

**DRAFT**  
**THE VIRGINIA BOARD OF COUNSELING**  
**CREDENTIALS COMMITTEE MEETING**  
**MINUTES**  
**Friday, June 8, 2012**

The Credentials Committee of the Virginia Board of Counseling ("Board") convened at 9:00 a.m. on Friday, June 8, 2012 at the Department of Health Professions, 9960 Mayland Drive, Richmond, Virginia. Johnston Brendel called the meeting to order.

**COMMITTEE MEMBERS**

**PRESENT:**

Johnston Brendel  
Charles McAdams  
John Penn Turner  
Charlotte Markva

**COMMITTEE MEMBERS**

**ABSENT:**

Catherine Schwaery

**STAFF PRESENT:**

Sharon Bowles, Administrative Assistant  
Howard Casway, Senior Assistant Attorney General  
Catherine Chappell, Executive Director  
Jennifer Lang, Administrative Assistant  
Dianne Reynolds-Cane, Agency Director

**CALL TO ORDER:**

Dr. Brendel welcomed the Committee members and called the meeting to order. The minutes from the May 17, 2012, meeting were approved as written.

**CLOSED SESSION:**

John Penn Turner moved that the Credentials Committee of the Board of Counseling convene in Closed Meeting pursuant to Section 2.2-3711(4) in accordance with Section 2.2-3704(A) and 54.1-108 of the Code of Virginia to discuss applications for licensure. He further moved that Sharon Bowles, Howard Casway, Catherine Chappell, Jennifer Lang, and Dianne Reynolds-Cane attend the Closed Meeting because their presence in the Closed Meeting was deemed necessary and would aid the Committee in its deliberations.

**OPEN SESSION:**

Mr. Turner moved that pursuant to Section 2.2-3712 of the Code of Virginia, that the Committee heard, discussed or considered only those public business matters lawfully exempted from the open meeting requirements under the Freedom of Information Act and

only such public business matters as identified in the motion by which the closed meeting was convened.

**DECISIONS:**

The Committee agreed to recommend to the Board that it ratify all current applicants who previously received a letter of approval for registration of supervision and approval of education program, but they must be advised of any of the thirteen (13) core areas of coursework needed before they are eligible to sit for the licensure examination.

Approval of other pending application files will be deferred until the Board meeting on August 17, 2012.

**NEXT MEETING:**

The Committee agreed to meet on July 13, 2012, with quarterly file review scheduled for August 16, 2012.

**ADJOURNMENT**

There being no further business to come before the Credentials Committee, the meeting was adjourned at 1:00 p.m.

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Johnston Brendel, Chair

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Catherine Chappell  
Executive Director