

**PUBLIC NOTICE OF A MEETING FOR
STATE OF NEVADA BOARD OF PSYCHOLOGICAL EXAMINERS**

DATE OF MEETING: Friday, December 15, 2023

Time: 8:00 a.m.

The meeting of the State of Nevada Board of Psychological Examiners (Board) will be conducted and may be attended through a remote technology system (video- or teleconference). To participate remotely, individuals are invited to enter the meeting from the Zoom website at <https://us06web.zoom.us/j/84454559032>. To access the meeting via audio only, dial 1-669-900-6833 and enter the meeting ID:

844 5455 9032. (The Board office recommends that individuals unfamiliar with ZOOM should visit the website in advance to familiarize themselves with the format by viewing the online tutorials and reading the FAQs. To learn more about Zoom, go to <https://zoom.us>.) The meeting may also be attended 4600 Kietzke Lane, Suite B-116, Reno, Nevada, 89502.

The Board will accept public comment via email. Those wishing to make public comment should email their public comments to the Board office at nbop@govmail.state.nv.us. Written public comments must be received prior to the start of the meeting and will be forwarded to the Board for their consideration. Public comments will be included in the public record (meeting minutes) but will not necessarily be read aloud during the meeting. In compliance with Nevada Revised Statutes (NRS) Chapter 241 (Open Meeting Law), the Board is precluded from taking action on items raised by public comment which are not already on the agenda.

The Board may take items out of order, combine items for consideration, and items may be pulled or removed from the agenda at any time. Public comment will be taken at the beginning and end of the meeting. The public may provide comment on any matter whether or not that matter is a specific topic on the agenda. However, prior to the commencement and conclusion of a contested case or quasi-judicial proceeding that may affect the due process rights of an individual, the Board may refuse to consider public comment on that item. (NRS 233B.126) Public comment that is willfully disruptive is prohibited, and individuals who willfully disrupt the meeting may be removed from the meeting. (NRS 241.030(5)(b)). The Board may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person (NRS 241.030). Once all items on the agenda are completed, the meeting will adjourn.

AGENDA

1. Call To Order/Roll Call to Determine the Presence of a Quorum.

2. Public Comment. Note: Public comment is welcomed by the Board and may be limited to three minutes per person at the discretion of the Board President. Public comment will be allowed at the beginning and end of the meeting, as noted on the agenda. The Board President may allow additional time to be given a speaker as time allows and in their sole discretion. Comments will not be restricted based on viewpoint. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken (NRS 241.020).

3. (For Possible Action) Workshop to Solicit Comments on a Proposed Regulation (See Attachment A); and Possible Action to Forward the Proposed Regulation to a Hearing at a Future Meeting of the Nevada Board of Psychological Examiners in Accordance with NRS Chapter 233B

A. Requirements of supervision – revising and clarifying the requirements of supervision in NAC 641.152.

4. Minutes. (For Possible Action) Discussion and Possible Approval of the Minutes of the Regular and Strategic Planning Meetings of the State of Nevada Board of Psychological Examiners on November 3, 2023.

5. Financials

A. (For Possible Action) Presentation, discussion, and possible action to approve Campbell Jones Cohen CPAs' Audit Report for FY2023.

B. (For Possible Action) Discussion and Possible Action to Approve the Treasurer's Report for Fiscal Year 2024 (July 1, 2023, through June 30, 2024).

C. For Possible Action) Discussion and Possible Action to Approve revisions to the Budget for Fiscal Year 2024 (July 1, 2023, through June 30, 2024).

6. Legislative Update

A. (For Possible Action) Report, Discussion and Possible Action on Legislative Activities, including the work of Interim Committees, of the Nevada Legislature, the Legislative Counsel Bureau, and any position or action the Board may take on or in response to Bills that have been signed into Law, Legislative Bills, and Bill Draft Requests that the Board is tracking, following, or that may impact the Board and its Operations.

7. Board Needs and Operations

- A. Report from the Nevada Psychological Association.
- B. Report From the Executive Director on Board Office Operations.

8. (For Possible Action) Discussion, and Possible Action on Pending Consumer Complaints:

- A. Complaint #19-0626
- B. Complaint #22-0930
- C. Complaint #23-0303
- D. Complaint #23-0612
- E. Complaint #23-0801
- F. Complaint #23-0905
- G. Complaint #23-0918

9. (For Possible Action) Review and Possible Action on Applications for Licensure as a Psychologist or Registration as a Psychological Assistant, Intern or Trainee. The Board May Convene in Closed Session to Receive Information Regarding Applicants, Which May Involve Considering the Character, Alleged Misconduct, Professional Competence or Physical or Mental Health of the Applicant (NRS 241.030). All Deliberation and Action Will Occur in an Open Session. *Note: Applicant names are listed on the agenda to allow the Board to discuss applicants when necessary to move the applicant through the licensure process. The listing of an applicant's name on the agenda indicates only that an application for licensure/registration has been received. It does not mean that the application has been approved or that the applicant must appear at the meeting in order for the applicant's application to move forward through the licensure process. If an applicant needs to attend the meeting for the Board to take action, the applicant will be notified in writing prior to the meeting. Please, direct questions or comments regarding licensure applications to the Board office.*

PSYCHOLOGISTS

Dalea Alawar	Kimberly Bergman	Filippo Cieri	Adrienne DiFabio
Mary Lou Ancheta	Sarah Brennan	Steven Covelluzzi	Mark Dillon
Robert Antonacci	RaeLynn Brister	Candy Crawford	Shannon Dillon
Erick Arguello	Ramona Burroughs	Pegeen Cronin	Alana Duschane
Quintin Bailey	Jonathan Campos	Oselvia Deeds	Christopher Estep
John Barona	Leandrea Caver	Nicola De Paul	Megan Farnsworth

Leslie Feil	Ta Tanisha Jones	Alexandra Matthews	Mary Schuberg
Nichole Flowers	William Kaiser	Serena Mazzola	David Shoup
Judy Fluor Runels	Carolynne Karr	Viola Mejia	Nancy Small
Stephen Francis	Patricia Keeler	Samuel Montano	Katelyn Steele
Gila Frank	Daphne Kendricks	Alexandra Montesi	Tricia Steeves
Vanessa Fuentes	Kristopher Kern	Luzviminda Morrow	Tony Strickland
Maiken Gale	Christine Kim	Ana Ochoa	Jessica Taverniti
Elena Gavrilova	Donald Kincaid	Akira Olsen	Donna Truong
Matthew Gibbons	John King	Stephanie Orbon	John Tsanadis
Peter Grover	Ashley Kirby-Ward	Jonathan Page	Michael Villanueva
Dehnad Hakimi	Sandra Kubicki	So Park	Ina Von Ber
Mary Herzog	Monica Larson	Kathryn Pesch	Ann Watters
Clairissa Hunter	Timothy Law	Daniel Pott-Pepperman	Jessica Weis
Rachel Irish	George Lazo	Rachel Powers	Michael Whitman
Saira Jhorn	Karen Levine	Kilynda Ray	Jennifer Wilcox
Lori Johnson	Jessica Liberman	Keri Ross	Michele Wilkens
Samantha Johnson	George Lough	Taraneh Rostami	Christine Winter
Margaret Jones	Vanessa Ma	Benjamin Rubin	Jamie Wong
Natalie Jones	James Madero	Malia Sanchez	Gordon Zilberman

PSYCHOLOGICAL ASSISTANTS

Jeffrey Aguiar	Emerson Epstein	Richelle Konczak	Daniela Sandelin
Rachel Ballard	Evan Fertel	Dorota Krotkiewicz	Coreen Schwartz Starr
Ramy Bassioni	Jacqueline Friar	Taylor Levine	Sharon Simington
Brian Broomand	Grady Gallagher	Alexandra Miguel	Katherine Stypulkowski
Andrew Buchanan	Michelle Gaston	Desiree Misanko	Holly Summers
Candis Carswell	Cori Gold	Luzviminda Morrow	Heather Thompson
Rosy Chavez-Najera	Milagro Gonzalez	Blake Oldfield	Christine Vaughan
Taylor Chille	Kimberly Gray	Dylena Pierce	Marijo Villano
Ashley Colson	Jennifer Grimes-Vawters	Eric Prince	Kelsey Zaugg
Althea Cook	Joseph Henrich	Leilani Puentes	
Jessica Crellin	Akiko Hinds	Jacquelyn Rinaldi	
Kaleb Cusack	Kelly Humphreys	Shannon Rojas	
Samantha del Castillo	Courtney Hutchinson	Farnaz Samavi	
	Kayla Kaiser		

PSYCHOLOGICAL INTERNS

Lorraine Apodaca	Tiffany Hunter	Erica Marino	Candice Thomas
Shannon Colon	Jessica Jensen	Coreen Schwartz	Richard Warmke
Mario De Souza	Jeanine Johnson	Ruby Sharma	Charlotte Watley
Paola Garcia Betancourt	Lauren Johnson	Jasmin Smith	Rachel Wiggins
Michelle Gaston	Shalini Kabeer	Barbara Sommer	
Michelle Harden	Kayla Kaiser	Megan Tedrow	

PSYCHOLOGICAL TRAINEES

Marissa Alvarez	Aimee D'Errico	Kaelyn Griffin	Lee Haeun
Vanni Arcaina	Erin Dunn	Brandon Hunley	Julia Maranville
Glenn Blessington	Jacqueline Eddy	Madison Hurley	Nicole Martinez
Dominque Cheung	Kinsey Ellis	Bianca Islas	Michael McNamara
Adaeze Chike-Okoli	Michael Fensken	Todd Jennings	Sara Moore
Kieffer Christianson	Leila Gail	Jessica Jensen	Karisa Deandra Odrunia
Anna Cole	Paola Garcia Betancourt	Cynthia Johnston	Ananda Peixoto-Couto
	Grace Goodwin		Jason Sadora

Shannon Sagert
Christine Salva

Mary Smirnova
Madison Thomasson

Teresa Walker
Bailey Way

Jessica Woodyatt

- A. (For Possible Action) Discussion and Possible Action on Dr. Mark Floyd's application to Reactivate his inactive license.
 - B. (For Possible Action) Discussion and Possible Action on Dr. Dylena Pierce's application to extend her Psychological Assistant registration for an additional year.
 - C. (For Possible Action) Discussion and Possible Action on Dr. Jodi Lovejoy's request to retake the EPPP a fourth time.
 - D. (For Possible Action) Discussion and Possible Action on approving Dr. Bernadette Hinojos's application to extend her registration as a Psychological Assistant.
- 10. (For Possible Action) Discussion and Possible Action on the Board's Disciplinary and Complaints Policy and Regulations.**
- A. (For Possible Action) Discussion and Possible Action on proposed revisions to the Board's Complaints and Disciplinary Policy.
- 11. (For Possible Action) Discussion and Possible Action on revising the Board's Application for Licensure and approving a proposed optional pre-licensure demographic survey.**
- 12. (For Possible Action) Discussion and Possible Action to approve the Board's proposed Testing Accommodations Policy.**
- 13. (For Possible Action) Discussion and Possible Action to approve the Board's proposed Records Retention Policy, contingent on the approval of the Retention Policy by the Committee to Approve Schedules for the Retention and Disposition of Official State Records.**
- 14. (For Possible Action) Discussion and Possible Action approving the Goals and Objectives of the Board as identified during the November 3, 2023, Strategic Planning Meeting.**
- 15. (For Possible Action) Schedule of Future Board Meetings, Hearings, and Workshops. The Board May Discuss and Decide Future Meeting Dates, Hearing Dates, and Workshop Dates.**

- The next regular meeting of the Nevada Board of Psychological Examiners is currently scheduled for Friday, January 12, 2024, beginning at 8:00 a.m.

16. Requests for Future Board Meeting Agenda Items (No Discussion Among the Members will Take Place on this Item)

17. Public Comment - Public comment is welcomed by the Board and may be limited to three minutes per person at the discretion of the Board President. Public comment will be allowed at the beginning and end of the meeting, as noted on the agenda. The Board President may allow additional time to be given a speaker as time allows and in his sole discretion. Comments will not be restricted based on viewpoint. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken (NRS 241.020)

18. (For Possible Action) Adjournment

The Board may recess for lunch for approximately one hour, at a time to be determined.

The Board is pleased to make reasonable accommodations for members of the public who are disabled and wish to participate in the meeting. If such arrangements are necessary, please contact the board office at (775) 688-1268 no later than 4 p.m. on Thursday, December 14, 2023.

For supporting materials, visit the Board's website at <http://psyexam.nv.gov/Board/> or contact the Board office by telephone (775-688-1268), e-mail (nbop@govmail.state.nv.us), or in writing at Board of Psychological Examiners, 4600 Kietzke Lane, Suite B-116, Reno, Nevada 89502.

In accordance with NRS 241.020, this public meeting notice was properly posted at or before 8 a.m. on Tuesday, December 12, 2023, at the following locations:

- Board office located at 4600 Kietzke Lane, Bldg. B-116, Reno;
- Nevada Public Notice website: <https://notice.nv.gov/>; and
- Board's website at https://psyexam.nv.gov/Board/2023/2023_BOARD_MEETINGS/.

In addition, this public meeting notice has been sent to all persons on the Board's meeting notice list, pursuant to NRS 241.020(3)(c).

Attachment A

STATE OF NEVADA BOARD OF PSYCHOLOGICAL EXAMINERS
NOTICE OF WORKSHOP TO SOLICIT COMMENTS
ON PROPOSED REGULATIONS

DATE OF MEETING: Friday, December 15, 2023

Time: 8:05 a.m.

The Nevada State Board of Psychological Examiners is proposing the amendment of certain regulations in Chapter 641 of the Nevada Administrative Code.

A workshop has been scheduled for Friday, December 15, 2023, at 8:05 a.m. The workshop will be conducted and may be attended through a remote technology system (video- or teleconference). To participate remotely, individuals are invited to enter the meeting from the Zoom website at: <https://us06web.zoom.us/j/84454559032>. To access the meeting via audio only, dial 1-669-900-6833 and enter the meeting ID: **844 5455 9032**. (The Board office recommends that individuals unfamiliar with ZOOM should visit the website in advance to familiarize themselves with the format by viewing the online tutorials and reading the FAQs. To learn more about Zoom, go to <https://zoom.us>.) The meeting may also be attended at 4600 Kietzke Lane, Suite B-116, Reno, Nevada, 89502.

The purpose of the workshop is to solicit comments from interested persons on the following general topics that are addressed in the proposed regulation revisions:

- Requirements of supervision – revising and clarifying the requirements of supervision in NAC 641.152.

Language has been developed outside of the workshop and will be discussed during the workshop. If you are unable to attend the workshop but wish to submit any questions, concerns or general input, please submit them in writing to the Board office State of Nevada Board of Psychological Examiners, 4600 Kietzke Lane, B-116 Reno, Nevada 89502 or NBOP@govmail.state.nv.us, not later than Thursday, November 30, 2023, at 5 p.m. All statements received will be provided to the Board during the workshop. Please contact the Board office if you are interested in reviewing the language that will be presented to the Legislative Counsel Bureau (LCB).

This Notice of Workshop to Solicit Comments on Proposed Regulation has been properly posted at or before 8:00 a.m. on Thursday, November 30, 2023, at:

- the Board office located at 4600 Kietzke Lane, Bldg. B-116 in Reno,
- the Nevada Public Notice website (notice.nv.gov),
- the Board's website (https://psyexam.nv.gov/Board/2023/2023_BOARD_MEETINGS/), and
- the Nevada Legislature's notice website (<https://www.leg.state.nv.us/App/Notice/A/Submit>)

Notice has also been sent to all persons on the agency's mailing list for administrative regulations.

Date: November 29, 2023

**Nevada Board of Psychological Examiners
Board Meeting Staff Report**

DATE: December 15, 2023

ITEM:

3 - (For Possible Action) Workshop to Solicit Comments on a Proposed Regulation (See Attachment A); and Possible Action to Forward the Proposed Regulation to a Hearing at a Future Meeting of the Nevada Board of Psychological Examiners in Accordance with NRS Chapter 233B

A. Requirements of supervision – revising and clarifying the requirements of supervision in NAC 641.152.

SUMMARY:

During the November 3, 2023, Regulations Workshop, there was discussion among the Board members and members of the public in attendance regarding NAC 641.152(5) and (6), and whether the Board needed both sections. Some expressed a preference for section 6, while others believed that section 5 offered some flexibility.

There was also some discussion about cleaning up section 5 – whether alone or in addition to section 6 – because its requirements were thought to be excessive. One thought was to shift the language to say supervision activities shall be no less than 25% of the trainee’s time spent in direct service-related activities, and that a minimum of 75% of the supervision shall be in person with a licensed psychologist, at least half of which shall be with the supervisor or record, and then keeping the rest.

Dr. Benuto undertook a review of the proposed language and offered some additional proposed revisions. Based on the revisions she proposes for section five, Dr. Benuto wondered if section 6 does not become redundant and confusing.

The Board agreed that the required supervision for Psychological Assistants was one (1) hour, not 2 hours, to be consistent with NAC 641.157. That change is reflected in Dr. Benuto’s draft as well.

NAC 641.152 revisions as presented during 11-3-2023 NBOPE Workshop

NAC 641.152 Supervision; assignment of psychological assistant to specialist. (NRS 641.100, 641.170)

1. Except as otherwise provided in subsection 5, a psychological assistant or psychological intern may work only under the supervision and control of a psychologist who satisfies the requirements of NAC 641.1519.

2. Except as otherwise provided in subsection ~~5~~ 7, a psychological trainee may work only under the supervision and control of a supervisor who is formally assigned by **that supervisor's** ~~his or her~~ home doctoral training program in compliance with required practicum training elements set forth in the Standards of Accreditation for Health Service Psychology of the American Psychological Association and Section C of the Implementing Regulations of the Commission on Accreditation of the American Psychological Association.

3. Subject to the conditions set forth in subsection 5 and NAC 641.161, ***a supervisor of record may employ a nested supervision model (i.e., supervision of a nonlicensed psychological trainee or psychology intern by a nonlicensed psychological intern or psychological assistant) not to exceed a total of 4 full time equivalent supervisees (up to 40 hours per work week). The supervisor of record must provide the supervisor in training weekly supervision of supervision.***

~~(a) A psychological assistant may supervise a psychological intern or psychological trainee for the purposes of training in supervision in accordance with the national training standards set forth in the Standards of Accreditation for Health Service Psychology of the American Psychological Association, which is available, free of charge, at the Internet address <http://www.apa.org/ed/accreditation/section-c-soa.pdf>.~~

~~(b) A psychological intern may supervise a psychological trainee for the purposes of training in supervision in accordance with the national training standards set forth in the Standards of Accreditation for Health Service Psychology of the American Psychological Association.~~

4. The supervisor of a psychological assistant, psychological intern or psychological trainee is responsible for:

(a) The adequate supervision of the psychological assistant, psychological intern or psychological trainee; and

(b) The care plan of each client and patient treated or assessed by a psychological intern or psychological trainee under the supervision of the psychological assistant or psychological intern, as applicable, pursuant to subsection 3.

5. ***The supervisor of record must ensure the following supervision activities:***

(a) For a psychological trainee: Supervision activities shall be no less than twenty-five (25) percent of the trainees time spent in service-related activities defined as treatment/intervention, assessment, interviews, report-writing, case presentations, and consultations. Most of the supervision (a minimum of seventy-five (75%) percent) shall be individual, in-person with a licensed psychologist, at least half of which shall be with the supervisor of record. The remainder of the supervision may be in a group setting, and/or be provided by another licensed mental health provider or by a more advanced trainee under the supervision of the supervisor of record.

(b) For a psychology intern: Supervision shall be no less than 10 (ten) percent of the total time worked each week. At least fifty (50) percent of the supervision shall be in individual, in-person supervision, at least half of which must be with the supervisor of record(s). The remainder of the supervision may be in a group setting, and/or be provided

NAC 641.152 revisions as presented during 11-3-2023 NBOPE Workshop

by another licensed mental health provider or by a more advanced trainee under the supervision of the supervisor of record.

(c) For a psychological assistant: Supervision shall be at least two individual hours for each week worked (23-40 hours); or at least one individual hour for each week worked (16-20 hours).

6. The supervisor of record must provide a minimum of individual direct supervision to each supervisee under their organization as follows (inclusive of supervisees working within a nested model of supervision):

(a) Practicum: 1 hour of individual supervision for every 10 hours of service-related activities and not less than 1/2 hour every week.

(b) Internship: 1 hour of individual supervision for every 20 hours of service-related activities and not less than 1 hour every week including supervision of supervision as applicable.

(c) Postdoctoral: 2 hours of individual supervision for every 40 hour work week, including supervision of supervision, as applicable.

7. For specific skill training, the supervisor of a psychological assistant, psychological intern or psychological trainee may assign the psychological assistant, psychological intern or psychological trainee to a specialist, including, without limitation, a person who is licensed in this State as a psychiatrist, behavior analyst, social worker, marriage and family therapist or clinical professional counselor or a person who is licensed or certified in this State as an alcohol and drug abuse counselor. The specialist must have clearly established practice and teaching skills that are demonstrable to the satisfaction of the Board. Not more than one-quarter of the number of supervised hours needed to fulfill the required year of postdoctoral experience may be accrued under the direction of specialists. Any services submitted by a supervisor for reimbursement under the State Plan for Medicaid that were rendered under the authorized scope of practice of a psychological assistant, psychological intern or psychological trainee pursuant to [NRS 422.27239](#) while under the supervision of a specialist pursuant to this subsection must also be supervised by the supervisor.

~~6.8.~~ A psychological assistant or psychological intern must be:

(a) An employee of the supervisor; or

(b) If the psychological assistant or psychological intern is not employed by the supervisor and the supervisor is not employed by the agency at which the psychological assistant or psychological intern is based, a party to a written agreement with the supervisor and agency specifying payment terms and the role of the supervisor or training committee over the training of the psychological assistant or psychological intern, including, without limitation, acknowledgement by all parties that:

(1) The supervisor or training committee will have access to all patient medical records and full oversight and responsibility for the work and training plan of the psychological assistant or psychological intern; and

(2) The psychological assistant or psychological intern may not be an independent contractor of the supervisor or agency during the term of the contract.

(Added to NAC by Bd. of Psychological Exam'rs, eff. 8-3-88; A 8-24-90; R089-03, 1-18-2005; R111-13, 10-24-2014; A by R133-17, 12-19-2018; A by R074-18, 1-30-2019, A by R115-19, 2/28/2022)

NAC 641.152 Supervision; assignment of psychological assistant to specialist. (NRS 641.100, 641.170)

1. Except as otherwise provided in subsection 5, a psychological assistant or psychological intern may work only under the supervision and control of a psychologist who satisfies the requirements of NAC 641.1519.

2. Except as otherwise provided in subsection ~~5~~ 7, a psychological trainee may work only under the supervision and control of a supervisor who is formally assigned by *that supervisor's his or her* home doctoral training program in compliance with required practicum training elements set forth in the Standards of Accreditation for Health Service Psychology of the American Psychological Association and Section C of the Implementing Regulations of the Commission on Accreditation of the American Psychological Association.

3. Subject to the conditions set forth in subsection 5 and NAC 641.161, *a supervisor of record may employ a nested supervision model (i.e., supervision of a nonlicensed psychological trainee or psychology intern by a nonlicensed psychological intern or psychological assistant) not to exceed a total of 4 full time equivalent supervisees (up to 40 hours per work week). The supervisor of record must provide the supervisor in training weekly supervision of supervision.*

~~(a) A psychological assistant may supervise a psychological intern or psychological trainee for the purposes of training in supervision in accordance with the national training standards set forth in the Standards of Accreditation for Health Service Psychology of the American Psychological Association, which is available, free of charge, at the Internet address <http://www.apa.org/ed/accreditation/section-c-soa.pdf>.~~

~~(b) A psychological intern may supervise a psychological trainee for the purposes of training in supervision in accordance with the national training standards set forth in the Standards of Accreditation for Health Service Psychology of the American Psychological Association.~~

4. The supervisor of a psychological assistant, psychological intern or psychological trainee is responsible for:

(a) The adequate supervision of the psychological assistant, psychological intern or psychological trainee; and

(b) The care plan of each client and patient treated or assessed by a psychological intern or psychological trainee under the supervision of the psychological assistant or psychological intern, as applicable, pursuant to subsection 3.

5. *The supervisor of record must ensure the following supervision activities:*

~~(a) For a psychological trainee, supervision activities must be at least 1-hour per week for every 10 hours of service delivery which equates to no less than 10% of the trainee's time spent in direct service-related activities at least half of which shall be with the supervisor of record, a licensed psychologist. Direct service-related activities are defined as activities that involve direct contact (in-person or via telehealth) with clients. ÷ Supervision activities shall be no less than twenty-five (25) percent of the trainees time spent in service-related activities defined as treatment/intervention, assessment, interviews, report writing, case presentations, and consultations. Most of the supervision (a minimum of seventy-five (75%) percent) shall be individual, in-person with a licensed psychologist, at least half of which shall be with the supervisor of record. The remainder of the supervision may be in a group setting, and/or be provided by another licensed mental~~

~~health provider or by a more advanced trainee under the supervision of the supervisor of record.~~

~~(b) For a psychological intern: Supervision shall be no less than 4 hours per week of supervision, including not less than 2 hours per week of face-to-face individual supervision by one or more doctoral-level licensed psychologists who are involved in an ongoing supervisory relationship with the intern and have primary professional responsibility for the cases on which face-to-face individual supervision is provided. 10 (ten) percent of the total time worked each week. At least fifty (50) percent of the supervision shall be in individual, in-person supervision, at least half of which must be with the supervisor of record(s). The remainder of the supervision may be in a group setting, and/or be provided by another licensed mental health provider or by a more advanced trainee under the supervision of the supervisor of record.~~

(c) For a psychological assistant: Supervision shall be at least ~~two~~ **one** individual hour for each 40-hour week worked (~~23-40 hours~~); or at least one individual hour for each week worked (16-20 hours). or a proportional level of supervision for a part-time psychological assistant.

6. The supervisor of record must provide a minimum of ~~individual~~ direct supervision to each supervisee under their organization as follows (inclusive of supervisees working within a nested model of supervision):

(a) ~~Practicum-Trainee: 2.5 hours of supervision activities 1 hour of individual supervision for every 10 hours of service-related activities and not less than 1/2 hour every week. This may include a combination of individual supervision, groups supervision, and didactic supervision activities so long as at least half occurs with the supervisor of record, a licensed psychologist. The remainder of the supervision may be provided by another licensed mental health provider or by a more advanced trainee under the supervision of the supervisor of record.~~

(b) ~~Internship: 1 hour of individual supervision for every 20 hours of service-related activities and not less than 1 hour every week including supervision of supervision as applicable.~~

(c) ~~Postdoctoral Psychological Assistant: 2 1 hour of individual supervision for every 40 hour work week, including supervision of supervision, as applicable.~~

7. For specific skill training, the supervisor of a psychological assistant, psychological intern or psychological trainee may assign the psychological assistant, psychological intern or psychological trainee to a specialist, including, without limitation, a person who is licensed in this State as a psychiatrist, behavior analyst, social worker, marriage and family therapist or clinical professional counselor or a person who is licensed or certified in this State as an alcohol and drug abuse counselor. The specialist must have clearly established practice and teaching skills that are demonstrable to the satisfaction of the Board. Not more than one-quarter of the number of supervised hours needed to fulfill the required year of postdoctoral experience may be accrued under the direction of specialists. Any services submitted by a supervisor for reimbursement under the State Plan for Medicaid that were rendered under the authorized scope of practice of a psychological assistant, psychological intern or psychological trainee pursuant to [NRS 422.27239](#) while under the supervision of a specialist pursuant to this subsection must also be supervised by the supervisor.

~~6.8.~~ A psychological assistant or psychological intern must be:

(a) An employee of the supervisor; or

(b) If the psychological assistant or psychological intern is not employed by the supervisor and the supervisor is not employed by the agency at which the psychological assistant or psychological intern is based, a party to a written agreement with the supervisor and agency specifying payment terms and the role of the supervisor or training committee over the training of the psychological assistant or psychological intern, including, without limitation, acknowledgement by all parties that:

(1) The supervisor or training committee will have access to all patient medical records and full oversight and responsibility for the work and training plan of the psychological assistant or psychological intern; and

(2) The psychological assistant or psychological intern may not be an independent contractor of the supervisor or agency during the term of the contract.

(Added to NAC by Bd. of Psychological Exam'rs, eff. 8-3-88; A 8-24-90; R089-03, 1-18-2005; R111-13, 10-24-2014; A by R133-17, 12-19-2018; A by R074-18, 1-30-2019, A by R115-19, 2/28/2022)

**PUBLIC NOTICE OF A MEETING FOR
STATE OF NEVADA BOARD OF PSYCHOLOGICAL EXAMINDERS
MEETING MINUTES**

November 3, 2023

1. Call to Order/Roll Call to Determine the Presence of a Quorum.

The meeting of the Nevada State Board of Psychological Examiners was called to order by President Whitney Owens, Psy.D., at 10:03 a.m. on November 3, 2023, online via “zoom” and physically at the office of the Board of Psychological Examiners, 4600 Kietzke Lane, Ste. B-166, Reno, Nevada 89502.

Roll Call: Board President, Whitney Owens, Psy.D.; members, Lorraine Benuto, Ph.D.; Monique Abarca, LCSW; Soseh Esmaeili, Ph.D.; Stephanie Holland, Psy.D.; Catherine Pearson, Ph.D. were present at roll call. Stephanie Woodard, Psy.D., was absent. Despite the one-member absence at roll call, there was a quorum of the Board members.

Also present were Deputy Attorney General (DAG) Harry Ward; Board Investigators Dr. Sheila Young and Dr. Gary Lenkeit; Executive Director Laura Arnold; Board Staff Kelly Weaver; Board Lobbyist Nina Laxalt; members of the public: Dr. Teri Beaumont, Dr. Vanessa Ma, Dr. Jody Thomas (UNR Counseling Services), Donald Hoier (member of the public), Dr. Lauren Chapple-Love, Elyse Monroy (member of the public), Brian Joseph (freelance investigative reporter), and Dr. Leandrea Caver.

2. Public Comment - Note: Public comment is welcomed by the Board and may be limited to three minutes per person at the discretion of the Board President. Public comment will be allowed at the beginning and end of the meeting, as noted on the agenda. The Board President may allow additional time to be given a speaker as time allows and in their sole discretion. Comments will not be restricted based on viewpoint. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken (NRS 241.020).

