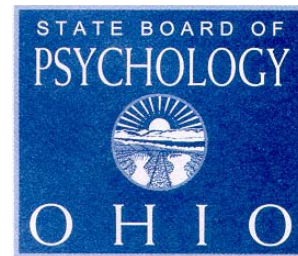


INVESTIGATION PROCESS SUMMARY

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PLEASE READ THE FOLLOWING INFORMATION CAREFULLY PRIOR TO FILING YOUR COMPLAINT AND RETAIN THIS PAGE FOR FUTURE REFERENCE.

1. The State Board of Psychology has the responsibility to enforce the Law and Rules Governing Psychologists, found in ORC and OAC Chapters 4732. The Board has the authority to deny an application, and reprimand, suspend or revoke a license but does not have the authority to provide financial compensation to a complainant, or intervene in litigation in any court.
2. Immediately after receipt of a formal complaint, including two (2) signed and dated releases of information and a written narrative, an acknowledgement letter will be mailed identifying the investigator assigned to the complaint. The investigator and supervising Board Member will review the complaint and supplemental information upon receipt in the Board's office.
3. After a thorough review by the assigned investigator and the supervising Board Member, you may be asked to provide further information, such as documentation, physical evidence, or clarification of the information that you have already provided. Interviews are conducted with the complainant when deemed necessary.
4. The Board routinely interviews the licensee or applicant. In every case the licensee or applicant will be informed of the fact that a complaint was filed, the complainant's name, and the disposition of the complaint.
5. When a violation cannot be substantiated following investigation, a case may be closed with no formal action. Per Board policy, a second Member of the Board and/or the Assistant Attorney General representing the Board, independently reviews and authorizes closure of cases in a process called "second member review." Cases closed without formal action do not become a "public record."
6. When an investigation indicates that a violation appears to have occurred and formal action is required, the Board may seek to negotiate a Consent Agreement, which must be approved both by the licensee/applicant and the Board, meeting in public at a regularly scheduled meeting. A Consent Agreement usually contains the applicable regulatory language, and any disciplinary action(s) agreed upon.
7. When a violation is believed to have occurred but no Consent Agreement is reached with the licensee/applicant, the Board may file formal charges, which are presented in a document titled "Notice of Opportunity for Hearing." If the Board approves such charges, the licensee/applicant may request a public administrative hearing.
8. If an administrative hearing is scheduled, it is likely that you will be subpoenaed as a witness to provide testimony. In such a case, the Assistant Attorney General assigned to the Board will assist and guide the preparation of witness testimony and presentation of documentation. The licensee/applicant also has the right to call witnesses and present evidence and examine the complainant.
9. As a result of the hearing the Board may determine what disciplinary action may be required/appropriate to address violations, if any. If the Board members recommend a specific disciplinary action, the licensee has the right to appeal the Board's decision through the courts.
10. If the Board files formal charges or takes formal action against a licensee/applicant, under current law most of the contents of the investigative file will become a "public record." All testimony and evidence used during a formal administrative hearing is considered a public record. The public record can be viewed by any individual who requests to do so. Medical records (including psychological treatment records) are typically protected and will not become a public record unless under order of a court.

Depending upon the complexity of the complaint, the investigative process may take a year or longer to complete, although this is not the case for all investigations. Your patience is appreciated during this process.

Process of Investigation.2005. Revised December 2005.KCD.