides information to the public about complaints and discipline, including a list of disciplinary and corrective actions taken by the Board
- Offering online services from the Board's website, including license verification and links to the full text of public disciplinary orders the Board has adopted against licensed professionals
- Reviewing and approving continuing education activities
- Providing information about licensure requirements and standards of practice to applicants, licensees, and other interested parties. Board members and staff members gave 31 licensure and ethics presentations to both undergraduate and graduate students and professional associations in the biennium ending June 30, 2020

### **Legislative Activities:**

Board legislative initiatives passed in the 2019 legislative session. The legislation related to modifying reciprocity licensure and expanding the duty to warn to supervised interns and supervisees in post-degree supervised practice seeking LPCC or LPC licensure passed. (see Minnesota Statutes sections 148B.56, 148B.593 and 148F.03).

The Board's Policy and Rules Committee worked to finish a draft of Board Bylaws. The Committee is proposing rule writing related to at least the following rules (a) the process for notifying licensees of license termination for nonrenewal, (b) re-licensure following termination, (c) continuing education reporting (even when license is inactive), (d) continuing education activity approval processes, (e) repealing language that limits online continuing education activities, and (f) clarifying supervision rule language related to the even distribution of supervision hours. The Board also plans to write new rules related to telehealth.

Several Executive Orders signed by Governor Tim Walz in response to the coronavirus pandemic enabled applicants and

licensees to get licensed and remain licensed (background check fingerprinting deferred/name and date of birth accepted; continuing education reporting deferred until the first reporting cycle following termination of the peacetime emergency declared in Executive Order 20-01). Executive Order 20-28 (Allowing Out-of-State Mental Health Providers to Render Telehealth Aid) enabled the Board to approve more than 250 registrations between April 6, 2020 and the end of June 2020.

The Board participated in a Council of Health Boards study related to licensure for Behavior Analysts. On March 11, 2020 the Council submitted a report entitled, "Review of Legislative Request: Licensure of Behavior Analysts." The Council's recommendations included a recommendation that Behavior Analysts be licensed and regulated by the Board of Psychology.

**Staffing:**

The Board is staffed with seven full-time equivalent employees (only six positions are filled as of the date of this report): executive director, two licensing program administrators (one administrator also serves as complaint and compliance director), one investigator (vacant due to hiring freeze), one office manager, and two administrative support staff members. Because of the small staff, the Board relies heavily on the online services and detailed information on its website to assist applicants, licensees, and the public.

Every year, the number of licensees increases by approximately ten percent. Between June 30, 2010, and June 30, 2020, the number of regulated persons more than doubled from 3042 to 6513. Complaints against licensees are also increasing as the number of licensed professionals increases. There were 165 complaints received in the biennium ending on June 30, 2010 and there were 368 complaints received in the biennium ending June 30, 2020.

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Board of Behavioral Health and Therapy  
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## GENERAL INFORMATION – MINN. STAT. § 214.07, SUBD. 1B(5)

### Board Members Serving During the Period 7/1/2018—6/30/2020

Name	Location	Appointment Status	Appointment Date	Reappointment Date	Term Expiration
Bharati Acharya	Minneapolis, MN	LPCC Professional Member #4	5.6.2020		1.1.2024
Susan Anderson	Virginia, MN	Public Member #3	7.1.2018	Removed 8.17.2020	1.3.2022
Jacqueline Bluem	Lakeville, MN	LADC Professional Member #5	7.1.2018	12.1.2019	1.2.2023
Marlae Cox-Kolek	Mankato, MN	LADC Professional Member #2	3.16.2009	12.1.2019	1.2.2023
Derrick Crim	Brooklyn Park, MN	LADC Professional Member #3	4.16.2018		1.3.2022
Freddie Davis-English	Plymouth, MN	Public Member #2	12.10.2003	4.18.2017	1.4.2021 Resigned 12.5.2018
Amy Dols	Minneapolis, MN	LPCC Professional Member #1	5.6.2020		1.4.2021
Judi Gordon	St. Paul, MN	LADC Professional Member #4	6.14.2004	4.18.2017	1.4.2021
Jae Hyun Shim	Minneapolis, MN	Public Member #1	6.29.2016	5.6.2020	1.1.2024
Roy Kammer	Stacy, MN	LADC Professional Member #1	4.16.2018	5.6.2020	1.1.2024
Rebecca Lund	St. Louis Park, MN	LPCC Professional Member #2	10.4.2014	12.1.2019	1.2.2023
Kristin Piper	St. Louis Park, MN	LPCC Professional Member 3	11.21.2003	4.6.2018	1.3.2022
Walter Roberts, Jr.	North Mankato, MN	LPCC Professional Member	11.21.2003	6.29.2016	1.6.2020 Resigned 12.31.2018
Amy Robinson	Crystal, MN	LPCC Professional Member	6.24.2015	4.18.2017	1.4.2021 Resigned 12.2019
Marjorie (DeDe) Van Slyke	St. Louis Park, MN	LPCC Professional Member #5	6.30.2011	12.1.2019	1.2.2023

### Board staff and office location

Kari Rechtzigel	Executive Director (Unclassified/Manger's Plan)
Samantha Strehlo	LADC Program Administrator and Complaint and Compliance Director (State Program Administrator)
Kristin Loomer	LPC and LPCC Programs Administrator as of 6.5.2019 (State Program Administrator)
Joesha Green	Office Manager as of 2.19.2020 (Office and Administrative Specialist Principal)
Vacant	Investigator (position vacant – hiring freeze in place due to pandemic)
Julie Newkirk	LADC Communications Coordinator (Office and Administrative Specialist)
Megan Morgan	LPC/LPCC Communications Coordinator as of 8.5.2020 (Office and Administrative Specialist)

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## CREDENTIALS ISSUED OR RENEWED – MINN. STAT. § 214.07, SUBD. 1B(1)

Total Number of persons licensed or registered as of June 30, 2020: 6,513

### Number and Type of Credentials Issued or Renewed

License Type	Total persons licensed or registered as of June 30, 2020 by license type	Total persons licensed or registered as of June 30, 2018 by license type	Total persons licensed or registered as of June 30, 2016 by license type	Total persons licensed or registered as of June 30, 2014 by license type	Total persons licensed or registered as of June 30, 2012 by license type	Total persons licensed or registered as of June 30, 2010 by license type
Licensed Alcohol and Drug Counselor (LADC)	3595	3484	2990	2647	2335	2142
Temporary Permit (ADC Temp)	268	229	184	185	130	173
Licensed Professional Counselor (LPC)	440	511	463	480	437	557
Licensed Professional Clinical Counselor (LPCC)	2210	1753	1177	755	481	170
<b>TOTAL OF ALL LICENSE TYPES</b>	<b>6513</b>	<b>5977</b>	<b>4814</b>	<b>4067</b>	<b>3383</b>	<b>3042</b>

### Historical Renewal Data by Biennium

July 1, 2018-June 30, 2020

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Licensed Alcohol and Drug Counselor (LADC)	589	3166	2847 (90%)
Temporary Permit (ADC Temp)	239	327	257 (79%)
Licensed Professional Counselor (LPC)	256	851	765 (90%)
Licensed Professional Clinical Counselor (LPCC)	687	3739	3380 (90%)
<b>TOTAL</b>	<b>1771</b>	<b>8083</b>	<b>7249 (90%)</b>

**July 1, 2016-June 30, 2018**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Licensed Alcohol and Drug Counselor (LADC)	643	2854	2437 (85.4%)
Temporary Permit (ADC Temp)	237	268	200 (74.6%)
Licensed Professional Counselor (LPC)	302	818	729 (89.1%)
Licensed Professional Clinical Counselor (LPCC)	584	2675	2423 (93.9%)
<b>TOTAL</b>	<b>1766</b>	<b>6615</b>	<b>5789 (87.5%)</b>

**July 1, 2014-June 30, 2016**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Licensed Alcohol and Drug Counselor (LADC)	644	2460	Not Available*
Temporary Permit (ADC Temp)	198	213	Not Available*
Licensed Professional Counselor (LPC)	349	768	Not Available*
Licensed Professional Clinical Counselor (LPCC)	458	1766	Not Available*
<b>TOTAL</b>	<b>1649</b>	<b>5207</b>	<b>Not Available*</b>

\*Database online renewal report not functioning at the time this biennial report was prepared.

**July 1, 2012-June 30, 2014**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Licensed Alcohol and Drug Counselor (LADC)	533	2171	Not Available*
Temporary Permit (ADC Temp)	261	177	Not Available*
Licensed Professional Counselor (LPC)	304	770	Not Available*
Licensed Professional Clinical Counselor (LPCC)	302	1074	Not Available*
<b>TOTAL</b>	<b>1400</b>	<b>4192</b>	<b>Not Available*</b>

\*Database online renewal report not functioning at the time this biennial report was prepared.

**July 1, 2010-June 30, 2012**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Licensed Alcohol and Drug Counselor (LADC)	489	2588	Not Available*
Temporary Permit (ADC Temp)	214	149	Not Available*
Licensed Professional Counselor (LPC)	286	850	Not Available*
Licensed Professional Clinical Counselor (LPCC)	322	527	Not Available*
<b>TOTAL</b>	<b>1311</b>	<b>4114</b>	<b>Not Available*</b>

\*Database online renewal report not functioning at the time this biennial report was prepared.

**July 1, 2008-June 30, 2010**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Licensed Alcohol and Drug Counselor (LADC)	504	2500	Not Available*
Temporary Permit (ADC Temp)	257	532	Not Available*
Licensed Professional Counselor (LPC)	229	970	Not Available*
Licensed Professional Clinical Counselor (LPCC)	57	63	Not Available*
<b>TOTAL</b>	<b>1047</b>	<b>4065</b>	<b>Not Available*</b>

\*Database online renewal report not functioning at the time this biennial report was prepared.

**COMPLAINT ACTIVITY – MINN. STAT. §214.07, SUBDS. 1B (2), (3)**

**Complaints Received and Closed by Biennium**

Biennium	Total Number of Complaints Received	Total Number of Complaints Closed
July 1, 2018-June 30, 2020	368	304
July 1, 2016-June 30, 2018	359	127
July 1, 2014-June 30, 2016	255	215
July 1, 2012-June 30, 2014	210	248
July 1, 2010-June 30, 2012	191	212
July 1, 2008-June 30, 2010	165	207

**Number of and age of complaints open at the end of the period**

Number of Complaints Open as of June 30, 2020	Age of Complaints Open as of June 30, 2020
297	<one year: 151
	>one year: 146

Complaints may be open for more than one year for a number of reasons, including the complexity of the issues to resolve, the necessity for extensive investigation by the Attorney General’s Office, and contested case proceedings at the Office of Administrative Hearings.

**Types of Complaints Received**

Basis for complaints	Number of complaints alleging this basis received 2018-2020*	Number of complaints alleging this basis received 2016-18*
Misrepresentation of Credential	8	7
Practice without a License	10	17
Practice After License Expired	5	5
Mental/Physical Illness	6	17
Chemical Dependency	56	52
Discipline in Other Jurisdiction	6	8
Violated Board Order	6	3
Non-compliance with Board Order	1	1
Recordkeeping	16	32
Fraudulent Billing	7	18
Sexual Conduct	54	45
Boundaries Issues	43	50
Criminal Conviction	21	16
Failure to Report Charges/Convictions	1	5
Unprofessional Conduct	198	162
Breach of Confidentiality	23	36
Fraud in Licensure Process	1	1
Disregard for Health, Welfare, and Safety	2	20
Competence	24	45
Aiding/Abetting Unlicensed Practice	1	4
Misrepresentation of Facts on Application	0	5
Failure to Make Mandatory Report	1	2
Failure to Cooperate with Board Investigation	0	1

\*Some complaints allege more than one basis.

**RECEIPTS, DISBURSEMENTS & MAJOR FEES – MINN. STAT §214.07, 1B(4)**

**Total Receipts and Disbursements by Biennium**

Biennium	Total Receipts	Total Disbursements
July 1, 2018 – June 30, 2020	\$2,561,554.29	\$2,149,365.89
July 1, 2016 – June 30, 2018	\$2,408,943.50	\$1,501,061.30
July 1, 2014 – June 30, 2016	\$1,970,875.50	\$1,298,503.20
July 1, 2012 – June 30, 2014	\$1,697,100.40	\$907,365.40
July 1, 2010 – June 30, 2012	\$1,872,597.00	\$802,791.50
July 1, 2008 – June 30, 2010	\$1,407,207.80	\$822,664.00
July 1, 2006 – June 30, 2008	\$1,172,393.70	\$646,568.80

**Fees by Type**

Type of Fee	Fee
<b>LADC Fees</b>	
LADC Application for Licensure Fee	\$295
LADC Biennial Renewal Fee (Active)	\$295
LADC Biennial Renewal Fee (Inactive)	\$150
LADC Biennial Renewal Active Late Fee	\$74
LADC Biennial Renewal Inactive Late Fee	\$37
Temporary Permit Application Fee	\$100
Temporary Permit Annual Renewal Fee	\$150
Temporary Permit Annual Renewal Late Fee	\$37
License Verification Fee	\$25
CE Sponsor Application Fee	\$60
Board Order Copy Fee	\$10
Duplicate Certificate/License Fee	\$25
Supervisor Application Fee	\$30
Criminal Background Check Fee	\$33.25
<b>LPC and LPCC Fees</b>	
LPC and LPCC License Application Fee	\$150
LPC and LPCC Initial License Fee	\$250
Temporary License for Members of the Military	\$250
LPC and LPCC Annual Renewal Fee (Active)	\$250
LPC and LPCC Annual Renewal Fee (Inactive)	\$125
LPC/LPCC Renewal Late Fee	\$100 per month or portion thereof
Board Order Copy Fee	\$10
License Verification Fee	\$25
Duplicate Certificate/License Fee	\$25
CE Sponsor Application Fee	\$60
Supervisor Application Fee	\$30
Professional Firm Renewal Fee	\$25
Initial Registration Fee	\$50
Annual Registration Renewal Fee	\$25
Criminal Background Check Fee	\$32

**The mission of the Minnesota Board of Chiropractic Examiners (MBCE) is to protect the public through effective licensure and enforcement of the statutes and rules governing the practice of chiropractic to ensure a standard of competent and ethical practice in the profession.**

## **Report of the Executive Director**

**July 1, 2018 – June 30, 2020**

The Minnesota Board of Chiropractic Examiners (MBCE) was established by legislative act on 3-13-1919. Minnesota Statutes sections 148.01-148.108 and Minnesota Rules chapter 2500 give the board authority to regulate, license by examination and renewal, and investigate complaints.

### **Licensing/Credentialing Services**

The purpose of regulation through licensing is to set and enforce standards of competence and ethical practice and to ensure that persons licensed as Doctors of Chiropractic meet educational, examination, and continuing education standards. Staff process applications, verify compliance with statutory requirements, provide assistance and information to a variety of customers, and work in collaboration with other agencies at the state, federal, and national levels.

To meet these functions, the MBCE operates under five key service strategies:

- maintain an integrated database of licensee information, registrations, discipline, and complaints;
- publish information on the web, including licensure information, disciplinary orders, and rulemaking efforts;
- conduct regular board meetings where citizens have input into the review of operations and rulemaking efforts;
- respond to public requests for information on chiropractors, continuing education sponsors, and licensee's status; and,
- manage funds soundly

The Board accomplishes its core public safety and regulatory mission of doctors of chiropractic by:

- ensuring minimum entry-level competency through educational verification and examination administration for initial licensure as a doctor of chiropractic and administering requirements and processes for renewal of licensure;
- enforcing standards of ethical practice and responding to inquiries, complaints and or reports regarding applicants or licensees;
- investigating complaints of alleged violations of statutes, holding educational and disciplinary conferences, and taking legal action when appropriate against licensees who fail to meet minimum standards of practice or who may otherwise pose a harm to the public as a result of improper or unethical practice;
- approving continuing education providers; and,
- providing information about licensure and standards of practice through professional education outreach efforts, the Board's website, online license verification services, and telephone, mail or email inquiry.

The Board provides core public safety services through the regulatory oversight of doctors of chiropractic, as noted in the strategies listed above, to ensure both high standards of chiropractic practice and excellent customer service. The Board provides services to the general public, consumers of chiropractic services, applicants and licensees, students and faculty in chiropractic academic programs, other state and local agencies, state and national professional chiropractic associations, and the national testing organization as well as the Federation of Chiropractic Licensing Boards.

### **Discipline/Complaint Resolution Services**

Staff, Board Members, and the Office of the Attorney General work collaboratively to review, investigate, and take action, as appropriate, in alleged complaint cases against licensed doctors of chiropractic. When a licensee is determined to have engaged in conduct that is a violation of the statutes or rules the Board is empowered to enforce,

an appearance before Board Members may occur. Licensees may enter into an agreement for corrective action with the Board's complaint panel or may become subject to disciplinary action, with such final action determined by the full Board. Either of these two remedies is public once completed. In addition, staff provides informational services to a variety of customers regarding the Board's statutory requirements and standards of practice, including how to file a complaint and the complaint resolution process. The Board also works with the Health Professionals Services Program (HPSP), the state's diversion program for regulated professionals who are impaired, as an additional method to ensure public protection.

**Online Services**

The Board maintains a very robust web site that includes: information on Board structure, meetings, policies; licensing information, applications and renewal forms for nearly all licenses/registrations; information on continuing education programs and sponsors; access to specific statutes and rules directly impacting the profession; information on current emerging issues impacting the profession; information on access to the HPSP; and links to many other related sites, and online license application and renewal. The MBCE was the first among the Health Related Licensing Boards to provide online license renewal capability. The Board renews well in excess of 4000 licenses and registrations every fiscal year and is actively striving for 100% online application renewals.

**Key Activity Goals & Measures**

The MBCE works to meet the MN milestone of access to government information 24x7x365 through its self-service website. The MBCE works to protect the public from impaired or unethical practitioners by prompt investigation of complaints and resolution of disciplinary matters through educational conferences, corrective action agreements, board orders and/or contested case proceedings as deemed required based on the severity of the infractions reported. The MBCE collaborates with other licensing boards and state agencies to create an efficient state government.

Michelle T. Becker  
 Executive Director  
 Board of Chiropractic Examiners  
 651-201-2850  
 Micki.becker@state.mn.us

**GENERAL INFORMATION – MINN. STAT. § 214.07, SUBD. 1B(5)**

**Board Members Serving During the Period 7/1/2020—6/30/2021**

Name	Location	Appointment Status	Appointment Date	Reappointment Date (if applicable)	Term Expiration Date
Teresa L. Marshall, DC	Mankato	Active/filled	01-11-2002	06-18-2018	01-03-2022
Ridge Pidde, DC	St. Paul	Active/filled	09-13-2015	01-06-2020	01-06-2024
LeRoy F. Otto, DC	Lake City	Active/filled	01-15-1995	06-28-2017	01-04-2021
Robert P. Daschner, DC	Waseca	Replaced	04-22-2008	Not reappointed	01-06-2020
Greg Steele, public	Becker	Resigned: 09-13-2018	04-02-2014	06-28-17	Resigned early
Scott Salita, DC	Minneapolis	Replaced	06-20-2015	Not reappointed	01-07-2019
Nestor Riano, public	Roseville	Active/filled	06-20-2015	07-02-2019	01-07-2023
Derek Doty, DC	Richfield	Active/filled	07-01-2019	NA	01-02-2023
Kimberly Hill, public member	Woodbury	Active/filled	07-01-2019	NA	01-02-2023
Nicole Zaret, DC	Golden Valley	Active/filled	07-01-2020	NA	01-01-2024

**Board staff and office location**

Michelle Becker, Executive Director  
 Ronald Arnold, Health Program Representative  
 Anne Braam, Office Administrative Specialist-Sr  
 John Burbey, Office Administrative Specialist-I  
 Dawn Johnson, Office Administrative Specialist  
 Larry Spicer, DC, Executive Director (retired Feb, 2017)  
 Christie Veriede, Office Administrative Specialist-Sr, (temp position from Jan 2020 through Jan 2021)

Minnesota Board of Chiropractic Examiners  
 University Park Plaza Building  
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 Minneapolis, MN 55414  
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 FAX: 651-201-2852  
 Email: [chiropractic.board@state.mn.us](mailto:chiropractic.board@state.mn.us)  
 Website: <http://mn.gov/boards/chiropractic-examiners>

**CREDENTIALS ISSUED OR RENEWED – MINN. STAT. § 214.07, SUBD. 1B(1)**

Total Number of persons licensed or registered as of June 30, 2018: 4,925

**Number and Type of Credentials Issued or Renewed**

License Type	Total Number of persons licensed or registered as of June 30, 2020 by license type	Total Number of persons licensed or registered as of June 30, 2018 by license type	Total Number of persons licensed or registered as of June 30, 2016 by license type	Total Number of persons licensed or registered as of June 30, 2014 by license type	Total Number of persons licensed or registered as of June 30, 2012 by license type	Total Number of persons licensed or registered as of June 30, 2010 by license type
Doctor of Chiropractic (DC)	3179	3286	3182	3069	2956	2816
Acupuncture Registration	667	658	649	668	666	631
Animal Chiropractic Registration	48	42	39	33	27	20
Independent Examiner Registration	41	45	48	51	58	51
Professional Firm Registration	966	938	936	901	731	665
Graduate Preceptor Registration	24	18	16	15	12	34
<b>TOTAL</b>	<b>4925</b>	<b>4969</b>	<b>4870</b>	<b>4737</b>	<b>4450</b>	<b>4217</b>

**Historical Renewal Data by Biennium**
**July 1, 2018-June 30, 2020**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Doctor of Chiropractic (DC)	229	6496	6308 (97%)
Acupuncture Registration	32	1331	1289 (97%)
Animal Chiropractic Registration	5	87	87 (100%)
Independent Examiner Registration	2	73	68 (93%)
Professional Firm Registration	95	1865	1827 (98%)
Graduate Preceptor Registration	27	N/A	N/A
<b>TOTAL</b>	<b>390</b>	<b>9190</b>	<b>8941 (97%)</b>

**July 1, 2016-June 30, 2018**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Doctor of Chiropractic (DC)	281	6421	6096 (95%)
Acupuncture Registration	35	1319	1259 (95%)
Animal Chiropractic Registration	7	85	84 (99%)
Independent Examiner Registration	10	80	76 (95%)
Professional Firm Registration	96	1847	1776 (96%)
Graduate Preceptor Registration	37	N/A	N/A
<b>TOTAL</b>	<b>466</b>	<b>9752</b>	<b>9291 (95%)</b>

**July 1, 2014-June 30, 2016**

Type of License/Credential	Number of Renewed Licenses	Number of New Licenses	Number of Credentials Renewed Online (# and percent)
Doctor of Chiropractic (DC)	6193	287	5818 (94%)
Acupuncture Registration	1315	38	1243 (95%)
Animal Chiropractic Registration	72	8	70 (97%)
Independent Examiner Registration	92	11	88 (96%)
Professional Firm Registration	1814	143	1712 (94%)
Graduate Preceptor Registration	N/A	41	N/A
<b>TOTAL</b>	<b>9486</b>	<b>528</b>	<b>8931 (94%)</b>

**July 1, 2012-June 30, 2014**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Doctor of Chiropractic (DC)	259	5887	5254 (89%)
Acupuncture Registration	33	1316	1194 (91%)
Animal Chiropractic Registration	10	52	N/A
Independent Examiner Registration	9	103	90 (87%)
Professional Firm Registration	237	1512	1387 (92%)
Graduate Preceptor Registration	26	N/A	n/A
<b>TOTAL</b>	<b>574</b>	<b>8870</b>	<b>7925 (89%)</b>

**July 1, 2010-June 30, 2012**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Doctor of Chiropractic (DC)	280	5942	5143 (87%)
Acupuncture Registration	48	1310	1195 (91%)
Animal Chiropractic Registration	4	48	N/A
Independent Examiner Registration	13	109	96 (88%)
Professional Firm Registration	130	1343	1243 (93%)
Graduate Preceptor Registration	24	N/A	N/A
<b>TOTAL</b>	<b>499</b>	<b>8752</b>	<b>7677 (88%)</b>

**July 1, 2008-June 30, 2010**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Doctor of Chiropractic (DC)	273	5380	4749 (88%)
Acupuncture Registration	45	1244	1073 (86%)
Animal Chiropractic Registration	0	32	N/A
Independent Examiner Registration	10	97	80 (82%)
Professional Firm Registration	136	1203	1067 (89%)
Graduate Preceptor Registration	34	N/A	N/A
<b>TOTAL</b>	<b>498</b>	<b>7956</b>	<b>6969 (88%)</b>

## COMPLAINT ACTIVITY – MINN. STAT. §214.07, SUBDS. 1B(2), (3)

### Complaints Received and Closed by Biennium

Biennium	Total Number of Complaints Received	Total Number of Complaints Closed
July 1, 2018-June 30, 2020	269	237
July 1, 2016-June 30, 2018	248	239
July 1, 2014-June 30, 2016	289	309
July 1, 2012-June 30, 2014	402	362
July 1, 2010-June 30, 2012	310	310
July 1, 2008-June 30, 2010	418	421

### Number of and age of complaints open at the end of the period

Number of Complaints Open as of June 30, 2020	Age of Complaints Open as of June 30, 2020
23	<one year:
9	>one year:

In regard to complaints more than one year old, the MBCE had several cases proceeding to contested case hearing, some of which are still pending at this time. The MBCE has other cases pending that will likely be contested. In several cases, the allegations and number of patients involved required an extensive review of multiple patient files. The Board has also had several cases referred to the Attorney General's Office for investigation, which, due to the complexity of the allegations, took many months to complete and some are still under investigation.

### Types of Complaints Received

Basis for complaints	Number of complaints alleging this basis from 2018-2020 biennium	Number of complaints alleging this basis from 2016-2018 biennium*
Actions by another jurisdiction, including state, court, and federal	8	15
Acupuncture violations	1	4
Advertising	14	23
Chemical dependency	13	24
Animal chiro	0	3
Application violation/disclosure	50	66
Billing	29	31
Violation of a Board Order	11	14
Criminal conviction (i.e. DUI)	2	24
Exploiting patient for financial gain	6	12
Fee splitting	2	7
Independent Examiner registration	2	8
Impairment, mental/physical/chemical	11	15
Malpractice	1	4
Miscellaneous	5	28
Petition, reinstate/terminate action	7	14
Unlicensed practice	13	15
Professional firm violation; 319B	2	7
Recordkeeping, false, inadequate	17	33

Unprofessional conduct (UC)	76 (breakout below)	78 (breakout below)
UC unethical, deceptive	8	17
UC gross ignorance/incompetence	15	14
UC sexual misconduct	25	17
UC unnecessary services	6	6
UC unconscionable fees	3	0
UC dishonest fee collection	2	5
UC fraud	6	17

\*Some complaints may allege more than one basis.