Robert Moering and Carolina Meza Perez emailed public comments to the Board Office. Those will be posted to the Board’s website. The Board members were forwarded the public comments for their review.

Donad Hoier provided public comment regarding Agenda Item No. 10. He applauds the Board for improving their current complaint policy. He has several suggestions for the Board's consideration: there is a complaint on the docket that is 4.5 years old, which he believes could have been resolved many years ago if these suggestions were implemented years ago. There is a presumption of innocence that requires the Board to prove guilt of the respondent, but current policy requires respondent to prove their innocence. Mr. Hoier stated he is in strong support of the statute of limitation (10(b)), noting there are exceptions for alleged criminal acts of a licensee that come to light after the limitations period. Regarding how investigations are conducted, public member Hoier went through current policy and makes suggestions to revisions for the same. He said investigations are systematic searches for and the evaluation of evidence for the purpose of determining the truth of the matter. He said that at a minimum, an investigation must include the review of the complaint and response, interview or attempted interview of the complainant, respondent, and all witnesses, and should be done by recorded video call. He continued that all investigative leads must be followed up, including review of documents and other investigations that may have been part of the original complaint, etc., and that investigations must be timely. He noted that the respondent has deadlines in the current policy, and the Board should also have deadlines to complete the investigation. 30-45 days should be more than sufficient for the cases the Board has before it. He said to file a complaint and notice of hearing should be done in all cases, not just selected cases. The accused have a fundamental right to know what they are being charged with and the evidence to support those charges. It should not matter whether they are represented by counsel or not. He explained that the filing of that document should be 15-20 days after the Board makes a determination to move that case forward to the DAG, and if there is an evidentiary reason to amend that document, the amendment should take another 15-20 days after the reason for the amendment becomes known. Charges should not be used as a bargaining chip for negotiation as is occurring in a current case. To respond to motions for the respondent, there should be time limits on that. The respondents have a due process right to defend themselves. 30-45 days should be enough time to accomplish that. There should be a time limit for an administrative law judge when that is required, which should be 30-45 days when the need is recognized. A respondent should be notified by letter of the dismissal of a case. He identified someone who spoke in 2020 during public comment and said it took a year before they realized their case had been dismissed. He said that should be in policy, and it should take no more than 7-15 days to send a letter. Time limitations imposed should be similar for the respondent and the Board. Other violations involving other parties discovered during the complaint investigation should be pursued via a new complaint and not tacked on to an existing complaint. Lack of cooperation by complainant should result in the complaint dismissal. It is an ethics violation not to cooperate in an investigation and that should be enforced by the Board. It is not being done. Investigations must be reviewed and approved by a DAG not acting as counsel for the Board to avoid the appearance of conflict. That reviewing authority should have the

power to deny the case for lack of evidence and send it back to the investigator for further investigation. The investigator should not be the one who has the final say, which is how it is now in policy and practice. He said there should be an audit of the investigators, who are employees of the Board, and asked if they are being evaluated now. The inquiry should be if they are conducting thorough investigations and if they are based on precedence set by the Board in like matters. That is not happening on a regular basis. He suggests that a quarterly audit should be added to the policy. In conclusion, Mr. Hoier states he is retired law enforcement with 32 years of investigation experience as he is a registered private investigator. His position comes from his experience and knowledge of administrative and criminal law.

Dr. Chappel-Love made public comment as an early career psychologist (not as the liaison for NPA) regarding the talk about the EPPP-2. Particularly if the EPPP-2 is being retroactively changed to affect those already listed, and how problematic that is with a lot of ramifications. She is hopeful that the Board will continue to work toward a different eventuality for this item.

The Board Office did receive an additional email received from Mariah Schwan (member of the public) for public comment, which will be emailed to the Board.

Dr. Vanessa Ma wished to address Agenda Item No. 9(e). Dr. Owens indicated the Board could take that item out of order, but it is not proper to be presented in public comment unless Dr. Ma wished to make a public comment about it in general.

Dr. Beaumont asked if the AB244 issue would be addressed during today's meeting. Dr. Owens did confirm the NAC 641 revisions will be addressed during the Workshop but the AB244 revisions were discussed and workshopped at the last meeting. A hearing on AB244 will likely be set for January.

The Board members confirmed that they read the emailed public comments (3 in total).

There was no further public comment at this time.

3. (For Possible Action) Workshop to Solicit Comments on a Proposed Regulation (See Attachment A); and Possible Action to Forward the Proposed Regulation to a Hearing at a Future Meeting of the Nevada Board of Psychological Examiners in Accordance with NRS Chapter 233B

Dr. Owens opened the Workshop. Dr. Jody Thomas asked if the Board was taking these items in order, or if the floor was open in general. Dr. Owens indicated the Board would work with the public but may need to be mindful due to time limitations, so

general comments would be presented first then the items would be discussed in order. Dr. Thomas indicated she did not have a general comment.

A. Supervision of Psychological Assistants, Psychological Interns, and Psychological Trainees – revising the qualifications of a supervisor in NAC 641.1519

Dr. Owens asked if the Board has had an opportunity to review the proposed language. The executive director interjected that there were some additional indications of verbiage that is highlighted in yellow and highlighted in grey with a strike through that is in response to Dr. Thomas's request to avoid binary language in these provisions. Dr. Owens stated that, for qualifications of a supervisor, as a reminder to everyone, the Supervisor Ad Hoc Committee worked to replace the 3 year requirement to a more competency based requirement for supervision and the recommendation from the Committee was to require 15 continuing educations credits and supervision, a semester of supervisory supervised experience, a semester long formal course in supervision, or for a combination of the above or equivalent to any one of the above. Item no. 2 gives the opportunity for the ATEAM to determine competency, if necessary, if the requirements do not clearly meet 1-4.

Dr. Pearson pointed out that some graduate programs are quarterly. As such, she asked if the Board could consider putting some language in from the get-go regarding the quarterly graduate programs being considered for equivalency or if they must be submitted for equivalency. Dr. Benuto's initial inclination is the quarterly programs provide a formal course in supervision so she would see that as following within no. 3 not no. 4. Dr. Owens asked if there would be utility to change the language from a semester long formal course to a formal course in supervision and take out "semester long." Dr. Owens wanted to know if the Board should consider a revision to specify a formal graduate course in supervision. Dr. Benuto confirmed. Dr. Holland pondered when a typical graduate course is taken, in response to which Dr. Benuto stated that it was not typical for a first-year student but any time after that depending on the structure of the program. Dr. Holland provided an example, which was discussed with Dr. Benuto in theory. Dr. Owens asked if Dr. Holland had concerns or was just clarifying. Dr. Holland said she did initially have concerns. She understands the Board's decision and that the supervisor should be more competency based, but she also finds value in experience. Dr. Holland also pointed out that a psychologist intern can supervise a practicum student, or a practicum student could supervise a graduate student, for a semester and then 3 years later become a supervisor which make her have some general concerns that she expressed. Dr. Owens shared she understands what Dr. Holland was saying and explained that the goal is for the training and education is in supervision so when they graduate they can begin those skills as long as they've had the coursework and experience. Dr. Holland acknowledged the Committee worked hard on this and noted that time does not serve as competency but she does

think there is something to be said for experience. Also, on the 15 credits, she asked if that was a one-time requirement or is there a continuing requirement on supervision credits. Dr. Owens stated that there is no express requirement but in the ethical guidelines there is an express provision that they must maintain competence in the areas they are practicing, so if someone is consistently engaged in the practice of supervision, it would stand to reason that they would continue to have an obligation to get credits for supervision. She said the Committee discussed not including that requirement specifically so that they are not overly prescriptive. Dr. Holland indicated that made sense. Dr. Esmaeili provided some background of her supervision experience, training, and indicated that upon graduation she did not feel competent to supervise. She does believe it is the responsibility of the psychologist to determine if they are or are not competent.

Dr. Lenkeit provided that when he first started reading this the language should read that the training could consist of any of the following for ease of understanding (and to prevent people from thinking they have to do all that was listed). Dr. Owens confirmed this was a good idea.

Dr. Owens stated that the Committee did look at the language from around jurisdictions. Other jurisdictions are quite permissive, and Nevada was really one of the only ones that had a time constriction. So, to shift to competency-based method and avoid being too prescriptive, this language was deemed appropriate to balance those pressures. Dr. Owens reiterated that she hears the concerns and believes there is a balance between a competency-based method and experience.

No other Board or public questions or comments were posed at this time.

On motion by Lorraine Benuto, second by Stephanie Holland, the Nevada State Board of Psychological Examiners to approve the revisions to the definition of NAC 641.1519 with the changes of Item 1(b) to add the language "the training may consist of any of the following" and Item 1(b)(3) to change the language to "a formal graduate course in supervision." (Yea: Whitney Owens, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Monique Abarca.) Motion Carried: 6-0.

B. Requirements of supervision – revising and clarifying the requirements of supervision in NAC 641.152

The Committee worked on changing the language around employing a nested model of supervision and deleting items (a) and (b) with the other revisions discussed. The Board did not have any questions or comments.

Dr. Jody Thomas wanted to seek clarification under #3 for the equivalent of 4 full time supervisees, and asked if that includes centers/training models that do emphasis training models or a secondary supervisor or for assessment only or group therapy only, or would be preferential. Dr. Benuto indicated she thought if they are the supervisor of record, then it would count under the nested model, but if they are a secondary nested model then it would not. Dr. Thomas thought that made sense. Dr. Owens was not sure how they would explicitly track it – as this is also under interns and trainees for Medicaid. What the Board is trying to protect is that any one supervisor is not responsible for any more than 160 hours of work by supervised students/trainees. Therefore, any combination that totals 160 hours a week is okay with examples discussed.

Dr. Owens stated that the language in section 5 was pulled from the ASPPB Model Act language.

Regarding section 5(a), Dr. Thomas stated that, from what they perceive at their center and compared to other supervisory structures, they provide a lot of supervision for their trainees and have a supportive program to do that. The percentages recommended in 5(a) seem out of reach for them even with the large amount of supervision they provide. For example, a psychology practicum counselor would be 20 hours a week. They require 50% direct service, which would be 10 client hours per week. Under the percentages in 5(a), that would mean if they saw 10 client hours per week, they would need 2 ½ hours of supervision, 1.87 hours of that being individual and about an hour of that with their primary supervisor. They recommend no more than 20% time spent in supervision and only 50% not 75 % of that with individual supervision. Also, not including report writing, case presentation or consultations as direct services, as those are indirect services/work.

Dr. Owens clarified that if a practicum student is there for 20 hours a week, they would have 10 patients and under this provision it would be 2.5 hours of supervision due to that 10 hours. Dr. Thomas said probably even more if they include report writing case presentation and consultation which are not direct services, which would increase that to more supervision.

In working through the math, Dr. Owens stated 75% of that 2.5 hour is 1.875, so 2 hours of individual supervision would have to be scheduled for seeing 10 clients per week, or more if including the other things that are not direct service.

Dr. Benuto said that when you do the math, it does seem excessive.

Dr. Thomas gave as an example at their center – all of their practicum counselors get an hour of group supervision a week, an hour of didactic, a minimum hour individual, sometimes 90 minutes with their primary supervisor if needed, and if they do a therapy

group, they're getting 30-60 minutes with that co-facilitator, so they do a lot and this would even be hard for them based on the percentages.

Dr. Benuto asked how much time would be spent individually with them on supervision for students that have a 10-hour case load. She said she did not know that the committee looked at the percentages and broke it down in that way, but acknowledged that when you look at it, it seems excessive.

Dr. Owens said that when she supervises students from UNLV, it is an hour of supervision a week and then 90 minutes of group supervision a week.

Dr. Pearson asked if it would make more sense to put in those requirements in terms of an hour of individual supervision. She said that even someone who had 2 clients a week, we probably don't want them having less than an hour of supervision. For instance, should an hour be the minimum per week? She did not know how that computes to other areas as well.

Dr. Benuto said she did not think she could talk to a student about one case for 30 minutes unless it was a complex case. It's a complicated question.

Dr. Holland stated that, at her site, they do mostly assessment and very little therapy. She explained that when they work with practicum students, they're working with their practice guidelines, but also their program. She said sometimes their program will require 2 hours of individual and 2 hours of group. Their site has a minimum of 1 hour of individual and 2 hours of group because it's mostly assessment. One-half of their practicum students' programs require 2 hours of individual and because all of their students participate in group, they all get an additional 2 hours of group. It's not just what the Board requires, but the programs too, and they differ. And what the site specializes in. Group didactics or supervision on assessment looks different than treatment.

Dr. Owens wondered if perhaps it could be shifted to supervision activities being no less than 25% of the trainee's time spent in service-related activities. That would still be 2½ hours of supervision of some kind for 10 patient hours. Most of the supervision shall be with a licensed psychologist, at least half of which shall be with the supervisor or record. That would be most of the supervision either has to be with the supervisor or record or another psychologist. So in a private practice setting that would be an hour of individual supervision and then 90 minutes of didactic or group supervision.

Dr. Benuto said she really likes that approach. It gives the flexibility needed. She noted that things vary so much by setting and by whether the practicum student is a second- or fourth-year student, and whether someone's in an inpatient unit might be

different than treating a generalized anxiety case. That approach gives flexibility to variation. It gets back to the goal of right touch legislation.

Dr. Owens said it is still placing the work of the trainee on training – taking care of the trainees to get plenty of supervision. It's taking more of an open approach to how they are getting that training with most of that being with their primary supervisor.

Dr. Thomas said it sounds like didactic is being included, and asked if that is being included in supervision because she was not interpreting it that way. She also asked if the indirect hours under direct service (report writing, case presentation, consultation) are going to be kept.

Dr. Benuto stated that the challenge with didactic depends on whether didactic is being administered. A lot of didactic she does with her team incorporates supervision within that context so it's not just her lecturing, they are discussing treatment book they read and cases they're working with in that context. It depends on how you're doing didactic. If just a lecture, no, but in a lot of supervision contexts, it mingles with supervision.

Dr. Owens thought allowing for didactic would be helpful. She said she hears Dr. Thomas's concern that what gets tricky is that adding in report writing, case presentation and consultations increases the amount of service-related activities and increases the amount of supervision that is required. She wondered if they should shift that language to say supervision activities shall be no less than 25% of the trainee's time spent in direct service-related activities, and that most of the supervision, a minimum of 75%, shall be in person with a licensed psychologist, at least half of which shall be with the supervisor of record, and keeping the rest.

Dr. Benuto said that sounds perfect.

Dr. Thomas stated that it would stay at 25% and would just say direct service-related activities. It would also state 75% with in person and psychologist but does not have to say individual and majority with primary supervisor, and didactics would be included in supervision activities.

Dr. Owens said she did not recall if the regulations define supervision somewhere else, and that they might have to wait on that. She noted it might be outlined somewhere else.

Dr. Owens asked if there were questions on 5(b) or 5(c).

Dr. Thomas inquired about 5(c) regarding PAs. Dr. Thomas said she remembers from the October meeting the note about trying to follow developmental approach as people do training. Taking a developmental approach, she was confused about why a Postdoc

would be moved to 2 hours a week when they're moving to independent practice. She recommended continuing with one or 1 ½ hours per week for 40-hour workweek.

Dr. Owens said the current requirement is 1 hour per week, and that the current proposed language was taken from ASPPB and is based on ASPPB guidelines. She explained that the goal of streamlining is to make things more usable, and state that she is OK shifting back to 1 hour. The other consideration is when it comes to mobility, it would be in line with other states.

Section 6(c) is to be changed from 2 hours to 1 hour for postdocs.

Dr. Thomas noted that when they look at section 6 and compare it to section 5(a), it does not seem consistent. Dr. Holland concurred and stated that she is now more confused. Dr. Benuto noted that it might be redundant. Dr. Owens agreed that it seems redundant and conflicting, and perhaps they should strike through section 6. Dr. Holland stated that if it's going to be section 5 or 6, section 6 is more straightforward. Dr. Benuto agreed, stating that the benefit to section 5 is that it integrates flexibility given different contexts and situations, which is important. Dr. Thomas agreed with keeping section 6.

Dr. Owens stated that there still has to be a hearing on this, and asked to assign this language to a board member to look at, clean up, and cross check with some of the other statutes to get it nice and clean for the hearing.

This Agenda Item was postponed for another workshop.

Dr. Owens said she likes section 5 because it offers more flexibility and supports additional supervision through group supervision consultation that should be captured and that section 6 does not capture. She also wants to make the requirements are not conflicting. Dr. Benuto said she would be happy to assist with the executive director's assistance.

No additional changes were discussed at this time. Agenda Item 3B was tabled for December.

C. Limitations on supervision – revising and clarifying NAC 641.158's limitations on the number of trainees a supervisor may supervise

Dr. Owens stated that this language is to make things cleaner with regards to psychological assistants, interns, and supervisors. She discussed the essence of the NAC. Dr. Holland asked if the Board said this language above. Dr. Owens indicated that it is confusion, but it is listed above in the nested model of supervision and provides an example with discussion of the same between her and Dr. Holland

regarding the hours calculations and limitations. No other questions or comments were discussed at this time.

D. Supervisor availability – revising the requirements of R074-18 (effective January 30, 2019) regarding the availability of supervisors

Dr. Owens stated that R074-18 has not been added to the NAC Chapter 641 yet. She said the goal with the language was to help ensure that supervisors are providing ethical supervision in accordance and commensurate with the trainees current level of training, as well as allow for flexibility in regards to a supervisor. With that, Dr. Owens walked through the revisions with examples. No questions or comments were provided by the Board or public at this time.

E. Psychological testing – revising NAC 641.168 to permit unlicensed personnel who perform certain testing to refer to themselves as “psychometrists”

This was discussed during the last meeting and Dr. Owens reiterated the language revision. The Board had no questions or comments.

Dr. Thomas commented that it appeared that not all of the items accounted for practicum students at the psychological trainee level in 1(C) and 2. Dr. Owens asked that the executive director add psychological trainees to both of those.

No additional changes or questions were presented at this time.

On motion by Lorriane Benuto, second by Catherine Pearson, the Nevada State Board of Psychological Examiners to approve the revisions to NAC 641.1519 (Item A) with the revisions spoken in the meeting, NAC 641.158 (Item C) with any recommended changes discussed in the meeting, R0174-8 (Item D) with any recommended changes discussed in the meeting, and NAC 641.168 (Item E) with any recommended changes discussed in the meeting to be moved forward to a hearing. (Yea: Whitney Owens, Lorraine Benuto, Soseh Esmaeili, Catherine Pearson, and Monique Abarca; Nah: Stephanie Holland.) Motion Carried: 5-0.

On motion by Stephanie Holland, second by Catherine Pearson, the Nevada State Board of Psychological Examiners to move Agenda Item 3(B) to a workshop in December with Dr. Lorraine Benuto working on the language in the meantime. (Yea: Whitney Owens, Lorraine Benuto, Soseh Esmaeili, Catherine Pearson, and Monique Abarca; Stephanie Holland.) Motion Carried: 6-0.

Dr. Thomas shared her appreciation to the Board in removing the binary language in some of the new suggested language. She does indicate that it is consistent in all of the language reviewed today, but hopes it is reviewed in other existing language, too. Dr. Owens asked the executive director to take note of that for the Strategic Planning Meeting later today.

4. Minutes. (For Possible Action) Discussion and Possible Approval of the Minutes of the Regular Meeting of the State of Nevada Board of Psychological Examiners on October 13, 2023.

There were no comments or changes suggested for the minutes of the October 13, 2023, meeting.

On motion by Lorraine Benuto second by Stephanie Holland, the Nevada State Board of Psychological Examiners approved the meeting minutes of the Regular and Special Meeting of the Board held on October 13, 2023. ((Yea: Whitney Owens, Lorraine Benuto, Soseh Esmaeili, Catherine Pearson, and Monique Abarca; Stephanie Holland.) Motion Carried: 6-0.

5. Financials.

A. (For Possible Action) Discussion and Possible Action to Approve the Treasurer's Report for Fiscal Year 2024 (July 1, 2023, Through June 30, 2024).

The executive director stated that as of October 31, 2023, the checking account balance was \$347,745.37, and that the Board continues to operate on the almost \$81,000.00 net revenue for the second biennium quarter deferred income distribution as well as about \$22,000.00 from the other deferred revenue distributions such as late renewal fees, new licensures, and registrations. She noted that nothing has changed regarding the next expected deferred revenue allocations from all sources, except that the distributions from new licensures and registrations received during this biennium quarter and will be cast forward into the third and fourth biennium quarters may be a little more than what was anticipated.

The executive director stated that the savings account balance was \$105,063.01.

She went on to note that, with the end of October being a third of the way through the current fiscal year, the Board is at about 29% of budgeted expenditures and just under 50% of expected revenue – most of which is the deferred income allocated to this biennium quarter.

On motion by Stephanie Holland, second by Catherine Pearson, the Nevada State Board of Psychological Examiners approved the Treasurer's report for 2024. (Yea: Whitney Owens, Lorraine Benuto, Soseh Esmaili, Stephanie Holland, Catherine Pearson, and Monique Abarca.) Motion Carried: 6-0.

6. Legislative Update

A. (For Possible Action) Report, Discussion and Possible Action on Legislative Activities, including the work of Interim Committees, of the Nevada Legislature, and any position or action the Board may take on or in response to Bills that have been signed into Law, Legislative Bills, and Bill Draft Requests that the Board is tracking, following, or that may impact the Board and its Operations.

The Board Lobbyist had to leave the meeting. The executive director indicated she does not have any updates in terms of legislature at this time. There are some file numbers provided to the Board for the items done in workshop, including items discussed last month. She said the LCB has some questions that she will be working with Dr. Lenkeit to provide answers. There was also a file number provided for the report on the language revising behavior analyst being used as discussed earlier this year. As soon as drafts are completed, the executive director anticipates moving those into hearing to get the NAC cleaned up. Dr. Owens asked for those file numbers to be added to the Agenda for the next meeting for ease of tracking. The executive director confirmed.

7. Board Needs and Operations

A. Report from the Nevada Psychological Association.

Dr. Chapple-Love provided an update on NPA to include that they are moving forward on coming out with a statement related to AB244, as well as the new proposed limitations and exemptions for EPPP-2 and how that is likely to affect constituents that are ECPs and outside of that.

B. Report from the Executive Director on Board Office Operations.

The Executive Director presented the Board's office statistics spreadsheet. She said October was another busy month administering State Exams, and that the Board issued more licenses than the previous FY24 months. Most everything else remained steady.

As of the end of October, the Board had 685 active licensees and 98 applications for licensure. Also included are data on the applicants and registrations for the Board's psychological assistants, interns, and trainees.

No questions or comments were presented by the Board at this time.

8. (For Possible Action) Discussion and Possible Action on Pending Consumer Complaints.

A. Complaint #19-0626

B. Complaint #22-0930

C. Complaint #23-0303

D. Complaint #23-0612

E. Complaint #23-0801

F. Complaint #23-0822

G. Complaint #23-0905

H. Complaint #23-0918

DAG Ward had nothing further to report with regards to the complaints listed A – H. He said he met with the Investigators and executive director the week of November 3, 2023, which is a normal weekly meeting, to discuss the complaints, the next actions, etc. He said Dr. Lenkeit should have one report recommendation for dismissal, but otherwise there is nothing further for DAG Ward to report.

Dr. Lenkeit reported on Item 8(F) (Case #23-0822), as follows:

This complainant was referred to the Board by worker's comp insurance due to a traumatic event that occurred while at work. The psychologist completed some psychological testing and engaged the complainant into individual psychotherapy. The complainant alleged that he caught the psychologist in 2 lies. He alleged the psychologist refused to treat him with EMDR treatment and

refused his request for a "PTSD psychiatric services dog." He indicated the psychologist indicated that a PTSD/service dog/emotional support animal "are the same thing and they are not." He alleged the psychologist was pushing him to return to work "which is unsafe for me to drive heavy equipment." The complainant felt the return to work was premature because he felt like his PTSD was not under control. He alleged the psychologist had written reports with the wrong dates on them, which caused the insurance company to withhold the complainants' pay. The psychologist minimizes the trauma which is still occurring to aid the insurance company who wanted to prematurely close the case.

The psychologist response is that the patient seemed confident about being able to return to work "and I did not believe that he thought I was pushing him to return to work."

Regarding refusing to treat with EMDR treatment, the respondent stated that he did not refuse treatment but simply told the complainant that he did not conduct EMDR treatment and informed the patient that ECP treatment was just as effective as EMDR. The respondent indicated that the complainant never asked to be referred to an EMDR therapist.

Regarding the request for a PTSD service dog, the respondent indicated he told the patient that a psychologist could recommend an emotional support dog but that it was very unlikely the worker's compensation insurance would pay for the dog and training. The respondent told the patient there was no specific psychiatry service dogs for the dog to be trained specifically to deal with patients with PTSD but the patient "insisted there were." He indicated in retrospect he should have submitted an application for the patient to have an emotional support dog and let the insurance company decide whether to provide this service.

Regarding the allegation of pushing the patient to go back to work, the respondent stated that the patient gave him the impression that the patient was ready to return to work and was given an accommodation. The patient did not raise any strong objection to returning to work "and in my clinical judgment, I believe it was safe to return given the restrictions imposed." The respondent indicated he believed the patient's anxiety would improve and the nightmares diminish, but indicated he possibly overestimated the patient's confidence about returning to work. Given the patient was not reporting significant problems of anxiety, the respondent felt it was proper for the patient to return to work. The patient was reporting no flash backs, was functioning better, and reporting less distress. The respondent noted that the patient completed the NMPI, the Beck depression inventory, and the Beck anxiety inventory at the initial assessment

with no significant anxiety or depression were noted on these tests. The clinical tests on the NMPI scale gave no impression of significant anxiety or depression.

Regarding lying about the patient's sleep problems, the respondent stated he discussed the patient's sleep problems during all of the encounters with the patient.

Case analysis - this arose from a dispute between the patient and the psychologist regarding the patient's ability to return to work. The psychologist indicated he believed that he and the patient were in agreement regarding the patient returning to work and that the patient did not raise any objections to the recommendations during the therapy sessions. If the patient did have objections, these objections would have been best raised in the therapeutic setting as such disagreements are common in therapy sessions and is a form in which to resolve such a conflict. If the conflict continued to exist, this disagreement could have been presented to the worker's compensation program as they are the decision makers in such events. There are no indications that the complainant presented the psychologist recommendation disagreement to the psychologist or to worker's compensation program. Dr. Lenkeit's conclusion and recommendation is the proper form for the resolution of this disagreement between a psychologist and a patient in a dispute for a worker's compensation case is with the worker's compensation program itself. There are no indications of any violations of the APA Ethical Code by the psychologist and there are no indications of NAC 641 or NRS 641 violations. Therefore, Dr. Lenkeit recommends that this complaint be dismissed.

No questions presented by the Board.

On motion by Stephanie Holland, second by Monique Abarca, the Nevada State Board of Psychological Examiners approved the dismissal of Complaint #23-0822 (Yea: Whitney Owens, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Monique Abarca.) Motion Carried: 6-0.

DAG Ward confirmed there are no additional comments on any of the other complaints.

- 9. (For Possible Action) Review and Possible Action on Applications for Licensure as a Psychologist or Registration as a Psychological Assistant, Intern or Trainee. The Board May Convene in Closed Session to Receive Information Regarding Applicants, Which May Involve Considering the Character, Alleged Misconduct, Professional Competence or Physical or Mental Health of the Applicant (NRS 241.030). All Deliberation and Action Will Occur in an Open Session.**

The following applicants are recommended for approval of licensure contingent upon completion of licensure requirements: Clairissa Hunter, Kristopher Kern, Gordon Zilberman, Malia Sanchez, and So Park.

On motion by Lorraine Benuto, second by Stephanie Holland, the Nevada State Board of Psychological Examiners approves the following applicants for licensure contingent upon completion of licensure requirements: Clairissa Hunter, Kristopher Kern, Gordon Zilberman, Malia Sanchez, and So Park. (Yea: Whitney Owens, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Monique Abarca.) Motion Carried: 6-0.

A. (For Possible Action) Discussion and Possible Action on approving the ATEAM’s recommendation to approve Adaeze Chike-Okoli’s application to register as a Psychological Trainee.

Dr. Owens stated that Ms. Adaeze Chike-Okoli has applied to the Board to register as a Psychological Trainee. Ms. Chike-Okoli is currently a student at Walden University, which is not an APA accredited institution. On October 13, 2023, the ATEAM reviewed Ms. Chike-Okoli’s application and recommended approval of the application based upon their review.

On motion by Lorraine Benuto, second by Catherine Pearson, the Nevada State Board of Psychological Examiners approves Dr. Adaeze Chike-Okoli’s application to register as a Psychological Trainee. (Yea: Whitney Owens, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Monique Abarca.) Motion Carried: 6-0.

B. (For Possible Action) Discussion and Possible Action on approving the ATEAM’s recommendation to approve Dr. Courtney Hutchinson’s application to register as a Psychological Assistant contingent on completing her internship hours.

Dr. Owens stated that Dr. Hutchinson initially applied for licensure. After her PLUS revealed that she did not have any postdoctoral experience, her application was converted to an application to register as a Psychological Assistant.

Dr. Owens said that Dr. Hutchinson has her Ph.D. from the University of Denver’s School Psychology program (the Child, Family, and School Psychology department), which she obtained in June 2018. That program was granted contingent APA accreditation in July 2019, with full accreditation subject to that program providing

certain required data within three years. It does not appear that the doctoral School Ph.D. program at the University of Denver provided the required data within the required time in order to become fully accredited, as there is no further information from the APA on the program's accreditation status.

According to both Dr. Hutchinson and the program's Academic Services Associate (who attested to the information regarding the program), Dr. Hutchinson's education included at least one year in full time residency, which was fulfilled between September 2014 and June 2016.

Dr. Hutchinson accrued a total of 1,523 internship hours between January 2017 and December 2017 between two different internship sites. She is also a licensed School Psychologist in Nevada (March 2020), Colorado (April 2021), and Arizona (December 2017).

During the October 13, 2023, ATEAM meeting, the Committee recommended approval of Dr. Hutchinson's application contingent on her completing the internship hours required to comply with Nevada's 2,000 hour internship requirement.

On motion by Stephanie Holland, second by Lorriane Benuto, the Nevada State Board of Psychological Examiners approves Dr. Courtney Hutchinson's application to register as a Psychological Assistant contingent on completing her internship hours. (Yea: Whitney Owens, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Monique Abarca.) Motion Carried: 6-0.

C. (For Possible Action) Discussion and Possible Action on approving the ATEAMS recommendation to approve Jessica Jensen's application to register as a Psychological Intern.

