

**KANSAS BEHAVIORAL SCIENCES REGULATORY BOARD**

Eisenhower State Office Building  
700 SW Harrison, Suite 420  
Topeka, Kansas 66603-3240

In the Matter of

Cynthia A. Edmondson  
LPC #3273

Case No. 23-PC-0014

**CONSENT AGREEMENT AND ORDER**

Now, on this 10 day of July, 2023, the above-captioned matter comes before the Complaint Review Committee of the Kansas Behavioral Sciences Regulatory Board ("Board") by agreement of Cynthia A. Edmondson ("Licensee") and the Kansas Behavioral Sciences Regulatory Board for the purposes of resolving the above-captioned case.

**FINDINGS OF FACT**

Licensee hereby acknowledges the following facts:

1. Licensee was at all times relevant herein, a Licensed Professional Counselor (LPC) within the meaning of the Professional Counselors Licensure Act, K.S.A. 65-5801 *et seq.*, and amendments thereto. The Board issued Licensee's LPC No. #3273 on July 9, 2018, and the license is set to expire on July 31, 2024.

2. On or about August 1, 2022, the Board received a self-report from Licensee. Licensee stated that on July 25, 2022, she was made aware that she was several months late with documentation for a client, which involved forty sessions, and Licensee stated she was in the process of transcribing her paper notes for that client. Licensee stated her direct supervisors were aware she was submitting a self-report to the Board on this matter. Also, Licensee reported that she was on administrative leave, working under a corrective action plan to check all documentation weekly.

## **VIOLATIONS**

The Board finds that Licensee, while a Licensed Professional Counselor, violated the following statute and regulation:

**A. K.S.A. 65-5802. Definitions**

(g) "Licensed professional counselor" means a person who is licensed under this act and who engages in the practice of professional counseling except that on and after January 1, 2002, such person shall engage in the practice of professional counseling only under the direction of a licensed clinical professional counselor, a licensed psychologist, a person licensed to practice medicine and surgery or a person licensed to provide mental health services as an independent practitioner and whose licensure allows for the diagnosis and treatment of mental disorders."

**B. K.S.A. 65-5809. Refusal to issue, suspension, limitation, refusal to renew, condition or revocation of license; grounds; procedure; licensure of applicant with felony conviction, requirements.**

(a) The board may refuse to issue, renew or reinstate a license, may condition, limit, revoke or suspend a license, may publicly or privately censure a licensee or may impose a fine not to exceed \$1,000 per violation upon a finding that a licensee or an applicant for licensure:

(9) has been found to have engaged in unprofessional conduct as defined by applicable rules and regulations adopted by the board.

**C. K.A.R. 102-3-12a. Unprofessional Conduct.**

(b) Any of the following acts by a licensed professional counselor, a licensed clinical professional counselor, or an applicant for a professional counselor license or a clinical professional counselor license shall constitute unprofessional conduct:

(35) failing to maintain a record for each client that conforms to the following minimal requirements:

- (A) Contains adequate identification of the client;
- (B) indicates the client's initial reason for seeking the services of the professional counselor or clinical professional counselor;
- (C) contains pertinent and significant information concerning the client's condition;
- (D) summarizes the interventions, treatments, tests, procedures, and services that were obtained, performed, ordered, or recommended and the findings and results of each;
- (E) documents the client's progress during the course of intervention or treatment provided by the professional counselor;
- (F) is legible;

- (G) contains only those terms and abbreviations that are comprehensible to similar professional practitioners;
- (H) indicates the date and nature of any professional service that was provided; and
- (I) describes the manner and process by which the professional counseling or clinical professional counseling relationship terminated.

However, Licensee and Board mutually desire to enter a Consent Agreement and Order ("Agreement") in lieu of adjudicative proceedings at this time.

