

## TENNESSEE COUNCIL FOR LICENSING HEARING INSTRUMENT SPECIALISTS

DATE: July 12, 2016

TIME: 9:00 A.M., CT

LOCATION: Health Related Boards  
Emergency Teleconference Meeting  
Iris Room, Ground Floor  
665 Mainstream Dr  
Nashville, TN 37243

COUNCIL MEMBERS PRESENT: Thomas Stewart, Hearing Instrument Specialist, Council Chair  
Randy Williams, Hearing Instrument Specialist  
Jerry Hall, Hearing Instrument Specialist  
Lordy Dell Smith, Consumer Member

COUNCIL MEMBERS ABSENT: Frederick Rayne, M.D

STAFF PRESENT: Teddy Wilkins, Unit Director  
Hannah Lanford, Office of General Counsel  
Jane Young, Office of General Counsel

STAFF ABSENT: Charles Custer, Board Administrator

Ms. Wilkins called the meeting to order at 10:00 a.m. Ms. Wilkins read the required teleconference script, confirming by roll call that a quorum was present, and that all participants could hear each other.

Ms. Wilkins advised the Council of the purpose of this emergency meeting, which is to discuss and approve proctors for the new practical skills exams; as well as establish parameters for selecting proctors and implementing exams. Mr. Williams made a motion, seconded by Mr. Stewart, to proceed with conducting this meeting electronically. A roll call vote was held and the motion carried.

Ms. Wilkins asked the Council to consider that, as the physical presence of all Council members is not possible, due to the period of time required for action; and the participation by some or all of the Council members by electronic means is necessary. Mr. Williams made a motion, seconded by Mr. Stewart, that this matter meets all the requirements to conduct the meeting electronically. A roll call vote was held, and the motion carried.

Ms. Wilkins then turned the meeting over to Ms. Lanford, who advised the Council that the Request for Information (RFI) that was sent out in May did not receive any responses from more than sixty (60) contacts. Due to the fact that there were no replies to the RFI, the Council should

enact the “Delegated Purchase Authority” as the method that the Council will use to select proctors from a list that was created based upon letters sent out to licensees.

Mr. Williams made a motion, seconded by Ms. Smith, to enact the Delegated Purchase Authority to obtain proctors. A roll call vote was held, and the motion carried.

Ms. Lanford advised the Council that, if the Council wishes, they would need to establish criteria for potential proctors. Mr. Stewart stated that his opinion is that anyone who holds a TN license should be considered as a proctor, with no additional restrictions. Mr. Williams stated that his opinion is that, in addition to holding a TN license, the proctors should be NBC-HIS board certified. Discussion was held regarding the list that had previously been compiled, as well as additional names that were added at the last minute. Mr. Stewart also expressed a concern about if and how the proctors would be trained prior to administering the exams.

Mr. Williams made a motion, seconded by Mr. Stewart, to set the parameters for a proctor as:

- Holding a valid Tennessee license in good standing
- Must be an unencumbered license, meaning not on probation or suspension
- Must be NBC-HIS board certified

Ms. Smith inquired about the requirements to become board certified, to which Mr. Stewart advised practicing at least two (2) years. Discussion was held regarding how to contact the proctors from the list, as well as how the overall testing process will work. Both Ms. Lanford and Ms. Wilkins were unsure of the process, as this is still in the works. A roll call vote was held, and the motion carried.

Ms. Lanford advised the Council that they would need to either ratify the list, or make a general approval for anyone who meets the criteria previously voted upon. Mr. Williams stated that he felt that any potential proctor be approved by the Council before beginning to administer exams. Mr. Stewart stated that his opinion is that they should allow anyone who submits their information and meets the criteria. Mr. Williams made a motion, seconded by Mr. Stewart, to allow any proctor who submits their information to the administrative staff, and who meets the criteria, be accepted and allowed to proctor and administer exams. A roll call vote was held, and the motion carried.

## **Adjourn**

With no other Council business to conduct, Mr. Stewart made a motion, seconded by Mr. Williams, to adjourn. The motion carried, and the meeting was adjourned at 11:00 a.m.

*Ratified by the Council of Hearing Instrument Specialists on September 23, 2016*