Dr. Owens stated that Ms. Jensen has applied with the Board to register as a Psychological Intern under Dr. Sarah Ahmad's supervision. Ms. Jensen is currently a Ph.D. student at Walden University, which is not APA-accredited.

Dr. Owens explained that Ms. Jensen is currently registered as a Psychological Trainee under Dr. Ahmad and Dr. Holland. To date, Ms. Jensen has submitted to the Board office the documentation that is required for registration as a Psychological Intern. The ATEAM reviewed Ms. Jensen's application and her PLUS report, determined that her clinical doctoral program at Walden was substantially equivalent to APA standards, and recommended that her application for Board approval.

On motion by Catherine Pearson, second by Lorriane Benuto, the Nevada State Board of Psychological Examiners approves Jessica Jensen's

application to register as a Psychological Intern. (Yea: Whitney Owens, Lorraine Benuto, Soseh Esmaeili, Catherine Pearson, and Monique Abarca.) Dr. Stephanie Holland abstained from the vote. Motion Carried: 5-0

D. (For Possible Action) Discussion and Possible Action on approving the ATEAM's recommendation to approve Leandrea Caver's application for Licensure.

Dr. Owens stated that Dr. Caver has applied for Nevada licensure. According to her PLUS, she is licensed as a psychologist in Michigan since February 2020.

Dr. Caver obtained her Ph.D. in 2017 from Saint Louis University, and the information provided to the ATEAM mistakenly stated that Dr. Caver's program did not become APA-accredited until October 2021, which would have meant that Dr. Caver graduated prior to that accreditation. However, the October 2021 date was the date on which APA-accreditation was renewed, not granted. Saint Louis University's clinical Psychology program was actually initially accredited in May 1964, and that date and the confusion around it had been noted during the ATEAM meeting.

The ATEAM's review of Dr. Caver's application was not required, but because the APA-accreditation clarification did not occur until after the ATEAM meeting, the ATEAM proceeded in recommending that her application for licensure be approved.

Dr. Caver's application for licensure was approved by the Board during its July 14, 2023, meeting, contingent on her completing the requirements for licensure.

On motion by Lorraine Benuto, second by Monique Abarca, the Nevada State Board of Psychological Examiners approves Leandrea Caver's application for Licensure. (Yea: Whitney Owens, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Monique Abarca.) Motion Carried: 6-0.

E. (For Possible Action) Discussion and Possible Action on approving Dr. Vanessa MA's application to retake the EPPP-2 and to extend her Psychological Assistant Registration.

Dr. Owens stated that Dr. Ma has applied to retake the EPPP-2 a fourth time. She has taken and passed the EPPP-1 and the Nevada State Exam but has not passed the EPPP-2 after three attempts. Dr. Ma's application to retake the EPPP-2 includes her explanation of how she intends to approach her schedule, study program, practice tests, coaching, study groups, and areas of focus.

Dr. Owens said that Dr. Ma also requests to extend her registration as a Psychological Assistant. She was originally registered in May 2020, and that registration expired in May 2022 after being extended in 2021. Dr. Ma and her supervisor believed that her registration had again been extended in 2022 through August 2023, but that was at a time when the Board office may not have been staffed, and it is not clear whether there was a formal extension.

Assuming Dr. Ma's request to retake the EPPP-2 is granted, and in order to continue her work as a Psychological Assistant while she studies for and prepares to retake EPPP-2, Dr. Ma requests that the Board extend her registration as a Psychological Assistant for a year. In order to do that, and to clearly establish continuity in her Psychological Assistant registration, the Board may want to establish Dr. Ma's registration from the last confirmed expiration date (May 2022) to an extended date one year from this meeting date.

Dr. Holland questioned what the passing score for the EPPP-2 is and Dr. Ma confirmed it was 500. Dr. Esmaeili asked how close Dr. Ma was to passing the EPPP-2, which Dr. Ma confirmed her test scores were 484, 482, and 478 (she believed). Dr. Esmaeili wanted to state for the record that she is Dr. Ma's supervisor and will therefore be recusing herself from this vote. Dr. Owens expressed that she sees no concerns with extending the registration for a year and granting Dr. Ma's request to take the EPPP-2 a fourth time.

When asked if she believed she could take the EPPP-2 before May, Dr. Ma indicated she possibly could. However, she is currently waiting on more study materials, which are currently unavailable. Further, she expressed that she was successful at passing the EPPP-1 on the first try. She does not believe her failure to pass is based upon her studying abilities or knowledge. Dr. Young indicated the ASPPB is working on additional study materials for the public to use, and suggested that Dr. Ma reach out to them to obtain those materials, if available.

On motion by Stephanie Holland, second by Lorraine Benuto, the Nevada State Board of Psychological Examiners approved Dr. Vanessa Ma's request to take the EPPP-2 a fourth time and to extend her registration as a Psychologist Assistant for an additional year, with her registration being retroactive from May 2022 to November 2024. (Yea: Whitney Owens, Lorraine Benuto, Stephanie Holland, Catherine Pearson, and Monique Abarca.) Motion Carried: 5-0 with Dr. Soseh Esmaeili abstained from the vote.

F. (For Possible Action) Discussion and Possible Action on approving Dr. Bernadette Hinojos's application to extend her registration as a Psychological Assistant.

Dr. Owens stated that Dr. Hinojos has requested that her registration as a Psychological Assistant be extended. Dr. Hinojos was originally approved as Psychological Assistant in October 2017. In July 2019, Dr. Hinojos was issued a certificate of registration as a Psychological Assistant (PA019) under Dr. Diana Wright's supervision that was valid through November 2021. In July 2021, that registration was extended through July 8, 2022. At that point, Dr. Hinojos was under Dr. Quinten Lynn's supervision.

In September 2022, the Board approved another registration extension request through September 8, 2023. Dr. Hinojos continued to be under Dr. Lynn's supervision.

Dr. Hinojos is requesting an additional extension of her registration as a Psychological Assistant under Dr. Quinten Lynn's continued supervision. The reason for her request is so that she can apply for and complete the requirements for licensure. Dr. Owens asked that the executive director remind the Board of the requirements as included in the NRS. A discussion occurred regarding how many times an assistant can renew their assistantship, which is 3 times. It was confirmed that Dr. Hinojos has renewed several times in the past. Dr. Hinojos had passed the state exam in 2020, but still has to take the other 2 tests. Dr. Owens shared why the Board has limitations on renewals for assistants, which revolves around protecting the trainees from abuse with the supervisors helping to prepare the supervisees for independent licensure and that is the purpose of the renewal limitations – to encourage them into licensure. Dr. Hinojos's registration expired in September. When Dr. Hinojos requested a renewal and that is when the executive director confirmed it would need to go before the Board. The executive director stated that Dr. Hinojos has been before the Board before for extensions once or twice. The executive director stated she does not have a lot of details as Dr. Hinojos did not provide much more than requesting that her application be submitted so she could pursue licensure. Dr. Owens poses different options: (1) request information from Dr. Hinojos on what extenuating circumstances; (2) could extend grace and offer an extension with the understanding that this would be the last extension; (3) could deny the extension and have her take the exams without being registered and hope that she passes them and can apply for license.

Dr. Benuto indicated that the notes state she was previously granted one in 2017, so this would be 6 years of registration. Dr. Benuto is concerned in all of the documentation there is not an explanation for why the request is being made or why so much time has elapsed. Dr. Holland concurs with Dr. Benuto's concerns. The executive director does not have any insight on this matter, as she has not previously dealt with

Dr. Hinojos with the exception of this request. The executive director said she did try to look into it to provide the synopsis that had been provided. Dr. Pearson wanted to know if anyone could recall the circumstances for the extension in 2022. The executive director stated she believed Dr. Hinojos's hours were complete. The prior minutes did not provide much insight other than to say they approved the extension. Dr. Pearson found it hard to move forward with approval without more information from the applicant for the extension. The executive director said she could follow up with Dr. Hinojos to provide more information to be discussed during the next meeting.

Dr. Owens thought the Board should consider the fact that Dr. Hinojos's registration has been expired for over a month, which is a concern for Dr. Owens because of the timing of the request, as well as Dr. Hinojos practicing under an expired license. With that, Dr. Owens asked if the Board wanted to suspend her registration (she is practicing under an expired registration) or retroactively extend that for Dr. Hinojos to provide an explanation as to why the extension needs to happen. However, the second option posed another concern for Dr. Owens in setting a precedence that people can allow their registration to expire and it will not be a problem. Dr. Owens confirmed they want the licensees to be aware and responsible for the awareness related to their expiration to take the appropriate steps. Dr. Benuto shared Dr. Owen's concerns.

Dr. Holland believed that Dr. Hinojos should be present so the Board can ask some questions. Dr. Holland does not feel comfortable making a decision without more information. Dr. Owens does, however, believe a decision needs to be made since they are dealing with a registrant whose license already lapsed. A decision should be made about that despite her lack of attendance today. It appeared that Dr. Hinojos may be practicing under Dr. Lynn's license. Dr. Pearson wanted to know if the Board made the decision to suspend Dr. Hinojos' license and table the extension discussion until the following month when Dr. Hinojos can be present to provide more information, then at that time can the Board move remove the suspension if they deem approving her request upon extenuating circumstances. Basically, that the suspension is upheld until the Board has more information to approve or deny the request. According to Dr. Owens, the Board would not have to suspend it due to it being already expired. Accordingly, the Board could remind her that her license is expired and provide they need additional information to determine if they want to extend her registration, and given the registration is currently expired, it means Dr. Hinojos should not be practicing under Dr. Lynn's license until the Board can meet back again in December to determine if they want to extend the registration. Dr. Benuto confirmed the importance of reminding Dr. Hinojos that she should not be practicing at this time. She also agreed with Dr. Holland that it would not be wise to make a decision until they are provided additional information regarding any extension.

On motion by Lorraine Benuto, second by Stephanie Holland, the Nevada State Board of Psychological Examiners to approve tabling Dr. Bernadette Hinojos's application to extend registration as a Psychological Assistant until the December meeting when more information can be obtained from Dr. Bernadette Hinojos and for the Executive Director to let Dr. Bernadette Hinojos know that her registration is currently expired based on the end date of September and any practice will need to be stopped until the December meeting when a determination can be made. (Yea: Whitney Owens, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Monique Abarca.) Motion Carried: 6-0.

10. (For Possible Action) Discussion and Possible Action on the Board's Disciplinary and Complaints Policy and Regulations.

A. (For Possible Action) Discussion and Possible Action on proposed revisions to the Board's Complaints and Disciplinary Policy.

The executive director stated that the Complaints and Discipline policy has been revised to:

- adjust the flow and writing style
- clarify some of the processes to reflect how complaints are addressed in practice
- remove duplicate language
- add reference to complaints that involve court ordered evaluations and psychological services
- remove reference to appendices that did not exist and add reference to appendices that do exist and are proposed
- make revisions Dr. Lenkeit proposed in reference to adding "remedial" to some of the sections that involve discipline
- add a table of contents that includes page number references and is hyperlinked

The executive director shared the revisions and discussed the same.

Dr. Owens asked if other than the recommended appendix from Dr. Young, are there any other substantive changes? The executive director indicated most are changes to the ebb and flow but not substantial changes. The proposed appendix C was reviewed on the record by the Board and it was presented by the Board Office. Dr. Young, who authored appendix C, was not present at this time. In response to Dr. Owen's inquiry about whether there is a list of disciplinary supervisors, the executive director stated

she is not aware of a list of disciplinary supervisors, but the investigators might have one. Dr. Owens was hesitant to approve that until they confirm if they do or do not have a list of disciplinary supervisors. As a result, this item was tabled until the Board can confirm the existence of a list with Dr. Young, and if they do not, does language need to be changed until they do. The executive director confirmed this is not in tracked changes because the whole document would be revised, making it overwhelming to review and would not be a meaningful draft.

On motion by Soseh Esmaeili, second by Lorraine Benuto, the Nevada State Board of Psychological Examiners to table Agenda Item 10(A) until the December meeting with the understanding the Board will review the complaints and disciplinary policy and bring changes or questions to the December meeting. (Yea: Whitney Owens, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Monique Abarca.) Motion Carried: 6-0.

B. (For Possible Action) Discussion and Possible Action on creating regulations to establish a limitations period for filing complaints and for resolving complaints.

During the ASPPB conference, discussions regarding statutes of limitations for complaints that are submitted to Psychological Boards and limitations periods for resolving complaints reinforced the potential importance of having them in the context of the fact that our regulations do not have such limitations periods. The question is whether the Board wants to consider creating and proposing regulations that establish limitations periods for filing complaints and resolving complaints.

The executive director shared Missouri's rules on this topic for the Board's review. Due to time restraints, Dr. Owens stated this should be sent to the Board for their review as an example of another jurisdiction's language. She said one of the pluses of this is to ensure the Board is moving along the complaints in a timely manner and that the Board and respondents are doing their due diligence to move things along. Other jurisdictions offered warnings about getting into a catch 22 that could revolve around dismissal due time line restrictions, which Dr. Owens thinks is unlikely. But Dr. Owens would like the Board to consider timelines, pros, cons, what are factors that should be considered for implementation, other jurisdictions, etc. to ensure efficient handling of the complaints for the protection of the public to ensure the Board is moving the complaints along. The executive director confirmed they are discussing a statute of limitations being implemented for those who want to make a complaint, as well as making sure complaints move along once they have been filed. Therefore, there are two things to consider. Dr. Owens asked that the executive director confirm that is in the email for the Board's review, especially for those people who were not present.

On motion by Lorraine Benuto, second by Catherine Pearson, the Nevada State Board of Psychological Examiners to table Agenda Item 10(B) to the December meeting establish a limitations period for filing complaints and for resolving complaints. (Yea: Whitney Owens, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Monique Abarca.) Motion Carried: 6-0.

11. (For Information Purposes Only) Presentation by Dr. Hao Song, psychometrist for the ASPPB, on the EPPP-1 and EPPP-2.

Prior to Dr. Hao Song's presentation, Dr. Owens reminded the Board that in the September meeting the Board considered some requirements of the EPPP-2, and that there seemed to be misinformation that the Board made a decision to retroactively require people who are already licensed to take the EPPP-2. That is incorrect. Once a licensee is licensed, the Board cannot take away that license. New applicants may be required to take the EPPP-2 for licensure in Nevada, however, if they were licensed in another state after 2020. For further clarification, this change only applies to applicants who have applied after the policy change, not the applicants who have applied before the policy change according to the Executive Director.

Dr. Hao Song is the associate executive officer of examinations for the ASPPB. Dr. Song presented on psychometrist for the ASPPB on the EPPP-1 and EPPP-2 to clarify some critical information.

No questions or comments were presented from the Board or public at this time.

12. (For Possible Action) Schedule of Future Board Meetings, Hearings, and Workshops. The Board May Discuss and Decide Future Meeting Dates, Hearing Dates, and Workshop Dates.

Due to a conflict, Dr. Owens cannot attend the regularly scheduled meeting of December 8, 2023, and has requested that the next regular meeting of the Nevada Board of Psychological Examiners would be held on Friday, December 15, 2023, in Reno, Nevada, beginning at 8:00 a.m. It will be a hybrid meeting, so individuals can zoom in if necessary.

On motion by Lorraine Benuto, second by Soseh Esmaeili, the Nevada State Board of Psychological Examiners approved the request to move the next regular meeting of the Nevada Board of Psychological Examiners to December 15, 2023, beginning at 8:00 a.m. (Yea: Whitney Owens, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Monique Abarca.) Motion Carried: 6-0.

13. Requests for Future Board Meeting Agenda Items (No Discussion Among the Members will Take Place on this Item)

None were presented at this time.

14. Public Comment - Public comment is welcomed by the Board and may be limited to three minutes per person at the discretion of the Board President. Public comment will be allowed at the beginning and end of the meeting, as noted on the agenda. The Board President may allow additional time to be given a speaker as time allows and in his sole discretion. Comments will not be restricted based on viewpoint. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken (NRS 241.020)

During the meeting, the Board Office received a public comment from Elena Gavrilova in response to the Board's EPPP-2 policy change. That was forwarded to the Board for their review.

Donald Hoier provided an antidote regarding his time as a police officer where they would hold public meetings and there was a guy that the board did not take seriously. Likewise, he feels like that guy wherein the Board did not take him seriously. As an example, he provided the comment about adding language regarding gender and how that comment was taken seriously enough for Dr. Owens to tell the executive director to take a note of that comment yet there was nothing but a thank you to his commentary regarding the fundamental right to due process that all American should be able to enjoy in this country. He affirmed he heard comments about the concerns being public safety and moving things along, not about the due process rights of respondents. As such, he believed it would be in the best interests of the Board to keep in mind while they are adjusting policy as he indicated it would inevitably come back and "bite the Board in the behind." Dr. Owens thanked Mr. Hoier and stated that once the meeting minutes are prepared by the Board Office, it will help her to break down those comments to ensure the Board can review his comments while reviewing the policy revisions. Dr. Owens reiterated that she heard his comments and that it is a lot to digest, but she wanted to make sure she fully digests his comments and suggestions prior to giving a response. She thanked Mr. Hoier for his time and comments.

No further public comment at this time.

15. (For Possible Action) Adjournment

There being no further business before the Board, President Owens adjourned the meeting at 1:52 p.m.

**PUBLIC NOTICE OF A WORK SESSION FOR
THE STATE OF NEVADA BOARD OF PSYCHOLOGICAL EXAMINERS
MEETING MINUTES**

November 3, 2023

1. Call to Order/Roll Call to Determine the Presence of a Quorum.

The work session of the Nevada State Board of Psychological Examiners was called to order by President Whitney Owens, Psy.D., at 2:10 p.m. on November 3, 2023, online via "zoom" and physically at the office of the Board of Psychological Examiners, 4600 Kietzke Lane, Ste. B-116, Reno, Nevada 89502.

Roll Call: Board President, Whitney Owens, Psy.D.; members, Lorraine Benuto, Ph.D.; Monique Abarca, LCSW; Soseh Esmaeili, Ph.D.; Catherine Pearson, Ph.D. were present at roll call. Stephanie Holland, Psy.D. and Stephanie Woodard, Psy.D., were absent. Despite the two-member absence at roll call, there was a quorum of the Board members.

Also present Executive Director Laura Arnold; Board Staff Member Kelly Weaver; member of the public: Dr. Shera Bradley.

2. Public Comment - Note: Public comment is welcomed by the Board and may be limited to three minutes per person at the discretion of the Board President. Public comment will be allowed at the beginning and end of the meeting, as noted on the agenda. The Board President may allow additional time to be given a speaker as time allows and in their sole discretion. Comments will not be restricted based on viewpoint. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken (NRS 241.020).

There was no public comment at this time.

3. (For Possible Action) Discussion and Possible Action to Revise the Strategic Plan of the Nevada Board of Psychological Examiners. Discussion and possible action may be taken on the goals and objectives as described on Attachment A to this notice

Dr. Owens stated that Attachment A to the agenda had the Board's goals listed on the strategic plan and items historically reviewed. She stated that as the meeting

progresses, she and the executive director will go through those items listed, as well as take deliberation from the Board for any new goals or ideas.

Goal A – enhancing communications with psychologists and students. Dr. Owens stated that one of the things the Board has worked on is improving communication through the database and Listserve, where the Board has coordinated to consistently send out notices, in addition to the executive director using the database to send out notices to licensees with updated and new information. She explained that in 2019, the Board reviewed the website and did a lot of updates, but it is surely in need of additional updates and revisions. The executive director said that she has tried to update the website as she can, but the website is based on an antiquated system that the State of Nevada uses and can be cumbersome to navigate. However, some things like the NAC revisions approved by the Legislature, and keeping that list current, as well as keeping application links current have been done with a lot more to be completed. The executive director believes the website can be updated to be more contemporary and to include different wording to be more helpful in terms of information for the public, based on questions she has obtained.

Dr. Owens asked if the Board had received any comments regarding the websites, but no comments were shared by the Board. In terms of using the website for a main form of communication, Dr. Owens believes that clear readable information is critical. With respect to the strategic plan, Dr. Owens asked what steps were needed to take for the Board to make those changes to the website. The executive director indicated a second person to help on the role would be helpful, as this will take a lot of time and thought. Dr. Esmaeili asked if there is any room for volunteers or internship at the Board office to gain experience to assist with some of the other tasks. The executive director stated yes, volunteers would be helpful for projects. The executive director said she has contemplated getting in touch with the Public Administration Office at UNR to see if there are any resources available there to assist the Board.

Dr. Benuto was curious if volunteers would create more work for the executive director with training and turnover. She also inquired about the budget to hire a new person. The executive director and Dr. Owens discussed holding a response to that question for the proper section and moving forward with Goal A at this time.

With respect to the website, Dr. Owens reiterated that it may not be a priority given some of the other priorities of the Board but asked if there is anything urgent that should be handled with respect to the access of information or links that do not work that should be addressed now. The executive director stated she does not believe there is any misinformation, but maybe just confusing information. The executive director reminds the Board what a large task the website will be, which she would like to do as she now understands the innerworkings of the website a little better. She said

the State does provide phenomenal help to assist when she needs it and reaches out.

Ms. Abarca wanted to know if it would be beneficial to the Board to send out a short survey to the licensees regarding anything urgent or pertinent for the website to focus on and then worry about a larger reworking later? Dr. Bradley asked if the Board was taking public comment, which Dr. Owens confirmed. As such, Dr. Bradley indicated the NAC is taking a lot of time to codify the changes that have been made which makes it burdensome to get into every document to see what is there – so she believes it would be helpful to have a brief summary of each update/document or something that prevents users from having to click each document separately. Dr. Owens confirmed the executive director has put together a single document for ease of use with the Board members, but the danger of having that available is not having the correct information. She confirmed the website is cumbersome but is not sure how to move forward. The executive director shared Dr. Bradley's concerns/comment. She confirmed that what is on the Board's website is how the LCB has approved them, and as such, the executive director does not want to tinker with that as it should be something the LCB does. The Board is waiting for the LCB to update the regulations, which they are working on. Dr. Bradley indicated even a reference to what the legislative changes were being mentioned, would be helpful. The executive director pulled up the Board's website and shows what happens when the NAC link is clicked, which was last updated in 2016. Dr. Owens confirmed that Dr. Bradley feels a brief description on the adopted changes website next to each link would be helpful. The executive director stated she will take a look at the changes to see if there is a way to provide a brief description per Dr. Bradley's suggestion, but noted some of the adopted changes include several different topics that may make it difficult. Dr. Owens asked that this be put on the task list of the strategic plan to be worked on throughout the year to assist in navigation. Dr. Owens stated that a document should be drafted with the decisions and a brief overview of the strategic planning meeting discussions to be contemplated during the Board's Decision meeting. Accordingly, there will be no votes made today, but instead, recommendations for the Board's December meeting and goals for 2024. The last item on Goal A is the supervisors' handbook, which Dr. Owens and the executive director are working on.

Goal B –Dr. Owens explained that she has been in the president's role since 2019, and Ms. Arnold is the third executive director she has worked with since her tenure. Consequently, she has learned that the role is too big for one person, even one-and-a-half people. The current executive director goes above and beyond, providing incredible work that has not been provided to the Board historically. She excels in regulation, policy, writing, and putting the strategic pieces together, which is ideal for the Board. As such, Dr. Owens would like the Board to consider delineating the role of executive director into a director of administration, regulation and policy.

The executive director shared Dr. Owens' thoughts and shared that she has some important projects on her list for the benefit of the Board, which would require more time than she has with the day-to-day duties of the office. Accordingly, she has considered what the Board could benefit from, which would be dividing the role into two people to work together. The executive director expressed some of her goals for the two roles in collaboration.

Dr. Owens noted that in the 2023 Legislative Session, there were more bills than before regarding mental health, and she said she does not see that changing in the future (or hopes it does not change). With that, it would be beneficial to have someone dedicated and focused on the bills moving forward. Dr. Owens asked if the executive director and the Treasurer should work on the budget to ensure that the Board has the resources to implement these changes – which the executive director confirmed would likely be the best option. She mentioned possibly raising licensure fees or other options to review in the budget to make changes or adjustments to meaningfully fund the Board office so that it may be sufficiently staffed for the work that needs to be done. There are 685 active licensees at this time, which is growing constantly. Dr. Benuto asked if the fee should be increased by \$100, in response to which the executive director stated that would be life-changing. Dr. Owens reminded the Board that there was a lot of pushback the last time the Board contemplated raising their rates. Compared to the neighboring states, she said the Board is on the higher end of licensure fees already, so she thinks raising the fees significantly would be difficult. Initially, having a second full-time position would transfer the part-time position to a full-time position so not making up for a full 40 hour role but instead a 20 hour role. Currently, the part-time position has been judiciously used, but the current rate of \$20 an hour is not going to get a director level candidate. Dr. Benuto asked what the figure is that is needed, but the executive director stated the thought is still in its infancy stages and a figure has not yet been determined. Dr. Owens asked if part of the strategic plan should include a cost analysis for the costs associated with the roles and responsibilities to go from there. The executive director confirmed that would be beneficial as right now everything is just a rough idea.

Dr. Owens stated that the next item on Goal B is to transfer paper documents to electronic documents, including applications and licensure renewals. The executive director stated and in furtherance of that goal, the only paper that is maintained is documents submitted to the Board in paper form placed into a paper file. Going forward, however, the executive director stated that if the document is submitted in electronic form, she is no longer printing the document and is not creating a hard file, but instead utilizing an electronic file. She said she does feel comfortable with the computer files as they are updated regularly, and the only time she is referring to the hard files is for a historic file. Board Staff prepared a memorandum on the records retention policy of the Board, so the executive director will be finalizing that memorandum and reviewing to ensure the Board is complying with regulations to clean

up the boxes of old files that the Board is not required to maintain and that are taking up a lot of physical space, and to ensure the Board is only maintaining the records it is required to keep. Dr. Owens wanted to know if all the applications are able to be filled out online, which the executive director confirmed, but clarified that they are not always submitted electronically as sometimes people print the form and mail it in. A discussion was held regarding if the Board has any requirement to continue allowing for paper applications. The ratio of electronic versus paper applications per the executive director is 90% electronic. Dr. Owens believes that as long as all the documents necessary to be filled out can be accessed electronically, it is helpful.

For policies and procedures, Dr. Owens reiterated some of the policies and procedures the Board has implemented in the past 3 years. The goal was to take one per month to review with the idea so that one gets on the Board's agenda every month to ensure the Board is staying current and the policies/procedures are reflective of good regulation practice. Further, 2 more policies need to be updated regarding records retention and continuing education. The executive director and Board Staff are working together on the records retention. As such, the next step is for the executive director to confirm what is applicable to the Board, discuss with the State Archives for feedback, then she will bring it to the Board for approval to ensure the Board remains compliant with the law and regulations. This will be added to the strategic plan.

The continuing education policy and procedure needs to be worked on. One of the conversations during the annual ASPPB meeting was the idea that a lot of jurisdictions are shifting to a model of continuing professional development from continuing education, which Dr. Owens thinks is a good idea. California just shifted to a CPD model within the last couple of years that resulted in a lot of push back from their licensees regarding the shift. So, Dr. Owens would like the Board to consider shifting from a CE model to a CPD model but making the transition slow to include NAC being more inclusive of other professional opportunities that contribute to continuing education and development. Dr. Benuto said she felt that is a fantastic idea and it makes a lot of sense to broaden that, but she is curious what the pushback in California was. Dr. Owens stated that the limitations on the amount of continuing education credits they can take were limited to a certain amount coming from continuing education courses with the remainder having to come from another menu of options. Some of the licensees were used to getting their full hours from the courses or a conference which was then changed that would require them to obtain the hours from other areas. Accordingly, Dr. Owens believes it should be rolled out inclusively with a rollout to include other development options. The idea is to expand the idea of what continuing education hours look like for the future. Dr. Benuto does like adding additional options. Dr. Owens thought another idea to consider is to try to maintain a good working relationship with the Nevada Psychological Association as they rely on a lot of their revenue from the continuing education courses so she is aware that it is possible any transition would impact that. She wants to ensure the Board is discussing

with the NPA, and other stakeholders, to ensure the Board is working towards the real goal of reducing barriers and costs for licensees while also providing a wider variety of professional opportunities. Consequently, this will also be added to the strategic plan to create a policy and procedure to evaluate the guidelines to include developing the non-CE opportunities.

The other side is to create a policy to evaluate the applications that Ms. Abarca gets into the office. Ms. Abarca discussed the process for continuing education which includes the executive director providing a very helpful email to Ms. Abarca with the application, certificates, what is being taught, an agenda, and everything encompassed in the entire CEU class that Ms. Abarca reviews for criteria and policy and she approves or denies or asks additional questions. For the most part they are straightforward and put together. Per Dr. Owens, the idea is to create the policy to highlight how this is completed, which the executive director and Ms. Abarca will work on over the course of the next year.

Dr. Owens stated that the employee manual, office procedure manual, is put into the materials for today but it appears there are some clear updates that need to be completed. Dr. Owens asked the executive director if she would like help from a Board member, which the executive director confirmed. Dr. Owens said the last time the handbook was reviewed was 2019, which included each Board member reviewing their particular job descriptions. Accordingly, the executive director will separate the manual into 4-5 pages for each Board member to review a specific section over the new couple of months with questions and revisions to be presented to the Board. The executive director would have to compare the HR handbook and the employee manual to see what is and is not included, or if they overlap. Dr. Owens is going to take on the task of comparing and contrasting the HR policy and employee manual to report back to the Board in maybe March to see if the employee handbook can be retired in favor of the HR policy. The Board reviewed the manual to see if the Board's roles and responsibilities are included but it did not appear it is, but Dr. Owens knows there is a document out there that has that information contained. Board Staff confirmed she has seen this document and will find the document to send to the executive director and Dr. Owens. Once that is received, this should be added to the strategic plan to review over the next year.

Annual Legislative Regulation and Training – all Board members should have training in legislation and regulation, as well as open meeting law. The executive director has not onboarded a new Board member so she is unsure of the procedure. Dr. Owens indicated a member of ASPPB is coming to join the Board meeting in January or February to do an hour long Board member training, so she believes that should be added as an annual requirement to stay up-to-date. Accordingly, once the roles and responsibilities document is found, there should likely be an addition to include that the

Board members are required to complete a yearly legislative, open meeting law training.

