

# ARKANSAS PSYCHOLOGY BOARD

## **Enabling Laws**

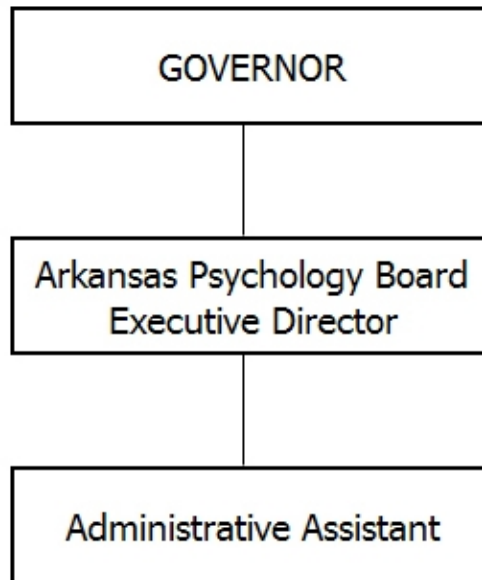
Act 92 of 2007  
A.C.A. §17-97-101, et seq.

## **History and Organization**

The Arkansas Board of Examiners in Psychology was created by Act 129 of 1955 to regulate the practice of Psychology. The original Act has been amended several times. Act 113 of 1977 added a Consumer Representative to the Board; Act 939 of 1979 added another professional to the Board specifying one member to be a Psychological Examiner; Act 131 of 1983 added a Senior Citizen Representative to the Board; Act 955 of 1995 replaced one academic Psychologist with an additional Psychological Examiner; Act 1482 of 2003 added another academic Psychologist and also renamed the Board to the Arkansas Psychology Board; and most recently Act 1262 of 2005 added the registration of Psychological Technicians.

The major responsibility of the Arkansas Psychology Board is to ensure the citizens of Arkansas are protected from misrepresentation, unethical practice, and/or incompetence in the practice of psychology. The Board is charged by law with regulating the practice of psychology within the State of Arkansas, including, but not limited to, examining and passing upon the qualifications of applicants for the practice of psychology. The Board performs two major functions. The first involves approving the credentials of applicants and then administering both written and oral examinations. The second primary function performed by the Board involves the investigation of possible ethical violations or allegations of incompetent or fraudulent practices.

The Board is charged by law with administering its duties consistent with the Act under which it was organized and authorized to regulate the practice of psychology consistent with the Administrative Procedures Act and in the interest of the public of the State of Arkansas. The Board is now composed of nine individuals: Five Psychologists (doctoral level practitioners), two Psychological Examiners (master's level practitioners), one Consumer Representative, and one Senior Citizen Representative. All members receive reimbursement for actual expenses incurred, but no other remuneration. The Board employs two full time staff members who serve as the Board's Executive Director and Administrative Assistant.



**Agency Commentary**

The Arkansas Psychology Board’s major responsibility is to ensure that the people of the State are protected from misrepresentation, unethical practice, and/or incompetence in the practice of psychology. Funding for this appropriation consists of fees received from licensees and applicants throughout the year.

In addition to Base Level, the Board is requesting the following:

An increase in Operating Expense appropriation of \$591 each year of the biennium. The request includes an increase in Board Member travel due to a mileage reimbursement increase for privately-owned motor vehicles on official business of the State, increases in bank service charges, and employee parking rates.

The Board is also requesting appropriation of \$2,364 each year of the biennium in Professional Fees related to the GL SUITE database.

**Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
 AUDIT OF :  
 ARKANSAS BOARD OF EXAMINERS IN PSYCHOLOGY

FOR THE YEAR ENDED JUNE 30, 2007

Findings	Recommendations
Review of receipting procedures revealed that during January 2007, the Agency discontinued the practice of maintaining a receipt log to provide an audit trail of funds collected. As a result, license fees in the amount of \$16,250 were not recorded in a receipt log.	Strengthen internal controls by maintaining a receipt log for all items of income and reconciling the receipt log to deposits.

## Employment Summary

	Male	Female	Total	%
White Employees	0	2	2	100 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	0	0	0 %
	Total Minorities		0	0 %
	Total Employees		2	100 %

## Cash Fund Balance Description as of June 30, 2008

Fund Account	Balance	Type	Location
3230000	\$328,062	Investment and Checking	Treasury Money Mgmt. & Paying Acct. and US Bank

### Statutory/Other Restrictions on use:

Board operations and processing license applications and renewals.

### Statutory Provisions for Fees, Fines, Penalties:

A.C.A. §17-97-101 et seq., fees for copying and services, license application, examination, and license renewal.

### Revenue Receipts Cycle:

Most license and renewal receipts occur during May through July of each year.

### Fund Balance Utilization:

For administrative expenses of board operations.

