

Sunset Public Hearing Questions for
Board of Veterinary Medical Examiners
Created by Section 63-12-104, *Tennessee Code Annotated*
(Sunset Termination June 2017)

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

The Board of Veterinary Medical Examiners was created in 1905 by an act of the State Legislature. Its mission is to safeguard the health, safety, and welfare of Tennesseans and animals by insuring that all who practice within the profession of veterinary medicine are qualified. Persons or facilities engaged in the practice of veterinary medicine shall be licensed by the Board. 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 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 the Board's administrative office forty-five (45) days prior to the expiration of the license to the current address on record. If a licensee has "opted in" to receive electronic notification, an email will be sent to the address provided by the licensee with a reminder to renew their license. Individual licenses can be renewed on-line seventy (70) days prior to expiration. Licensees are responsible for renewing their licenses on time and keeping the Board apprised of current information. It is a violation of the law and of the board's rules to practice on an expired license.

The Board meets regularly three (3) times per calendar year to conduct administrative business. The seven (7) Board members are appointed by the Governor and serve five (5) year terms. The Board consists of five (5) licensed veterinarians, one (1) licensed veterinary technician, and one (1) citizen member. The State Veterinarian serves as an ex-officio non-voting member. A quorum of four (4) 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 63-12-104(b), *Tennessee Code Annotated*. Are there any vacancies on the board and, if so, what is being done to fill those vacancies?

Current Board Members

Stephen Galloway, DVM, Board President

Tai Federico, DVM, Board Vice-President

Stephen Ladd, DVM, Board Secretary

Kim Johnson, DVM

Karen Walsh, LVT

Ann Strong, Citizen Member

There is currently one vacant veterinarian position on the board. The Department of Health is currently working with the Governor's office to fill this position. Otherwise, the board's composition complies in full with the statute referenced above.

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 includes one (1) public/citizen member; three (3) female members; one (1) racial minority member; and one (1) member 60 years of age or older.

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

No.

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

The Board met three (3) times in fiscal year 2014. The Board met four (4) times in fiscal year 2015.

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 a per diem of \$100.00 per day for each day engaged in board business. Members are reimbursed for travel expenses in accordance with the provisions of the comprehensive travel regulations as promulgated by the Department of Finance and Administration.

FY2014 Total Per Diem & Travel Expenses: \$7,888.93

FY2015 Total Per Diem & Travel Expenses: \$9,863.03

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?

FY2014

Total Expenditures:	\$578,659.97
Total Revenue:	\$624,526.71
Current Year Net:	\$ 45,866.74
Cumulative Carryover:	\$341,159.95

FY2015

Total Expenditures:	\$518,903.67
Total Revenue:	\$590,933.00
Current Year Net:	\$ 72,029.33
Cumulative Carryover:	\$413,189.28

A more detailed document can be found attached.

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, as of January 1, 2015, 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. Signed copies of the conflict of interest policy are kept on file in the Central Office of Health Related Boards for board members and staff/employees.

10. Has the board promulgated rules as authorized in Section 63-12-106, *Tennessee Code Annotated*?

Rules have been promulgated under Tenn. Comp. R. & Regs. 1730-01 thru 1730-06.

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

	<u>FY2014</u>	<u>FY2015</u>
Veterinarian:	1,194	2,140
Veterinary Technician:	466	563
Certified Animal Euthanasia Technician:	185	233
Certified Animal Chemical Capture Technician:	0	2
Veterinary Facility:	713	763
Certified Animal Control Agency:	61	63
Animal Chemical Capture Certification:	0	1

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

	<u>FY2014</u>	<u>FY2015</u>
Veterinarian:	190	225
Veterinary Technician:	89	105
Certified Animal Euthanasia Technician:	50	61
Certified Animal Chemical Capture Technician:	2	1
Veterinary Facility:	198	45
Certified Animal Control Agency:	3	2
Animal Chemical Capture Certification:	0	2

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.

