



**LICENSING COMMITTEE**  
**FEBRUARY 19, 2015**

**SUBJECT: LICENSING PROGRAM REPORT**

**15**

**ACTION: RECEIVE AND FILE UPDATE**

**RECOMMENDATION**

Receive and file the status update report on Licensing Unit activity.

**ISSUE**

This status report highlights key statistics of BPM's Licensing Unit and other Licensing activity of note since last reported November 7, 2014.

**DISCUSSION**

Licensing is current and up to date on all statistics, new licenses and renewals.

**1. Licensing Reports**

The following Licensing Reports reflect a current capture of licensing statistics including new licenses and renewals during FY14/15 Quarter 2 running from October 1, 2014, through December 31, 2014.

**A. Licensing Statistics – New Licenses Issued, Year over Year Comparison**

This report provides a comparison of BPM licenses that have been issued during the two previous fiscal years for 12/13, 13/14 and those issue to date for FY14/15. In FY12/13, BPM issued 66 permanent licenses; FY13/14, 69 permanent licenses; FY14/15, 22 to date. For a grand total of 157 newly licensed DPMS in the last two and a half fiscal years.

**B. Licensing Statistics - Renewal Data and Renewal Data Breakdown**

This report provides an overview of license renewal data for the last immediately preceding quarter in FY 14/15 for which full reporting data is available and running from October – December 2014. In the month of October, 99 license renewals were mailed out with 91 license renewals by end of month. During the month of November, 84 renewals were mailed with a total of 73 license renewals by the end of month renewal period. December saw 98 license renewals mailed with 86 licenses renewed. For licentiates that did not

comply with renewal requirements, Delinquent Renewal Notices were mailed to all pending renewals 30 days after license expiration. As an example, a license expiration date of October 31, 2014, receives a delinquent renewal notice on November 30, 2014. While there may be numerous reasons why a DPM may be delinquent—such as through licensee failure to file a change of address—in addition to inadvertent oversight or misplacement of forms, BPM staff has taken steps to ensure that the licensee is appropriately notified to avoid additional repercussions.

This report also provides a breakdown of licensing data such as the number of Initial Applications received that are currently pending; the license renewal data broken down to by those who have renewed in addition to those that have filed for a Retired, Military, Disabled or Inactive modifier. Also included is the number of licensees in delinquent status in addition to those whose status has changed from Active to Cancelled, Revoked, Surrendered or Reinstated.

### **C. Licensing Statistics - Residents**

This report reflects the Resident licensee base to date. BPM currently has 40 1<sup>st</sup> Year Residents; 41 2<sup>nd</sup> Year Residents; and 36 3<sup>rd</sup> Year Residents. The Resident academic year for 2015 will end on June 30. In April 2015, all Residency Programs will be mailed their annual Residency Program Applications for the next academic year. During our next Licensing Committee Meeting in May 2015, the Residency Program Applications will be reviewed for approval. The next resident academic year will begin on July 1, 2015 and end on June 30, 2016.

## **2. Strategic Plan Licensing Goals**

An update regarding the strategic planning process and the goal objectives for the licensing program are handled separately under agenda item number LC-2.

## **3. CME Random Audit**

A number of licensees with an expiration date of January 31, 2015, have been randomly selected for the BPM Continuing Medical Education (CME) Audit. Licensees were mailed, along with their renewals, an audit notification on October 8, 2014. The deadline for audit compliance and license renewal was January 31, 2015. As of February 4, 2015, out of 74 licensees audited licensees, 60 have been found in compliance; 11 licensees have not renewed nor complied with the CME audit requirements; and the 3 remaining pending renewal having paid renewal fees but not having submitted CME documentation. Preliminary data is included on Licensing Statistics Renewal Data report. Staff awaits further CME documentation and will provide a more thorough report at the May committee meeting.

#### **4. Primary Source Verification**

By March 2015, the Podiatric Boards in the States of Pennsylvania and Wisconsin, will begin implementation of a secure electronic process Verification/Certification of Licensure for Primary Source Verification. States will no longer receive written mailed paper verification of licensure status but rather an electronic verification from the regulatory licensing agency. DCA Counsel has opined that notification and acknowledgement between State boards within a secure electronic format should satisfy Primary Source Verification requirements as codified in the state statute. Accordingly, it is reported that there is no legal reason why BPM should not accept electronic verification. The Medical Board of California (MBC) also reports working on a pilot program for implementing a secure electronic Primary Source Verification process.