## Publications

### A.C.A. 25-1-204

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution
		Governor	General Assembly		
ABEP Directory	None	N	N	0	Required by the Rules and Regulations Section 1.3.E(2-6); (AS REQUESTED)
ABEP Newsletter	None	N	N	900	Required by the Rules and Regulations Section 1.3.F

## Agency Position Usage Report

FY2006 - 2007						FY2007 - 2008						FY2008 - 2009					
Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused
	Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total	
2	2	0	2	0	0.00 %	2	3	0	3	-1	-50.00 %	2	2	0	2	0	0.00 %

## **Analysis of Budget Request**

**Appropriation:** A31 - Cash Operations

**Funding Sources:** 323-Psychology Examiners - Cash

A.C.A. §17-97-201 established the State Board of Examiners in Psychology. The Board is a cash agency funded from the fees collected primarily for application, testing and renewal. The Board is responsible for regulating the practice of psychology in the State of Arkansas by ensuring that Arkansans are protected from misrepresentation, unethical practices, and/or incompetence in the practice of psychology. This goal is accomplished by licensing psychologists and psychological examiners, registering psychological technicians, and investigating complaints.

Base Level positions were changed from unclassified to classified to reflect the recommendations of the Pay Plan Study and salaries were adjusted accordingly.

A 2.3% Cost of Living Allowance is reflected in the second year of the biennium. The Base Level request for Regular Salaries may include board member Stipend payments and Career Service payments for eligible employees. Personal Services Matching includes a \$75 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$425.

The Board's total Base Level request includes two (2) positions as well as appropriation in the amount of \$186,165 in FY2010 and \$188,195 in FY2011.

The Board requests additional appropriation of \$591 in Operating Expenses each year of the biennium. This will allow for increases in board member travel due to mileage reimbursement increases for privately owned motor vehicles on official business of the State, an increase in bank service charges due to changes in on-line banking fees including a \$15 per month online access fee, statement copy fee and Verifone fee used to verify credit card security over the phone, and increases in parking fees.

Also, the Board requests an increase in Professional Fees appropriation of \$2,364 each year of the biennium due to increased cost of GL Suite Database. This database is the agency's management system used to keep records of licensees, their personal information, for the recording of payments, reconciliation, etc.

The Executive Recommendation provides for the Agency Request. Expenditure of appropriation is contingent on available funding.

## Appropriation Summary

**Appropriation:** A31 - Cash Operations  
**Funding Sources:** 323-Psychology Examiners - Cash

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item	2007-2008 Actual	2008-2009 Budget	2008-2009 Authorized	2009-2010			2010-2011		
				Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	77,061	76,181	72,431	75,255	75,255	75,255	76,966	76,966	76,966
<b>#Positions</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
Personal Services Matching 5010003	23,826	23,818	23,068	24,289	24,289	24,289	24,608	24,608	24,608
Supplemental Emerg Positions 5010007	0	1,750	0	0	0	0	0	0	0
Operating Expenses 5020002	56,638	60,258	62,758	60,258	60,849	60,849	60,258	60,849	60,849
Conference & Travel Expenses 5050009	3,841	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Professional Fees 5060010	33,752	22,363	22,363	22,363	24,727	24,727	22,363	24,727	24,727
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>195,118</b>	<b>188,370</b>	<b>184,620</b>	<b>186,165</b>	<b>189,120</b>	<b>189,120</b>	<b>188,195</b>	<b>191,150</b>	<b>191,150</b>
<b>Funding Sources</b>									
Fund Balance 4000005	363,001	328,062		279,692	279,692	279,692	230,572	230,572	230,572
Cash Fund 4000045	160,179	140,000		137,045	140,000	140,000	137,045	140,000	140,000
<b>Total Funding</b>	<b>523,180</b>	<b>468,062</b>		<b>416,737</b>	<b>419,692</b>	<b>419,692</b>	<b>367,617</b>	<b>370,572</b>	<b>370,572</b>
Excess Appropriation/(Funding)	(328,062)	(279,692)		(230,572)	(230,572)	(230,572)	(179,422)	(179,422)	(179,422)
<b>Grand Total</b>	<b>195,118</b>	<b>188,370</b>		<b>186,165</b>	<b>189,120</b>	<b>189,120</b>	<b>188,195</b>	<b>191,150</b>	<b>191,150</b>

Actual exceeds Authorized Appropriation in Regular Salaries and Personal Services Matching due to Supplemental Position.

Actual exceeds Authorized Appropriation in Professional Fees due to a transfer from the Cash Fund Holding Account.

## Change Level by Appropriation

**Appropriation:** A31 - Cash Operations  
**Funding Sources:** 323-Psychology Examiners - Cash

### Agency Request

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>186,165</b>	<b>2</b>	<b>186,165</b>	<b>100.0</b>	<b>188,195</b>	<b>2</b>	<b>188,195</b>	<b>100.0</b>
C01	Existing Program	2,955	0	189,120	101.6	2,955	0	191,150	101.6

### Executive Recommendation

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>186,165</b>	<b>2</b>	<b>186,165</b>	<b>100.0</b>	<b>188,195</b>	<b>2</b>	<b>188,195</b>	<b>100.0</b>
C01	Existing Program	2,955	0	189,120	101.6	2,955	0	191,150	101.6

### Justification

C01	Agency requests an increase in Operating Expense appropriation of \$591 each year of the biennium due to increases in mileage rates related to Board Member Travel, and fee increases associated with parking and on-line banking; also, an increase is requested in Professional Fees appropriation of \$2,364 each year of the biennium for increases in the GL Suite data processing program.
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