

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

DATE OF MEETING: Friday, February 10, 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/86098853742>. To access the meeting via audio only, dial 1-669-900-6833 and enter the meeting ID:

**860 9885 3742**. The meeting may also be attended at the physical location of the Board Office at 4600 Kietzke Lane, Suite B-116, Reno, Nevada, 89502. (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 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](mailto: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. Minutes

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

### 4. Financials

- A. (For Possible Action) Discussion and Possible Action to Approve Recommended Changes to the Fiscal Year 2023 Budget
- B. (For Possible Action) Discussion and Possible Action to Approve the Treasurer's Report for Fiscal Year 2023 (July 1, 2022, Through June 30, 2023).
- C. (For Possible Action) Discussion and Possible Action to designate board members and/or staff to attend Association of State and Provincial Psychology Boards (ASPPB) mid-year meeting, April 27-30, 2023, in Denver, Colorado in a combined total expenditure of not more than \$2,500.00.
- D. (For Possible Action) Discussion and Possible Action to Approve the renewal of the 2023 Association of State and Provincial Psychology Boards (ASPPB) membership and payment of dues in an amount not to exceed \$2,300.00.
- E. (For Possible Action) Discussion and Possible Action to Approve payment of the PsyPact 2022 State Assessment Fee in the amount of \$1,100.00.
- F. (For Possible Action) Discussion and Possible Action to Approve Executive Director Laura M. Arnold to be an authorized signatory on the Board's Bank of America checking and savings accounts.
- G. (For Possible Action) Discussion and Possible Action to Approve a Bank of America credit card to be issued in Executive Director Laura M. Arnold's name with a \$5,000.00 limit.

### 5. Legislative Update

- A. Report on Legislative Activities, including the work of Interim Committees and the 2023 Session of the Nevada Legislature
- B. (For Possible Action) Discussion and Possible Action on the Proposed Revision of Nevada Revised Statutes (NRS) 641.390, Representation or Practice Without License or Registration Prohibited, During the 2023 Session of the Nevada State Legislature

6. Board Needs and Operations
  - A. Report from the Nevada Psychological Association.
  - B. Report From the Executive Director on Board Office Operations.
7. (For Possible Action) Discussion and Possible Action to approve the employment agreement of Laura M. Arnold.
8. (For Possible Action) Discussion, and Possible Action on Pending Consumer Complaints:
  - A. Complaint #19-0626
  - B. Complaint #19-0709
  - C. Complaint #21-0726
  - D. Complaint #22-0804
  - E. Complaint #22-0930
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.*
  - A. (For Possible Action) Discussion and Possible Action to Approve the Recommendation of the ATEAM Committee to approve the application of Dr. Jene Edwards, contingent on the completion of all licensure requirements.

## PSYCHOLOGISTS

|                  |                      |                   |                       |
|------------------|----------------------|-------------------|-----------------------|
| Gera Anderson    | Tyler Camaione (PA)  | Nicola De Paul    | Gila Frank            |
| Ashley Arcoleo   | Si Arthur Chen       | Roman Dietrich    | Howard Friedman       |
| John Barona      | Dana Chidekel        | Mark Dillon       | Alyssa Gallagher (PA) |
| Kimberly Bergman | Nino Chkhaidze (PA)  | Mary Dinerman     | Nancy Grau            |
| Luke Bigler      | Filippo Cieri        | Jene Edwards      | Dehnad Hakimi         |
| Sarah Brennan    | Pegeen Cronin        | Christopher Estep | Lisa Hazelwood        |
| Raelynn Brister  | Edward De Anda       | Daniel Fenton     | Kelly Hughes          |
| Corby Bubp       | Hector De Los Santos | Stephen Francis   | Alexia Holovatyk      |

Alberto Ibarra  
Billie Ivra  
Saira Jhorn  
Lori Johnson  
Samantha Johnson  
Natalie Jones  
Ta Tanisha Jones  
Victor Jordan  
William Kaiser  
Carolynne Karr  
Patricia Keeler  
Christine Kim  
John King  
Ashley Kirby-Ward  
Sandra Kubicki  
Laura LaPiana  
Timothy Law

Rose Leung  
Bertrand Levesque  
Karen Levine  
George Lough  
Jodi Lovejoy  
Debra Maddox  
Melissa Marrapese  
Viola Mejia  
Kimberly Miller  
Samuel Montano  
Carolina Morales-Alicea  
Michellane Mouton  
Patrick Murphy  
Jonine Nazar-Biesman  
Ana Ochoa  
Ariel Ogilvie-McSweeney  
Brian Olsen

Stephanie Orbon  
Jessica Patel  
Rhea Pobuda  
Kilynda Ray  
Elke Rechberger  
Rory Reid  
Kristina Reynoso  
Lisa Rhee  
Vincent Rodriguez  
Keri Ross  
Shelly Sheinbein  
David Shoup  
Nancy Small  
DeAnn Smetana  
Michael Stein  
Nicole Steiner-Pappalardo  
Vahe Sukiasyan

LaTanya Takla  
Donna Truong  
John Tsanadis  
Deepti Vaswani  
Michael Villanueva  
John Walker  
Ann Watters  
Justin Weber  
Jessica Weis  
Kiara Wesley  
Jennifer Wilcox  
Michele Wilkens  
Stephen Winston  
Christine Winter  
Christopher Wolper  
Jamie Wong  
Wendy Worrell

## PSYCHOLOGICAL ASSISTANTS

Ines Acevedo  
Jeffrey Aguiar  
Sonakshi Arora  
Tracy Basile  
Ramy Bassioni  
Michelle Berumen  
Dallas Boyce  
Andrew Buchanan  
Jonathan Campos  
Christina Cendejas  
Kara Christensen  
Tasman Cleaver  
Jessica Conner  
Althea Cook

Jessica Crellin  
Melanie Duckworth  
Emerson Epstein  
Evan Fertel  
Jacqueline Friar  
Milagro Gonzalez  
Kimberly Gray  
Akiko Hinds  
Bernadette Hinojos  
Kelly Hughes  
Kelly Humphreys  
Dorota Krotkiewicz  
Tracy Lawrence  
Vanessa Ma

James Maltzahn  
Alexandra Miguel  
Desiree Misanko  
Candis R. Mitchell  
Carolina Morales Alicea  
Luzviminda Morrow  
Blanca Naudin  
Jonathan Parker  
Dylena Pierce  
Eric Prince  
Leilani Puentes  
Jacquelyn Rinaldi  
Shannon Rojas  
Farnaz Samavi

Daniela Sandelin  
Shweta Sharma  
Sharon Simington  
Alexis Sliva  
Krystal Smith  
Lydia Stevenson  
Katherine Stypulkowski  
Holly Summers  
Raven Townsel  
Amanda Wallick  
Nathaniel Wilkins  
Jaime Wong  
Amanda Zayas

## PSYCHOLOGICAL INTERNS

Lorraine Apodaca  
Shantay Coleman  
Shannon Colon  
Michelle Gaston

Michelle Harden  
Shanel Harris  
Jeanine Johnson  
Kayla Kaiser

Erica Marino  
Coreen Starr  
Jasmin Smith  
Barbara Sommer

Megan Tedrow  
Candice Thomas  
Charlotte Watley  
Rachel Wiggins

## PSYCHOLOGICAL TRAINEES

Marissa Alvarez  
Glen Blessington  
Dominique Cheung  
Aimee D'Errico  
Erica Dunn  
Jacqueline Eddy  
Kayla Fobian

Paola Garcia Betancourt  
Grace Goodwin  
Jaqueline Green  
Madison Hurley  
Bianca Islas  
Jessica Jensen  
Cynthia Johnston

Demi Kourtesi  
Haeun Lee  
Nicole Martinez  
Michael McNamara  
Sara Moore  
Amanda Mraz  
Kelly Parker

Jason Sadora  
Mary Smirnova  
Heather Thompson  
Bailey Way

10. (For Possible Action) Discussion and Possible Action to Approve the Request of Dr. Jonathan Campos for a Change of Supervisor as a Psychological Assistant to Dr. Brian Norensberg.
11. (For Possible Action) Discussion and Possible Action to Establish an Ad Hoc Committee of the Board to Consider Registration of Supervisors of Psychological Assistants, Psychological Interns, and Psychological Trainees, and Associated Concerns. Discussion and Possible Approval may include:
  - A. Establishment of the Ad Hoc Committee and Committee members from the following individuals: Monique Abarca, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Whitney Owens, Catherine Pearson, Stephanie Woodard, Ben Adams, Gretchen Arian, Andrew Bertagnolli, Yvonne Fritz, Christopher Fyfe, Steven Klee, Paul Kwon, Cynthia Lancaster, William O'Donohue, Michelle Paul, Ashley Taylor, and Adrianna Zimring.
  - B. Charge of the committee to revise Nevada Administrative Code (NAC) 641.1519, Qualifications of Supervisors, and 641.158, Limitations on Number of Assistants, Interns, and Supervisors.
  - C. Consideration of up to 2 continuing education credits for each committee member for the renewal period ending December 31, 2024
12. (For Possible Action) Discussion and Possible Action to Revise the Policy on Complaints and Discipline
13. (For Possible Action) Discussion and Possible Action to Adopt the Policy on Finance: Budgeting
14. (For Possible Action) Discussion and Possible Action to Adopt the Policy on License Renewal
15. (For Possible Action) Discussion and Possible Action to Revise the Policy on Personal & Professional Conduct / Background Checks and Fingerprinting Policy
16. (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
  - A. The next regularly scheduled meeting of the Nevada Board of Psychological Examiners is Friday, March 10, 2023, at 8:00 a.m.
17. Requests for Future Board Meeting Agenda Items (No Discussion Among the Members will Take Place on this Item)
18. 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)

19. (For Possible Action) Adjournment

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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, February 9, 2023.

For supporting materials, visit the Board's website at <http://psyexam.nv.gov/Board/> or contact Lisa Scurry, Executive Director at the Board office by telephone (775-688-1268), e-mail ([nbop@govmail.state.nv.us](mailto: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 9 a.m. on Tuesday, February 7, 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 <http://psyexam.nv.gov/Board/2023/2023/>.

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).

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

January 13, 2023

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

**Call to Order:** The meeting of the Nevada State Board of Psychological Examiners was called to order by President Whitney Owens, PsyD, at 8:06 a.m. 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., and members Monique Abarca, LCSW, Lorraine Benuto, Ph.D., Soseh Esmaeili, Psy.D., Stephanie Holland, Psy.D., and Catherine Pearson, Ph.D., were present at roll call. Secretary/Treasurer, Stephanie Woodard, Psy.D., was absent at roll call.

Member Secretary/Treasurer, Stephanie Woodard, Psy.D. joined the meeting at 8:10 a.m.

Also present were Joel Bakker, Deputy Attorney General, Dr. Gary Lenkeit, Board Investigator, Lisa Scurry, Executive Director, Neena Laxalt, Board Lobbyist, and members of the public: Dr. Hannah Lerman, Laura Arnold, and Dr. Tara Borsh.

**2. Public Comment.**

There was no public comment at this time.

**3. Minutes**

**A. (For Possible Action) Discussion and Possible Approval of the  
Minutes of the Regular Meeting of the State of Nevada Board of  
Psychological Examiners on December 2, 2022.**

There were no comments or changes suggested for the minutes of December 2, 2022.

Member Dr. Woodard approved the minutes as to form, not content, as she was not present at the December meeting.

**On motion by Lorraine Benuto, second by Catherine Pearson, the Nevada State Board of Psychological Examiners approved the meeting minutes of the Regular Meeting of the Board on December 2, 2022.** (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 7-0

#### 4. Financials

##### **A. (For Possible Action) Discussion and Possible Action to Approve Recommended Changes to the Fiscal Year 2023 Budget**

Dr. Stephanie Woodard, Secretary/Treasurer, and Lisa Scurry, Executive Director, presented information related to the monies received for licensure renewals and impact to the current budget.

As the final amount was not known as late renewals were still being received, it was requested that the item be moved to the February meeting. At that time suggestions for adjustments to the Fiscal Year 2023 budget would be made.

Dr. Holland stated that the Fiscal Year 2023 budget was previously approved based on revenue estimates. The discussion in February would be to make any needed adjustments based on the known revenues. Ms. Scurry gave a brief description of the deferred revenue process and how monies are allocated.

There was no action on the item.

##### **B. (For Possible Action) Discussion and Possible Action to Approve the Treasurer's Report for Fiscal Year 2023 (July 1, 2022, Through June 30, 2023).**

Dr. Stephanie Woodard, Secretary/Treasurer, and Lisa Scurry, Executive Director, presented the Treasurer's Report. Through December 2022, the checking account balance was \$385,853. Of that amount, approximately \$332,000 was revenue generated from license renewal. Due to deferred revenue procedures, approximately \$83,000 would be allocated for use during Fiscal Year 2023. The remaining monies would be split for allocation during Fiscal Years 2024 and 2025 (July 1, 2023, January 1, 2024 and July 1, 2024).

The savings account balance was \$105,028.

As of the meeting date, there had been no unforeseen expenses and many line items were under budget, including salary and legal expenses. Revenues were 97% of the expected monies for the fiscal year and total expenses were at 41% of what was budgeted.

**On motion by Lorraine Benuto, second by Stephanie Holland, the Nevada State Board of Psychological Examiners approved the Treasurer's Report for Fiscal Year 2023.** (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Soseh Esmaili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 7-0



**C. (For Possible Action) Discussion and Possible Action to Approve an extension to the current Office Lease (4600 Kietzke Lane, B-116) for an additional year, February 1, 2023 through January 31, 2024, at an annual increase of 3% per year (\$1,114.46/month); or Approval to move the office to an alternative site in the Kietzke Lane complex at an estimated savings of \$200/month.**

Lisa Scurry, Executive Director, explained that the current office lease will expire at the end of January 2023. A request was approved by the property management group to renew for one year rather than their standard three years. The new lease will begin February 1, 2023, at a 3% increase, bringing the monthly cost to \$1,114.46.

Additionally, Ms. Scurry explained that she had inquired about smaller offices in the complex as the current suite is very large. A smaller office could still fit the Board's needs at a lower cost. One of the three available office spaces would be in the next building and close to another Board's office. It would be approximately \$200/month cheaper.

The Board discussed approving a one-year extension of the office lease but directed the executive director to view the available office spaces. Any requested change to the office space would come back to the Board for approval during a later meeting.

**On motion by Stephanie Woodard, second by Monique Abarca, the Nevada State Board of Psychological Examiners approved extending the lease for the office at 4600 Kietzke Lane, Suite B-116, at a cost of \$1,114.46/month, while also allowing the executive director to look at other offices in the same complex.** (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 7-0

## **5. Legislative Update**

### **A. Report on Legislative Activities, including the work of Interim Committees and the 2023 Session of the Nevada Legislature**

Neena Laxalt, Board Lobbyist, provided the Board with an update on the upcoming session of the Nevada Legislature. To date there were 43 bills being tracked that could potentially impact the Board and/or the practice of psychology.