#### **5. Consumer Satisfaction Survey**

After research and feedback from clients, DCA's SOLID Training and Planning Solutions team concluded that previously used consumer surveys needed improvement and were not effective in asking relevant questions. As a result, a focus group was formed, made up of representatives from each Board, Bureau and Program, and a new and improved consumer satisfaction survey was created. The consumer satisfaction survey may also be viewed online at: <http://www.surveymonkey.com/s/consumeraffairs>.

#### **6. BreEZe Update**

BPM currently has 22 System Investigation Requests (SIR) that are being handled to fix known issues in BreEZe. Of those 22 SIRs, Boards and Bureaus are asked to submit their Top 5 priority SIRs each week for the Information System team to address for the next Release. BPM's current Top 5 SIRs with details are as follows below:

1. SIR 692 – Addresses Reinstatement Transaction that currently is not functioning correctly.
2. SIR 919 – Addresses the workflow Action Step queue that is not populating steps to appear on appropriate staff Dashboard's.
3. SIR 2753 – Addresses the Podiatric school name printing format on BPM wall licenses.
4. SIR 264 – Changes wording on our Resident License Extend Expiration Date transaction checklist to reflect the correct name of the required form.
5. SIR 4446 – Updates our deficiency letter with minor grammatical changes.

BPM has recently performed User Acceptance Testing (UAT) on 4 other SIRs that are scheduled to be fixed in Release 1.22 on February 10, 2015. The next scheduled Release date has not been determined.

#### **7. Legislative Impacts**

- A. AB 1702 (Maienschein, Chapter 410) – Denying or Delaying Licensure Due to Incarceration**

This bill prohibits programs within the Department of Consumer Affairs from denying a license or delaying the processing of licenses based solely on any licensure requirements having been completed during an applicant's incarceration.

BPM staff conducted a review of its licensing procedures to ensure that the processing of applications is not delayed due solely to licensure requirements being fulfilled during incarceration. Additionally, program regulations were reviewed to identify any conflicting rules that may have needed to be revised.

No regulations were identified as conflicting with the statutory mandate and there were no applicants that were incarcerated. Staff is cognizant of the new statutory provisions and will ensure that they are appropriately followed.

### **B. AB 2396 (Bonta, Chapter 737) – Denial of Licensure Based on Expunged Convictions**

This bill prohibits a licensing authority under the Department of Consumer Affairs from denying a license based solely on a prior conviction if the conviction had been dismissed pursuant to Penal Code expungement procedures.

BPM's Legal Counsel provided guidance to the licensing program regarding implementation of this legislation. Staff is currently reviewing and revising BPM conviction questions and instructions on the program's Licensing Application for initial licensure. Staff anticipates revisions implementing the changes enacted by AB2396 to be updated, reflected on our applications and posted to the website by the end of February 2015.

### **C. SB 1159 (Lara, Chapter 752) – Use of ITINs on Licensure Applications**

This bill requires all programs within the Department of Consumer Affairs to accept an individual taxpayer identification number (ITIN) from applicants in lieu of a social security number (SSN). The legislation explicitly directs licensing programs to issue licenses to individuals qualified for licensure in spite of unlawful presence in the United States. All programs must implement the bill's requirements no later than January 1, 2016.

The Department's Office of Information Services (OIS) is working on incorporating the necessary changes into BreEZe and legacy systems to ensure full implementation of this bill takes place no later than January 1, 2016. The Department will continue to provide guidance on implementation efforts. BPM will not begin accepting ITINs from applicants until this additional guidance is given.

