

ACUPUNCTURE CONTINUING EDUCATION SUBCOMMITTEE MEETING  
OF THE  
MONTANA BOARD OF MEDICAL EXAMINERS

301 S. PARK, 4<sup>TH</sup> FLOOR, LARGE CONFERENCE ROOM  
1:00 P.M.- 3:00 P.M.

TUESDAY, January 22, 2013

- 1. Call to Order** – Establish Quorum – Introduction of Board & Staff- Mr. Marquand established quorum by introducing the Subcommittee Meeting to order at 1:05 p.m. on January 22, 2013  
**(00:00:04)**

**Members Present:** Ms. Tanja Brekke, Chairperson  
Ms. Pat Bollinger  
Ms. Kara Burpee-via conference call  
Ms. Bree Manninen

**Staff Present:** Mr. Ian Marquand, Executive Officer  
Ms. Ann O’Leary, Board Counsel  
Ms. Barb McAlmond, Board Management  
Ms. Tiffany Huss, Board Management

**Members Absent:** None

**Others Present:** None

- 2. Approval and Tentative Modification of Agenda Order:**  
Ms. Burpee made a motion to approve the agenda as presented.  
**Seconded:** Ms. Bollinger seconded the motion.  
The motion carried. **(00:01:12)**
- 3. Review and Approve Minutes:**  
**Motion:** Ms. Bollinger made a motion to approve the minutes from the December 11, 2012 as submitted.  
**Seconded:** Ms. Manninen seconded the motion.  
The motion carried. **(00:01:58)**
- 4. Public Opportunity to Comment:**  
Ms. Brekke read the Public Opportunity to Comment statement. No public comment noted.  
**(00:03:13)**
- 5. Board Action: (00:03:50)**
  - a. Establish and/or review processes for Board approval of continuing education courses, workshops, programs, tec. For Acupuncturist licensees as per ARM 24.156.1408 & 24.156.1409 (continued from 12/11/12)-** Ms. Brekke had handouts that needed to be

copied for discussion. Mr. Marquand suggested that the subcommittee discuss agenda items **b** & **c** while waiting for the handouts. **(00:03:50)**

**b. Review draft letters to licensees and course providers – Mr. Ian Marquand: (01:08:48)**

**Motion:** Ms. Bollinger directed Mr. Marquand to determine where licensee can find a link to the log sheet for their completed continuing education and include that information in the letter to the licensees.

**Seconded:** Ms. Manninen seconded the motion.

The motion carried.

**Motion:** -After further discussion, Ms. Manninen made a motion to amend the original motion to create a form for tracking purposes for completed continuing education that can be included on the board's website as a link.

**Seconded:** Ms. Bollinger seconded the motion.

The motion carried.

**c. Review draft CE audit letter – Mr. Ian Marquand:**

**Motion:** Ms. Manninen made motion to edit the continuing education audit letter to delete the word "attendance" from paragraph 2 and insert language from ARM 24.156.1410, and to include a statement that the board may ask for copies of certificates of completion and for books or articles listed by licensee for continuing education credit.

**Seconded:** Ms. Burpee seconded the motion.

The motion carried. **(00:52:19)**

**d. State-approved courses in other states-**Ms. Anne O'Leary, Esq:

Because of the discussion and motions for agenda items **b** and **c** it was determined that this agenda item has been addressed. **(01:12:46)**

Ms. Brekke asked that the committee determine the % of audits. Mr. Marquand stated this could be addressed under the agenda item **A**.

**Motion:** Ms. Manninen made a motion to audit 30% of licensees for the renewal year 2013.

**Seconded:** Ms. Bollinger seconded the motion.

The motion carried. **(01:15:02)**

**AMC-24.156.1409:**

**Motion:** Ms. Manninen made a motion to strike subsection **c** and **d** under ARM 24.145.1409 and re-letter **e**, and to bring to the full board for a motion to take to the next rules project.

**Seconded:** Ms. Bollinger seconded the motion. The motion carried.

**(01:25:26)**

**Future Meetings-** A conference call will be set for February 12, 2013 at 1:30 p.m. to review final draft of the two letters discussed at this meeting. **(01:27:42)**

Next subcommittee meeting will be held after the continuing education audit. This will be in January, 2014.

Mr. Marquand suggested an agenda item for the conference call on February 12 as well as an agenda item for the March Full Board meeting be a discussion on the future of this subcommittee. ( 01:30:00)

6. **Adjourn:** There being no further business to come before the subcommittee, Ms. Brekke adjourned the meeting at 2:40 p.m. (1:35:05)