Ms. Laxalt stated that, upon taking office, Governor Lombardo signed two executive orders limiting the creation of new regulations by State agencies and boards and potentially requiring the elimination of existing regulations that are outdated, irrelevant, etc. As more information becomes available, the Board would be informed.

Dr. Lenkeit, inquired as to the status of the Universal Telehealth Act. Ms. Laxalt responded that there had been no response to his suggestion to the Bill sponsor that the psychologist licensure requirements be added (e.g. doctorate from a program

accredited by the American Psychological Association). That bill will be monitored for its potential impact to licensure requirements.

**B. (For Possible Action) Discussion and Possible Action on the Proposed Revision of Nevada Revised Statutes (NRS) 641.390, Representation or Practice Without License or Registration Prohibited, During the 2023 Session of the Nevada State Legislature**

Ms. Laxalt stated that Bill Draft Request (BDR) 799 is the Board's bill. She would continue to monitor its status and provide updates as they occur.

**6. Board Needs and Operations**

**A. Report from the Nevada Psychological Association (NPA)**

Dr. Tara Borsh, representing the Nevada Psychological Association, provided an update on the activities of the NPA. Events included an upcoming continuing education course, and retreats in Las Vegas and Reno hosted by their Legislative Board.

**B. Report From the Executive Director on Board Office Operations, including licensure renewals.**

Lisa Scurry, Executive Director, reviewed the numbers of applications, licenses and registrations for the month of December. She explained that five applicants completed the requirements for licensure in December but asked to wait until January 1st to be issued the license. Other data included the numbers of background checks reviewed, non-resident consultant applications received, and state exams that were administered.

Director Scurry shared that in 2020 540 licenses were renewed. Over the years 2021 and 2022, 147 new licenses were issued. To date, 585 licenses were renewed with 42 pending. Reminders were sent to those who had not renewed. A letter will be mailed prior to any licenses being moved to expired status. Some licensees had informed the Board office of their intention to go inactive or let the license expire.

**7. (For Possible Action) Discussion and Possible Action to Extend an Offer of Employment to the Candidate Selected by the Board's Sub-Committee to Hire an Executive Director from the Following Applicants: Laura Arnold and Tracey Collamer.**

(This item was taken out of order.)

The Sub-Committee to Hire an Executive Director met in December to conduct interviews of three candidates. Of the eight names originally submitted to the Board for approval to interview, five withdrew their names from consideration. Three were interviewed and the Committee recommended Laura Arnold as the next executive director pending approval by the Board.

President Owens explained that one of Ms. Arnold's references had not been reached prior to the start of the meeting. She recommended Board approval of the candidate but suggested that an offer of employment not be extended until the final reference was reached and a positive evaluation received.

There were no questions by the Board.

**On motion by Monique Abarca, second by Lorraine Benuto, the Nevada State Board of Psychological Examiners approved extending an offer of employment to Laura Arnold for the position of executive director, pending receipt of a second professional reference.** (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 7-0

**8. (For Possible Action) Discussion and Possible Action to Retain Lisa Scurry in a Part-time position (25 hours/week) upon the first date of employment of the new executive director. Such employment will be temporary, extending not more than 4 weeks from the start date, at her current rate of pay of \$30/hour.**

President Owens proposed retaining the current executive director, Lisa Scurry, in order to train the new executive director. It was suggested that Ms. Scurry be employed temporarily for not more than 4 weeks at 25 hours per week. The hourly salary would remain her current rate of \$30/hour.

Member Dr. Benuto stated her agreement that this plan would be best for a smooth transition in the office.

Ms. Scurry added that her continued employment was a temporary, special circumstance outside of the adopted staff policy and salary schedule for part-time employees.

**On motion by Catherine Pearson, second by Stephanie Holland, the Nevada State Board of Psychological Examiners approved the retention of Lisa Scurry to provide support and training to the new executive director under the following provisions: employment will be not more than 25 hours per week, extend not longer than 4 weeks from the start date of the new executive director, and at a rate of pay of \$30 per hour.** (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 7-0

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

There were no updates on the following complaints. They remained pending.

A. Complaint #19-0626

- B. Complaint #19-0709
- C. Complaint #21-0726
- D. Complaint #22-0804
- E. Complaint #22-0930.

**10. (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.**

President Owens presented the following applicants for licensure, pending completion of licensure requirements: Ashley Arcoleo, Sarah Brennan, Raelynn Brister, Nino Chkhaidze, Christopher Estep, Gila Frank, Lisa Rhee, Michael Villanueva, and Christopher Wolper.

**On motion by Stephanie Woodard, second by Soseh Esmaeili, the Nevada State Board of Psychological Examiners approved the following applicants for licensure, pending completion of licensure requirements: Ashley Arcoleo, Sarah Brennan, Raelynn Brister, Nino Chkhaidze, Christopher Estep, Gila Frank, Lisa Rhee, Michael Villanueva, and Christopher Wolper.** (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 7-0

**11. Licensee Requests**

- A. (For Possible Action) Discussion and Possible Action to Consider the Request of Hannah Lerman for temporary, provisional licensure allowing her to remain on active status while completing the Continuing Education Requirements for the License Renewal Period which ended December 31, 2022.**

(This item was taken out of order.)

Dr. Hannah Lerman submitted a request for an extension to complete the continuing education requirement for renewal of her license. Director Scurry explained that the deadline for completing renewal was December 31, 2023. According to Nevada Administrative Code (NAC) 641.132, a request for an extension must be made by December 1 during the renewal period. As the deadline to request an extension had passed, Dr. Lerman requested a provisional license to provide time to complete the continuing education requirement, allowing her to continue to provide psychological services.

Dr. Lerman stated that she had completed 21 of the 30 required credits.

There was discussion regarding creating a new precedent by allowing an extension or provisional license beyond the December 1 deadline.

Dr. Lerman explained the extenuating circumstances which led to her inability to complete license renewal. Those circumstances included losing her housing and, as a result, access to the internet needed to complete the courses.

President Owens stated her concern with setting the precedent and confirmed that if Dr. Lerman's request was not approved, her license would be moved to inactive status. Member Dr. Benuto agreed, while stating her empathy for Dr. Lerman's situation.

Member Dr. Holland asked if Dr. Lerman was seeing clients. Dr. Lerman replied that she had a private practice where she provides services to two patients.

Dr. Holland asked how long she would need to complete the continuing education requirement. Dr. Lerman responded that the barrier she faced was finding a public computer where she could have access for the needed 9 hours.

Director Scurry explained that if renewal was not completed by March 1, 2023, the license would be moved to an expired status. In either case, to move the license back to an active status would require further review and the approval of the Board at a future meeting. If the license moved to expired and was not renewed within two years, further action could be taken by the Board upon application to reactivate the license.

There was discussion about waiving NAC 641.132 to provide an extension versus granting a provisional license.

At 8:23, President Owens paused the discussion and continued with other items on the agenda.

At approximately 9:00 a.m, discussion of the item was re-started.

Member Dr. Esmaeili asked for clarification about the precedent that could be set by approving the request and providing a provisional license.

President Owens stated that if approval was granted, the reasons should be clearly documented. She added that provisional licenses were only offered in the past related

to implementation of the EPPP Part-2 (national examination). By granting a provisional license, the Board could be opening itself to more requests for provisional licensure based on extenuating circumstances. In the current matter, if Dr. Lerman's request was denied, she would have until March 1 to complete the requirements and be reinstated.

Member Dr. Pearson asked if Dr. Lerman had continued to see her clients since January 1, 2023 when the license was moved to inactive status. Dr. Lerman confirmed that she had seen the patients.

Member Dr. Holland asked if she understood the license was inactive.

Mr. Bekker, Deputy Attorney General, stated that the Board could take action to waive NAC 641.132 and provide an extension giving Dr. Lerman additional time to complete the requirements while remaining active.

There was discussion regarding the continuing education requirements and that licensees had two years to complete the 30 credits. Additional discussion included review of what would happen if the request was denied.

**On motion by Soseh Esmaeili, second by Stephanie Holland, the Nevada State Board of Psychological Examiners denied the request of Dr. Hannah Lerman for an extension to complete the licensure requirements or for a provisional license to continue practicing until the licensure requirements were completed; the Board approved reactivation of the license upon submission and approval by the Board office and review by a Board member. Completion must take place by March 1, 2023 or the license would be moved to expired status.** (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 7-0

#### **B. (For Possible Action) Discussion and Possible Action to Consider the License Reactivation Application of Scott Deatherage**

Dr. Scott Deatherage submitted an application for reactivation of his license. He submitted proof of meeting the reactivation requirements, including completion of 50 continuing education credits including the live, ethics, suicide prevention, and diversity requirements.

Member Dr. Esmaeili abstained from voting on the item.

**On motion by Stephanie Holland, second by Monique Abarca, the Nevada State Board of Psychological Examiners approved the application of Dr. Scott Deatherage to reactivate his license as of January 13, 2023.** (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Stephanie Holland, Catherine Pearson, and Stephanie Woodard. Abstain: Soseh Esmaeili) Motion Carried: 6-0

**C. (For Possible Action) Discussion and Possible Action to Consider the License Reactivation Application of Linda Lifur-Bennett**

Dr. Linda Lifur-Bennett submitted an application for reactivation of her license. The application stated she had earned 45 continuing education credits including the live, ethics, suicide prevention, and diversity requirements. Ms. Scurry explained that the application was missing several certificates and asked that the Board approve the application pending receipt of the missing certificates. She added that this was believed to have been an error and that the credits were completed.

**On motion by Stephanie Woodard, second by Soseh Esmaeili, the Nevada State Board of Psychological Examiners approved the application of Dr. Linda Lifur-Bennett to reactivate her license as of the date the proof of continuing education was received by the Board office.** (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 7-0

**D. (For Possible Action) Discussion and Possible Action to Consider the License Reactivation Application of Avraham Schweiger**

Dr. Avraham Schweiger submitted an application for reactivation of his license. He submitted proof of meeting the reactivation requirements, including completion of 30 continuing education credits including the live, ethics, suicide prevention, and diversity requirements.

**On motion by Soseh Esmaeili, second by Stephanie Holland, the Nevada State Board of Psychological Examiners approved the application of Dr. Avraham Schweiger to reactivate his license as of January 13, 2023.** (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 7-0

**12. (For Possible Action) Discussion and Possible Action to Approve the Request of Dr. Jonathan Campos for a Change of Supervisor as a Psychological Assistant to Dr. Brian Norensberg**

Dr. Jonathan Campos submitted a request for a change in supervisor for his registration as a psychological assistant. The Board previously provided an extension for his registration as a psychological assistant. The new supervisor, Dr. Brian Norensberg, served as Dr. Campos' supervisor in the past.

Director Scurry explained that the Board office received the new Supervised Practice Plan and contract between Dr. Norensberg and the employment location (Seven Hills). However, the agreement between Dr. Campos and Seven Hills had not been received. As a result, the item was put on hold until the additional contract was received. The item would return to a future meeting for further discussion.

**13. (For Possible Action) Discussion and Possible Action to Establish an Ad Hoc Committee of the Board to Consider Registration of Supervisors of Psychological Assistants, Psychological Interns, and Psychological Trainees, and Associated Concerns. Discussion and Possible Approval may include:**

- A. Establishment of the Ad Hoc Committee and Committee members from the following individuals: Monique Abarca, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Whitney Owens, Catherine Pearson, Stephanie Woodard, Ben Adams, Gretchen Arian, Andrew Bertagnolli, Yvonne Fritz, Christopher Fyfe, and Adrianna Zimring.
- B. Charge of the committee to revise Nevada Administrative Code (NAC) 641.1519, Qualifications of Supervisors, and 641.158, Limitations on Number of Assistants, Interns, and Supervisors.
- C. Consideration of up to 2 continuing education credits for each committee member for the renewal period ending December 31, 2024

President Owens proposed creation of an Ad Hoc Committee for the purpose of creating a registration of supervisors regulation and process.

Director Scurry suggested that the membership be an odd number and that it consist of either 2 Board members and 3 other licensees, or 3 Board members and 2 other licensees. She also proposed that a Board member be named the Chair for the purpose of scheduling the meetings, and that no meeting schedule be established at the present time. Lastly, she stated that any other licensees or members of the public would be able to attend the meetings as they would be publicly posted.

The following Board members expressed interest in serving: Dr. Benuto, Dr. Holland, and Dr. Owens.

There was discussion about the non-Board member applicants. Dr. Owens stated for the record that Dr. Adriana Zimring was her business partner.

In discussing the applicants, although the Board received several quality applicants, it was suggested that a second request for applicants be sent to licensees in hopes of increasing the diversity of the group. There was discussion about selecting a member who had experience as a supervisor and another who might be new to licensure and had recently gone through the supervision process.

It was decided that Dr. Benuto would assist Director Scurry in revising the committee applicant advertisement. The item would return to the next Board meeting in February.



**14. (For Possible Action) Discussion and Possible Action to Revise the Policy on Consumer Complaints and Discipline**

Director Scurry reviewed the Consumer Complaints and Discipline Policy. She explained that some changes had been made since the document was reviewed during the December meeting. New language was added related to records retention.

President Owens suggested adding language related to the operational oversight role of the executive director in receiving complaints and working with the investigators and legal counsel.

Director Scurry stated that the additional revisions would be made and the policy brought back to a future meeting of the Board.

**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**

- A. The next regularly scheduled meeting of the Nevada Board of Psychological Examiners is Friday, February 10, 2023, at 8:00 a.m.

There were no suggested changes to the next meeting date and time.

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

There were no requests for future Board meeting agenda items.

**17. Public Comment**

There was no public comment at this time.

**18. (For Possible Action) Adjournment**

There being no further business before the Board, President Owens adjourned the meeting at 10:20 a.m.