## **RECEIPTS, DISBURSEMENTS & MAJOR FEES – MINN. STAT §214.07, 1B(4)**

### **Total Receipts and Disbursements by Biennium**

Biennium	Total Receipts	Total Disbursements
July 1, 2018 – June 30, 2020	\$1,633,229.14	\$859,640.79
July 1, 2016 – June 30, 2018	\$1,608,683.52	\$1,528,267.16
July 1, 2014 – June 30, 2016	*\$1,600,291.48	\$1,349,570.89
July 1, 2012 – June 30, 2014	*\$1,760,987.96	\$1,312,419.76
July 1, 2010 – June 30, 2012	*\$1,518,595.17	\$1,188,689.72
July 1, 2008 – June 30, 2010	*\$1,417,646.62	\$1,267,301.40
July 1, 2006 – June 30, 2008	*\$1,368,450.47	\$1,229,180.97

\*Does not include 10% e-licensing surcharge collected from licensees but paid to MN.IT or fees for credit card transactions collected in part from licensees, but paid to US Bank.

### **Fees by Type**

Type of Fee	Fee
Acupuncture Initial Application	\$100.00
Acupuncture Inactive Renewal	\$25.00
Acupuncture Reinstatement	\$100.00
Acupuncture Renewal	\$50.00
Animal Chiropractic Initial Application	\$125.00
Animal Chiropractic Active Renewal	\$75.00
Animal Chiropractic Inactive Renewal	\$25.00
Board Orders (copies of)	\$0.25 per page
Continuing Education Audit Penalty	\$100 first offense, \$200 second offense, \$900 third and more offenses
Continuing Education Seminar Fee	\$100.00
Continuing Education Annual Sponsorship	\$500.00
Copies of Statutes and Rules "law books"	\$10.00
Doctor of Chiropractic Initial Application	\$250.00
Doctor of Chiropractic Active Renewal	\$200.00
Doctor of Chiropractic Inactive Renewal	\$150.00
Disciplinary Fee (Civil Penalty)	Up to \$10,000.00
Duplicate License	\$10.00
Exam Regrade	\$30.00
Graduate Preceptor Initial Application	\$100.00
Independent Examiner Initial Application	\$150.00
Independent Examiner Renewal	\$100.00

Labels (partial or complete)	\$15 or \$150
D.C. License Reinstatement	\$100
Lists (partial or complete)	\$10 or \$100
NSF Service Charge	\$25
Prior Year Late Fee/Renewal Penalty – DC	\$150 / month
Prior Year Late Fee/Renewal Penalty – Professional Firm	\$5 / month
Professional Firm Initial Application	\$100
Professional Firm Renewal	\$25

**The mission of the Minnesota Board of Dentistry is to promote and protect public health and safety; and ensure that every licensed dental professional practicing in the state meets the requirements for safe, competent and ethical practice.**

## **Report of the Executive Director**

**July 1, 2018- June 30, 2020**

The mission of the Minnesota Board of Dentistry is to promote and protect public health and safety; and ensure that every licensed dental professional practicing in the state meets the requirements for safe, competent, and ethical practice.

Since the last reporting period, we have continued to progress in operating in a paperless environment, which showed to be particularly valuable while employees continue to telework due to COVID restrictions. By implementing cloud file management, use of a virtual private network, and scanning documents, we have not had service interruption and continue to serve the public, applicants, and licensees. We are pursuing blockchain technology for use in license issuing and retention. This technology would further enhance the ability for public and licensees to view, print, and share license status at any time. This technology provides further integrity and accuracy than current options and it is real time. This would also allow for a cost savings to the board in funds currently spent on security paper, postage, envelopes, and staff time.

We had to make several adjustments and work with the Governor's office regarding Executive Orders related to licensure and COVID. We researched and chose to allow mannikin examinations in lieu of in person patient examinations so graduates would not experience postponement of licensure. We continued to license dentists, dental assistants, dental hygienists, and dental therapists during our peak license time.

We worked with the Commission on Dental Competency Assessments to create an improved examination for our dental therapy candidates. The exam will be offered beginning December 2020.

We brought emeritus active and inactive licensure proposal back to the legislature last session and it passed. We have issued 134 emeritus licenses since the legislation was enacted. We feel that the Emeritus active license will have a positive impact on access and promote pro-bono care and supervision situations for allied dental professionals in collaborative practice settings.

We have worked on several rule and legislative changes that align with our mission without creating unnecessary barriers to access to dental care in Minnesota. We have a large rulemaking project in process currently. Part of the project involved going through each section and removing obsolete rules, unnecessary, conflicting or redundant rules. We made positive changes in the language to aid in the understanding of current rules. The goal is better understanding and compliance. We also streamlined the process for licensure by credentialing (reciprocity) for dental professionals.

In Spring 2021, we will implement our new database to manage applications, licensure, professional development, complaints and discipline. We will be using a system that other health licensing boards use and that can be supported on the local level by a specialized MNIT team. This will allow for a closer relationship with our IT team and better support for staff and other system users.

We continue to challenge ourselves with lean process and improvements to aid in the efficiency of our service delivery. We continue to seek ways to improve internal controls. We continue to seek cost savings when possible to further perform our fiduciary duties in a responsible manner.

Bridgett Anderson LDA, MBA  
Executive Director  
Minnesota Board of Dentistry  
612-548-2127  
[bridgett.anderson@state.mn.us](mailto:bridgett.anderson@state.mn.us)

## GENERAL INFORMATION – MINN. STAT. §214.07, SUBD. 1B(5)

### Board Members Serving During the Period 7/1/2018—6/30/2020

Name	Location	Appointment Status	Appointment Date	Reappointment Date (if applicable)	Term Expiration Date
Ruth Dahl	Northfield	Current	July 2017		June 2024
Carl Ebert	Golden Valley	Past Term	April 2016		June 2020
Christy Jo Fogarty	Farmington	Current	July 2017		January 2021
John Manahan	Bloomington	Past Term	April 2011	June 2015	June 2019
Hassan Ismail	Medina	Current	July 2018		June 2022
Doug Wolff	St. Paul	Past Term	June 2015		June 2019
Heidi Donnelly	Crosby	Current	July 2018		January 2022
Patricia (Angela) Rake	Elko	Current	January 2018		January 2021
David Gesko	Shorewood	Past Term	January 2018		June 2019 (one-year term to serve in position of deceased Board member)
Paul Walker	Shoreview	Deceased	April 2011	June 2015	Passed away while serving in position
Kelly Robledo	St Anthony	Resigned-Relocation	June 2020		NA- resigned
Terry Klampe	Rochester	Current	June 2019		June 2023
Ashley Johnson	Brooklyn Park	Current	June 2020		June 2024
Rainer Adarve	Rosemount	Current	June 2019		June 2023

### Board staff

Bridgett Anderson, Executive Director  
 Diane Anderson, Complaint Analyst  
 Deborah Endly, Compliance Officer  
 Carolyn Tanner, Office Manager  
 Amy Johnson, Licensing Analyst  
 Kathy T Johnson, Legal Analyst  
 Paul Kukla, Dental Consultant (No longer works with the Board)  
 Mary Liesch, Senior Investigator  
 Joyce Nelson, Director of Licensing  
 Dennis Motl, Administrative Assistant (No longer works with the Board)  
 Thamyr Golafaie, Administrative Assistant  
 Panhia Lor, Administrative Assistant  
 Mary Luecke, Administrative Assistant

Minnesota Board of Dentistry  
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 Minneapolis, MN 55414  
 Phone: 612-617-2250  
 FAX: 612-617-2260  
 Email: [dental.board@state.mn.us](mailto:dental.board@state.mn.us)  
 Website: <http://mn.gov/health-licensing-boards/dentistry/>

**CREDENTIALS ISSUED OR RENEWED – MINN. STAT. §214.07, SUBD. 1B(1)**

Total Number of persons licensed or registered as of June 30, 2020: 17,694

**Number and Type of Credentials Issued or Renewed**

License Type	Total Number of persons licensed or registered as of June 30, 2020 by license type	Total Number of persons licensed or registered as of June 30, 2018 by license type	Total Number of persons licensed or registered as of June 30, 2016 by license type	Total Number of persons licensed or registered as of June 30, 2014 by license type	Total Number of persons licensed or registered as of June 30, 2012 by license type	Total Number of persons licensed or registered as of June 30, 2010 by license type
Dentists	4078	4093	4038	4033	4040	3900
Hygienists	5770	5756	5668	5542	5357	5039
Dental Assistants	7374	7323	7331	7176	7254	7108
Specialty Dentists	109	99	79	46	30	26
Dental Therapists	113	89	63	39	6	NA
Guest Dentists	15	21	26	50	43	51
Guest Dental Assistants	2	5	2	4	5	9
Guest Dental Hygienists	1	2	3	5	2	NA
Resident Dentists	63	67	73	100	103	121
Resident Provider Dental Therapist	1	5	0	NA	NA	NA
Resident Provider Dental Hygienist	1	NA	NA	NA	NA	NA
Full Faculty Dentists	24	20	24	22	21	25
Limited Faculty Dentists	9	5	6	22	13	13
Limited Assistants	5	4	4	4	4	4
Limited General Dentist	2	4	2	5	10	2
Dental Lab (Registrations)	127	126	149	NA	NA	NA
<b>TOTAL OF ALL LICENSE TYPES</b>	<b>17,694</b>	<b>17,624</b>	<b>17,468</b>	<b>17,048</b>	<b>16,888</b>	<b>16,298</b>

**Historical Renewal Data by Biennium**
**July 1, 2018-June 30, 2020**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent) *
Dentists	258	3495	NA
Hygienists	300	5106	NA
Dental Assistants	422	6550	NA
Specialty Dentists	20	76	NA
Dental Therapists	15	61	NA
Resident Dentists	25	38	NA
Full Faculty Dentists	9	14	NA
Limited Faculty Dentists	4	8	NA
Limited Assistants	2	3	NA
Limited General Dentist	0	2	NA
Dental Lab (Registrations)	19	104	NA
<b>TOTAL</b>	<b>1074</b>	<b>15,457</b>	<b>See*</b>

\* Out of every renewal, only 365 licensees renewed by paper in this reporting period (2%).

**July 1, 2016-June 30, 2018**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Dentists	287	4093	3888 (95%)
Hygienists	389	5217	5008 (96%)
Dental Assistants	403	6720	6250 (93%)
Specialty Dentists	24	99	NA
Dental Therapists	21	91	85 (94%)
Guest Dentists	5	21	NA
Guest Dental Assistants	0	5	NA
Guest Dental Hygienists	0	2	NA
Resident Dentists	20	67	NA
Resident Provider Dental Therapist	5	5	NA
Full Faculty Dentists	2	20	NA
Limited Faculty Dentists	0	5	NA
Limited Assistants	0	4	NA
Limited General Dentist	0	4	NA
Dental Lab (Registrations)	0	126	126 (100%)
<b>TOTAL</b>	<b>1156</b>	<b>16,479</b>	<b>16,121 (98%)</b>

**July 1, 2014-June 30, 2016**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Dentists	270	3703	3258 (88%)
Hygienists	406	5188	4664 (90%)
Dental Assistants	548	6750	5825 (86%)
Specialty Dentists	28	48	N/A
Dental Therapists	23	37	34 (92%)
Guest Dentists	9	45	N/A

Guest Dental Assistants	3	3	N/A
Guest Dental Hygienists	1	5	N/A
Resident Dentists	59	43	N/A
Resident Provider Dental Therapist	N/A	N/A	N/A
Full Faculty Dentists	7	18	N/A
Limited Faculty Dentists	3	11	N/A
Limited Assistants	0	4	N/A
Limited General Dentist	2	1	N/A
Dental Lab (Registrations)	N/A	N/A	N/A
<b>TOTAL</b>	<b>1362</b>	<b>15,856</b>	<b>14,128 (89%)</b>

**July 1, 2012-June 30, 2014**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Dentists	298	3735	3147 (84%)
Hygienists	453	5089	4506 (86%)
Dental Assistants	555	6621	5523 (83%)
Specialty Dentists	7	39	N/A
Dental Therapists	25	14	0
Guest Dentists	8	42	N/A
Guest Dental Assistants	3	1	N/A
Guest Dental Hygienists	2	3	N/A
Resident Dentists	66	34	N/A
Resident Provider Dental Therapist	N/A	N/A	N/A
Full Faculty Dentists	6	16	N/A
Limited Faculty Dentists	9	13	N/A
Limited Assistants	0	4	N/A
Limited General Dentist	2	3	N/A
Dental Lab (Registrations)	N/A	N/A	N/A
<b>TOTAL</b>	<b>1434</b>	<b>15,614</b>	<b>13,176 (84%)</b>

**July 1, 2010-June 30, 2012**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Dentists	291	3749	3020 (80%)
Hygienists	476	4881	4093 (84%)
Dental Assistants	591	6663	5162 (76%)
Specialty Dentists	4	26	N/A
Dental Therapists	6	0	0
Guest Dentists	3	40	N/A
Guest Dental Assistants	2	3	N/A
Guest Dental Hygienists	0	2	N/A
Resident Dentists	58	45	N/A
Resident Provider Dental Therapist	N/A	N/A	N/A
Full Faculty Dentists	3	18	N/A
Limited Faculty Dentists	7	6	N/A
Limited Assistants	0	4	N/A

Limited General Dentist	N/A	N/A	N/A
Dental Lab (Registrations)	N/A	N/A	N/A
TOTAL	1441	15,447	12,275 (80%)

**July 1, 2008-June 30, 2010**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Dentists	172	3728	2908 (78%)
Hygienists	351	4688	3704 (79%)
Dental Assistants	628	6480	4536 (70%)
Specialty Dentists	5	21	N/A
Dental Therapists	N/A	N/A	34 (92%)
Guest Dentists	11	40	N/A
Guest Dental Assistants	2	7	N/A
Guest Dental Hygienists	N/A	N/A	N/A
Resident Dentists	40	81	N/A
Resident Provider Dental Therapist	N/A	N/A	N/A
Full Faculty Dentists	4	21	N/A
Limited Faculty Dentists	1	12	N/A
Limited Assistants	0	4	N/A
Limited General Dentist	2	0	N/A
Dental Lab (Registrations)	N/A	N/A	N/A
TOTAL	1216	15,082	11,148 (74%)

**COMPLAINT ACTIVITY – MINN. STAT. §214.07, SUBDS. 1B(2), (3)**

**Complaints Received and Closed by Biennium**

Biennium	Total Number of Complaints Received	Total Number of Complaints Closed
July 1, 2018-June 30, 2020	534	486
July 1, 2016-June 30, 2018	362	318
July 1, 2014-June 30, 2016	515	382
July 1, 2012-June 30, 2014	517	524
July 1, 2010-June 30, 2012	494	452
July 1, 2008-June 30, 2010	501	611

**Number of and Age of Complaints Open at the End of the Period**

Number of Complaints Open as of June 30, 2020	Age of Complaints Open as of June 30, 2020
48	<one year: 46
	>one year: 2

**Types of Complaints Received**

Basis for complaints	Number of complaints alleging this basis received 2018-20	Number of complaints alleging this basis from received 2016-18
Action by another jurisdiction	0	0

Incompetency/unethical conduct (substandard care)	226	167
Unprofessional Conduct	109	96
Illness	0	6
Non-jurisdictional	NA	0
Medical Records	0	0
Substance Use Disorder	Combined with prescribing	24
Prescribing	30	0
Sexual Misconduct	5	2
Other/Miscellaneous	164	67
<b>TOTAL</b>	<b>534</b>	<b>362</b>

## **RECEIPTS, DISBURSEMENTS & MAJOR FEES – MINN. STAT §214.07, 1B(4)**

### **Total Receipts and Disbursements by Biennium**

Biennium	Total Receipts	Total Disbursements
July 1, 2018 – June 30, 2020	\$5,872,862.88	\$3,554,176.70
July 1, 2016 – June 30, 2018	\$3,954,746.73	\$3,082,545.20
July 1, 2014 – June 30, 2016	\$3,456,577.09	\$3,188,209.82
July 1, 2012 – June 30, 2014	\$3,112,539.00	\$3,144,060.00
July 1, 2010 – June 30, 2012	*\$2,963,130.40	\$2,800,270.65
July 1, 2008 – June 30, 2010	\$2,715,823.36	\$2,867,168.27
July 1, 2006 – June 30, 2008	\$2,476,091.34	\$2,067,314.10

\*Including 10% license/application fees for Minnesota Office of Enterprise Technology e-licensing surcharge

### **Fees by Type**

Application Fees - Initial	Current Fee	Criminal Background Check Fee	Initial License Fee	Total
Dentist	\$140	\$32.00	\$168.00	<b>\$340.00</b>
Dental Therapist	\$100	\$32.00	\$120.00	<b>\$252.00</b>
Dental Hygienist	\$55	\$32.00	\$60.00	<b>\$147.00</b>
Licensed Dental Assistant	\$55	\$32.00	\$36.00	<b>\$123.00</b>
Limited Dental Assistant	\$15	\$32.00	\$12.00	<b>\$59.00</b>
Full Faculty	\$140	\$32.00	\$168.00	<b>\$340.00</b>
Limited Faculty	\$140	\$32.00	N/A	<b>\$172.00</b>
Resident Dentist	\$55	\$32.00	N/A	<b>\$87.00</b>
Limited General Dentist	\$140	\$32.00	\$155.00	<b>\$327.00</b>
Resident Provider Dental Therapist	\$55	\$32.00	N/A	<b>\$87.00</b>
Resident Provider Dental Hygienist	\$55	\$32.00	N/A	<b>\$87.00</b>
Guest Dentist/ Hygienist/Assistant	\$50	\$32.00	N/A	<b>\$82.00</b>

<b>Licensure by Credential Fees</b>	<b>Current Fee</b>	<b>Criminal Background Check Fee</b>	<b>Initial License Fee</b>	<b>Total</b>
Dentist	\$725	\$32.00	\$168.00	<b>\$925.00</b>
Specialist	\$725	\$32.00	\$168.00	<b>\$925.00</b>
Hygienist	\$175	\$32.00	\$60.00	<b>\$267.00</b>

<b>Reinstatement Fees</b>	<b>Current Fee</b>	<b>Criminal Background Check Fee</b>	<b>Biennial Renewal Fee</b>	<b>Total</b>
Dentist	\$140	\$32.00	\$425	<b>\$597.00</b>
Dental Therapist	\$85	\$32.00	\$200	<b>\$317.00</b>
Dental Hygienist	\$55	\$32.00	\$150	<b>\$237.00</b>
Licensed Dental Assistant	\$35	\$32.00	\$110	<b>\$177.00</b>

<b>Renewal Fees-Biennial</b>	<b>Current Fee</b>	<b>Late Fee = 25% of Renewal Fee</b>	<b>Total</b>
Dentist	\$425	\$106.25	<b>\$531.25</b>
Dental Therapist	\$200	\$50.00	<b>\$250.00</b>
Hygienist	\$150	\$37.50	<b>\$187.50</b>
Dental Assistant	\$110	\$27.50	<b>\$137.50</b>
Limited Dental Assistant	\$24	\$6.00	<b>\$30.00</b>
Full Faculty	\$425	\$106.25	<b>\$531.25</b>
<b>Renewal Fees-Annual</b>	<b>Current Fee</b>	<b>Late Fee = 50% of Renewal Fee</b>	<b>Total</b>
Limited Faculty	\$168	\$84.00	<b>\$252.00</b>
Resident Dentist	\$75	\$37.50	<b>\$112.50</b>
Limited General Dentist	\$155	\$77.50	<b>\$232.50</b>
Resident Provider Dental Therapist	\$75	\$37.50	<b>\$112.50</b>
Resident Provider Dental Hygienist	\$75	\$37.50	<b>\$112.50</b>
Guest Dentist/ Hygienist/Assistant	\$50	\$25.00	<b>\$75.00</b>

<b>Certification Fees – Initial Application</b>	<b>Current Fee</b>	<b>Total</b>
General anesthesia (GA)	\$325	<b>\$325</b>
Conscious sedation (CS)	\$325	<b>\$325</b>
Contracted sedation (CSS)	\$325	<b>\$325</b>
Advanced Dental Therapy	\$100	<b>\$100</b>

<b>Certification Fees – Biennial Renewal</b>	<b>Current Fee</b>	<b>Late Fee = 50% of Renewal Fee</b>	<b>Total</b>
General anesthesia (GA)	\$325	\$162.50	<b>\$487.50</b>
Conscious sedation (CS)	\$325	\$162.50	<b>\$487.50</b>
Contracted sedation (CSS)	\$325	\$162.50	<b>\$487.50</b>

<b>Corporation Fees</b>	<b>Current Fee</b>	<b>Late Fee</b>	<b>Total</b>
Initial	\$100	N/A	<b>\$100</b>
Renewal (Annual)	\$25	\$15	<b>\$40</b>

<b>Dental Lab Fees</b>	<b>Current Fee</b>	<b>Total</b>
Initial	\$50	<b>\$50</b>
Renewal (Biennial)	\$50	<b>\$50</b>

<b>Miscellaneous Fees</b>	<b>Current Fee</b>
Duplicate License	\$35
Duplicate Certificate	\$10
Mini License – wallet size for volunteerism	\$15
Affidavit of License (has seal for <b>State Boards</b> )	\$10
License Verification (fee for paper verification, no fee for on-line verification) – <b>NOT for State Board Verifications, see Affidavits</b>	\$5
NSF Fee	\$20
Advanced Dental Therapy Exam	\$250

**The mission of the Minnesota Board of Dietetics and Nutrition Practice is to promote public interest in receiving quality dietetic and nutrition services from competent licensed dietitians and nutritionists; protect the public by ensuring that all licensed dietitians and nutritionists meet the educational and practical requirements specified in law; and protect the public by setting standards for quality dietetic and nutrition services.**

### **Report of the Executive Director**

**July 1, 2018 – June 30, 2020**

Currently there are more than 2,000 licensed dietitians and nutritionists in Minnesota, an increase of 10 percent in just the past two years. We expect this trend to continue with the increased growth for services. Although the number of licensees has increased significantly, complaints have not seen the same trend, pointing to an effective Complaint Review Process and educational component to licensure.

We are committed to the advancement of offering more and better online services to licensees and the public with 99 percent of our renewals completed online in this biennium. Technological improvements continue to allow us to accommodate the increased workload without staffing increases.

COVID 19 presented the Board with many unique challenges this year. The Board immediately started receiving communications from all over the country regarding our licensure requirements relative to providing dietetics and nutritional services via telehealth or virtual consultations. Many Minnesotans receive health services from dietitians and nutritionist in neighboring states and were unable to meet in person for appointments with their healthcare providers because of the pandemic. Many out of state educational institutions contacted us regarding students and athletes they served that were now back in Minnesota with campuses moving to online learning and athletics postponed. Our website was kept current with informational links to the CDC, MN Department of Health and Executive Orders. Applicants were notified of the deferred fingerprinting requirement for completion of their Criminal Background Checks, allowed for in Executive Order 20-9.

The Board members continue to support policies that result in high quality, customer focused, efficient and cost-effective services. They are to be commended for their exceptional dedication and time commitment required to serve on the Board. They are strongly committed to providing efficient and timely access to public data, license renewals and verifications. The Board continues to make its website increasingly interactive.

