Sunset Public Hearing Questions for
Board of Examiners in Psychology
Created by Section 63-11-101, *Tennessee Code Annotated*
(Sunset Termination June 2017)

1. Provide a brief introduction to the Board of Examiners in Psychology, including information about its purpose, statutory duties, staff, and administrative attachment.

   The Board of Examiners in Psychology was created in 1953 by an act of the State Legislature. Its mission is to safeguard the health, safety, and welfare of Tennesseans by requiring those who practice as psychologists or psychological examiners within this state be qualified. The Board interprets the laws, rules, and regulations to determine the appropriate standards of practice in an effort to ensure the highest degree of professional conduct. The Board is authorized to issue licenses to qualified candidates who have graduated from approved schools, completed appropriate post graduate work, and passed the examinations required by the Board. The Board is responsible for the investigation of alleged violations of the Practice Act and rules and is responsible for the discipline of licensees who are found guilty of such violations.

   The administrative staff of the Division of Health Related Boards supports the Board by issuing licenses to those who meet the requirements of the law and rules. Renewal notices are mailed from Board's administrative office approximately forty-five (45) days prior to the expiration of the license to the current address on record. For those licensees who have "opted in" to receive electronic notifications, an email will be sent to the email address on file approximately seventy (70) days prior to the expiration date of the license. This is the only reminder a licensee shall receive. Licensees are responsible for renewing their license on time and keeping the Board apprised of current information. Licenses can be renewed on-line seventy (70) days prior to expiration at https://apps.tn.gov/hlrs/. Failure to renew by the expiration date may result in a fine.

   All members of the Board are appointed by the Governor to serve five (5) year terms. The ten (10) member board consists of two (2) members of college psychology faculties (academic psychologists), four (4) licensed psychologists (practicing psychologists), two (2) licensed psychological examiners, one behavior analyst, and one (1) health care consumer.

   The Board currently meets four (4) times each year. A quorum of six (6) members is required to conduct business. The meetings are open to the public.

2. Provide a list of current board members and explain how membership complies with Section 63-11-102, *Tennessee Code Annotated.* Are there any vacancies on the board and, if so, what is being done to fill those vacancies?

T.C.A. § 63-11-101 states two members of the board shall be academics, four members shall be licensed psychologists, two members shall be a licensed psychological examiner or licensed senior psychological examiner, and one shall be a consumer. As of July 1, 2014, the chair of the Applied Behavior Analyst Licensing Committee is an ex-oficio voting member of the board.

MEMBER	REPRESENTATION	GENDER/ ETHNICITY	TERM EXPIRY
Rebecca P. Joslin, Ed.D., Ph.D. 501 Biltmore Court Franklin, TN 37067	Practicing Licensed Psychologist	Female/ Caucasian	06/30/2020
Mary Annette Little, Ph.D., BCBA-D 2006 Adams Road Charlotte, TN 37036	Practicing Applied Behavior Analyst	Female/ Caucasian	06/30/2017
Mark Loftis, Ph.D., Sr. PE 3152 Paran Road Cookeville, TN 38506	Practicing Psychological Examiner	Male/ Caucasian	06/30/2016
David C. Mathis, Ed.D. 1134 Dow St Murfreesboro, TN 37130	Practicing Licensed Psychologist	Male/ Caucasian	06/30/2018
Hugh D. Moore, Ph.D. 3100 Walnut Grove Road #103 Memphis, TN 38111	Practicing Psychologist	Male/ African American	06/30/2019
Janice Pazar, Ph.D. 267 Windover Grove Dr Memphis, TN 38111	Practicing Licensed Psychologist	Female/ Caucasian Over 60	06/30/2018
Timothy A. Urbin, Ph.D. 355 Cain Dr. Blountville, TN 37617	Practicing Academic Psychologist	Male/ Caucasian Over 60	06/30/2019
Jennifer K. Winfree 186 Ashburn Circle Lancaster, TN 38569	Citizen Representative	Female/ Caucasian	06/30/2017
Vacant	Practicing Academic Psychologist		06/30/2016
Vacant	Psychological Examiner		06/30/2015

There are two vacancies on the board. Names of candidates have been submitted to the Governor's office to fill the vacancies.