Goal C – complaint investigation and procedure for disciplinary proceedings – in terms of securing the confidential documents, the executive director feels confident with those and she has confirmed with the Department of Public Safety to ensure the Board is properly securing the documents. She believes it would be beneficial to review, adapt, revise to ensure the Board is remaining compliant. This goal should be at the forefront given other policies that are being reviewed. Further, the executive director meets monthly with the Board's DAG and the investigators, which meetings include constant discussions related to the same that produces the agenda items. This remains an ongoing project. Dr. Owens confirmed that in next month's meeting, they will review the complaints and policies from some of the conversation and public comment made today to take feedback into account to see if any further revisions to the policy should be made by the Board.

Future legislative needs – currently, the Board has tabled master's level licensure because the APA and ASPPB have been working on model language. Therefore, Dr. Owens wanted to wait to push forward to ensure that language is completed so the Board is not jumping the gun. They are currently working on 2 different tracks: 1 track for licensure in psychotherapy, and the other track in testing and assessment. With that, the bulk of the graduate school training would be in one or the other, not both. Additionally, there are other requirements for practicum internship and post-internship. The Board should continue tracking and considering this, but the goal is for this to be implemented with the model language completed in the next year to increase care through master's level individuals and aid in insurance reimbursement. Dr. Benuto thinks with the shortage of mental health professionals that it would be beneficial and overall helpful. One of the challenges as shared by Dr. Owens is the distinction between master's level and doctoral level licensure, which the Board should keep on the forefront of their mind. If the Board does work towards adopting the model language, then they should provide a lot of education to the licensees and be prepared to answer the questions that will be forthcoming. Dr. Owens will be serving on the Prelim Committee of the ASPPB until the end of next week, so she can continue to update the Board so the Board can consider if they want to proceed with that. The other future legislative needs are removal of legislative registration of businesses in NRS so it can be in statute and regulation. Currently, the Board does not register businesses. It seems duplicative and unnecessary at this time. In 2025 the Board will want to get a Board sponsor and move forward with it.

Psychometry was just workshopped, which will be taken to hearing. The Board is dealing with it in the regulation, but the Board needs to go in and update the statute. The Board will want to relate the statute with the regulation to ensure they are

referring to each other. That is another project the executive director has on her future list.

Dr. Owens said she sits on the Southern Regional Rural Behavioral Health Policy Board and each of the regional health policy boards has a one bill draft request per legislative session. Currently, Dr. Owens is trying to watch each board's considerations for the 2025 sessions. The Board should keep in mind that a lot of mental health legislation will be anticipated in 2025. She wants the Board to be mindful that the standards are not decreased throughout the process, so it is important for the Board to track the legislative session in 2025. Dr. Owens is curious if the Board members would like training or discussions to prepare the Board for possibly in the summer of 2024. Dr. Benuto shared she would like all the training available for that. The executive director shared Dr. Owens' sentiments. Dr. Owens will likely speak to Nina regarding possibly providing the training, and she attended some helpful training for her other board so she may reach out to them to see if they would be willing to provide the training, as well for next year.

Goal E – external audit and financial oversight. The executive director provided insight that this agenda was left over from last year so she is not fully aware of this item specifically. Whoever does take on this goal should understand the differences and how the Board accounts for those. She specified there should be training provided to the individual who takes over this goal. Dr. Owens is curious if the training should be annually or just when someone takes over the executive director role. To which, the executive director indicated it should be when a new person takes over the role, to also include a written explanation to be provided, too. The executive director believes it would be most appropriate for the auditor to draft, or at least be consulted on, and it may need to be added in different places in the policies and procedures. Dr. Owens believes this process is extremely cleaned up with great checks and balances.

Examination – in 2019 the Board shifted from a paper exam to an online exam. But, there should be policy added to reviewing the databank, the state exam, policy for administration, and examination handbook. This will be a huge undertaking. The concern is that more than one Board member working on this could constitute a committee. The executive director thinks there is a good basis on this, but she is going to add to her list to review and see how the policies can be refreshed to get this going. The goal is to create a policy for how often the test items are updated and how that is done, to include implementation. Dr. Benuto asked if the Board collects ethnic or racial information when taking the exam or in general. She is curious based off the discussion today during the meeting regarding people being at a disadvantage due to their background. She wants to ensure the state exam is not biased in any way. There is no current data collected on demographics on race or ethnicity. Dr. Owens and the executive director did discuss creating an information sheet being sent out to acquire the demographics of licensees on a voluntary basis to start collecting the data,

however, it is not asked on the application. The Board wants to shift the question of gender as male and female to maybe gender identity or sex assigned at birth, or how to soften the question to be more inclusive. Dr. Owens confirmed that the demographics are information that can be accumulated after the application is received on a voluntary basis. When the state exam was first developed, Dr. Pearson recalls test items being provided from psychologists in the community. According to Dr. Owens, that occurred a while ago and the process was quite expensive. Dr. Holland may be a better person to discuss this topic with, but she is not present for this work session. Although Dr. Owens is aware this should be updated and how often the Board reviews that information/the test questions.

No further discussion related to future items that have not been discussed that the Board should work on in the future.

The Executive Director will compile the action items to present to the Board at the next meeting for any action determined to be taken.

- 4. Public Comment** - Public comment is welcomed by the Board and may be limited to three minutes per person at the discretion of the Board President. Public comment will be allowed at the beginning and end of the meeting, as noted on the agenda. The Board President may allow additional time to be given a speaker as time allows and in his sole discretion. Comments will not be restricted based on viewpoint. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken (NRS 241.020)

No public comment at this time.

5. (For Possible Action) Adjournment

There being no further business before the Board, President Owens adjourned the work session at 3:48 p.m.

NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS

ANNUAL REPORT

JUNE 30, 2023

NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS

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MANAGEMENT'S DISCUSSION AND ANALYSIS

The Board members' and management's discussion and analysis of the Nevada State Board of Psychological Examiners' (Board) financial condition and activities for the fiscal year ended June 30, 2023, is presented in conjunction with the audited financial statements.

Financial Highlights

- The Board's net position increased \$36,870 during the current fiscal year.
- Program revenue for the fiscal year ended June 30, 2023, was \$256,364, representing a \$24,862 increase from the fiscal year ended June 30, 2022.

Overview of Annual Financial Report

Management's Discussion and Analysis (MD&A) serves as an introduction to, and should be read in conjunction with, the basic audited financial statements and supplementary information. The MD&A represents the Board members' and management's examination and analysis of the Board's financial condition and performance. Summary financial statement data, key financial and operational indicators used in the Board's strategic plan, budget, and other management tools were used for this analysis.

The Board uses the modified accrual basis of accounting for internal financial statement reporting. The financial statements have been prepared in accordance with generally accepted accounting principles as they apply to governmental units. The financial statements include a balance sheet, a statement of revenues, expenditures, and changes in fund balance, and notes to the financial statements.

The Governmental Fund Balance Sheet and Statement of Net Position presents the financial position of the Board on both the modified accrual basis under the general fund and the full accrual basis as net position. This statement provides information on the Board's assets, deferred outflows, liabilities, and deferred inflows, with the difference reported as net position. Over time, increases and decreases in net position are one indicator of whether the financial position of the Board is improving or deteriorating.

The Governmental Fund Balance Sheet and Statement of Net Position provides information about the nature and amounts of resources and obligations at year-end. The Governmental Fund Revenue, Expenditures and Changes in Fund Balance and Statement of Activities presents the results of the activities over the course of the fiscal year and information as to how the fund balance and net position changed during the year. The fund balance changes under the modified accrual method when revenue is received or the expenditure is made, while changes in net assets under the full accrual method are recorded as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. This statement also provides certain information about the Board's recovery of its costs.

The notes to financial statements provide required disclosures and other information that are essential to a full understanding of material data provided in the statements. The notes present information about the Board's accounting policies, significant account balances and activities, material risks, obligations, commitments, contingencies, and subsequent events, if any.

The financial statements were audited during the independent external audit process.

Financial Analysis

The basic financial statements, as well as the required supplementary information, the Statement of

Revenue and Expenditures - Budget and Actual, serve as the key financial data for the Board members' and management's monitoring and planning. The Budget is now being presented as a biennial budget representing the term of the licenses issued. Therefore, the previous fiscal year-end of June 30, 2022, is also presented, as is the current fiscal year end of June 30, 2023. Variances are based on the two-year actual.

Statements of Net Position

<u>As of June 30,</u>	<u>2023</u>	<u>2022</u>	<u>Variance</u>
Cash	\$ 493,946	\$ 234,736	\$ 259,210
Accounts receivable	350	-	350
Prepaid expenses	2,150	1,108	1,042
Lease asset, net of accumulated amortization	30,231	41,934	(11,703)
Total assets	526,677	277,778	248,899
Deferred outflow of resources	63,055	96,420	(33,365)
Total assets and deferred outflow of resources	589,732	374,198	215,534
Liabilities	345,710	124,808	220,902
Deferred inflow of resources	41,232	83,470	(42,238)
Total liabilities and deferred inflow of resources	386,942	208,278	178,664
Net position	\$ 202,790	\$ 165,920	\$ 36,870

The Board's net position remains strong at year end with adequate liquid assets to fulfill its responsibilities. The Board members and management believe the current financial condition and staff capabilities are sufficient to meet anticipated operating expenses and operational objectives.

Statements of Activities

<u>Years Ended June 30,</u>	<u>2023</u>	<u>2022</u>	<u>Variance</u>
Program revenue	\$ 256,364	\$ 231,502	\$ 24,862
Expenditures	(219,494)	(203,546)	(15,948)
Net program revenue	\$ 36,870	\$ 27,956	\$ 8,914

Revenue: The program revenue received by the Board is generated through the registration, renewal and licensure of Psychological Examiners. Total revenue received by the Board for fiscal year ended June 30, 2023, was \$256,364, representing a \$24,862 increase over the fiscal year ended June 30, 2022.

Expenses: Operating expenses for the fiscal year ended June 30, 2023, were \$219,494, representing an increase over the fiscal year ended June 30, 2022, of \$15,948. The increase primarily relates to increased payroll expenses.

General Fund Budgetary Highlights

Total revenue received for the biennial period ended June 30, 2023, was greater than the budgeted amount by \$89,936.

Total expenses were less than the budgeted biennial amounts by \$18,160. The primary area where expenses were higher was payment processing fees, classified as operating expenses.

Economic Factors and Next Year's Budgets and Rates

The Board is charged with, and given statutory authority, to provide public protection through the licensure and regulation of Psychologists. The Board provides direction of staff actions toward its mission of public protection through licensure and disciplinary measures.

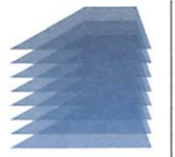
To this end, the Board has implemented a variety of changes that include continued software development to automate various job functions which provides cost savings in personnel services. Staff has been directed to continue seeking areas in which operating expenses can be reduced without jeopardizing the high level of customer service the licensees and public have come to know.

Through the Board's review of the annual budget and monthly income and expense statements, it is expected that these tools will continue to provide the Board with sufficient long and short-term planning information.

NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS

FINANCIAL STATEMENTS

JUNE 30, 2023



INDEPENDENT AUDITOR'S REPORT

To the Members of the Board
Nevada State Board of Psychological Examiners

Opinion

We have audited the accompanying financial statements of the Nevada State Board of Psychological Examiners (Board) as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Board's basic financial statements, as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Board as of June 30, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Board, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Board's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to use an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud

may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Board's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and pension information on pages 1-3 and 21, respectively, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the management's discussion and analysis and pension information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Nevada State Board of Psychological Examiners' basic financial statements. The budgetary comparison information on page 20 is presented for the purpose of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived

from and related directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the budgetary comparison information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 30, 2023, on our consideration of the Board's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Board's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Nevada State Board of Psychological Examiners internal control over financial reporting and compliance.

Campbell Jones Cohen CPAs

Campbell Jones Cohen CPAs

Las Vegas, Nevada
November 30, 2023

NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS

GOVERNMENTAL FUND BALANCE SHEET AND STATEMENT OF NET POSITION
JUNE 30, 2023

	General Fund	Adjustments (Note 7)	Government Wide
Assets:			
Cash and cash equivalents	\$ 493,946	\$ -	\$ 493,946
Accounts receivable	350	-	350
Prepaid expenses	2,150	-	2,150
Lease asset, net of accumulated amortization	-	30,231	30,231
Total assets	<u>496,446</u>	<u>30,231</u>	<u>526,677</u>
Deferred Outflows of Resources - Pension Requirement	-	63,055	63,055
Total assets and deferred outflows of resources	<u>\$ 496,446</u>	<u>\$ 93,286</u>	<u>\$ 589,732</u>
Liabilities:			
Current Liabilities:			
Accounts payable	\$ 2,654	\$ -	\$ 2,654
Payroll liabilities	10,643	-	10,643
Lease liability	-	11,812	11,812
Licensing fees received in advance	192,634	-	192,634
Net pension liability	-	106,870	106,870
Total current liabilities	<u>205,931</u>	<u>118,682</u>	<u>324,613</u>
Non-current Liabilities:			
Lease liability, non-current	-	21,097	21,097
Total liabilities	<u>205,931</u>	<u>139,779</u>	<u>345,710</u>
Deferred Inflows of Resources - Pension Requirement	-	41,232	41,232
Total liabilities and deferred inflows of resources	<u>205,931</u>	<u>181,011</u>	<u>386,942</u>
Fund Balance/Net Position:			
Fund balance:			
Unassigned	290,515	(290,515)	-
Total liabilities and fund balance	<u>\$ 496,446</u>		
Net position:			
Net investment in capital assets		30,231	30,231
Unrestricted		172,559	172,559
Total net position		<u>\$ 202,790</u>	<u>\$ 202,790</u>

The accompanying notes to financial statements are an integral part of these financial statements.

NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS
GOVERNMENTAL FUND REVENUE, EXPENDITURES, AND CHANGES
IN FUND BALANCE AND STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2023

	<u>General Fund</u>	<u>Adjustments (Note 7)</u>	<u>Government Wide</u>
Expenditures/Expenses:			
Board operations	\$ 196,972	\$ 22,522	\$ 219,494
Total expenditures/expenses	<u>196,972</u>	<u>22,522</u>	<u>219,494</u>
Program Revenue:			
Charges for services, licensing revenue	256,364	-	256,364
Net program revenue	<u>59,392</u>	<u>(22,522)</u>	<u>36,870</u>
Fund Balance/Net Position:			
Beginning of year	<u>231,123</u>	<u>(65,203)</u>	<u>165,920</u>
End of year	<u>\$ 290,515</u>	<u>\$ (87,725)</u>	<u>\$ 202,790</u>

The accompanying notes to financial statements are an integral part of these financial statements.

NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS**NOTES TO THE FINANCIAL STATEMENTS****NOTE 1 - REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Nevada State Board of Psychological Examiners (Board), created in 1963, is the licensing and regulatory agency for the practice of Psychologists in the State of Nevada. The Board was created pursuant to and is regulated by Nevada Revised Statutes (NRS) Chapter 641.

The financial statements of the Board have been prepared in accordance with generally accepted accounting principles as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The following is a summary of the accounting policies by the Board.

REPORTING ENTITY

Effective July 1, 2001, NRS Chapter 353 was amended to exempt certain professional and occupational boards from the state budget act and the provisions governing the administration of state funding. The provisions of Chapter 353 do not apply to boards created pursuant to chapters 623 to 625A, inclusive, 628, 630 to 640A inclusive, 641 and 656 of the NRS and the officers and employees thereof. Accordingly, the Board's budgeting and accounting practices and procedures have been removed from the oversight of the Department of Administration.

The Board is considered a special revenue fund for the State of Nevada. The Board's financial statements are not included in the financial statements of the State of Nevada since the State does not exercise financial or administrative control over the board. This is in conformance with GASB codification Section 2100, *Defining the Government Reporting Entity*.

BASIS OF PRESENTATION

The Board is defined as a single-program special-purpose entity under GASB Statement No. 14, paragraph 131 as amended by GASB Statement No. 39. This classification allows for the preparation of GASB 34 financial statements under an optional reporting method which combines the fund and government-wide statements into a single presentation. Under standard GASB 34 methodologies, the government-wide statement of net assets and statement of activities are presented independently from the respective fund balance sheet and statement of revenues, expenditures, and fund balance. A reconciliation of adjustments provided on the modified financial statements demonstrates the changes from the fund financial statements to the government-wide financial statements in order to assist the reader in evaluating these statements. The Board has utilized this optional method of presentation.

BASIS OF ACCOUNTING

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. "Measurable" means the amount of the transaction can be determined, and "available" means collectable within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)****NOTE 1 - REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)****FUND ACCOUNTING**

Under Chapter 628.140 of the Nevada Revised Statutes, the general fund of the Board is used to account for the proceeds of specific revenue sources that are legally restricted to expenditures to be used solely for the Board's benefit. According to statute, any money deposited to the Nevada State Board of Psychological Examiners does not revert to the State of Nevada's general fund. The net assets of the general fund are restricted solely to be used by the Board to meet its obligation of licensing and regulating the practice of psychology in the state of Nevada.

BUDGET DATA

The Board prepares an annual budget. The budget is prepared on a basis similar to generally accepted accounting principles under the modified accrual basis of accounting. All annual appropriations lapse at fiscal year-end.

CASH AND CASH EQUIVALENTS

The Board may only invest in the types of securities specified in NRS 355.140. Eligible investments include bonds and certificates of the United States and its agencies; bonds of any state, county, or municipality; bonds of Nevada school Boards and certain general improvement Boards; negotiable certificates of deposits issued by commercial banks or insured savings and loans associations; and with certain restrictions, repurchase agreements and bankers' acceptances.

CAPITAL ASSETS

Capital assets, which include furniture, fixtures, equipment, and right-of-use lease assets are reported in the government-wide financial statements. Capital assets are defined by the Board as assets with an initial, individual cost of \$2,500 and an estimated useful life of at least one year. Such assets are recorded at historical cost. Donated assets are recorded at estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are expensed as incurred. Capital assets are depreciated using the straight-line method over 3 to 20 years.

Under the modified accrual basis of accounting, acquisitions are considered expenditures in the year purchased.

LICENSING FEES RECEIVED IN ADVANCE

By provisions of statute, the Board administers its licensing registration on a biennial period, due on the first day of January of each odd-numbered year. Licensing fees received in advance represent revenue from license renewals that relate to each annual period over two fiscal years. The current biennial period ends December 31, 2024, therefore revenue amounts received and to be recognized in the second fiscal year of the current biennial period are included as deferred revenue at June 30, 2023, per the Board's revenue recognition policy.

In May 2023, the Board adopted a revised revenue recognition policy intended to allow for more precise matching of current revenues with current expenditures. This new policy has no impact on the present financial statements, but will first be reflected in the financial statements for the year ended June 30, 2024.

NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

NOTE 1 - REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

DEFERRED OUTFLOWS AND INFLOWS OF RESOURCES

In addition to assets, a separate section is reported for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and will not be recognized as an outflow of resources (expense/expenditure) until then. The changes in proportion and differences between employer contributions and proportionate share of contributions as well as contributions made after the measurement period for pensions qualify for reporting in this category.

In addition to liabilities, a separate section is reported for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and will not be recognized as an inflow of resources (revenue) until that time. Differences between expected and actual experience and between projected and actual investment earnings on pension plan investments and other post-employment benefits qualify for reporting in this category.

FUND EQUITY AND NET POSITION

As defined in GASB 54, in the government-wide financial statements, equity is classified as net position and displayed as follows:

Unrestricted net position - all other net assets that do not meet the definition of "invested in capital assets" or "restricted."

Non-spendable - represents amounts that are either not in a spendable form or are legally or contractually required to remain intact. The Board includes fund balances that have been prepaid for expenses in this category.

Restricted - represents amounts which can be spent only for specific purposes because of state or federal law, or externally imposed conditions. The Board has no items that are considered to be restricted net assets.

Committed - represents amounts which can be used only for specific purposes determined by the members of the governing Board's formal action through a resolution or action. The Board has no committed funds.

Assigned - represents amounts that are intended by the Board for specific purposes but do not require formal resolution or action and include a policy statement to ensure the ongoing financial integrity of the Nevada State Board of Psychological Examiners.

The policy statement established an operating contingency equal to one year's operating expenses based on the preceding year's budget and established certain other reserves for specific purposes as detailed in the accompanying financial statements.

Unassigned - represents all amounts not included in other classifications.

NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

NOTE 1 - REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

FUND EQUITY AND NET POSITION (CONTINUED)

The Board's policy is to first apply expenditures against restricted fund balances. In instances where an unrestricted fund balance type could be used, it is the Board's policy to first apply expenditures against committed fund balances. On an annual basis, when applicable, assigned fund balances are determined based upon available resources.

In the government-wide financial statements, net position is classified, as follows:

- Net investment in capital assets – amount of capital assets, net of accumulated depreciation and any related debt.
- Restricted net position – consists of net position with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- Unrestricted net position – amounts not included in other classifications.

The Board's policy is to first apply restricted net position when an expenditure is incurred for which both restricted and unrestricted net position are available.

PENSIONS

For purposes of measuring the net pension liability, deferred outflows of resources, deferred inflows of resources and pension expense, information about the fiduciary net position of the Public Employees' Retirement System of Nevada (PERS) and additions to/deductions from PERS's fiduciary net position have been determined on the same basis as they are reported by PERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

USE OF ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and reported amount of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

NOTE 2 - COMPLIANCE WITH NEVADA REVISED STATUTES AND NEVADA ADMINISTRATIVE CODE

The Board conformed to all significant statutory constraints on its financial administration during the fiscal year.

NOTE 3 - CASH AND CASH EQUIVALENTS

The Board maintains its checking accounts in one major commercial bank. The account is insured by the Federal Deposit Insurance Corporation up to \$250,000.

NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

NOTE 3 - CASH AND CASH EQUIVALENTS (CONTINUED)

The bank balance at June 30, 2023, totaled \$493,946. At June 30, 2023, approximately \$243,946 of funds exceeded FDIC Insurance.

By provisions of statutes, the Board is required to deposit all money in banks or savings and loan associations located in the State of Nevada.

NOTE 4 - CAPITAL ASSETS

The Board has custodial responsibility to the State of Nevada for right-of-use assets acquired with resources of the Board. The capital asset activity during the years ended June 30, 2023 are as follows:

	<u>2022</u>	<u>Increases</u>	<u>Decreases</u>	<u>2023</u>
Lease asset, restated	\$ 53,636	\$ -	\$ -	\$ 53,636
Less: accumulated amortization	(11,702)	(11,703)	-	(23,405)
	<u>\$ 41,934</u>	<u>\$ (11,703)</u>	<u>\$ -</u>	<u>\$ 30,231</u>

NOTE 5 - LEASES

The Board currently leases office space in Reno, Nevada. The initial lease term began February 1, 2014, and expires January 31, 2023, and includes an option to extend for one three-year period. Payments are due monthly in the amount of \$1,082 with a 3.0% escalation per annum. So far, the Board has entered into an agreement to extend the initial term by 12 months, and the Board is reasonably certain to exercise the option to extend for the remaining two years of the optional extension period. Therefore, the lease liability and related right-to-use asset reflect the full three-year extension term.

The lease assets consist of the following at June 30, 2023:

Lease assets, office	\$ 53,636
Accumulated amortization	(23,405)
	<u>\$ 30,231</u>

Future minimum lease payments are required as follows during the years ended June 30:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 11,812	\$ 1,729	\$ 13,541
2025	12,991	956	13,947
2026	8,106	170	8,276
	<u>\$ 32,909</u>	<u>\$ 2,855</u>	<u>\$ 35,764</u>

NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

NOTE 5 - LEASES (CONTINUED)

Lease liability activity is as follows:

2022	Increases	Decreases	2023	Current Portion
\$ 43,624	\$ -	\$ (10,715)	\$ 32,909	\$ 11,812

NOTE 6 - PENSIONS**GENERAL INFORMATION ABOUT THE PENSION PLAN****Plan Description**

PERS (System) administers a cost-sharing, multiple-employer, defined benefit public employees' retirement system which includes both Regular and Police/Fire members. The System was established by the Nevada Legislature in 1947, effective July 1, 1948.

The System is administered to provide a reasonable base income to qualified employees who have been employed by a public employer and whose earnings capacities have been removed or substantially impaired by age or disability.

Benefits Provided

- a) Benefits, as required by the Nevada Revised Statutes (NRS or statute), are determined by the number of years of accredited service at time of retirement and the member's highest average compensation in any 36 consecutive months with special provisions for members entering the System on or after January 1, 2010 and July 1, 2015. Benefit payments to which participants or their beneficiaries may be entitled under the plan include pension benefits, disability benefits, and survivor benefits.

Monthly benefit allowances for members are computed as 2.5% of average compensation for each accredited year of service prior to July 1, 2001. For service earned on and after July 1, 2001, this multiplier is 2.67% of average compensation. For members entering the System on or after January 1, 2010, there is a 2.5% multiplier, and for regular members enter the System on or after July 1, 2015, there is a 2.25% factor.

- b) The System offers several alternatives to the unmodified service retirement allowance which, in general, allow the retired employee to accept a reduced service retirement allowance payable monthly during his or her lifetime and various optional monthly payments to a named beneficiary after his or her death.

- c) Post-retirement increases are provided by authority of NRS 286.575 - 286.579.

Vesting

- a) Regular members entering the System prior to January 1, 2010, are eligible for retirement at age 65 with five years services, at age 60 with 10 years of service, or at any age with thirty years of service. Regular members entering the System on or after January 1, 2010, are eligible for retirement at age 65 with 5 years of service or age 62 with 10 years of service, or at any age with 30 years of service. Regular members who entered the System on or after July 1, 2015, are eligible for retirement at age 65 with 5 years of service, or at

NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

NOTE 6 - PENSIONS (CONTINUED)

age 62 with 10 years of service, or at age 55 with 30 years of service, or at any age with 33 1/3 years of service.

b) The normal ceiling limitation on monthly benefits allowances is 75% of average compensation. However, a member who has an effective date of membership before July 1, 1985, is entitled to a benefit of up to 90% of average compensation. Both Regular and Police/Fire members become fully vested as to benefits upon completion of five years of service.

Contributions

a) The authority for establishing and amending the obligation to make contributions and member contribution rates is set by statute. New hires, in agencies which did not elect the Employer-Pay Contribution (EPC) plan prior to July 1, 1983, have the option of selecting one of two contribution plans.

b) In one plan, contributions are shared equally by employer and employee. In the other plan, employees can take a reduced salary and have contributions made by the employer (EPC).

c) The System's basic funding policy provides for periodic contributions at a level pattern of cost as a percentage of salary throughout an employee's working lifetime in order to accumulate sufficient assets to pay benefits when due.

d) The System receives an actuarial valuation on an annual basis indicating the contribution rates required to fund the System on an actuarial reserve basis. Contributions made are in accordance with the required rates established by the Nevada Legislature. These statutory rates are increased/decreased pursuant to NRS 286.421 and 286.450.

e) The actuary funding method used is the Entry Age Normal Cost Method. It is intended to meet the funding objective and results in a relatively level long-term contribution requirement as a percentage of salary.

f) For the fiscal year ended June 30, 2023, the Statutory Employer/employee matching rate was 17.50% for Regular employees and the Employer-pay contribution (EPC) rate was 33.50% for Regular employees.

PENSION LIABILITIES, PENSION EXPENSE, AND DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES RELATED TO PENSIONS

At June 30, 2023, the Board reported a liability of \$106,870 for their proportionate share of the net pension liability. The net pension liability for the plan in total was measured at June 30, 2023, and determined by an actuarial valuation as of that date. The Board's proportionate share of the total net pension liability was based on the ratio of our actual contributions of \$6,511 paid to PERS for the year ended June 30, 2023, relative to the actual contributions of \$1,099,989,308 from all participating employers. At June 30, 2023, the Board's proportionate share was .00059%.

For the year ended June 30, 2023, the Board recognized pension expense of \$43,099. Amounts totaling \$8,438 resulting from Board contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2024. At June 30, 2023, the Board reported

NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

NOTE 6 - PENSIONS (CONTINUED)

PENSION LIABILITIES, PENSION EXPENSE, AND DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES RELATED TO PENSIONS (CONTINUED)

deferred outflows of resources and deferred inflows of resources related to pension from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Balance of Deferred Outflows and Inflows Due to:		
Differences between expected and actual experience	\$ 13,838	\$ 76
Changes of assumptions	13,728	-
Net difference between projected and actual earnings on pension plan investments	1,304	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	25,747	41,156
Contributions subsequent to the measurement date	8,438	-
Total	<u>\$ 63,055</u>	<u>\$ 41,232</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pension, without regard to the contributions subsequent to the measurement date, are expected to be recognized in pension expense as follows:

Year ending June 30:	
2024	\$ 4,403
2025	4,178
2026	3,731
2027	14,435
2028	1,954
And thereafter	-

Actuarial Assumptions

The System's net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The total pension liability was determined by an actuarial valuation as of that date.

NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

NOTE 6 - PENSIONS (CONTINUED)

Actuarial Assumptions (continued)

The total pension liability was determined using the following actuarial assumption, applied to all periods included in the measurement:

Inflation rate	2.50%
Productivity pay increase	0.50%
Projected salary increases	4.20% to 9.10%, depending on service Rates including inflation and productivity increases
Investment rate of return	7.25%
Consumer price index	2.75%
Other assumptions	Same as those used in the June 30, 2023, funding actuarial valuation

Actuarial assumptions used in the June 30, 2023, valuation were based on the results of the experience study for the period July 1, 2016 through June 30, 2020.

The discount rate used to measure the total pension liability was 7.25% as of June 30, 2023. The projection of cash flows used to determine the discount rate assumed that employee and employer contributions will be made at the rate specified in statute. Based on that assumption, the pension plan's fiduciary net position at June 30, 2023, was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability as of June 30, 2023.

Investment Policy

The System's policies which determine the investment portfolio target asset allocation are established by the Retirement Board. The asset allocation is reviewed annually and is designed to meet the future risk and return needs of the System. The following was the Retirement Board's adopted policy target asset allocation as of June 30, 2023:

Long-Term Geometric Expected Real Rate of		
	Target Allocation	Return*
Domestic Equity	42%	5.50%
International Equity	18%	5.50%
Domestic Fixed Income	28%	0.75%
Private Markets	12%	6.65%

*As of June 30, 2023, PERS' long-term inflation assumption was 2.50%.

NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

NOTE 6 - PENSIONS (CONTINUED)

Discount Rate and Pension Liability Discount Rate Sensitivity

The following presents the net pension liability of the PERS as of June 30, 2023, calculated using the discount rate of 7.50%, as well as what the PERS net pension liability would be if it were calculated using a discount rate that is 1 percentage-point lower (6.50%) or 1 percentage-point higher (8.50%) than the current discount rate:

Discount Rate	1% Decrease (6.50%)	Current Rate (7.50%)	1% Increase (8.50%)
Proportionate share of the Net Pension Liability / (Asset)	\$ 163,549	\$ 106,870	\$ 59,470

Pension Plan Fiduciary Net Position

Additional information supporting the Schedule of Employer Allocations and the Schedule of Pension Amounts by Employer is located in the PERS Comprehensive Annual Financial Report (CAFR) available on the PERS website at www.nvpers.org under Quick Links-Publications.

NOTE 7 - CONVERSION TO GOVERNMENT-WIDE FINANCIAL STATEMENTS

Adjustments on the face of the financial statements were made to the fund balance sheet and statement of revenue, expenditures, and changes in fund balance in order to reconcile the fund financial statements to the government-wide statements of net position and activities. These adjustments detail the effect of the deferred inflows and outflows of resources due to the pension requirements that net to \$21,823 and net pension liability of \$106,870. Additionally, the adjustments detail the capitalization of the lease assets of \$53,636, and accumulated amortization of \$23,405, and related lease liability, which totals \$32,909.

NOTE 8 - CONTINGENCIES

The Board, in the normal course of its activities, is involved in various claims and litigation. The Board currently has no known claims or lawsuits pending.

The Nevada Governor has recently issued a series of Executive Orders, Executive Order 2023-003, Executive Order 2023-004, and Executive Order 2023-008, which are intended, in part, to simplify the regulations regarding occupational licensing requirements and to promote economic growth and maintain a competitive and inclusive environment for occupations which require licensure. In furtherance of these goals, the orders required the automatic elimination of a licensing board if the occupation or profession was not required to be licensed in a majority of states (26 or more). In addition, the orders emphasized a desire to repeal, streamline, clarify, reduce, and otherwise improve regulations in this area. There has been speculation that some licensing boards may be consolidated.

The Nevada State Board of Psychological Examiners is not subject to automatic elimination, as psychologists are required to be licensed in all states. Furthermore, no specific licensing boards have been identified at this time for elimination and/or consolidation. The Board continues to maintain a large reserve of cash and continues to earn sufficient revenues to ensure that the Board can pay its obligations as they come due. Therefore, management believes that the Board will continue as a going concern for the foreseeable future.

NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

NOTE 9 - DATE OF MANAGEMENT'S REVIEW

The Organization has evaluated subsequent events through November 30, 2023, which is the date the financial statements were available to be issued.

NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS

**STATEMENTS OF REVENUE AND EXPENDITURES - BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2023
(WITH COMPARATIVE ACTUAL TOTALS FOR THE YEAR ENDED JUNE 30, 2022)**

	Original and Final Budget	Actual Budgetary Basis 2023	Actual Budgetary Basis 2022	Total	Variance to Final Budget Favorable (Unfavorable)
Revenue:					
Application fees	\$ 22,250	\$ 24,254	\$ 21,126	\$ 45,380	\$ 23,130
Examination fees	12,000	12,085	12,820	24,905	12,905
License fees	357,730	207,697	195,068	402,765	45,035
Other operating fees	5,900	12,286	2,488	14,774	8,874
Investment income	50	42	-	42	(8)
Total revenue	<u>397,930</u>	<u>256,364</u>	<u>231,502</u>	<u>487,866</u>	<u>89,936</u>
Expenditures:					
Operating					
Amortization	\$ -	\$ 11,703	\$ 11,702	23,405	\$ (23,405)
Attorney fees	73,000	16,891	52,757	69,648	3,352
Examination expenses	500	-	-	-	500
Information technology	10,950	8,474	5,116	13,590	(2,640)
Insurance	-	-	-	-	-
Interest	-	2,431	2,790	5,221	(5,221)
Miscellaneous	6,550	431	276	707	5,843
Office supplies	6,000	3,148	1,344	4,492	1,508
Operating expenses	200	11,753	1,701	13,454	(13,254)
Postage and shipping	1,250	581	16	597	653
Printing and copying	4,350	2,032	1,486	3,518	832
Professional fees	58,500	21,929	24,964	46,893	11,607
Rent	30,000	-	-	-	30,000
Subscriptions	10,000	5,008	4,590	9,598	402
Telephone	3,750	1,596	1,469	3,065	685
Tort Claim	1,000	-	-	-	1,000
Total operating	<u>206,050</u>	<u>85,977</u>	<u>108,211</u>	<u>194,188</u>	<u>11,862</u>
Personnel services					
Board per diem	22,000	7,850	6,750	14,600	7,400
Other	2,750	1,449	908	2,357	393
Payroll taxes	4,500	2,954	632	3,586	914
Retirement	52,500	35,774	24,325	60,099	(7,599)
Staff benefits reserve	1,500	2,914	-	2,914	(1,414)
Staff salaries	138,400	76,226	58,333	134,559	3,841
Workers compensation	4,000	926	893	1,819	2,181
Total personnel services	<u>225,650</u>	<u>128,093</u>	<u>91,841</u>	<u>219,934</u>	<u>5,716</u>
Travel					
In state	1,000	578	1,066	1,644	(644)
Out of state	8,500	4,846	2,428	7,274	1,226
Total travel	<u>9,500</u>	<u>5,424</u>	<u>3,494</u>	<u>8,918</u>	<u>582</u>
Total expenditures	<u>441,200</u>	<u>219,494</u>	<u>203,546</u>	<u>423,040</u>	<u>18,160</u>
Excess (deficiency) of revenue over (under) expenditures	<u>\$ (43,270)</u>	<u>\$ 36,870</u>	<u>\$ 27,956</u>	<u>\$ 64,826</u>	<u>\$ 108,096</u>

See accompanying independent auditor's report.

NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS

SUPPLEMENTARY PENSION INFORMATION

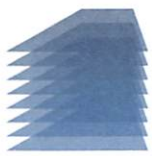
SCHEDULE OF CHANGES IN NET PENSION LIABILITY
LAST TEN FISCAL YEARS

	Measurement Dates					
	2022	2021	2020	2019	2018	2017
Portion of the net pension liability (asset)	0.00059%	0.00084%	0.00073%	0.00095%	0.00095%	0.00051%
Proportionate share of the net pension liability (asset)	\$ 106,870	\$ 76,463	\$ 101,563	\$ 129,905	\$ 129,645	\$ 67,952
Covered payroll	67,263	50,850	60,466	60,739	63,250	63,827
Proportionate share of the net pension liability (asset) as a percentage of its covered payroll	158.88%	150.37%	167.97%	213.87%	204.97%	106.46%
Plan fiduciary net position as a percentage of the total pension liability	36.79%	37.71%	50.08%	76.46%	75.24%	74.42%

SCHEDULE OF CONTRIBUTIONS
LAST TEN FISCAL YEARS

	2023	2022	2021	2020	2019	2018
Contractually required contributions	\$ 21,534	\$ 15,128	\$ 17,686	\$ 9,183	\$ 9,171	\$ 9,255
Contributions in relation to contractually required contributions	(21,534)	(14,500)	(17,552)	(9,183)	(9,171)	(9,255)
Contribution deficiency (excess)	\$ -	\$ 628	\$ 134	\$ -	\$ -	\$ -
Board's covered payroll	\$ 67,263	\$ 50,850	\$ 60,466	\$ 60,739	\$ 63,250	\$ 63,827
Contributions as a percentage of covered payroll	29.75%	28.52%	29.03%	15.12%	14.50%	14.50%

Note: GASB Statement No. 68 requires ten years of information to be presented in this table. However, until ten years of data is available, the Board will present information only for those years for which information is available.



**INDEPENDENT AUDITORS REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

To the Members of the Board
Nevada State Board of Psychological Examiners

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the fund information of the Nevada State Board of Psychological Examiners (Board), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Board's basic financial statements, and have issued our report thereon dated November 30, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Nevada State Board of Psychological Examiner's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Nevada State Board of Psychological Examiner's internal control. Accordingly, we do not express an opinion on the effectiveness of the Board's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did identify certain deficiencies in internal control, described in the accompanying Schedule of Findings and Responses as items 2023-001 and 2023-002 that we consider to be material weaknesses.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Nevada State Board of Psychological Examiner's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which

could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Nevada State Board of Psychological Examiner's Response to Finding

Nevada State Board of Psychological Examiner's response to the finding identified in our audit is described in the Schedule of Findings and Responses. The Board's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Board's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Board's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Campbell Jones Cohen CPA". The signature is written in a cursive style with a large initial 'C'.

Campbell Jones Cohen CPAs

Las Vegas, Nevada
November 30, 2023

NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS

SCHEDULE OF FINDINGS AND RESPONSES

2023-001:

Recording of Revenue Material Weakness*Criteria:*

Management is responsible for establishing and maintaining an effective system of internal control over financial statement reporting. One of the components of an effective system of internal control over financial reporting is the oversight over recording revenue.

Condition:

The Board receives payments from licensees on a biennial basis. When these payments are received, they should be recorded as deferred revenue. Board management's policy was to recognize half of the fee revenue on January first each year of the biennial period. While it looks as if attempts were made to follow this policy, there was an error and a prior year audit adjustment to deferred revenue was duplicated, causing the deferred revenue account balance to be incorrect. In addition, reported revenues were also incorrect, indicating that the periodic adjustments to the deferred revenue account per Board policy were calculated incorrectly.

Cause:

Procedures have not been implemented to ensure Board personnel have proper understanding of management's policy regarding fee revenue recognition, and the training needed to implement the policy.

Effect:

Liabilities may be overstated, and revenues and ending fund balance may be understated.

Recommendation:

We recommend the Board provide training in the preparation of governmental financial statements in accordance with generally accepted accounting principles and management review and approve the recording of payments received from licensees.

Views of Responsible Officials:

Nevada State Board of Psychological Examiners agrees with this finding.

NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS
SCHEDULE OF FINDINGS AND RESPONSES (CONTINUED)

2023-002:	PERS Expenditures Material Weakness
<i>Criteria:</i>	Management is responsible for establishing and maintaining an effective system of internal control over financial statement reporting. One of the components of an effective system of internal control over financial reporting is oversight over expenditures.
<i>Condition:</i>	The PERS monthly payments were recorded as expense, rather than reductions to the PERS liability account.
<i>Cause:</i>	Procedures have not been implemented to ensure Board personnel have the proper training regarding recording PERS payments.
<i>Effect:</i>	Liabilities may be overstated, expenses may be overstated, and ending fund balance may be understated.
<i>Recommendation:</i>	We recommend the Board implement procedures to train personnel how to record PERS payments and management review and approve the recording of PERS payments.
<i>Views of Responsible Officials:</i>	Nevada State Board of Psychological Examiners agrees with this finding.

**Nevada Board of Psychological Examiners
Board Meeting Staff Report**

DATE: December 15, 2023

ITEM:

5b and 5c - (For Possible Action) Discussion and Possible Action to Approve

- the Treasurer's Report for Fiscal Year 2024 (July 1, 2023, Through June 30, 2024), and
- revisions to the budget

SUMMARY:

As of October 31, 2023, the checking account balance was \$337,122.98. The Board continues to operate on the almost \$81,000.00 net revenue for the second biennium quarter deferred income distribution, which is the first half of the 2024 fiscal year, as well as about \$22,000.00 from the other deferred revenue distributions such as late renewal fees, new licensures, and registrations. After December, the treasurer's report will include the next deferred income distributions for the third biennium quarter (January – June 2024), which is also the second half of FY 2024. Those distributions are from the 2023-2024 renewals and the other deferred revenue that has come in and gets cast across the biennium.

The savings account balance was \$105,066.46

With the end of November being almost half way through the fiscal year, the Board is at about 34% of budgeted expenditures and just under 50% of expected revenue – most of which is the deferred income allocated to this biennium quarter.

There is one proposed revision to the office expense line item in the budget. \$2,500 had initially been budgeted for that item; however, that amount did not take into account that the office computers that were budgted, approved and purchased during the last part of FY2023 were not paid for until the beginning of FY2024. As a result, there is a \$1,500 adjustment to bring that budgeted amount to \$4,000, which was what had been budgeted in FY2023. That amount comfortably absorbs paying for the computers, and is comfortably absorbed by the final balance.

**NV State Board of Psychological Examiners
Budget to Actual - Fiscal Year 2024**

11/30/23

		FY24 Budgeted Amount	FY24 Actual	% actual to budget		FY23-2 Biennial-Q1 January 2023-June 2023 Actual + Projected	FY24-1 Biennial-Q2 July 2023-December 2023 Budgeted	FY24-2 Biennial-Q3 January 2024 - June 2024 Budgeted	FY25-1 Biennial-Q4 July 2024-December 2024 Budgeted
INCOME									
Deferred Revenue									
	Renewals - 7/1/23 and 1/1/24	161,460.66	80,730.33	50.00%	Renewals 23-24 biennium (1/1/23)	80,730.33	80,730.33	80,730.33	80,730.33
	Late Renewals - 7/1/23	31,639.96	15,819.98	50.00%	Late Renewals 23-24 biennium (7/1/23)		15,819.98	15,819.98	15,819.98
	New Licensure and Registrations	15,466.50	6,233.25	40.30%	New Licensure, Registrations, Reinstatements		6,233.25	9,233.25	8,598.34
Regular Revenue	23-24 Biennium Q4 New Licensure and Registrations								1,800.00
	Applications								
	Psychologist Application	10,000.00	4,452.00	44.52%		4,000.00	5,000.00	5,000.00	4,250.00
	PA Application	3,500.00	1,551.00	44.31%		1,800.00	1,750.00	1,750.00	1,750.00
	Intern Application	800.00	615.30	76.91%		400.00	400.00	400.00	500.00
	Trainee Application	1,250.00	155.10	12.41%		2,000.00	625.00	625.00	625.00
	Non-Resident Consultant	800.00	200.00	25.00%		750.00	400.00	400.00	500.00
	CE App Fee	1,000.00	269.16	26.92%		600.00	500.00	500.00	500.00
	Other								
	Late Fees					3,600.00	0.00	0.00	0.00
	Psychologist State Exam	8,000.00	5,299.50	66.24%		5,000.00	4,000.00	4,000.00	6,000.00
	New and Duplicate License	1,000.00	1,000.00	100.00%		500.00	500.00	500.00	750.00
	Verification of Licensure	200.00	101.18	50.59%		100.00	100.00	100.00	100.00
	Cost Recovered (Disciplinary)		350.00			0.00	0.00	0.00	0.00
	Interest, Misc	50.00	17.61	35.22%		25.00	25.00	25.00	25.00
Total Income		\$235,167.12	\$116,794.41	49.66%	Income	\$ 99,480.33	\$ 116,083.56	\$ 119,083.56	\$ 121,948.65

Payroll Expenses		FY23 Budgeted Amount	FY24 Actual	% actual to budget		FY23-2 Biennial-Q1 January 2023-June 2023	FY24-1 Biennial-Q2 July 2023-December 2023	FY24-2 Biennial-Q3 January 2024 - June 2024	FY25-1 Biennial-Q4 July 2024-December 2024
						Actual + Projected	Budgeted	Budgeted	Budgeted
	Board Salary/Per Diem	9,000.00	1,500.00	16.67%		4,500.00	4,500.00	4,500.00	4,500.00
	Executive Director	50,000.00	19,836.59	39.67%		30,000.00	25,000.00	25,000.00	30,600.00
	Staff Salary (Part-Time)	20,000.00	1,871.47	9.36%		3,900.00	10,000.00	10,000.00	7,800.00
	Staff Benefits Reserve	1,500.00		0.00%		0.00	750.00	750.00	1,500.00
	Investigator Salary	10,000.00	4,636.34	46.36%		4,000.00	5,000.00	5,000.00	5,000.00
	Workers Compensation	1,200.00	402.48	33.54%		500.00	600.00	600.00	500.00
	PERS	19,000.00	9,900.52	52.11%		9,000.00	9,000.00	10,000.00	10,000.00
	Payroll Taxes (SS, Medicare)	13,000.00	2,849.29	21.92%		1,200.00	6,500.00	6,500.00	1,200.00
	Other Payroll Expenses	700.00	355.00	50.71%		350.00	350.00	350.00	250.00
	Total Payroll	124,400.00	41,351.69	33.24%		53,450.00	61,700.00	62,700.00	61,350.00

Operating Expenses		FY23 Budgeted Amount	FY24 Actual	% actual to budget		FY23-2 Biennial-Q1 January 2023-June 2023	FY24-1 Biennial-Q2 July 2023-December 2023	FY24-2 Biennial-Q3 January 2024 - June 2024	FY25-1 Biennial-Q4 July 2024-December 2024
						Actual + Projected	Budgeted	Budgeted	Budgeted
	Out of State	6,500.00	2,718.11	41.82%		2,500.00	3,000.00	3,500.00	3,500.00
	Meals								
	Lodging								
	Airfare								
	In-State Travel	1,000.00	402.27				1,000.00		1,500.00
	Supplies	750.00	316.01	42.13%		200.00	375.00	375.00	375.00
	Office Expense (Office Furniture, Shredding, Office Equipment)	2,500.00	2,554.39	102.18%		3,000.00	1,250.00	1,250.00	1,000.00
	Print-Copy	800.00	18.91	2.36%		350.00	400.00	400.00	350.00
	Copy Lease	1,400.00	564.87	40.35%		650.00	700.00	700.00	750.00
	Rent	14,500.00	4,457.84	30.74%		7,000.00	7,000.00	7,500.00	7,500.00
	Postage	250.00	81.80	32.72%		200.00	125.00	125.00	300.00
	DoIt Web SV	1,500.00	488.82	32.59%		500.00	750.00	750.00	500.00
	Telephone & Internet	1,750.00	602.80	34.45%		625.00	875.00	875.00	625.00
	Software & Database	7,000.00	1,258.62	17.98%		3,000.00	3,500.00	3,500.00	3,500.00
	Legal & Professional Fees	30,000.00	7,768.96	25.90%		10,000.00	15,000.00	15,000.00	17,500.00
	Tort Claim	1,000.00		0.00%		1,000.00	0.00	1,000.00	0.00
	Professional Services (Auditor, Bookkeeper, Lobbyist)	27,500.00	12,045.00	43.80%		7,500.00	17,500.00	10,000.00	17,500.00

ITEM 5B

	Dues & Reg (ASPPB, Conf, Continuing Ed)	6,000.00		0.00%		5,000.00	1,500.00	4,500.00	4,000.00
	Admin Services (LCB)	1,000.00		0.00%		500.00	500.00	500.00	500.00
	Banking Fees	250.00	28.49	11.40%		125.00	125.00	125.00	125.00
	PayPal Fees (against regular revenue)	1,250.00	330.02	26.40%		500.00	625.00	625.00	500.00
	Miscellaneous Expense	500.00		0.00%		250.00	250.00	250.00	250.00
	Uncategorized Expense	500.00				150.00	250.00	250.00	150.00
	Total Expenses	\$98,450.00	\$33,636.91	34.17%		\$43,100.00	\$51,725.00	\$47,725.00	\$60,475.00
	Total Expenses + Payroll	\$222,850.00	\$74,988.60	33.65%		\$96,550.00	\$113,425.00	\$110,425.00	\$121,825.00
	Total Income	\$ 235,167.12	\$116,794.41	49.66%		\$ 99,480.33	\$ 116,083.56	\$ 119,083.56	\$ 121,948.65
	Final Balance	\$12,317.12	\$41,805.81			\$2,930.33	\$2,658.56	\$8,658.56	\$123.65

NV State Board of Psychological Examiners

ITEM 5B

Balance Sheet

As of November 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1100 Cash in Bank	337,122.98
3309 Savings	105,066.46
Total Bank Accounts	\$442,189.44
Accounts Receivable	
1200 Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
12000 Undeposited Funds	0.00
12100 Inventory Asset	0.00
1400 Prepaid Expenses	1,108.00
Uncategorized Asset	0.00
Total Other Current Assets	\$1,108.00
Total Current Assets	\$443,297.44
Other Assets	
1300 Deferred outflows of resources	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$443,297.44
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
1106 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
2100 Federal Income Withholding	879.67
2100 Payroll Liabilities	1,992.06
2107 Federal Taxes (941/944)	142.53
2108 PERS	17,949.08
NV Unemployment Tax	0.00

NV State Board of Psychological Examiners

ITEM 5B

Balance Sheet

As of November 30, 2023

	TOTAL
Total 2100 Payroll Liabilities	20,083.67
2101 Federal FICA Withholding	0.00
2102 Federal Medicare Withhold	0.00
2105 Employment Security	0.00
2110 Direct Deposit Liabilities	0.00
2200 Unearned Revenue	0.00
2300 Liability	-971.08
2301 Payroll Liabilities-Pers	0.00
2302 Accrued PTO	0.00
2450 Deferred inflow-pension	0.00
2455 Net pension liability	0.00
2600 Deferred Revenue	-37,592.03
2700 Direct Deposit Payable	0.00
Total Other Current Liabilities	\$ -17,599.77
Total Current Liabilities	\$ -17,599.77
Total Liabilities	\$ -17,599.77
Equity	
3000 Opening Bal Equity	1,315.04
3900 2550 Fund Balance	434,724.43
Net Income	24,857.74
Total Equity	\$460,897.21
TOTAL LIABILITIES AND EQUITY	\$443,297.44

NV State Board of Psychological Examiners

General Ledger

November 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
3309 Savings							
							105,063.01
							Beginning Balance
11/30/2023	Deposit		Interest		4999 Interest	3.45	105,066.46
Total for 3309 Savings						\$3.45	
1100 Cash in Bank							
							347,745.37
							Beginning Balance
11/01/2023	Expense		Kietzke Plaza		7020 Office Expense:7050 Rent	-1,114.46	346,630.91
11/02/2023	Deposit				-Split-	1,200.92	347,831.83
11/02/2023	Expense		State Farm Insurance		5250 Workers Compensation	-201.24	347,630.59
11/07/2023	Deposit				-Split-	623.05	348,253.64
11/07/2023	Expense		Office of the Attorney General		8000 Legal & Professional Fees	-1,146.38	347,107.26
11/09/2023	Deposit				-Split-	1,049.70	348,156.96
11/09/2023	Expense				7020 Office Expense:7040 Print-Copy	-15.93	348,141.03
11/10/2023	Payroll Check	DD	Kelly N. Weaver	Pay Period: 10/27/2023-11/09/2023	2700 Direct Deposit Payable	-124.67	348,016.36
11/10/2023	Expense		Michelle Fox		8050 Prof Servs	-118.75	347,897.61
11/10/2023	Payroll Check	DD	Laura M. Arnold	Pay Period: 10/27/2023-11/09/2023	2700 Direct Deposit Payable	-1,791.76	346,105.85
11/10/2023	Expense		PERS		5300 PERS	-1,952.88	344,152.97
11/13/2023	Expense		Whitney Owens		6200 In State Travel	-50.31	344,102.66
11/13/2023	Expense		Information Technology		307910 7210 Dolt Web SVb	-69.50	344,033.16
11/13/2023	Tax Payment		IRS	Tax Payment for Period: 10/01/2023-10/31/2023	2100 Federal Income Withholding	-1,748.52	342,284.64
11/13/2023	Expense		Bank of America		9001 Banking Fees:9002 Bank Crgs	-1.00	342,283.64
11/15/2023	Expense				-Split-	-3,055.62	339,228.02
11/17/2023	Expense		QuickBooks Payroll Service		9100 Payroll Expenses	-75.00	339,153.02
11/20/2023	Expense		Canon Financial Services, Inc.		7500 Copy Lease	-113.25	339,039.77
11/21/2023	Deposit				8050 Prof Servs	1,041.75	340,081.52
11/22/2023	Expense		AT&T		7200 Utilities:7290 Telephone	-69.64	340,011.88
11/22/2023	Expense		Kathleen Laxalt		8050 Prof Servs:8055 Lobbyist	-1,041.75	338,970.13
11/24/2023	Payroll Check	DD	Kelly N. Weaver	Pay Period: 11/10/2023-11/23/2023	2700 Direct Deposit Payable	-55.41	338,914.72
11/24/2023	Payroll Check	DD	Laura M. Arnold	Pay Period: 11/10/2023-11/23/2023	2700 Direct Deposit Payable	-1,791.74	337,122.98
Total for 1100 Cash in Bank						\$ -	10,622.39
1400 Prepaid Expenses							
							1,108.00
							Beginning Balance
Total for 1400 Prepaid Expenses							
2100 Payroll Liabilities							

NV State Board of Psychological Examiners

General Ledger

November 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Beginning Balance							1,992.06
Total for 2100 Payroll Liabilities							
2107 Federal Taxes (941/944)							
Beginning Balance							142.53
Total for 2107 Federal Taxes (941/944)							
2108 PERS							
Beginning Balance							16,096.04
11/10/2023	Payroll Check	DD	Laura M. Arnold	PERS - Company Contribution	2700 Direct Deposit Payable	463.26	16,559.30
11/10/2023	Payroll Check	DD	Laura M. Arnold	PERS	2700 Direct Deposit Payable	463.26	17,022.56
11/24/2023	Payroll Check	DD	Laura M. Arnold	PERS - Company Contribution	2700 Direct Deposit Payable	463.26	17,485.82
11/24/2023	Payroll Check	DD	Laura M. Arnold	PERS	2700 Direct Deposit Payable	463.26	17,949.08
Total for 2108 PERS						\$1,853.04	
NV Unemployment Tax							
11/10/2023	Payroll Check	DD	Laura M. Arnold	NV Unemployment Tax	2700 Direct Deposit Payable	0.00	0.00
11/10/2023	Payroll Check	DD	Kelly N. Weaver	NV Unemployment Tax	2700 Direct Deposit Payable	0.00	0.00
11/24/2023	Payroll Check	DD	Laura M. Arnold	NV Unemployment Tax	2700 Direct Deposit Payable	0.00	0.00
11/24/2023	Payroll Check	DD	Kelly N. Weaver	NV Unemployment Tax	2700 Direct Deposit Payable	0.00	0.00
Total for NV Unemployment Tax						\$0.00	
Total for 2100 Payroll Liabilities with subs						\$1,853.04	
2600 Deferred Revenue							
Beginning Balance							-37,592.03
Total for 2600 Deferred Revenue							
2700 Direct Deposit Payable							
11/10/2023	Payroll Check	DD	Kelly N. Weaver	Direct Deposit	1100 Cash in Bank	-124.67	-124.67
11/10/2023	Payroll Check	DD	Laura M. Arnold	Pay Period: 10/27/2023-11/09/2023	-Split-	1,791.76	1,667.09
11/10/2023	Payroll Check	DD	Laura M. Arnold	Direct Deposit	1100 Cash in Bank	-1,791.76	-124.67
11/10/2023	Payroll Check	DD	Kelly N. Weaver	Pay Period: 10/27/2023-11/09/2023	-Split-	124.67	0.00
11/24/2023	Payroll Check	DD	Kelly N. Weaver	Direct Deposit	1100 Cash in Bank	-55.41	-55.41
11/24/2023	Payroll Check	DD	Laura M. Arnold	Pay Period: 11/10/2023-11/23/2023	-Split-	1,791.74	1,736.33
11/24/2023	Payroll Check	DD	Laura M. Arnold	Direct Deposit	1100 Cash in Bank	-1,791.74	-55.41
11/24/2023	Payroll Check	DD	Kelly N. Weaver	Pay Period: 11/10/2023-11/23/2023	-Split-	55.41	0.00
Total for 2700 Direct Deposit Payable						\$0.00	
2100 Federal Income Withholding							
Beginning Balance							1,408.93
11/10/2023	Payroll Check	DD	Laura M. Arnold	Federal Taxes (941/943/944)	2700 Direct Deposit Payable	594.69	2,003.62
11/10/2023	Payroll Check	DD	Kelly N. Weaver	Federal Taxes (941/943/944)	2700 Direct Deposit Payable	20.66	2,024.28
11/13/2023	Tax Payment		IRS	Federal Taxes (941/943/944)	1100 Cash in Bank	-1,748.52	275.76
11/24/2023	Payroll Check	DD	Laura M.	Federal Taxes (941/943/944)	2700 Direct	594.73	870.49

NV State Board of Psychological Examiners

General Ledger

November 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
11/24/2023	Payroll Check	DD	Arnold Kelly N. Weaver	Federal Taxes (941/943/944)	Deposit Payable 2700 Direct Deposit Payable	9.18	879.67
Total for 2100 Federal Income Withholding						\$ -529.26	
2300 Liability							
Beginning Balance							-971.08
Total for 2300 Liability							
3000 Opening Bal Equity							
Beginning Balance							1,315.04
Total for 3000 Opening Bal Equity							
3900 2550 Fund Balance							
Beginning Balance							434,724.43
Total for 3900 2550 Fund Balance							
4055 Continuing Education							
Beginning Balance							182.08
11/02/2023	Deposit			CE App fee	1100 Cash in Bank	31.19	213.27
Total for 4055 Continuing Education						\$31.19	
4010 Psychologist Application							
40100 Psychologist Application							
Beginning Balance							3,831.60
11/02/2023	Deposit			Psych App fee	1100 Cash in Bank	155.10	3,986.70
11/09/2023	Deposit			Psych App fee	1100 Cash in Bank	155.10	4,141.80
11/09/2023	Deposit			Psych App fee	1100 Cash in Bank	155.10	4,296.90
11/09/2023	Deposit			Psych App fee	1100 Cash in Bank	155.10	4,452.00
Total for 40100 Psychologist Application						\$620.40	
40101 PA Application							
Beginning Balance							1,395.90
11/02/2023	Deposit			PA App fee	1100 Cash in Bank	155.10	1,551.00
Total for 40101 PA Application						\$155.10	
40102 Intern Application							
Beginning Balance							615.30
Total for 40102 Intern Application							
40103 Trainee Application							
Beginning Balance							155.10
Total for 40103 Trainee Application							
Total for 4010 Psychologist Application						\$775.50	
4015 Psychologist State Exam							
Beginning Balance							5,099.50
11/07/2023	Deposit			SE App fee	1100 Cash in Bank	200.00	5,299.50
Total for 4015 Psychologist State Exam						\$200.00	
4020 Psych Biennial							
Beginning Balance							83,480.00
Total for 4020 Psych Biennial							