Ruth Grendahl  
Executive Director  
Board of Dietetics and Nutrition Practice  
651-201-2764  
[ruth.grendahl@state.mn.us](mailto:ruth.grendahl@state.mn.us)

## **GENERAL INFORMATION – MINN. STAT. §214.07, SUBD. 1B(5)**

### **Board Members Serving During the Period 7/1/2018—6/30/2020**

Name	Location	Appointment Status	Appointment Date	Reappointment Date (if applicable)	Term Expiration Date
Donna Gjesvold	St. Michael	Active	8/1/2019	NA	8/1/2023
Rebecca Werner	New Ulm	Active	12/24/2013	10/01/2016	8/1/2020
Marcie Vaske	Victoria	Active	8/1/2018	NA	8/1/2022
Lea Wetzell	Minneapolis	Active	12/24/2013	11/26/2017	8/1/2021
Samuel Ankrah	Woodbury	Active	5/1/2017	8/1/2019	8/1/2023
Cheryl Asplund	Champlin	Active	3/1/2016	8/1/2018	8/1/2022
Margaret Schreiner	Eagan	Active	12/24/2013	11/26/2017	8/1/2021

### **Board staff and office location**

Ruth Grendahl - Executive Director  
 Anna Hartsel – Office & Administrative Specialist Senior

Minnesota Board of Dietetics and Nutrition Practice  
 University Park Plaza Building  
 2829 University Avenue SE, Suite 402  
 Minneapolis, MN 55414  
 Phone: 651-201-2764  
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 Email: [board.dietetics-nutrition@state.mn.us](mailto:board.dietetics-nutrition@state.mn.us)  
 Website: <http://mn.gov/health-licensing-boards/dietetics-and-nutrition>

## **CREDENTIALS ISSUED OR RENEWED – MINN. STAT. §214.07, SUBD. 1B(1)**

Total Number of persons licensed as of June 30, 2020: 2,031

### **Number and Type of Credentials Issued or Renewed**

License Type	Total # of persons licensed as of 6/30/20	Total # of persons licensed as of 6/30/18	Total # of persons licensed as of 6/30/16	Total # of persons licensed as of 6/30/14	Total # of persons licensed as of 6/30/12
Dietitians	1958	1,841	1,752	1,493	1,353
Nutritionists	73	69	65	71	63
<b>TOTAL</b>	<b>2,031</b>	<b>1,910</b>	<b>1,817</b>	<b>1,564</b>	<b>1,416</b>

### Historical Renewal Data by Biennium

#### July 1, 2018-June 30, 2020

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Dietitians	351		
Nutritionists	13		
<b>TOTAL</b>	<b>364</b>	<b>3642</b>	<b>3,606 99%</b>

#### July 1, 2016-June 30, 2018

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Dietitians	294	3,687	3,339 90%
Nutritionists	8	134	115 86%
<b>TOTAL</b>	<b>302</b>	<b>3,821</b>	<b>3,454 90%</b>

#### July 1, 2014-June 30, 2016

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Dietitians/Nutritionists	331	3246	2792 (78%)

#### July 1, 2012-June 30, 2014

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Dietitians/Nutritionists	281	2985	2116 (71%)

#### July 1, 2010-June 30, 2012

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Dietitians/Nutritionists	214	2756	1420 (52%)

#### July 1, 2008-June 30, 2010

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Dietitians/Nutritionists	170	2591	969 (37%)

## **COMPLAINT ACTIVITY – MINN. STAT. §214.07, SUBDS. 1B(2), (3)**

### **Complaints Received and Closed by Biennium**

Biennium	Total Number of Complaints Received	Total Number of Complaints Closed
July 1, 2018-June 30, 2020	12	11
July 1, 2016-June 30, 2018	10	11
July 1, 2014-June 30, 2016	9	8
July 1, 2012-June 30, 2014	6	6
July 1, 2010-June 30, 2012	12	11
July 1, 2008-June 30, 2010	4	7

### **Number of and Age of Complaints Open at the End of the Period**

Number of Complaints Open as of June 30, 2020	Age of Complaints Open as of June 30, 2020
1	<one year: 1
	>one year: 0

## **RECEIPTS, DISBURSEMENTS & MAJOR FEES – MINN. STAT §214.07, 1B(4)**

### **Total Receipts and Disbursements by Biennium**

Biennium	Total Receipts	Total Disbursements
July 1, 2018 – June 30, 2020	\$373,825	\$281,785
July 1, 2016 – June 30, 2018	\$351,200	\$307,163
July 1, 2014 – June 30, 2016	\$324,698	246,936
July 1, 2012 – June 30, 2014	\$210,872	\$209,218
July 1, 2010 – June 30, 2012	\$180,238	\$188,862
July 1, 2008 – June 30, 2010	\$242,700	\$188,018

### **Fees by Type**

Type of Fee	Fee
Application for Nutritionist	\$175
Application for Dietitian with RD	\$100
Licensing Fee	\$150
Reinstatement	\$92.50
Renewal Fee	\$75
Miscellaneous	\$50

**The mission of the Board of Executives for Long Term Services and Supports is to promote the public’s interest in quality care, effective services and supports for consumers of nursing homes and assisted living communities by ensuring that licensed executives are qualified to perform their administrative duties.**

## **Report of the Executive Director**

**July 1, 2018 – June 30, 2020**

This was the biennial period where significant board mission change occurred with the addition of the licensing categories of the Licensed Health Service Executives and the Licensed Assisted Living Directors. The Minnesota Board of Executives for Long Term Services and Supports (formerly Minnesota Board of Examiners for Nursing Home Administrators) began the biennial period with the licensing and regulating of nursing home administrators. On May 22, 2019, Governor Walz signed into law Minnesota House File 90 (“H.F. 90”), which requires the Board to license and regulate the practice of assisted living directors (led by elder and provider advocates) and the inclusion of the Licensed Health Service Executive ( a national credential for license portability licensed by the state) were enacted in Minnesota. House File 90 was codified, in part, in Minnesota Statutes section §144A.20, subd. 1, 4 (2020).

The Board spent much of this biennium attempting to correct a lack of legislative authority for fees and an appropriation. It moved forward to the FY 21 session seeking approval. From July 2019 to December 2019, the Rules Development Team met repeatedly with stakeholders to create new rules and amending current rules to provide a framework for licensing and regulating the practice of assisted living directors and health service executives. It submitted its work to the Office of the Revisor on December 19, 2019 and continued through the end of the biennium on rule writing revisions.

The Board of Executives for Long-Term Services and Supports (BELTSS) continued to fulfill its original mission by completing initial aspects of the 2017 strategic plan. Additional highlights for the past two years include the sustained investment and active participation with the National Board of Long-Term Care Administrators (NAB). This important partnership continued with Board members, Katie Davis and Steven Chies and the Executive Director actively participating. Other board members of the BELTSS served on various national committees including the preparation of the national examination and the new practice analysis.

The Board continues to invest in the state-approved Long-Term Care Centers of Academic Excellence. Currently, nine Minnesota colleges and two border-state colleges are recognized for their work in creating leaders for new models of elder care throughout the upper Midwest and nationally.

Randy Snyder  
Executive Director  
Minnesota Board of Examiners for Nursing Home Administrators  
651-201-2730  
[benha@state.mn.us](mailto:benha@state.mn.us)

## **GENERAL INFORMATION – MINN. STAT. §214.07, SUBD. 1B(5)**

### **Board Members Serving During the Period 7/1/2018—6/30/2020**

<b>Name</b>	<b>Location</b>	<b>Appointment Status</b>	<b>Appointment Date</b>	<b>Reappointment Date (if applicable)</b>	<b>Term Expiration Date</b>
Vanessa Allmon	Minneapolis	Public	01/07/2016	01/01/2020	01/07/2024
Nathan Johnson	Moorhead	LNHA	01/07/2013	1/07/2017	11/01/2019 (vacant)
Jane C. Pederson, M.D., M.S.	Woodbury	Doctor	01/01/1997	01/07/2017	1/6/2021
Marilyn Reiersen	Savage	Public	01/07/2013	01/07/2017	01/6/2021
Jennifer Pfeffer, Chair	Mankato	LNHA Non-profit	06/30/2006	01/01/2018	1/6/2022
Amanda Johnson, RN,	Morris	Nurse	01/07/2019	NA	1/01/2023
H. Michael Tripple	St. Paul	Public	01/01/2015	01/01/2019	1/7/2023
Katie Davis, LNHA	Albert Lea	LNHA, Proprietary	01/01/2015	01/01/2019	1/7/2023
Steven Chies, LNHA Secretary	Coon Rapids	LNHA, Proprietary	06/28/2016	01/01/2020	1/6/2024
Natalie Morland, RN	Chaska	RN Assisted Living	01/01/2020		

The following are appointed by the Commissioners of Health and of Human Services and serve as non-voting designees of those commissioners:

- Mary Absolon, MN Department of Health 7/1/2018 to 06/30/2020
- Valerie Cooke, 07/01/2018 to 06/30/2020

### **Board Staff and Office Location**

Randy Snyder, Executive Director  
 Jessica Schultz, Office Manager

Minnesota Board of Executives for Long-Term Services and Supports  
 University Park Plaza Building  
 2829 University Avenue SE, Suite 404  
 Minneapolis, MN 55414  
 Phone: 651-201-2730  
 FAX: 612-617-2763  
 Email: [benha@state.mn.us](mailto:benha@state.mn.us)  
 Website: <https://mn.gov/boards/nursing-home/>

## CREDENTIALS ISSUED OR RENEWED – MINN. STAT. §214.07, SUBD. 1B(1)

Total Number of persons licensed or registered as of June 30, 2020: 925

### Number and Type of Credentials Issued or Renewed

License Type	Total Number of persons licensed or registered as of June 30, 2020	Total Number of persons licensed or registered as of June 30, 2018	Total Number of persons licensed or registered as of June 30, 2016	Total Number of persons licensed or registered as of June 30, 2014	Total Number of persons licensed or registered as of June 30, 2012	Total Number of persons licensed or registered as of June 30, 2010
<i>LNHA</i>	925	928	894	852	856	851
<b>TOTAL OF ALL LICENSE TYPES</b>	925	928	894	852	856	851

### Historical Renewal Data by Biennium

#### July 1, 2018-June 30, 2020

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
LNHA	2019 – 88 2020 – 44	2019– 864 2020 – 845	2019 – 820, 95% 2020 – 820, 97%

#### July 1, 2016-June 30, 2018

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
LNHA	2017 – 90 2018 – 70 Total – 160	2017 – 872 2018 – 837 Total – 1709	2017 – 833, 95.8% 2018 – 825, 98.6%

#### July 1, 2014-June 30, 2016

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (percent)
LNHA	130	894	92%

#### July 1, 2012-June 30, 2014

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (percent)
LNHA	103	1709	91%

#### July 1, 2010-June 30, 2012

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (percent)
LNHA	88	1704	91%

**July 1, 2008-June 30, 2010**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (percent)
LNHA	90	1697	90%

**COMPLAINT ACTIVITY – MINN. STAT. §214.07, SUBDS. 1B(2), (3)**
**Complaints Received and Closed by Biennium**

Biennium	Total Number of Complaints Received	Total Number of Complaints Closed
July 1, 2018-June 30, 2020	641	577
July 1, 2016-June 30, 2018	436	406
July 1, 2014-June 30, 2016	95	91
July 1, 2012-June 30, 2014	96	89
July 1, 2010-June 30, 2012	129	118
July 1, 2008-June 30, 2010	132	120

**Number of and Age of Complaints Open at the End of the Period**

Number of Complaints Open as of June 30, 2020	Age of Complaints Open as of June 30, 2020
64	<one year 61
	>one year 3

**Types of Complaints Received**

Basis of Complaint	Number of complaints alleging this basis from 2018-2020	Number of complaints alleging this basis from 2016 – 2018*
Neglect of Care	48	83
Financial	10	17
Physical Abuse	22	12
Administration	10	33
Verbal/Mental	10	4
Quality of Care (MDH Survey)	74	15
Resident Rights	0	10
HPSP	0	5
Practice without a License	0	0
Sexual Abuse	4	0

\*Some complaints allege more than one basis

## **RECEIPTS, DISBURSEMENTS & MAJOR FEES – MINN. STAT §214.07, 1B(4)**

### **Total Receipts and Disbursements by Biennium**

Biennium	Total Receipts	Total Disbursements
July 1, 2018 to June 30, 2020	\$478,196	\$512,040
July 1, 2016 to June 30, 2018	\$442,516	\$401,533
July 1, 2014 to June 30, 2016	\$445,515	\$298,868
July 1, 2012 to June 30, 2014	\$423,482	\$304,405
July 1, 2010 to June 30, 2012	\$422,409	\$259,359

### **Fees by Type**

Type of Fee	Fee
Application	\$150
Original License	\$200
Annual Renewal	\$200
Acting Administrator Permit	\$250

**The mission of the Minnesota Board of Marriage and Family Therapy is to protect the public through effective licensure and enforcement of the statutes and rules governing the practice of marriage and family therapists to ensure a standard of competent and ethical practice.**

## **Report of the Executive Director**

**July 1, 2018—June 30, 2020**

The Board of Marriage and Family Therapy's mission is to protect the public and ensure a standard of competent and ethical care through effective licensure and enforcement of the statutes and rules governing the practice of marriage and family therapy.

To accomplish the Board's mission, we:

- Set standards for initial licensure, including a review of each applicant's education and training;
- Conduct an examination of each applicant's knowledge of the laws and rules governing the practice of marriage and family therapy in Minnesota prior to issuing marriage and family therapy license;
- Annually review qualifications and renew licenses of current, qualified licensees;
- Investigate complaints made against licensees and applicants, and allegations of unlicensed practice of marriage and family therapy;
- Take disciplinary or corrective action against a licensee or applicant when warranted by conduct and necessary to protect the public;
- Review and approve all continuing education programs used by licensees to meet continuing education requirements for license renewal;
- Monitor and enforce continuing education requirements for license renewal;
- Maintain mandated and educational information available to the public via the Board's website;
- Work collaboratively with academic institutions and national and state marriage and family therapy professional associations to identify, discuss and address issues involving the education, licensure and practice of marriage and family therapists;
- Provide information about licensure and standards of practice to citizens and other business entities;
- Regularly collaborate with other governmental and non-governmental entities to keep Minnesotans safe.

LMFT and LAMFT licensure growth slowed in Minnesota in Fiscal Year 2019 and was significantly impacted in the final months of Fiscal Year 2020 by the COVID-19 health crisis. The Board also noted increasing retirement by its more-senior LMFT population. Even with these realities, Minnesota continues to maintain a strong LMFT professional base to meet Minnesotans' mental health needs. The Board acted swiftly to discuss and address licensure and MFT practice rules impacted by COVID-19, implementing various waivers and policy statements to assist both applicants and licensees. A formal rule revision process is underway to consider and determine whether permanent rule changes, incorporating lessons learned from the pandemic and addressing the "new normal" of teletherapy, should be made. Board members continue to show great dedication to maintaining the high level of training and professionalism denoted by Minnesota MFTs. Board staff continue to provide efficient and accountable government services in support of the Board's work to keep Minnesotans safe.

Jennifer L. Mohlenhoff, Executive Director  
Minnesota Board of Marriage and Family Therapy  
Telephone Number: (612) 617-2220  
Email address: [jennifer.mohlenhoff@state.mn.us](mailto:jennifer.mohlenhoff@state.mn.us)

## **GENERAL INFORMATION – MINN. STAT. §214.07, SUBD. 1B(5)**

### **Board Members Serving During the Period 7/1/2018—6/30/2020**

Name	Location	Appointment Status	Appointment Date	Reappointment Date (if applicable)	Term Expiration Date
Shonda Craft	Roseville	Higher Education	05/16/2012	05/21/2016 05/17/2020	01/01/2024
Ukasha Dakane	Minneapolis	Public Member	09/19/2018	07/02/2019	01/02/2023
Jessie Everts	White Bear Lake	LMFT	09/19/2018	07/02/2019	01/02/2023
Herbert Grant	Minneapolis	LMFT	06/29/2006	01/04/2010 04/20/2014 02/26/2018	01/03/2022
Kathryn Graves	Minneapolis	Public Member	06/16/2014	02/26/2018	01/03/2022
Andrea Hendel	Albertville	LMFT	05/21/2016	05/17/2020	01/01/2024
Dennis Morrow	Plymouth	Public Member	10/28/2010	05/26/2011 03/30/2015	01/07/2019
Bruce O'Leary	Maple Grove	LMFT	05/26/2011	03/30/2015	01/07/2019
John Seymour	Mankato	LMFT	06/29/2006	01/04/2010 04/20/2014 02/26/2018	01/03/2022

### **Board Staff and Office Location**

Jennifer Mohlenhoff, Executive Secretary  
 Nancy O'Brien, Office & Admin Specialist Principle  
 Donna Maki, Office & Admin Specialist Intermediate

Minnesota Board of Marriage and Family Therapy  
 University Park Plaza Building  
 2829 University Avenue SE, Suite 400  
 Minneapolis, MN 55414  
 Email: [mft.board@state.mn.us](mailto:mft.board@state.mn.us)  
 Website: [www.mn.gov/boards/marriage-and-family/](http://www.mn.gov/boards/marriage-and-family/)  
 Phone: 612-617-2220  
 Fax: 612-617-2221

## CREDENTIALS ISSUED OR RENEWED – MINN. STAT §214.07, SUBD. 1B(1)

Total Number of persons licensed or registered as of June 30, 2020: 2,859

### Number and Type of Credentials Issued or Renewed

License Type	Total number of persons licensed or registered as of June 30, 2020 by license type	Total number of persons licensed or registered as of June 30, 2018 by license type	Total number of persons licensed or registered as of June 30, 2016 by license type	Total number of persons licensed or registered as of June 30, 2014 by license type	Total number of persons licensed or registered as of June 30, 2012 by license type	Total number of persons licensed or registered as of June 30, 2010 by license type
LMFT	2551	2364	2054	1801	1525	1418
LAMFT	308	318	316	306	276	257
<b>TOTAL ALL LICENSE TYPES</b>	<b>2859</b>	<b>2,682</b>	<b>2370</b>	<b>2107</b>	<b>1801</b>	<b>1675</b>

### Historical Renewal Data by Biennium

#### **July 1, 2018-June 30, 2020**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
LMFT	314	4,901	4843 (99%)
LAMFT	232	455	454 (100%)
TOTAL	546	5,356	5,297 (99%)

#### **July 1, 2016-June 30, 2018**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
LMFT	412	4,395	4,275 (97%)
LAMFT	301	472	468 (99%)
TOTAL	713	4,867	4,743 (97%)

#### **July 1, 2014-June 30, 2016**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
LMFT	350	3798	3454 (92%)
LAMFT	324	528	512 (97%)
TOTAL	674	4326	3966 (92%)

**July 1, 2012-June 30, 2014**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
LMFT	342	3284	2857 (87%)
LAMFT	333	504	453 (90%)
TOTAL	675	3788	4463 (89%)

**July 1, 2010-June 30, 2012**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
LMFT	320	2750	2151 (78%)
LAMFT	315	427	168 (73%)
TOTAL	635	3177	3177 (76%)

**July 1, 2008-June 30, 2010**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
LMFT	252	2274	1689 (74%)
LAMFT	186	388	0 (Not Applicable) *
TOTAL	438	2662	1689 (74%)

\*Online renewal was not yet available for LAMFT license.

**COMPLAINT ACTIVITY – MINN. STAT. §214.07, SUBD. 1B(2), (3)**

**Complaints Received and Closed by Biennium**

Biennium	Total Number of Complaints Received	Total Number of Complaints Closed
July 1, 2018-June 30, 2020	147	142
July 1, 2016-June 30, 2018	145	72
July 1, 2014-June 30, 2016	156	81
July 1, 2012-June 30, 2014	130	89
July 1, 2010-June 30, 2012	63	61
July 1, 2008-June 30, 2010	68	50

**Number of and Age of Complaints Open at the End of the Period**

Number of Complaints Open as of June 30, 2020	Age of Complaints Open as of June 30, 2020
64	<one year:
5	>one year:

**Types of Complaints received from June 30, 2018 through June 30, 2020:**

The general categories of complaints most commonly received include (1) lack of professional competence/unprofessional conduct; (2) violation of client confidentiality; (3) boundary violation; (4) inappropriate sexual contact; (5) unlicensed or unsupervised practice; and (6) other violation of administrative rule (such as billing

impropriety, impairment, dual/multiple relationship). Many complaints contain more than one allegation of illegal, unprofessional or unethical conduct.

## **RECEIPTS, DISBURSEMENTS & MAJOR FEES – MINN. STAT §214.07, 1B(4)**

### **Total Receipts and Disbursements by Biennium**

Biennium	Total Receipts	Total Disbursements
July 1, 2018 – June 30, 2020	\$833,224.25	\$892,696.75
July 1, 2016 – June 30, 2018	\$798,429.44	\$696,933.92
July 1, 2014 – June 30, 2016	\$707,409.98	\$662,262.30
July 1, 2012 – June 30, 2014	\$652,141.83	\$530,647.49
July 1, 2010 – June 30, 2012	\$576,074.91	\$420,759.34
July 1, 2008 – June 30, 2010	\$515,954.83	\$375,361.02
July 1, 2006 – June 30, 2008	\$458,510.44	\$335,582.77

### **Fees by Type**

Type of Fee	Fee
Application for National Examination	\$110.00
Application for LMFT Licensure	\$110.00
Initial LMFT Annual License Fee	Prorated; not to exceed \$125.00
Annual LMFT Renewal fee	\$125.00
Late fee for annual LMFT Renewal	\$50.00
Application for LMFT Licensure by Reciprocity	\$220.00
Application for LAMFT Licensure	\$75.00
Annual LAMFT Renewal Fee	\$75.00
Late fee for annual LAMFT Renewal	\$25.00
Application for LMFT Emeritus License Status	\$125.00
License Reinstatement	\$150.00
Application for Temporary License (for Military)	\$100.00
Continue Education – Program Sponsor Application	\$60.00
Mailing List purchase	\$60.00
Duplicate License Certificate	\$25.00
Duplicate Renewal Card	\$10.00
Written License Verification	\$10.00
Professional Firm Initial Filing	\$100.00
Professional Firm Annual Renewal	\$25.00

**The mission of the Minnesota Board of Medical Practice is to protect the public's health and safety by assuring that the people who practice medicine or as an allied health professional are competent, ethical practitioners with the necessary knowledge and skills appropriate to their title and role.**

## **Report of the Executive Director**

**July 1, 2018 – June 30, 2020**

### **Board of Medical Practice Functions**

- Setting and administering education, training and examination standards for initial and continuing licensure or registration for each of eight health care professions regulated by the Board of Medical Practice (Board).
- Providing information and education about licensure requirements, procedures and standards of practice to the public, the health care community, and other interested clientele.
- Investigating and resolving complaints against persons regulated by the Board.
- Pursuing licensing actions, including disciplinary and corrective actions, against regulated health care professionals, as deemed necessary, based upon the results of investigations conducted in response to complaints.
- Responding to inquiries from the public, health care providers, credentialers, policy and advocacy organizations, and other stakeholders regarding licensure and conduct of applicants, residency permit holders, licensees and unlicensed practitioners.

### **Major Board of Medical Practice Activities during the Biennium**

The Minnesota legislature passed a law during the 2019 session that requires licenses with the authority to prescribe controlled substances to obtain at least two (2) hours of continuing education credit on best practices in prescribing opioids and controlled substances to be reported to the Board between January 1, 2020 and December 31, 2022. The Board sent notices to all physicians and physician assistants and provided additional resources on the Board's website. All submissions will be audited to assure that the content meets the statutory requirements.

The Board continues its participation in the Interstate Medical Licensure Compact (IMLC), enacted with seven member states in May 2014 to create a streamlined process for medical licensure for physicians interested in practicing medicine in multiple states. Minnesota was the eighth state to join the IMLC which has now grown to 30 member states and territories, with legislation pending in additional states. Former Governor Mark Dayton appointed Board Member Patrick R. Townley, M.D., J.D., and reappointed Ruth Martinez, M.A., CMBE, to serve as Minnesota's commissioners for two-year terms ending January 2020. Governor Tim Walz appointed Board member John M. Manahan, J.D., and reappointed Ms. Martinez to serve as Minnesota's commissioners for two-year terms ending January 2022. The IMLC has established several standing committees to manage the budget, evaluate personnel needs, create policies, propose rules, and develop technological infrastructure for licensing processes. For more information about the Interstate Medical Licensure Compact, visit: <http://licenseportability.org/>.

In March 2020, with the announcement of the COVID-19 pandemic, the Board immediately implemented processes to continue operations at full capacity to assure a qualified workforce to treat Minnesota patients. All employees were set up to telework. Board operations continued with limited staff in the office to assure risk mitigation. Board, Committee and Advisory Council meetings continued in a virtual format. The Board engaged with the Minnesota Department of Health, Minnesota Management and Budget, Governor Walz, the Minnesota Legislature, local and national stakeholders, and others to assure employee and patient safety.

### **Legislation**

Several legislative initiatives that impacted the Board and its regulated professionals were undertaken during the biennium including:

- Modifications to the Physician Assistant practice act
- Modifications to the Traditional Midwifery practice acts
- Mandatory opioid continuing education for prescribers
- Modifications to the criminal background checks and data sharing sections of chapter 214

**Educational Outreach**

Engagement with a broad range of stakeholders is instrumental in the Board's evaluation of its processes, staffing needs and technological enhancements to better serve clientele. The Board continues its engagement with internal and external stakeholder groups, and local and national organizations. Board members and staff attended and participated in a variety of educational conferences and seminars on the topics of patient safety, interstate collaboration, artificial intelligence, risk-based medical regulation, opioid prescribing and abuse, mental health and other topics of interest. The Board also participated in annual meetings of professional associations. The Board held its September 2019 business meeting in Duluth.

**Collaborative Initiatives**

The Board continued to serve as the administering board for the Health Professionals Services Program, which serves to provide confidential monitoring of impaired professionals for all health licensing boards and the Minnesota Department of Health. The Board maintains memberships and participates in a number of groups and initiatives, including but not limited to:

- Minnesota Prescription Monitoring Program Advisory Task Force
- Minnesota State Opioid Oversight Project
- Minnesota Healthcare-Associated Infection Prevention Advisory Group
- Minnesota Alliance for Patient Safety
- Interstate Collaboration in Healthcare

Board members and staff of Minnesota's Tri-Regulatory Boards of Medical Practice, Nursing and Pharmacy attended a national Tri-Regulatory Symposium in September 2019 in Frisco, Texas. Minnesota's tri-regulatory Boards had planned to host a third Minnesota Tri-Regulatory Symposium in June 2020; however, the Symposium was cancelled due to the COVID-19 pandemic. The Executive Directors of Minnesota's tri-regulatory Boards continue to meet regularly to consider issues of common interest related to regulation, legislation and patient safety, and to collaborate on activities.

**National Leadership**

The Minnesota Board of Medical Practice continues to provide leadership at the national level. Board member Christopher Burkle, M.D., J.D., FCLM, served on the Federation of State Medical Boards (FSMB) Workgroup on Physician Impairment and the United States Medical Licensure Examination (USMLE) State Board Advisory Panel. Former Board member Joseph Willet, D.O., was elected to the FSMB Board of Directors and served on the FSMB Awards Committee, Audit Committee, Bylaws Committee, Education Committee, and Governance Committee. Stuart Williams, J.D., served on the FSMB Editorial Committee and Bylaws Committee. John (Jake) Manahan, J.D., was elected to serve on the FSMB Nominating Committee. Former Board member and FSMB past-chair Gregory B. Snyder, M.D., D.A.B.R., continued to oversee several FSMB work groups. Executive Director Ruth Martinez, M.A., CMBE, and former Board member Jon V. Thomas, M.D., serve on the USMLE Committee on Individualized Review. Ms. Martinez also serves on the FSMB Education Committee. Deputy Director Elizabeth Huntley, J.D., CMBE, participated in the performance audit of another state medical board.

**Goals for 2021-2022**

The Board recognizes opportunities for growth and reflection, with increased numbers of applications, licensees and complaints filed. To better serve its clientele, the Board has increased its staffing. An update to the Board's Automated License Information Management System is well underway and will be fully implemented in the next biennium. The updated system is expected to support additional on-line services, enhance data security and improve the quality of reporting.

In conclusion, the Board of Medical Practice is rising to the challenges brought by an international pandemic, increased work volume and license portability. We look forward to embracing and adapting to the demands of an evolving regulatory environment.

