

**GUIDELINES FOR YOUR PERSONAL APPEARANCE**

With your upcoming Personal Appearance, the first thing I want to impress upon you is to keep in mind that the anxiety you feel in anticipation of facing the Board is actually much greater than actually doing it. You are going to be better prepared than almost all of the other people.

**DRESS**

Be sure to dress appropriately as if you were going to an interview or to court.

**PARKING**

There is no State parking lot so I suggest that you go to the Circle Centre Mall parking garage where you can park at a cost of $2.00 for 3 hours. If you are lucky enough to find street parking, that will be $1.50 an hour for 3 hours maximum but you may have to run out and feed the meter during the Personal Appearance session. You also are welcome to park at the Westin, which is $40.00 or $49.00 for valet parking.

To get to the mall parking:

1. You’re going to go South on Meridian Street, one block past the circle, to Washington Street, which is one-way, going west. Turn right and stay in the left lane.

2. On the left, you will see a sign above that reads “Mall Parking” which leads to a down ramp.

3. Go down the ramp and park at your first availability. You will be parking on level P2 (parking level 2).

4. After parking, take the elevator or escalator up to M-1 (main 1), which will put you near the P.F. Chang’s and Champps restaurants.

5. There you should find only 1 exit, which leads to the corner of Washington and Illinois where you will go left on Washington.

6. On Washington Street, you will walk under the Artsgarden, which is the overhead green glass structure.

7. On the next block, you will see the Hyatt Hotel on the left and the Indiana Repertory Theatre on the right.

8. You will cross the next street, which is Capitol where you will see the Capitol Building on the right and the Simon Property Group on the left.

9. The next street is Senate where you cross with the light and then will pass the Westin Hotel.

10. The building where you want to end up actually is next to the Capitol Building. After you cross Senate Street will be the Government Center, a 2 block long large white stone-colored building on the north side of the street. It is the same side as the Capitol Building.

11. Your notice directed you to go to 402 West Washington or 302 West Washington, but they are ***not*** public entrances! The only public entrance to where you need to go is at **10 North Senate**.

Once in the building, I will meet you 15 minutes before your scheduled time outside the assigned room. There will be other clients of mine there as well.

As you know, I keep confidentiality so, if you want to talk to me, just pull me aside. In the past, I would tell other clients about confidentiality as well but, as a result, some would not talk to each other. You surely are welcome to talk to anybody; my clients (including you) are awesome! You can all be of great support for each other.

When it comes time for you to enter the room, you will see a long table with a Board member or two in attendance as well as somebody from the Indiana Professional Licensing Agency administrative staff and someone from the Indiana Professionals Recovery Program (“INPRP”).

Now, this is a smaller room so if you get there early, you might get a seat. Otherwise we usually have people spilling out into the hallways. Everyone hears everyone else’s “dirty laundry.”

Depending on the Board member, attorneys may be allowed to go first. I may also be allowed to speak for you. Personal Appearances generally take about 5 minutes.

The Board member will make a recommendation that day saying “free and clear,” “deny,” “probation,” or “we’re going to refer you to the Attorney General’s Office for investigation” or you could be reordered to appear for another Personal Appearance in front of the full Board. However, it needs to be voted on at the full Board meeting before it is changed in the computer.

First of all, my clients get so worried about, “Well, what if I’m not up for this? I’m afraid that I’m not going to get it perfect. Should I write it down?” No.

There’s no perfect, there’s no right or wrong.

You want to connect with that Board member. They are a person just like you. They’ve had their problems. Look them in the eye, connect with them, and share with them.

Start on a high note: you’ve been a nurse for this amount of time, haven’t had any problems, then you made this mistake, this is what happened and then end on a high note.

The 3 things you want to remember is:

1. Take responsibility for what happened.

2. Be remorseful for what happened; and

3. What did you learn from all of this?

If you need a letter or something from me that says you had a Personal Appearance and the recommendation for your employer, let me know.