NV State Board of Psychological Examiners

ITEM 5B

General Ledger

November 2023

DATE	TRANSACTION TYPE	NUM NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
40201 Prorated Psych Biennial						
						10,374.16
11/02/2023	Deposit		New licensure	1100 Cash in Bank	366.57	10,740.73
11/02/2023	Deposit		New licensure	1100 Cash in Bank	361.84	11,102.57
11/07/2023	Deposit		New licensure	1100 Cash in Bank	353.05	11,455.62
11/09/2023	Deposit		New Licensure	1100 Cash in Bank	357.10	11,812.72
Total for 40201 Prorated Psych Biennial					\$1,438.56	
40203 Reinstatement of Psych						
						625.08
11/02/2023	Deposit		Reinstatement App fee	1100 Cash in Bank	102.95	728.03
Total for 40203 Reinstatement of Psych					\$102.95	
Total for 4020 Psych Biennial with subs					\$1,541.51	
4025 Psychologist Licensing Fee						
						250.00
Total for 4025 Psychologist Licensing Fee						
40251 New License						
						650.00
11/02/2023	Deposit		new license fee	1100 Cash in Bank	25.00	675.00
11/02/2023	Deposit		new license	1100 Cash in Bank	25.00	700.00
11/07/2023	Deposit		New license	1100 Cash in Bank	25.00	725.00
11/09/2023	Deposit		new license	1100 Cash in Bank	25.00	750.00
Total for 40251 New License					\$100.00	
Total for 4025 Psychologist Licensing Fee with subs					\$100.00	
4028 Registration Fee						
						154.43
Total for 4028 Registration Fee						
40281 Psych Asst fee						
						2,148.73
11/09/2023	Deposit		PA Registration fee	1100 Cash in Bank	154.43	2,303.16
Total for 40281 Psych Asst fee					\$154.43	
40282 Psych Intern Fee						
						77.21
11/09/2023	Deposit		PI Registration fee	1100 Cash in Bank	77.21	154.42
Total for 40282 Psych Intern Fee					\$77.21	
40283 Psych Trainee						
						61.78
11/09/2023	Deposit		PT Registration fee	1100 Cash in Bank	30.89	92.67
Total for 40283 Psych Trainee					\$30.89	
Total for 4028 Registration Fee with subs					\$262.53	
4030 Non-Resident Consultant						

NV State Board of Psychological Examiners

General Ledger

November 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Beginning Balance							200.00
Total for 4030 Non-Resident Consultant							
4040 CE App Fee							
Beginning Balance							30.89
11/07/2023	Deposit			Course approval fee	1100 Cash in Bank	25.00	55.89
Total for 4040 CE App Fee							\$25.00
4045 Verification of Licensure							
Beginning Balance							60.59
11/02/2023	Deposit			License Verif fee	1100 Cash in Bank	20.59	81.18
11/07/2023	Deposit			License Verif Fee	1100 Cash in Bank	20.00	101.18
Total for 4045 Verification of Licensure							\$40.59
4075 Restitution of Legal Costs							
Beginning Balance							350.00
Total for 4075 Restitution of Legal Costs							
4999 Interest							
Beginning Balance							14.16
11/30/2023	Deposit		Interest	Interest Earned	3309 Savings	3.45	17.61
Total for 4999 Interest							\$3.45
307910 7210 Dolt Web SVb							
Beginning Balance							419.32
11/13/2023	Expense		Information Technology	NV Information Technology Bill Payment	1100 Cash in Bank	69.50	488.82
Total for 307910 7210 Dolt Web SVb							\$69.50
9100 Payroll Expenses							
Beginning Balance							280.00
11/17/2023	Expense		QuickBooks Payroll Service	INTUIT * DES:QBooks Pay ID:2018842 PSYCHOLGIC CO ID:XXXXX56346 CCD	INDN:NV BOARD OF 1100 Cash in Bank	75.00	355.00
Total for 9100 Payroll Expenses							\$75.00
9110 Company Contributions							
Retirement							
Beginning Balance							4,023.74
11/10/2023	Payroll Check	DD	Laura M. Arnold	Employer Retirement Contribution	2700 Direct Deposit Payable	463.26	4,487.00
11/24/2023	Payroll Check	DD	Laura M. Arnold	Employer Retirement Contribution	2700 Direct Deposit Payable	463.26	4,950.26
Total for Retirement							\$926.52
Total for 9110 Company Contributions							\$926.52
9130 Wages							
Beginning Balance							25,344.89
11/10/2023	Payroll Check	DD	Laura M. Arnold	Gross Pay - This is not a legal pay stub	2700 Direct Deposit Payable	2,647.21	27,992.10
11/10/2023	Payroll Check	DD	Kelly N. Weaver	Gross Pay - This is not a legal pay stub	2700 Direct Deposit Payable	135.00	28,127.10
11/24/2023	Payroll Check	DD	Laura M. Arnold	Gross Pay - This is not a legal pay stub	2700 Direct Deposit Payable	2,647.21	30,774.31
11/24/2023	Payroll Check	DD	Kelly N. Weaver	Gross Pay - This is not a legal pay stub	2700 Direct Deposit Payable	60.00	30,834.31
Total for 9130 Wages							\$5,489.42

NV State Board of Psychological Examiners

General Ledger

November 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Taxes							
9111 Federal Taxes (941/944)							
Beginning Balance							2,404.25
11/10/2023	Payroll Check	DD	Kelly N. Weaver	Medicare Employer	2700 Direct Deposit Payable	1.96	2,406.21
11/10/2023	Payroll Check	DD	Kelly N. Weaver	Social Security Employer	2700 Direct Deposit Payable	8.37	2,414.58
11/10/2023	Payroll Check	DD	Laura M. Arnold	Medicare Employer	2700 Direct Deposit Payable	38.38	2,452.96
11/10/2023	Payroll Check	DD	Laura M. Arnold	Social Security Employer	2700 Direct Deposit Payable	164.12	2,617.08
11/24/2023	Payroll Check	DD	Laura M. Arnold	Social Security Employer	2700 Direct Deposit Payable	164.13	2,781.21
11/24/2023	Payroll Check	DD	Kelly N. Weaver	Medicare Employer	2700 Direct Deposit Payable	0.87	2,782.08
11/24/2023	Payroll Check	DD	Laura M. Arnold	Medicare Employer	2700 Direct Deposit Payable	38.39	2,820.47
11/24/2023	Payroll Check	DD	Kelly N. Weaver	Social Security Employer	2700 Direct Deposit Payable	3.72	2,824.19
Total for 9111 Federal Taxes (941/944)						\$419.94	
NV Unemployment Tax							
11/10/2023	Payroll Check	DD	Laura M. Arnold	NV SUI Employer	2700 Direct Deposit Payable	0.00	0.00
11/10/2023	Payroll Check	DD	Laura M. Arnold	NV Career Enhancement Program	2700 Direct Deposit Payable	0.00	0.00
11/10/2023	Payroll Check	DD	Kelly N. Weaver	NV SUI Employer	2700 Direct Deposit Payable	0.00	0.00
11/10/2023	Payroll Check	DD	Kelly N. Weaver	NV Career Enhancement Program	2700 Direct Deposit Payable	0.00	0.00
11/24/2023	Payroll Check	DD	Kelly N. Weaver	NV Career Enhancement Program	2700 Direct Deposit Payable	0.00	0.00
11/24/2023	Payroll Check	DD	Kelly N. Weaver	NV SUI Employer	2700 Direct Deposit Payable	0.00	0.00
11/24/2023	Payroll Check	DD	Laura M. Arnold	NV Career Enhancement Program	2700 Direct Deposit Payable	0.00	0.00
11/24/2023	Payroll Check	DD	Laura M. Arnold	NV SUI Employer	2700 Direct Deposit Payable	0.00	0.00
Total for NV Unemployment Tax						\$0.00	
Total for Taxes						\$419.94	
Total for 9100 Payroll Expenses with subs						\$6,910.88	
5100 Board Sal							
Beginning Balance							1,500.00
Total for 5100 Board Sal							
5175 Board Staf							
51752 Executive Assistant							
Beginning Balance							290.90
Total for 51752 Executive Assistant							
51753 Investigator Salary							
Beginning Balance							6,083.00
Total for 51753 Investigator Salary							
Total for 5175 Board Staf							
5250 Workers Compensation							
Beginning Balance							201.24
11/02/2023	Expense		State Farm Insurance	State Farm Insurance Bill Payment	1100 Cash in Bank	201.24	402.48
Total for 5250 Workers Compensation						\$201.24	

NV State Board of Psychological Examiners

General Ledger

November 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
5300 PERS							
	Beginning Balance						4,612.72
11/10/2023	Expense		PERS	TRANSFER NV BOARD OF PSYCHOLO:Public Employee's Re Confirmation# XXXXX60759	1100 Cash in Bank	1,952.88	6,565.60
Total for 5300 PERS						\$1,952.88	
6100 Out of State Travel							
	Beginning Balance						605.51
11/15/2023	Expense			hotel - executive director	1100 Cash in Bank	995.01	1,600.52
11/15/2023	Expense			hotel - Board President	1100 Cash in Bank	982.32	2,582.84
Total for 6100 Out of State Travel						\$1,977.33	
6110 Out of State Travel Misc Costs							
11/15/2023	Expense			airport parking	1100 Cash in Bank	88.00	88.00
11/15/2023	Expense			airport taxi	1100 Cash in Bank	47.27	135.27
Total for 6110 Out of State Travel Misc Costs						\$135.27	
Total for 6100 Out of State Travel with subs						\$2,112.60	
6200 In State Travel							
	Beginning Balance						351.96
11/13/2023	Expense		Whitney Owens	Whitney Owens Bill Payment	1100 Cash in Bank	50.31	402.27
Total for 6200 In State Travel						\$50.31	
7015 Supplies							
	Beginning Balance						316.01
Total for 7015 Supplies							
7020 Office Expense							
	Beginning Balance						2,461.35
11/15/2023	Expense			computer accessory	1100 Cash in Bank	19.04	2,480.39
Total for 7020 Office Expense						\$19.04	
7040 Print-Copy							
	Beginning Balance						2.98
11/09/2023	Expense			Ubeo Business Services Bill Payment	1100 Cash in Bank	15.93	18.91
Total for 7040 Print-Copy						\$15.93	
7050 Rent							
	Beginning Balance						3,343.38
11/01/2023	Expense		Kietzke Plaza	Kietzke Plaza Bill Payment	1100 Cash in Bank	1,114.46	4,457.84
Total for 7050 Rent						\$1,114.46	
85100 Shredding							
	Beginning Balance						74.00
Total for 85100 Shredding							
Total for 7020 Office Expense with subs						\$1,149.43	
7100 Postage							
	Beginning Balance						63.00
11/15/2023	Expense			Online scheduled payment to CRD 4185 XXXXX77840	Confirmation# 1100 Cash in Bank	13.80	76.80
11/15/2023	Expense			Online scheduled payment to CRD 4185	Confirmation# 1100 Cash in	5.00	81.80

NV State Board of Psychological Examiners

General Ledger

November 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
				XXXXX77840	Bank		
Total for 7100 Postage						\$18.80	
7200 Utilities							
7290 Telephone							
Beginning Balance							
11/22/2023	Expense		AT&T	AT&T Local and Long Distance Bill Payment	1100 Cash in Bank	69.64	602.80
Total for 7290 Telephone						\$69.64	
Total for 7200 Utilities						\$69.64	
7500 Copy Lease							
Beginning Balance							
11/20/2023	Expense		Canon Financial Services, Inc.	Canon Financial Services Bill Payment	1100 Cash in Bank	113.25	564.87
Total for 7500 Copy Lease						\$113.25	
7770 Software							
Beginning Balance							
11/09/2023	Deposit			Adobe	1100 Cash in Bank	19.99	376.93
11/09/2023	Deposit			Adobe	1100 Cash in Bank	-19.99	356.94
11/09/2023	Deposit			PAYPAL DES:TRANSFER ID:XXXXXX03675322 INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	1100 Cash in Bank	19.99	376.93
11/15/2023	Expense			Adobe Acrobat	1100 Cash in Bank	19.99	396.92
11/15/2023	Expense			Jotform	1100 Cash in Bank	19.00	415.92
11/15/2023	Expense			Google	1100 Cash in Bank	60.00	475.92
Total for 7770 Software						\$118.98	
7777 Database							
11/15/2023	Expense			Savvy	1100 Cash in Bank	782.70	782.70
Total for 7777 Database						\$782.70	
8000 Legal & Professional Fees							
Beginning Balance							
11/07/2023	Expense		Office of the Attorney General	NV Attorney General - AG Bill Payment	1100 Cash in Bank	1,146.38	10,949.06
Total for 8000 Legal & Professional Fees						\$1,146.38	
8050 Prof Servs							
Beginning Balance							
11/10/2023	Expense		Michelle Fox	Zelle payment to Michelle Fox for "Invoice No. 322 - 11-10-2023";	1100 Cash in Bank	118.75	3,656.25
11/21/2023	Deposit			RETURNED BILL PAYMENT FROM Kathleen Laxalt ISSUE DATE 08-21-23.	1100 Cash in Bank	-1,041.75	2,614.50
Total for 8050 Prof Servs						\$ -923.00	
8055 Lobbyist							
Beginning Balance							
11/22/2023	Expense		Kathleen Laxalt	Kathleen Laxalt Bill Payment	1100 Cash in Bank	1,041.75	6,250.50
Total for 8055 Lobbyist						\$1,041.75	
Total for 8050 Prof Servs with subs						\$118.75	
9001 Banking Fees							

NV State Board of Psychological Examiners

General Ledger

November 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
11/15/2023	Expense			international trans fee	1100 Cash in Bank	23.49	23.49
Total for 9001 Banking Fees						\$23.49	
9002 Bank Crgs							
Beginning Balance							
							4.00
11/13/2023	Expense		Bank of America	External transfer fee - 3 Day - 11/10/2023 Confirmation: XXXXX6792	1100 Cash in Bank	1.00	5.00
Total for 9002 Bank Crgs						\$1.00	
Total for 9001 Banking Fees with subs						\$24.49	
PayPal Fees							
Beginning Balance							
							683.15
11/02/2023	Deposit			regular pp fee	1100 Cash in Bank	5.90	689.05
11/02/2023	Deposit			regular pp fee	1100 Cash in Bank	3.57	692.62
11/02/2023	Deposit			Deferred PP fee	1100 Cash in Bank	12.06	704.68
11/02/2023	Deposit			Regular pp fee	1100 Cash in Bank	5.90	710.58
11/02/2023	Deposit			Deferred PP fee	1100 Cash in Bank	12.20	722.78
11/02/2023	Deposit			Regular PP fee	1100 Cash in Bank	1.58	724.36
11/02/2023	Deposit			Regular PP fee	1100 Cash in Bank	1.21	725.57
11/09/2023	Deposit			deferred PP fee	1100 Cash in Bank	5.88	731.45
11/09/2023	Deposit			deferred PP fee	1100 Cash in Bank	3.18	734.63
11/09/2023	Deposit			deferred PP fee	1100 Cash in Bank	1.57	736.20
11/09/2023	Deposit			deferred PP fee	1100 Cash in Bank	11.91	748.11
11/09/2023	Deposit			Regular PP fee	1100 Cash in Bank	5.90	754.01
11/09/2023	Deposit			Regular PP fee	1100 Cash in Bank	5.90	759.91
11/09/2023	Deposit			regular PP fee	1100 Cash in Bank	5.90	765.81
Total for PayPal Fees						\$82.66	

NV State Board of Psychological Examiners

ITEM 5B

Profit and Loss July - November, 2023

	TOTAL
Income	
4010 Psychologist Application	
40100 Psychologist Application	4,452.00
40101 PA Application	1,551.00
40102 Intern Application	615.30
40103 Trainee Application	155.10
Total 4010 Psychologist Application	6,773.40
4015 Psychologist State Exam	5,299.50
4020 Psych Biennial	83,480.00
40201 Prorated Psych Biennial	11,812.72
40203 Reinstatement of Psych	728.03
Total 4020 Psych Biennial	96,020.75
4025 Psychologist Licensing Fee	250.00
40251 New License	750.00
Total 4025 Psychologist Licensing Fee	1,000.00
4028 Registration Fee	154.43
40281 Psych Asst fee	2,303.16
40282 Psych Intern Fee	154.42
40283 Psych Trainee	92.67
Total 4028 Registration Fee	2,704.68
4030 Non-Resident Consultant	200.00
4040 CE App Fee	55.89
4045 Verification of Licensure	101.18
4055 Continuing Education	213.27
4075 Restitution of Legal Costs	350.00
4999 Interest	17.61
Total Income	\$112,736.28
GROSS PROFIT	\$112,736.28
Expenses	
307910 7210 Dolt Web SVb	488.82
5100 Board Sal	1,500.00
5175 Board Staf	
51752 Executive Assistant	290.90
51753 Investigator Salary	6,083.00
Total 5175 Board Staf	6,373.90
5250 Workers Compensation	402.48
5300 PERS	6,565.60
6100 Out of State Travel	2,582.84
6110 Out of State Travel Misc Costs	135.27
Total 6100 Out of State Travel	2,718.11
6200 In State Travel	402.27

NV State Board of Psychological Examiners

ITEM 5B

Profit and Loss July - November, 2023

	TOTAL
7015 Supplies	316.01
7020 Office Expense	2,480.39
7040 Print-Copy	18.91
7050 Rent	4,457.84
85100 Shredding	74.00
Total 7020 Office Expense	7,031.14
7100 Postage	81.80
7200 Utilities	
7290 Telephone	602.80
Total 7200 Utilities	602.80
7500 Copy Lease	564.87
7770 Software	475.92
7777 Database	782.70
8000 Legal & Professional Fees	10,949.06
8050 Prof Servs	2,614.50
8055 Lobbyist	6,250.50
Total 8050 Prof Servs	8,865.00
9001 Banking Fees	23.49
9002 Bank Crgs	5.00
Total 9001 Banking Fees	28.49
9100 Payroll Expenses	355.00
9110 Company Contributions	
Retirement	4,950.26
Total 9110 Company Contributions	4,950.26
9130 Wages	30,834.31
Taxes	
9111 Federal Taxes (941/944)	2,824.19
NV Unemployment Tax	0.00
Total Taxes	2,824.19
Total 9100 Payroll Expenses	38,963.76
PayPal Fees	765.81
Total Expenses	\$87,878.54
NET OPERATING INCOME	\$24,857.74
NET INCOME	\$24,857.74

**NV State Board of Psychological Examiners
Budget to Actual - Fiscal Year 2024**

11/30/23

		FY24 Budgeted Amount	FY24 Actual	% actual to budget		FY23-2 Biennial-Q1 January 2023-June 2023 Actual + Projected	FY24-1 Biennial-Q2 July 2023-December 2023 Budgeted	FY24-2 Biennial-Q3 January 2024 - June 2024 Budgeted	FY25-1 Biennial-Q4 July 2024-December 2024 Budgeted
INCOME									
Deferred Revenue									
	Renewals - 7/1/23 and 1/1/24	161,460.66	80,730.33	50.00%	Renewals 23-24 biennium (1/1/23)	80,730.33	80,730.33	80,730.33	80,730.33
	Late Renewals - 7/1/23	31,639.96	15,819.98	50.00%	Late Renewals 23-24 biennium (7/1/23)		15,819.98	15,819.98	15,819.98
	New Licensure and Registrations	15,466.50	6,233.25	40.30%	New Licensure, Registrations, Reinstatements		6,233.25	9,233.25	8,598.34
Regular Revenue	23-24 Biennium Q4 New Licensure and Registrations								1,800.00
	Applications								
	Psychologist Application	10,000.00	4,452.00	44.52%		4,000.00	5,000.00	5,000.00	4,250.00
	PA Application	3,500.00	1,551.00	44.31%		1,800.00	1,750.00	1,750.00	1,750.00
	Intern Application	800.00	615.30	76.91%		400.00	400.00	400.00	500.00
	Trainee Application	1,250.00	155.10	12.41%		2,000.00	625.00	625.00	625.00
	Non-Resident Consultant	800.00	200.00	25.00%		750.00	400.00	400.00	500.00
	CE App Fee	1,000.00	269.16	26.92%		600.00	500.00	500.00	500.00
	Other								
	Late Fees					3,600.00	0.00	0.00	0.00
	Psychologist State Exam	8,000.00	5,299.50	66.24%		5,000.00	4,000.00	4,000.00	6,000.00
	New and Duplicate License	1,000.00	1,000.00	100.00%		500.00	500.00	500.00	750.00
	Verification of Licensure	200.00	101.18	50.59%		100.00	100.00	100.00	100.00
	Cost Recovered (Disciplinary)		350.00			0.00	0.00	0.00	0.00
	Interest, Misc	50.00	17.61	35.22%		25.00	25.00	25.00	25.00
Total Income		\$235,167.12	\$116,794.41	49.66%	Income	\$ 99,480.33	\$ 116,083.56	\$ 119,083.56	\$ 121,948.65

Payroll Expenses	FY23 Budgeted Amount	FY24 Actual	% actual to budget		FY23-2 Biennial-Q1 January 2023-June 2023	FY24-1 Biennial-Q2 July 2023-December 2023	FY24-2 Biennial-Q3 January 2024 - June 2024	FY25-1 Biennial-Q4 July 2024-December 2024
					Actual + Projected	Budgeted	Budgeted	Budgeted
Board Salary/Per Diem	9,000.00	1,500.00	16.67%		4,500.00	4,500.00	4,500.00	4,500.00
Executive Director	50,000.00	19,836.59	39.67%		30,000.00	25,000.00	25,000.00	30,600.00
Staff Salary (Part-Time)	20,000.00	1,871.47	9.36%		3,900.00	10,000.00	10,000.00	7,800.00
Staff Benefits Reserve	1,500.00		0.00%		0.00	750.00	750.00	1,500.00
Investigator Salary	10,000.00	4,636.34	46.36%		4,000.00	5,000.00	5,000.00	5,000.00
Workers Compensation	1,200.00	402.48	33.54%		500.00	600.00	600.00	500.00
PERS	19,000.00	9,900.52	52.11%		9,000.00	9,000.00	10,000.00	10,000.00
Payroll Taxes (SS, Medicare)	13,000.00	2,849.29	21.92%		1,200.00	6,500.00	6,500.00	1,200.00
Other Payroll Expenses	700.00	355.00	50.71%		350.00	350.00	350.00	250.00
Total Payroll	124,400.00	41,351.69	33.24%		53,450.00	61,700.00	62,700.00	61,350.00

Operating Expenses	FY23 Budgeted Amount	FY24 Actual	% actual to budget		FY23-2 Biennial-Q1 January 2023-June 2023	FY24-1 Biennial-Q2 July 2023-December 2023	FY24-2 Biennial-Q3 January 2024 - June 2024	FY25-1 Biennial-Q4 July 2024-December 2024
					Actual + Projected	Budgeted	Budgeted	Budgeted
Out of State	6,500.00	2,718.11	41.82%		2,500.00	3,000.00	3,500.00	3,500.00
Meals								
Lodging								
Airfare								
In-State Travel	1,000.00	402.27				1,000.00		1,500.00
Supplies	750.00	316.01	42.13%		200.00	375.00	375.00	375.00
Office Expense (Office Furniture, Shredding, Office Equipment)	4,000.00	2,554.39	63.86%		3,000.00	2,000.00	2,000.00	1,000.00
Print-Copy	800.00	18.91	2.36%		350.00	400.00	400.00	350.00
Copy Lease	1,400.00	564.87	40.35%		650.00	700.00	700.00	750.00
Rent	14,500.00	4,457.84	30.74%		7,000.00	7,000.00	7,500.00	7,500.00
Postage	250.00	81.80	32.72%		200.00	125.00	125.00	300.00
DoIt Web SV	1,500.00	488.82	32.59%		500.00	750.00	750.00	500.00
Telephone & Internet	1,750.00	602.80	34.45%		625.00	875.00	875.00	625.00
Software & Database	7,000.00	1,258.62	17.98%		3,000.00	3,500.00	3,500.00	3,500.00
Legal & Professional Fees	30,000.00	7,768.96	25.90%		10,000.00	15,000.00	15,000.00	17,500.00
Tort Claim	1,000.00		0.00%		1,000.00	0.00	1,000.00	0.00
Professional Services (Auditor, Bookkeeper, Lobbyist)	27,500.00	12,045.00	43.80%		7,500.00	17,500.00	10,000.00	17,500.00

ITEM 5C

	Dues & Reg (ASPPB, Conf, Continuing Ed)	6,000.00		0.00%		5,000.00	1,500.00	4,500.00	4,000.00
	Admin Services (LCB)	1,000.00		0.00%		500.00	500.00	500.00	500.00
	Banking Fees	250.00	28.49	11.40%		125.00	125.00	125.00	125.00
	PayPal Fees (against regular revenue)	1,250.00	330.02	26.40%		500.00	625.00	625.00	500.00
	Miscellaneous Expense	500.00		0.00%		250.00	250.00	250.00	250.00
	Uncategorized Expense	500.00				150.00	250.00	250.00	150.00
	Total Expenses	\$99,950.00	\$33,636.91	33.65%		\$43,100.00	\$52,475.00	\$48,475.00	\$60,475.00
	Total Expenses + Payroll	\$224,350.00	\$74,988.60	33.42%		\$96,550.00	\$114,175.00	\$111,175.00	\$121,825.00
	Total Income	\$ 235,167.12	\$116,794.41	49.66%		\$ 99,480.33	\$ 116,083.56	\$ 119,083.56	\$ 121,948.65
	Final Balance	\$10,817.12	\$41,805.81			\$2,930.33	\$1,908.56	\$7,908.56	\$123.65

		6/24	5/24	4/24	3/24	2/24	1/24	12/23	11/23	10/23	9/23	8/23	7/23	FY24 Totals
Psychologists	Licenses Issued								3	9	6	6	5	29
	Applications Received								7	5	4	11	6	33
Psychological Assistants	Registrations Issued								0	0	6	7	3	16
	Applications Received								1	1	1	1	7	11
Psychological Interns	Registrations Issued								1	0	0	0	2	3
	Applications Received								0	1	0	2	0	3
Psychological Trainees	Registrations Issued								1	0	1	1	0	3
	Applications Received								0	0	0	1	0	1
Non-Resident Consultants	Registrations Issued								1	1	0	0	1	3
Background Checks	Reviewed								0	1	0	2	1	4
Continuing Education	Applications Reviewed								3	2	3	4	0	12
State Exams	Administered								1	8	9	6	6	30
Complaints	Received								3	2	2	2	4	13
	Informal								0	0	0	0	0	0
Totals		0	0	0	0	0	0	0	21	30	32	43	35	161
Licensees	Active Licensees								689	686	677	671	665	
	Inactive - 62													
	Expired - 448													

Current Applications and Registrations:

	APP	REG
Psychologists	103	
Psychological Assistants	11	39
Psychological Interns	10	12
Psychological Trainees	2	35

**Nevada Board of Psychological Examiners
Board Meeting Staff Report**

December 15, 2023

Item No. 10

Revisions to NBOPE's Complaints and Discipline Policy.

The executive director has re-done the Complaints and Discipline policy to:

- adjust the flow and writing style
- clarify some of the processes to reflect how complaints are addressed in practice
- remove duplicate language
- add reference to complaints that involve court ordered evaluations and psychological services
- remove reference to appendices that did not exist and add reference to appendices that do and are proposed
- make revisions Dr. Lenkeit proposed in reference to adding "remedial" to some of the sections that involve discipline
- add a table of contents that includes page number references and is hyperlinked

During the last meeting, there was a question in reference to proposed appendix C, which Dr. Young authored. That question was whether there is a list of disciplinary supervisors. Dr. Young has stated that there is not a list of disciplinary supervisors, explaining that the Board should have a trained cohort of psychologists willing to serve in that role.



**NEVADA STATE
BOARD OF PSYCHOLOGICAL EXAMINERS**

Complaint and Disciplinary Policy

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Purpose

The Nevada Legislature created the Nevada State Board of Psychological Examiners (Board) to regulate the practice of psychology because it is a learned profession, affecting public safety, health, and welfare, and subject to regulation to protect the public from the practice of psychology by unqualified persons and from unprofessional conduct by persons licensed to practice psychology.¹ The Board is charged with enforcing Nevada Revised Statutes (NRS) Chapter 641 and Nevada Administrative Code (NAC) Chapter 641 for the protection and benefit of the public.²

The Nevada Legislature further established minimum procedural requirements for the adjudication of contested cases pending before the Board to ensure that the due process rights of psychologists and other persons are protected and to establish uniformity in procedure across regulatory bodies.³

It is the intent of the Board, through this policy, to carry out the mission the Nevada legislature delegated to it.

Definitions

1. "Complainant" refers to the person making the complaint.
2. "Respondent" refers to the subject of a complaint.
3. "Investigator" refers to the investigator employed by the Nevada Board of Psychological Examiners.
4. "Executive Director" refers to the administrative staff employed by the Nevada Board of Psychological Examiners.
5. "Board" refers to the Nevada Board of Psychological Examiners.
6. "Psychologist" refers to a person who is licensed by the Board to practice psychology.
7. "NRS" refers to Nevada Revised Statutes.
8. "NAC" refers to Nevada Administrative Code.

¹ NRS 641.010

² NRS 622.080

³ NRS 233B.020; NRS 622A.130

Procedure

A. Complaint and Investigative Procedure:

1. Filing a Complaint.

- a. Any person may file a written complaint with the Board office regarding the practice of psychology in this State.⁴ The complaint may be against a psychologist, an unlicensed person, or an applicant for licensure or registration.
 - i. Anonymous complaints will be accepted by the Board. Depending on the information provided by the Complainant, however, it may be difficult to fully investigate an anonymous complaint and/or an anonymous complaint may be more likely to be deemed frivolous.
 - ii. If the Board office receives a complaint against a person who is not licensed by the Board and/or is not practicing psychology, the Board office shall forward the complaint to the appropriate licensing board, if applicable.⁵
 - iii. Complaints that involve Court Ordered Evaluations or Court Ordered Psychological Services are subject to the additional requirements stated in Appendices A and B, respectively.
- b. If applicable, the complaint shall be accompanied by a release of records signed by the Complainant.
 - i. If the Complainant is legally authorized to sign a release of records and fails to sign a release of records, unless in the view of the assigned Board Investigator extraordinary cause exists, the complaint will be deemed invalid and the complaint will be dismissed without investigation or action.
 - ii. If the Complainant is not legally authorized to sign a release of records for the Complainant and/or the client, the Board may subpoena those

⁴ NRS 641.250(1). The filing of a frivolous complaint by a psychologist may be grounds for disciplinary action. NRS 641.230(1)(d); NAC 641.208(3) (A psychologist shall "not engage in conduct in the practice of psychology which evidences moral unfitness to practice the profession.").