Ruth M. Martinez, M.A., CMBE  
Executive Director  
Minnesota Board of Medical Practice  
(612) 548-2150  
Ruth.Martinez@state.mn.us

## GENERAL INFORMATION – MINN. STAT. §214.07, SUBD. 1B(5)

### Current Board Members

Name	Location	Appointment Status	Appointment Date	Reappointment Date (if applicable)	Term Expiration Date
Cheryl L. Bailey, MD	St. Paul	Appointment	9/19/2018		1/4/2021
Christopher M. Burkle, MD	Rochester	Appointment	3/11/2017		1/4/2021
Pamela Gigi Chawla, M.D.	Minneapolis	Appointment	6/29/2020		1/4/2024
Shaunequa B. James, MSW	Ramsey	Appointment	6/29/2020		1/2/2023
Jennifer Y. Kendall Thomas, D.O.	Blaine	Appointment	6/29/2020		1/4/2023
Patricia J. Lindholm, MD	Fergus Falls	Reappointment	10/30/2013	6/6/2016	1/6/2020
Kathryn D. Lombardo, MD	Rochester	Reappointment	3/11/2017	7/1/2018	1/3/2022
John M. Manahan, JD	Bloomington	Appointment	9/19/2018		1/3/2022
Allen G. Rasmussen, MA	International Falls	Reappointment	9/19/2018	7/1/2018	1/3/2022
Hugh P. Renier, MD	Duluth	Appointment	9/19/2018		1/3/2022
Kimberly W. Spaulding, MD	South Haven	Appointment	6/6/2016	6/29/2020	1/1/2024
Maria K. Statton, MD	Bemidji	Reappointment	10/15/2012	3/11/2017	1/4/2021
Stuart T. Williams, JD	Minneapolis	Appointment	9/19/2018		1/3/2022

### Board Members Serving During the Period 7/1/2018—6/30/2020

Name	Location	Appointment Status	Appointment Date	Reappointment Date (if applicable)	Term Expiration Date
Cheryl L. Bailey, MD	St. Paul	Appointment	9/19/2018		1/4/2021
Christopher M. Burkle, MD	Rochester	Appointment	3/11/2017		1/4/2021
Pamela Gigi Chawla, M.D.	Minneapolis	Appointment	6/29/2020		1/4/2024
Irshad H. Jafri, MB,BS	Eagan	Reappointment	10/15/2012	5/31/2015	1/7/2019
Shaunequa B. James, MSW	Ramsey	Appointment	6/29/2020		1/2/2023
Kelli Johnson, PhD	St. Paul	Reappointment	3/9/2010	5/24/2014	1/1/2018
Gerald T. Kaplan, MA, LP	Wayzata	Reappointment	3/29/2011	7/1/2015	1/7/2019
Jennifer Y. Kendall Thomas, D.O.	Blaine	Appointment	6/29/2020		1/4/2023
Patricia J. Lindholm, MD	Fergus Falls	Reappointment	10/30/2013	6/6/2016	1/6/2020
Kathryn D. Lombardo, MD	Rochester	Reappointment	3/11/2017	7/1/2018	1/3/2022
John M. Manahan, JD	Bloomington	Appointment	9/19/2018		1/3/2022
William M. Parham, III, MD	Edina	Appointment	3/11/2017		1/4/2021 Resigned 8/18/2018
Allen G. Rasmussen, MA	International Falls	Reappointment	9/29/2014	7/1/2018	1/3/2022
Hugh P. Renier, MD	Duluth	Appointment	9/19/2018		1/3/2022
Kimberly W. Spaulding, MD	South Haven	Appointment	6/6/2016		1/6/2020
Maria K. Statton, MD	Bemidji	Reappointment	10/15/2012	3/11/2017	1/4/2021
Patrick R. Townley, MD	Minneapolis	Appointment	6/6/2016		1/6/2020
Stuart T. Williams, JD	Minneapolis	Appointment	9/19/2018		1/3/2022
Joseph R. Willett, DO	Marshall	Reappointment	3/29/2011	5/31/2015	2/7/2019

**Board Staff and Office Location**Staff Members Serving During the Period 7/1/2018 – 6/30/2020:

Brian Anderson, Medical Regulations Analyst/Investigator  
Zachary Beare, Medical Regulations Analyst/Investigator  
Wendy Boswell, Licensure Specialist/Office & Administrative Specialist Int.  
Megan Braddock, CRU Assistant/Office & Administrative Specialist Int.  
Wendi Clarke, Operations & Administration Manager/Office Services Supervisor 2  
Mary Delahunt, Licensure Specialist/Office & Administrative Specialist Int.  
Barb Dressel, Receptionist/Office & Administrative Specialist  
Mary Erickson, Senior Medical Regulations Analyst/Investigator Sr.  
Jada Fehn, Legal Analyst  
Lisa Gamer, CRU Assistant/Office & Administrative Specialist/OAS Int.  
Alex Gardner, Licensure Specialist/Office & Administrative Specialist Int.  
Kathleen Harris, First Impression Operations Specialist/Office & Administrative Specialist Int.  
Karen Helgeson, Senior Medical Regulations Analyst/Investigator Sr.  
Sharon Hollinrake, Licensure Specialist/Office & Administrative Specialist Int.  
Elizabeth Huntley, Deputy Director; Complaint Review Unit Supervisor/Investigator Supervisor  
Cheryl Johnston, ED Admin. Assistant/Office & Administrative Specialist Principal  
Molly Lang, Licensure Unit Supervisor, Management Analyst Supervisor  
Elizabeth Larson, Licensure Unit Manager/Management Analyst Supervisor; Licensure Specialist  
Maura LeClair, Medical Regulations Analyst/Investigator  
Paul Luecke, Licensure Specialist/Office & Administrative Specialist Principal;  
Brandon Lueder, Medical Regulations Analyst/Investigator  
Ruth Martinez, Executive Director  
Rick Reichert, Licensure Specialist/Office & Administrative Specialist Int.  
Eden Scarver, First Impression Operations Specialist/Office & Administrative Specialist Int.  
Conrad Sexe, Licensure Case Manager/Investigator  
Randi Shimota, Licensure Specialist/Office & Administrative Specialist Int.  
Tama Trinko, Senior Medical Regulations Analyst/Investigator Sr.  
Kathryn Van Etta-Olson, Complaint Review Unit Manager/Investigator Supervisor; Legal Analyst  
Anthony Wijesinha, Medical Regulations Analyst/Investigator

Current Staff Members

Brian Anderson, Medical Regulations Analyst/Investigator  
Zachary Beare, Medical Regulations Analyst/Investigator  
Wendy Boswell, Licensure Specialist/Office & Administrative Specialist Int.  
Megan Braddock, CRU Assistant/Office & Administrative Specialist Int.  
Wendi Clarke, Operations & Administration Manager/Office Services Supervisor 2  
Jada Fehn, Legal Analyst  
Lisa Gamer, CRU Assistant/Office & Administrative Specialist/OAS Int.  
Alex Gardner, Licensure Specialist/Office & Administrative Specialist Int.  
Kathleen Harris, First Impression Operations Specialist/Office & Administrative Specialist Int.  
Karen Helgeson, Senior Medical Regulations Analyst/Investigator Sr.  
Sharon Hollinrake, Licensure Specialist/Office & Administrative Specialist Int.  
Elizabeth Huntley, Deputy Director  
Cheryl Johnston, ED Admin. Assistant, Office & Administrative Specialist Principal  
Elizabeth Larson, Licensure Unit Manager Maura LeClair, Medical Regulations Analyst/Investigator  
Paul Luecke, Licensure Coordinator/Office & Administrative Specialist Principal  
Brandon Lueder, Medical Regulations Analyst/Investigator  
Ruth Martinez, Executive Director  
Rick Reichert, Licensure Specialist/Office & Administrative Specialist Int.  
Eden Scarver, First Impression Operations Specialist/Office & Administrative Specialist Int.

Conrad Sexe, Licensure Case Manager/Investigator  
 Tama Trinko, Senior Medical Regulations Analyst/Investigator Sr.  
 Kathryn Van Etta-Olson, Complaint Review Unit Manager/Investigator Supervisor; Legal Analyst  
 Anthony Wijesinha, Medical Regulations Analyst/Investigator

Location

Minnesota Board of Medical Practice  
 2829 University Avenue SE, Suite 500  
 Minneapolis, MN 55414  
 Phone: 612-617-2130  
 FAX: 612-617-2166  
 Email: [medical.board@state.mn.us](mailto:medical.board@state.mn.us)  
 Website: <https://mn.gov/boards/medical-practice/>

**CREDENTIALS ISSUED OR RENEWED – MINN. STAT. §214.07, SUBD 1B(1)**

Total Number of persons licensed or registered as of June 30, 2020: 36,199

**Number and Type of Credentials Issued or Renewed**

License Type	Total Number of persons licensed or registered as of June 30, 2020	Total Number of persons licensed or registered as of June 30, 2018	Total Number of persons licensed or registered as of June 30, 2016	Total Number of persons licensed or registered as of June 30, 2014	Total Number of persons licensed or registered as of June 30, 2012	Total Number of persons licensed or registered as of June 30, 2010
Acupuncturist	652	615	595	490	470	415
Athletic Trainer	1,271	1,181	992	884	738	652
Genetic Counselor	351	180	N/A	N/A	N/A	N/A
Traditional Midwife	50	42	32	28	17	13
Naturopathic Doctor	88	78	58	50	33	21
Physician Assistant	3,515	1,972	2,522	2,230	1,941	1,814
Physician	25,532	24,080	22,593	21,993	20,405	19,661
Respiratory Therapist	2,176	2,084	1,976	1,941	1,814	1,746
Telemedicine	727	711	653	639	448	317
Resident Permit	1,837	1,503	944	661	833	781
<b>TOTAL OF ALL LICENSE TYPES</b>	<b>36,199</b>	<b>32,446</b>	<b>30,365</b>	<b>28,916</b>	<b>26,699</b>	<b>25,420</b>

**Historical Renewal Data by Biennium**
**July 1, 2018-June 30, 2020**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and %)
Acupuncturist	88	1,183	1,170 (98.90%)
Athletic Trainer	242	2,222	2,216 (99.73%)
Genetic Counselor	181	470	464 (98.72%)
Traditional Midwife	14	84	84 (100%)
Naturopathic Doctor	19	158	160 (98.75%)
Physician Assistant	697	6,264	6,252 (99.83%)
Physician	3,760	46,432	46,083 (99.25%)
Respiratory Therapist	279	3,986	3,964 (99.45%)
Telemedicine	189	1,260	1,252 (99.36%)
Residency Permit	1,729	N/A	N/A
<b>TOTAL</b>	<b>7,198</b>	<b>62,059</b>	<b>61,645 (99.33%)</b>

**July 1, 2016-June 30, 2018**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and %)
Acupuncturist	61	1,168	1,150 (98.5%)
Athletic Trainer	320	2,026	2,020 (99.7%)
Genetic Counselor	180	51	N/A
Traditional Midwife	16	76	76 (100%)
Naturopathic Doctor	25	118	118 (100%)
Physician Assistant	626	5,336	5,317 (99.64%)
Physician	3,528	44,673	44,151 (98.8%)
Respiratory Therapist	298	3,854	3,811 (98.9%)
Telemedicine	221		
Residency Permit	1,571	N/A	N/A
<b>TOTAL</b>	<b>6,839</b>	<b>58,518</b>	<b>57,857 (98.9)</b>

**July 1, 2014-June 30, 2016**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and %)
Acupuncturist	95	1,058	1,020 (96%)
Athletic Trainer	245	1,706	1,670 (98%)
Traditional Midwife	13	42	42 (100%)
Naturopathic Doctor	13	102	101 (99%)
Physician Assistant	566	4,444	4,411 (99%)
Physician	2,787	42,410	41,428 (98%)
Respiratory Therapist	1,429	3,640	3,568 (98%)
Telemedicine	221	1,083	1,078 (100%)
Residency Permit	1,429	N/A	N/A
<b>TOTAL</b>	<b>6,798</b>	<b>54,485</b>	<b>53,318 (98%)</b>

**July 1, 2012-June 30, 2014**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and %)
Acupuncturist	102	1,075	896 (83%)
Athletic Trainer	216	1,730	1,400 (81%)
Traditional Midwife	11	55	35 (64%)
Naturopathic Doctor	19	92	39 (42%)
Physician Assistant	465	4,293	3,755 (87%)
Physician	2,849	43,336	40,481 (93%)
Respiratory Therapist	258	3,816	3,430 (90%)
Telemedicine	274	1,184	855 (72%)
Residency Permit	1,533	N/A	N/A
<b>TOTAL</b>	<b>5,727</b>	<b>55,581</b>	<b>50,891 (92%)</b>

**July 1, 2010-June 30, 2012**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and %)
Acupuncturist	88	993	632 (63%)
Athletic Trainer	175	1,509	993 (66%)
Traditional Midwife	5	33	N/A
Naturopathic Doctor	16	62	N/A
Physician Assistant	387	3,609	2,553 (71%)
Physician	2,346	41,134	34,559 (84%)
Respiratory Therapist	198	3,628	2,768 (76%)
Telemedicine	197	869	201 (23%)
Residency Permit	1,717	N/A	N/A
<b>TOTAL</b>	<b>5,129</b>	<b>51,837</b>	<b>41,697 (80%)</b>

**July 1, 2008-June 30, 2010**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and %)
Acupuncturist	95	823	640 (78%)
Athletic Trainer	134	1,299	1,045 (80%)
Traditional Midwife	3	26	N/A
Naturopathic Doctor	21	21	N/A
Physician Assistant	321	3,026	2,598 (86%)
Physician	2,233	39,560	32,436 (82%)
Respiratory Therapist	202	3,547	3,167 (89%)
Telemedicine	165	575	201 (35%)
Residency Permit	1,650	N/A	N/A
<b>TOTAL</b>	<b>4,824</b>	<b>48,816</b>	<b>40,087 (82%)</b>

## **COMPLAINT ACTIVITY – MINN. STAT. §214.07, SUBD. 1B(2), (3)**

### **Complaints Received and Closed by Biennium**

Biennium	Total Number of Complaints Received	Total Number of Complaints Closed
July 1, 2018-June 30, 2020	1,835	1,731
July 1, 2016-June 30, 2018	1,930	1,726
July 1, 2014-June 30, 2016	1,562	1,872
July 1, 2012-June 30, 2014	1,514	1,718
July 1, 2010-June 30, 2012	1,614	1,603
July 1, 2008-June 30, 2010	1,707	1,936

### **Number of and Age of Complaints Open at the End of the Period**

Number of Complaints Open as of June 30, 2020	Age of Complaints Open as of June 30, 2020
835	<one year: 704
	>one year: 131

### **Types of Complaints Received**

Basis of complaints	Number of complaints alleging this basis received during 2018-20	Number of complaints alleging this basis received during 2016-18
Actions by another jurisdiction	207	170
Incompetency / unethical conduct	1,119	1,286
Unprofessional conduct	1,049	1,300
Illness	73	66
Non-jurisdictional	88	116
Medical records management	218	186
Becoming addicted or habituated	94	72
Prescribing	386	481
Sexual misconduct	64	37
Other	454	206

## **RECEIPTS, DISBURSEMENTS & MAJOR FEES – MINN. STAT §214.07, 1B(4)**

### **Total Receipts and Disbursements by Biennium**

Biennium	Total Receipts	Total Disbursements
July 1, 2018 – June 30, 2020	\$13,084,970	\$8,425,468
July 1, 2016 – June 30, 2018	\$18,057,981	\$11,719,220
July 1, 2014 – June 30, 2016	\$11,445,514	\$7,962,117
July 1, 2012 – June 30, 2014	\$10,847,180	\$7,796,647
July 1, 2010 – June 30, 2012	\$10,181,278*	\$7,449,684
July 1, 2008 – June 30, 2010	\$9,335,076	\$7,770,120
July 1, 2006 – June 30, 2008	\$9,084,669	\$7,310,960

\*Including 10% license / application fees for Minnesota Office of Enterprise Technology e-licensing surcharge

**Fees by Type**

<b>Type of fee</b>	<b>Fee</b>
Acupuncture Annual License	150.00
Acupuncture applications	150.00
Acupuncture Certification Fees	25.00
Acupuncture Late Fees	50.00
Acupuncture Temporary Permit	60.00
Acupuncture Inactive Status Fee	50.00
Athletic Trainer Annual Registration	100.00
Athletic Trainer Application	50.00
Athletic Trainer Temp Permit	50.00
Athletic Trainer Certification	25.00
Athletic Trainer Late Fee	15.00
Athletic Trainer Temp Registration	100.00
Genetic Counselor Annual License	150.00
Genetic Counselor Application	200.00
Genetic Counselor Certification Fee	25.00
Genetic Counselor Late Fee	25.00
Midwifery Certification Fee	25.00
Midwifery Late Fee	75.00
Midwifery Temporary Permit Fee	75.00
Midwifery Licensure & Renewal Fee	100.00
Midwifery Inactive Status Fee	50.00
Midwifery Application Fee	100.00
Physician Annual License	192.00
Physician Application Fee	200.00
Physician Temporary License	60.00
Physician Endorsement Fees	40.00
Physician Certification Fees	25.00
Physician Late Fees	60.00
Residency Permit	20.00 / 15.00
Emeritus Registration	50.00
Naturopathic Certification Fee	25.00
Naturopathic Application Fee	200.00
Naturopathic Registration Renewal Fee	150.00
Naturopathic Late Fee	75.00
Naturopathic Inactive Status	50.00
Naturopathic Temporary Permit	25.00
Naturopathic Emeritus	50.00
Physician Assistant (PA) Annual License with Prescribing	135.00
PA Application Fees	120.00
PA Certification Fee	25.00
PA Lase Fees	50.00
PA Annual License Without Pres.	115.00
PA Temporary License	60.00
Respiratory Therapists (RT) License	90.00
RT Application Fee	100.00
RT Certification Fee	25.00
RT Temporary Permit	60.00
RT Late Fee	50.00
RT Inactive Status	50.00

Telemedicine Application Fee	100.00
Telemedicine Registration Fee	75.00
Telemedicine Certification Fee	25.00
Civil Penalties	Various
Miscellaneous Service Charges, Copies	Various
Duplicate Extension Ltr / License Requests	20.00
Education / Training Program Approval	1,000.00
Competitive Athletic Event Registration	50.00
Medical Corp Annual Reg	25.00
Corporation Application	100.00
Report Generation (per hour)	60.00

**The mission of the Minnesota Board of Nursing is to protect the public's health and safety through regulation of nursing education, licensure and practice.**

### **Report of the Executive Director**

Nurses care for people across the lifespan during some of their most vulnerable moments and in settings as varied as homes, schools, hospitals, prisons, clinics and nursing homes. Individuals and families expect that nurses are competent and ethical. The Minnesota Board of Nursing is committed to its statutory obligation to protect the public's health and welfare by regulating and ensuring safe practice of nursing in Minnesota.

The 2018-2020 biennial report for the Board of Nursing is profoundly impacted by the COVID-19 pandemic. Although COVID-19 occurred in only the final four months of the biennium, all aspects of nursing were significantly affected. A pandemic like COVID-19 has not been seen in a century, and much remains unknown and evolving about the situation and the virus that causes it. Its effect on the public, nurses and employers caused uncertainty, stress and lack of clarity.

An immediate effect was the shutdown of NCLEX (national nurse licensure exam) testing sites which disrupted the pipeline of new graduates entering the workforce. Superimposed on this, was the closure of access to clinical learning sites for students progressing in a nursing education program. Fingerprinting sites closed resulting in the ability of applicants to meet the criminal background check required for licensure. The Board of Nursing office closed to the public as Board staff, like other State employees, were mandated to telework whenever possible.

On March 13, 2020, Governor Tim Walz issued Executive Order 20-01 declaring a peacetime emergency and ordered all state agencies to support healthcare providers and public health organizations as they responded to COVID-19. The Board of Nursing continued to provide all services; however, applicants, nurses and the public were encouraged to conduct all transactions electronically. Board of Nursing and other health-related licensing boards' staff worked with the Department of Health and the Governor's office to modify requirements: deferral of continuing education; authority to renew or extend the expiration period for temporary permits; deferment of fingerprint submission for criminal history checks; and authority for out-of-state license holders to render aid in Minnesota without obtaining a Minnesota license.

As Minnesota program approval rules state high-fidelity simulation may be utilized for no more than half of the designated time for meeting clinical requirements, the Board utilized MN Statutes § 14.055 and 14.056 to develop a procedure to provide discretionary rule variance to programs to exceed this threshold. This enabled students to complete their education. The simulation rule is based on the landmark NCSBN national longitudinal study which provided substantial evidence that substituting high-fidelity simulation experiences for up to half of traditional clinical hours produces comparable end-of-program educational outcomes and new graduates that are ready for clinical practice. Board staff worked with national stakeholders to develop and promote a practice-academic partnership model benefitting both students and hospitals by providing opportunities for students to be hired by a healthcare facility while enrolled in a nursing program course and accrue clinical hours and experiences. NCLEX testing resumed and reached full capacity in June 2020.

In response to the Governor's stay-at-home order to mitigate the spread of the virus, the Board revised procedures to support employees to telework while providing needed services at the Board office. No business services were interrupted, and during those last four months of the biennium, Board staff issued

nearly 4,500 new licenses and renewed over 30,000. Board meetings and discipline proceedings were conducted virtually.

The Board values alliances with internal and external stakeholders to enable development and implementation of public policy that is well grounded, evidence-based, reasonable and attainable. The Board is recognized and valued for engagement with other state agencies to assure congruence on issues involving health care delivery, patient safety organizations to address patient safety issues, and coalitions of health care providers and enforcement agencies to identify best practices for addressing violations of the law such as drug diversion and patient abuse. Collaboration with these groups ensures that the work of the Board reflects relevant professional issues and practice standards. The Board participated in over 300 such opportunities in the biennium.

Healthcare professional regulation is responsible for ensuring that nurses and other regulated healthcare professionals provide services in a safe, professional and ethical manner. The challenge is to minimize the negative side effects of regulation, e.g. political, socioeconomic, etc. To attain “right touch” regulation requires the Board to ask which risk we are trying to manage and being proportionate and targeted in regulating that risk.

Nursing regulation must be agile, innovative and pragmatic. The Board of Nursing recognizes the need to implement regulatory solutions with increased relevance and responsiveness to the changes in health care, the transformation of nursing education, and emergent trends in workforce and population health. Thus, the Board is committed to a continued focus on maximizing on-line services for the public, nurses and employers; transparency and ease of access to data related to licensure and workforce; and regulation that is agile, relevant and responsive to the changes in healthcare delivery.

Shirley A. Brekken, MS, RN, FAAN  
Executive Director  
Minnesota Board of Nursing  
[nursing.board@state.mn.us](mailto:nursing.board@state.mn.us)

**GENERAL INFORMATION – MINN. STAT. §214.07, SUBD. 1B(5)**
**Board Members Serving During the Period 7/1/2018—6/30/2020**

<b>Name</b>	<b>Location</b>	<b>Appointment Status</b>	<b>Appointment Date</b>	<b>Reappointment Date (if applicable)</b>	<b>Term Expiration Date</b>
Joann Brown	Appleton	RN	06/29/2016	n/a	01/06/2020
Julie Frederick	Mankato	RN	06/27/2017	n/a	01/04/2021
Sakeena Futrell-Carter	St. Paul	RN	06/29/2016	7/1/2020	01/01/2024
Becky Gladis	Chatfield	LPN	06/30/2015	7-1-2019	01/02/2023
Michelle Harker	Apple Valley	Public member	06/24/2014	07-01-2019	01/02/2023
Bradley Haugen	Rochester	RN	06/30/2015	n/a	01/07/2019
June McLachlan	Hermantown	RN	06/24/2014	7/1/2018	1/3/2022
Robert Muster	Minnetonka	RN	06/30/2015	7-1-2019	1/2/2023
Christine Norton	Cottage Grove	Public member	06/30/2011	06/30/2015	01/07/2019
Rui Pina	Farmington	RN	06/27/2017	n/a	01/04/2021
Steven Strand	Duluth	RN	06/30/2012	06/29/2016	01/06/2020
Eric Thompson	St. Paul	LPN	06/29/2016	n/a	01/06/2020
Pa Chua Vang	St. Paul	LPN	06/27/2017	n/a	01/04/2021
Laurie Warner	North Branch	Public member	06/27/2017	n/a	01/04/2021

The Board held twelve board meetings during the 2018-2020 biennium and spent approximately 2,798 board member hours on meetings and other Board activities.

**Board Staff and Office Location**

The Board of Nursing has 32 employees and conducts business through five major service areas: credentialing, education, discipline/complaint resolution, nursing practice and data.

**Administration**

- 1 Executive Director
- 1 Administration Program Assistant

**Credentialing**

- 1 Director of Operations
- 2 Operations Program Assistants
- 7 Customer Service Specialists

**Education**

- 1 Director for Education
- 1 Nursing Education Specialist
- 1 Education Program Assistant

**Discipline/Complaint Resolution**

- 1 Discipline Coordinator
- 4 Nursing Practice Specialists
- 2 Legal Analysts
- 1 Investigator
- 1 Paralegal
- 1 Nursing Practice Program Assistant
- 5 Administrative Assistants

**Nursing Practice**

- 1 Director of Practice & Policy
- 1 Advanced Practice Nursing Specialist

Minnesota Board of Nursing  
1210 Northland Drive Suite #120  
Mendota Heights, MN 55120

Phone: 612-317-3000  
FAX: 651- 688-1841  
Email: [Nursing.Board@state.mn.us](mailto:Nursing.Board@state.mn.us)  
Website: <http://mn.gov/boards/nursing/>

## **CREDENTIALS ISSUED OR RENEWED – MINN. STAT. §214.07, SUBD. 1B(1)**

Total Number of persons licensed or registered as of June 30, 2020: 168,234

### **Number and Type of Credentials Issued or Renewed**

License Type	Total number of persons licensed or registered as of June 30, 2020	Total number of persons licensed or registered as of June 30, 2018	Total number of persons licensed or registered as of June 30, 2016	Total number of persons licensed or registered as of June 30, 2014	Total number of persons licensed or registered as of June 30, 2012	Total number of persons licensed or registered as of June 30, 2010
RN	116,220	109,251	101,531	93,872	88,625	83,728
LPN	20,580	21,512	22,694	23,603	24,028	24,008
PHN Certificates	21,506	18,616	16,467	15,028	13,530	12,025
APRN, CNP	6,768	5,596	4,478	3,864	3,067	2,542
APRN, CRNA	2,184	2,068	1,887	1,794	1,696	1,576
APRN, CNS	479	514	493	548	526	511
APRN, CNM	374	343	297	282	258	217
Border State Registrants	123	139	182	191	235	227
<b>TOTAL OF ALL LICENSE TYPES</b>	<b>168,234</b>	<b>158,039</b>	<b>148,029</b>	<b>139,182</b>	<b>131,965</b>	<b>124,834</b>

### **Historical Renewal Data by Biennium**

**July 1, 2018-June 30, 2020**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
RN	16,980	101,842	99,542 (98%)
LPN	2,541	18,256	17,298 (95%)
RN Permit	8,482		
LPN Permit	685		
PHN Certificates	2,632		
APRN, CNP*	1,586	5,585	5,541 (99%)
APRN, CRNA*	267	1,988	1,972 (99%)
APRN, CNS*	34	453	440 (97%)
APRN, CNM*	66	327	322 (98%)
<b>TOTAL</b>	<b>33,273</b>	<b>128,451</b>	<b>125,115 (97%)</b>

**July 1, 2016-June 30, 2018**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
RN	17,694	95,040	91,787 (97%)
LPN	2,662	18,896	17,756 (94%)
RN Permit	6,222		
LPN Permit	486		
PHN Certificates	2,419		
APRN, CNP*	1,334	4,705	4,466 (95%)
APRN, CRNA*	285	1,845	1,766 (96%)
APRN, CNS*	44	483	428 (89%)
APRN, CNM*	61	303	280 (92%)
<b>TOTAL</b>	<b>31,207</b>	<b>121,272</b>	<b>116,483 (96%)</b>

\*2016-2018 First Biennium APRN Renewal Data Available.

