



# SECRETARY OF STATE BRIAN P. KEMP GEORGIA BOARD OF OCCUPATIONAL THERAPY

Georgia State Board of Occupational Therapy, 237 Coliseum Dr Macon, GA 31217  
<http://www.sos.ga.gov/plb/ot> P: 478-207-2440 F: 866-877-7127

April 2010  
Volume 2, Issue 2

## Update from the Director

*Randy Vaughn*

The Professional Licensing Boards Division is committed to identifying and implementing efficiencies in every area possible. To achieve this, we are continuing to develop new online applications. In anticipation of spring graduations, we are currently working to ensure that additional types of license applications are available online. In addition to new online applications, we are in the process of upgrading our business software. The necessary upgrades will allow us to broaden our online services and increase our support for our applicants and licensees.

In March, Secretary of State Brian P. Kemp announced a multi-phase consolidation of the Securities, Charities and Cemeteries Division of the Office of Secretary of State. This Division will be consolidated and moved to the Professional Licensing Boards Division in Macon. We will be

## About the Board

The Georgia State Board of Occupational Therapy consists of six members: Five members of the board shall have been engaged in rendering services to the public, teaching, or research in occupational therapy and one consumer member. Typically, the Board meets six times each year. Board meetings are open to the public, with the exception of executive session, in which confidential matters such as complaints, disciplinary items, and applications are discussed.

Occupational therapy is the evaluation and treatment of individuals whose abilities to cope with the tasks of living are threatened or impaired by developmental deficiencies, the aging process, learning disabilities, poverty and cultural differences, physical injury or disease, psychological and social disabilities or anticipated dysfunction. Licensed occupational therapists and licensed occupational therapist assistants offer care in a variety of health care areas including hospitals, schools and private practice. The licensed occupational therapy assistant is supervised or consultants with the occupational therapist.

### INSIDE THIS ISSUE

|                                       |     |
|---------------------------------------|-----|
| Update from the Director              | 1   |
| About the Board                       | 1   |
| 2010 Meeting Dates                    | 2   |
| Board Members and Staff               | 2   |
| Active Licensees and Expiration Dates | 2   |
| Actions Taken by the Board            | 2-3 |
| License Renewal Process               | 4-5 |
| Complaint Process Information         | 5   |
| Frequently Asked Questions            | 5   |

working throughout the second quarter to complete this transition and will provide an update on the transition in the next newsletter.

The Secretary of State's office is committed to operating as efficiently as possible while providing excellent customer service to the citizens of the State of Georgia. We appreciate your confidence as we continue to improve our ability to serve and support you.

## 2010 Meeting Dates

May 14, 2010 at 10:00 a.m.

July 16, 2010 at 10:00 a.m.

September 24, 2010 at 10:00 a.m.

November 19, 2010 at 10:00 a.m.

The Board meets at the Professional Licensing Board Office in Macon.

Minutes from the Board meetings may be found on the Board's website at [www.sos.ga.gov/plb/ot](http://www.sos.ga.gov/plb/ot)

## Board Members and Staff

Kendyl Brock, OT, President

Kathleen Conyers, OT, Vice President

Mary Louise Austin, Consumer Member

Donna Domyslawski, OT

Rachele Branson

Jeff Etheridge

Brig Zimmerman

Executive Director

Georgia State Board of Occupational Therapy

## Active Licensees

Occupational Therapist: 2,715

Occupational Therapy Assistant: 704

Occupational Therapist Limited: 1

## Expiration Dates

Occupational Therapist - March 31 of even numbered years

Occupational Therapy Assistant - March 31 of even numbered years

**"It is illegal to practice occupational therapy with an expired license."**

## Actions Taken by the Board

**January:** The Board voted to approve the following individual for licensure by application:

- Pamela Tutten, Coral Springs, FL

The Board voted to approve the following individuals for licensure by restoration:

- Stephanie Knight, Snellville
- Patricia Dahlman, Woodstock
- Ann Neustedter, Brookfield, WI

The Board voted to approve the following individuals for Certification of Physical Agent Modality, Occupational Therapy:

- Vinita Wallace, Atlanta
- Steven Thompson, Doraville
- Lori Knight, Dublin
- Vanessa Negusse, Fayetteville
- Jennifer Law, Hartwell
- Farheen Mohammed, Lilburn
- Joseph Bozeman, Moultrie
- Patricia Kelly, Pine Mountain

- Therese Elmore Christian, Smyrna
- Patricia Crepeau, St. Simons Island
- Melinda Thrift, Waycross

The Board voted to approve the following individuals for Certification of Physical Agent Modality, Occupational Therapy Assistant:

- April Harris, Savannah
- Cheryl Rutherford, Stockbridge

The Board voted to elected the following 2010–2011 officers:

- Kendyl Brock, President
- Kathleen Conyers, Vice-President

**February:** The Board voted to accept the following public order:

- Neioka M. Garrett, Perry, OTA

**March:** The Board voted to approve two applications for licensure by restoration, 17 requests for certification of physical agent modality – OT, and two requests for certification of physical agent modality – OTA.

The Board voted to post the following rule amendments for the minimum 30 day requirement; Public Hearing to be held May 14, 2010 at 10:45 a.m.:

- Rule 671–3–.02 References
- Rule 671–3–.06 Limited License. Amended.
- Rule 671–3–.09–2 Restored License

The following individual signed a cease and desist order for unlicensed practice as an occupational therapist:

- Kelly Weaver–Chastain, Thomasville

## License Renewal Process

### How do I renew my license?

You may renew your license on the Professional Licensing Board website with a credit card. Click on the License Renewal icon and follow the instructions. You will be asked a series of questions including whether you have been arrested, convicted of a crime or received a board sanction since the last renewal, whether you have completed your continuing education requirements, and whether you are a U.S. citizen. Renewing your license via the website is the fastest way to renew your license.

The Professional Licensing Boards do not mail paper renewals unless requested. A paper renewal form may be requested by the licensee either by calling the Board office at 478–207–2440, or by submitting a written request.

**Disciplinary Issues:**

The Board addresses these issues on a case-by-case basis and applies sanctions to those who violate the Georgia State Board of Occupational Therapy Practice Act, Board rules, and policies. It is important that licensees review all laws, rules and policies that affect their profession. These may be found on the Board's website at [www.sos.ga.gov/plb/ot](http://www.sos.ga.gov/plb/ot).

All public disciplinary actions will be reflected in the Board minutes which may be found on the Georgia State Board of Occupational Therapy website upon final approval by the Board.

*Grounds for denial, suspension, revocation of a license, or other disciplinary actions may be found at O.C.G.A. § 43-28-13 or at O.C.G.A. § 43-1-19, which can be found on the Georgia State Board of Occupational Therapy website.*

## Complaint Process Information

The Georgia General Assembly created the Georgia State Board of Occupational Therapy to regulate the licensing and practice of dentistry. The responsibility of administering the laws in O.C.G.A. § 43-28 is given to the Board, whose members are appointed by the Governor. The Board determines if applicants meet licensure requirements, promulgates rules, and considers complaints against licensees and allegations of unlicensed practice. The process for disposing of complaints is as follows:

**Complaint Form:**

Complaints must be reported to and received by the Board in writing. Written complaints may be submitted to the Board office or be submitted on-line at <http://sos.georgia.gov/myverification/submitcomplaint.aspx>. Documents received in connection with a complaint will not be returned. The complaint must contain sufficient factual evidence indicating a clear violation of Georgia law or Board rules.

**Investigations:**

The Board gives serious consideration to all complaints. Further investigative action may be taken. Should you file a complaint, you may be contacted by a Board inspector or investigator for additional information. Investigative files are considered confidential for any purpose other than a hearing before the Board. However, the Board is authorized to release such records to another enforcement agency or lawful licensing authority.

**Notification Process:**

While the investigation is ongoing, the Board is unable to discuss the status of a complaint with anyone, including the complainant. When the Board has completed the case, the complainant will be notified in writing of the Board's actions. All public disciplinary actions will be reflected in the Board minutes which may be found on the Board's website.

## Frequently Asked Questions

The Board list of frequently asked questions is available on the Board's website. If you cannot find an answer to your question, you may contact the Board office at (478) 207-2440.