**NV State Board of Psychological Examiners  
Proposed Amendments to Budget - Fiscal Year 2023**

1/31/23

|                          |  | FY23 Budgeted Amount | Actual               | % actual to budget | FY23 Q2 Budgeted    | FY24 Q3 Budgeted     | FY24 Q4 Budgeted     |
|--------------------------|--|----------------------|----------------------|--------------------|---------------------|----------------------|----------------------|
|                          |  |                      |                      |                    | 1/1 - 6/30/23       | 7/1 - 12/31/23       | 1/1 - 6/30/24        |
| <b>INCOME</b>            |  |                      |                      |                    |                     |                      |                      |
| 2600                     | Deferred Revenue - 7/1/22                | 83,480.15            | <b>170,959.93</b>    |                    |                     |                      |                      |
|                          | Deferred Revenue - 1/1/23                | 83,000.00            |                      |                    | 83,000.00           |                      |                      |
| 40100                    | Psychologist Application                 | 7,500.00             | <b>5,056.43</b>      | 67.42%             | 3,500.00            | 4,000.00             | 3,500.00             |
| 40101                    | PA Application                           | 3,500.00             | <b>2,610.53</b>      | 74.59%             | 1,500.00            | 2,000.00             | 1,500.00             |
| 40102                    | Intern Application                       | 1,250.00             | <b>770.40</b>        | 61.63%             | 625.00              | 625.00               | 625.00               |
| 40103                    | Trainee Application                      | 1,250.00             | <b>1,075.50</b>      | 86.04%             | 625.00              | 625.00               | 625.00               |
| 4020                     | Psych Biennial (licenses, registrations) | 7,500.00             | <b>5,890.56</b>      | 78.54%             | 2,500.00            | 95,000.00            | 95,000.00            |
| 40203                    | Reinstatement of Psych                   | 500.00               | <b>100.00</b>        | 20.00%             | 250.00              | 250.00               | 250.00               |
| 4050                     | Late Fees                                | 0.00                 | <b>0.00</b>          | 0.00%              | 0.00                | 0.00                 | 0.00                 |
| 4025,<br>40251,<br>40252 | New License                              | 1,000.00             | <b>952.64</b>        | 95.26%             | 500.00              | 750.00               | 750.00               |
| 4030                     | Non-Resident Consultant                  | 1,000.00             | <b>602.95</b>        | 60.30%             | 500.00              | 500.00               | 500.00               |
| 4015                     | Psychologist State Exam                  | 6,000.00             | <b>5,739.06</b>      | 95.65%             | 3,000.00            | 6,000.00             | 6,000.00             |
| 4040                     | CE App Fee                               | 750.00               | <b>570.21</b>        | 76.03%             | 350.00              | 500.00               | 500.00               |
| 4045                     | Verification of Licensure                | 200.00               | <b>167.07</b>        | 83.54%             | 100.00              | 100.00               | 100.00               |
| 4078                     | Cost Recovered (Disciplinary)            | 0.00                 | <b>0.00</b>          |                    | 0.00                | 0.00                 | 0.00                 |
| xxxx                     | Mediation Review                         | 0.00                 | <b>0.00</b>          |                    | 0.00                | 0.00                 | 0.00                 |
| 4999                     | Interest, Misc                           | 50.00                | <b>24.75</b>         | 49.50%             | 25.00               | 25.00                | 25.00                |
| <b>Total Income</b>      |  | <b>\$ 196,980.15</b> | <b>\$ 194,520.03</b> | <b>98.75%</b>      | <b>\$ 96,475.00</b> | <b>\$ 110,375.00</b> | <b>\$ 109,375.00</b> |

| Payroll Expenses |                                 | FY23 Budgeted Amount | Actual           | % actual to budget | FY23 Budgeted Amount | FY23 Budgeted Amount | FY23 Budgeted Amount |
|------------------|---------------------------------|----------------------|------------------|--------------------|----------------------|----------------------|----------------------|
| 5100             | Board Salary/Per Diem           | 9,000.00             | 4,100.00         | 45.56%             | 4,500.00             | 4,500.00             | 4,500.00             |
| 5175, 51751      | Wages, Staff Salary (Exec Dir)  | 60,000.00            | 30,868.52        | 51.45%             | 30,000.00            | 30,600.00            | 30,600.00            |
|                  | Wages, Staff Salary (Part-Time) | 3,900.00             | 0.00             |                    | 3,900.00             | 7,800.00             | 7,800.00             |
| xxxx             | Staff Benefits Reserve          | 1,500.00             | 0.00             | 0.00%              | 1,500.00             | 1,500.00             | 1,500.00             |
| 51753            | Investigator Salary             | 7,500.00             | 3,278.50         | 43.71%             | 5,000.00             | 5,000.00             | 5,000.00             |
| 5250             | Workers Compensation            | 1,000.00             | 481.29           | 48.13%             | 500.00               | 500.00               | 500.00               |
| 5300             | PERS                            | 17,500.00            | 8,658.83         | 49.48%             | 9,000.00             | 10,000.00            | 10,000.00            |
| xxxx             | Payroll Taxes (SS, Medicare)    | 1,000.00             | 886.60           | 88.66%             | 500.00               | 500.00               | 500.00               |
| xxxx             | Other                           | 250.00               | 0.00             | 0.00%              | 250.00               | 250.00               | 250.00               |
|                  | <b>Total Payroll</b>            | <b>101,650.00</b>    | <b>48,273.74</b> | <b>47.49%</b>      | <b>55,150.00</b>     | <b>60,650.00</b>     | <b>60,650.00</b>     |

| Operating Expenses |  | FY23 Budgeted Amount | Actual   | % actual to budget | FY23 Budgeted Amount | FY23 Budgeted Amount | FY23 Budgeted Amount |
|--------------------|--|----------------------|----------|--------------------|----------------------|----------------------|----------------------|
| 6200               | Out of State   | 5,000.00             | 2,368.64 | 47.37%             | 2,500.00             | 2,500.00             | 2,500.00             |
|                    | Meals  |                      |          |                    |                      |                      |                      |
|                    | Lodging  |                      |          |                    |                      |                      |                      |
|                    | Airfare  |                      |          |                    |                      |                      |                      |
|                    | In-State Travel  | 1,000.00             |          |                    | 1,000.00             |                      | 1,500.00             |
| 7015               | Supplies   | 500.00               | 0.00     | 0.00%              | 250.00               | 250.00               | 250.00               |
| 7020, 70202, 85100 | Office Expense (Office Furniture, Shredding, Office Equipment) | 2,000.00             | 1,676.89 | 83.84%             | 1,000.00             | 1,000.00             | 1,000.00             |
| 7040               | Print-Copy   | 600.00               | 530.38   | 88.40%             | 100.00               | 100.00               | 100.00               |
| 7500               | Copy Lease   | 1,500.00             | 675.42   | 45.03%             | 750.00               | 750.00               | 750.00               |
| 7050               | Rent   | 15,000.00            | 6,492.00 | 43.28%             | 7,500.00             | 7,500.00             | 7,500.00             |
| 7100               | Postage  | 250.00               | 178.65   | 71.46%             | 50.00                | 50.00                | 50.00                |
| 7210               | DoIt Web SV  | 1,000.00             | 630.74   | 63.07%             | 500.00               | 500.00               | 500.00               |

|                          |   |                             |                      |                           |                             |                             |                             |
|--------------------------|---|-----------------------------|----------------------|---------------------------|-----------------------------|-----------------------------|-----------------------------|
| 7290,<br>72901,<br>72902 | Telephone & Internet                                  | 1,250.00                    | 902.72               | 72.22%                    | 625.00                      | 625.00                      | 625.00                      |
| 7770                     | Software & Database                                   | 5,000.00                    | 580.25               | 11.61%                    | 2,500.00                    | 5,000.00                    | 2,500.00                    |
| 8000, 8010               | Legal & Professional Fees                             | 30,000.00                   | 9,534.1              | 31.78%                    | 15,000.00                   | 20,000.00                   | 20,000.00                   |
| 8015                     | Tort Claim  | 1,000.00                    | 0.00                 | 0.00%                     | 0.00                        | 1,000.00                    | 0.00                        |
| <b>Payroll Expenses</b>  |   | <b>FY23 Budgeted Amount</b> | <b>Actual</b>        | <b>% actual to budget</b> | <b>FY23 Budgeted Amount</b> | <b>FY23 Budgeted Amount</b> | <b>FY23 Budgeted Amount</b> |
| 8050                     | Professional Services (Auditor, Bookkeeper, Lobbyist) | 25,000.00                   | 16,911.63            | 67.65%                    | 17,500.00                   | 7,500.00                    | 17,500.00                   |
| 8250                     | Dues & Reg (ASPPB, Conf, Continuing Ed)               | 4,000.00                    | 1,120.00             | 28.00%                    | 3,000.00                    | 1,000.00                    | 4,000.00                    |
| 7111,<br>8500, 8520      | Admin Services (LCB)                                  | 1,000.00                    | 850.00               | 85.00%                    | 500.00                      | 500.00                      | 500.00                      |
| 9001, 9002               | Banking Fees  | 250.00                      | 5.00                 | 2.00%                     | 125.00                      | 125.00                      | 125.00                      |
| 9011                     | PayPal Fees   |                             | 10,685.56            |                           |                             |                             |                             |
| 90100                    | Miscellaneous Expense                                 | 500.00                      | -667.02              | -133.40%                  | 250.00                      | 250.00                      | 250.00                      |
| xxxx                     | Uncategorized Expense                                 | 300.00                      | 0.00                 |                           | 150.00                      | 150.00                      | 150.00                      |
|                          | <b>Total Expenses</b>                                 | <b>\$95,150.00</b>          | <b>\$42,456.43</b>   | <b>44.62%</b>             | <b>\$53,350.00</b>          | <b>\$48,850.00</b>          | <b>\$59,850.00</b>          |
|                          |   |                             |                      |                           |                             |                             |                             |
|                          | <b>Total Expenses + Payroll</b>                       | <b>\$196,800.00</b>         | <b>\$90,730.17</b>   | <b>46.10%</b>             | <b>\$108,500.00</b>         | <b>\$109,500.00</b>         | <b>\$120,500.00</b>         |
|                          | <b>Total Income</b>                                   | <b>\$ 196,980.15</b>        | <b>\$ 194,520.03</b> | <b>98.75%</b>             | <b>\$ 96,475.00</b>         | <b>\$ 110,375.00</b>        | <b>\$ 109,375.00</b>        |
|                          | <b>Final Balance</b>                                  | <b>\$180.15</b>             | <b>\$103,789.86</b>  |                           | <b>-\$12,025.00</b>         | <b>\$875.00</b>             | <b>-\$11,125.00</b>         |

**NV State Board of Psychological Examiners**  
**Budget-to-Actual - Fiscal Year 2023**

1/31/23

|                          |  | FY23 Budgeted Amount | Actual               | % actual to budget |
|--------------------------|--|----------------------|----------------------|--------------------|
|                          |  |                      |                      |                    |
| <b>INCOME</b>            |  |                      |                      |                    |
|                          |  |                      |                      |                    |
| 2600                     | Deferred Revenue - 7/1/22                | 83,480.15            | <b>170,959.93</b>    |                    |
|                          | Deferred Revenue - 1/1/23                | 83,000.00            |                      |                    |
| 40100                    | Psychologist Application                 | 7,500.00             | <b>5,056.43</b>      | 67.42%             |
| 40101                    | PA Application                           | 3,500.00             | <b>2,610.53</b>      | 74.59%             |
| 40102                    | Intern Application                       | 1,250.00             | <b>770.40</b>        | 61.63%             |
| 40103                    | Trainee Application                      | 1,250.00             | <b>1,075.50</b>      | 86.04%             |
| 4020                     | Psych Biennial (licenses, registrations) | 7,500.00             | <b>5,890.56</b>      | 78.54%             |
| 40203                    | Reinstatement of Psych                   | 500.00               | <b>100.00</b>        | 20.00%             |
| 4050                     | Late Fees                                | 0.00                 | <b>0.00</b>          | 0.00%              |
| 4025,<br>40251,<br>40252 | New License                              | 1,000.00             | <b>952.64</b>        | 95.26%             |
| 4030                     | Non-Resident Consultant                  | 1,000.00             | <b>602.95</b>        | 60.30%             |
| 4015                     | Psychologist State Exam                  | 6,000.00             | <b>5,739.06</b>      | 95.65%             |
| 4040                     | CE App Fee                               | 750.00               | <b>570.21</b>        | 76.03%             |
| 4045                     | Verification of Licensure                | 200.00               | <b>167.07</b>        | 83.54%             |
| 4078                     | Cost Recovered (Disciplinary)            | 0.00                 | <b>0.00</b>          |                    |
| xxxx                     | Mediation Review                         | 0.00                 | <b>0.00</b>          |                    |
| 4999                     | Interest, Misc                           | 50.00                | <b>24.75</b>         | 49.50%             |
| <b>Total Income</b>      |  | <b>\$ 196,980.15</b> | <b>\$ 194,520.03</b> | <b>98.75%</b>      |

| <b>Payroll Expenses</b> |                                 | <b>FY23 Budgeted Amount</b> | <b>Actual</b>    | <b>% actual to budget</b> |
|-------------------------|---------------------------------|-----------------------------|------------------|---------------------------|
| 5100                    | Board Salary/Per Diem           | 9,000.00                    | 4,100.00         | 45.56%                    |
| 5175,<br>51751          | Wages, Staff Salary (Exec Dir)  | 60,000.00                   | 30,868.52        | 51.45%                    |
|                         | Wages, Staff Salary (Part-Time) | 3,900.00                    | 0.00             |                           |
| xxxx                    | Staff Benefits Reserve          | 1,500.00                    | 0.00             | 0.00%                     |
| 51753                   | Investigator Salary             | 7,500.00                    | 3,278.50         | 43.71%                    |
| 5250                    | Workers Compensation            | 1,000.00                    | 481.29           | 48.13%                    |
| 5300                    | PERS                            | 17,500.00                   | 8,658.83         | 49.48%                    |
| xxxx                    | Payroll Taxes (SS, Medicare)    | 1,000.00                    | 886.60           | 88.66%                    |
| xxxx                    | Other                           | 250.00                      | 0.00             | 0.00%                     |
|                         | <b>Total Payroll</b>            | <b>101,650.00</b>           | <b>48,273.74</b> | <b>47.49%</b>             |

| <b>Operating Expenses</b> |  | <b>FY23 Budgeted Amount</b> | <b>Actual</b> | <b>% actual to budget</b> |
|---------------------------|--|-----------------------------|---------------|---------------------------|
| 6200                      | Out of State   | 5,000.00                    | 2,368.64      | 47.37%                    |
|                           | Meals  |                             |               |                           |
|                           | Lodging  |                             |               |                           |
|                           | Airfare  |                             |               |                           |
|                           | In-State Travel  | 1,000.00                    |               |                           |
| 7015                      | Supplies   | 500.00                      | 0.00          | 0.00%                     |
| 7020,<br>70202,<br>85100  | Office Expense (Office Furniture, Shredding, Office Equipment) | 2,000.00                    | 1,676.89      | 83.84%                    |
| 7040                      | Print-Copy   | 600.00                      | 530.38        | 88.40%                    |
| 7500                      | Copy Lease   | 1,500.00                    | 675.42        | 45.03%                    |
| 7050                      | Rent   | 15,000.00                   | 6,492.00      | 43.28%                    |
| 7100                      | Postage  | 250.00                      | 178.65        | 71.46%                    |
| 7210                      | DoIt Web SV  | 1,000.00                    | 630.74        | 63.07%                    |

|                                 |  |                      |                      |               |
|---------------------------------|--|----------------------|----------------------|---------------|
| 7290,<br>72901,<br>72902        | Telephone & Internet                                     | 1,250.00             | 902.72               | 72.22%        |
| 7770                            | Software & Database                                      | 5,000.00             | 580.25               | 11.61%        |
| 8000, 8010                      | Legal & Professional Fees                                | 30,000.00            | 9,534.1              | 31.78%        |
| 8015                            | Tort Claim   | 1,000.00             | 0.00                 | 0.00%         |
| 8050                            | Professional Services (Auditor,<br>Bookkeeper, Lobbyist) | 25,000.00            | 16,911.63            | 67.65%        |
| 8250                            | Dues & Reg (ASPPB, Conf,<br>Continuing Ed)               | 4,000.00             | 1,120.00             | 28.00%        |
| 7111,<br>8500, 8520             | Admin Services (LCB)                                     | 1,000.00             | 850.00               | 85.00%        |
| 9001, 9002                      | Banking Fees   | 250.00               | 5.00                 | 2.00%         |
| 9011                            | PayPal Fees  |                      | 10,685.56            |               |
| 90100                           | Miscellaneous Expense                                    | 500.00               | -667.02              | -133.40%      |
| xxxx                            | Uncategorized Expense                                    | 300.00               | 0.00                 |               |
| <b>Total Expenses</b>           |  | <b>\$95,150.00</b>   | <b>\$42,456.43</b>   | <b>44.62%</b> |
| <b>Total Expenses + Payroll</b> |  | <b>\$196,800.00</b>  | <b>\$90,730.17</b>   | <b>46.10%</b> |
| <b>Total Income</b>             |  | <b>\$ 196,980.15</b> | <b>\$ 194,520.03</b> | <b>98.75%</b> |
| <b>Final Balance</b>            |  | <b>\$180.15</b>      | <b>\$103,789.86</b>  |               |