BPM is working with DCA's OIS team to implement these changes. These changes will not be available in BreEZe until at least mid-March. There will be minor changes affecting our BreEZe system for the Versa Online (VO) component, the online portal for applicants, directing applicants that they may input an ITIN if they do not have a SSN. Currently, BPM is not accepting online applications so there is no impact at this time. There will be no changes to the Versa Regulation (VR), the back office BreEZe component. BPM will be making minor changes on our initial

licensing application to include information allowing for collection of an ITIN or a SSN for individuals. BPM will also be providing the necessary outreach to interested parties via emails to program stakeholders and an update on our website once BPM begins to accept ITINs.

## **8. QUARTERLY TIMELINE**

Provided for Committee planning purposes and review is a 3-month timeline to enhance committee situational awareness for pertinent dates and approaching deadlines.

## **NEXT STEPS**

Staff will continue to maintain the licensing program current, continue operations without backlog and provide excellence of service within resources in keeping with the importance of licensing effectiveness in consumer protection and efficient use of public resources.

## **ATTACHMENTS**

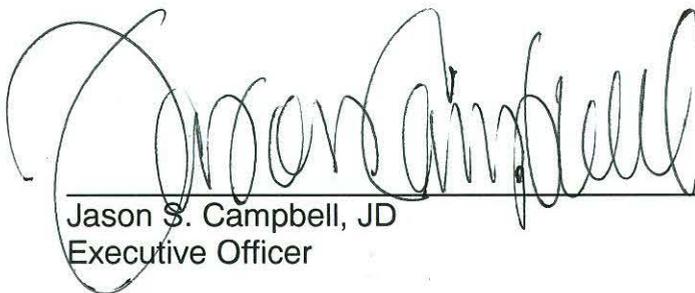
- A. Licensing Statistics –New Licenses Issued (Year/Year Comparison)
- B. Licensing Statistics - Renewal Data Quarter 2 (October – December 2014)
- C. Licensing Statistics – Residents
- D. BPM Quarterly Timeline

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Licensing Unit Coordinator



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Jason S. Campbell, JD  
Executive Officer

**Board of Podiatric Medicine**  
**Licensing Statistics - New Licenses Issued**  
**Year over Year Comparison**

**New Licenses Issued by Fiscal Year**

	FY 12/13	FY 13/14	FY 14/15
July	9	8	5
August	3	8	3
September	4	2	3
October	4	1	2
November	4	3	2
December	0	1	7
January	2	5	
February	5	3	
March	9	12	
April	10	10	
May	8	7	
June	8	9	

**Totals**

	FY 12/13	FY 13/14	FY 14/15
Grand Total of New Licenses Issued by Fiscal Year	66	69	22

**Totals**

	FY 12/13	FY 13/14	FY 14/15
Total of Current Active Licenses by Fiscal Year	1955	1966	1953



**Board of Podiatric Medicine**  
**Licensing Statistics – Renewal Data**  
**Quarter 2 Report (October – December 2014)**

**Renewal Data**

	Renewals Sent	Renewed	Pending Renewal
October	99	91	8
November	84	73	11
December	98	86	9
<b>Total</b>	<b>281</b>	<b>250</b>	<b>28</b>