3. Does the board's membership include public/citizen members? Female members? Members of racial minorities? Members who are 60 years of age or older at the time of appointment?

   The board's membership has one citizen member. There are four females members. There is one African-American member. There are two members over 60. Please see chart in number 2 above.

4. Have any members of the board served more than two terms and if so, who, and how many terms have been served?

   None of the current board members have served more than two terms.

5. How many times did the board meet in the last two fiscal years?

   The board met eight (8) times during the last two fiscal years. Meetings are held quarterly and are open to the public.

6. What per diem or travel reimbursements do board members receive? How much was paid to board members in the last two fiscal years?

   Board members receive all necessary expense incidental to conducting the business of the Board. All reimbursements for travel expenses shall be in accordance with the provisions of the comprehensive travel regulations as promulgated by the Department of finance and administration. Each Board member receives a per diem of $ 100.00.

	FY-2014	FY-2015
Per Diem	**$1900.00**	**$2200.00**
Mileage	**$3337.02**	**$3600.37**
Hotel	**$3742.31**	**$3301.40**
Parking/Baggage/Taxi/Registration	**$1182.00**	**$917.00**
Meals	**$1874.50**	**$1919.50**
Airfare	**$655.20**	**$1600.00**
Total	**$12691.03**	**$13538.27**

7. What were the board's revenues (by source) and expenditures (by object) for fiscal years 2014 and 2015? Does the board carry a reserve fund balance and, if so, what is the total of that reserve fund balance?

   Please see attached financial report.

8. Is the board subject to Sunshine law requirements (per Section 8-44-101, *Tennessee Code Annotated*) for public notice of meetings, prompt and full recording of minutes, and public access to minutes? If so, what procedures does the board have for informing the public of its meetings and making its minutes available to the public?

   The board is subject to the Sunshine law requirements of T.C.A. 8-44-101 et seq. A public meeting notice is posted to the board's web site by the 15th day of the month proceeding the month of the meeting date as well as posting the information on the Public Participation Calendar. The board's administrative staff attends all meetings and takes minutes. Those minutes are then prepared for review and ratification by the board at its next regularly scheduled meeting. After the minutes are ratified, they are then placed on the board's web site. Additionally, each board meeting is streamed live so the public can view the meeting as it is actually being held. A video recording of the meeting is available on the department's web site for one month following the meeting. An audio recording of the meeting is also available.

9. What policies and procedures does the board have in place to address potential conflicts of interest by board members, staff, and employees.

   All board members are educated on the Department of Health's Conflict of Interest Policy and reminded during the course of each meeting of the obligation to strictly adhere to the policy. Board members are required to sign a conflict of interest statement upon appointment or as soon as practical and annually thereafter. It is the responsibility of the board administrator to ensure that the Conflict of Interest Statement is properly and timely signed. Board staff is required to sign a new Conflict of Interest statement annually. The board's administrative office keeps signed copies on file in the Central Office of Health Related Boards.

10. Has the board promulgated rules as authorized in Section 63-11-104(e)(1), *Tennessee Code Annotated?*

    Yes, the board has promulgated rules for this board under Tenn. Comp. R & Regs.:
    1180-01: General Rules Governing the Practice of Psychologists, Psychological Examiners, Senior Psychological Examiners, and Certified Psychological Assistants;
    1180-02 – Rules Governing Psychologists
    1180-03 – Rules Governing Psychological Examiners and Senior Psychological Examiners
    1180-04 – Rules Governing Certified Psychological Assistants

    Rules were promulgated a for fee decrease which took effect February 16, 2016 reducing the biennial renewal fee by $50.00 for psychologists and senior psychological examiners, by $75.00 for psychological assistants, and the fee for the Ethics and Jurisprudence Exam was reduced by $100.00 and $50.00 if an applicant was not successful and needed to retake the exam. Further, Rule 1180-01-.08 Continuing Education was amended to delete duplicative language in the rule.