# NV State Board of Psychological Examiners

ITEM 4B

## Balance Sheet for Monthly Board Meeting

As of January 31, 2023

|                                     | TOTAL               |
|-------------------------------------|---------------------|
| <b>ASSETS</b>                       |                     |
| Current Assets                      |                     |
| Bank Accounts                       |                     |
| 1100 Cash in Bank                   | 427,433.78          |
| 3309 Savings                        | 105,031.59          |
| <b>Total Bank Accounts</b>          | <b>\$532,465.37</b> |
| Accounts Receivable                 |                     |
| 1200 Accounts Receivable            | 0.00                |
| <b>Total Accounts Receivable</b>    | <b>\$0.00</b>       |
| Other Current Assets                |                     |
| 12000 Undeposited Funds             | 0.00                |
| 12100 Inventory Asset               | 0.00                |
| 1400 Prepaid Expenses               | 1,108.00            |
| Uncategorized Asset                 | 0.00                |
| <b>Total Other Current Assets</b>   | <b>\$1,108.00</b>   |
| <b>Total Current Assets</b>         | <b>\$533,573.37</b> |
| Other Assets                        |                     |
| 1300 Deferred outflows of resources | 0.00                |
| <b>Total Other Assets</b>           | <b>\$0.00</b>       |
| <b>TOTAL ASSETS</b>                 | <b>\$533,573.37</b> |
| <b>LIABILITIES AND EQUITY</b>       |                     |
| Liabilities                         |                     |
| Current Liabilities                 |                     |
| Accounts Payable                    |                     |
| 1106 Accounts Payable               | 191.30              |
| <b>Total Accounts Payable</b>       | <b>\$191.30</b>     |
| Other Current Liabilities           |                     |
| 2100 Federal Income Withholding     | 841.16              |
| 2100 Payroll Liabilities            | 1,992.06            |
| 2107 Federal Taxes (941/944)        | 142.53              |
| 2108 PERS                           | 11,413.79           |
| NV Unemployment Tax                 | 0.00                |



# NV State Board of Psychological Examiners

ITEM 4B

## Balance Sheet for Monthly Board Meeting

As of January 31, 2023

|  | TOTAL               |
|--|---------------------|
| <b>Total 2100 Payroll Liabilities</b>  | <b>13,548.38</b>    |
| 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                  | 121,074.95          |
| 2700 Direct Deposit Payable            | 0.00                |
| <b>Total Other Current Liabilities</b> | <b>\$134,493.41</b> |
| <b>Total Current Liabilities</b>       | <b>\$134,684.71</b> |
| <b>Total Liabilities</b>               | <b>\$134,684.71</b> |
| Equity                                 |                     |
| 3000 Opening Bal Equity                | 1,315.04            |
| 3900 2550 Fund Balance                 | 398,885.25          |
| Net Income                             | -1,311.63           |
| <b>Total Equity</b>                    | <b>\$398,888.66</b> |
| <b>TOTAL LIABILITIES AND EQUITY</b>    | <b>\$533,573.37</b> |

# NV State Board of Psychological Examiners

ITEM 4B

## Profit and Loss Monthly Board Meeting

January 2023

|  | TOTAL             |
|--|-------------------|
| <b>Income</b>                                |                   |
| 4010 Psychologist Application                |                   |
| 40100 Psychologist Application               | 465.30            |
| 40101 PA Application                         | 155.10            |
| <b>Total 4010 Psychologist Application</b>   | <b>620.40</b>     |
| 4015 Psychologist State Exam                 | 1,026.58          |
| 4020 Psych Biennial                          |                   |
| 40201 Prorated Psych Biennial                | 1,236.88          |
| <b>Total 4020 Psych Biennial</b>             | <b>1,236.88</b>   |
| 4025 Psychologist Licensing Fee              |                   |
| 40251 New License                            | 150.00            |
| 40252 Change/Duplicate/Reinstatement         | 30.00             |
| <b>Total 4025 Psychologist Licensing Fee</b> | <b>180.00</b>     |
| 4050 Renewal Late Fee                        | 2,400.00          |
| 4999 Interest                                | 3.57              |
| <b>Total Income</b>                          | <b>\$5,467.43</b> |
| <b>GROSS PROFIT</b>                          | <b>\$5,467.43</b> |
| <b>Expenses</b>                              |                   |
| 5175 Board Staf                              |                   |
| 51753 Investigator Salary                    | 948.00            |
| <b>Total 5175 Board Staf</b>                 | <b>948.00</b>     |
| 5250 Workers Compensation                    | 159.99            |
| 5300 PERS                                    | 1,332.87          |
| 7200 Utilities                               |                   |
| 7210 Dolt Web SV                             | 54.41             |
| 7290 Telephone                               | 42.85             |
| 72901 Long Distance                          | 6.00              |
| 72902 Internet                               | 63.45             |
| <b>Total 7290 Telephone</b>                  | <b>112.30</b>     |
| <b>Total 7200 Utilities</b>                  | <b>166.71</b>     |
| 7770 Software                                | 46.30             |
| 8000 Legal & Professional Fees               | 450.00            |
| 8050 Prof Servs                              | 157.50            |
| 8055 Lobbyist                                | 1,041.75          |
| <b>Total 8050 Prof Servs</b>                 | <b>1,199.25</b>   |
| 9001 Banking Fees                            |                   |
| 9002 Bank Crgs                               | 1.00              |
| <b>Total 9001 Banking Fees</b>               | <b>1.00</b>       |

# NV State Board of Psychological Examiners

ITEM 4B

## Profit and Loss Monthly Board Meeting

January 2023

|   | TOTAL               |
|---|---------------------|
| 9100 Payroll Expenses                   | 60.00               |
| 9110 Company Contributions              |                     |
| Retirement                              | 1,506.57            |
| <b>Total 9110 Company Contributions</b> | <b>1,506.57</b>     |
| 9130 Wages                              | 5,331.04            |
| Taxes                                   |                     |
| 9111 Federal Taxes (941/944)            | 113.04              |
| NV Unemployment Tax                     | 0.00                |
| <b>Total Taxes</b>                      | <b>113.04</b>       |
| <b>Total 9100 Payroll Expenses</b>      | <b>7,010.65</b>     |
| PayPal Fees                             | 1,198.76            |
| <b>Total Expenses</b>                   | <b>\$12,513.53</b>  |
| NET OPERATING INCOME                    | <b>\$ -7,046.10</b> |
| NET INCOME                              | <b>\$ -7,046.10</b> |

# NV State Board of Psychological Examiners

## General Ledger

January 2023

| DATE                                   | TRANSACTION TYPE     | NUM    | NAME                                      | MEMO/DESCRIPTION                              | SPLIT                            | AMOUNT             | BALANCE    |
|--|----------------------|--------|---|---|----------------------------------|--------------------|------------|
| 3309 Savings                           |                      |        |   |   |                                  |                    |            |
|  | Beginning Balance    |        |   |   |                                  |                    | 105,028.02 |
| 01/31/2023                             | Deposit              |        | Interest                                  |   | 4999 Interest                    | 3.57               | 105,031.59 |
| <b>Total for 3309 Savings</b>          |                      |        |   |   |                                  | <b>\$3.57</b>      |            |
| 1100 Cash in Bank                      |                      |        |   |   |                                  |                    |            |
|  | Beginning Balance    |        |   |   |                                  |                    | 385,853.64 |
| 01/03/2023                             | Bill Payment (Check) |        | Burgarello Alarm                          |   | 1106 Accounts Payable            | -155.59            | 385,698.05 |
| 01/03/2023                             | Expense              |        | AT&T                                      |   | 7200 Utilities:7290 Telephone    | -42.85             | 385,655.20 |
| 01/03/2023                             | Bill Payment (Check) |        | Michelle Fox                              |   | 1106 Accounts Payable            | -315.00            | 385,340.20 |
| 01/03/2023                             | Deposit              |        |   |   | -Split-                          | 6,697.35           | 392,037.55 |
| 01/04/2023                             | Expense              |        | PayPal                                    |   | 2600 Deferred Revenue            | -718.44            | 391,319.11 |
| 01/04/2023                             | Deposit              |        |   |   | -Split-                          | 16,935.87          | 408,254.98 |
| 01/05/2023                             | Expense              |        | Casha Kaufer                              |   | 2600 Deferred Revenue            | -600.00            | 407,654.98 |
| 01/05/2023                             | Bill Payment (Check) |        | Legislative Counsel Bureau-Printing Divis |   | 1106 Accounts Payable            | -73.84             | 407,581.14 |
| 01/05/2023                             | Deposit              |        |   |   | -Split-                          | 10,900.00          | 418,481.14 |
| 01/06/2023                             | Payroll Check        | DD     | Lisa Scurry                               | Pay Period: 12/23/2022-01/05/2023             | 2700 Direct Deposit Payable      | -2,145.30          | 416,335.84 |
| 01/09/2023                             | Deposit              |        | Allison Deatherage                        |   | 2600 Deferred Revenue            | 500.00             | 416,835.84 |
| 01/09/2023                             | Bill Payment (Check) |        | Information Technology                    |   | 1106 Accounts Payable            | -3.25              | 416,832.59 |
| 01/10/2023                             | Expense              |        | Allison Deatherage                        |   | 2600 Deferred Revenue            | -500.00            | 416,332.59 |
| 01/11/2023                             | Deposit              |        |   |   | -Split-                          | 5,482.27           | 421,814.86 |
| 01/11/2023                             | Expense              |        | PERS                                      |   | 5300 PERS                        | -1,410.96          | 420,403.90 |
| 01/12/2023                             | Expense              |        |   |   | 9001 Banking Fees:9002 Bank Crgs | -1.00              | 420,402.90 |
| 01/13/2023                             | Tax Payment          |        | IRS                                       | Tax Payment for Period: 12/01/2022-12/31/2022 | 2100 Federal Income Withholding  | -550.04            | 419,852.86 |
| 01/17/2023                             | Deposit              |        |   |   | -Split-                          | 778.89             | 420,631.75 |
| 01/17/2023                             | Expense              |        | QuickBooks Payroll Service                |   | 9100 Payroll Expenses            | -60.00             | 420,571.75 |
| 01/18/2023                             | Deposit              |        |   |   | -Split-                          | 2,163.37           | 422,735.12 |
| 01/19/2023                             | Deposit              |        |   |   | -Split-                          | 5,200.00           | 427,935.12 |
| 01/20/2023                             | Payroll Check        | DD     | Lisa Scurry                               | Pay Period: 01/06/2023-01/19/2023             | 2700 Direct Deposit Payable      | -2,145.30          | 425,789.82 |
| 01/20/2023                             | Deposit              |        |   |   | -Split-                          | 2,172.26           | 427,962.08 |
| 01/23/2023                             | Expense              |        | Kathleen Laxalt                           |   | 8050 Prof Servs:8055 Lobbyist    | -1,041.75          | 426,920.33 |
| 01/23/2023                             | Payroll Check        | DD     | Laura M. Arnold                           | Pay Period: 01/06/2023-01/19/2023             | 2700 Direct Deposit Payable      | -410.84            | 426,509.49 |
| 01/23/2023                             | Payroll Check        | DD     | Gary C. Lenkeit                           | Pay Period: 01/06/2023-01/19/2023             | 2700 Direct Deposit Payable      | -612.34            | 425,897.15 |
| 01/23/2023                             | Bill Payment (Check) | 7260   | Information Technology                    |   | 1106 Accounts Payable            | -6.00              | 425,891.15 |
| 01/25/2023                             | Bill Payment (Check) |        | Michelle Fox                              |   | 1106 Accounts Payable            | -157.50            | 425,733.65 |
| 01/26/2023                             | Bill Payment (Check) | Online | Information Technology                    |   | 1106 Accounts Payable            | -85.72             | 425,647.93 |
| 01/26/2023                             | Bill Payment (Check) | Online | AT&T                                      |   | 1106 Accounts Payable            | -63.45             | 425,584.48 |
| 01/27/2023                             | Bill Payment (Check) | Zelle  | Michelle Fox                              |   | 1106 Accounts Payable            | -135.00            | 425,449.48 |
| 01/31/2023                             | Deposit              |        |   |   | -Split-                          | 1,984.30           | 427,433.78 |
| <b>Total for 1100 Cash in Bank</b>     |                      |        |   |   |                                  | <b>\$41,580.14</b> |            |
| 1400 Prepaid Expenses                  |                      |        |   |   |                                  |                    |            |
|  | Beginning Balance    |        |   |   |                                  |                    | 1,108.00   |
| <b>Total for 1400 Prepaid Expenses</b> |                      |        |   |   |                                  |                    |            |
| 1106 Accounts Payable                  |                      |        |   |   |                                  |                    |            |
|  | Beginning Balance    |        |   |   |                                  |                    | 263.99     |
| 01/03/2023                             | Bill                 |        | Michelle Fox                              |   | 8000 Legal & Professional        | 315.00             | 578.99     |