<u>Veterinarians</u>	<u>Amount</u>
Application	\$125.00
Endorsement/Verification	\$20.00
Late Renewal	\$80.00
Renewal (biennial)	\$360.00
Reciprocity License Fee	\$150.00
Replacement License or Renewal Certificate Fee	\$25.00

State Regulatory Fee (biennial)	\$10.00
Temporary License	\$25.00

Veterinary Facilities

Premises Application	\$25.00
Initial Inspection/Biennial Inspection	\$200.00
Premises Permit	\$360.00
State Regulatory Fee	\$10.00
Premises Permit Renewal	\$160.00
Late Renewal	\$80.00
Reinspection Fee (follow-up)	\$150.00

Veterinary Technicians

Application	\$75.00
Endorsement/Verification	\$20.00
Late Renewal	\$80.00
Renewal (biennial)	\$90.00
Reciprocity License Fee	\$80.00
Replacement License or Renewal Certificate Fee	\$25.00
State Regulatory Fee	\$10.00

Certified Animal Control Agencies

Application	\$50.00
Endorsement/Verification	\$20.00
Late Renewal	\$80.00
Renewal (biennial)	\$160.00
State Regulatory Fee	\$10.00
Inspection Fee/Biennial Inspection	\$200.00
Reinspection Fee	\$150.00

Certified Animal Euthanasia Technicians

Application	\$50.00
Endorsement/Verification	\$20.00
Late Renewal	\$25.00
Renewal (biennial)	\$100.00
Replacement Certificate Fee	\$25.00
State Regulatory Fee	\$10.00

Chemical Capture

Application Fee	\$50.00
Endorsement/Verification Fee	\$20.00

Initial Certification Fee (Technician)	\$100.00
Renewal Fee (Technician)	\$100.00
Initial Certification Fee (Agency)	\$200.00
Renewal Fee (Agency)	\$200.00
State Regulatory Fee	\$10.00
Course Approval Fee	\$20.00
Replacement Certificate Fee	\$25.00
Late Renewal Fee	\$80.00

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.

Total number of complaints received in FY2015: 87
Total number of complaints received in FY2016: 89

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

Total amount of civil penalties collected in FY2014: \$16,700.00
Total amount of civil penalties collected in FY2015: \$11,141.00

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

Total number of hearings held in FY2014: One (1)
Total number of hearings held in FY2015: One (1)

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?

A schedule designating the minimum and maximum civil penalties which may be assessed is set out in rules.

A Type A civil penalty (amount of not less than \$500 nor more than \$1,000) may be imposed whenever the Board finds the person who is required to be licensed or certified by the Board is guilty of a willful and knowing violation 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 client or the public.

A Type B civil penalty (amount of not less than \$100 and not more than \$500) may be imposed whenever the Board finds the person required to be licensed by the Board is guilty of a violation in such manner as to impact directly on the care of clients or the public.

A Type C civil penalty (amount of not less than \$50 and not more than \$100) may be imposed whenever the Board finds the person required to be licensed, permitted, or authorized by the Board is guilty of a violation which is neither directly detrimental to clients or the public, nor directly impacts their care, but has only an indirect relationship to client care or the public.

The board may consider the following factors in assessing civil penalties:

- (a) Whether the amount imposed will be a substantial economic deterrent to the violator;**
- (b) The circumstances leading to the violation;**
- (c) The severity of the violation and the risk of harm to the public;**
- (d) The economic benefits gained by the violator as a result of noncompliance;**
- (e) The interest of the public; and**
- (f) Willfulness of the violation.**

The Board offers agreed citations, consent orders, letters of warning, and alternate dispute resolutions as a means of resolving disciplinary matters.

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 website at: <http://tn.gov/health/topic/vet-board>

Information regarding meeting dates, board members, meeting minutes, applications, statutes, rules, and policies, legislation, complaints, and licensure and educational information is provided on this web site. A newsletter to inform licensees of relevant information is published annually and made available on this website.

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

There are no legislative issues 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 of Veterinary Medical Examiners should be continued. Experience has shown that without regulatory oversight and enforcement of the Veterinary

Practice Act and the Board's rules, a small but significant number of veterinary practitioners will engage in or continue to engage in misconduct that poses substantial harm to the animals of the citizens of Tennessee, and by extension to the citizens themselves. When the Board licenses a practitioner or disciplines a licensee, this information is accessible to the general public through the department's website. This allows Tennessee's citizens to make an informed decision about who they choose to take care of their animal, and deters further misconduct from licensees who have been disciplined.

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 promote 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 one hundred (100) days from the date the application is received in the administrative office to issuance of the license with the exception of an established benchmark of three hundred and sixty-five (365) days for processing initial applications for licensure for veterinarians. The application benchmark for renewal applications is fourteen (14) days from receipt of application to issuance of the license with the exception of an established benchmark of ninety (90) days for processing of renewal application for veterinary facilities and certified animal control agencies. 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 the attached document.

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.

The 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
Director	Caucasian	Female
Administrator	African-American	Female
Licensing Tech	African-American	Female

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.

