



*The Minnesota Board of Psychology protects
the public through licensure, regulation
and education to promote access to safe,
competent, and ethical psychological services.*

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July 11, 2013

Personal and Confidential

Karen Ortloff, MS, LP
3262 Jade Court NE
Rochester, MN 55906

Dear Ms. Ortloff,

This letter is notification that the Minnesota Board of Psychology Complaint Resolution Committee has completed its review of your compliance with the Agreement for Corrective Action, March 29, 2013, and has determined that you have satisfactorily completed the agreed upon corrective action. Therefore, the complaint referenced in the Corrective Action Agreement is closed.

Pursuant to Minnesota Statutes Section 214.103 an Agreement for Corrective Action is a public document and as such becomes a permanent part of a licensee's public file. All other material related to a complaint is classified under the Minnesota Government Data Practices Act as "confidential" while the complaint is in active status, and "private" after it is closed. Therefore, such material is not part of your public licensure file and is not available to the public. Please note, however, that this letter will be included in your public licensure file to reflect your compliance with the Agreement for Corrective Action.

Sincerely,

Joshua Bramley
Office & Administrative Specialist – Compliant

Cc: Hans Anderson, Assistant Attorney General

**BEFORE THE MINNESOTA
BOARD OF PSYCHOLOGY
COMPLAINT RESOLUTION COMMITTEE**

In the Matter of the License of
Karen M. Ortloff, M.S., L.P.
License Number: LP3013

**AGREEMENT FOR
CORRECTIVE ACTION**

This agreement is entered into by and between Karen M. Ortloff, M.S., L.P. ("Licensee"), and the Complaint Resolution Committee of the Minnesota Board of Psychology ("Committee") pursuant to the authority of Minn. Stat. § 214.103, subd. 6(a). Licensee and the Committee hereby agree as follows:

FACTS

1. This agreement is based upon the following facts:
 - a. On August 23, 2006, Licensee completed intake documentation which indicated that Client #1 admitted to sexually abusing his younger brother when the younger brother was between the ages of 7 and 11. Client #1's younger brother was 11 years old at the time that Licensee became aware of the sexual abuse.
 - b. During or after the professional relationship with Client #1, Licensee failed to report Client #1's sexual abuse of his younger brother to a welfare agency or law enforcement.
 - c. On January 4, 2013, Licensee attended a conference with the Committee. Licensee stated that she did not know the full extent of the abuse that was ultimately reported by Client #1's parents in March 2011. Licensee explained that she understood from Client #1 and Client #1's mother that the abuse was not ongoing and that Client #1 was brought to counseling for depression and social anxiety. The Committee determined that Licensee neglected to further assess the stated past abuse and that these conditions did not absolve Licensee's obligation to report.

2. Based on discussions with Licensee, the Committee views Licensee's conduct to be a violation of Minn. Stat. § 626.556, subd. 3, Minn. R. 7200.4700, subp. 11, and Minn. R. 7200.5700. Licensee agrees that the conduct cited above occurred and constitutes a reasonable basis in law and fact to justify the corrective action described in paragraph 3 below.

CORRECTIVE ACTION

3. Licensee agrees to address the conduct referenced in paragraphs 1 and 2 by taking the following corrective actions:

a. ***Continuing Education.*** Within six (6) months of the date this Agreement is executed, Licensee shall complete a minimum of four (4) hours of continuing education which addresses, at least in part, a licensed psychologist's obligations with respect to reporting the maltreatment of minors in Minnesota. Licensee shall submit the proposed continuing education course(s) for pre-approval by the Committee. If the Committee rejects the course proposed by Licensee, the Committee may require that Licensee submit additional courses for consideration, or the Committee may provide Licensee with suggested courses or an alternate form of continuing education in lieu of the course.

b. ***Licensee's Own Report.*** Within two (2) weeks of completing the continuing education required in paragraph 3.a., Licensee shall submit a report to the Committee which provides and/or addresses:

1) A brief statement of the topics discussed during the continuing education;

2) What Licensee has learned from the continuing education, including her own statement as to how she would have conducted herself differently with respect to the facts described in paragraph 1;

3) How Licensee has changed or will change her practice with respect to her mandated obligation to report the maltreatment of minors; and

4) Any other information Licensee believes would provide the Committee with additional insight regarding this matter.

4. Licensee shall be responsible for all costs incurred as a result of compliance with this agreement.

5. If any due date required by the Agreement for Corrective Action is not met, the Committee may fine Licensee \$100 per violation. Licensee shall pay the fine and correct the violation within five days after service on Licensee of a demand for payment and correction. If Licensee fails to do so, the Committee may impose additional fines not to exceed \$500 per violation. The total of all fines may not exceed \$5,000. Licensee waives the right to seek review of the imposition of these fines under the Administrative Procedure Act, by *writ of certiorari* under Minn. Stat. § 480A.06, by application to the Board, or otherwise. Neither the imposition of fines nor correction of the violation will deprive the Board of the right to impose additional discipline based on the violation.

6. No condition imposed as a remedy by this Agreement for Corrective Action shall be used as a continuing education activity for the purpose of renewal of Licensee's license to practice psychology.

OTHER INFORMATION

7. Licensee understands that this agreement does not constitute disciplinary action.

8. Upon Licensee's satisfactory completion of the corrective action referenced in paragraph 3, the Committee agrees to dismiss the complaint referenced in paragraph 1. Licensee agrees that the Committee shall be the sole judge of satisfactory completion. Licensee understands and further agrees that if, after dismissal, the Committee receives additional

complaints similar to the facts in paragraph 1, the Committee may reopen the dismissed complaint.

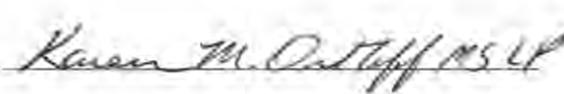
9. If Licensee fails to complete the corrective action satisfactorily, or if the Committee receives additional complaints similar to the facts described in paragraph 1, the Committee may, at its discretion, reopen the investigation and proceed according to the Board's practice act and Minn. Stat. chapters 214 and 14. In any subsequent proceeding, the Committee may use as proof of the facts of paragraph 1 Licensee's agreements herein. Licensee agrees that failure to complete corrective action satisfactorily constitutes failure to cooperate under Minn. Stat. § 148.941, subd. 4, and may subject Licensee to disciplinary action by the Board.

10. Licensee has been advised by Committee representatives that she may choose to be represented by legal counsel in this matter. Licensee knowingly waived legal representation. The Committee is represented by Benjamin R. Garbe, Assistant Attorney General.

11. This agreement shall become effective upon execution by the Committee and shall remain in effect until the Committee dismisses the complaint, unless the Committee receives additional information that renders corrective action inappropriate. Upon receipt of such information, the Committee may, at its discretion, proceed according to the Board's practice act and Minn. Stat. chs. 214 and 14.

12. Licensee understands and acknowledges that this agreement and any letter of dismissal are classified as public data.

13. Licensee hereby acknowledges having read and understood this agreement and having voluntarily entered into it. This agreement contains the entire agreement between the Committee and Licensee, there being no other agreement of any kind, verbal or otherwise, which varies the terms of this agreement.




KAREN M. ORTLOFF, M.S., L.P.
Licensee

Dated: 3-16-2013

JEFFREY LEICHTER, PH.D., L.P.
Committee Chair

Dated: 3/29/13