# NV State Board of Psychological Examiners

General Ledger

January 2023

| DATE  | TRANSACTION TYPE     | NUM           | NAME                                      | MEMO/DESCRIPTION            | SPLIT   | AMOUNT            | BALANCE   |
|---|----------------------|---------------|---|-----------------------------|---|-------------------|-----------|
|   |                      |               |   |                             |   | Fees              |           |
| 01/03/2023  | Bill Payment (Check) |               | Burgarello Alarm                          |                             | 1100 Cash in Bank                                 | -155.59           | 423.40    |
| 01/03/2023  | Bill Payment (Check) |               | Michelle Fox                              |                             | 1100 Cash in Bank                                 | -315.00           | 108.40    |
| 01/05/2023  | Bill Payment (Check) |               | Legislative Counsel Bureau-Printing Divis |                             | 1100 Cash in Bank                                 | -73.84            | 34.56     |
| 01/09/2023  | Bill Payment (Check) |               | Information Technology                    |                             | 1100 Cash in Bank                                 | -3.25             | 31.31     |
| 01/19/2023  | Bill                 | February 2023 | State Farm Insurance                      |                             | 5250 Workers Compensation                         | 159.99            | 191.30    |
| 01/19/2023  | Bill                 |               | Information Technology                    |                             | -Split-   | 85.72             | 277.02    |
| 01/23/2023  | Bill                 |               | AT&T                                      |                             | 7200 Utilities:7290 Telephone:72902 Internet      | 63.45             | 340.47    |
| 01/23/2023  | Bill Payment (Check) | 7260          | Information Technology                    |                             | 1100 Cash in Bank                                 | -6.00             | 334.47    |
| 01/23/2023  | Bill                 | 423747        | Information Technology                    |                             | 7200 Utilities:7290 Telephone:72901 Long Distance | 6.00              | 340.47    |
| 01/23/2023  | Bill                 | 207           | Michelle Fox                              |                             | 8050 Prof Servs                                   | 157.50            | 497.97    |
| 01/25/2023  | Bill Payment (Check) |               | Michelle Fox                              |                             | 1100 Cash in Bank                                 | -157.50           | 340.47    |
| 01/26/2023  | Bill Payment (Check) | Online        | Information Technology                    |                             | 1100 Cash in Bank                                 | -85.72            | 254.75    |
| 01/26/2023  | Bill Payment (Check) | Online        | AT&T                                      |                             | 1100 Cash in Bank                                 | -63.45            | 191.30    |
| 01/27/2023  | Bill                 | 210           | Michelle Fox                              |                             | 8000 Legal & Professional Fees                    | 135.00            | 326.30    |
| 01/27/2023  | Bill Payment (Check) | Zelle         | Michelle Fox                              |                             | 1100 Cash in Bank                                 | -135.00           | 191.30    |
| <b>Total for 1106 Accounts Payable</b>              |                      |               |   |                             |   | <b>\$ -72.69</b>  |           |
| 2100 Payroll Liabilities                            |                      |               |   |                             |   |                   |           |
| Beginning Balance                                   |                      |               |   |                             |   |                   | 1,992.06  |
| <b>Total for 2100 Payroll Liabilities</b>           |                      |               |   |                             |   |                   |           |
| 2107 Federal Taxes (941/944)                        |                      |               |   |                             |   |                   |           |
| Beginning Balance                                   |                      |               |   |                             |   |                   | 142.53    |
| <b>Total for 2107 Federal Taxes (941/944)</b>       |                      |               |   |                             |   |                   |           |
| 2108 PERS   |                      |               |   |                             |   |                   |           |
| Beginning Balance                                   |                      |               |   |                             |   |                   | 9,907.22  |
| 01/06/2023  | Payroll Check        | DD            | Lisa Scurry                               | PERS - Company Contribution | 2700 Direct Deposit Payable                       | 714.24            | 10,621.46 |
| 01/20/2023  | Journal Entry        | AJE-9         |   | adjust to actual            | -Split-   | -78.09            | 10,543.37 |
| 01/20/2023  | Payroll Check        | DD            | Laura M. Arnold                           | PERS - Company Contribution | 2700 Direct Deposit Payable                       | 78.09             | 10,621.46 |
| 01/20/2023  | Payroll Check        | DD            | Laura M. Arnold                           | PERS                        | 2700 Direct Deposit Payable                       | 78.09             | 10,699.55 |
| 01/20/2023  | Payroll Check        | DD            | Lisa Scurry                               | PERS - Company Contribution | 2700 Direct Deposit Payable                       | 714.24            | 11,413.79 |
| <b>Total for 2108 PERS</b>                          |                      |               |   |                             |   | <b>\$1,506.57</b> |           |
| NV Unemployment Tax                                 |                      |               |   |                             |   |                   |           |
| 01/06/2023  | Payroll Check        | DD            | Lisa Scurry                               | NV Unemployment Tax         | 2700 Direct Deposit Payable                       | 0.00              | 0.00      |
| 01/20/2023  | Payroll Check        | DD            | Gary C. Lenkeit                           | NV Unemployment Tax         | 2700 Direct Deposit Payable                       | 0.00              | 0.00      |
| 01/20/2023  | Payroll Check        | DD            | Lisa Scurry                               | NV Unemployment Tax         | 2700 Direct Deposit Payable                       | 0.00              | 0.00      |
| 01/20/2023  | Payroll Check        | DD            | Laura M. Arnold                           | NV Unemployment Tax         | 2700 Direct Deposit Payable                       | 0.00              | 0.00      |
| <b>Total for NV Unemployment Tax</b>                |                      |               |   |                             |   | <b>\$0.00</b>     |           |
| <b>Total for 2100 Payroll Liabilities with subs</b> |                      |               |   |                             |   | <b>\$1,506.57</b> |           |
| 2600 Deferred Revenue                               |                      |               |   |                             |   |                   |           |
| Beginning Balance                                   |                      |               |   |                             |   |                   | 74,329.19 |

## NV State Board of Psychological Examiners

## General Ledger

January 2023

| DATE       | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION   | SPLIT             | AMOUNT | BALANCE   |
|------------|------------------|-----|------|--|-------------------|--------|-----------|
| 01/03/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX13942545<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 618.44 | 74,947.63 |
| 01/03/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX13942545<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 102.95 | 75,050.58 |
| 01/03/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX13942545<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 621.44 | 75,672.02 |
| 01/03/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX13942545<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 618.44 | 76,290.46 |
| 01/03/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX13942545<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 618.44 | 76,908.90 |
| 01/03/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX13942545<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 618.44 | 77,527.34 |
| 01/03/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX13942545<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 618.44 | 78,145.78 |
| 01/03/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX13942545<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 621.44 | 78,767.22 |
| 01/03/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX13942545<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 621.44 | 79,388.66 |
| 01/03/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX13942545<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 618.44 | 80,007.10 |
| 01/03/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX13942545<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 618.44 | 80,625.54 |
| 01/03/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX13942545<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 618.44 | 81,243.98 |
| 01/04/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 618.44 | 81,862.42 |
| 01/04/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 621.44 | 82,483.86 |
| 01/04/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 618.44 | 83,102.30 |
| 01/04/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 618.44 | 83,720.74 |
| 01/04/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 618.44 | 84,339.18 |
| 01/04/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 618.44 | 84,957.62 |
| 01/04/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 618.44 | 85,576.06 |
| 01/04/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 618.44 | 86,194.50 |
| 01/04/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 618.44 | 86,812.94 |
| 01/04/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 618.44 | 87,431.38 |
| 01/04/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 618.44 | 88,049.82 |
| 01/04/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 103.00 | 88,152.82 |
| 01/04/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 618.44 | 88,771.26 |
| 01/04/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 618.44 | 89,389.70 |
| 01/04/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 618.44 | 90,008.14 |
| 01/04/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 618.44 | 90,626.58 |
| 01/04/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 621.44 | 91,248.02 |
| 01/04/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 618.44 | 91,866.46 |
| 01/04/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 618.44 | 92,484.90 |
| 01/04/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 618.44 | 93,103.34 |
| 01/04/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 618.44 | 93,721.78 |
| 01/04/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 618.44 | 94,340.22 |
| 01/04/2023 | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667   | 1100 Cash in Bank | 618.44 | 94,958.66 |

# NV State Board of Psychological Examiners

## General Ledger

January 2023

| DATE       | TRANSACTION TYPE | NUM | NAME               | MEMO/DESCRIPTION   | SPLIT             | AMOUNT  | BALANCE    |
|------------|------------------|-----|--------------------|--|-------------------|---------|------------|
| 01/04/2023 | Deposit          |     |                    | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX89983667   | 1100 Cash in Bank | 621.44  | 95,580.10  |
| 01/04/2023 | Deposit          |     |                    | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX89983667   | 1100 Cash in Bank | 621.44  | 96,201.54  |
| 01/04/2023 | Deposit          |     |                    | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX89983667   | 1100 Cash in Bank | 618.44  | 96,819.98  |
| 01/04/2023 | Deposit          |     |                    | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX89983667   | 1100 Cash in Bank | 618.44  | 97,438.42  |
| 01/04/2023 | Expense          |     | PayPal             | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:ECHECK ID:XXXXX96658312   | 1100 Cash in Bank | -718.44 | 96,719.98  |
| 01/05/2023 | Deposit          |     |                    | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALEC88 WEB<br>BKOFAMERICA ATM 01/05 #XXXXX8179 DEPOSIT<br>MEADOWOOD RENO NV CKCD<br>XXXXX9XXXXX69419 | 1100 Cash in Bank | 600.00  | 97,319.98  |
| 01/05/2023 | Expense          |     | Casha Kaufer       | Adjustment/Correction Of Posted Item   | 1100 Cash in Bank | -600.00 | 96,719.98  |
| 01/05/2023 | Deposit          |     |                    | BKOFAMERICA ATM 01/05 #XXXXX8179 DEPOSIT<br>MEADOWOOD RENO NV CKCD<br>XXXXX9XXXXX69419   | 1100 Cash in Bank | 600.00  | 97,319.98  |
| 01/05/2023 | Deposit          |     |                    | BKOFAMERICA ATM 01/05 #XXXXX8179 DEPOSIT<br>MEADOWOOD RENO NV CKCD<br>XXXXX9XXXXX69419   | 1100 Cash in Bank | 600.00  | 97,919.98  |
| 01/05/2023 | Deposit          |     |                    | BKOFAMERICA ATM 01/05 #XXXXX8179 DEPOSIT<br>MEADOWOOD RENO NV CKCD<br>XXXXX9XXXXX69419   | 1100 Cash in Bank | 600.00  | 98,519.98  |
| 01/05/2023 | Deposit          |     |                    | BKOFAMERICA ATM 01/05 #XXXXX8179 DEPOSIT<br>MEADOWOOD RENO NV CKCD<br>XXXXX9XXXXX69419   | 1100 Cash in Bank | 100.00  | 98,619.98  |
| 01/05/2023 | Deposit          |     |                    | BKOFAMERICA ATM 01/05 #XXXXX8179 DEPOSIT<br>MEADOWOOD RENO NV CKCD<br>XXXXX9XXXXX69419   | 1100 Cash in Bank | 600.00  | 99,219.98  |
| 01/05/2023 | Deposit          |     |                    | BKOFAMERICA ATM 01/05 #XXXXX8179 DEPOSIT<br>MEADOWOOD RENO NV CKCD<br>XXXXX9XXXXX69419   | 1100 Cash in Bank | 600.00  | 99,819.98  |
| 01/05/2023 | Deposit          |     |                    | BKOFAMERICA ATM 01/05 #XXXXX8179 DEPOSIT<br>MEADOWOOD RENO NV CKCD<br>XXXXX9XXXXX69419   | 1100 Cash in Bank | 600.00  | 100,419.98 |
| 01/05/2023 | Deposit          |     |                    | BKOFAMERICA ATM 01/05 #XXXXX8179 DEPOSIT<br>MEADOWOOD RENO NV CKCD<br>XXXXX9XXXXX69419   | 1100 Cash in Bank | 600.00  | 101,019.98 |
| 01/05/2023 | Deposit          |     |                    | BKOFAMERICA ATM 01/05 #XXXXX8179 DEPOSIT<br>MEADOWOOD RENO NV CKCD<br>XXXXX9XXXXX69419   | 1100 Cash in Bank | 600.00  | 101,619.98 |
| 01/05/2023 | Deposit          |     |                    | BKOFAMERICA ATM 01/05 #XXXXX8179 DEPOSIT<br>MEADOWOOD RENO NV CKCD<br>XXXXX9XXXXX69419   | 1100 Cash in Bank | 600.00  | 102,219.98 |
| 01/05/2023 | Deposit          |     |                    | BKOFAMERICA ATM 01/05 #XXXXX8179 DEPOSIT<br>MEADOWOOD RENO NV CKCD<br>XXXXX9XXXXX69419   | 1100 Cash in Bank | 600.00  | 102,819.98 |
| 01/05/2023 | Deposit          |     |                    | BKOFAMERICA ATM 01/05 #XXXXX8179 DEPOSIT<br>MEADOWOOD RENO NV CKCD<br>XXXXX9XXXXX69419   | 1100 Cash in Bank | 600.00  | 103,419.98 |
| 01/05/2023 | Deposit          |     |                    | BKOFAMERICA ATM 01/05 #XXXXX8179 DEPOSIT<br>MEADOWOOD RENO NV CKCD<br>XXXXX9XXXXX69419   | 1100 Cash in Bank | 600.00  | 104,019.98 |
| 01/05/2023 | Deposit          |     |                    | BKOFAMERICA ATM 01/05 #XXXXX8179 DEPOSIT<br>MEADOWOOD RENO NV CKCD<br>XXXXX9XXXXX69419   | 1100 Cash in Bank | 600.00  | 104,619.98 |
| 01/05/2023 | Deposit          |     |                    | BKOFAMERICA ATM 01/05 #XXXXX8179 DEPOSIT<br>MEADOWOOD RENO NV CKCD<br>XXXXX9XXXXX69419   | 1100 Cash in Bank | 600.00  | 105,219.98 |
| 01/05/2023 | Deposit          |     |                    | BKOFAMERICA ATM 01/05 #XXXXX8179 DEPOSIT<br>MEADOWOOD RENO NV CKCD<br>XXXXX9XXXXX69419   | 1100 Cash in Bank | 600.00  | 105,819.98 |
| 01/05/2023 | Deposit          |     |                    | BKOFAMERICA ATM 01/05 #XXXXX8179 DEPOSIT<br>MEADOWOOD RENO NV CKCD<br>XXXXX9XXXXX69419   | 1100 Cash in Bank | 600.00  | 106,419.98 |
| 01/05/2023 | Deposit          |     |                    | BKOFAMERICA ATM 01/05 #XXXXX8179 DEPOSIT<br>MEADOWOOD RENO NV CKCD<br>XXXXX9XXXXX69419   | 1100 Cash in Bank | 600.00  | 107,019.98 |
| 01/09/2023 | Deposit          |     | Allison Deatherage | RETURNED BILL PAYMENT FROM Allison Deatherage ISSUE DATE 12-   | 1100 Cash in Bank | 500.00  | 107,519.98 |

