



**Washington State  
Department of Health  
Certified Counselors and Hypnotherapists  
Advisory Committee  
Meeting Minutes**

**January 11, 2018**

**9:30 a.m.**

Department of Health  
Town Center 3, Room 265  
243 Israel Road S.E.  
Tumwater, WA 98501

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<b>Committee Members Present:</b>	Miriam Dyak, Certified Counselor, Chair Diane Green, Certified Counselor, Vice Chair Mary Long, Hypnotherapist Janet Large, Hypnotherapist
<b>Others Present:</b>	Tim Livingston, WAPROCA
<b>AAG Present:</b>	John Macejunas, Assistant Attorney General
<b>Staff Members Present:</b>	Kim-Boi Shadduck, Program Manager James Chaney, Executive Director Ted Dale, Program Support Joanne Miller, Credentialing Supervisor Kevin Robbins, Credentialing Supervisor

On January 11, 2018, the Certified Counselors and Hypnotherapists Advisory Committee met at the Department of Health, Town Center 3, Room 265, 243 Israel Road S.E., Tumwater, WA 98501. In accordance with the Open Public Meetings Act, the meeting agenda was emailed to members of the certified counselor, certified adviser, and hypnotherapy professions through the department's GovDelivery and posted to the professions' websites.

**1. Call to Order - Miriam Dyak, Certified Counselor, Chair** **9:30 a.m.**

**1.1 Approval of meeting agenda**

The agenda was accepted and approved as written.

**1.2 Approval of October 12, 2017 meeting minutes**

The meeting minutes from October 12, 2017 were accepted and approved as written.

**2. Management Reports – Joanne Miller, Credentialing Supervisor; James Chaney, Executive Director; and Kim-Boi Shadduck, Program Manager**

**2.1 Office of Customer Service – credentialing update.**

Ms. Miller reported the following credentialing statistics:

<b>Current Credential Total Of January 8, 2018</b>	
<b>Certified Counselor:</b>	
Number of active licensee	510
Number of pending applications	74
<b>Certified Adviser:</b>	
Number of active licensee	4
Number of pending applications	3
<b>Hypnotherapist:</b>	
Number of active registrations	724
Number of pending applications	10
<b>Total active credential holders:</b>	1,238
<b>Total pending applications:</b>	87

Average time to issue was 18 days, over the goal of 14 days. Eighty-two percent were issued within the 14 day timeframe. This is because of increased volume of applications to the department for all professions.

**2.2 Operating budget report**

Ms. Shadduck shared the 2017-2019 biennium balance report showing that the program is currently \$26,000 over budget. The current balance for CC/CA is negative \$1,561,881. The fee increase rules have been approved and the new fees will be effective on April 1, 2018. The fees are going up as follows:

- Certified counselors: initial \$160 to \$255; renewals \$140 to \$225.
- Certified advisers: initial \$130 to \$210; renewals \$115 to \$185.
- Hypnotherapist fees were not changed. Budget balance is positive \$148,794.

### 2.3 Program update

Ms. Shadduck shared information on the rule change to allow more distance learning for continuing education. The CR 101 was not filed and missed the deadline twice because of legislation. We cannot move forward on the CR 102 until CR 101 is filed.

Two positions on the committee are opening up in May. We will post the openings for those positions and two vacant public member positions at the same time. We had difficulty recruiting for members last time; however, the current members can stay in their positions until they are filled.

### 3. Public Comment – Miriam Dyak, Certified Counselor, Chair

Mr. Livingston informed the committee that the association will have three exam prep courses this year, in addition to law and ethics, and global assessment functional tool trainings.

The community college marketing pieces are not complete. North Seattle Community College has expressed an interest in it. The association will have the department and the advisory committee to review before sending anything out.

Ms. Shadduck noted that there has been an increase of applicants from both Eastern Washington University and Central Washington University with an interdisciplinary studies degree. This is not a counseling-related degree and does not qualify the people to be licensed as a certified counselor. The association offered to contact them and will report back to the committee.

### 4. Future Agenda Items – Miriam Dyak, Certified Counselor, Chair

- Follow up with CR102 for increased distance learning.
- Update on the recruitment process.
- Look at how other committees recruit public members.

### 5. Adjournment – Miriam Dyak, Certified Counselor, Chair

9:56 a.m.

#### Next Scheduled Meeting

**Date:** April 12, 2018

**Time:** 9:30 a.m.

**Location:** Department of Health TC3 Room 265

Submitted by:

Approved by:

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Kim-Boi Shadduck, MBA, Program Manager  
Certified Counselors and Hypnotherapist  
Advisory Committee

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Miriam Dyak, Certified Counselor, Chair  
Certified Counselors and Hypnotherapist  
Advisory Committee