**July 1, 2014-June 30, 2016**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
RN	15,849	87,633	83,260 (95%)
LPN	3,173	19,693	18,247 (93%)
RN Permit	4,820		
LPN Permit	394		
PHN Certificates	2,184		
APRN, CNP	4,478	2,258	
APRN, CRNA	1,887	960	
APRN, CNS	493	259	
APRN, CNM	297	150	
<b>TOTAL</b>	<b>33,575</b>	<b>110,953</b>	<b>101,507 (94%)</b>

**July 1, 2012-June 30, 2014**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
RN	12,694	82,884	78,079 (94%)
LPN	3,759	20,248	18,202 (90%)
RN Permit	3,918		
LPN Permit	392		
PHN Certificates	2,038		
APRN, CNP	3,864		
APRN, CRNA	1,794		
APRN, CNS	548		
APRN, CNM	282		
<b>TOTAL</b>	<b>25,905</b>	<b>103,132</b>	<b>96,281 (93%)</b>

**July 1, 2010-June 30, 2012**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
RN	12,026	77,472	71,802 (93%)
LPN	3,839	20,383	17,715 (87%)
RN Permit	3,770		
LPN Permit	457		
PHN Certificates	1,578		
APRN, CNP	3,067		
APRN, CRNA	1,696		
APRN, CNS	526		
APRN, CNM	369		
<b>TOTAL</b>	<b>27,217</b>	<b>97,855</b>	<b>89,517 (92%)</b>

**July 1, 2008-June 30, 2010**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
RN	11,166	74,177	67,241 (91%)
LPN	3,541	21,011	17,422 (83%)
RN Permit	5,877		
LPN Permit	376		
PHN Certificates	1,302		
APRN, CNP	1,576		
APRN, CRNA	511		
APRN, CNS	217		
APRN, CNM	217		
<b>TOTAL</b>	<b>27,108</b>	<b>95,188</b>	

**COMPLAINT ACTIVITY – MINN. STAT. §214.07, SUBDS. 1B(2), (3)**

**Complaints Received and Closed by Biennium**

Biennium	Total Number of Complaints Received	Total Number of Complaints Closed
July 1, 2018-June 30, 2020	2599	2270
July 1, 2016-June 30, 2018	2807	2857
July 1, 2014-June 30, 2016	2146	2423
July 1, 2012-June 30, 2014	3291	3709
July 1, 2010-June 30, 2012	1745	1805
July 1, 2008-June 30, 2010	1450	1368

**Number of and age of complaints open at the end of the period**

Number of Complaints Open as of June 30, 2020	Age of Complaints Open as of June 30, 2020
360	<one year
108	>one year

The Board received 208 fewer complaints in this biennium than in the previous biennium. The Board has closed fewer complaints than were received, however a smaller number of complaints remain open at the end of this biennium than that of the previous. A smaller number of complaints have been open for more than a year at the close of this biennium, however the average time to resolve complaints has increased to 194 days. Factors affecting complaint resolution cycle time include, but not limited to, length of time to schedule hearings, requests for continuance, criminal proceedings, duration of investigations, delayed response to subpoenas for records and staff vacancies. The range of time to resolution was 7-1,235 days. The types of complaints have remained consistent.

**Types of Complaints Received During Biennium**

Basis of complaints received	Number of complaints alleging this basis in 2018-2020*	Number of complaints alleging this basis in 2016-2018*
Failure to practice with reasonable skill and safety	670	683
Actual or potential inability to practice nursing safely due to the use of substances or mental or physical health condition	492	525
Action in another jurisdiction	112	256
Failure to demonstrate qualification for licensure or fraud/deceit in obtaining a license	147	137
Unauthorized practice, including practicing without current registration, without informing the board of APRN certification and practicing without a license	57	54
Unprofessional conduct	164	171
Violation of a board order	58	83
Failure to practice Advanced Practice nursing with reasonable skill and safety	102	134
Failure to successfully complete the Health Professionals Services Program	104	68
Criminal conviction	155	90

Tax delinquency	22	127
Unethical conduct, including use of undue influence to the benefit of the nurse	174	80
Improper management of patient records or privacy violations	35	36
Sexual Misconduct	15	23
All others	292	257

\*Some complaints allege more than one basis

## **GENERAL INFORMATION – MINN. STAT. §214.07, SUBD. 1B(5)**

### **Nursing Education Program Approval**

The Board promotes excellence of nursing education standards and approved nursing education programs by monitoring program graduate success rates on the national nurse licensure examination; facilitating innovative approaches to address nursing workforce and nursing faculty shortages; providing evidenced-based rule proposals to address limited clinical site availability through simulation; providing consultation to nursing education programs regarding national nurse licensure examination (NCLEX®) pass rates; developing and conducting research to promote a safe, competent and sufficient nursing workforce; and advising prospective students regarding educational tracks and scholarships. The Board established requirements for initial and continuing approval of licensure preparing nursing programs. Advanced Practice Registered Nurse (APRN) programs are now approved by the Board according to program approval rules adopted December 13, 2016.

### **Approved Licensure-Preparing Programs as of 6/30/2020**

Type of Nursing Programs	
Practical	25
Professional – Associate	25
Professional – Baccalaureate	20
Professional – Master’s	3
Advanced Practice Registered Nurse	12

### **Graduates of Licensure Programs**

Number of Graduates	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Practical	1761	1404	1260	1180	1146	1101
Professional – Associate	1981	2202	2389	2347	2245	2308
Professional – Baccalaureate	1084	1062	1101	1060	1107	1209
Professional – Master’s	89	65	119	125	135	134
Advanced Practice	n/a	n/a	n/a	2108	4754	3009

**Initial Program Approval of Licensure-Preparing Nursing Programs**

	FY 2015 - FY 2016	FY 2016 – FY 2017	FY 2017 – FY 2018	FY 2018 – FY 2019
Practical	0	0	0	0
Professional – Associate	0	0	0	0
Professional– Baccalaureate	0	2	0	0
Professional – Master’s	0	0	0	0
Advanced Practice	0	12	0	0
Total	0	14	0	0

**Continuing Program Approval of Approved Licensure-Preparing Nursing Programs**

Programs	FY 2015 - FY 2016	FY 2016 – FY 2017	FY 2017 – FY 2018	FY 2018 – FY 2019
Practical	6*	1	18**	15
Professional	12*	7	16**	11
Total	18	8	34	26

\* Number includes 1 practical program with established nursing programs on 5 campuses, now approved as 5 individual nursing programs and 1 professional program with established programs on 5 campuses, now approved as 5 individual programs.

\*\*Number includes 17 practical and 12 professional programs granted continued approval on 6/7/18 in accordance to program approval rules for those programs achieving accreditation candidacy status.

On-site surveys, collection and review of annual reports, review of improvement plans submitted by programs, decisions of national nursing accreditation bodies, and analysis of the National Council Licensure Examination (NCLEX®) data were used to evaluate each nursing education programs’ compliance with statutes and rules. Analysis of all available data provides a basis for the education reports submitted to the Board for decision-making.

The Board requires oversight of programs that have first-time licensure examination (NCLEX®) success rates at 75% or below for a calendar year. During calendar years 2018 and 2019, thirteen nursing programs were below the minimum standard for 1, 2 or 3 years. Table 5 presents a comparison of programs below minimum standard for calendar years 2014 through 2019.

**Programs Below Minimum Standard for Calendar Years 2014 through 2019**

Year(s) below minimum standard	2014	2015	2016	2017	2018	2019
1 year	7 (3 PN, 0 ADN, 4 Baccalaureate)	8 (1 PN, 6 ADN, 1 Baccalaureate)	6 (2PN, 2ADN, 1 Baccalaureate, 1 Master's entry)	8 (3 PN, 3 ADN, 2 Baccalaureate)	5 (2 PN, 2 ADN, 1 Baccalaureate)	4 (1 PN, 2 ADN, 1 Baccalaureate)
2 consecutive years	3 (1 PN, 2 ADN, 0 Baccalaureate)	1 (1 PN)	5 (1 PN, 4 ADN)	2 (1 PN, 1 ADN)	3 (1 PN, 1 ADN, 1 Baccalaureate)	1 (Baccalaureate)
3 consecutive years	3 (0 PN, 2 ADN, 1 Baccalaureate)	2 (1 PN and 1 ADN)	0	2 (2 ADN)	1 (PN)	2 (1 PN, 1 Baccalaureate)
Total	13	11	11	12	9	7

All programs with first-time NCLEX® candidate success rates of 75 percent or less within a calendar year submitted plans of corrective action, as required by rule. For programs below minimum standard for two consecutive calendar years, the Board conducted an on-site survey to determine progress on the previously submitted plan. Following the survey, revised plans of corrective action were submitted as required by rule. An on-site survey for compliance with all applicable rules and for the implementation of the revised plan of corrective action was required for the program below minimum standard for three consecutive calendar years.

**Summary of New Rules Related to Nursing Education and Credentialing**

New program approval rules were promulgated in 2011. These rules require all programs to hold national accreditation or accreditation candidacy. All MN approved nursing programs either achieved candidacy or accreditation by June 1, 2019. Other key elements, such as compliance with submission of a designated minimum data set and meeting identified NCLEX® first-time success rates, continue as elements of regulatory oversight. No new rules were adopted related to nursing education or credentialing.

**RECEIPTS, DISBURSEMENTS & MAJOR FEES – MINN. STAT §214.07, 1B(4)**
**Total Receipts and Disbursements by Biennium**

Biennium	Total Receipts	Total Disbursements
July 1, 2018 – June 30, 2020	\$17,979,016	\$12,658,104
July 1, 2016 – June 30, 2018	\$13,285,603	\$11,029,345
July 1, 2014 – June 30, 2016	\$13,260,405	\$10,358,110
July 1, 2012 – June 30, 2014	\$11,552,309	\$9,374,288
July 1, 2010 – June 30, 2012	\$10,854,823	\$8,483,257
July 1, 2008 – June 30, 2010	\$10,913,694	\$8,872,707
July 1, 2006 – June 30, 2008	\$10,032,253	\$7,310,384

**Fees by Type**

Type of Fee	Fee
APRN Initial Licensure	\$105
RN and LPN Licensure by examination	\$105
RN and LPN Re-examination	\$60
RN and LPN Licensure by endorsement	\$105
RN, LPN and APRN Registration renewal	\$85
RN, LPN and APRN Re-registration	\$105
RN and LPN Border State Registry	\$50
Public Health Nurse certification	\$30
Replacement license certificate	\$20
Verification of licensure status	\$20
Verification of examination scores	\$20
Copy of microfilmed licensure application materials	\$20
Nursing business registration initial application	\$100
Nursing business registration annual application	\$25
Practicing without APRN, RN and LPN current registration	Two times the amount of current registration renewal fee (\$85) for any part of the first calendar month, plus the current registration renewal fee (\$85) for any part of any subsequent month up to 24 months.
Practicing without current APRN certification	\$200 for the first month or any part of month and \$100 for each subsequent month or part thereof.
Auto verification service subscription	Fee is set according to sliding scale based on number of records included in the subscription, from \$100 for 1-100 records to \$1,000 for a subscription consisting of over 5,000 records.
Data requests	One cent per record included in the file, plus a \$5 file creation fee.

**The mission of the Board of Occupational Therapy is to protect the public through effective licensure and enforcement of the statutes and rules governing the practice of occupational therapy to reasonably ensure a standard of competent and ethical practice.**

### **Report of the Executive Director**

The Minnesota Board of Occupational Therapy Practice (Board) has now been in operations for just over two years. The legislature created the Board effective January 1, 2018. The Board office assumed all responsibilities for occupational therapy licensure on April 19, 2018.

The Board and its staff strive to ensure it fulfills its mission through:

- Implementation of statutory license application requirements, ensuring a thorough review of applicant qualifications;
- Timely initial license processing for occupational therapy (OT) and occupational therapy assistant (OTA) applicants and temporary license applicants;
- Timely biennial renewal of licenses for OT's and OTAs;
- Thorough and timely review and response to complaints, taking appropriate action as required by statute;
- Accurate, timely response and information dissemination to licensees, applicants, and other interested persons and agencies;
- Excellent customer service, ensuring correspondence is responded to in an efficient and positive manner; and
- Educating licensees about statutory obligations and changes to ensure safe, ethical practice occurs within the statute

The end of the biennium forced the Board staff to pivot and modify services to better fit the health imperatives and work from home mandates. Staff worked diligently and creatively to allow licensing, renewals, customer service, and complaint management to continue with minimal to no delay or negative impact. Based upon this, Staff have recognized opportunities to permanently modify internal policies and work procedures improving efficiency and ensuring accuracy. There is ongoing work related to documenting these modifications.

During the biennium, the Board approached the legislature with two sets of changes. It sought a fee increase to increase revenue to cover the Board's operating expenses and startup costs. This was the first fee increase for occupational therapy licensees since occupational therapy practitioner regulation began in 1996. Additionally, the Board sought statutory changes in the 2020 legislative session. These changes are technical or administrative in nature and had no adverse public or fiscal impact. Changes included refinements to the Scope of Practice, streamlining and clarification of definitions, license application requirements, supervisory changes, temporary license obligations, continuing education requirement updates, and a move to birth month renewal for all licensees.

The Board collaborates closely with groups of health licensing boards on multiple fronts including developing and maintaining the licensing system and database. Board representatives meet routinely to collaborate on licensing system projects, shared staff and service initiatives and space management.

As the Board has developed into a fully functioning small agency, it has integrated into utilizing state services and systems. The Board now partners with the Small Agency Resource Team (SmART) through the Department of Administration for its financial and human resource functions. SmART has been an effective partner for the Board ensuring its obligations and internal controls as a state agency are met or exceeded.

Operationally, the Board has achieved 100% online routine license applications and renewals. Paper processes are minimal and primarily related to license verifications and less frequent tasks including late renewal applications or temporary license renewals. The Board's goals include moving the remaining paper-based processes into secured, validated electronic processes. Continuing from this biennium and concluding in the next, Board staff are undertaking a records retention and scanning project to convert all existing paper license records to an electronic format. This will allow the Board office to downsize its office/storage square footage. Board staff continue to strive to ensure their

work is efficient, transparent, and in alignment with Board and State of Minnesota expectations.

Board members continue to demonstrate tremendous commitment and service to the people of the State of Minnesota. As the Board stabilizes as a state agency, it is considering what the next several years will bring. Strategic planning and goal setting will continue. The Board of Occupational Therapy Practice strives to always meet its foremost obligation of protection of the public.

Christina Bourland, MHA, OTR/L  
 Executive Director  
 Minnesota Board of Occupational Therapy Practice  
 612-548-2179  
<https://mn.gov/boards/occupational-therapy/>

## **GENERAL INFORMATION – MINN. STAT. §214.07, SUBD. 1B(5)**

### **Board Members Serving During the Period 7/1/2018—6/30/2020**

Name	Location	Appointment Status	Appointment Date	Reappointment Date (if applicable)	Term Expiration Date
Mary Bartzan, Occupational Therapist	Wayzata	Active	January 1, 2018	July 3, 2019	January 2, 2023
Lynnette Buckley, Occupational Therapy Assistant	Bloomington	Active	January 1, 2018	January 3, 2019	January 2, 2023
Ann Clark, Occupational Therapist	Duluth	Expired	January 1, 2018		January 6, 2020
Donna Coughlin, Occupational Therapy Assistant	Rochester	Active	January 1, 2018	May 20, 2020	January 1, 2024
Chris Harbaugh, Occupational Therapist	Big Lake	Active	January 1, 2018		January 3, 2022
Laura McGrath, Public Member, Licensed Healthcare Provider	Rochester	Expired	January 1, 2018		January 6, 2020
Samantha Olsen, Occupational Therapist	Cleveland	Active	January 1, 2018		January 4, 2021
Kim Pettman, Public Member	Sauk Rapids	Expired	January 1, 2018		January 7, 2019
Erin Staum, Occupational Therapy Assistant	Oakdale	Active	January 1, 2018		January 4, 2021
Jessica Engman, Occupational Therapist	White Bear Lake	Active	July 3, 2019		January 2, 2023
Jeffrey Malikowski, Public Member	Saint Cloud	Active	July 3, 2019		January 2, 2023
Stephen Jobe, Public Member	Brainerd	Active	July 3, 2019		January 2, 2023
Stephanie Smith, Occupational Therapist	Ham Lake	Active	June 16, 2020		January 1, 2024
Gregg Schaeppi, Public Member	Minneapolis	Active	June 24, 2020		January 1, 2024

Board membership is comprised of the following Governor appointed members: five licensed occupational therapists, three licensed occupational therapy assistants, one public member who is a licensed health care provider, and two public members who have received or have a family member who has received occupational therapy services. The occupational therapy practitioners must represent various practice areas and settings and at least two must be employed outside of the Twin Cities seven county metropolitan area. The Board is currently scheduled to meet four times per year with the Complaint Resolution Committee meeting more often as needed. The Board currently has two standing committees: The Executive Committee and the Complaint Resolution Committee.

**Board Staff and Office Location**

Christina Bourland, Executive Director  
 Molly Cox, Licensing and Administrative Specialist  
 Daniella Filardo, Assistant Executive Director

Minnesota Board of Occupational Therapy Practice  
 University Park Plaza Building  
 2829 University Avenue SE, Suite 415  
 Minneapolis, MN 55414  
 Phone: 612-548-2179  
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<https://mn.gov/boards/occupational-therapy/>

**CREDENTIALS ISSUED OR RENEWED – MINN. STAT. §214.07, SUBD. 1B(1)**

Total Number of persons licensed or registered as of June 30, 2020: 5,677

NOTE: Reported numbers include information provided by the Minnesota Department of Health (MDH), Health Occupations Program and transferred to the Board April 13, 2018. All historical data is with MDH.

**Number and Type of Credentials Issued or Renewed**

License Type	Total Number of persons licensed or registered as of June 30, 2020	Total Number of persons licensed or registered as of June 30, 2018	Total Number of persons licensed or registered as of June 30, 2016	Total Number of persons licensed or registered as of June 30, 2014	Total Number of persons licensed or registered as of June 30, 2012	Total Number of persons licensed or registered as of June 30, 2010
Occupational Therapist	4204	3913	N/A	N/A	N/A	N/A
Occupational Therapist Assistant	1247	1236	N/A	N/A	N/A	N/A
Temporary Occupational Therapist	163	21	N/A	N/A	N/A	N/A
Temporary Occupational Therapy Assistant	63	14	N/A	N/A	N/A	N/A
<b>TOTAL OF ALL LICENSE TYPES</b>	<b>5677</b>	<b>5184</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

### Historical Renewal Data by Biennium

**July 1, 2018-June 30, 2020**

Type of License/Credential	Number of New Licenses*	Number of Renewed Licenses	Number of Credentials Renewed Online (percent)*
Occupational Therapist	564	4204	100%
Occupational Therapy Assistant	182	1247	100%
Occupational Therapist Temporary License	153	10	0**
Occupational Therapy Assistant Temporary License	52	11	0**
<b>TOTAL</b>	<b>951</b>	<b>5451</b>	<b>100%</b>

\*A small number of renewals that occur more than 30 day after license expiration occur through paper processing. All renewals that are on time or within 30 days of the license expiration date occur through an online process.

\*\*Temporary license renewals must occur on paper. August 2020 statute changes removed the temporary license renewal option.

### COMPLAINT ACTIVITY – MINN.STAT. §214.07, SUBDS. 1B(2), (3)

#### Complaints Received and Closed by Biennium

Biennium	Total Number of Complaints Received	Total Number of Complaints Closed
July 1, 2018-June 30, 2020	17	17
July 1, 2016-June 30, 2018	1*	5*

\*This number reflects cases transferred from MDH that were closed by the Board AND cases opened and closed by the Board.

#### Number of and age of complaints open at the end of the period

Number of Complaints Open as of June 30, 2020	Age of Complaints Open as of June 30, 2020
0	<one year: N/A
0	>one year: N/A

#### Types of Complaints Received During Biennium

Basis of complaints received	Number of complaints alleging this basis for the period July 1, 2018 through June 30, 2020	Number of complaints alleging this basis for the period July 1, 2016 through June 30, 2018*
Incompetency / unethical conduct	11	1
Unprofessional conduct	13	1
Impairment (including voluntary referral to HPSP)	3	
Non-jurisdictional(includes referred to other state entities)	1	
Failure to comply with CE requirement**	21	

Fraud/falsification elements (billing or reporting issues)	5	
Practice after license expired**	10	
Sexual misconduct/boundaries	0	
Miscellaneous	0	

\*ONLY cases opened by the Board are reported here. All other cases reported to the Department of Health will be reported by that agency. Some complaints allege more than one basis.

\*\*These items are not considered formal complaints per the Occupational Therapy Practice Act but are issued civil penalties which are non-disciplinary.

**RECEIPTS, DISBURSEMENTS & MAJOR FEES – MINN. STAT §214.07, 1B(4)**

**Total Receipts and Disbursements by Biennium**

Biennium	Total Receipts	Total Disbursements**
July 1, 2018 – June 30, 2020	\$940,327.09*	\$735,262.77
April 19,2018 – June 30, 2018*	\$100,897.59	\$221,909.12

\*Total Receipts and Total Disbursements reflects ONLY activity conducted by the Board from the end of the interagency agreement (April 19, 2018) to June 30, 2018 and does not reflect MDH data. Includes \$64,782.21 transferred from the Department of Health to the Board in November of 2018. This should have been transferred in FY18.

\*\* Total disbursements include all direct and indirect costs/expenditures to the board.

**Fees by Type**

Type of fee	Fee
Initial License- OT	\$185.00
Initial License-OTA	\$105.00
Biennial Renewal- OT	\$185.00
Biennial Renewal-OTA	\$105.00
Criminal Background Check	\$33.25
Duplicate License	\$30.00
Temporary License	\$75.00
Verification to institutions	\$10.00
Verification to Another State	\$25.00
Course Approval after lapse of Licensure	\$100.00
Limited License	\$100.00
Penalty Fees for unlicensed practice or continuing education violations	Varies

**The mission of the Minnesota Board of Optometry is promoting public interest in receiving quality optometric health care from competent licensed optometrists; protecting the public by ensuring that all licensed optometrists meet the educational and practical requirements specified in law; and protecting the public by setting standards for quality optometric health care.**

## **Report of the Executive Director**

**July 1, 2018 – June 30, 2020**

The mission of the Board is public protection by striving to ensure Minnesota citizens receive quality optometric care from competent optometrists. Public protection through licensure and regulation underlies every activity and all functions of the Board.

The Board website ([https:// https://mn.gov/boards/optometry/](https://mn.gov/boards/optometry/)) provides access to online Annual License Renewals, online address/phone change, online reporting of continuing education, information about the status of individual licensees, complaint forms, and optometry statutes and rules. This year all, but one Optometrist, renewed their annual license electronically.

The Board is also well represented at a national level with one Minnesota licensed optometrist representing Minnesota on the Executive Committee of the Association of Regulatory Boards, (ARBO). Dr. O'Neill is currently the Chair for the eight-seat national board of directors of optometry.

The Board required all OD's to complete a two-hour open book statutes and rules review with final exam as part of the annual CE requirement. It developed, with other boards, the Opioid response with an online CE submission developed in this biennium. It also worked extensively with the Minnesota Optometric Association in developing 'A Path Forward for Optometry in Minnesota-Covid Preparedness Plan". This proved to be an excellent public safety and provider developed tool.

The Board staff consists of 0.875 FTE employees in the positions of Executive Director and Office Administrative Specialist. A 0.25 FTE staff member was temporarily employed in this past year. The Board continues to provide a responsive, customer focused, efficient, and cost-effective services. Board members are commended for exceptional dedication. Remarkably, board membership has only had three absences by the seven-person board in the past five years. Board members are exceptional valued partners to meet the increasing demands of optometric/consumer education.