# NV State Board of Psychological Examiners

## General Ledger

January 2023

| DATE       | TRANSACTION TYPE | NUM | NAME               | MEMO/DESCRIPTION                                    | SPLIT             | AMOUNT  | BALANCE    |
|------------|------------------|-----|--------------------|---|-------------------|---------|------------|
|            |                  |     |                    | 16-22.  |                   |         |            |
| 01/10/2023 | Expense          |     | Allison Deatherage | Zelle Transfer Conf# aito6xbsr; Deatherage, Allison | 1100 Cash in Bank | -500.00 | 107,019.98 |
| 01/11/2023 | Deposit          |     |                    | PAYPAL DES:TRANSFER ID:XXXXX25060905                | 1100 Cash in Bank | 618.44  | 107,638.42 |
|            |                  |     |                    | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD    |                   |         |            |
| 01/11/2023 | Deposit          |     |                    | PAYPAL DES:TRANSFER ID:XXXXX25060905                | 1100 Cash in Bank | 610.45  | 108,248.87 |
|            |                  |     |                    | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD    |                   |         |            |
| 01/11/2023 | Deposit          |     |                    | PAYPAL DES:TRANSFER ID:XXXXX25060905                | 1100 Cash in Bank | 618.44  | 108,867.31 |
|            |                  |     |                    | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD    |                   |         |            |
| 01/11/2023 | Deposit          |     |                    | PAYPAL DES:TRANSFER ID:XXXXX25060905                | 1100 Cash in Bank | 618.44  | 109,485.75 |
|            |                  |     |                    | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD    |                   |         |            |
| 01/11/2023 | Deposit          |     |                    | PAYPAL DES:TRANSFER ID:XXXXX25060905                | 1100 Cash in Bank | 718.44  | 110,204.19 |
|            |                  |     |                    | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD    |                   |         |            |
| 01/11/2023 | Deposit          |     |                    | PAYPAL DES:TRANSFER ID:XXXXX25060905                | 1100 Cash in Bank | 103.00  | 110,307.19 |
|            |                  |     |                    | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD    |                   |         |            |
| 01/11/2023 | Deposit          |     |                    | PAYPAL DES:TRANSFER ID:XXXXX25060905                | 1100 Cash in Bank | 103.00  | 110,410.19 |
|            |                  |     |                    | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD    |                   |         |            |
| 01/11/2023 | Deposit          |     |                    | PAYPAL DES:TRANSFER ID:XXXXX25060905                | 1100 Cash in Bank | 618.44  | 111,028.63 |
|            |                  |     |                    | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD    |                   |         |            |
| 01/11/2023 | Deposit          |     |                    | PAYPAL DES:TRANSFER ID:XXXXX25060905                | 1100 Cash in Bank | 618.44  | 111,647.07 |
|            |                  |     |                    | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD    |                   |         |            |
| 01/11/2023 | Deposit          |     |                    | PAYPAL DES:TRANSFER ID:XXXXX25060905                | 1100 Cash in Bank | 618.44  | 112,265.51 |
|            |                  |     |                    | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD    |                   |         |            |
| 01/11/2023 | Deposit          |     |                    | PAYPAL DES:TRANSFER ID:XXXXX25060905                | 1100 Cash in Bank | -718.44 | 111,547.07 |
|            |                  |     |                    | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD    |                   |         |            |
| 01/17/2023 | Deposit          |     |                    | PAYPAL DES:TRANSFER ID:XXXXX81766959                | 1100 Cash in Bank | 576.43  | 112,123.50 |
|            |                  |     |                    | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD    |                   |         |            |
| 01/18/2023 | Deposit          |     |                    | PAYPAL DES:TRANSFER ID:XXXXX57410223                | 1100 Cash in Bank | 611.64  | 112,735.14 |
|            |                  |     |                    | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD    |                   |         |            |
| 01/18/2023 | Deposit          |     |                    | PAYPAL DES:TRANSFER ID:XXXXX57410223                | 1100 Cash in Bank | 618.44  | 113,353.58 |
|            |                  |     |                    | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD    |                   |         |            |
| 01/18/2023 | Deposit          |     |                    | PAYPAL DES:TRANSFER ID:XXXXX57410223                | 1100 Cash in Bank | 603.36  | 113,956.94 |
|            |                  |     |                    | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD    |                   |         |            |
| 01/19/2023 | Deposit          |     |                    | BKOFAMERICA ATM 01/19 #XXXXX2478 DEPOSIT            | 1100 Cash in Bank | 600.00  | 114,556.94 |
|            |                  |     |                    | MEADOWOOD RENO NV CKCD                              |                   |         |            |
|            |                  |     |                    | XXXXX9XXXXX69419                                    |                   |         |            |
| 01/19/2023 | Deposit          |     |                    | BKOFAMERICA ATM 01/19 #XXXXX2478 DEPOSIT            | 1100 Cash in Bank | 600.00  | 115,156.94 |
|            |                  |     |                    | MEADOWOOD RENO NV CKCD                              |                   |         |            |
|            |                  |     |                    | XXXXX9XXXXX69419                                    |                   |         |            |
| 01/19/2023 | Deposit          |     |                    | BKOFAMERICA ATM 01/19 #XXXXX2478 DEPOSIT            | 1100 Cash in Bank | 100.00  | 115,256.94 |
|            |                  |     |                    | MEADOWOOD RENO NV CKCD                              |                   |         |            |
|            |                  |     |                    | XXXXX9XXXXX69419                                    |                   |         |            |
| 01/19/2023 | Deposit          |     |                    | BKOFAMERICA ATM 01/19 #XXXXX2478 DEPOSIT            | 1100 Cash in Bank | 100.00  | 115,356.94 |
|            |                  |     |                    | MEADOWOOD RENO NV CKCD                              |                   |         |            |
|            |                  |     |                    | XXXXX9XXXXX69419                                    |                   |         |            |
| 01/19/2023 | Deposit          |     |                    | BKOFAMERICA ATM 01/19 #XXXXX2478 DEPOSIT            | 1100 Cash in Bank | 600.00  | 116,556.94 |
|            |                  |     |                    | MEADOWOOD RENO NV CKCD                              |                   |         |            |
|            |                  |     |                    | XXXXX9XXXXX69419                                    |                   |         |            |
| 01/19/2023 | Deposit          |     |                    | BKOFAMERICA ATM 01/19 #XXXXX2478 DEPOSIT            | 1100 Cash in Bank | 600.00  | 117,156.94 |
|            |                  |     |                    | MEADOWOOD RENO NV CKCD                              |                   |         |            |
|            |                  |     |                    | XXXXX9XXXXX69419                                    |                   |         |            |
| 01/19/2023 | Deposit          |     |                    | BKOFAMERICA ATM 01/19 #XXXXX2478 DEPOSIT            | 1100 Cash in Bank | 100.00  | 117,256.94 |
|            |                  |     |                    | MEADOWOOD RENO NV CKCD                              |                   |         |            |
|            |                  |     |                    | XXXXX9XXXXX69419                                    |                   |         |            |
| 01/19/2023 | Deposit          |     |                    | BKOFAMERICA ATM 01/19 #XXXXX2478 DEPOSIT            | 1100 Cash in Bank | 600.00  | 117,856.94 |
|            |                  |     |                    | MEADOWOOD RENO NV CKCD                              |                   |         |            |
|            |                  |     |                    | XXXXX9XXXXX69419                                    |                   |         |            |
| 01/19/2023 | Deposit          |     |                    | BKOFAMERICA ATM 01/19 #XXXXX2478 DEPOSIT            | 1100 Cash in Bank | 600.00  | 118,456.94 |
|            |                  |     |                    | MEADOWOOD RENO NV CKCD                              |                   |         |            |
|            |                  |     |                    | XXXXX9XXXXX69419                                    |                   |         |            |
| 01/20/2023 | Deposit          |     |                    | PAYPAL DES:TRANSFER ID:XXXXX87567525                | 1100 Cash in Bank | 618.44  | 119,075.38 |
|            |                  |     |                    | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD    |                   |         |            |
| 01/20/2023 | Deposit          |     |                    | PAYPAL DES:TRANSFER ID:XXXXX87567525                | 1100 Cash in Bank | 602.26  | 119,677.64 |
|            |                  |     |                    | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD    |                   |         |            |
| 01/20/2023 | Deposit          |     |                    | PAYPAL DES:TRANSFER ID:XXXXX87567525                | 1100 Cash in Bank | 621.44  | 120,299.08 |
|            |                  |     |                    | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD    |                   |         |            |
| 01/31/2023 | Deposit          |     |                    | PAYPAL DES:TRANSFER ID:XXXXX89170015                | 1100 Cash in Bank | 621.44  | 120,920.52 |
|            |                  |     |                    | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD    |                   |         |            |



## NV State Board of Psychological Examiners

General Ledger

January 2023

| DATE   | TRANSACTION TYPE | NUM | NAME            | MEMO/DESCRIPTION   | SPLIT                       | AMOUNT             | BALANCE    |
|--|------------------|-----|-----------------|--|-----------------------------|--------------------|------------|
| 01/31/2023                                       | Deposit          |     |                 | PAYPAL DES:TRANSFER ID:XXXXX89170015<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank           | 154.43             | 121,074.95 |
| <b>Total for 2600 Deferred Revenue</b>           |                  |     |                 |  |                             | <b>\$46,745.76</b> |            |
| 2700 Direct Deposit Payable                      |                  |     |                 |  |                             |                    |            |
| 01/06/2023                                       | Payroll Check    | DD  | Lisa Scurry     | Pay Period: 12/23/2022-01/05/2023  | -Split-                     | 2,145.30           | 2,145.30   |
| 01/06/2023                                       | Payroll Check    | DD  | Lisa Scurry     | Direct Deposit   | 1100 Cash in Bank           | -2,145.30          | 0.00       |
| 01/20/2023                                       | Payroll Check    | DD  | Gary C. Lenkeit | Pay Period: 01/06/2023-01/19/2023  | -Split-                     | 612.34             | 612.34     |
| 01/20/2023                                       | Payroll Check    | DD  | Laura M. Arnold | Pay Period: 01/06/2023-01/19/2023  | -Split-                     | 410.84             | 1,023.18   |
| 01/20/2023                                       | Payroll Check    | DD  | Lisa Scurry     | Pay Period: 01/06/2023-01/19/2023  | -Split-                     | 2,145.30           | 3,168.48   |
| 01/20/2023                                       | Payroll Check    | DD  | Lisa Scurry     | Direct Deposit   | 1100 Cash in Bank           | -2,145.30          | 1,023.18   |
| 01/23/2023                                       | Payroll Check    | DD  | Laura M. Arnold | Direct Deposit   | 1100 Cash in Bank           | -410.84            | 612.34     |
| 01/23/2023                                       | Payroll Check    | DD  | Gary C. Lenkeit | Direct Deposit   | 1100 Cash in Bank           | -612.34            | 0.00       |
| <b>Total for 2700 Direct Deposit Payable</b>     |                  |     |                 |  |                             | <b>\$0.00</b>      |            |
| 2100 Federal Income Withholding                  |                  |     |                 |  |                             |                    |            |
| Beginning Balance                                |                  |     |                 |  |                             |                    | 390.99     |
| 01/06/2023                                       | Payroll Check    | DD  | Lisa Scurry     | Federal Taxes (941/943/944)  | 2700 Direct Deposit Payable | 255.50             | 646.49     |
| 01/13/2023                                       | Tax Payment      |     | IRS             | Federal Taxes (941/943/944)  | 1100 Cash in Bank           | -550.04            | 96.45      |
| 01/20/2023                                       | Payroll Check    | DD  | Laura M. Arnold | Federal Taxes (941/943/944)  | 2700 Direct Deposit Payable | 81.02              | 177.47     |
| 01/20/2023                                       | Payroll Check    | DD  | Lisa Scurry     | Federal Taxes (941/943/944)  | 2700 Direct Deposit Payable | 255.50             | 432.97     |
| 01/20/2023                                       | Payroll Check    | DD  | Gary C. Lenkeit | Federal Taxes (941/943/944)  | 2700 Direct Deposit Payable | 408.19             | 841.16     |
| <b>Total for 2100 Federal Income Withholding</b> |                  |     |                 |  |                             | <b>\$450.17</b>    |            |
| 2300 Liability                                   |                  |     |                 |  |                             |                    |            |
| Beginning Balance                                |                  |     |                 |  |                             |                    | -971.08    |
| <b>Total for 2300 Liability</b>                  |                  |     |                 |  |                             |                    |            |
| 3000 Opening Bal Equity                          |                  |     |                 |  |                             |                    |            |
| Beginning Balance                                |                  |     |                 |  |                             |                    | 1,315.04   |
| <b>Total for 3000 Opening Bal Equity</b>         |                  |     |                 |  |                             |                    |            |
| 3900 2550 Fund Balance                           |                  |     |                 |  |                             |                    |            |
| Beginning Balance                                |                  |     |                 |  |                             |                    | 398,885.25 |
| <b>Total for 3900 2550 Fund Balance</b>          |                  |     |                 |  |                             |                    |            |
| 4010 Psychologist Application                    |                  |     |                 |  |                             |                    |            |
| 40100 Psychologist Application                   |                  |     |                 |  |                             |                    |            |
| Beginning Balance                                |                  |     |                 |  |                             |                    | 4,591.13   |
| 01/18/2023                                       | Deposit          |     |                 | PAYPAL DES:TRANSFER ID:XXXXX57410223<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank           | 155.10             | 4,746.23   |
| 01/31/2023                                       | Deposit          |     |                 | PAYPAL DES:TRANSFER ID:XXXXX89170015<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank           | 155.10             | 4,901.33   |
| 01/31/2023                                       | Deposit          |     |                 | PAYPAL DES:TRANSFER ID:XXXXX89170015<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank           | 155.10             | 5,056.43   |
| <b>Total for 40100 Psychologist Application</b>  |                  |     |                 |  |                             | <b>\$465.30</b>    |            |
| 40101 PA Application                             |                  |     |                 |  |                             |                    |            |
| Beginning Balance                                |                  |     |                 |  |                             |                    | 2,455.43   |
| 01/31/2023                                       | Deposit          |     |                 | PAYPAL DES:TRANSFER ID:XXXXX89170015<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank           | -155.10            | 2,300.33   |
| 01/31/2023                                       | Deposit          |     |                 | PAYPAL DES:TRANSFER ID:XXXXX89170015<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank           | 155.10             | 2,455.43   |
| 01/31/2023                                       | Deposit          |     |                 | PAYPAL DES:TRANSFER ID:XXXXX89170015<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank           | 155.10             | 2,610.53   |
| <b>Total for 40101 PA Application</b>            |                  |     |                 |  |                             | <b>\$155.10</b>    |            |
| 40102 Intern Application                         |                  |     |                 |  |                             |                    |            |
| Beginning Balance                                |                  |     |                 |  |                             |                    | 770.40     |
| <b>Total for 40102 Intern Application</b>        |                  |     |                 |  |                             |                    |            |
| 40103 Trainee Application                        |                  |     |                 |  |                             |                    |            |
| Beginning Balance                                |                  |     |                 |  |                             |                    | 1,075.50   |