11. How many total licensees has the board had in each of the last two fiscal years? If necessary, please differentiate by type.

FY 2014	**Psychologist**	**- 1363**
	Psychological Examiners	**- 452**
	Psychological Assistant	**- 41**
FY 2015	**Psychologist**	**- 1382**
	Psychological Examiners	**– 428**
	Psychological Assistant	**- 47**

12. How many new applications for licenses has the board received in the last two fiscal years? If necessary, please differentiate by type.

FY 2014	**Psychologist**	**- 69**
	Psychological Assistant	**- 10**
FY 2015	**Psychologist**	**- 185**
	Psychological Assistant	**- 9**

Pursuant to T.C.A. § 63-11-207(a)(4) No new psychological examiner licenses shall be issued for applications received by the board after December 31, 2004. Licensees who are a psychological examiner may apply for an upgrade to senior psychological examiner.

13. What is the cost for each type of license issued by the board? Are there any additional fees in addition to licensure fees? If yes, please list those as well.

Psychologists license with a Provisional License	**$610.00**
Psychologists license with a Temporary license	**$585.00**
Psychologists license by initial	**$485.00**
Re-examination E&J exam Fee	**$ 50.00**
Psychologist Assistant by initial	**$335.00**

Below is the breakdown of fees:

Fee Schedule:	**Amount**
Application	**$175.00**
Temporary License	**$100.00**
Provisional License	**$125.00**
Ethics and Jurisprudence Examination	**$100.00**
Ethics and Jurisprudence Re-Examination	**$ 50.00**
License	**$200.00**
Certificate	**$150.00**
License Renewal (biennial)	**$225.00**
Certificate Renewal (biennial)	**$ 75.00**

Late Renewal	**$100.00**
State Regulatory (biennial)	**$ 10.00**
Replacement License or Certificate	**$ 25.00**

A fee decrease took effect February 16, 2016 reducing the biennial renewal fee by $50.00 for psychologists and senior psychological examiners, by $75.00 for psychological assistants, and the fee for the Ethics and Jurisprudence Exam was reduced by $100.00 and $50.00 if an applicant was not successful and needed to retake the exam.

14. What was the total number of complaints received by the board in each of the last two fiscal years? If available, please also provide information on the number of consumer complaints as well as the number of administrative complaints.

    FY 2014: Number of complaints – 39 total; of those, 2 were administrative
    FY 2015: Number of complaints – 37 total; of those, 2 were administrative

15. What was the total amount, by year, of civil penalties collected by the board in the last two fiscal years?

    FY 2014: Civil Penalty - $300.00
    FY 2015: Civil Penalty - $3,800.00
    Both of the above civil penalties were assessed to psychologists.

16. What was the total number of hearings held by the board, by year, for the past two fiscal years?

    The board had no contested case hearings in FY 2014 or FY 2015.

17. Please explain what method(s) the board uses to determine the amount of civil penalties assessed. Does the board offer agreed citations, letters of warning, or alternate dispute resolutions?

    Civil Penalty assessments are governed by Tenn. Code Ann. § 63-1-134 and the Rules and Regulations of the board at 1180-01-.10(6). There are three types of civil penalties as outlined below.