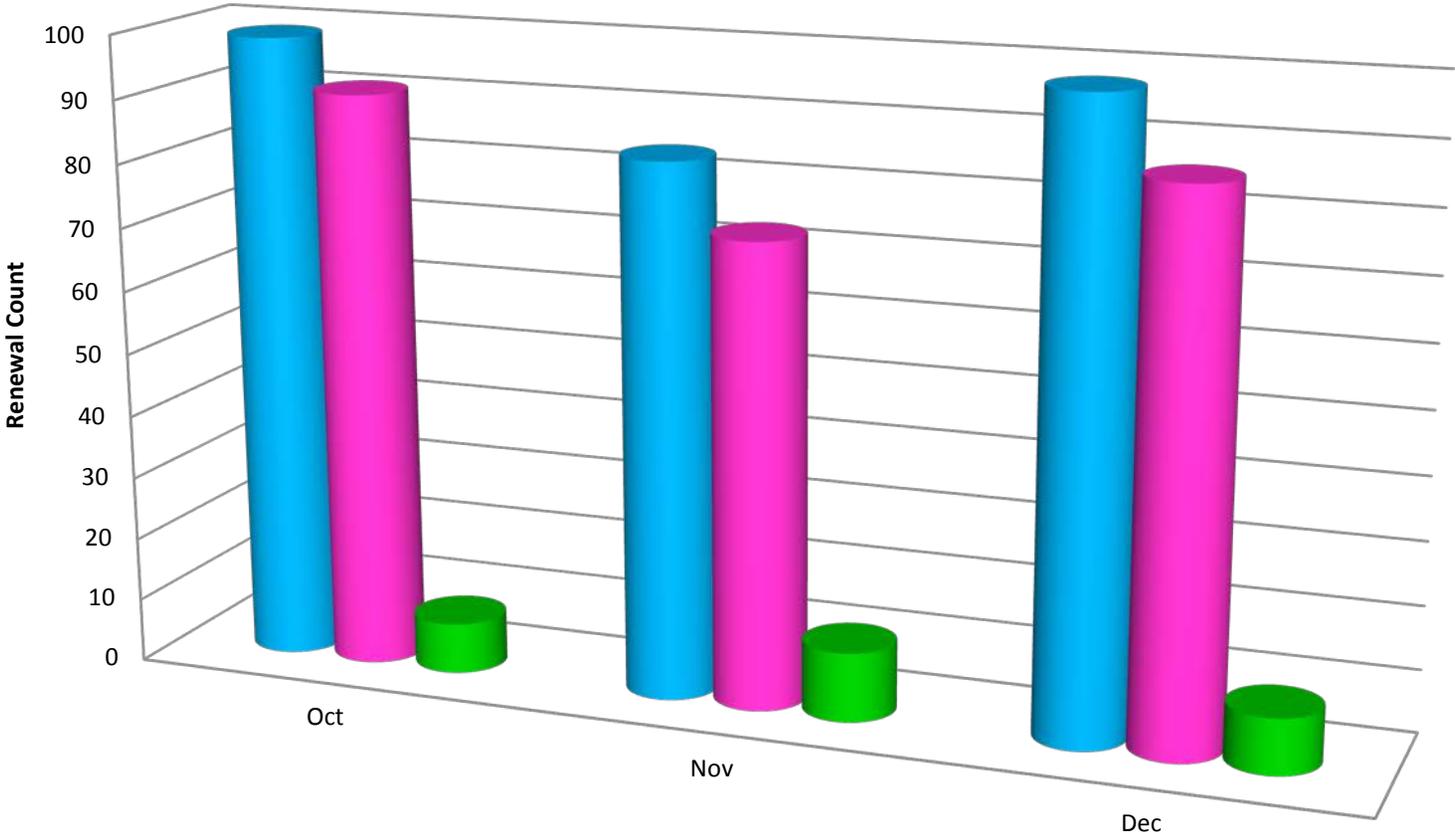
**Renewal Data Breakdown**

	Oct – Dec 2014
Initial Applications Pending	20
Renewed – Current	250
Renewed – Disabled	1
Renewed – Military	2
Renewed – Retired	10
Renewed – Inactive	2
Delinquent (includes prior months)	171
Cancelled	4
Revoked	0
Surrendered	0
Reinstated	1

**Annual CME Audit (Renewal Period January 31, 2013 – January 31, 2015)**

	Licensee Audit Count	Licenses Compliant	Licenses Pending Renewal and Compliance	Licenses not Compliant nor Renewed
Licenses with Expiration Date of January 31, 2015	74	60	3	11