Randy Snyder  
Executive Director  
Minnesota Board of Optometry  
651-201-2762  
[Optometry.board@state.mn.us](mailto:Optometry.board@state.mn.us)

## **GENERAL INFORMATION – MINN. STAT. §214.07, SUBD. 1B(5)**

### **Board Members Serving During the Period 7/1/2018—6/30/2020**

Name	Location	Appointment Status	Appointment Date	Reappointment Date (if applicable)	Term Expiration Date
Patrick O’Neill	Northfield	Optometrist	June, 2011	June, 2019	Term ends 1/2023
Sam Vilella	Blaine	Optometrist	July 2, 2019		Term ends 1/2023
Michelle Falk	Woodbury	Optometrist	November, 2010	June, 2018	Term ends 1/2022
Shari Koll	Springfield	Public	July 2, 2019		Term ends 1/2023
Tina McCarty	Maple Grove	Optometrist	July, 2020		Term ends 1/2024
Ron Czerepak	North St. Paul	Public	March, 2015	June, 2017	Term ends 1/2021
Eric Bailey,	St. Cloud	Optometrist	March, 2017		Term ends 1/2021

### **Board Staff and Office Location**

Randy Snyder, Executive Director  
 Anna Hartsel, Office and Administrative Specialist, Senior

Minnesota Board of Optometry  
 University Park Plaza Building  
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 Website: <http://www.mn.gov/boards/optometry/>

## **CREDENTIALS ISSUED OR RENEWED – MINN. STAT. §214.07, SUBD. 1B(1)**

Total Number of persons licensed or registered as of June 30, 2020: 1,164

### **Historical Renewal Data by Biennium**

#### **July 1, 2018-June 30, 2020**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (percent)
Optometrist	119	2402	99.8%

#### **July 1, 2016-June 30, 2018**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (percent)
Optometrist	94	2250	95%

#### **July 1, 2014-June 30, 2016**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (percent)
Optometrist	86	2194	90%

#### **July 1, 2012-June 30, 2014**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (percent)
Optometrist	95	2063	89%

#### **July 1, 2010-June 30, 2012**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (percent)
Optometrist	80	1999	54%

#### **July 1, 2008-June 30, 2010**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (percent)
Optometrist	61	2007	48%

## **COMPLAINT ACTIVITY – MINN. STAT. §214.07, SUBDS. 1B(2), (3)**

### **Complaints Received and Closed by Biennium**

Biennium	Total Number of Complaints Received	Total Number of Complaints Closed
July 1, 2018-June 30, 2020	69	65
July 1, 2016-June 30, 2018	33	30
July 1, 2014-June 30, 2016	28	18

**Number of and Age of Complaints Open at the End of the Period**

Number of Complaints Open as of June 30, 2020	Age of Complaints Open as of June 30, 2020
4	<one year: 3
	>one year: 1

**Types of Complaints**

Basis of complaint	Number of complaints alleging this basis from 2018-2020*	Number of complaints alleging this basis from 2016-2018*
Unprofessional conduct	13	10
Non-jurisdictional	13	8
Medical Records	7	15
Sexual Misconduct	0	0
Miscellaneous	23	0

\*Some complaints allege more than one basis

**RECEIPTS, DISBURSEMENTS & MAJOR FEES – MINN. STAT §214.07, 1B(4)**
**Total Receipts and Disbursements by Biennium**

Biennium	Total Receipts	Total Disbursements
July 1, 2018 – June 30, 2020	\$ 441,664	\$ 441,076
July 1, 2016 – June 30, 2018	\$ 312,142	\$ 412,488
July 1, 2014 – June 30, 2016	\$ 289,146	\$ 300,353
July 1, 2012 – June 30, 2014	\$ 253,311	\$ 228,686
July 1, 2010 – June 30, 2012	\$ 237,672	\$ 230,977
July 1, 2008 – June 30, 2010	\$ 237,598	\$ 232,555

**Fees by Type**

Type of Fee	Fee
Professional Corporation	\$100 initial report \$25 annual report
Licensure Application	\$160
Annual License Renewal	\$135
Late Penalty Fee	\$75
Duplicate/Replacement card	\$10
CE Provider Application	\$45
Emeritus Registration	\$10
Endorsement Application	\$160
Reinstatement Application	Varies
Replacement of Initial License Certificate	\$12

The Minnesota Board of Pharmacy exists to promote, preserve, and protect the public health, safety, and welfare by fostering the safe distribution of pharmaceuticals and the provision of quality pharmaceutical care to the citizens of Minnesota.

## Report of the Executive Director

July 1, 2018 – June 30, 2020

### *Major functions of the Board:*

#### Setting educational and examination standards for initial and continuing licensure:

- Set licensure and internship requirements through the rules process.
- Review academic programs to determine if they meet requirements.
- Develop the state's jurisprudence examination to determine candidate knowledge of Minnesota statutes and rules governing pharmacy practice.
- Review and approve continuing education programs submitted by sponsors and individuals.
- Review documentation of completion of requirements for initial and continuing licensure.

#### Conducting inspections of all pharmacies, drug wholesalers, drug manufacturers and controlled substance researchers in the state.

- Inspect all pharmacies located in the state of Minnesota to assure compliance with all statutes and rules relating to prescription drug dispensing and the provision of pharmaceutical care.
- Inspect all wholesalers located in the state of Minnesota to assure compliance with all statutes and rules relating to the storage and distribution of prescription and non-prescription drugs.
- Inspect manufacturers located within Minnesota to assure compliance with Current Good Manufacturing Practices.
- Inspect all controlled substance drug researchers located in the state of Minnesota to assure compliance with state and federal controlled substance statutes and regulations.

#### Responding to public and agency inquiries, complaints, and reports regarding licensure and conduct of applicants, registrants, and licensees.

- Accept complaints and reports from the public and health care providers and regulators.
- Decide whether a complaint or inquiry is jurisdictional and, if so, whether and what type of action to pursue to resolve the matter.
- Refer inquiries and complaints to other investigative, regulatory, or assisting agencies, as necessary.
- Respond to complainants and agency reports by informing the complainants/agencies of action taken to resolve their complaints, while observing provisions of the data practices act regarding the legal status of data obtained during the course of an investigation and disciplinary proceeding.

#### Setting standards of practice and conduct for licensees and pursuing educational or disciplinary action with licensees, to ensure that standards are met.

- Set standards of conduct and a basis for disciplinary action through the rules process.
- Seek information directly from the licensee and obtain evidence and relevant information from other agencies in response to complaints or inquiries.
- Hold conferences with licensees to identify their role and responsibility in a matter under investigation.
- Provide applicant and licensee education to improve practice and prevent recurrence of problems.
- Obtain voluntary agreement for disciplinary action or pursue disciplinary action through a due process, contested case hearing; defend disciplinary action in court if necessary.

- Referring cases, where appropriate, to the Health Professionals Services Program.

#### Administering the State's Prescription Monitoring Program (PMP)

- Electronically collect data, on a daily basis, concerning controlled substance prescriptions from approximately 1,600 dispensers. (6.5 million prescriptions reported annually).
- Process applications from prescribers and pharmacists who want to access the PMP database through a secure Internet link. Such users can register online but sometimes need assistance.
- Assist other Board staff in ensuring that pharmacists who are required by law to register for an account actually sign up for and maintain an account.
- Work with the National Association of Boards of Pharmacies and other States to enable interstate sharing of PMP data.
- Link profiles thought to be for a single individual who uses multiple names or addresses in an attempt to hide "doctor-shopping" behavior. (Doctor shopping involves getting prescriptions from multiple prescribers in a short period of time and having them filled at multiple pharmacies).
- Work with pharmacies to ensure the accuracy of the data that is submitted.
- Evaluate the data for the purposes of identifying individuals who may be engaged in doctor-shopping. Controlled Substance Insight Alerts are sent to the prescribers and pharmacies who have provided treatment to such individuals.
- Work with the Board's IT vendors to improve processes for the PMP.
- Make presentations to professional groups interested in learning about the PMP.
- Take part in regional and national meetings in order to collaborate with partners from other states and the federal government.
- Consult with the PMP Advisory Task Force concerning certain issues that are defined in statutes.

#### Administering the State's Opioid Product Registration Fee Program

- Collect data from manufacturers, wholesalers and pharmacies concerning the distribution of opioids into Minnesota.
- Determine which opioid manufacturers have had more than 2 million units dispensed and used within Minnesota.
- Send invoices to those manufacturers, collect and process payments, make sure funds are deposited into the opiate epidemic response account.

#### Administering the Minnesota Insulin Safety Net Program (along with MNsure)

- Make information available about the program on the Board's Web site.
- Respond to questions from the public, pharmacists, and the manufacturers.
- Monitor the compliance of the insulin manufacturers.
- Handle request for eligibility reviews for the continuing need portion of the program.
- Collect data and prepare reports for the Legislature.

#### Provision of technical assistance to elected public officials, other state agencies, federal agencies and units of local government.

- Respond to requests from legislators for technical assistance concerning the practice of pharmacy, the distribution of pharmaceuticals, drug abuse and other related issues.
- Work with other state and federal agencies on issues concerning the practice of pharmacy, the distribution and disposal of pharmaceuticals, drug abuse, and other health care policy areas.
- Serve as consultants to licensees and registrants who have questions concerning practice standards, statutes, and rules.
- Respond to requests from the public for information about the practice of pharmacy and related topics.

***Emerging issues regarding the regulation of the practice of pharmacy:***

- Manufacturers and software developers continue to develop new devices and programs that automate pharmacy dispensing processes. These devices continue to change how pharmacy is practiced and how drugs are dispensed to patients. The Board devotes a significant amount of resources to evaluating this new technology to ensure that it does not pose a threat to patients.
- Pharmacies continue to expand their offering of services such as immunizations and medication therapy management. This trend should result in improved public health by increasing the number of individuals who are immunized against various diseases and by helping to reduce adverse drug reactions and other medication-related problems. However, if these services are performed incorrectly, there can be a detrimental impact on patients.
- Abuse of prescription drugs, particularly opioids, continues to be a significant problem. The Board continues to work with other state agencies to address this issue. As mentioned above, the Board implemented and administers the Prescription Monitoring Program, which is a tool that can be used to prevent “doctor-shopping” - which is one source of illegitimately used prescription drugs. The Board has worked on several pieces of legislation designed to increase access to naloxone, an opioid antagonist used to treat life-threatening opioid overdoses. Pursuant to legislation passed during the 2020 Session, the Board developed a protocol that pharmacists can use to independently prescribe naloxone. The Board also implemented the Minnesota Opiate Product Registration Fee program in 2020. Unfortunately, approximately \$13.25 million was collected, rather than the anticipated \$20 million. Lower than expected revenues occurred because far more drug wholesalers dropped their licenses than anticipated.
- The Board supports the concept that licensed health care professionals should be allowed to practice up to the level of their education and training. During the 2020 Session, the Board worked with groups interested in expanding the scope of practice for pharmacists. Specifically, legislation was enacted that allows pharmacists to follow protocols and directly prescribe nicotine-replacement therapy products, naloxone, and self-administered hormonal contraceptives.
- During 2020, Board staff spent a considerable amount of time working on issues related to the COVID-19 pandemic and the civil unrest that occurred in May. COVID-19 and civil unrest FAQ documents were prepared and posted on the Board’s Web site. Those documents helped licensees and the public better cope with the challenges created by these two unexpected crises. Through the COVID-19 FAQ, the Board has been exercising statutory enforcement discretion and granting blanket rules variances. In addition, national trade and professional associations lobbied the federal administration to allow pharmacists, pharmacy technicians, and pharmacist interns to perform duties that they cannot perform under state law. (For example, pharmacy technicians are allowed to administer vaccines to individuals aged three and older). It is likely that those associations will want the temporary changes made by the Board and by the federal government to continue after the pandemic is over.

Cody Wiberg, Pharm.D., M.S., R.Ph.  
Executive Director  
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## GENERAL INFORMATION – MINN. STAT. §214.07, SUBD. 1B(5)

### Board Members Serving During the Period 7/1/2018—6/30/2020

Name	Location	Appointment Status	Appointment Date	Reappointment Date (if applicable)	Term Expiration Date
Stuart Williams	St. Louis Park	Public member	07/2011	06/2019	01/2023
Rabih Nahas	Orono	Pharmacist	02/2013	01/2017	01/2021
Kurt Henn	Wabasha	Pharmacist	06/2015	n/a	01/2019
Joseph Stanek	Plymouth	Pharmacist	08/2015	01/2016	01/2020
Andrew Behm	Edina	Pharmacist	01/2016	01/2017	01/2021
James Bialke	Minneapolis	Public member	01/2016	01/2018	01/2022
Samantha Schirmer	Andover	Public member	01/2016	06/2019	01/2023
Mary Phipps	St. Cloud	Pharmacist	01/2016	05/2020	01/2024
Stacey Jassey	Maple Grove	Pharmacist	01/2018	In first term	01/2022
Kendra Metz	Cloquet	Pharmacist	06/2020	In first term	01/2024
Amy Paradis	Fairmont	Pharmacist	06/2019	In first term	01/2023

### Board Staff (current) and Office Location

Cody Wiberg, Executive Director  
 Beth Ferguson, Deputy Director  
 Tami Wier, Office Manager  
 Michele Mattila, Lead Surveyor  
 Timothy Litsey, Surveyor  
 Ame Carlson, Surveyor  
 Sarah Favour, Surveyor  
 Jill Phillips, Surveyor  
 Aaron Patterson, Surveyor  
 Kelly Hadsall, Surveyor  
 Brian Park, Legal Analyst  
 Jennifer Fischer, Office and Administrative Specialist Senior  
 Colette Zelinsky, Office and Administrative Specialist Senior  
 Toni Ahoe, Office and Administrative Specialist Senior  
 Mary Lorene Thompson, Office and Administrative Specialist Intermediate  
 Brad McNeil, Office and Administrative Specialist Intermediate  
 Petra Keeling, Office and Administrative Specialist Intermediate  
 Barbara Carter, State Program Administrator Coordinator  
 Shannon Whitman, State Program Administrator  
 Katrina Howard, PMP Pharmacist  
 Jen Nelson, Office and Administrative Specialist Senior

Minnesota Board of Pharmacy  
 University Park Plaza Building  
 2829 University Avenue SE, Suite 530  
 Minneapolis, MN 55414  
 Phone: 651-201-2825  
 FAX: 612-617-2262  
 Email: [Pharmacy.board@state.mn.us](mailto:Pharmacy.board@state.mn.us)  
 Website: [www.pharmacy.mn.gov](http://www.pharmacy.mn.gov)

## **CREDENTIALS ISSUED OR RENEWED – MINN. STAT. §214,07, SUBD. 1B(1)**

Total number of persons licensed or registered as of June 30, 2020: 20,528

Total number of facilities licensed or registered as of June 30, 2020: 3,633

Total number of PMP users registered as of December 31, 2019: 11,882

### **Number and Type of Credentials Issued or Renewed**

License Type	Total Number of persons licensed or registered as of June 30, 2020	Total number of persons licensed or registered as of June 30, 2018	Total Number of persons licensed or registered as of June 30, 2016	Total Number of persons licensed or registered as of June 30, 2014	Total Number of persons licensed or registered as of June 30, 2012	Total Number of persons licensed or registered as of June 30, 2010
Active Pharmacists	9,176	8,911	8,620	8,057	7,727	7,356
Inactive Pharmacists	197	118	96	139	103	81
Emeritus Pharmacists	393	117	98	159	142	109
Pharmacy Technicians	9,262	9,874	10,760	9,887	9,041	8,552
Pharmacy	1,980	1,996	2,176	2,062	1,804	1,701
Wholesalers	676	1,406	1,234	1,274	1,146	1,067
Manufacturers	791	790	614	533	507	401
3 <sup>rd</sup> Party Logistics Providers	119	0	0	0	0	0
Medical Gas Distributors	87	116	119	100	86	68
Controlled Substance Researchers	16	15	17	15	339	498
Interns	1,296	1,228	1,680	1,792	1,476	498
Preceptors	1,808	1,888	2,003	1,824	1,604	1,456
Prescription Monitoring Program Users	11,882~	21,427*	21,536	14,072	8,015	1,537
<b>TOTAL OF ALL LICENSE TYPES</b>	<b>37,819</b>	<b>47,886</b>	<b>48,953</b>	<b>39,914</b>	<b>31,990</b>	<b>23,324</b>

\*Represents active accounts only. Previous years' numbers represented registered accounts, which included accounts that were not active. Additional unused accounts were removed.

**Historical Renewal Data by Biennium**
**July 1, 2018-June 30, 2020**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses*	Number of Credentials Renewed Online (# and percent)
Pharmacists	868	8,814	8330 (94.5%)
Pharmacy Technicians	3,606	7,912	6488 (82%)
Pharmacies	394	1,940	0
Wholesalers	441	691	0
Manufacturers	313	733	0
Medical Gas Distributors	26	86	0
Controlled Substance Researchers	1	15	0
3 <sup>rd</sup> Party Logistics Providers	119	0	0
Interns	789	Not applicable	0
<b>TOTAL</b>	<b>6,557</b>	<b>20,191</b>	<b>14,818 (73.4%)</b>

\*Board of Pharmacy licenses and registrations are renewed annually. These numbers are for FY 2020.

**July 1, 2016-June 30, 2018**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses*	Number of Credentials Renewed Online (# and percent)
Pharmacists	954	8,929	8,393 (94%)
Pharmacy Technicians	5,135	8,465	6,772 (80%)
Pharmacies	993	2,082	0
Wholesalers	962	1,667	0
Manufacturers	309	912	0
Medical Gas Distributors	13	116	0
Controlled Substance Researchers	0	15	0
Interns	880	Not applicable	Not applicable
<b>TOTAL</b>	<b>9,246</b>	<b>22,186</b>	<b>15,165 (68.4%)</b>

\*Board of Pharmacy licenses and registrations are renewed annually. These numbers are for FY 2018.

**July 1, 2014-June 30, 2016**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses*	Number of Credentials Renewed Online (# and percent)
Pharmacists	1044	8581	7987 (93%)
Pharmacy Technicians	5041	8676	6845 (78%)
Pharmacies	511	2166	0
Wholesalers	269	1171	0
Manufacturers	201	592	0
Medical Gas Distributors	42	109	0
Controlled Substance Researchers	9	15	0
Interns	NA	NA	0
<b>TOTAL</b>	<b>7117</b>	<b>21,310</b>	<b>17,063 (80%)</b>

\*Board of Pharmacy licenses and registrations are renewed annually. These numbers are for FY 2016.

**July 1, 2012-June 30, 2014**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses*	Number of Credentials Renewed Online (# and percent)
Pharmacists	869	8544	7177 (84%)
Pharmacy Technicians	4395	10,531	7582 (72%)
Pharmacies	NA	2331	0
Wholesalers	NA	1436	0
Manufacturers	NA	649	0
Medical Gas Distributors	NA	107	0
Controlled Substance Researchers	NA	19	0
Interns	NA	NA	0
<b>TOTAL</b>	<b>NA</b>	<b>23,617</b>	<b>14,759 (63%)</b>

\*Board of Pharmacy licenses and registrations are renewed annually. These numbers are for FY 2014.

**July 1, 2010-June 30, 2012**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses*	Number of Credentials Renewed Online (# and percent)
Pharmacists	685	7959	7322
Pharmacy Technicians	3957	10,378	7784
Pharmacies	NA	1855	0
Wholesalers	NA	1170	0
Manufacturers	NA	512	0
Medical Gas Distributors	NA	95	0
Controlled Substance Researchers	NA	31	0
Interns	NA	NA	0
<b>TOTAL</b>	<b>NA</b>	<b>22,000</b>	<b>15,106 (69%)</b>

\*Board of Pharmacy licenses and registrations are renewed annually. These numbers are for FY 2012.

**July 1, 2008-June 30, 2010**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses*	Number of Credentials Renewed Online (# and percent)
Pharmacists	738	7564	6035 (93%)
Pharmacy Technicians	3328	8618	6464 (75%)
Pharmacies	NA	1706	0
Wholesalers	NA	1075	0
Manufacturers	NA	408	0
Medical Gas Distributors	NA	71	0
Controlled Substance Researchers	NA	503	0
Interns	NA	NA	0
<b>TOTAL</b>	<b>NA</b>	<b>19,945</b>	<b>12,499 (63%)</b>

\*Board of Pharmacy licenses and registrations are renewed annually. These numbers are for FY 2010.

**COMPLAINT ACTIVITY – MINN. STAT. 214.07, SUBDS. 1B(2), (3)**

**Complaints Received and Closed by Biennium**

Biennium	Total Number of Complaints Received	Total Number of Complaints Closed
July 1, 2018-June 30, 2020	262	255
July 1, 2016-June 30, 2018	318	324
July 1, 2014-June 30, 2016	410	423
July 1, 2012-June 30, 2014	366	253
July 1, 2010-June 30, 2012	220	248
July 1, 2008-June 30, 2010	190	149

**Number of and Age of Complaints Open at the End of the Period**

Number of Complaints Open as of June 30, 2020	Age of Complaints Open as of June 30, 2020
41	<one year
46	>one year

Complaints open for over one year are either complicated cases that are still being investigated (most often involving out-of-state compounding pharmacies) or cases for which the Board is engaged in the due process procedures required to take disciplinary action.

**Types of Complaints**

Basis for complaints	Number of complaints alleging this basis 2018-2020*	Number of complaints alleging this basis 2016-2018*
Billing Issues/Fraudulent Billing	0	5
Child Support	0	0
Dispensing outdated drugs	0	1
Dispensing Error	29	46
Dispensing without Authorization	0	3
Chemical Dependency/Diversion	33	29
Failure to Counsel	0	2
Failure to Maintain Patient Confidentiality	5	4
Kickbacks	5	2
Other	3	29
Physical/Mental Impairment	1	1
Failure to renew registration on time	0	0
Practicing without a license	10	23
Unprofessional Conduct	173	173
Welfare Fraud	0	0

\*Some complaints allege more than one basis

## RECEIPTS, DISBURSEMENTS & MAJOR FEES – MINN. STAT §214.07, 1B(4)

### Total Receipts and Disbursements by Biennium\*

Biennium	Total Receipts	Total Disbursements
July 1, 2018 – June 30, 2020	\$6,531,899	\$5,487,682
July 1, 2016 – June 30, 2018	\$6,381,234	\$6,367,383
July 1, 2014 – June 30, 2016	\$5,525,140	\$5,476,855
July 1, 2012 – June 30, 2014	\$4,819,355	\$4,605,139
July 1, 2010 – June 30, 2012	\$3,876,439	\$3,513,874
July 1, 2008 – June 30, 2010	\$3,150,817	\$3,105,018
July 1, 2006 – June 30, 2008	\$3,058,694	\$2,785,065

\*Includes general operations receipts and disbursements. The Board also receives federal grant money to pay for a portion of Prescription Monitoring Program costs. The Board also collects money from opiate manufacturers and transfers that money into the Opiate Epidemic response account.

### Fees by Type

<b>Application fees</b>	<b>Fee</b>
pharmacist licensed by examination	\$175
pharmacist licensed by reciprocity	\$275
pharmacy intern	\$50
pharmacy technician	\$50
pharmacy	\$260
drug wholesaler, legend drugs only	\$5,260
drug wholesaler, legend and nonlegend drugs	\$5,260
drug wholesaler, nonlegend drugs, veterinary legend drugs, or both,	\$5,260
drug wholesaler, medical gases	\$5,260 for the first facility and \$260 for each additional facility
third-party logistics provider	\$260
drug manufacturer, nonopiate legend drugs only	\$5,260
drug manufacturer, nonopiate legend and nonlegend drugs,	\$5,260
drug manufacturer, nonlegend or veterinary legend drugs	\$5,260
drug manufacturer, medical gases	\$5,260 for the first facility and \$260 for each additional facility
drug manufacturer, also licensed as a pharmacy in Minnesota	\$5,260
drug manufacturer of opiate-containing controlled substances	\$55,260.00
medical gas dispenser	\$260
controlled substance researcher	\$75
pharmacy professional corporation	\$150
<b>Annual renewal fees</b>	<b>Fee</b>
pharmacist	\$175
pharmacy technician	\$50

pharmacy	\$260
drug wholesaler, legend drugs only	\$5,260
drug wholesaler, legend and nonlegend drugs	\$5,260
drug wholesaler, nonlegend drugs, veterinary legend drugs, or both,	\$5,260
drug wholesaler, medical gases	\$5,260 for the first facility and \$260 for each additional facility
third-party logistics provider	\$260
drug manufacturer, nonopiate legend drugs only	\$5,260
drug manufacturer, nonopiate legend and nonlegend drugs,	\$5,260
drug manufacturer, nonlegend or veterinary legend drugs	\$5,260
drug manufacturer, medical gases	\$5,260 for the first facility and \$260 for each additional facility
drug manufacturer, also licensed as a pharmacy in Minnesota	\$5,260
drug manufacturer of opiate-containing controlled substances	\$55,260.00
medical gas dispenser	\$260
controlled substance researcher	\$75
pharmacy professional corporation	\$100
<b>Late fees</b>	
All late fees are 50% of the original fee	

**The mission of the Board of Physical Therapy is to ensure that Minnesota citizens receive appropriate physical therapy services from competent physical therapists and physical therapist assistants.**

### **Report of the Executive Director**

#### **July 1, 2018—June 30, 2020**

The mission of the Board is to provide public protection by striving to ensure Minnesota citizens receive quality physical therapy services from competent physical therapists and physical therapist assistants. Public protection through licensure and regulation underlies every activity and all functions of the Board. The major functions of the Board are to ensure that applicants met the standards for licensure; ensure that licensees meet the standards for license renewal; identify licensees who fail to maintain minimum standards for the provision of safe and quality care, and when warranted to provide appropriate disciplinary or corrective action; and provide information and education to the public.

The Board and staff have successfully met remarkable challenges during this biennium. The number of licensees and complexity of complaint cases and investigations have continued to steadily increase. New graduate applicants continue to test on four fixed dates each year, changing the workflow for staff and board members. The Board continued to develop a comprehensive database, which streamlines online processes for initial licensure, renewals and criminal background checks, and continuing education audits.

The Board completed the rulemaking process for continuing competence activities, which updated continuing education rules and provided a framework for implementation of a jurisprudence examination. Continuing competence remains an important focus for the Board. The rules were implemented April of 2018.

The Board works cooperatively with other health regulatory boards to leverage development costs and resources to advance and maintain an integrated licensing and regulatory system, online services, and database. The boards have successfully worked together for over 15 years to provide an extremely functional, cost effective, and efficient electronic regulatory services for use by citizens, consumers, licensees, applicants, and Board staff.

The Board consistently provides high quality, customer focused, efficient, and cost-effective services. Board members and staff are to be commended for their exceptional dedication and hard work to meet the increasing demands while continuing to provide public protection and service excellence.