    A Type A civil penalty may be imposed whenever the Board finds the person who is required to be licensed or certified by the Board guilty of a willful and knowing violation of the Practice Act or regulations promulgated pursuant thereto, to such an extent that there is, or is likely to be, an imminent substantial threat to the health, safety and welfare of an individual patient or the public. A Type A penalty shall include, but not be limited to, a person who willfully and knowingly is or was practicing as a psychologist, senior psychological examiner, psychological examiner, or psychological assistant without a license from the Board is one of the violations of the Psychology Practice Act for which a Type A Civil Penalty is assessable. Type A

civil penalties shall be assessed in the amount of not less than $500 and not more than $1,000

A Type B civil penalty may be imposed whenever the Board finds the person required to be licensed by the Board guilty of a violation of the Psychology Practice Act or regulations promulgated pursuant thereto in such manner as to impact directly on the care of patients or the public. Type B civil penalties may be assessed in the amount of not less than $100 and not more than $500.

A Type C civil penalty may be imposed whenever the Board finds the person required to be licensed, permitted, or authorized by the board guilty of a violation of the Psychology Practice Act or regulations promulgated pursuant thereto, which are neither directly detrimental to the patients or public, nor directly impact their care, but have only an indirect relationship to client care or the public. Type C civil penalties may be assessed in the amount of not less than $50 and not more than $100.

The Board of Examiners in Psychology offers Agreed Citations for continuing education and lapsed license violations. The board also has the authority to convene a screening panel as well as sending letters of warning.

18. Does the board have a website? What type of outreach or communication is done to educate the public, consumers, and licensees about the board?

    The board maintains a web site at: http://tn.gov/health/topic/psych-board

    Information regarding meeting dates, board members, meeting minutes, applications, statutes, rules and policies, legislation, complaints, peer assistance, and licensure and educational information is provided on this web site as well as links to other Department of Health information.

    The board publishes a yearly newsletter which is published on the website and a link to the newsletter is sent to all licensees who have opted-in to receive email notifications. Further, push notifications are periodically sent to licensees who have opted-in to receive these notifications regarding topics of importance such as rulemaking hearings, change in fees, and other changes in regarding licensure.

19. Describe any items related to the board that require legislative attention and your proposed legislative changes.

    Nothing at this time.

20. Should the board be continued? To what extent and in what ways would the absence of the board affect the public health, safety, or welfare?

    Yes, the Board should be continued. Without the Board of Examiners in Psychology, members of the public whose health care is provided by psychologists,

senior psychological examiners, psychological examiners, and psychiatric assistants would be uncertain that their healthcare provider is fully qualified to practice his/her profession and does so in a safe, competent, and ethical manner.

21. Has the board developed and implemented quantitative performance measures for ensuring it is meeting its goals? (Please answer either yes or no). If the board has developed and implemented quantitative performance measures, answer questions 21 through 29. If the board has not developed quantitative performance measures, proceed directly to question 30.

    Yes.

22. What are your key performance measures for ensuring the board is meeting its goals? Describe so that someone unfamiliar with the program can understand what you are trying to measure and why it is important to the operation of your program.

    In order to uphold the mission of the Department of Health, which is to protect, promote and improve the health and prosperity of the people in Tennessee, the Health Related Boards' insure that only qualified practitioners provide healthcare services in the state. In order to balance that obligation with our desire to provide excellent customer service to healthcare providers, the Health Related Boards has established benchmarks to assure that applications for licensure are received, processed and reviewed in a timely manner. The application benchmark for initial applications is three hundred sixty-five (365) days from the date the application is received in the administrative office to issuance of the license. This extended time is given to allow the applicant to retake an examination should they receive a failing score. The application benchmark for renewal applications is fourteen (14) days from receipt of application to issuance of the license. Twice yearly, a benchmark report is prepared and reviewed to determine if board staffs are meeting those benchmarks.

23. What aspect[s] of the program are you measuring?

    We are measuring whether or not board administrative staff is processing applications and renewals in a timely manner within the established benchmark timeframes.

24. Who collects relevant data and how is this data collected (e.g., what types information systems and/or software programs are used) and how often is the data collected? List the specific resources (e.g., report, other document, database, customer survey) of the raw data used for the performance measure.