⁵ NRS 629.079. The Board still may investigate unlicensed activity and/or take action regarding the unlicensed practice of psychology.

records necessary to investigate the complaint pursuant to NRS 641.245.⁶

2. Investigation Process.

- a. The Executive Director shall maintain oversight of the complaints process, and generally serve as liaison between the Complainant, Respondent, Board Investigators and the Board's attorney, unless otherwise described within this policy.
- b. Upon receipt of a complaint, the Executive Director shall:
 - i. Assign a case number to the complaint.
 - ii. Forward the complaint to a Board Investigator to review the complaint and to determine if it raises serious concerns regarding the immediate health, safety, and welfare of the public such that emergency action is required. If a complaint raises such concerns, refer to the "Special Situations" section of this policy.
 - iii. If the complaint names a Psychologist as a Respondent, advise that Psychologist of the complaint and that the Board office or a Board Investigator will inform that Psychologist if anything further will be required of the Psychologist or if the matter is dismissed.
- c. If the Board investigator reviews a complaint and determines it is invalid or frivolous, the Board Investigator will draft a report regarding that review and determination. The Board's attorney will then review the Board Investigator's report and the complaint. If the Board's attorney concurs with the Board Investigator's determination, the Board Investigator will recommend that the Board dismiss the complaint at its next meeting. If the Board takes action to dismiss the complaint based upon the Board Investigator's recommendation, the Executive Director will send written communication to both the Complainant and the Respondent to advise that the Board dismissed the complaint.

⁶ A Board member must review and sign subpoenas prior to their issuance pursuant to NRS 641.245. The Board President will review and sign subpoenas issued pursuant to this provision unless the Board President has a conflict or is unavailable. In that situation, the Board Secretary-Treasurer will review and sign the subpoena. If both the Board President and the Board Secretary Treasurer have a conflict or are otherwise unavailable, any remaining member of the Board may review and sign the subpoena.

-
- d. If, after reviewing the complaint, the Board Investigator determines that the complaint is not invalid and/or frivolous⁷, and unless the Board Investigator believes extraordinary cause exists⁸, the Board Investigator shall direct the Executive Director to send a letter to the named Respondent with a copy of the complaint and, if applicable, the release of records and any other documents or information submitted with the complaint. If the Respondent is a Psychologist, the letter and the complaint shall be sent to the Psychologist's last known address on file with the Board. If the Respondent is not a Psychologist, the letter and complaint shall be sent to the address that can best be determined. The named Respondent must respond to the Board's letter and the complaint within thirty (30) days⁹, unless the Respondent is given additional time upon the Respondent's written request to the Board office.
- i. If the Respondent does not respond to the Board's letter and complaint within thirty (30) days or within any additional time the Respondent is granted, the Board's attorney will send, or direct the Executive Director to send, another letter to the named Respondent by regular and certified mail informing the Respondent of the duty to respond to the complaint pursuant to NAC 641.210(2) and that the failure to do so may result in disciplinary action. The Board's attorney's letter will provide the Respondent with at least twenty (20) additional days to respond to the complaint. If the Respondent is a Psychologist, the Board attorney's letter shall be sent to the Psychologist's last known address on file with the Board. If the Respondent is not a Psychologist, the Board attorney's letter shall be sent to the address that can best be determined.
- ii. If the Respondent does not provide a response to the Board's letter and complaint, the Board office will file a complaint against the Respondent for the Respondent's failure to respond. Notice of the Board's complaint will be sent to the Respondent and the matter will be assigned to a Board Investigator for investigation.
- iii. If the Respondent is a Psychologist, the Psychologist's failure to update the address that Psychologist has on file with the Board will only be a defense to the Psychologist's failure to respond to the Board's letter and

⁷ NRS 641.270.

⁸ An example of extraordinary cause may be a situation where the Complainant could be in danger if the psychologist or other person is notified of the complaint at this stage in the investigation.

⁹ NAC 641.210(2). Failure to respond to the Board office within thirty (30) days may be ground for disciplinary action against the psychologist.

the Board's attorney's letter if the address change was for less than thirty (30) days.¹⁰

- e. If the Respondent retains an attorney during the investigative process, all future communications between the Board office or the Board Investigator and the Respondent will be between the Board's attorney and the Respondent's attorney. Requests for extensions of time to respond, requests for more information, responses to requests for information, or other communications made during the investigation will be made attorney to attorney and not from Board staff to the Respondent unless the Board's attorney directs the executive director to communicate with the Respondent and/or the Respondent's attorney.
- f. When the Respondent submits a response to the complaint, the Board office will forward the complaint, the response, and any relevant records or other information provided by either the Complainant or the Respondent to a Board Investigator for review and investigation. The purpose of that review and investigation will be to determine if there is any violation of NRS Chapter 641, NAC Chapter 641, the American Psychological Association Code of Ethics, or NRS Chapter 629.
- g. At the Board Investigator's discretion and as part of the investigation, the Board Investigator may interview the parties, including the Complainant and the Respondent, as well as any possible witnesses. These interviews may be conducted by phone or other means that the Board Investigator deems appropriate. If any party is represented by an attorney, the Board Investigator will confer with the Board's attorney to determine how to proceed to ensure the protection of that party's rights.
- h. If the Board Investigator believes that more information is necessary to adequately investigate the complaint, the Board Investigator may send, or request that the Executive Director send, a letter to the Complainant or the Respondent requesting such information and requiring that such information be provided within thirty (30) days. The Board Investigator's letter shall be mailed to the Complainant or the Respondent by regular and certified mail. If available, the Board Investigator or the Executive Director may communicate with either party by e-mail.
- i. If the Board Investigator believes that more information is necessary to adequately investigate the complaint and a written letter or interview will not

¹⁰ See NAC 641.210(3).

allow the Board Investigator to obtain that information¹¹, the Board Investigator may request that a subpoena for that information be issued pursuant to NRS 641.245.¹²

- j. In investigating some complaints, the Board's Investigator may determine that it is necessary to ask a Psychologist named in a complaint to complete a mental or physical examination pursuant to NRS 641.272. For more information, please review the "Special Situations" section of this policy.
- k. After gathering all necessary evidence and information, the Board Investigator shall determine whether the Respondent has violated NRS Chapter 641, NAC Chapter 641, the American Psychological Association Code of Ethics, or NRS Chapter 629. In order to protect the public, the Board Investigator's determination is not limited to the allegations alleged by the Complainant in the complaint. That determination may also include and address in the Board Investigator's report any violations that the Board Investigator discovers during the investigation.
- l. The Board Investigator shall draft a written report with the Board Investigator's determination regarding the alleged violations as well as any additional violations discovered during the investigation.
 - i. The report must include the following:
 - 1. A summary of the allegations against the Respondent ;
 - 2. A summary of the Respondent's response to the allegations;
 - 3. A summary of any other allegations discovered in the investigation and the Respondent's to those allegations, if applicable;¹³
 - 4. A summary of the Board Investigator's case analysis, which shall include specific reference to:

¹¹ For example, depending on the allegations in the complaint, the Board Investigator may want to review a pharmacy utilization report for the person named in the complaint. If this is necessary, the Board Investigator should contact the Board's Executive Director and the Board's attorney so that an appropriate request may be made to the State of Nevada, Board of Pharmacy.

¹² A Board member must review and sign subpoenas prior to their issuance pursuant to NRS 641.245. The Board President will review and sign subpoenas issued pursuant to this provision unless the Board President has a conflict or is unavailable. In that situation, the Board Secretary-Treasurer will review and sign the subpoena. If both the Board President and the Board Secretary Treasurer have a conflict or are otherwise unavailable, any remaining member of the Board may review and sign the subpoena.

¹³ The psychologist or other person named in the complaint will be notified of and given an opportunity to respond these allegations before the matter proceeds to discipline pursuant to NRS 233B.127(3).

- a. evidence supporting the allegations that the Board's Investigator believes should be pursued in a disciplinary proceeding and copies of that evidence, as applicable; and
 - b. the violations of NRS 641, NAC 641, NAC 629 and/or the American Psychological Association Code of Ethics sections that the investigator has concluded the Respondent has violated.
- ii. In the report, the Board Investigator:
1. May recommend that the Psychologist be required to provide fingerprints to the Board office at the initiation of disciplinary proceedings as authorized by NRS 622.360;
 2. Shall, in consultation with the Board's attorney, include recommendations regarding the category of the violation, the seriousness of the violation, recommended sanctions regarding the violation, and any other relevant information.
- iii. The Board Investigator's report must be included in the Board office complaint file.
- m. If the Board Investigator believes that the Board should dismiss the complaint, the Board Investigator shall provide a summary of the investigation and the reasons supporting the recommendation that the Board dismiss the complaint at the Board's next meeting. The Board may vote at that meeting to dismiss the complaint as recommended.
- n. If the Board Investigator, in consultation with the Board's attorney, believes that the matter should proceed to disciplinary action (whether a hearing, settlement agreement, or other proceeding), the Board Investigator's report to the Board will include only the type of violation (statute or other category of violation) and state that the matter has been sent to the Board's attorney for the initiation of disciplinary action. If there is a question or another opinion is necessary, another Board Investigator may be asked to review the complaint, response, documents received, and recommendations from the assigned Board Investigator. If necessary due to extraordinary circumstances, a member of the Board may be designated as an "investigating Board member" pursuant to NRS 233B.122 and provide this additional review.¹⁴

¹⁴ In this situation, the "investigating Board member" must recuse from any decision regarding this complaint.

- o. Once a matter is assigned to the Board's attorney, the Board's attorney shall send a letter to the Respondent by regular and certified mail that provides the Respondent with: (1) a summary of the allegations substantiated in the complaint; and (2) an additional opportunity to respond to the allegations prior to the initiation of disciplinary proceedings.^{15, 16} The Board's attorney and the Board Investigator will review any response by the Respondent. A response from the Respondent may lead to additional investigation, revision of the Board Investigator's report, or other action prior to the initiation of disciplinary proceedings. If the response leads to the recommendation that the matter be dismissed, the Board Investigator shall update the report to include reasons for this decision and follow the procedure outlined above for recommending dismissal.
- p. If the complaint is against an applicant for a license, the Board's ability to sanction the person may be limited. However, the Board Investigator may recommend that the complaint be considered when evaluating the person's application, pursuant to NRS 641.170. The Board Investigator may recommend that licensure be denied to the applicant or granted under specified conditions. In that situation, and as required by the Open Meeting Law, the applicant must be: (1) provided notice to appear at a Board meeting in which the Board Investigator's recommendation will be presented to the Board; and (2) and allowed to present information to the Board regarding the application.
- q. Although the intent is not to have the Board's attorney investigate a complaint and risk becoming a witness in the matter should it proceed to a hearing before the Board, the Board's attorney is available and should be consulted by the Board Investigator as necessary throughout the investigation of a complaint.
- r. The Board shall follow the requirements of NRS Chapters 233B, 241, 622, 622A, 629, 641, and NAC Chapter 641 in adjudicating complaints before the Board, including the approval of settlement agreements.

¹⁵ The initiation of disciplinary proceedings is the sending of a complaint and notice of hearing to the Respondent by the Board's attorney. *See* NRS 622A.300(1).

¹⁶ NRS 233B.127(3). This is required for cases where there may be a suspension or revocation. Best practice is to do this for all cases. This ensures that the psychologist or other person named in the complaint is informed about any additional allegations discovered in the investigation, but not included in the complaint prior to the initiation of disciplinary action.

B. Disciplinary Activity Reporting:

1. The Board's Executive Director shall submit quarterly reports on or before the 20th day of January, April, July, and October to the Legislative Counsel Bureau as required by NRS 622.100. These reports must be submitted electronically and shall include a summary of each disciplinary action the Board took against any licensee during the immediate preceding calendar quarter.
2. Within 30 days of the Board's disciplinary action, the Board's Executive Director shall:
 - a. submit reports regarding disciplinary action to the National Practitioner Databank as required by federal law, and to the Association of State and Provincial Psychology Boards.
 - b. provide, via U.S. Mail, true and correct copies of all disciplinary actions to the Administrator of the Division of Public and Behavioral Health in the Department of Health and Human Services.
 - c. post information regarding disciplinary action against a psychologist, psychological assistant, psychological intern, psychological trainee, or other person on the Board's website, and shall include the following information:
 - i. Discipline Type: Settlement or Order,
 - ii. A list of the specific statutes or regulations violated,
 - iii. A summary of the penalty imposed by the Board, including, as applicable, fine amount, cost reimbursement, continuing education, probation requirements, or other sanctions imposed, and
 - iv. Current status of the person's license or registration, as applicable.
 - d. Report to the appropriate law enforcement agency all disciplinary action taken against unlicensed individuals. See NRS 641.2705.
3. The Board's Executive Director shall report any disciplinary action taken against a psychologist or other person that may involve insurance fraud to the Office of the Attorney General's Insurance Fraud Unit. More information about making this report is available at:
http://ag.nv.gov/About/Criminal_Justice/Insurance_Fraud/.

C. Special Situations:

1. Summary Suspension: The Board President, acting on behalf of the Board, may issue a summary suspension of a Psychologist's license without first holding a hearing if the Board President determines that the Psychologist's actions could impair public health, safety, or welfare to the point that emergency action is required.
 - a. Summary suspension by the Board President must be conducted in consultation with the assigned Board Investigator, the Executive Director, and the Board's attorney.
 - b. The Board must conduct a hearing on the underlying allegations within 45 days after the date of the order of summary suspension, unless the Board and the Psychologist mutually agree in writing to a longer period. After issuing a summary suspension order, the Board President may not participate in deciding the case at the scheduled hearing. See NRS 233B.127(3); NRS 233B.122(1).
2. Mental or Physical Examination: The Board may require a person named in a complaint to submit to a mental examination conducted by a panel of three Psychologists designated by the board, or to a physical examination conducted by a physician designated by the Board.
 - a. Every psychologist licensed under NRS Chapter 641 is deemed to have given consent to submit to such a mental or physical examination when directed to do so in writing by the Board.
 - b. The testimony or reports of the examining Psychologists or Physicians are privileged communications, except as to disciplinary proceedings. The failure of a Psychologist to submit to an examination constitutes grounds for immediate suspension of the psychologist's license. See NRS 641.272.
3. Although the language of the statute permitting the Board to require an examination is broad and allows this examination to be conducted for any complaint received against a psychologist and prior to the initiation of disciplinary proceedings, due process and fairness still apply and the Board's power to order this examination as part of its investigation should not be abused.
4. The Board shall bear the cost for an examination it requires a Psychologist to undergo. The Board may later receive reimbursement for the costs of the examination from the Psychologist if the Psychologist is found to have engaged in conduct that violates Nevada law or enters into a settlement agreement

agreeing to reimburse the Board for this cost. See NRS 622.400.

D. Communication During the Investigative Process:

1. The Board must maintain the confidentiality of the complaint and all documents and information compiled during the investigation of the complaint during the investigative process. See NRS 641.090. The Board shall not acknowledge the existence (or not) of a complaint by way of confidential information until the investigation is concluded and a complaint and notice of hearing has been drafted, filed with the Board, and served upon the Respondent by the Board's attorney or a settlement agreement is negotiated and agendized for consideration by the Board at meeting, subject to the following exceptions:
 - a. The Board may communicate or cooperate with or provide any documents or other information to any other licensing board or any other agency that is investigating a person, including, without limitation, a law enforcement agency. See NRS 641.090(6).
 - b. The Respondent named in a complaint may submit a written statement to the Board requesting that such documents and information be made public records. See NRS 641.090(4).
 - c. Discovery regarding the complaint, such as the exhibits the Board's attorney intends to introduce at the hearing and a list of witnesses that the Board's attorney intends to call, must be provided to the Respondent upon request after the complaint and notice of hearing has been drafted, filed with the Board, and served upon the Respondent. See NRS 622A.330.

Note: Exhibits introduced at the hearing for review by the Board that contain protected health information do not become public documents that are subject to disclosure pursuant to NRS 622.310.
2. Substantive communication between the Respondent and the Board office or investigator during the investigative process must occur in writing. However, this does not preclude the Board's investigator from conducting oral interviews and submitting questions to the Respondent.
3. Communication from the Respondent may be sent to the Board office by electronic mail, facsimile, U.S. mail, or other mail carrier.
4. Copies of all communication regarding the complaint must be maintained in the Board's file related to the complaint.

E. Fines, Costs, and Collections:

1. All Board orders and settlement agreements will include a final due date for payment of all fines and costs assessed by the Board.
2. All fines that the Board assesses and receives must be submitted to the State Treasurer for deposit with the General Fund.
3. All cost reimbursements that the Board assesses pursuant to NRS 622.400 and receives must be deposited into the Board's bank account established pursuant to NRS 641.111.
4. For all fines and costs that the Board assess but does not receive pursuant to the terms of the Board's order and/or the approved settlement agreement, the Board will utilize the State Controller as its agent to collect fines and cost reimbursements that the Board assesses during disciplinary actions pursuant to NRS 353C.195 and follow the procedures required by the State Controller.

F. Qualifications of Board Investigators:

1. All Board Investigators shall:
 - a. Be licensed in the State of Nevada as a psychologist for at least five years,
 - b. Be in good standing as a psychologist in the State of Nevada, as well as any other states or jurisdictions where he/she/they is licensed, and
 - c. Complete the Council on Licensure, Enforcement, and Regulation (CLEAR) training in complaint investigation.
2. Experience in conducting investigations is preferred, but not required.

G. Records:

1. Complaints filed with the Board office must be kept by the Board office for ten (10) years, even if they are not acted on or investigated.¹⁷
2. The complaint file shall be maintained in the Board office and should include, at a minimum, the following:
 - a. The complaint, responses and associated documentation provided by the

¹⁷ NRS 641.250(2).

- Complainant. This may include letters and/or emails, including documents from the Complainant's attorney, if applicable.
- b. The response and associated documentation provided by the Respondent. This may include letters and/or emails, including documents from the Respondent's attorney, if applicable.
 - c. Documents provided by the investigator(s), including the investigator's final report.
 - d. Documents provided by the Board's attorney, including, where applicable, orders, notices, subpoenas and other legal documents.
 - e. Board meeting minutes where the complaint was discussed and/or action taken.
 - f. Board meeting minutes where a disciplinary hearing was conducted and/or action taken.

Categories of Violations for Psychologists

A. Criminal Convictions:

1. Felony relating to the practice of psychology. NRS 641.230(1)(a).
2. Any crime or offense that reflects the inability of the person to practice psychology with due regard for the health and safety of others. NRS 641.230(1)(b).
3. Violating any of the provisions of NRS 616D.200, 616D.220, 616D.240, or 616D.300 to 616D.440 (Relating to workers' compensation insurance and/or benefits).
4. Medicare or Medicaid fraud. NRS 641.230(1)(m).
5. Insurance fraud. NRS 641.230(1)(n).

B. Practice below the Standard of Care

1. Engaged in gross malpractice. NRS 641.230(1)(d).
Gross malpractice is defined in NRS 641.023. It includes the practice of psychology under the influence of an alcoholic beverage or any controlled

substance, gross negligence, willful disregard of established method and procedures in the practice of psychology, or willful and consistent use of methods and procedures considered by psychologists in the community to be inappropriate or unnecessary in the cases where used.

2. Engaged in repeated malpractice. NRS 641.230(1)(d).

Malpractice is defined in NRS 641.024. It means the "failure on the part of a psychologist to exercise the degree of care, diligence and skill ordinarily exercised by psychologists in good standing in the community."

3. Engaged in gross negligence in the practice of psychology. NRS 641.230(1)(d).

Gross negligence means "[a] lack of slight diligence or care" or "[a] conscious, voluntary act or omission in reckless disregard of a legal duty and of the consequences to another party." Black's Law Dictionary 1057 (7th ed. 1999).

4. Lack of/inadequate knowledge or training in area of practice. NAC 641.208(1).

5. Failure to maintain competence and/or limit practice to areas of competence. NRS 641.112; NAC 641.208(4); APA Rule 2.01; 2.03.

6. Unprofessional Conduct. (Violation of Regulation Adopted by the Board). NRS 641.230(1)(g).

a. Standards of Conduct. NAC 641.200–NAC 641.250.

b. Failure to display license in a conspicuous place. NAC 641.213(1)(a).

c. Other violations included also may fall under this category, if they involve a violation of a Board regulation.

7. Interruption of psychological services without transition for clients. NAC 641.215(5)–(9); APA Rule 3.12.

8. Supervision.

a. Failure to properly supervise psychological interns, psychological assistants, or unlicensed personnel. NAC 641.158; NAC 641.161(2); NAC 641.168.

b. Failure to follow requirements for supervision as outlined by the Board. NAC 641.151–NAC 641.161.

C. Dishonesty

1. Made fraudulent or untrue statements to the Board. May also include filing a knowingly frivolous or knowingly false complaint with the Board. NRS 641.230(1)(f). See also NAC 641.245(3).
2. Made fraudulent or untrue statements to others, including making or filing false reports. NAC 641.245; APA Rule 5.01.
3. Engage in conduct in the practice of psychology which evidences moral unfitness to practice the profession. NAC 641.208(2).
4. Misrepresentation of professional qualifications. NAC 641.239.
5. Failure to complete required CEU's. NRS 641.220; NAC 641.132.
6. Fraudulent billing or misleading information regarding billing from party responsible for payment. NAC 641.213(1)(d); NAC 641.245(2)(c).
7. False advertising. APA Rule 5.01.
8. Failure to correct error in fraudulent or untrue statement made by others. NAC 641.239(2); APA Rule 5.02.

D. Disciplinary Action in another State.

1. Underlying action is also grounds for disciplinary action in Nevada. NRS 641.230(1)(h).
2. Failed to report to the Board within 30 days disciplinary action from another state. NRS 641.230(1)(i).

E. Violating NRS Chapter 641. NRS 641.230(1)(j).

1. Violation (direct or indirect) or attempted violation of a provision of NRS Chapter 641.
2. Assisted in or abetted a violation of or conspired to violate a provision of NRS Chapter 641. NAC 641.241.
3. Failure of non-resident consultant to register with the Board pursuant to NAC 641.169.

F. Impairment. NRS 641.230(1)(k).

Performed or attempted to perform any professional service while impaired by alcohol, drugs, or mental or physical illness, disorder or disease. NAC 641.229.

G. Inappropriate Relationships

1. Sexual activity with a patient or client. NRS 641.230(1)(l); NAC 641.229(3).
2. Dual relationship. NAC 641.229(2) or (3); APA Rule 3.05; APA Rule 3.06.
3. Coercive or exploitative relationship. NAC 641.215(12); NAC 641.229(2) or (3); APA Rule 3.05; APA Rule 3.06; APA Rule 3.08.
4. Discrimination. NAC 641.215(10); APA Rule 3.01.
5. Sexual harassment. NAC 641.215(11); APA Rule 3.02.
6. Physical harassment. APA Rule 3.02; APA Rule 3.03; APA Rule 3.04.
7. Other harassment. NAC 641.215(11); APA Rule 3.03.
8. Soliciting business or referrals from patients. NAC 641.215(12); APA Rule 5.06.
9. Accepting or paying fees to third parties for referrals of clients. NAC 641.213(1)(e).

H. Business Practices

1. Records APA Rules 6.01–6.07.
 - a. Failure to release records as required by law. NAC 641.219; NRS 629.061.
 - b. Inadequate record-keeping. NAC 641.219(1).
 - c. Breach of confidentiality of records. NAC 641.219; NAC 641.224.
 - d. Informed consent. NAC 641.207(1)(i); NAC 641.215(2) and (4); NAC 641.224; NAC 641.241; APA Rule 3.10.
2. Breach of confidentiality. NAC 641.224; APA Rule 4.01–4.07.

3. Operating a medical facility when the license of the facility was suspended or revoked or when an act or omission occurred which resulted in the suspension or revocation of the license pursuant to NRS 449.160. NRS 641.230(1)(o).
4. Practice under name that is not on license. NRS 641.225(1).
5. Fee splitting. NAC 641.210(4).

I. Communications with the Board.

1. Failure to respond to a communication from the Board within 30 days. NAC 641.213(1)(b).
2. Failure to update address or telephone number with the Board within 30 days of the change. NAC 641.213(1)(c).

J. Practice with Expired or Inactive License.

1. Active license required to practice psychology. NRS 641.390(1).
2. If license is inactive, may not practice psychology. NAC 641.133(2).

Categories of Violations – Unlicensed Activity

A. Misrepresentation. Representing oneself as psychologist NRS 641.390; NRS 641.440.

1. Holding out or representing oneself as a psychologist.
2. Using title that incorporates “psychology” or “psychologist.”

B. Practice without a License.

Engaging in the practice of psychology as defined in NRS 641.025 without a license. NRS 641.390; NRS 641.440.

C. School Psychologist Outside the School Setting. NRS 641.390(5).

Provisions governing school psychologist contained in NAC 391.315–NAC 391.319.

D. Failure of Non-Resident Consultant to Register with the Board. NAC 641.169.

Disciplinary/Remedial Options for Psychologists

A. *Authorized Discipline/Remediation.* NRS 641.240 lists the authorized discipline/remediation available to the Board if it finds a psychologist to have committed an act which constitutes grounds for disciplinary/remediation action¹⁸:

1. Public reprimand,
2. Limit the psychologist's practice,
3. Suspend the person's license for a period of not more than one year,
4. Revoke the person's license [NRS 622A.410 requires that the Board's order specify the time period during which the psychologist may not apply for reinstatement of the license. The period must be at least one year and not more than ten years],
5. Impose a fine of not more than \$5,000,
6. Suspend the enforcement of any penalty by placing the psychologist on probation. The Board may revoke the probation if the psychologist does not follow any conditions imposed,
7. Supervised practice, as outlined in Appendix C.
8. Counseling or treatment by a person approved by the Board [psychologist to pay costs incurred],
9. Probation with conditions imposed for the protection of the public or the rehabilitation of the psychologist [conditions may include requiring additional continuing education units in specified area[s], additional training, successful completion of a skills or ethics examination such as the Ethics and Boundaries Assessment, a psychological evaluation, or participation in a substance dependence treatment program], and
10. Require payment of costs for remediation or restitution.

B. *Imposition of Discipline/Remediation.* If the Board finds that a psychologist has violated any provision of NRS Chapter 641 or NAC Chapter 641 or an act that constitutes grounds for disciplinary/remediation action pursuant to NRS 641.230 or

¹⁸ Grounds for disciplinary action are contained in NRS 641.230.

accepts a settlement agreement within which the psychologist admits to such conduct or does not contest the allegations, the Board may:

1. Assess the Board's reasonable attorney's fees and costs incurred as part of the Board's investigation or the Board's administrative or disciplinary proceeding pursuant to NRS 622.400(1).
2. Costs allowed are defined in NRS 622.400(2).
3. Additional Options and Considerations:
 - a. To the greatest extent possible, all disciplinary/remediation action ordered by the Board or contained in a settlement agreement will be meaningfully tied to the violations substantiated in the Board's investigation in order to allow the person an opportunity for remediation of these violations. An example of considerations the Board will take into account when determining remediation plans is discussed in this article: Vacha-Haase, T., Elman, N. S., Forrest, L., Kallaugher, J., Lease, S. H., Veilleux, J. C., & Kaslow, N. J. (2018, November 29). Remediation Plans for Trainees With Problems of Professional Competence. Training and Education in Professional Psychology. Advance online publication. <http://dx.doi.org/10.1037/tep0000221>.
 - b. If the Board initiates disciplinary proceedings against a licensee, the Board requires all licensees to submit a complete set of his/her/their fingerprints to the Board and written permission authorizing the Board to forward those fingerprints to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report. NRS 622.360(1). Failure to comply is ground for additional disciplinary action against the license. NRS 622.360(2). A conviction for an unlawful act that is grounds for disciplinary action against the licensee that has not been disclosed to the Board or that the Board has not already disciplined the licensee for is an additional ground for disciplinary action against the licensee. NRS 622.360(3). Notice that the licensee must provide fingerprints pursuant to NRS 622.360 will be included in the Complaint and Notice of Hearing. In addition, all settlement agreements regarding licensees, the Board will require that the licensee provide fingerprints pursuant to NRS 622.360 as part of the settlement.
 - c. The Board may order any psychologist named in a complaint¹⁹ to submit to a mental examination conducted by a panel of three psychologists designated by the Board or a physical examination conducted by a physician designated by the Board. NRS 641.272(1). Failure to comply with this request is grounds

¹⁹ Disciplinary proceedings do not have to first be initiated.

- for immediate suspension of the psychologist's license unless there are extraordinary circumstances, as determined by the Board. NRS 641.272(2).
- d. Settlement agreements may contain requirements agreed to by the parties and approved by the Board that differ from those specified in NRS 641.240 or other statutory provision. A psychologist may agree to surrender his/her/their license in lieu of other disciplinary action by a settlement agreement. This constitutes discipline pursuant to NRS 233B.121(6) and will be reported as discipline pursuant to this policy.
 - e. The Board may not administer a private reprimand. NRS 641.240(2).
 - f. An order that imposes discipline and the findings of fact and conclusions of law supporting that order are public records. NRS 641.240(3).
 - g. A settlement agreement in a disciplinary case must be approved by the Board in a public meeting and the settlement agreement is a public record. NRS 622.330.

Unlicensed Activity Sanctions

A. Cease and Desist.

Order to Cease and Desist from engaging in activity prohibited by NRS 641.390. NRS 641.2705(2)(a).

B. Citation.

A written citation that describes with particularity the nature of the violation. NRS 641.2705(2)(b) and (3). A citation may be appealed to the Board within 30 days after the date of the citation. NRS 641.2705(5).

C. Administrative Fine. For any violation of NRS 641.390, the Board *shall* assess an administrative fine of:

1. \$500 (first violation),
2. \$1,000 (second violation), and
3. \$1,500 (third or subsequent violation).

D. Attorney Fees and Costs. If the Board finds that a person has violated any provision of NRS Chapter 641 or NAC Chapter 641 or the person admits to such conduct or does not contest the allegations, the Board may:

1. Assess the Board's reasonable attorney fees and costs incurred as part of the Board's investigation or the Board's administrative or disciplinary proceeding pursuant to NRS 622.400(1).
2. Costs allowed are defined in NRS 622.400(2).

E. Injunction.

If a person continues to engage in unlicensed activity, the Board may file an action in civil court requesting that the court enter an injunction against the person, enjoining him/her/them from engaging in the unlicensed practice of psychology. See NRS 641.316.

Aggravating and Mitigating Factors

The following factors may mitigate or aggravate the sanctions that may be imposed in the disciplinary process.