Erin DeTomaso  
Executive Director  
Minnesota Board of Physical Therapy  
612-627-5406  
[Physical.therapy@state.mn.us](mailto:Physical.therapy@state.mn.us)

**GENERAL INFORMATION – MINN. STAT. §214.07, SUBD. 1B(5)**
**Board Members Serving During the Period 7/1/2018—6/30/2020**

Name	Location	Appointment Status	Appointment Date	Reappointment Date (if applicable)	Term Expiration Date
Christopher Adams, PTA	Plymouth, MN	Professional Member	6/20/2011	6/24/2015	1/7/2019
Linda Gustafson, PT	Minnetonka, MN	Professional Member	3/5/2009	6/20/2011; 6/24/2015	1/2/2023
Abdiaziz Kadir	St. Paul, MN	Public Member	7/3/2019	1/02/2023	1/2/2023
Julia McDonald, PTA	Otsego, MN	Professional Member	3/26/2014	6/18/2018	1/3/2022
Kimberly McGarry, PT	Rochester, MN	Professional Member	4/7/2013	4/18/2017	1/1/2021
Samantha Mohn-Johnsen, PT	Duluth, MN	Professional Member	6/24/2015		1/2/2023
Debra Newel	St. Paul, MN	Public Member	10/19/2009	6/20/2011; 6/24/2015	1/7/2023
Kathy Polhamus	North St. Paul, MN	Public Member	9/4/2007	5/5/2010; 3/26/2014; 6/18/2018	1/3/2022
Steven Scherger, PT	Andover, MN	Professional Member	6/24/2015		1/7/2023
Debra Sellheim, PT	Maplewood, MN	Professional Member	5/5/2010	3/26/2014; 6/18/2018	1/3/2022
Neel Shah, MD	Rochester, MN	Professional Member	6/24/2017		1/4/2021

**Board Staff and Office Location**

Erin DeTomaso, Executive Director  
Mollie Brucher, Assistant Executive Director  
Elena Jacobs, Office Specialist

Minnesota Board of Physical Therapy  
University Park Plaza Building  
2829 University Avenue SE, Suite 420  
Minneapolis, MN 55414  
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Website: <http://mn.gov/boards/physical-therapy/>

## **CREDENTIALS ISSUED OR RENEWED – MINN. STAT. §214.07, SUBD. 1B(1)**

Total Number of persons licensed or registered as of June 30, 2020: 7,765

### **Number and Type of Credentials Issued or Renewed**

License Type	Total Number of persons licensed or registered as of June 30, 2020	Total Number of persons licensed or registered as of June 30, 2018	Total Number of persons licensed or registered as of June 30, 2016	Total Number of persons licensed or registered as of June 30, 2014	Total Number of persons licensed or registered as of June 30, 2012	Total Number of persons licensed or registered as of June 30, 2010
Physical Therapist	5,915	5,613	5,145	4,715	4,344	NA
Physical Therapist Assistant	1,850	1,824	1,698	1,585	1,455	NA
<b>TOTAL OF ALL LICENSE TYPES</b>	<b>7,765</b>	<b>7,437</b>	<b>6,843</b>	<b>6,300</b>	<b>5,799</b>	<b>5,422</b>

### **Historical Renewal Data by Biennium**

#### **July 1, 2018-June 30, 2020**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (percent)
Physical Therapist	792	11,590	N/A
Physical Therapist Assistant	237	3,712	N/A
<b>TOTAL</b>	<b>1,029</b>	<b>15,302</b>	<b>99%</b>

#### **July 1, 2016-June 30, 2018**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (percent)
Physical Therapist	872	11,472	N/A
Physical Therapist Assistant	285	3,815	N/A
<b>TOTAL</b>	<b>1,157</b>	<b>15,287</b>	<b>98.8</b>

#### **July 1, 2014-June 30, 2016**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (percent)
Physical Therapist	747	9772	N/A
Physical Therapist Assistant	251	3265	N/A
<b>TOTAL</b>	<b>998</b>	<b>13,037</b>	<b>(94%)</b>

**July 1, 2012-June 30, 2014**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (percent)
Physical Therapist	655	N/A	N/A
Physical Therapist Assistant	242	N/A	N/A
<b>TOTAL</b>	<b>897</b>	<b>12,417</b>	<b>(93%)</b>

**July 1, 2010-June 30, 2012**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (percent)
Physical Therapist	488	N/A	N/A
Physical Therapist Assistant	173	N/A	N/A
<b>TOTAL</b>	<b>661</b>	<b>11,094</b>	<b>(92%)</b>

**July 1, 2008-June 30, 2010**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (percent)
Physical Therapist	452	N/A	N/A
Physical Therapist Assistant	497	N/A	N/A
<b>TOTAL</b>	<b>949</b>	<b>10,385</b>	<b>(90%)</b>

**COMPLAINT ACTIVITY – MINN. STAT. §214.07, SUBDS. 1B(2), (3)**
**Complaints Received and Closed by Biennium**

Biennium	Total Number of Complaints Received	Total Number of Complaints Closed
July 1, 2018-June 30, 2020	70	61
July 1, 2016-June 30, 2018	92	85
July 1, 2014-June 30, 2016	101	88
July 1, 2012-June 30, 2014	80	77
July 1, 2010-June 30, 2012	94	64
July 1, 2008-June 30, 2010	104	79

**Number of and Age of Complaints Open at the End of the Period**

Number of Complaints Open as of June 30, 2020	Age of Complaints Open as of June 30, 2020
	<one year: 2
	>one year: 7

**Types of Complaints Received During Biennium**

Basis of complaints	Number of complaints alleging this basis received 2018-2020*	Number of complaints alleging this basis received 2016-2018*
Actions by another jurisdiction	1	2
Incompetency / unethical conduct	10	15
Unprofessional conduct	16	11
Impairment (Including Conviction of DUI/DWI/OUI/OWI)	15	24
Protected Terms	4	10
Failure to comply with CE requirement	0	3
Conviction of a felony/fraud element	4	12
Practice after license expired	7	8
Sexual misconduct/boundaries	5	2
Miscellaneous	8	3

\*Some complaints allege more than one basis.

**RECEIPTS, DISBURSEMENTS & MAJOR FEES – MINN. STAT §214.07, 1B(4)**
**Total Receipts and Disbursements by Biennium**

Biennium	Total Receipts	Total Disbursements
July 1, 2018 – June 30, 2020	\$1,412,839	\$960,628
July 1, 2016 – June 30, 2018	\$1,353,929	\$867,222
July 1, 2014 – June 30, 2016	\$1,230,305	\$973,881
July 1, 2012 – June 30, 2014	\$1,095,715	\$880,670
July 1, 2010 – June 30, 2012	\$977,302	\$694,558
July 1, 2008 – June 30, 2010	\$876,935	\$747,775
July 1, 2006 – June 30, 2008	\$828,155	\$562,095

**Fees by Type**

Type of fee	Fee
PT and PTA Annual License Renewal	\$60.00
PT and PTA Late Fee for Annual Renewal	\$20.00
PT and PTA Initial Application	\$100.00
PT and PTA Examination	\$50.00
PT and PTA Temporary Permit Fee	\$25.00
PT and PTA Duplicate License	\$20.00
PT and PTA Certification of Licensure	\$25.00
Continuing Education Course Review	\$100.00

**The mission of the Board of Podiatric Medicine is to protect the public by extending the privilege to practice to qualified applicants and investigating complaints relating to the competency or behavior of individual licensees or registrants.**

### **Report of the Executive Director**

**July 1, 2018—June 30, 2020**

There are currently 290 licensed Doctors of Podiatric Medicine (DPM) in Minnesota, including 20 temporary permits. Temporary permits are issued to DPM participating in one of the four Minnesota residency programs being offered. In the past several years, five of our new licensees completed their residency program in Minnesota and chose to practice here!

The Board received new administrative responsibilities from the legislature for licensure of the following professions to be completed by January 1, 2018 - prosthetists, orthotists, pedorthists, prosthetist orthotists, assistants, and fitters. The first renewals for these professions were completed by January 1, 2020. Currently there are 28 prosthetist orthotists, 87 prosthetists, 51 orthotists, 49 pedorthists, 29 fitters, 9 orthotist assistants and 5 prosthetist assistants.

COVID-19 presented the Board with many unique challenges this year. The Board communicated with licensees and applicants providing current information regarding Executive Orders 20-09 and 20-51. The May 5 Emergency Executive Order 20-51 affected licensees, by requiring facilities to prioritize surgeries and procedures and provide safe environment during the peacetime emergency. The MN Department of Health Guidance document stated that “guidance issued by MDH, the CDC, CME and professional licensing boards regarding appropriate prioritization of procedures and infection control should also be incorporated.” Facilities that provide podiatric medical services can be different from one another, therefore the Board encouraged DPM’s to know and comply with their own facility’s specific protocols, policies and procedures that were developed in response to the COVID 19 virus.

The Board’s website was kept current with informational links to the CDC, MN Department of Health and Executive Orders. Licenses expired on June 30<sup>th</sup>, so extensions were provided for licensees that were unable to complete their CME’s due to travel restrictions. Applicants were also notified of the deferred fingerprinting requirement for completion of their Criminal Background Checks.

We are always committed to the advancement of offering more and better online services to licensees and the public. The Board completed 2,268 license verifications in FY19/FY20, with 98% of them completed online.

The Board members continue to provide high quality, customer focused, efficient, and cost-effective services. They are to be commended for their exceptional dedication, time commitment and hard work that is required to serve on a State Board.

Ruth Grendahl  
Executive Director  
Board of Podiatric Medicine  
[Ruth.grendahl@state.mn.us](mailto:Ruth.grendahl@state.mn.us)

## **GENERAL INFORMATION – MINN. STAT. §214.07, SUBD. 1B(5)**

### **Board Members Serving During the Period 7/1/2018—6/30/2020**

Name	Location	Appointment Status	Appointment Date	Reappointment Date (if applicable)	Term Expiration Date
Nicole Bauerly, DPM	Brooklyn Park	Active	10/29/2012	3/5/2017	1/4/2021
Kimberly Bobbitt, DPM	St. Paul	Active	4/13/2015	1/7/2019	1/7/2023
Naomi Schmid, DPM	Fergus Falls	Active	7/1/2018	N/A	1/3/2022
James Nack, DPM	Madison Lake	Active	4/12/2004	1/13/2016	1/6/2020
Stephen Powless, DPM	Edina	Active	4/24/1995	1/7/2019	1/7/2023
Margaret Schreiner	Eagan	Active	2/9/2013	1/9/2017	1/9/2021
Judith Swanholm	St. Paul	Active	3/20/2007	7/1/2018	1/3/2022

### **Board Staff and Office Location**

Ruth Grendahl, Executive Director

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 Website: <http://mn.gov/health-licensing-boards/podiatric-medicine>

## CREDENTIALS ISSUED OR RENEWED – MINN. STAT. §214.07, SUBD. 1B(1)

Total Number of persons licensed or registered as of June 30, 2020 – 624 licensees

### Number and Type of Credential Issued or Renewed

License Type	Total Number of persons licensed or registered as of June 30, 2020	Total Number of persons licensed or registered as of June 30, 2018	Total Number of persons licensed or registered as of June 30, 2016	Total Number of persons licensed or registered as of June 30, 2014	Total Number of persons licensed or registered as of June 30, 2012
DPM—Doctor of Podiatric Medicine	270	254	246	238	224
DPM Temporary Permits	20	18	17	21	15
<i>Orthotists</i>	105	97			
<i>Prosthetists</i>	39	35			
<i>Prosthetist Orthotists</i>	98	73			
<i>Pedorthists</i>	49	49			
<i>Fitters</i>	29	26			
<i>Prosthetist Assistants</i>	5	4			
<i>Orthotist Assistants</i>	9	9			
<b>TOTAL OF ALL LICENSE TYPES</b>	624	565	263	259	239

### Historical Renewal Data by Biennium

July 1, 2018-June 30, 2020

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
DPM – Doctor of Podiatric Medicine	38	249	198 - 80%
Temporary Permits	28	43	
Orthotists	8	85	59 - 70%
Prosthetists	5	26	22 - 85%
Prosthetist Orthotists	27	80	60 - 75%
Pedorthists	6	48	28 - 58%
Fitters	12	25	12 - 48%
Prosthetist Assistants	2	6	5 - 83%
Orthotist Assistants	3	10	4 - 40%
TOTAL	129	572	388 - 68%

**July 1, 2016-June 30, 2018**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
DPM – Doctor of Podiatric Medicine	26	242	87 - 60% (July 1, 2017-June 30, 2018)
Temporary Permits	14	18	8 - 45%
Orthotists	97		N/A
Prosthetists	35		N/A
Prosthetist Orthotists	73		N/A
Pedorthists	49		N/A
Fitters	26		N/A
Prosthetist Assistants	4		N/A
Orthotist Assistants	9		N/A
<b>TOTAL</b>	<b>333</b>	<b>260</b>	

**July 1, 2014-June 30, 2016**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses 7/1/14 through 6/30/16	Number of Renewed Licenses 7/1/15 through 6/30/16*	Number of Credentials Renewed Online (# and percent)
DPM – Doctor of Podiatric Medicine	21	239	137	50 - 37%
Temporary Permits	14	20	10	7 - 70%
<b>TOTAL</b>	<b>35</b>	<b>259</b>	<b>147</b>	<b>57 - 39%</b>

\*FY16 – first year online renewals were available

**July 1, 2012-June 30, 2014**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online
DPM – Doctor of Podiatric Medicine	29	231	0
Temporary Permits	16	20	0
<b>TOTAL</b>	<b>45</b>	<b>251</b>	<b>0</b>

**July 1, 2010-June 30, 2012**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online
DPM – Doctor of Podiatric Medicine	25	205	0
Temporary Permits	10	20	0
<b>TOTAL</b>	<b>35</b>	<b>225</b>	<b>0</b>

**July 1, 2008-June 30, 2010**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online
DPM – Doctor of Podiatric Medicine	16	194	0
Temporary Permits	10	20	0
<b>TOTAL</b>	<b>26</b>	<b>214</b>	<b>0</b>

## COMPLAINT ACTIVITY – MINN. STAT. §214.07, SUBDS. 1B(2), (3)

### Complaints Received and Closed by Biennium

Biennium	Total Number of Complaints Received	Total Number of Complaints Closed
July 1, 2018-June 30, 2020	21	18
July 1, 2016-June 30, 2018	11	12
July 1, 2014-June 30, 2016	10	6
July 1, 2012-June 30, 2014	13	30
July 1, 2010-June 30, 2012	31	20
July 1, 2008-June 30, 2010	19	28

### Number of and Age of Complaints Open at the End of the Period

Number of Complaints Open as of June 30, 2020	Age of Complaints Open as of June 30, 2020
7	<one year: 4
	>one year: 3

### Types of Complaints Received

Basis for Complaint	Number of complaints alleging this basis from 2018 – 2020*	Number of complaints alleging this basis from 2016 – 2018*
153.19 (7) (11) (12) (14) (16)	9	6
Violation of Professional Firms Act	0	1
153B.70 (8) (9)	7	0
Malpractice Reports	4	3
Billing Issue	1	1

\*Some complaints may allege more than one basis.

## **RECEIPTS, DISBURSEMENTS & MAJOR FEES – MINN. STAT §214.07, 1B(4)**

### **Total Receipts and Disbursements by Biennium**

Biennium	Total Receipts	Total Disbursements
July 1, 2018 – June 30, 2020	\$402,710	\$266,900
July 1, 2016 – June 30, 2018	\$380,486	\$230,626
July 1, 2014 – June 30, 2016	\$222,170	\$186,535
July 1, 2012 – June 30, 2014	\$207,640	\$181,393
July 1, 2010 – June 30, 2012	\$202,988	\$158,188
July 1, 2008 – June 30, 2010	\$185,149	\$158,326

### **Fees by Type**

Type of fee	Fee
License Application	\$600
License Renewal	\$600
Temporary Permit - Annual	\$250
Reinstatement	\$650
License Verification	\$30
Professional Firms – Annual	\$25
Miscellaneous	\$25
2 <sup>nd</sup> License	\$100

**The mission of the Board of Psychology is to protect the public through licensure, regulation, and education to promote access to safe, competent, and ethical psychology service.**

### **Report of the Executive Director**

#### **July 1, 2018—June 30, 2020**

The Board focused on simplifying the licensure process, increasing stakeholder engagement, and achieving its mission in a fiscally responsible manner. The Board continues to focus on technology to streamline processes. The Board continued to refine online services for all applications and agency processes. During the last biennium 98% of licensees renewed their license online and almost 100% of initial license applications are completed online, reducing the need for storage space, paper usage, and resources spent scanning and disposing of documents.

The Board meets ten times per year. On alternating months, one of the Board's two Complaint Resolution Committees meets to manage complaints, investigations, and discipline with the assistance of staff and the Attorney General's Office. The Board began meeting in an online format for both Board meetings and committee meetings.

In addition, the Board provided additional transparency by communicating licensure processes to stakeholders and provided pre-approval options for post-doctoral supervision that give more guidance to applicants and supervisors. The Board engaged stakeholders and the public through its outreach programs including continuing education conferences, presentations to the public, as well as presentations to psychology programs in Minnesota. In 2019, the Board's annual conference highlighted the importance of post-doctoral supervision of applicants and psychologists.

As the Board advances public protection through licensure, regulation, and education for the benefit of the public, we invite you to join us by sharing feedback, attending a meeting, participating in our open public processes as we work to make access to safe, competent, and ethical psychological services a reality for all Minnesota citizens.

Samuel S. Sands  
Executive Director  
Minnesota Board of Psychology  
612-548-2100  
[Psychology.board@state.mn.us](mailto:Psychology.board@state.mn.us)

## GENERAL INFORMATION – MINN. STAT. §214.07, SUBD. 1B(5)

### Board Members Serving During the Period 7/1/2018—6/30/2020

Name	Location	Appointment Status	Appointment Date	Reappointment Date (if applicable)	Term Expiration Date
Scott Fischer, Ph.D, LP	Mahtomedi, MN	Doctoral Member	6/30/2012	8/28/2016	1/6/2020
Jack Rusinoff, MA, LP	St. Paul, MN	Masters Member	6/28/2016		1/6/2020
Jennifer Robbins, JD	Bloomington, MN	Public Member	6/28/2015		1/7/2019
Jessica Gourneau, Ph.D, LP	St. Paul, MN	Doctoral Member	3/28/17		1/7/2019
Robin McLeod, Ph.D, LP	Woodbury, MN	Training Program Member	3/28/17		1/6/2020
Devon Gilchrist, MSW	Minneapolis, MN	Public Member	6/13/2017		1/4/2021
Salina Renninger, Ph.D, LP	Falcon Heights, MN	Training Program Member	3/6/2018		1/3/2022
Jill Idrizow	Stillwater, MN	Public Member	3/6/2018		1/3/2022
Michael Brunner, Ph.D, LP	St. Paul, MN	Doctoral Member	3/6/2018		1/7/2019
Stephen Walden, Ph.D, LP	Minneapolis, MN	Doctoral Member	3/6/2018		1/3/2022
Sonal Markanda, Ph.D, LP					
Amelia Versland, Ph.D, LP	Hastings, MN	Doctoral Member	5/7/2014	6/28/2015	1/7/2019
Joel Bakken, MA, LP	Austin, MN	Public Member	11/10/2013		1/2/2017
Raja David, Psy.D, LP	St. Paul, MN	Doctoral Member	6/30/2011	6/28/2015	1/7/2019

### Current Board Members

Name	Location	Appointment Status	Appointment Date	Reappointment Date (if applicable)	Term Expiration Date
Jack Rusinoff, MA, LP	St. Paul, MN	Master's Member	6/28/2016	4/2/2020	1/1/2024
Jessica Gourneau, Ph.D, LP	St. Paul, MN	Doctoral Member	3/28/17	7/2/2019	1/2/2023
Robin McLeod, Ph.D, LP	Woodbury, MN	Training Program Member	3/28/17	4/2/2020	1/1/2024
Devon Gilchrist, MSW	Minneapolis, MN	Public Member	6/13/2017		1/4/2021
Salina Renninger, Ph.D, LP	Falcon Heights, MN	Training Program Member	3/6/2018		1/3/2022
Jill Idrizow	Stillwater, MN	Public Member	3/6/2018		1/3/2022
Michael Brunner, Ph.D, LP	St. Paul, MN	Doctoral Member	3/6/2018	7/2/2019	1/2/2023
Stephen Walden, Ph.D, LP	Minneapolis, MN	Doctoral Member	3/6/2018		1/3/2022
Sonal Markanda, LP, D LP			4/2/2020		1/1/2024
Joel Bakken, MA, LP		Master's Member	4/2/2020		1/1/2024

**Board Staff and Office Location**Staff Members Serving During the Period 7/1/2018 – 06/30/2020:

Samuel Sands, Executive Director,  
Scott W. Payne, Compliance Director, Investigator Senior  
Joshua Bramley, Compliance Specialist, Customer Service Support Specialist Intermediate  
Kelly Finn-Searles, Continuing Education and Renewals, State Program Administrator  
Joe Abboud, Licensure Lead, Office & Administrative Specialist Principal  
Jonathan Hillman, Front Desk Support, Office & Administrative Specialist  
Stephanie Henry, Licensure Lead, Office Administrative Specialist Principal  
Jared Overton, Office Administrative Specialist Intermediate  
Cc Xiong, Front Desk Support, Office & Administrative Specialist  
Trisha Hoffman, Assistant Executive Director  
Derek Payne, Office Administrative Specialist

Current Staff Members:

Samuel Sands, Executive Director, Executive Secretary,  
Trisha Hoffman, Assistant Executive Director  
Scott W. Payne, Compliance Director, Investigator Senior  
Joshua Bramley, Compliance Specialist, Customer Service Support Specialist Intermediate  
Kelly Finn-Searles, Continuing Education and Renewals, State Program Administrator  
Stephanie Henry, Licensure Lead, Office & Administrative Specialist Principal  
Cc Xiong, Front Desk Support, Office & Administrative Specialist

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Website: <http://mn.gov/boards/psychology/>

## CREDENTIALS ISSUED OR RENEWED – MINN. STAT. §214.07, SUBD. 1B(1)

Total Number of persons licensed or registered as of June 30, 2020: 3,754

### Number and Type of Credentials Issued or Renewed

License Type	Total Number of persons licensed or registered as of June 30, 2020	Total Number of persons licensed or registered as of June 30, 2018	Total Number of persons licensed or registered as of June 30, 2016	Total Number of persons licensed or registered as of June 30, 2014	Total Number of persons licensed or registered as of June 30, 2012	Total Number of persons licensed or registered as of June 30, 2010
Psychologist	3,754	3,783	3,835	3,768	3,789	3,471
TOTAL	3,754	3,783	3,835	3,768	3,789	3,471

### Historical Renewal Data by Biennium

#### **July 1, 2018-June 30, 2020**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Psychologist	288	3,453	3,389 (98%)
TOTAL	288	3,453	

#### **July 1, 2016-June 30, 2018**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Psychologist	265	3,364	3248 (97%)
TOTAL	265	3,364	

#### **July 1, 2014-June 30, 2016**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Psychologist	233	3,564	1537 (*67%)
TOTAL	233	3,564	

\*Online renewals did not start until July 1, 2015

#### **July 1, 2012-June 30, 2014**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online
Psychologist	272	3595	0
TOTAL	272	3595	0

#### **July 1, 2010-June 30, 2012**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online
Psychologist	228	3527	0
TOTAL	228	3527	0

**July 1, 2008-June 30, 2010**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online
Psychologist	333	3449	0
TOTAL	333	3449	0

**COMPLAINT ACTIVITY – MINN. STAT. §214.07, SUBDS. 1B(2), (3)**
**Complaints Received and Closed by Biennium**

Biennium	Total Number of Complaints Received	Total Number of Complaints Closed
July 1, 2018-June 30, 2020	271	251
July 1, 2016-June 30, 2018	296	306
July 1, 2014-June 30, 2016	444	308
July 1, 2012-June 30, 2014	249	208
July 1, 2010-June 30, 2012	272	266
July 1, 2008-June 30, 2010	261	261

**Number of and age of complaints open at the end of the period**

Number of Complaints Open as of June 30, 2020	Age of Complaints Open as of June 30, 2020
48	<one year
13	>one year

**Types of Complaints Received During Biennium**

Basis for Complaint	Number of complaints alleging this basis received 2018-2020*	Number of complaints alleging this basis received in 2016-2018*
Engaged in unprofessional conduct	186	186
Failure to limit practice areas to areas of competence	29	37
Conclusions and reports violations including: failure to base assessments on procedures sufficient to substantiate conclusions, to include information required in a report, to properly administer and/or interpret psychological reports.	49	42
Violated a statute or rule, or order the board is empowered to enforce relating to the practice of psychology including: reporting the abuse of minors/vulnerable adults, professional firms, CE audit, discipline in another jurisdiction, licensure and renewal.	203	38
Exploited the professional relationship with a current client	14	9
Provided psychological services while in a multiple relation-ship.	15	13
Engaged in conduct likely to deceive or defraud the public or the board including public statements of a false or misleading nature or misrepresenting the nature of services.	71	53
Failure to safeguard private client information	14	20
Failure to properly maintain and provide access to client records including failure to provide the client bill of rights and failure to obtain informed consent.	25	33

Failure to provide qualifying supervision or failure to practice psychology under qualifying supervision.	4	42
Engaged in misconduct with a supervisee including exploitation or misuse of the professional relationship, sexual behavior, or failure to protect the welfare of a supervisee.	5	8
Provided psychological services with impaired objectivity or bias	29	19
Engaged in the practice of psychology without a license	6	29
Engaged in sexual behavior with a client or former client (reasonably interpreted or sexual contact)	19	13
Inability to offer psychological services with reasonable skill and safety due to a mental or physical impairment.	22	14
Other (failure to make clear the prescriber, failure to coordinate care, failure to resolve organizational conflicts, failure to terminate a client in a manner that minimizes harm)	77	11

\*Some complaints allege more than one violation.