    Relevant data is collected twice yearly by the director from reports generated by the licensing system used by the Health Related Boards. It is generated in an Excel spreadsheet.

25. How is the actual performance measure calculated? If a specific mathematical formula is used, provide it. If possible, provide the calculations and supporting documentation detailing your process for arriving at the actual performance measure.

    The Health Related Boards has established benchmarks to assure that applications for licensure and renewal are received, processed and reviewed in a timely manner.

26. Is the reported performance measure result a real number or an estimate? If an estimate, explain why it is necessary to use an estimate. If an estimate, is the performance measure result recalculated, revised, and formally reported once the data for an actual calculation is available?

    The reported performance measure is a real number.

27. Who reviews the performance measures and associated data/calculations? Describe any process to verify that the measure and calculations are appropriate and accurate.

    The benchmark report is reviewed by the Director of the Health Related Boards and forwarded to the Assistant Commissioner for the Health Related Boards.

28. Are there written procedures related to collecting the data or calculating and reviewing/verifying the performance measure? Provide copies of any procedures.

    Yes. Please see attached document from the Health Related Boards Administrative Policies and Procedures Manual.

29. Describe any concerns about the board's performance measures and any changes or improvements you think need to be made in the process.

    There are no concerns at this time.

30. Please list all board programs or activities that receive federal financial assistance and, therefore are required to comply with Title VI of the Civil Rights Act of 1964. Include the amount of federal funding received by program/activity.

    This board does not receive federal financial assistance.

If the board does receive federal assistance, please answer questions 31 through 38. If the board does not receive federal assistance, proceed directly to question 37.

31. Does your board prepare a Title VI plan? If yes, please provide a copy of the most recent plan.

32. Does your board have a Title VI coordinator? If yes, please provide the Title VI coordinator's name and phone number and a brief description of his/her duties. If not,

provide the name and phone number of the person responsible for dealing with Title VI issues.

33. To which state or federal agency (if any) does your board report concerning Title VI? Please describe the information your board submits to the state or federal government and/or provide a copy of the most recent report submitted.

34. Describe your board's actions to ensure that board staff and clients/program participants understand the requirements of Title VI.

35. Describe your board's actions to ensure it is meeting Title VI requirements. Specifically, describe any board monitoring or tracking activities related to Title VI, and how frequently these activities occur.

36. Please describe the board's procedures for handling Title VI complaints. Has your board received any Title VI-related complaints during the past two years? If yes, please describe each complaint, how each complaint was investigated, and how each complaint was resolved (or, if not yet resolved, the complaint's current status).

37. Please provide a breakdown of current board staff by title, ethnicity, and gender.

POSITION	RACE	GENDER
Administrative Director	**Caucasian**	**Female**
Administrator	**Caucasian**	**Male**
Licensing Tech	**African American**	**Male**

38. Please list all board contracts, detailing each contractor, the services provided, the amount of the contract, and the ethnicity of the contractor/business owner.

The board has a contract with the Tennessee Colleague Assistance Foundation (TCAF) to provide peer assistance services to licensees referred by the board or self-referred. The amount of the contract is $35,944.00 annually. The contractor is Caucasian.

The board also has a no-cost contract with the Association of State and Provincial Psychology Boards (ASPPB) to provide the national licensing exam. The ethnicity of the contractor is unknown.