A. Factors Related to Conduct.

1. Gravity of the unprofessional conduct
2. Age, capacity and/or vulnerability of the patient, client, or victim;
3. Number or frequency of the acts of unprofessional conduct;
4. Injury caused by the unprofessional conduct;
5. Potential for injury to be caused by the unprofessional conduct;
6. Degree of responsibility for the outcome;
7. Abuse of trust;
8. Intentional or inadvertent act;
9. Motivation is criminal, immoral, dishonest, or for personal gain;
10. Length of time since the unprofessional conduct occurred.

B. Factors Related to the Psychologist.

1. Experience in practice;
2. Past disciplinary record;
3. Mental and/or physical health;
4. Personal circumstances;
5. Personal problems having a nexus with the unprofessional conduct;
6. Voluntary restitution or other remedial action;
7. Admission of key facts.

C. General Factors.

1. License holder's knowledge, intent, and degree of responsibility;
2. Presence or pattern of other violations;
3. Present moral fitness of the license holder;
4. Potential for successful rehabilitation;
5. Present competence to practice;
6. Dishonest or selfish motives;
7. Isolated incident unlikely to reoccur.

Appendix A
Policy regarding Court Ordered Evaluations

A person filing a complaint arising out of or related to a court ordered evaluation must submit the following in addition to completing the Complaint Form:

- 1) Final order or judgment in the case
- 2) A copy of the court order appointing the licensee in the case.

A complaint subject to this rule shall be dismissed unless the Complainant can show the following:

- 1) The licensee was disqualified as an expert witness by the Court.
- 2) The licensee's opinion or inferences complained of were ruled inadmissible by the Court.
- 3) A curriculum vitae and written report by an expert qualified to render an expert opinion in the relevant subject area. The report must address deficiencies in standard of care, violations of the American Psychological Association Code of Ethics, and violations of Nevada Revised Statutes or Nevada Administrative Code in the licensee's report.

A complaint subject to this rule must be filed within one year of the entering of the final order or judgment concerning the licensee's evaluation in the case.

Appendix B

Policy regarding Court Ordered Psychological Services

A person who files a complaint alleging a statutory or ethical violation arising out of or related to court ordered psychological services, including, but not limited to, psychotherapy, reunification therapy, parent coordination, and parent coaching, must, in addition to completing the complaint form, comply with the following requirements:

- 1) A complaint may not be filed while the licensee is under court appointment to provide the particular psychological service unless the person has applied to terminate services with the court.
- 2) Submit the curriculum vitae and written report of an expert qualified to render an expert opinion in the relevant subject area. The report must address deficiencies in standard of care, violations of American Psychological Association Code of Ethics, and violations of Nevada Revised Statutes/Nevada Administrative Code in the licensee's psychological services.
- 3) The complaint must be filed within one year of termination of services.

Appendix C

Requirements for Supervised Practice

Disciplinary supervision, or supervised practice, is a remediation requirement that results from Board discipline of a licensee. The supervision requires the supervisor and licensee to focus on areas in which the supervisee has experienced problems. These areas could include, for example, maintaining appropriate boundaries, conflict of interest, informed consent in assessments, and recordkeeping.

- If a Board investigation of a licensed psychologist, psychologist associate, or temporary practitioner results in disciplinary action, an Order is issued by the Board itemizing the Board's disciplinary actions.
- If the Order requires disciplinary supervision, the Respondent may propose a disciplinary supervisor for Board approval from the list of trained Disciplinary Supervisors.
- The Board sends a letter of engagement to the Disciplinary Supervisor, and disciplinary supervision commences per the terms of the Order. Terms of the Order will include frequency and duration of required disciplinary supervision meetings and quarterly documentation of practice monitoring will be submitted to the Board.
- A licensed psychologist who supervises/serves as a practice monitor for a licensed psychologist who has entered an agreement with the Board or been ordered by the Board to practice psychology under supervision or with a practice monitor is professionally responsible only for work specified in the agreement or order.
- Upon completion of the minimal requirements of the Order, the Licensee and Disciplinary Supervisor may request termination of the disciplinary supervision.
- The licensee shall pay the costs incurred.

Nevada Board of Psychological Examiners Board Meeting Staff Report

December 15, 2023

Item No. 11

Revisions to NBOPE's Application for Licensure and proposed optional pre-licensure demographic survey.

Licensure application revisions:

The executive director has proposed revisions to the application for licensure based upon information from the ASPPB Conference in September and based upon questions and issues the Board office has encountered in processing applications. The proposed revisions are:

- Obtaining the applicant's initials next to the acknowledgement statement
- Obtaining initial screening information regarding degree and program, and advising applicants of the possibility of an equivalency evaluation for degrees in programs other than clinical, counseling, or school psychology
- Asking for preferred pronouns rather than binary gender
- Stating "if known" next to the EPPP-1 score and noting the Board's policy regarding the EPPP-2.
- Requesting both university and university program information under the APA-Accreditation section as additional, initial screening information
- Removing the question about having access to a licensed professional with 3 or more years' experience under the employment history section.

Optional pre-licensure Demographic Survey

Also based upon information from the September 2023 ASPPB Conference regarding the use of licensee demographic information, the Board office has drafted a proposed pre-licensure optional demographic survey to gather data for the purpose of workforce development in Nevada.



NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS

Application for Licensure as a Psychologist

For additional information about licensure in the State of Nevada, contact the Board office at nbop@govmail.state.nv.us, 1-775-688-1268, or https://psyexam.nv.gov/Forms/ALL/PsychologistAppInfo/.

Type or Print Legibly in Ink

Application Date: _____

1. Acknowledgement

Any omissions or false or misleading information in, or connected with, this application, its attachments or other communications with the Board may be cause for denial or revocation of licensure. Initials _____

2. Initial Applicant Screening Information

Degree: Ph.D. ____ Psy.D. ____ Ed.D. ____

Psychology

Degree Program: Clinical ____ Counseling ____ School ____ Other* ____

*If you marked "other" for your degree program, please specify: _____

Applicants who have a doctoral degree in a program other than Clinical, Counseling, or School Psychology may be subject to an equivalency evaluation.

3. Personal Data

Applicant Name: Last _____ Maiden (if applicable) _____

First _____ Middle _____

Social Security #: ____ - ____ - ____ U.S. Citizen: Yes ____ No ____ Preferred Pronouns: _____

Place of Birth: _____ Date of Birth: _____

U.S. Armed Services: Are you an active member or veteran of the U.S. Armed Forces? Yes ____ No ____
Are you the current/surviving spouse of an active member/veteran? Yes ____ No ____

Email Address: _____

Preferred Mailing Address: Home _____ Business _____

Home Address: _____

City, State, Zip: _____

Home Phone: _____

Business Address: _____

City, State, Zip: _____

Business Phone: _____

4. EPPP – National Examination

EPPP Part-1	EPPP Part-2
Have you passed the EPPP Part-1? Yes___ No___	Have you passed the EPPP Part-2? Yes___ No___
Raw Score Earned (if known): _____	Raw Score Earned*: _____ <i>*The EPPP-2 is required for applicants who were not licensed in another jurisdiction prior to November 1, 2020.</i>
Form Number (if known): _____	Form Number (if known): _____
Place Taken / Jurisdiction: _____	Place Taken / Jurisdiction: _____
Date Taken: _____	Date Taken: _____

5. APA-Accreditation

Was your graduate program accredited by the American Psychological Association (APA) at the time of graduation? Yes ___ No ___

Name of Graduate University: _____

Name of Graduate University's Program: _____

6. Licensing History

1. State / Jurisdiction _____ License Type: _____
Date Acquired: _____ License End Date (if applicable): _____
2. State / Jurisdiction _____ License Type: _____
Date Acquired: _____ License End Date (if applicable): _____
3. State / Jurisdiction _____ License Type: _____
Date Acquired: _____ License End Date (if applicable): _____

If licensed as a psychologist in additional states/jurisdictions, please list jurisdictions below:

7. Personal / Professional Conduct History

	YES	NO
a) Is there currently or has there ever been any investigation or action taken against you for any ethical, moral, legal or malpractice action?		
b) Have you ever been found guilty, convicted, or held liable in any moral, ethical, legal, or malpractice action?		
c) Have you ever had a professional license or certificate denied, restricted, suspended or revoked in any jurisdiction for any profession?		
d) Have you ever relinquished responsibilities, let your license lapse, resigned a position, or been fired due to an action pending or threatened?		
e) Have you ever resigned or been terminated from a professional organization or surrendered a license while a complaint against you was being investigated or pending?		
f) Have you ever been notified by any state, territory, district, country, U.S. government agency, or state certification/licensing board of any complaint filed against you relative to the practice of psychotherapy and/or assessment (including, but not limited to, any allegations currently pending)?		
g) Have you ever been convicted of, or pled guilty or nolo contendere, to a violation of any federal or state statute, or any city or county ordinance, or any law of a foreign country? (This includes misdemeanors and felonies and includes convictions subsequently dismissed and deferred judgments. Exclude minor traffic violations only.)		
h) Are you subject to a court order for the support of one or more children and not in compliance with the order or with a repayment plan approved by the public agency authorized to enforce the order?		

i) Are you required to register as a sex offender?		
j) Have you ever been suspended, disqualified, censured, or disciplined as a member of any professional organization?		
k) Have you ever been dismissed from or asked to resign from any education, training, or employment due to negligence, professional misconduct or academic dishonest?		
l) Have you ever been subject to review and/or action by the ethics committee of any organization?		

Explain any "Yes" answers below. Attach a separate sheet if necessary.

8. Check any that apply:

I am licensed in at least one of the following states: Arkansas, Georgia, Hawaii, Kansas, Louisiana, Mississippi, New Jersey, New York, Tennessee (Health Service Provider only), Texas, or Washington DC

I am licensed in at least one of the following states: Alaska, Colorado, Connecticut, Idaho, Iowa, Maine, Maryland, Massachusetts, Missouri, Montana, Nebraska, New Hampshire, New Mexico, North Carolina, North Dakota, Oklahoma (Health Service Psychologists only), Oregon, Pennsylvania, Rhode Island, South Carolina, Washington, Wisconsin, or Wyoming

I have been continuously licensed for 20-years or more

I have a National Register of Health Science Psychologists Credential

I have an American Board of Professional Psychology (ABPP) Credential

I have a Certificate of Professional Qualification (CPQ) in Psychology

If none of the above apply, please skip to Section 15.

9. Graduate Education

Highest Academic Degree Earned: _____

Name of Graduate University and Program

University: _____

Program: _____

City, State, Zip: _____

Dates Attended: _____ Major Field: _____

Title of Thesis / Dissertation: _____

Additional Graduate Education Relevant to the Application (if applicable)

1. University: _____

City, State, Zip: _____

Dates Attended: _____ Major Field: _____

Degree Earned (if any): _____

2. University: _____

City, State, Zip: _____

Dates Attended: _____ Major Field: _____

Degree Earned (if any): _____

3. University: _____

City, State, Zip: _____

Dates Attended: _____ Major Field: _____

Degree Earned (if any): _____

10. Under-Graduate Education

1. University: _____ Degree Earned: _____

City, State, Zip: _____

Department / College: _____

Dates Attended: _____ Major Field: _____

2. University: _____ Degree Earned: _____
City, State, Zip: _____
Department / College: _____
Dates Attended: _____ Major Field: _____

3. University: _____ Degree Earned: _____
City, State, Zip: _____
Department / College: _____
Dates Attended: _____ Major Field: _____

11. Pre-Doctoral Internship

1. Institution: _____
Location (City, State, Zip): _____
Supervisor: _____
Dates: _____ # Supervised Hours Accrued: _____

2. Institution: _____
Location (City, State, Zip): _____
Supervisor: _____
Dates: _____ # Supervised Hours Accrued: _____

12. Post-Doctoral Internship

1. Institution: _____
Location (City, State, Zip): _____
Supervisor: _____
Dates: _____ # Supervised Hours Accrued: _____

2. Institution: _____
Location (City, State, Zip): _____
Supervisor: _____
Dates: _____ # Supervised Hours Accrued: _____

13. Training/Experience Qualifying Applicant to Provide Specific Services to Certain Populations

1. Population: _____ Service: _____
Training Experience: _____
2. Population: _____ Service: _____
Training Experience: _____

14. Employment History (List employment history as a licensed psychologist)

1. Employer / Group / Agency: _____
Location: _____ Begin/End Dates: _____
Was/Is this a full-time position? Yes _____ No _____
~~Was/Is there access to a licensed professional with 3 or more years' experience? Yes _____ No _____~~
2. Employer / Group / Agency: _____
Location: _____ Begin/End Dates: _____
Was/Is this a full-time position? Yes _____ No _____
~~Was/Is there access to a licensed professional with 3 or more years' experience? Yes _____ No _____~~
3. Employer / Group / Agency: _____
Location: _____ Begin/End Dates: _____
Was/Is this a full-time position? Yes _____ No _____
~~Was/Is there access to a licensed professional with 3 or more years' experience? Yes _____ No _____~~

Continued on next page

15. Final Steps

I agree that my name may be published as an applicant for licensure or registration in the State of Nevada. I affirm, under penalty of perjury, that all of the information supplied herein is to the best of my knowledge true, accurate and complete and that I have not withheld, misrepresented, or falsely stated any information relevant to my training and experience or my fitness to practice psychology. I authorize the exchange of any and all information concerning any and all complaints adjudicated, stipulated or pending against me with licensing boards or professional associations. I understand such complaints may constitute grounds for disciplinary action or denial of my application by the Board.

Signature: _____ Date: _____

Upon receipt of this form and payment the Nevada Board of Psychological Examiners will evaluate your credentials. If applicable, your information will be provided to the Association of State and Provincial Psychology Boards for further processing through the Psychology Licensure Universal System (PLUS) application. The application and supporting documents will be held in the ASPPB databank for future use of applicants wishing to gain licensure in other states or provinces. ASPPB will contact applicants through the email listed to complete the required application. Additional fees will apply. The Board office will communicate any other requirements for licensure including a criminal background check and the Nevada State Examination.

When submitting this form, please include:

- \$150 application fee, payable by check or money order to Nevada Board of Psychological Examiners
- Two passport-style photos, with one attached where indicated on the bottom left corner of this page.

Return to: State of Nevada Board of Psychological Examiners
4600 Kietzke Lane, B-116
Reno, NV 89502

Affix
Photo
Here

OPTIONAL DEMOGRAPHIC SURVEY

In an effort to gather information and data for the purpose of workforce development in Nevada, the Nevada Board of Psychological Examiners invites you to provide the following demographic information.

Any information you choose to provide is confidential.

DATE: _____

Age	25-29	_____
	30-39	_____
	40-49	_____
	50-59	_____
	60-69	_____
	70 +	_____
Race / Ethnicity	American Indian or Alaska Native	_____
	Asian	_____
	Black or African American	_____
	Hispanic/Latino	_____
	Native Hawaiian or Other Pacific Islander	_____
	White	_____
	Other/Combination (Please specify) _____ _____	

Sex assigned at birth	Male _____ Female _____ Intersex _____
Gender Identity	Man _____ Woman _____ Transgender _____ Non-binary/non-conforming _____ Other (please specify) _____ Combination (please specify) _____ _____ Prefer not to respond _____

**Nevada Board of Psychological Examiners
Board Meeting Staff Report**

December 15, 2023

Item No. 12

Proposed Testing Accommodations Policy.

During a recent Board meeting, the Board approved drafting a test accommodations policy that permits review of a testing accommodations request by a panel similar to how background and conduct reviews are conducted. That panel consists of the Board President, a Board Investigator, and the Executive Director. The proposed policy follows.



STATE OF NEVADA
BOARD OF PSYCHOLOGICAL EXAMINERS
Test Accommodations Policy

Purpose

In accordance with the applicable provisions of NRS Chapter 641 and NAC Chapter 641, this policy describes the process by which the Board considers and makes a determination on an applicant's request for testing accommodations.

Procedure

- A. An applicant who seeks accommodations for testing is required to submit to the Board office an application for testing accommodations.
- B. All applications for testing accommodations the Board office receives shall be referred to the Board's accommodations review panel, which is comprised of the Board President, a Board investigator, and the Board's executive director.
- C. Within three (3) business days after the Board office's receipt of an application for testing accommodations, the executive director shall:
 1. review the application to ensure it contains the information and documentation the application requires¹, and

¹ The Board's application for testing accommodations requires:

- That the applicant identify himself or herself as an individual with a documented disability, and provides:
 - o documentation of how the disability impacts the applicant's participation in test-taking, including access to the testing material and/or testing facilities, and
 - o variables such as medication and environmental contexts that may aggravate or complicate the applicant's participation in test-taking and/or testing facilities.
- Information from the graduate school or internship official responsible for student/trainee disability services (if applicable).
- The completed Practitioner Statement and Documentation that includes:
 - o the specific accommodations being requested, and
 - o test results or other evidence of functional impact that support the need for accommodations.

2. forward to the Board President and a Board investigator of the executive director's choosing for their respective review and consideration:
 - a. a copy the application for testing accommodations, and
 - b. the executive director's decision on the application.
- D. The accommodations review panel shall review and make a determination on an accommodations request within fourteen (14) days of the Board Office's receipt of that request.
 1. In making a determination on the accommodations request, each member of the review panel shall share with the other two review panel members his or her determination of the application.
 - a. If the review panel members have a consensus on the accommodations request, the executive director shall advise the applicant of that decision accordingly. If the review panel members' consensus is that the testing accommodations application is approved in full or in part, the executive director shall facilitate the efforts to provide the approved accommodations.
 - b. If the review panel members are unable to come to a consensus on the testing accommodations application, the application shall be referred to the Board for its review and determination.

Revision History:

Adopted: TBD

**Nevada Board of Psychological Examiners
Board Meeting Staff Report**

December 15, 2023

Item No. 13

Board Office Records Retention Policy.

Due to the volume of old documents and files in the Board office that are beyond the records retention requirements, the executive director has prepared a proposed records retention policy that is based upon the applicable provisions of, among other authority, NRS Chapter 239 and the General Retention Schedule that the Nevada State Library, Archives, and Public Records, Records Management Program makes available. The proposed policy only identifies records that are most likely to be applicable to the Board Office, and, if approved, is subject to further revision as Board Office staff begins the process of going through documents and files for purposes of securely disposing of those that are beyond the record retention requirements. The Board's approval of this records retention policy would need to be contingent on the approval of this policy by the Committee to Approve Schedules for the Retention and Disposition of Official State Records, which is required before disposition of records can occur.



STATE OF NEVADA
BOARD OF PSYCHOLOGICAL EXAMINERS
Records Retention Policy

Purpose

In accordance with the applicable provisions of NRS Chapter 239 (Public Records), this policy, which has been approved by the Committee to Approve Schedules for the Retention and Disposition of Official State Records (NRS 239.077), provides the records retention schedule for the Nevada Board of Psychological Examiners. This policy was created based upon the General Retention Schedule provided by the Nevada State Library, Archives, and Public Records, Records Management Program, dated September 8, 2021.

Records Retention Schedule

2005095	Audits: Audit Records
Description:	These records document financial, performance, and other types of audits performed by the Legislative Counsel Bureau, private audit firms, the Internal Audits Division, or other auditing entities. The records may consist of but are not limited to: reports from auditors including the final audit report with supportive material, internal agency reports, accounting records, corrective action documentation, associated documentation, and related correspondence.
Minimum Retention:	Retain for three (3) fiscal years from the end of the fiscal year in which the audit was completed.
Disposition:	Destroy

Continued on next page

2010033	Administrative: Correspondence Files – Routine Business
Description:	These records document correspondence that is work related and deal with the day-to-day office administration and activities. The records may include but are not limited to: letters, memos, emails, social media, associated documentation, and related correspondence. Note: Correspondence that is part of a specific subject file is retained with that subject file and according to the authorized retention period for that subject file.
Minimum Retention:	Retain for one (1) calendar year from the end of the calendar year in which the correspondence was created.
Disposition:	Destroy Securely

2009023	Administrative: Correspondence Files – Transitory
Description:	These records consist of correspondence (letters, memos, emails, social media, etc.) that do not document core functions or activities of an agency or department and do not require an official action. Examples may include, but are not limited to: General announcements including meeting reminders, notices of upcoming events; Informational copies (cc or bc) of correspondence which do no document administrative action; Correspondence kept only for convenience, follow-up or suspense (tickler); Transmittal letters that do not add information to the transmitted material or attachments; Requests for routine information or publications provided to the public by the agency which are answered by standard form letters; Spam, junk mail, unsolicited vendor mail, personal mail.
Minimum Retention:	Retain only as long as the record holds value to the agency, but no longer than one (1) year.
Disposition:	Destroy

2020003	Fiscal: Boards and Commissions Financial Transactions
Description:	These records document financial transactions made by a State of Nevada board or commission and are maintained independently from the State Controller’s Office and/or the State Treasurer’s Office. The records may include but are not limited to: bank, credit union or loan statements, payment/billing statements, checks, reimbursements, invoices, purchase orders, vouchers, payment authorizations, receipts, electronic fund transfers (EFT), loan documentation, quarterly review documentation (NRS 622.234), associated documentation, and related correspondence.

Minimum Retention:	Retain for six (6) fiscal years from the end of the fiscal year in which the transaction was completed.
Disposition:	Destroy Securely

2001036	Fiscal: Vendor Files
Description:	These records document vendors for services, equipment, or supplies. The records may include but are not limited to: vendor contact information, accounting documents, associated documentation, and related correspondence
Minimum Retention:	Retain for three (3) fiscal years from the end of the fiscal year in which the associated vendor account is closed.
Disposition:	Destroy Securely

1995086	Legal: Contracts and Agreements
Description:	These records document instruments of obligation, including contracts, cooperative agreements (both in and out of state), etc., and may include, but is not limited to: Lease/rental agreements; Contracts for program services; Personnel contracts; Related correspondence.
Minimum Retention:	Retain these records for a period of six (6) fiscal years from the date of termination, completion or cancelation.
Disposition:	Destroy Securely

2006053	Licensing: Applications – Denied, Incomplete or Withdrawn
Description:	These records document the application process for licenses and certificates which have been denied due to incompleteness, those deemed unqualified or for other reasons. The record may consist of, but is not limited to: Application with supportive documentation; School transcripts, etc.; Waivers; A record of fees paid; Related correspondence.

Minimum Retention:	Please check your agency specific records schedule first. Unless otherwise required on an agency specific records schedule, retain for a period of three (3) calendar years from the date of denial or from the expiration of the validity period of the application. Note: if an agency needs to retain these records for a longer period of time, this must be brought to the attention of the Records Management Program and must appear on an agency specific records schedule.
Disposition:	Destroy Securely

2014216	Licensing: Enforcement actions against unlicensed activities
Description:	These records document actions taken against unlicensed persons or entities. The record may include, but is not limited to: complaints, investigations, administrative actions and civil or criminal actions.
Minimum Retention:	Retain these records for a period of ten (10) calendar years from the close of the action.
Disposition:	Destroy Securely

2006058	Licensing: Examination Development and Validation Files
Description:	These records document the research and reviews that are done to create exams by agencies that create their own exams, and/or to validate examinations offered by other organizations. The record may consist of, but is not limited to: Subject matter expert profiles; Examination evaluations with sample testing; Test analysis; Examinee evaluations; Copies of tests that have been developed; Background documentation of organizations offering professional examinations; Related correspondence.
Minimum Retention:	Retain this record series for a period of three (3) calendar years from the end of the calendar year in which the test is discarded and no longer used.
Disposition:	Destroy Securely

Continued on next page

2006057	Licensing: Examination Files
Description:	These records are used to document examinations given to individuals either by an agency or an approved examination organization. The record may consist of, but is not limited to: Exams; Attendance rosters; Documentation of appeals; Documentation of re-examinations; supportive documentation.
Minimum Retention:	Retain for a period of three (3) calendar years from date of the examination or resolution of any appeal process, whichever is later.
Disposition:	Destroy Securely

2006059	Licensing: Professional and Occupational Licensing - Application
Description:	These records document the process and monitoring of persons (as defined by NRS Chapter 0.039) receiving professional and occupational licenses, certification, or registration by a regulatory body pursuant to Title 54, or any other agencies issuing licenses, regarding their application unless an agency specific schedule is in effect as approved by the State Records Committee. The record may consist of but is not limited to: original application with supportive documentation, examination results, informational documentation on the licensee, training verification documents, and related documentation.
Minimum Retention:	Retain for ten (10) calendar years from the end of the calendar year of the last expiration, termination, suspension or revocation of the license.
Disposition:	Destroy Securely

2006059	Licensing: Professional and Occupational Licensing - Disciplinary
Description:	These records are for persons (as defined by NRS Chapter 0.039) receiving professional and occupational licenses that have been brought for disciplinary action by a regulatory body pursuant to Title 54, or any other agencies issuing licenses, unless an agency specific schedule is in effect as approved by the State Records Committee. The record may consist of but is not limited to: original application, formal actions on complaints, the order initiating discipline, other information considered by the agency or board in dispensing discipline, and related documentation.
Minimum Retention:	Retain for thirty (30) calendar years from the end of the calendar year in which the last license expired.
Disposition:	Destroy Securely

2006054	Licensing: Professional and Occupational Licensing - Investigations
Description:	These records document the process and monitoring of persons (as defined by NRS Chapter 0.039) receiving professional and occupational licenses, certification, or registration by a regulatory body pursuant to Title 54, or any other agencies issuing licenses, regarding an investigation unless an agency specific schedule is in effect as approved by the State Records Committee and other persons who may not hold a license, certificate, or registration. The records may include but are not limited to: consumer complaints or other documents that initiate an investigation, insurance company reports (NRS 690B.250), investigation reports, applicable court related documentation, associated documentation and related correspondence.
Minimum Retention:	Retain these records for a period of ten (10) calendar years from the close of the case.
Disposition:	Destroy Securely

2014205	Licensing: Professional and Occupational Licensing - Renewals
Description:	These records document the process and monitoring of persons (as defined by NRS Chapter 0.039) receiving professional and occupational licenses, certification, or registration by a regulatory body pursuant to Title 54, or any other agencies issuing licenses, regarding their renewal unless an agency specific schedule is in effect as approved by the State Records Committee. The record may include but is not limited to: renewal notices, renewal applications, fee documentation, continuing education and training verification documents, and supporting documentation.
Minimum Retention:	Retain the three most recent renewals for two (2) years from the end of the last renewal period.
Disposition:	Destroy Securely

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2005140	Open Meeting Law: Minutes of Public Bodies
Description:	These records document the meetings of all public bodies (NRS 241.015) held in accordance with the "Open Meeting Law" (See NRS chapter 241). The record may include, but is not limited to: Meeting Notice and Agenda including amendments; Committee packets; Minutes including copies of documents presented during the meeting which were requested by a member of the public body or a member of the public to be included with the minutes (see NRS 241.035 (1)(d) and (e)).
Minimum Retention:	Retain in a readily accessible location for a period of five (5) calendar years from the date of the meeting and then transfer to the State Archives. Records of decommissioned and inactive public bodies must be transferred immediately upon decommissioning to the State Archives for preservation (See NRS 241.035 (2)).
Disposition:	Destroy Securely

2008032	Open Meeting Law: Posting Documentation
Description:	These records document the posting of agendas and associated materials in accordance with the "Open Meeting Law" (See NRS chapter 241). The record may include, but is not limited to: Fax cover sheets including confirmations of Faxing; Confirmation of Posting forms; Mailing lists.
Minimum Retention:	Retain for a period of five (5) calendar years from the date of the meeting.
Disposition:	Destroy

2006001	Open Meeting Law: Recordings of Meetings
Description:	These records contain the proceedings of meetings that are transcribed into the minutes of public bodies (including boards, commissions, councils, and committees). The records may include but are not limited to: audio and/or audio/visual recordings, associated documentation, and related correspondence. (NRS 241.010)
Minimum Retention:	Retain for three (3) calendar years from the end of the calendar year in which the minutes were approved.
Disposition:	Destroy

**Nevada Board of Psychological Examiners
Board Meeting Staff Report**

December 15, 2023

Item No. 14

List of Strategic Planning Goals

At the end of the its November 3, 2023, Strategic Planning Work Session, the Board requested a list of the items identified during that meeting for approval. That list follows.

2024 Strategic Plan - Goals and Objectives

Goal A: ENHANCING COMMUNICATION WITH PSYCHOLOGISTS AND STUDENTS

- Website:
 - Update and Revise
 - Identify the NAC changes
- Supervisors handbook

Goal B: IMPROVING OFFICE POLICIES AND PROCESSES

- Office Staff Development
 - Two full time roles:
 - Director/Administration
 - Legislation, Regulation, and Policy
 - Cost analysis associated with roles and responsibilities
- Transition to paperless office –
 - paper documents transferred to electronic including, but not limited to, licensure/registration applications, applicant forms, continuing education application, license renewal
- Review and revise at least one existing policy or procedure at each Board meeting
- Create policies and procedures of the Board, including:
 - Records Retention
 - Continuing Education
 - Slow transition for NAC Chapter 641 to include more competency based Continuing Education – coordination with the NPA
 - Continuing Education Course review policy describing how the review is completed.
- Update Employee Manual (Office Procedure Manual)
 - Board members to review their respective job descriptions based on the written roles of the Board members
 - Executive director to send 4-5 pages of the employee manual/office procedure manual for review
 - compare and contrast the HR policy and the employee manual/office procedure manual to determine whether the employee manual can be retired in favor of the HR policy

- Annual Legislative / Regulation Training
 - Annual legislative and open meeting law training for the Board
 - Add to each Board member's role the annual legislation and open meeting law training.

Goal C: COMPLAINT INVESTIGATION AND PROCEDURE FOR DISCIPLINARY PROCEEDINGS

- Create, review, adapt, and/or revise existing policy governing confidential or sensitive document security
- Continue review of and revisions to the Disciplinary and Complaints Policy

Goal D: FUTURE LEGISLATIVE NEEDS

- Master's level licensure – Track APA and ASPPB development of model language
- Removal of Registration of businesses – both statute and regulation
- Revise psychometry provision in NRS Chapter 641 to align with revised NAC provision
- 2025 Legislative Tracking
- Legislative training for Board members

Goal E: EXTERNAL AUDIT / FINANCIAL OVERSIGHT

- Training in relevant financial analysis and bookkeeping for whoever is responsible for the Board's Financial reports and budget

Goal F: EXAMINATIONS

- Online State Exam -- Policy for annual review of the databank, State exam, administration, examination handbook, and updating the State Exam – create or review/revise existing.