WHEREFORE, Licensee consents to the following interim conditions:

- a. Licensee shall practice only under individual supervision by a clinical-level supervisor when employed using her LPC license, for 12 months. This supervisor may be her employment supervisor, if qualified. The supervisor must be approved by the Board. There shall be no dual relationship with the supervisor. Licensee shall have weekly one (1) hour meetings with her supervisor that will be conducted in-person (in the same place). The focus of the supervision shall include, but not be limited to, timeliness and quality of documentation, and professional standards/conduct for a licensee. Only time while Licensee is employed as an LPC will count towards the 12-month requirement.
- b. Within thirty (30) days of the effective date of this Consent Agreement and Order; Licensee shall submit to the Board's investigator the name of her proposed supervisor.
- c. Licensee shall provide a copy of this Consent Agreement and Order to the supervisor and authorize the supervisor to provide written quarterly reports to the Board's Investigator for the one (1) year term of supervision. There shall be a minimum of four (4) quarterly reports (every three (3) months) submitted to the Board's Investigator during this one (1) year supervision timeframe.
- d. Licensee shall present a copy of this Consent Agreement and Order to her present employer.
- e. Licensee must notify the Board's Investigator within ten (10) days of a change in her employment and/or address change.
- f. Licensee shall be responsible for any costs or expenses incurred in satisfying the terms of the Consent Agreement and Order.
- g. Evidence of Licensee's breach, violation, or failure to comply with any of the above conditions will result in the Board filing a separate Report of Alleged Violation against Licensee, for failure to comply with a lawful order of the Board. Licensee will be provided notice and opportunity to be heard, to determine whether Licensee has in fact breached, violated, or failed to comply with any condition. Licensee understands and agrees that her Licensed Professional Counselor license could be suspended until such time as Licensee can demonstrate compliance

with all terms and conditions of this Consent Agreement and Order to the satisfaction of the Board.

h. Licensee acknowledges an affirmative duty to notify the Board within ten (10) days of any changes in personal or professional status that would inhibit compliance with any condition of this Consent Agreement and Order.

i. This Consent Agreement and Order will be reported to other licensing boards or entities, it is public record in the custody of the Board and it can only be modified by a further order or writing of the Board.

j. Licensee shall submit to the Board's investigator at its offices at 700 SW Harrison, Suite 420, Topeka, Kansas, 66603, any and all documents evidencing compliance with the terms and conditions required by this Consent Agreement and Order.

WHEREFORE, the Board further agrees that, so long as Licensee complies with the above conditions, the Board will not initiate further disciplinary action against Licensee in relation to violations of K.S.A. 65-5809(a)(9) or K.A.R. 102-3-12a(b)(35) as a result of this proceeding.

WHEREFORE, the foregoing provisions are consented to, are hereby made the Order of the Kansas Behavioral Sciences Regulatory Board, and become effective on the date indicated in the Certificate of Service below.

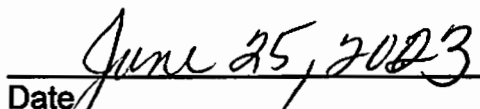
**IT IS SO ORDERED.**



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Mary Jones  
Chairperson, Complaint Review Committee  
On behalf of the Behavioral Sciences Regulatory Board

**APPROVED AND CONSENTED TO:**

  
Cynthia A. Edmondson, Licensee

  
Date

**CERTIFICATE OF SERVICE**


This is to certify that on this 11 day of ~~May~~ <sup>July</sup> 2023, a true and correct copy of the above and foregoing Consent Agreement Order was placed in the U.S. mail, first-class postage prepaid, addressed to:

Cynthia A. Edmondson



And by e-mail to: [Jeremy.Dorsey@ks.gov](mailto:Jeremy.Dorsey@ks.gov)

Jeremy Dorsey  
*Disciplinary Counsel for the Board of the Behavioral Sciences Regulatory Board*  
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758-296-5543

  
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Staff,  
Kansas Behavioral Sciences Regulatory Board