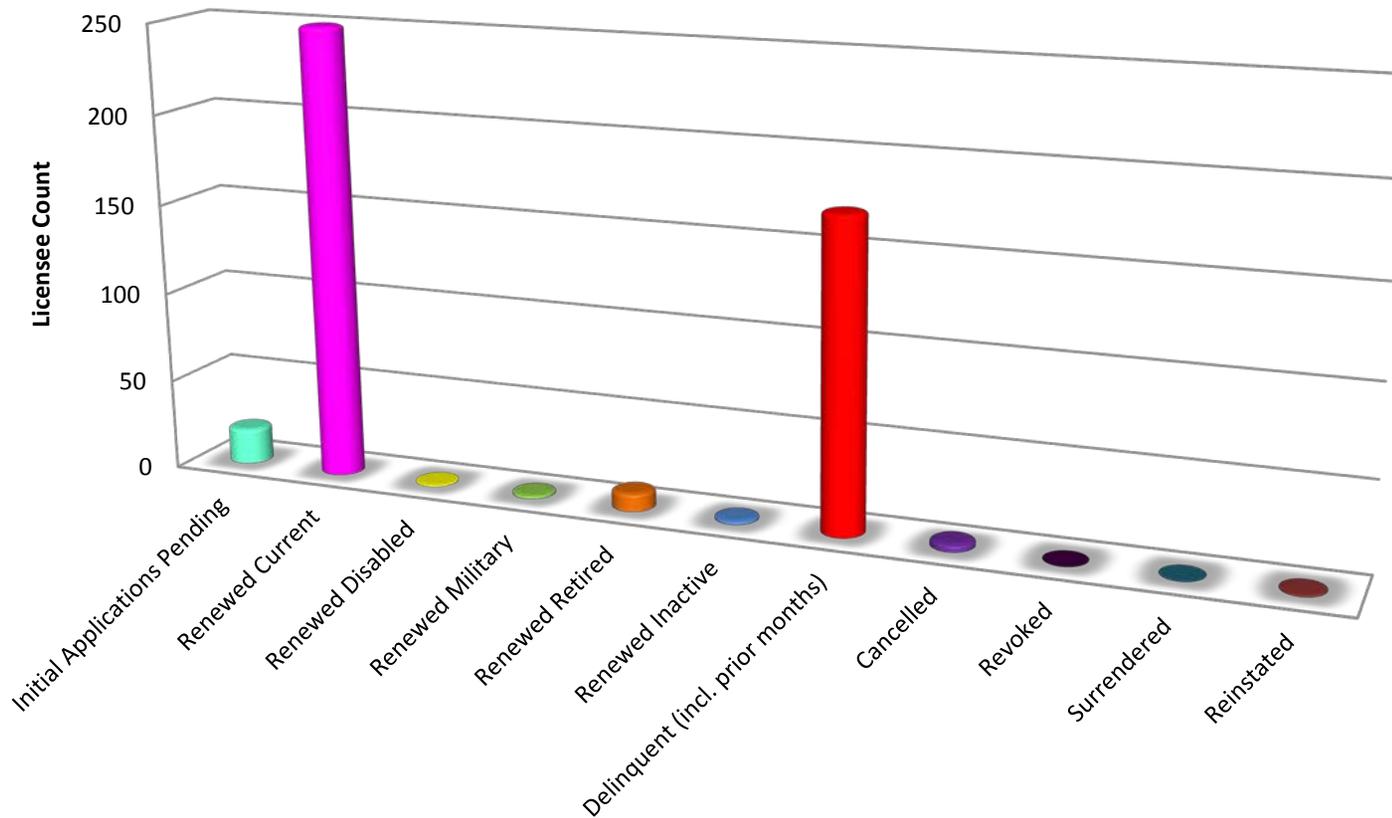
## Board of Podiatric Medicine License Renewal Data Quarter 2 Report (October - December 2014)



	Oct	Nov	Dec
■ Renewals Sent	99	84	98
■ Renewed	91	73	86
■ Pending Renewal	8	11	9

\*Renewal Data breakdown in Attachment C

## Board of Podiatric Medicine License Renewal Data Breakdown Quarter 2 Report (October - December 2014)



	Initial Applications Pending	Renewed Current	Renewed Disabled	Renewed Military	Renewed Retired	Renewed Inactive	Delinquent (incl. prior months)	Cancelled	Revoked	Surrendered	Reinstated
■ Oct - Dec	20	250	1	2	10	2	171	4	0	0	1