Tennessee Board of Psychology
Actual Revenue and Expenditures
for Fiscal Year ending June 30, 2015

Acct. Code	Description	FY 2015	FY 2014
701	Salaries & Wages	$35,333.82	$37,363.32
70102	Longevity	$0.00	$0.00
70104	Overtime	$0.00	$0.00
702	Employee Benefits	$10,887.48	$20,422.09
	Payroll Expenditures (701-702)	$46,221.30	$57,785.41
703	Travel	$5,339.15	$3,870.47
704	Printing & Duplicating	$0.00	$0.00
705	Utilities & Fuel	$0.00	$0.00
706	Communications	$2,222.87	$2,037.27
707	Maintenance & Repairs	$0.00	$0.00
708	Prof. Svc. & Dues	$12,295.65	$6,556.30
709	Supplies & Materials	$677.29	$0.00
710	Rentals & Insurance	$0.00	$0.00
711	Motor Vehicle Ops.	$0.00	$0.00
712	Awards & Indemnities	$0.00	$0.00
713	Grants & Subsidies	$30,766.19	$30,511.42
714	Unclassified	$0.00	$0.00
715	Stores for Resale	$0.00	$0.00
716	Equipment	$0.00	$0.00
717	Land	$0.00	$0.00
718	Buildings	$0.00	$0.00
721	Training of State Employees	$290.00	$0.00
722	Computer Related Items	$0.00	$0.00
725	State Prof. Svcs.	$4,175.63	$7,671.95
	Total Other Expenditures (703-725)	$55,766.78	$50,647.41
	Total Direct Expenditures	$101,988.08	$108,432.82
	Allocated Expenditures		
	Administration	$18,278.90	$23,071.58
	Investigations	$32,910.24	$25,503.76
	Legal	$16,894.63	$20,127.87
	Cash Office	$1,410.89	$1,466.66
	Total Allocated Expenditures	$69,494.66	$70,169.87
	Total Expenditures	**$171,482.74**	**$178,602.69**
	Board Fee Revenue	**$309,161.15**	**$297,043.47**
	Current Year Net	**$137,678.41**	**$118,440.78**
	Cumulative Carryover	**$942,542.39**	**$804,863.98**

State of Tennessee Department of Health

Division of Health Related Boards
Administrative Policies and Procedures

Subject: **Application Processing Benchmarks** **File No: 106.04**

Approved by: Rosemarie Otto **Effective Date: May 31, 2013**
Rosemarie Otto, Director

PURPOSE: To establish fair benchmarks that measures the timeliness of application processing (both initial and renewal) by board administrative staff and, consistency in reviewing and retaining reports relative thereto.

POLICY: It is the policy that staff effectiveness in achieving benchmarks be reviewed on a semi-annual basis. A report shall be prepared by the Director of Health Related Boards and transmitted to the Assistant Commissioner for the Division of Health Licensure and Regulation. Said report shall be retained in the Office of the Director for Health Related Boards for ten (10) years.

PROCEDURES:

A. **Frequency of Report**: Each Unit director shall request that a semi-annual report be prepared twice a year (January 1 through June 30 and July 1 through December 31) the purpose of which is to evaluate the effectiveness of board staff in achieving the benchmarks for application processing set forth below.

B. **Timeliness of Report**: The report must be requested not more than thirty (30) days following the conclusion of the reporting period above.

C. **Content of Report**: Each Unit director must review the report and identify those applications whose processing times exceed the established benchmarks and provide an explanation for application processing times in excess of established benchmarks. The Unit director may utilize administrators for the purpose of preparing a report to the Director of Health Related Boards relative to those applications exceeding established benchmarks.

D. **Reporting Time Frames**. For the ***period January 1 through June 30***, the report must be available to the Director of Health Related Boards on or before August 15 and transmitted to the Assistant Commissioner for the Division of Health Licensure and Regulation on or before August 31. For the period ***July 1 through December 31***, the report must be available to the Director of Health Related Boards on or before February 15 and transmitted to the Assistant Commissioner for the Division of Health Related Boards on or before February 28.

E. **Form of Reports:** Computer-generated reports will be prepared for initial and renewal applications. The first report will be prepared by the director of health related boards or his/her designee and contain the profession number and name, the duration of time the application was pending, the number of initial applications over the benchmark and the total number of application approved during the reporting period. The second report, prepared by directors and/or managers, will be in the form of an excel spreadsheet containing the license number, type of application, and a hand-generated note stating the reason for not meeting the established benchmark, when applicable.