# NV State Board of Psychological Examiners

ITEM 4B

## General Ledger

January 2023

| DATE  | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION   | SPLIT             | AMOUNT | BALANCE           |
|---|------------------|-----|------|--|-------------------|--------|-------------------|
| <b>Total for 40103 Trainee Application</b>            |                  |     |      |  |                   |        |                   |
| <b>Total for 4010 Psychologist Application</b>        |                  |     |      |  |                   |        | <b>\$620.40</b>   |
| 4015 Psychologist State Exam                          |                  |     |      |  |                   |        |                   |
| Beginning Balance                                     |                  |     |      |  |                   |        | 4,712.48          |
| 01/17/2023  | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX81766959<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 206.64 | 4,919.12          |
| 01/19/2023  | Deposit          |     |      | BKOFAMERICA ATM 01/19 #XXXXX2478 DEPOSIT<br>MEADOWOOD RENO NV CKCD<br>XXXXX9XXXXX69419   | 1100 Cash in Bank | 200.00 | 5,119.12          |
| 01/31/2023  | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89170015<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 206.66 | 5,325.78          |
| 01/31/2023  | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89170015<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 206.64 | 5,532.42          |
| 01/31/2023  | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89170015<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 206.64 | 5,739.06          |
| <b>Total for 4015 Psychologist State Exam</b>         |                  |     |      |  |                   |        | <b>\$1,026.58</b> |
| 4020 Psych Biennial                                   |                  |     |      |  |                   |        |                   |
| Beginning Balance                                     |                  |     |      |  |                   |        | 87,931.04         |
| <b>Total for 4020 Psych Biennial</b>                  |                  |     |      |  |                   |        |                   |
| 40201 Prorated Psych Biennial                         |                  |     |      |  |                   |        |                   |
| Beginning Balance                                     |                  |     |      |  |                   |        | 2,295.50          |
| 01/04/2023  | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 618.44 | 2,913.94          |
| 01/04/2023  | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 618.44 | 3,532.38          |
| <b>Total for 40201 Prorated Psych Biennial</b>        |                  |     |      |  |                   |        | <b>\$1,236.88</b> |
| 40203 Reinstament of Psych                            |                  |     |      |  |                   |        |                   |
| Beginning Balance                                     |                  |     |      |  |                   |        | 100.00            |
| <b>Total for 40203 Reinstament of Psych</b>           |                  |     |      |  |                   |        |                   |
| <b>Total for 4020 Psych Biennial with subs</b>        |                  |     |      |  |                   |        | <b>\$1,236.88</b> |
| 4025 Psychologist Licensing Fee                       |                  |     |      |  |                   |        |                   |
| 40251 New License                                     |                  |     |      |  |                   |        |                   |
| Beginning Balance                                     |                  |     |      |  |                   |        | 680.00            |
| 01/04/2023  | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 25.00  | 705.00            |
| 01/04/2023  | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 25.00  | 730.00            |
| 01/11/2023  | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX25060905<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 25.00  | 755.00            |
| 01/17/2023  | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX81766959<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 25.00  | 780.00            |
| 01/18/2023  | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX57410223<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 25.00  | 805.00            |
| 01/18/2023  | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX57410223<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 25.00  | 830.00            |
| <b>Total for 40251 New License</b>                    |                  |     |      |  |                   |        | <b>\$150.00</b>   |
| 40252 Change/Duplicate/Reinstatement                  |                  |     |      |  |                   |        |                   |
| Beginning Balance                                     |                  |     |      |  |                   |        | 46.32             |
| 01/11/2023  | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX25060905<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 30.00  | 76.32             |
| <b>Total for 40252 Change/Duplicate/Reinstatement</b> |                  |     |      |  |                   |        | <b>\$30.00</b>    |
| <b>Total for 4025 Psychologist Licensing Fee</b>      |                  |     |      |  |                   |        | <b>\$180.00</b>   |
| 4028 Registration Fee                                 |                  |     |      |  |                   |        |                   |
| 40281 Psych Asst fee                                  |                  |     |      |  |                   |        |                   |
| Beginning Balance                                     |                  |     |      |  |                   |        | 1,831.68          |
| <b>Total for 40281 Psych Asst fee</b>                 |                  |     |      |  |                   |        |                   |
| 40282 Psych Intern Fee                                |                  |     |      |  |                   |        |                   |
| Beginning Balance                                     |                  |     |      |  |                   |        | 311.40            |

# NV State Board of Psychological Examiners

## General Ledger

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| DATE  | TRANSACTION TYPE | NUM | NAME                       | MEMO/DESCRIPTION   | SPLIT                           | AMOUNT            | BALANCE  |
|---|------------------|-----|----------------------------|--|---------------------------------|-------------------|----------|
| <b>Total for 40282 Psych Intern Fee</b>         |                  |     |                            |  |                                 |                   |          |
| 40283 Psych Trainee                             |                  |     |                            |  |                                 |                   |          |
| Beginning Balance                               |                  |     |                            |  |                                 |                   | 215.10   |
| <b>Total for 40283 Psych Trainee</b>            |                  |     |                            |  |                                 |                   |          |
| <b>Total for 4028 Registration Fee</b>          |                  |     |                            |  |                                 |                   |          |
| 4030 Non-Resident Consultant                    |                  |     |                            |  |                                 |                   |          |
| Beginning Balance                               |                  |     |                            |  |                                 |                   | 602.95   |
| <b>Total for 4030 Non-Resident Consultant</b>   |                  |     |                            |  |                                 |                   |          |
| 4040 CE App Fee                                 |                  |     |                            |  |                                 |                   |          |
| Beginning Balance                               |                  |     |                            |  |                                 |                   | 570.21   |
| <b>Total for 4040 CE App Fee</b>                |                  |     |                            |  |                                 |                   |          |
| 4045 Verification of Licensure                  |                  |     |                            |  |                                 |                   |          |
| Beginning Balance                               |                  |     |                            |  |                                 |                   | 167.07   |
| <b>Total for 4045 Verification of Licensure</b> |                  |     |                            |  |                                 |                   |          |
| 4050 Renewal Late Fee                           |                  |     |                            |  |                                 |                   |          |
| 01/11/2023                                      | Deposit          |     |                            | PAYPAL DES:TRANSFER ID:XXXXX25060905<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank               | 200.00            | 200.00   |
| 01/11/2023                                      | Deposit          |     |                            | PAYPAL DES:TRANSFER ID:XXXXX25060905<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank               | 100.00            | 300.00   |
| 01/11/2023                                      | Deposit          |     |                            | PAYPAL DES:TRANSFER ID:XXXXX25060905<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank               | 200.00            | 500.00   |
| 01/11/2023                                      | Deposit          |     |                            | PAYPAL DES:TRANSFER ID:XXXXX25060905<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank               | 200.00            | 700.00   |
| 01/11/2023                                      | Deposit          |     |                            | PAYPAL DES:TRANSFER ID:XXXXX25060905<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank               | 200.00            | 900.00   |
| 01/11/2023                                      | Deposit          |     |                            | PAYPAL DES:TRANSFER ID:XXXXX25060905<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank               | 200.00            | 1,100.00 |
| 01/18/2023                                      | Deposit          |     |                            | PAYPAL DES:TRANSFER ID:XXXXX57410223<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank               | 200.00            | 1,300.00 |
| 01/19/2023                                      | Deposit          |     |                            | BKOFAMERICA ATM 01/19 #XXXXX2478 DEPOSIT<br>MEADOWOOD RENO NV CKCD<br>XXXXX9XXXXX69419   | 1100 Cash in Bank               | 200.00            | 1,500.00 |
| 01/19/2023                                      | Deposit          |     |                            | BKOFAMERICA ATM 01/19 #XXXXX2478 DEPOSIT<br>MEADOWOOD RENO NV CKCD<br>XXXXX9XXXXX69419   | 1100 Cash in Bank               | 200.00            | 1,700.00 |
| 01/19/2023                                      | Deposit          |     |                            | BKOFAMERICA ATM 01/19 #XXXXX2478 DEPOSIT<br>MEADOWOOD RENO NV CKCD<br>XXXXX9XXXXX69419   | 1100 Cash in Bank               | 100.00            | 1,800.00 |
| 01/20/2023                                      | Deposit          |     |                            | PAYPAL DES:TRANSFER ID:XXXXX87567525<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank               | 200.00            | 2,000.00 |
| 01/20/2023                                      | Deposit          |     |                            | PAYPAL DES:TRANSFER ID:XXXXX87567525<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank               | 200.00            | 2,200.00 |
| 01/31/2023                                      | Deposit          |     |                            | PAYPAL DES:TRANSFER ID:XXXXX89170015<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank               | 200.00            | 2,400.00 |
| <b>Total for 4050 Renewal Late Fee</b>          |                  |     |                            |  |                                 | <b>\$2,400.00</b> |          |
| 4999 Interest                                   |                  |     |                            |  |                                 |                   |          |
| Beginning Balance                               |                  |     |                            |  |                                 |                   | 21.18    |
| 01/31/2023                                      | Deposit          |     | Interest                   | Interest Earned  | 3309 Savings                    | 3.57              | 24.75    |
| <b>Total for 4999 Interest</b>                  |                  |     |                            |  |                                 | <b>\$3.57</b>     |          |
| 9100 Payroll Expenses                           |                  |     |                            |  |                                 |                   |          |
| Beginning Balance                               |                  |     |                            |  |                                 |                   | 357.00   |
| 01/17/2023                                      | Expense          |     | QuickBooks Payroll Service | INTUIT * DES:QBooks Pay ID:3645846<br>OF PSYCHOLGIC CO ID:XXXXX56346 CCD                 | INDN:NV BOARD 1100 Cash in Bank | 60.00             | 417.00   |
| <b>Total for 9100 Payroll Expenses</b>          |                  |     |                            |  |                                 | <b>\$60.00</b>    |          |
| 9110 Company Contributions                      |                  |     |                            |  |                                 |                   |          |
| Retirement                                      |                  |     |                            |  |                                 |                   |          |
| Beginning Balance                               |                  |     |                            |  |                                 |                   | 8,281.67 |
| 01/06/2023                                      | Payroll Check    | DD  | Lisa Scurry                | Employer Retirement Contribution   | 2700 Direct Deposit Payable     | 714.24            | 8,995.91 |

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| DATE   | TRANSACTION<br>TYPE | NUM              | NAME                    | MEMO/DESCRIPTION                         | SPLIT                          | AMOUNT            | BALANCE   |
|--|---------------------|------------------|-------------------------|--|--------------------------------|-------------------|-----------|
| 01/20/2023                                       | Payroll Check       | DD               | Lisa Scurry             | Employer Retirement Contribution         | 2700 Direct Deposit<br>Payable | 714.24            | 9,710.15  |
| 01/20/2023                                       | Payroll Check       | DD               | Laura M. Arnold         | Employer Retirement Contribution         | 2700 Direct Deposit<br>Payable | 78.09             | 9,788.24  |
| <b>Total for Retirement</b>                      |                     |                  |                         |  |                                | <b>\$1,506.57</b> |           |
| <b>Total for 9110 Company Contributions</b>      |                     |                  |                         |  |                                | <b>\$1,506.57</b> |           |
| 9130 Wages                                       |                     |                  |                         |  |                                |                   |           |
| Beginning<br>Balance                             |                     |                  |                         |  |                                |                   |           |
|  |                     |                  |                         |  |                                |                   | 27,837.48 |
| 01/06/2023                                       | Payroll Check       | DD               | Lisa Scurry             | Gross Pay - This is not a legal pay stub | 2700 Direct Deposit<br>Payable | 2,400.80          | 30,238.28 |
| 01/20/2023                                       | Payroll Check       | DD               | Lisa Scurry             | Gross Pay - This is not a legal pay stub | 2700 Direct Deposit<br>Payable | 2,400.80          | 32,639.08 |
| 01/20/2023                                       | Payroll Check       | DD               | Laura M. Arnold         | Gross Pay - This is not a legal pay stub | 2700 Direct Deposit<br>Payable | 529.44            | 33,168.52 |
| <b>Total for 9130 Wages</b>                      |                     |                  |                         |  |                                | <b>\$5,331.04</b> |           |
| Taxes  |                     |                  |                         |  |                                |                   |           |
| 9111 Federal Taxes (941/944)                     |                     |                  |                         |  |                                |                   |           |
| Beginning<br>Balance                             |                     |                  |                         |  |                                |                   |           |
|  |                     |                  |                         |  |                                |                   | 178.28    |
| 01/20/2023                                       | Payroll Check       | DD               | Laura M. Arnold         | Social Security Employer                 | 2700 Direct Deposit<br>Payable | 32.83             | 211.11    |
| 01/20/2023                                       | Payroll Check       | DD               | Laura M. Arnold         | Medicare Employer                        | 2700 Direct Deposit<br>Payable | 7.68              | 218.79    |
| 01/20/2023                                       | Payroll Check       | DD               | Gary C. Lenkeit         | Social Security Employer                 | 2700 Direct Deposit<br>Payable | 58.78             | 277.57    |
| 01/20/2023                                       | Payroll Check       | DD               | Gary C. Lenkeit         | Medicare Employer                        | 2700 Direct Deposit<br>Payable | 13.75             | 291.32    |
| <b>Total for 9111 Federal Taxes (941/944)</b>    |                     |                  |                         |  |                                | <b>\$113.04</b>   |           |
| NV Unemployment Tax                              |                     |                  |                         |  |                                |                   |           |
| 01/06/2023                                       | Payroll Check       | DD               | Lisa Scurry             | NV Career Enhancement Program            | 2700 Direct Deposit<br>Payable | 0.00              | 0.00      |
| 01/06/2023                                       | Payroll Check       | DD               | Lisa Scurry             | NV SUI Employer                          | 2700 Direct Deposit<br>Payable | 0.00              | 0.00      |
| 01/20/2023                                       | Payroll Check       | DD               | Lisa Scurry             | NV SUI Employer                          | 2700 Direct Deposit<br>Payable | 0.00              | 0.00      |
| 01/20/2023                                       | Payroll Check       | DD               | Gary C. Lenkeit         | NV Career Enhancement Program            | 2700 Direct Deposit<br>Payable | 0.00              | 0.00      |
| 01/20/2023                                       | Payroll Check       | DD               | Laura M. Arnold         | NV SUI Employer                          | 2700 Direct Deposit<br>Payable | 0.00              | 0.00      |
| 01/20/2023                                       | Payroll Check       | DD               | Laura M. Arnold         | NV Career Enhancement Program            | 2700 Direct Deposit<br>Payable | 0.00              | 0.00      |
| 01/20/2023                                       | Payroll Check       | DD               | Gary C. Lenkeit         | NV SUI Employer                          | 2700 Direct Deposit<br>Payable | 0.00              | 0.00      |
| 01/20/2023                                       | Payroll Check       | DD               | Lisa Scurry             | NV Career Enhancement Program            | 2700 Direct Deposit<br>Payable | 0.00              | 0.00      |
| <b>Total for NV Unemployment Tax</b>             |                     |                  |                         |  |                                | <b>\$0.00</b>     |           |
| <b>Total for Taxes</b>                           |                     |                  |                         |  |                                | <b>\$113.04</b>   |           |
| <b>Total for 9100 Payroll Expenses with subs</b> |                     |                  |                         |  |                                | <b>\$7,010.65</b> |           |
| 5100 Board Sal                                   |                     |                  |                         |  |                                |                   |           |
| Beginning<br>Balance                             |                     |                  |                         |  |                                |                   |           |
|  |                     |                  |                         |  |                                |                   | 4,100.00  |
| <b>Total for 5100 Board Sal</b>                  |                     |                  |                         |  |                                |                   |           |
| 5175 Board Staf                                  |                     |                  |                         |  |                                |                   |           |
| 51753 Investigator Salary                        |                     |                  |                         |  |                                |                   |           |
| Beginning<br>Balance                             |                     |                  |                         |  |                                |                   |           |
|  |                     |                  |                         |  |                                |                   | 2,330.50  |
| 01/20/2023                                       | Payroll Check       | DD               | Gary C. Lenkeit         | Gross Pay - This is not a legal pay stub | 2700 Direct Deposit<br>Payable | 948.00            | 3,278.50  |
| <b>Total for 51753 Investigator Salary</b>       |                     |                  |                         |  |                                | <b>\$948.00</b>   |           |
| <b>Total for 5175 Board Staf</b>                 |                     |                  |                         |  |                                | <b>\$948.00</b>   |           |
| 5250 Workers Compensation                        |                     |                  |                         |  |                                |                   |           |
| Beginning<br>Balance                             |                     |                  |                         |  |                                |                   |           |
|  |                     |                  |                         |  |                                |                   | 321.30    |
| 01/19/2023                                       | Bill                | February<br>2023 | State Farm<br>Insurance |  | 1106 Accounts Payable          | 159.99            | 481.29    |

