

ACUPUNCTURE CONTINUING EDUCATION SUBCOMMITTEE MEETING MINUTES
of the
MONTANA BOARD OF MEDICAL EXAMINERS
301 S. Park, Executive Officer's Office, Helena MT
1:30 p.m. – 2:00 p.m.
Tuesday, February 26, 2013

1. Call To Order - Establish Quorum (00:06)

Members present (by telephone): Ms. Tanja Brekke (Presiding Chair), Ms. Pat Bollinger, Ms. Bree Manninen

Members absent: Ms. Kara Burpee

Staff present: Mr. Ian Marquand, Ms. L'Joy Griebenow, Ms. Anne O'Leary

Guests present: None

2. Approval Agenda (00:14)

The Subcommittee reviewed the February 26, 2013 Agenda.

MOTION: Ms. Bollinger made a motion to approve the February 26, 2013 agenda as presented; Ms. Manninen seconded the motion. Motion passed unanimously. (00:19)

3. Review and Approve Minutes (01:11)

The Subcommittee reviewed the Minutes from January 22, 2013.

MOTION: Ms. Manninen made a motion to approve the January 22, 2013 minutes as presented; Ms. Bollinger seconded the motion. Motion passed unanimously. (01:18)

4. Public Opportunity to Comment (01:40)

The Presiding Chair read the statement of public participation and opened the meeting for public comment. There was no public comment.

5. Board Action (02:20)

- a. Review draft letters to licensees and course providers—Mr. Ian Marquand **(02:21)**

MOTION: Ms. Manninen made a motion to approve the [form of the] letter to licensees and course providers as presented; Ms. Bollinger seconded the motion. Motion passed unanimously. (06:04)

- b. Review format for continuing education log – Mr. Ian Marquand (06:26)

MOTION: Ms. Manninen made a motion to direct staff to alter the [continuing education log] worksheet to keep track of the CEUs by listing the number of CEUs required at the top, by listing the requirements needed to fulfill this (NCCAOM certification) with columns entitled Date, Program Title and Program Provider, # of CEUs completed; Ms. Bollinger seconded the motion. (15:15) Discussion ensued. Ms. Manninen made an amendment to her motion to further direct that the worksheet should be in landscape format and have four columns: “Date”, “Program Title”, “Program Provider” and “Number of CEUs Completed”; Ms. Bollinger seconded the amendment. Motion passed unanimously. (17:12)

- c. Review draft CE audit letter—Mr. Ian Marquand (18:15)

MOTION: Ms. Manninen made a motion to accept the [continuing education audit letter with the change] to paragraph 4 to now read:

“The Board approved form is available on the Board’s website, www.medicalboard.mt.gov. The Board also may ask for copies of certificates of completion, books or articles listed by a licensee as continuing education credit.”

Ms. Bollinger seconded the motion. Motion passed unanimously. (24:02)

6. Adjourn (30:56)

MOTION: Ms. Bollinger made a motion to adjourn; Ms. Manninen seconded the motion. Motion passed unanimously. (30:58)

Meeting adjourned (31:23).