



Janet T. Mills
Governor

STATE OF MAINE
DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION
BOARD OF COUNSELING PROFESSIONALS LICENSURE

Penny Vaillancourt
Director



Joan F. Cohen
Commissioner

**Board of Counseling Professionals Licensure
Public Board Meeting
Monday, March 23, 2026**

AGENDA

Location: Maine Department of Professional and Financial Regulation
76 Northern Ave., Gardiner, ME 04345

Room: Central Conference Room

Time: 9:00 a.m.

Virtual Platform via Zoom:

Link

<https://mainestate.zoom.us/j/81559452903?pwd=MnIKjGo0N4MHb7GZQJWtdKXndKGawA.1>

Meeting ID: 815 5945 2903

Passcode: 23171014

The Zoom link for virtual observation is also posted on the board's website at: [Board of Counseling Professionals Licensure - Board Meeting Information | Office of Professional and Occupational Regulation](#).

Board Member Participation

Board members may participate remotely in Board meetings pursuant to Title 1, Section 403-B and the Board Member Remote Participation Policy adopted by the Board on May 22, 2023.

Public Participation:

Regardless of whether the Board meets in-person or by remote virtual means via Zoom, the public may observe the board meeting in-person at the location described above or may choose to join virtually (see the link above).

Contact: Cecile Sirois, Professional Licensing Supervisor
Email: Cecile.Sirois@maine.gov

I. CALL TO ORDER

Office Location: 76 Northern Avenue, Gardiner, Maine 04345
Mailing Address: 35 State House Station, Augusta, Maine 04333

[Board of Counseling Professionals Licensure | Office of Professional and Occupational Regulation](#)

Phone: (207) 624-8626

TTY: Please Call Maine Relay 711

II. MINUTES REVIEW AND APPROVAL

1. March 9, 2026 draft minutes

III. COMPLAINT PRESENTATIONS

1. 2025-COU-21022

IV. COMPLAINT COMPLIANCE ITEMS

1. 2025-COU-21038 Continuing Education

V. APPLICATION REVIEWS

1. Initial Licensure Application
 - i) Janet McCutchen
 - ii) Caitlin Aiona Smith
 - iii) Felicia Moholland

VI. ENDORSEMENT LICENSE REVIEW

1. Review and approval of licensure qualifications for Licensed Clinical Professional Counselor
2. Review and approval of licensure qualifications for Licensed Marriage and Family Therapist

VII. ELECTION OF OFFICERS

1. Board Chair
2. Board Vice-Chair
3. Board Complaint Officer

VIII. BOARD MANAGER'S REPORT

IX. OPPORTUNITY FOR PUBLIC COMMENT

“The Board will offer an opportunity to members of the public in attendance to comment on any public matter under the jurisdiction of the Board, except for any open application or complaint. While the Board cannot take action on any issues presented, the Board will listen to comments and may ask staff to place the issue on a subsequent agenda. At the discretion of the Board Chair a time limit on comments may be set.”



X. ADJOURNMENT

Pursuant to 1 M.R.S §406, public notice has been met by publication in an area newspaper where the meeting is held and in the Maine Legislative Calendar. All meetings are open to members of the public for observation but not for public participation. If you plan to attend this meeting, please contact the Board's office 24 hours in advance to confirm the meeting will take place as scheduled. If you have any questions concerning this agenda, please contact Cecile Sirois at Cecile.Sirois@maine.gov. This agenda may be subject to change prior to the meeting date.

NOTICE TO BOARD MEMBERS: If you cannot attend this meeting, please contact Cecile Sirois at Cecile.Sirois@maine.gov at least 48 hours in advance of the meeting.