**Board of Podiatric Medicine**  
**Licensing Statistics – Residents**  
**Quarter 2 Report (October – December 2014)**

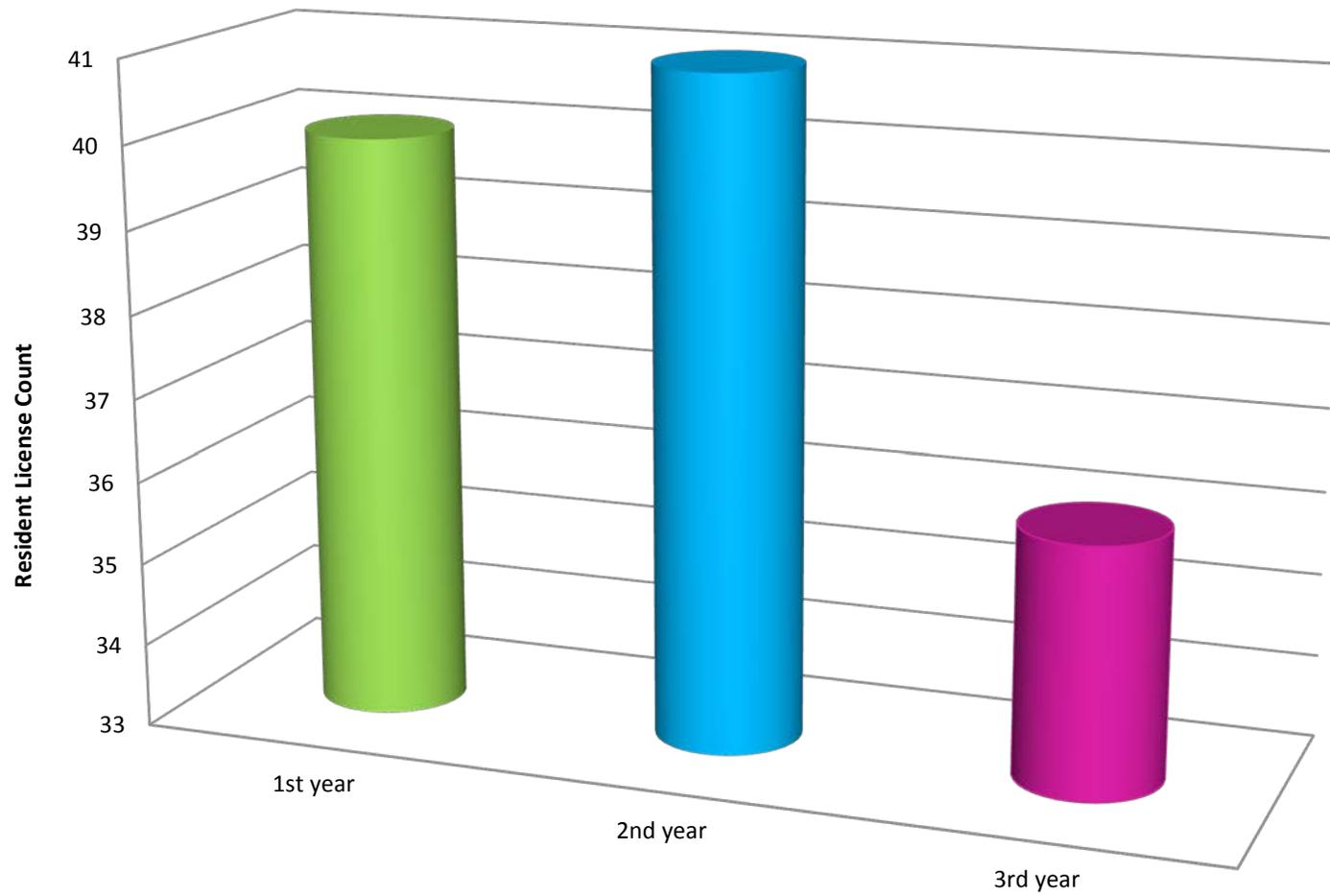
**Resident Licenses**

	<b>Resident Academic Period July 1, 2014 – June 30, 2015</b>
1 <sup>st</sup> Year Resident	40
2 <sup>nd</sup> Year Resident	41
3 <sup>rd</sup> Year Resident	34
3 <sup>rd</sup> Year Resident Rotation	2

**Totals**

	<b>Resident Academic Period July 1, 2014 – June 30, 2015</b>
Total Resident Licenses	117

## Board of Podiatric Medicine Resident License Statistics Quarter 2 (October - December 2014)



	1st year	2nd year	3rd year	Total
■ Resident	40	41	36	117



ATTACHMENT D

