

**COMMONWEALTH OF MASSACHUSETTS**

**BOARD OF REGISTRATION IN NATUROPATHY**

**THIS AGENDA CONSTITUTES NOTICE OF THE REGULARLY SCHEDULED  
MEETING OF THE  
BOARD OF REGISTRATION IN NATUROPATHY  
IN COMPLIANCE WITH THE OPEN MEETING LAW, M.G.L. c. 30A, § 20**

**Tuesday, August 28, 2018  
1:00 p.m.**

**239 Causeway Street ~ 4<sup>th</sup> Floor ~ Room 417 A/B  
Boston, Massachusetts 02114**

**AGENDA**

<b>Time</b>	<b>Item #</b>	<b>Item</b>	<b>Documents</b>	<b>Staff Contact</b>
1:00 p.m.	<b>I</b>	<b>Call to Order Determination of Quorum Notice of Electronic Recording</b>		
	<b>II</b>	<b>Conflict of Interest / Approval of Agenda</b>	Draft Agenda	Board
	<b>III</b>	<b>Approval of Minutes: July 24, 2018</b>	Draft Minutes	Board
	<b>IV</b>	<b>Stakeholder Outreach</b> A. Key Stakeholder Groups B. Methods for Outreach C. Communication Strategy	Verbal	Board
	<b>V</b>	<b>ND Application</b> A. Licensing Process Map B. Draft Licensing Application	Draft Documents	RC
	<b>VI</b>	<b>Flex Session</b> A. Announcements B. Topics for next agenda		RC
4:00 p.m.	<b>VII</b>	<b>Adjournment: Next Board Meeting Scheduled for September 25, 2018</b>		

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239 Causeway Street  
Room 417  
Boston, MA 02114

**MINUTES**

Board Members Present: Paul Herscu, N.D, MPH, Naturopathic Doctor 1C, Chair  
Michelle Dossett, M.D, PhD, MPH, Physician  
Maria Maccario, Public Member  
Mattia Migliore, RPh, PhD, Clinical Pharmacologist, Secretary

Board Members Absent: Anne Frances Hardy, ND, L.Ac, Naturopathic Doctor 2, Vice-Chair

Staff Present: Roberlyne Cherfils, Executive Director, Multi-Boards, BHPL  
Philip Beattie, Deputy Executive Director, Multi-Boards, BHPL  
Vita Berg, Chief Board Counsel, Office of the General Counsel, DPH  
Jonane Nicolas, Office Support Specialist, Multi-Boards, BHPL  
Mary Hager, Temporary Office Support Specialist, Multi-Board, BHPL  
Nazahat Durryyah, Temporary Office Support Specialist, Multi-Board,  
BHPL

Staff Absent: Samuel Leadholm, Board Counsel, Office of the General Counsel, DPH

I. Call to Order - Determination of Quorum

A quorum of the Board was present. Dr. Herscu, Board Chair, called the meeting to order at 1:00 p.m.

II. Review of the Agenda & Conflict of Interest

The Meeting Agenda was reviewed there was no conflict of interest.

DISCUSSION: None

ACTION: None

### III. Approval of Minutes:

The July 24, 2018 minutes were reviewed for approval.

DISCUSSION: Dr. Herscu requested the following edits for consistent Board Members should be listed by name title, Board seat and role on Board if applicable. He proposed formatting titles for all names. On page 1 of 5 on item II, Dr. Herscu also proposed to edit from Ms. Dossett to Dr. Dossett. Dr. Dossett suggested revising the sentence on page 2 of 5 on Item IV in the discussion session should read as “Dr. Dossett inquired about regulations from other states.” Lastly, on page 3 of 5 to change compute to computed.

ACTION: Dr. Dossett made a motion to approve the minutes with the corrections. Ms. Migliore seconded the motion. The motion passed unanimously.

Document: July 24, 2018 Regularly Scheduled Board Meeting Minutes

### IV. Stakeholder Outreach/Agenda Approval

The Board members began discussing Stakeholder Outreach when Ms. Migliore pointed out the agenda had not yet been approved. Dr. Herscu thanked her and the Board members reviewed and approved the agenda.

ACTION: Ms. Migliore made a motion to postpone Item IV and approve the agenda. Dr. Dossett seconded the motion. The motion passed unanimously.

Document: August 28, 2018 Board Meeting Agenda

#### A. Key Stakeholder Groups

DISCUSSION: Ms. Cherfils presented a list of different Naturopathic Stakeholder group with its purpose. Dr. Herscu suggested removing the Natural Medicine Journal (NMJ) from the list because it is a private enterprise. Ms. Maccario requested correcting two words “associations” and “Massachusetts.”

Ms. Cherfils requested to add the list of approved Naturopathic program to data. Ms. Cherfils presented a list of additional Stakeholders: Government and Professional. Ms. Cherfils also encouraged Board members to reach out to her if there any other states stakeholders they would like to add. Dr. Herscu will provide a link to add New York on the list because New York is the only state bordering Massachusetts that does not offer a Naturopathic license yet. Dr. Dossett asked to verify the statute of the Board of Registration in Medicine. Ms. Maccario suggested adding Salem State, Regis school and Endicott Schools because both of them have a Nursing school program. The Board member also requested to add the following: Mass Health, BORUM, Mass General, Harvard and MIT.

ACTION: Bring back to the next meeting with edits.