Fee for Service Contract (Competitive Selection)

Contractor: James L. Everett, DVM
Contract Period: July 1, 2016 – June 30, 2021
Contract Amount: \$166,500.00 Total for 5 Years (\$33,300/yr.)
Service: Inspection of veterinary facilities in East TN Region
Service Description: Conduct inspections of all licensed veterinary facilities and certified animal control agencies and those entities applying for a license to ensure facility compliance with applicable laws and rules.
Ethnicity: Caucasian

Fee for Service Contract (Competitive Selection)

Contractor: James L. Everett, DVM
Contract Period: July 1, 2016 – June 30, 2021
Contract Amount: \$165,750.00 Total for 5 Years (\$33,150/yr.)
Service: Inspection of veterinary facilities in Middle TN Region
Service Description: Conduct inspections of all licensed veterinary facilities and certified animal control agencies and those entities applying for a license to ensure facility compliance with applicable laws and rules.
Ethnicity: Caucasian

Fee for Service Contract (Competitive Selection)

Contractor: Allison H. Climer, DVM
Contract Period: July 1, 2016 – June 30, 2021
Contract Amount: \$90,250.00 Total for 5 Years (\$18,050/yr.)
Service: Inspection of veterinary facilities in West TN Region
Service Description: Conduct inspections of all licensed veterinary facilities and certified animal control agencies and those entities applying for a license to ensure facility compliance with applicable laws and rules.
Ethnicity: Caucasian

No Cost Contract (Non-Competitive Negotiation)

Contractor: American Association of Veterinary State Boards
Contract Period: July 1, 2016 – June 30, 2021
Contract Amount: \$0
Service: Licensure examination for veterinary technicians
Service Description: Provision of examination for licensure as a veterinary technician
Ethnicity: Unknown

No Cost Contract (Non-Competitive Negotiation)

Contractor: National Board of Veterinary Medical Examiners
Contract Period: December 5, 2012 – April 30, 2017
Contract Amount: \$0
Service: Licensure examination for veterinarians
Service Description: Provision of examination for licensure as a veterinarian
Ethnicity: Unknown

**Tennessee Board of Veterinary Examiners
Actual Revenue and Expenditures
for Fiscal Year ending June 30, 2015**

<u>Acct. Code</u>	<u>Description</u>	<u>FY 2015</u>	<u>FY 2014</u>
701	Salaries & Wages	\$124,466.97	\$118,461.65
70102	Longevity	\$0.00	\$0.00
70104	Overtime	\$0.00	\$0.00
702	Employee Benefits	<u>\$51,243.62</u>	<u>\$50,417.61</u>
	Payroll Expenditures (701-702)	\$175,710.59	\$168,879.26
703	Travel	\$7,272.71	\$6,405.98
704	Printing & Duplicating	\$0.00	\$0.00
705	Utilities & Fuel	\$0.00	\$0.00
706	Communications	\$6,577.07	\$7,612.16
707	Maintenance & Repairs	\$0.00	\$0.00
708	Prof. Svc. & Dues	\$89,794.40	\$115,381.01
709	Supplies & Materials	\$0.00	\$0.00
710	Rentals & Insurance	\$950.00	\$0.00
711	Motor Vehicle Ops.	\$0.00	\$0.00
712	Awards & Indemnities	\$0.00	\$0.00
713	Grants & Subsidies	\$0.00	\$0.00
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	\$1,500.00	\$750.00
722	Computer Related Items	\$0.00	\$0.00
725	State Prof. Svcs.	<u>\$20,671.36</u>	<u>\$35,351.56</u>
	Total Other Expenditures (703-725)	\$126,765.54	\$165,500.71
	Total Direct Expenditures	\$302,476.13	\$334,379.97
	Allocated Expenditures		
	Administration	\$71,237.85	\$88,094.30
	Investigations	\$95,144.96	\$82,068.43
	Legal	\$47,010.75	\$71,027.70
	Cash Office	<u>\$3,033.98</u>	<u>\$3,089.57</u>
	Total Allocated Expenditures	\$216,427.54	\$244,280.00
	Total Expenditures	\$518,903.67	\$578,659.97
	Board Fee Revenue	\$590,933.00	\$624,526.71
	Current Year Net	\$72,029.33	\$45,866.74
	Cumulative Carryover	\$413,189.28	\$341,159.95

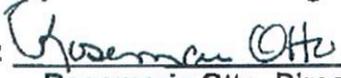


State of Tennessee Department of Health

**Division of Health Related Boards
Administrative Policies and Procedures**

Subject: Application Processing Benchmarks

File No: 106.04

Approved by: 
Rosemarie Otto, Director

Effective Date: May 31, 2013

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.