F. **Transmittal and Retention of Reports**: The Director for Health Related Boards is responsible for receiving the individual reports and providing an electronic copy to the Assistant Commissioner for the Division of Health Licensure and Regulation. An electronic copy must be maintained in the Office of the Director of Health Related Boards for at least ten (10) year following the reporting period.

BENCHMARKS:

A. **One Hundred Day Benchmark**: Except for the boards specifically identified below, all initial applications must be processed within one hundred (100) days from the date the application is date stamped as received in the administrative office until the license is issued.

B. **Exceptions**:

1. **Board of Veterinary Examiners**. There is established a benchmark for processing initial applications for licensure for veterinarians of not to exceed three hundred and sixty-five (365) days.

2. **Board of Examiners for Nursing Home Administrators**. There is established a benchmark for processing initial applications for licensure of nursing home administrators of not to exceed seven hundred thirty (730) days.

3. **Board of Social Worker Licensure**. There is established a benchmark for processing initial applications for licensure of social workers of not to exceed five hundred fifty (550) days.

4. **Board of Podiatric Medical Examiners**. There is established a benchmark for processing initial applications for licensure of podiatrists of not to exceed five hundred fifty (550) days.

5. **Board of Professional Counselors, Marital and Family Therapists, and Clinical Pastoral Therapists**. There is established a benchmark for processing initial applications for licensure of professional counselors, marital and family therapists and clinical pastoral therapists of not to exceed seven hundred thirty (730) days.

6. **Board of Alcohol and Drug Abuse Counselors**. There is established a benchmark for processing initial applications for licensure of alcohol and drug abuse counselors of not to exceed five hundred fifty (550) days.

7. **Board of Examiners in Psychology**. There is established a benchmark for processing initial applications for licensure of psychologists of not to exceed three hundred sixty-five (365) days.

8. **Board of Communication Disorders and Sciences' Council for Licensing Hearing Instrument Specialists**. There is established a benchmark for processing initial applications for licensure of hearing instruments specialists of not to exceed seven hundred thirty (730) days.

9. **Board of Dispensing Opticians**. There is established a benchmark for processing initial applications for licensure of dispensing opticians of not to exceed three hundred sixty five (365) days.

10. **Board of Pharmacy**. There is established a benchmark for processing initial applications for licensure of pharmacists of not to exceed one hundred twenty (120) days.

11. **Polysomnography Professional Standards Committee**. There is established a benchmark for processing initial applications for licensure of Polysomnography technologists of not to exceed four hundred fifty-five (455) days.

12. **Genetic Counselors**. There is established a benchmark for processing initial applications for licensure of Polysomnography technologists of not to exceed four hundred fifty-five (455) days.

13. **Board of Nursing**. There is established a benchmark for processing initial applications for licensure by **examination** of registered and practical nurses of not to exceed one thousand twenty-five (1025)days in order to comply with Rule 1000-01-.01(3)(f)2 and 1000-02-.01(3)(f)2 which allow an applicant failing NCLEX three years to qualify by re-examination.

14. **Medical Laboratory Board.** There is established a benchmark for processing Medical Laboratory Facility application of not to exceed two hundred (200) days.

C. **Fourteen Day Benchmark**: Except for the boards specifically identified below, all renewal applications must be processed within fourteen (14) days from the date the renewal application is date stamped as received in the administrative office until the license is renewed.

D. **Exceptions**:

1. **Veterinary Facilities**. There is established a benchmark for processing of renewal applications for veterinary facilities of not to exceed 90 days.

2. **Certified Animal Control Agencies.** There is established a benchmark for processing of renewal applications for certified animal control agencies of not to exceed 90 days.

3. **Certified Professional Midwifery**. There is established a benchmark for processing of renewal applications for certified professional midwives of not to exceed 50 days.