Document: Stakeholder Group

## B. Methods for Outreach

DISCUSSION: Ms. Cherfils presented the communication plan that outlines the methods for the outreach as a communication plan. Ms. Cherfils asked the Board members to provide details on the value of Naturopaths to the healthcare system. Ms. Berg requested data to support increase in access to care, particularly of underserved populations, and information regarding decrease in healthcare costs. Dr. Dossett noted that there were studies affirming that Naturopathic doctor's treatments were helping to decrease overall healthcare cost. Ms. Cherfils also requested information on how to access on the employer groups. Once the regulations are promulgated, the staff will be able to prepare for applicator to go live.

ACTION: Bring back to the next meeting with edits.

Document: Methods for Outreach/ BORND Communication Plan

## C. Communication Strategy

DISCUSSION: Ms. Cherfils presented options for the types of communication with the public in preparation for the applicant to go live.

ACTION: No Action

Document: Communication Strategy

## V. Naturopathic Application

### A. Licensing Process Map

DISCUSSION: Ms. Cherfils presented the licensing application process map for both online and paper. Ms. Cherfils noted that the online application is more efficient because it took away data entry errors unless the applicant entered the information incorrectly when they created their application. Once an application is created and a payment is made. The applicant can submit their supporting documents to the Board office. Once we have received all the documents, Multi-Board staff will conduct a background check. If the CORI is positive or a yes to GMC (Good Moral Character) the Board staff will prepare the file for Board review. If the CORI is negative, the applicant will be issued a license. Licensees will receive a paper card generated by a vendor.

Ms. Cherfils explained the three IT platforms. 1) MLO-My license Office, which is an internal platform that Multi-Board staff uses to store all applicant and licensee information; 2) E-Gov is the external system that applicants log in to create an application; 3) License Verification is where applicant can check on the status of license. All three platforms feed information to each other.

ACTION: Bring back next month meeting for review.

Document: Licensing Process Map

## B. Draft Licensing Application

DISCUSSION: Ms. Cherfils proposed clarification about whether to have two applications one for applicant applying with examination vs without examination. Dr. Herscu suggested about three possible ways to apply; by exams, without exams, and reciprocity. Dr. Herscu inquired about why reciprocity was not listed as a pathway. Ms. Cherfils clarified reciprocity is not a separate application because the requirements are the same. Dr. Herscu referred to a document from CMR 3.00 if there is an active license from another state and the license holder is trying to attain a Massachusetts license through reciprocity they must supply license verification. Dr. Dossett suggested adding a pathway on page 5 of 7 that says reciprocity.

Ms. Cherfils requested clarification of transcripts requirement whether to request for a bachelor's degree and a doctorate level degree. Dr. Herscu mentioned that Naturopathic degrees are a doctorate level degree therefore all the degrees must be presented. Ms. Cherfils will add two spaces in the application to report both a bachelors and a doctorate level degree.

Ms. Cherfils also requested clarification of requirements for the Naturopathic Practice History for applications without examination, and how it differs from the Curriculum Vitae, which is required by all applications. Ms. Berg suggested that the Naturopathic Practice History be a list of the information of interest to the Board, within the application so that applicants know where to fill in potential gaps in the submitted Curriculum Vitae. Ms. Migliore clarified the reason the Naturopathic Practice History was added so to show there was not a gap of Naturopathy practice. The Board members decided to draft a list to serve as a guide for the Naturopathic Practice History.

The Board agreed for the applicants to submit a copy of the Certificate of Completion for CE's requirements.

Ms. Cherfils inquired about setting a word limit on the essay describing Scope of Practice, the Board members decided on five hundred words.

Ms. Cherfils suggested that it is important for the all applicants to submit the NPDB data bank because the NPDB will release certain information related to malpractice, professional competence or conduct of any licensee, and other licensed health care practitioners.

Ms. Migliore inquired about how online applications are notarized and why licensees submit a picture with the application. Ms. Cherfils explained that after an applicant applies online; her staff would email the applicant to request their supporting documentations such as pictures, transcript, and verifications of licensure. In regards to the notarization question,

Ms. Cherfils explained the Bureau has accepted that an applicant creating their own online account is proof of who they are. Thus, a notary at online application is not required. Ms. Berg also explained that the online system would not allow the applicant to make a copy of the application online because our system is build a way to accept answers and to move from one step to the next step. Ms. Berg also noted that a document image would be needed to prove what the applicant had previously submitted. The applicant can request a copy of receipt payment but they cannot make a copy of the application. Ms. Cherfils will update the documents and bring a final print on the next meeting.

ACTION: Bring back for the next month meeting for review.

Document: Licensing Application

VI. Flex Session

A. Announcements

DISCUSSION: Ms. Berg explained the next step for the approval and how long it will take. Mr. Leadholm will prepare some forms and cover memos. Once they are done, they would be sent to DPH. Hopefully, if requested, Board Counsel; ED will with the Commissioner, Commissioner Policy person to answer any questions they would have about the Regulations. Ms. Berg noted that this process can be lengthy as it depends on the Commissioners schedule. It will moves to the EHS for approval, than to Administration Finance for approval and once approved, returned to the Board.

B. Topics for next agenda

- GMC
- Licensing fees
- Stakeholder list
- Revised Application

VII. Adjournment

There being no other business before the Board, Dr. Dossett moved to adjourn the meeting; Ms. Maccario seconded. Motion passed with Board members present voting in favor unanimously. The meeting adjourned at 2:15p.m.

The next meeting of the Board of Registration in Naturopathy is scheduled for Tuesday, September 25, 2018, at 1:00 p.m. in Boston, MA.

Respectfully submitted:

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Name	Chair	Position	Date
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Anne Hardy  
Name Vice-Chair

\_\_\_\_\_  
Position

10/23/18  
Date