## **RECEIPTS, DISBURSEMENTS & MAJOR FEES – MINN. STAT §214.07, 1B(4)**

### **Total Receipts and Disbursements by Biennium**

Biennium	Total Receipts	Total Disbursements
July 1, 2018 – June 30, 2020	\$2,295,585	\$1,777,977
July 1, 2016 – June 30, 2018	\$2,325,992	\$2,153,429
July 1, 2014 – June 30, 2016	\$2,333,818	\$1,578,771
July 1, 2012 – June 30, 2014	\$2,228,169	\$1,589,309
July 1, 2010 – June 30, 2012	\$2,158,324	\$1,530,711
July 1, 2008 – June 30, 2010	\$2,276,735	\$1,385,298
July 1, 2006 – June 30, 2008	\$2,306,517	\$1,284,745

### **Fees by Type**

Type of fee	Fee
Licensed Psychologist Renewal	\$500.00
Licensed Psychologist Renewal Late Fee	\$250.00
Professional Responsibility Examination	\$150.00
Examination for the Professional Practice of Psychology	\$150.00
Licensed Psychologist for Licensure	\$500.00
Convert Master's to Doctoral LP Licensure	\$150.00
Guest Licensure	\$150.00
Verification of Licensure	\$20.00
Professional Firm — Registration	\$100.00
Professional Firm — Annual Report	\$25.00
Pre-Approval of supervisor	\$50.00
Continuing Education Sponsor	\$80.00
EBC Fee—FBI	\$17.00
CBC Fee—BCA	\$15.00
Emeritus Registration	\$150.00
Licensed Psychologist Relicensure	\$500.00

**The mission of the Minnesota Board of Social Work is to ensure the residents of Minnesota quality social work services by establishing and enforcing professional standards.**

## **Report of the Executive Director**

**July 1, 2018-June 30, 2020**

The Board of Social Work's public safety mission creates the foundation for the Board's work. Fifteen volunteer Board Members, including five public members, provide oversight to make certain we meet the needs of all citizens and promote a diverse, inclusive, and qualified workforce. Currently, the Board has a staff of 12.83 FTEs serving 16,000 licensees, and provides services to citizens, licensees, applicants, employers, educators, and others daily. Annually, Staff process over 2,200 applications for licensure, over 6,700 applications for license renewal, and an average of 370 complaints. The demand for our services has grown due to significant increases in the number of applicants, licensees, and complaints. Core services provided include 1) licensing qualified social workers; 2) investigating and resolving complaints when services do not meet standards; and 3) providing outreach and education.

The Board continues to be guided by our Strategic Plan, which serves as the framework used to identify outcome-based priorities and results and promote efficient and accountable services as we carry out our mission. We work collaboratively with state and federal agencies to monitor state, national and international issues, and to respond effectively to emerging, social work practice, and regulatory issues.

The following priorities serve to highlight results and current initiatives:

- **Re-invent service delivery during COVID-19:** The BOSW very quickly recognized the gravity of the COVID-19 pandemic and took action, along with Governor Walz's Office, the Association of Social Work Boards (ASWB), and the Council on Social Work Education (CSWE), to develop innovative solutions to mitigate the impact on applicants, licensees, and the public. The COVID-19 pandemic and peacetime state of emergency has required that we continue our operations while shifting to telework and virtual meetings. We have implemented several Executive Orders to ensure the delivery of critical social work services throughout our state and ensure safe and efficient regulation of social work practice.
- **Success at the 2020 Legislature:** Important changes to the Social Work Practice Act were enacted and signed into law by Governor Walz on May 12, 2020. This new legislation is the result of two years of comprehensive review of 20 sections of BOSW Practice Act by the BOSW, stakeholders, and staff, to create common sense regulatory reform and "relevant regulation". Positive benefits for citizens, the workforce, licensees and applicants, and the BOSW include reducing unnecessary licensing barriers while maintaining standards, improving license mobility, creating more flexibility for applicants and licensees, and integrating increased use of technology creating operational efficiencies.
- **Customer-driven expanded education and outreach strategies:** The Board continues to use the GovDelivery Service, a digital communications platform to connect with stakeholders on a large scale. The Board is committed to better engage our customers and stakeholders and improve access to important information concerning social work regulation and practice in Minnesota. The free "Know Your Licensing Law" online service continues to take shape and will be deployed in early 2021. Staff are excited to introduce the **License Application Process for Social Work Students Video** outlining the process to apply for a social work license as a graduating student. Plans are underway to produce more videos on licensing.

In closing, while many strategic plan outcomes and successes have been executed, there is much exciting work to do, including developing a new Strategic Plan in early 2021. The Board and Staff are also committed to explore training opportunities for board members and staff related to implicit bias, institutional racism, cultural awareness and social diversity, along with recognizing and addressing systemic discrimination and working towards important constructive change. It is my privilege to serve the Board, and Minnesotans, as Executive Director. Thanks to Board Members for their countless hours of volunteer service, expertise, leadership, and passion, and to our extremely competent Board Staff, who are committed to carrying out the Board’s mission of protecting the public and serving the residents of Minnesota. We must also recognize the critical work provided by licensed social workers as they serve individuals, families, and communities in need.

Best regards,  
 Kate Zacher-Pate, LSW, Executive Director  
 Minnesota Board of Social Work  
 612-617-2110  
 social.work@state.mn.us

## **GENERAL INFORMATION – MINN. STAT. §214.07, SUBD. 1B(5)**

### **Board Members Serving During the Period 7/1/2018—6/30/2020**

<b>Name</b>	<b>Location</b>	<b>Appointment Status</b>	<b>Appointment Date</b>	<b>Reappointment Date (if applicable)</b>	<b>Term Expiration Date</b>
Thomas Brooks	Brooklyn Park, MN	Public Member	11/2016	7/2019	1/2023
Donna Ennis, LSW	Superior, WI	Professional Member	6/2013	6/2017	1/2021
Jill Grover, LISW	Hudson, WI	Professional Member	6/2015	6/2016	1/2020
Angela Hirsch, LICSW	Minneapolis, MN	Professional Member	4/2008	6/2011; 6/2015, 7/2019	1/2023
Kathy Lombardi, LICSW	St. Paul, MN	Professional Member	6/2014	7/2018	1/2022
Susan McGeehan, LSW	Minneapolis, MN	Professional Member	6/2014		1/2018
Laura McGrath	Rochester, MN	Public Member	6/2017		1/2021
Kenneth Middlebrooks	Plymouth, MN	Public Member	7/2003	8/2007; 6/2011; 6/2015; 7/2019	1/2023
Carol Payne, LSW	Clear Lake, MN	Professional Member	3/2009	6/2013; 6/2017	1/2021
Lori Thompson, LSW	Brainerd, MN	Professional Member	6/2016	6/2020	1/2024
Mary Weaver	Underwood, MN	Public Member	10/2014	6/2017	1/2021
Shawn Yates	Ada, MN	Public Member	6/2017		1/2021
Jolene Engelking, LISW	Minnetonka, MN	Professional Member	7/2018		1/2021
Kate Goodman, LGSW	Minneapolis, MN	Professional Member	1/2020		1/2024
Mary Walsh, LSW	Glenwood, MN	Professional Member	7/2018		1/2022
Stephanie Jacobson, LSW	Richfield, MN	Professional Member	7/2018		1/2022
Pa Der Vang, LICSW	Maplewood, MN	Professional Member	7/2018	6/2020	1/2024

**Board Staff and Office Location****Former Staff Members Serving During the Period 7/1/2018 — 6/30/2020:**

Heather Conley, LICSW, State Program Administrator Senior

**Current Staff Members:**

Kate Zacher-Pate, LSW, Executive Director  
Tralana Davis, Office and Administrative Specialist Intermediate  
Kimberly Doran, LICSW, State Program Administrator Senior  
Melissa Franzen, Office and Administrative Specialist Intermediate  
Megan Gallagher, Investigator Senior  
Laura Kahle-Burbey, Office and Administrative Specialist  
Michelle Kramer-Prevost, LISW, State Program Administrator Supervisor Principal  
Kate Manley, Office and Administrative Specialist Intermediate  
Lisa Martinez, Communications and Executive Services Coordinator  
Lori Moua, Office and Administrative Specialist  
Connie Oberle, Office Services Supervisor 2  
Sherry Thompson, Office and Administrative Specialist  
Colleen Vossen, Office and Administrative Specialist Intermediate

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Website: <http://mn.gov/health-licensing-boards/social-work/>

## CREDENTIALS ISSUED OR RENEWED – MINN. STAT. §214.07, SUBD. 1B(1)

Total Number of persons licensed or registered as of June 30, 2020: 15,934

### Number and Type of Credentials Issued or Renewed

License Type	As of June 30, 2020	As of June 30, 2018	As of June 30, 2016	As of June 30, 2014	As of June 30, 2012	As of June 30, 2010
Licensed Social Worker (LSW)	5989	6192	6110	5814	5724	5785
Licensed Graduate Social Worker (LGSW)	2934	2747	2339	2000	1658	1576
Licensed Independent Social Worker (LISW)	732	766	782	787	768	793
Licensed Independent Clinical Social Worker (LICSW)	6279	5661	5198	4746	4450	4044
<b>TOTAL</b>	<b>15,934</b>	<b>15,366</b>	<b>14,429</b>	<b>13,347</b>	<b>12,600</b>	<b>12,198</b>

### Historical Renewal Data by Biennium

July 1, 2018-June 30, 2020

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Licensed Social Worker (LSW)	724	5060	4547 (90%)
Licensed Graduate Social Worker (LGSW)	1178	2341	2157 (92%)
Licensed Independent Social Worker (LISW)	49	560	510 (91%)
Licensed Independent Clinical Social Worker (LICSW)	906	5113	4706 (92%)
<b>TOTAL</b>	<b>2857</b>	<b>13,074</b>	<b>11,920 (91%)</b>

**July 1, 2016-June 30, 2018**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Licensed Social Worker (LSW)	973	4927	4399 (89%)
Licensed Graduate Social Worker (LGSW)	1260	1978	1787 (90%)
Licensed Independent Social Worker (LISW)	47	566	493 (87%)
Licensed Independent Clinical Social Worker (LICSW)	746	4607	4196 (91%)
<b>TOTAL</b>	<b>3026</b>	<b>12,078</b>	<b>10,875 (90%)</b>

**July 1, 2014-June 30, 2016**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)*
Licensed Social Worker (LSW)	1164	4643	-
Licensed Graduate Social Worker (LGSW)	1143	1643	-
Licensed Independent Social Worker (LISW)	85	591	-
Licensed Independent Clinical Social Worker (LICSW)	693	4243	-
<b>TOTAL</b>	<b>3085</b>	<b>11,120</b>	<b>9674 (87%)</b>

\*Data by license type unavailable for this period

**July 1, 2012-June 30, 2014**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)*
Licensed Social Worker (LSW)	920	4443	-
Licensed Graduate Social Worker (LGSW)	971	1337	-
Licensed Independent Social Worker (LISW)	89	577	-
Licensed Independent Clinical Social Worker (LICSW)	529	3926	-
<b>TOTAL</b>	<b>2509</b>	<b>10,283</b>	<b>8124 (79%)</b>

\*Data by license type unavailable for this period

**July 1, 2010-June 30, 2012**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)*
Licensed Social Worker (LSW)	777	4804	-
Licensed Graduate Social Worker (LGSW)	874	1130	-
Licensed Independent Social Worker (LISW)	68	618	-
Licensed Independent Clinical Social Worker (LICSW)	612	3571	-
<b>TOTAL</b>	<b>2331</b>	<b>10,123</b>	<b>7339 (72.5%)</b>

\*Data by license type unavailable for this period

**July 1, 2008-June 30, 2010**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)*
Licensed Social Worker (LSW)	698	4567	-
Licensed Graduate Social Worker (LGSW)	639	1025	-
Licensed Independent Social Worker (LISW)	53	654	-
Licensed Independent Clinical Social Worker (LICSW)	519	3334	-
<b>TOTAL</b>	<b>1909</b>	<b>9580</b>	<b>5030 (53%)</b>

\*Data by license type unavailable for this period

## **COMPLAINT ACTIVITY – MINN. STAT. §214.07, SUBD. 1B(2), (3)**

### **Complaints Received and Closed by Biennium**

Biennium	Total Number of Complaints Received	Total Number of Complaints Closed
July 1, 2018-June 30, 2020	575	302
July 1, 2016-June 30, 2018	773	626
July 1, 2014-June 30, 2016	775	598
July 1, 2012-June 30, 2014	298	339
July 1, 2010-June 30, 2012	310	282
July 1, 2008-June 30, 2010	229	245

**Number of and Age of Complaints Open at the End of the Period**

<b>Total Number of Complaints Open as of June 30, 2020</b>	<b>375</b>
Complaints open less than one year as of June 30, 2020	154
Complaints open greater than one year as of June 30, 2020	221

**Types of Complaints Received During Biennium**

<b>Basis for Complaints</b>	<b>Number of complaints during July 1, 2018 – June 30, 2020*</b>	<b>Number of complaints during December 9, 2016 – June 30, 2018*</b>	<b>Number of complaints during July 1, 2016 – December 8, 2016*</b>
Boundaries	73	52	9
<i>Competence/Harmful Conduct</i>	37	46	-
Confidentiality	42	36	6
<i>Criminal Conviction</i>	52	54	-
Failure to Report	10	10	2
<i>Fee/Payment Issue/Fraudulent Billing</i>	15	32	3
<i>Fraudulent Application</i>	-	3	-
Human Services/Revenue Violation	6	6	1
Impairment	82	105	22
<i>Improper Termination</i>	10	6	-
<i>Non-compliance with Licensing Requirements</i>	56	73	-
<u>Licensure</u>	-	-	19
<u>Non-Jurisdictional</u>	-	-	15
Other	92	100	2
<i>Recordkeeping</i>	23	36	-
<u>Practice Issue</u>	-	-	50
Sexual Conduct or Harassment	19	20	2
Unlicensed Practice/Misrepresentation	59	64	44
<i>Unprofessional Conduct</i>	133	206	-
Violation of Board Order	16	9	0

\*On December 9, 2016, the Board transitioned to a new database. The new database contains additional complaint codes allowing for more descriptive data related to the basis for complaints. Because the database change occurred during the FY2017 – FY2018 biennium, basis for complaint data is grouped by date to represent complaints entered in the previous database and complaints entered in the current database.

\*\*Bases for complaints in *italics* are unique to the new database, therefore data for these bases do not exist prior to December 9, 2016. Bases which are underlined are not currently included in the new database but did exist in the previous database, therefore data for these bases do not exist after December 9, 2016.

†Some complaints allege more than one basis.

## RECEIPTS, DISBURSEMENTS & MAJOR FEES – MINN. STAT §214.07, 1B(4)

### Total Receipts and Disbursements by Biennium

Biennium	Total Receipts	Total Disbursements
July 1, 2018 – June 30, 2020	\$3,308,299	\$3,239,689
July 1, 2016 – June 30, 2018	\$2,758,415	\$2,931,578
July 1, 2014 – June 30, 2016	\$2,559,693	\$2,593,148
July 1, 2012 – June 30, 2014	\$2,324,527	\$2,363,353
July 1, 2010 – June 30, 2012	\$2,107,134	\$2,163,090
July 1, 2008 – June 30, 2010	\$2,073,517	\$2,095,367
July 1, 2006 – June 30, 2008	\$2,069,236	\$1,952,499

### Fees by Type

Type of fee	7/1/2018-7/8/2019	7/9/2019- Present
Licensure by Endorsement Application	\$85.00	\$100.00
LSW, LGSW, LISW, LICSW Application	\$45.00	\$60.00
Temporary License	\$50.00	\$50.00
LSW License	\$81.00 (24-month fee)	\$93.50 (24-month fee)
LSW Renewal and Temporary Leave	\$81.00 (24-month fee)	\$110.00 (24-month fee)
LGSW License	\$144.00 (24-month fee)	\$167.75 (24-month fee)
LGSW Renewal and Temporary Leave	\$144.00 (24-month fee)	\$195.00 (24-month fee)
LISW License, Renewal and Temporary Leave	\$216.00 (24-month fee)	\$295.00 (24-month fee)
LICSW License, Renewal and Temporary Leave	\$238.50 (24-month fee)	\$325.00 (24-month fee)
Late Renewal Fee	1/4 Renewal Fee	1/4 Renewal Fee
Emeritus Active License	1/2 Renewal Fee	1/2 Renewal Fee
Emeritus Inactive License	\$43.20	\$50.00
Duplicate License Certificate	\$30.00	\$30.00
Duplicate License Card	\$10.00	\$10.00
License Verification	\$15.00	\$20.00

**The mission of the Minnesota Board of Veterinary Medicine is to promote, preserve, and protect the health, safety, and welfare of the public and animals through the effective control and regulation of the practice of veterinary medicine.**

### **Report of the Executive Director**

**July 1, 2018—June 30, 2020**

The Board of Veterinary Medicine exists to regulate the practice of veterinary medicine in the State of Minnesota. Regulation is necessary to protect the health, safety, and welfare of Minnesota's animals and citizens. The Board has 7 members appointed by the Governor: 5 veterinarians and 2 public members. The full Board meets 3 times per year and convenes special board meetings when required. The Board has 5 Complaint Review Committees, each comprised of two Board members. A Board member may serve on more than one Committee. These include two Small Animal Complaint Review Committees, one Large Animal Complaint Review Committee, an Impaired Veterinarian Complaint Review Committee and a Continuing Education Review and Audit Failure Committee. The Committees function primarily through secure communication means, including State e-mail and SharePoint sites, and meet as needed for conferences with licensees. Conferences were held via WebEx after Governor Walz's Stay at Home Executive Order.

#### **Board Regulatory and Outreach Activities:**

- Setting educational and examination requirements for initial licensure for veterinarians
- Issuing veterinary licenses and permits to qualified individuals
- Setting requirements for license renewals and administering the renewal process
- Registering veterinary professional firms and monitoring changes in professional firms via annual reports
- Setting minimum standards of veterinary practice in Board statutes and rules
- Responding to inquiries, complaints and reports regarding applicants and licensees
- Investigating complaints of alleged violations of statutes and rules including unlicensed practice of veterinary medicine and taking action when appropriate
- Holding educational and disciplinary conferences with licensees and applicants, taking disciplinary or corrective action when appropriate against practitioners who fail to meet minimum standards of practice, and reporting public actions to national databanks
- Maintaining a website that provides information to the public about license status, complaints and discipline, including a list of disciplinary and corrective actions taken by the Board
- Offering online services from the Board's website, including downloadable forms for complaints, continuing education program approval requests, professional firm registration and reports, license application, verification, and renewal as well as links to the full text of public disciplinary and corrective orders the Board has adopted against licensed professionals and unlicensed practitioners of veterinary medicine
- Reviewing and approving continuing education activities
- Distributing an e-newsletter with timely regulatory updates for licensees and the public
- Communicating Board variances and recommendations pertaining to the COVID-19 pandemic's impact on veterinarians
- Providing information about licensure requirements and standards of practice to applicants, licensees, and other interested parties. Board staff gave yearly licensure presentations to applicants as well as ethical practice interactive presentations to veterinary students in the biennium ending June 30, 2018
- Actively engaging with the Minnesota Veterinary Medical Association to address questions pertaining to Statutes and Rules of the Board of Veterinary Medicine and the Board of Pharmacy
- Presenting regulatory insights via staff participation in the Minnesota Veterinary Medical Association's Annual Conference on multiple topics, including strategies to diminish the risk of using animals to illicitly obtain controlled substances from veterinarians, telemedicine, drug compounding and non-profit veterinary professional firms.
- Collaborating with other regulatory agencies, including the Minnesota Board of Animal Health, Minnesota Board of Pharmacy, Minnesota Prescription Monitoring Program Advisory Task Force, Minnesota Racing

Commission, USDA-APHIS, and Drug Enforcement Administration in resolution of issues with overlapping areas of regulatory oversight.

- Actively participating in Minnesota's One Health Antibiotic Stewardship Collaborative
- Actively participating in the American Association of Veterinary State Boards' annual meeting and committees

**Legislative Activities:**

The Board of Veterinary Medicine supported legislation to grant civil immunity to veterinarians who report animal cruelty to humane agents or law enforcement. Veterinarians are mandated by statute to report animal cruelty. This legislation became law in 2020.

**Staffing:**

The Board is staffed with two full-time equivalent employees: executive director and a state program administrator. Beyond the increase in licensees, high complaint numbers have continued and the scope widened to include COVID-19-related complaints. There has consequently been an increase in time needed for complaint resolution as well as increased legal and Board member expenses. The increased expenses as well as rising costs from other government agencies highlight the need for the Board's request to receive a base budget increase in spending authority in the next biennium (FY22 and ongoing).

Julia Wilson, DVM  
Diplomate, American College of Veterinary Internal Medicine  
Executive Director  
Minnesota Board of Veterinary Medicine  
651-201-2844  
Vet.med@state.mn.us

## GENERAL INFORMATION – MINN. STAT. § 214.07, SUBD. 1B(5)

### Board Members Serving During the Period 7/1/2018—6/30/2020

Name	Location	Appointment Status	Appointment Date	Reappointment Date (if applicable)	Term Expiration Date
Julie Dahlke, DVM	St. Paul, MN	Professional Member	7/1/19		1/1/2023
Jody Grote	Richfield, MN	Public Member	5/4/2016	5/6/20	1//2024
Amy Kizer, DVM	Savage, MN	Professional Member	6/24/2015		1/1/2019
Mary Olson, DVM	Mora, MN	Professional Member	3/2/2014	6/23/2018	1/1/2022
Christopher Powers, DVM	St. Cloud, MN	Professional Member	7/1/19		1/1/2023
David Richter	Montgomery, MN	Public Member	4/2/2013	6/1/2017	1/1/2021
Steven Shadwick, DVM	Maplewood, MN	Professional Member	6/29/2018		1/1/2022
Ron Swiggum, DVM	St. Charles, MN	Professional Member	6/30/2011	6/5/2016	1/1/2020
Michelle Vaughn, DVM	Richfield, MN	Professional Member	6/30/2011	7/1/19	1/1/2023

### Board Staff and Office Location

Dr. Julia Wilson, Executive Director  
 Nicole Vink, State Program Administrator

Minnesota Board of Veterinary Medicine  
 University Park Plaza Building  
 2829 University Avenue SE, Suite 401  
 Minneapolis, MN 55414  
 Phone: 651-201-2844  
 FAX: 651-201-2842  
 Email: [vet.med@state.mn.us](mailto:vet.med@state.mn.us)  
 Website: <http://mn.gov/boards/veterinary-medicine/>

## **CREDENTIALS ISSUED OR RENEWED – MINN. STAT. §214.07, SUBD. 1B(1)**

Total Number of persons licensed or registered as of June 30, 2020: 3,562

### **Number and Type of Credentials Issued or Renewed**

License Type	Total Number of persons licensed or registered as of June 30, 2020	Total Number of persons licensed or registered as of June 30, 2018	Total Number of persons licensed or registered as of June 30, 2016	Total Number of persons licensed or registered as of June 30, 2014	Total Number of persons licensed or registered as of June 30, 2012	Total Number of persons licensed or registered as of June 30, 2010
Veterinarian	3,562	3,413	3,330	3,249	3,182	3,114
<b>TOTAL OF ALL LICENSE TYPES</b>	<b>3,562</b>	<b>3,413</b>	<b>3,330</b>	<b>3,249</b>	<b>3,182</b>	<b>3,114</b>

### **Historical Renewal Data by Biennium**

#### **July 1, 2018-June 30, 2020**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Veterinarian	356	3579	2638 (78%)
<b>TOTAL</b>	<b>356</b>	<b>3579</b>	<b>2638 (78%)</b>

#### **July 1, 2016-June 30, 2018**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Veterinarian	365	3,471	2,812
<b>TOTAL</b>	<b>365</b>	<b>3,471</b>	<b>2,812 (81%)</b>

#### **July 1, 2014-June 30, 2016**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Veterinarian	346	3212	2687
<b>TOTAL</b>	<b>346</b>	<b>3212</b>	<b>2687 (84%)</b>

#### **July 1, 2012-June 30, 2014**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Veterinarian	330	3121	2705
<b>TOTAL</b>	<b>330</b>	<b>3121</b>	<b>2705 (87%)</b>

**July 1, 2010-June 30, 2012**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Veterinarian	255	2927	2429
TOTAL	255	2927	2429 (83%)

**July 1, 2008-June 30, 2010**

Type of License/Credential	Number of New Licenses	Number of Renewed Licenses	Number of Credentials Renewed Online (# and percent)
Veterinarian	276	2874	2278
TOTAL	276	2874	2278 (80%)

**COMPLAINT ACTIVITY – MINN. STAT. §214.07, SUBDS. 1B(2), (3)**
**Complaints Received and Closed by Biennium**

Biennium	Total Number of Complaints Received	Total Number of Complaints Closed
July 1, 2018-June 30, 2020	190	175
July 1, 2016-June 30, 2018	197	169
July 1, 2014-June 30, 2016	175	143
July 1, 2012-June 30, 2014	148	114
July 1, 2010-June 30, 2012	145	132
July 1, 2008-June 30, 2010	148	111

**Number of and Age of Complaints Open at the End of the Period**

Total Number of Complaints Open as of June 30, 2020	15
Complaints open less than one year as of June 30, 2020	11
Complaints open greater than one year as of June 30, 2020	4

**Types of Complaints Received During Biennium**

Basis for complaints	Number of complaints alleging this basis received 2018 – 2020*	Number of complaints alleging this basis received 2016 – 2018**
Incompetence	110	83
Unprofessional Conduct	124	68
Criminal Conviction	8	11
Unlicensed Practice	16	20
Disregard Health, Wellness, or Safety	7	14
Mental Health	8	0
Sanitation	25	7
Inadequate Continuing Education Hours	26	18

\*Some complaints allege more than one basis.

## **RECEIPTS, DISBURSEMENTS & MAJOR FEES – MINN. STAT §214.07, 1B(4)**

### **Total Receipts and Disbursements by Biennium**

Biennium	Total Receipts	Total Disbursements
July 1, 2018 – June 30, 2020	\$871,498	\$772,614
July 1, 2016 – June 30, 2018	\$400,004	\$352,392
July 1, 2014 – June 30, 2016	\$374,573	\$227,482
July 1, 2012 – June 30, 2014	\$353,399	\$199,451
July 1, 2010 – June 30, 2012	\$341,215	\$178,495
July 1, 2008 – June 30, 2010	\$324,525	\$169,494

### **Fees by Type**

Type of Fee	Fee
Jurisprudence Examination	\$50
Application	\$50
Initial License	\$200
Criminal Background Check	\$33.25
Biennial Active License Renewal	\$200
Biennial Inactive License Renewal	\$100
Temporary Permit	\$50
Late fee (Inactive renewal)	\$50
Late fee (Active renewal)	\$100
Professional Firm Registration	\$100
Professional Firm Annual Report	\$25
Duplicate License	\$10
Mailing List	\$100
CE Sponsor Approval	\$50
License Verification	\$25