# NV State Board of Psychological Examiners

ITEM 4B

General Ledger

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| DATE   | TRANSACTION TYPE | NUM   | NAME                   | MEMO/DESCRIPTION  | SPLIT                 | AMOUNT            | BALANCE  |
|--|------------------|-------|------------------------|---|-----------------------|-------------------|----------|
| <b>Total for 5250 Workers Compensation</b>     |                  |       |                        |   |                       | <b>\$159.99</b>   |          |
| 5300 PERS                                      |                  |       |                        |   |                       |                   |          |
| Beginning Balance                              |                  |       |                        |   |                       |                   |          |
|  |                  |       |                        |   |                       |                   | 7,325.96 |
| 01/11/2023                                     | Expense          |       | PERS                   | TRANSFER NV BOARD OF PSYCHOLO:Public Employee's Re Confirmation# XXXXX65454 | 1100 Cash in Bank     | 1,410.96          | 8,736.92 |
| 01/20/2023                                     | Journal Entry    | AJE-9 |                        |   | -Split-               | -78.09            | 8,658.83 |
| <b>Total for 5300 PERS</b>                     |                  |       |                        |   |                       | <b>\$1,332.87</b> |          |
| 6100 Out of State Travel                       |                  |       |                        |   |                       |                   |          |
| 6101 Meals                                     |                  |       |                        |   |                       |                   |          |
| Beginning Balance                              |                  |       |                        |   |                       |                   |          |
|  |                  |       |                        |   |                       |                   | 137.00   |
| <b>Total for 6101 Meals</b>                    |                  |       |                        |   |                       |                   |          |
| 6102 Lodging                                   |                  |       |                        |   |                       |                   |          |
| Beginning Balance                              |                  |       |                        |   |                       |                   |          |
|  |                  |       |                        |   |                       |                   | 699.72   |
| <b>Total for 6102 Lodging</b>                  |                  |       |                        |   |                       |                   |          |
| 6106 Air Tvl                                   |                  |       |                        |   |                       |                   |          |
| Beginning Balance                              |                  |       |                        |   |                       |                   |          |
|  |                  |       |                        |   |                       |                   | 1,090.96 |
| <b>Total for 6106 Air Tvl</b>                  |                  |       |                        |   |                       |                   |          |
| <b>Total for 6100 Out of State Travel</b>      |                  |       |                        |   |                       |                   |          |
| 6200 In State Travel                           |                  |       |                        |   |                       |                   |          |
| 6250 Air Tvl                                   |                  |       |                        |   |                       |                   |          |
| Beginning Balance                              |                  |       |                        |   |                       |                   |          |
|  |                  |       |                        |   |                       |                   | 440.96   |
| <b>Total for 6250 Air Tvl</b>                  |                  |       |                        |   |                       |                   |          |
| <b>Total for 6200 In State Travel</b>          |                  |       |                        |   |                       |                   |          |
| 7020 Office Expense                            |                  |       |                        |   |                       |                   |          |
| Beginning Balance                              |                  |       |                        |   |                       |                   |          |
|  |                  |       |                        |   |                       |                   | 1,313.89 |
| <b>Total for 7020 Office Expense</b>           |                  |       |                        |   |                       |                   |          |
| 7040 Print-Copy                                |                  |       |                        |   |                       |                   |          |
| Beginning Balance                              |                  |       |                        |   |                       |                   |          |
|  |                  |       |                        |   |                       |                   | 530.38   |
| <b>Total for 7040 Print-Copy</b>               |                  |       |                        |   |                       |                   |          |
| 7050 Rent                                      |                  |       |                        |   |                       |                   |          |
| Beginning Balance                              |                  |       |                        |   |                       |                   |          |
|  |                  |       |                        |   |                       |                   | 6,492.00 |
| <b>Total for 7050 Rent</b>                     |                  |       |                        |   |                       |                   |          |
| 85100 Shredding                                |                  |       |                        |   |                       |                   |          |
| Beginning Balance                              |                  |       |                        |   |                       |                   |          |
|  |                  |       |                        |   |                       |                   | 111.00   |
| <b>Total for 85100 Shredding</b>               |                  |       |                        |   |                       |                   |          |
| <b>Total for 7020 Office Expense with subs</b> |                  |       |                        |   |                       |                   |          |
| 7100 Postage                                   |                  |       |                        |   |                       |                   |          |
| Beginning Balance                              |                  |       |                        |   |                       |                   |          |
|  |                  |       |                        |   |                       |                   | 504.65   |
| <b>Total for 7100 Postage</b>                  |                  |       |                        |   |                       |                   |          |
| 7200 Utilities                                 |                  |       |                        |   |                       |                   |          |
| 7210 Dolt Web SV                               |                  |       |                        |   |                       |                   |          |
| Beginning Balance                              |                  |       |                        |   |                       |                   |          |
|  |                  |       |                        |   |                       |                   | 576.33   |
| 01/19/2023                                     | Bill             |       | Information Technology | 422905 - Invoice #  | 1106 Accounts Payable | 54.41             | 630.74   |
| <b>Total for 7210 Dolt Web SV</b>              |                  |       |                        |   |                       | <b>\$54.41</b>    |          |
| 7290 Telephone                                 |                  |       |                        |   |                       |                   |          |
| Beginning Balance                              |                  |       |                        |   |                       |                   |          |
|  |                  |       |                        |   |                       |                   | 780.88   |
| 01/03/2023                                     | Expense          |       | AT&T                   | AT&T Local and Long Distance Bill Payment                                   | 1100 Cash in Bank     | 42.85             | 823.73   |
| <b>Total for 7290 Telephone</b>                |                  |       |                        |   |                       | <b>\$42.85</b>    |          |
| 72901 Long Distance                            |                  |       |                        |   |                       |                   |          |
| Beginning Balance                              |                  |       |                        |   |                       |                   |          |
|  |                  |       |                        |   |                       |                   | 9.54     |

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## General Ledger

January 2023

| DATE  | TRANSACTION TYPE | NUM    | NAME                   | MEMO/DESCRIPTION   | SPLIT                           | AMOUNT            | BALANCE  |
|---|------------------|--------|------------------------|--|---------------------------------|-------------------|----------|
| 01/23/2023  | Bill             | 423747 | Information Technology |  | 1106 Accounts Payable           | 6.00              | 15.54    |
| <b>Total for 72901 Long Distance</b>                          |                  |        |                        |  |                                 | <b>\$6.00</b>     |          |
| 72902 Internet  |                  |        |                        |  |                                 |                   |          |
| 01/23/2023  | Bill             |        | AT&T                   | Acct 7756881268579   | 1106 Accounts Payable           | 63.45             | 63.45    |
| <b>Total for 72902 Internet</b>                               |                  |        |                        |  |                                 | <b>\$63.45</b>    |          |
| <b>Total for 7290 Telephone with subs</b>                     |                  |        |                        |  |                                 | <b>\$112.30</b>   |          |
| <b>Total for 7200 Utilities</b>                               |                  |        |                        |  |                                 | <b>\$166.71</b>   |          |
| 7500 Copy Lease   |                  |        |                        |  |                                 |                   |          |
| Beginning Balance   |                  |        |                        |  |                                 |                   | 675.42   |
| <b>Total for 7500 Copy Lease</b>                              |                  |        |                        |  |                                 |                   |          |
| 7770 Software   |                  |        |                        |  |                                 |                   |          |
| Beginning Balance   |                  |        |                        |  |                                 |                   | 533.95   |
| 01/11/2023  | Deposit          |        |                        | PAYPAL DES:TRANSFER ID:XXXXX25060905<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank               | 14.99             | 548.94   |
| 01/11/2023  | Deposit          |        |                        | PAYPAL DES:TRANSFER ID:XXXXX25060905<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank               | -14.99            | 533.95   |
| 01/11/2023  | Deposit          |        |                        | PAYPAL DES:TRANSFER ID:XXXXX25060905<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank               | 14.99             | 548.94   |
| 01/19/2023  | Bill             |        | Information Technology | 422741 - Invoice #   | 1106 Accounts Payable           | 31.31             | 580.25   |
| <b>Total for 7770 Software</b>                                |                  |        |                        |  |                                 | <b>\$46.30</b>    |          |
| 7777 Database   |                  |        |                        |  |                                 |                   |          |
| Beginning Balance   |                  |        |                        |  |                                 |                   | 2,350.95 |
| <b>Total for 7777 Database</b>                                |                  |        |                        |  |                                 |                   |          |
| 8000 Legal & Professional Fees                                |                  |        |                        |  |                                 |                   |          |
| 01/03/2023  | Bill             |        | Michelle Fox           | Bookkeeper   | 1106 Accounts Payable           | 315.00            | 315.00   |
| 01/27/2023  | Bill             | 210    | Michelle Fox           |  | 1106 Accounts Payable           | 135.00            | 450.00   |
| <b>Total for 8000 Legal &amp; Professional Fees</b>           |                  |        |                        |  |                                 | <b>\$450.00</b>   |          |
| 8010 Legal  |                  |        |                        |  |                                 |                   |          |
| Beginning Balance   |                  |        |                        |  |                                 |                   | 9,084.11 |
| <b>Total for 8010 Legal</b>                                   |                  |        |                        |  |                                 |                   |          |
| <b>Total for 8000 Legal &amp; Professional Fees with subs</b> |                  |        |                        |  |                                 | <b>\$450.00</b>   |          |
| 8050 Prof Servs   |                  |        |                        |  |                                 |                   |          |
| Beginning Balance   |                  |        |                        |  |                                 |                   | 9,461.88 |
| 01/23/2023  | Bill             | 207    | Michelle Fox           | Invoice No. 207 - Bookkeeper   | 1106 Accounts Payable           | 157.50            | 9,619.38 |
| <b>Total for 8050 Prof Servs</b>                              |                  |        |                        |  |                                 | <b>\$157.50</b>   |          |
| 8055 Lobbyist   |                  |        |                        |  |                                 |                   |          |
| Beginning Balance   |                  |        |                        |  |                                 |                   | 6,250.50 |
| 01/23/2023  | Expense          |        | Kathleen Laxalt        | Kathleen Laxalt Bill Payment   | 1100 Cash in Bank               | 1,041.75          | 7,292.25 |
| <b>Total for 8055 Lobbyist</b>                                |                  |        |                        |  |                                 | <b>\$1,041.75</b> |          |
| <b>Total for 8050 Prof Servs with subs</b>                    |                  |        |                        |  |                                 | <b>\$1,199.25</b> |          |
| 8250 Dues & Reg   |                  |        |                        |  |                                 |                   |          |
| Beginning Balance   |                  |        |                        |  |                                 |                   | 1,120.00 |
| <b>Total for 8250 Dues &amp; Reg</b>                          |                  |        |                        |  |                                 |                   |          |
| 8500 Admin Serv   |                  |        |                        |  |                                 |                   |          |
| 8520 LCB  |                  |        |                        |  |                                 |                   |          |
| Beginning Balance   |                  |        |                        |  |                                 |                   | 850.00   |
| <b>Total for 8520 LCB</b>                                     |                  |        |                        |  |                                 |                   |          |
| <b>Total for 8500 Admin Serv</b>                              |                  |        |                        |  |                                 |                   |          |
| 9001 Banking Fees   |                  |        |                        |  |                                 |                   |          |
| 9002 Bank Crgs  |                  |        |                        |  |                                 |                   |          |
| Beginning Balance   |                  |        |                        |  |                                 |                   | 76.53    |
| 01/12/2023  | Expense          |        |                        | External transfer fee - 3 Day - 01/11/2023<br>XXXXX3430                                  | Confirmation: 1100 Cash in Bank | 1.00              | 77.53    |

# NV State Board of Psychological Examiners

## General Ledger

January 2023

| DATE   | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION   | SPLIT             | AMOUNT        | BALANCE   |
|--|------------------|-----|------|--|-------------------|---------------|-----------|
| <b>Total for 9002 Bank Crgs</b>              |                  |     |      |  |                   | <b>\$1.00</b> |           |
| <b>Total for 9001 Banking Fees</b>           |                  |     |      |  |                   | <b>\$1.00</b> |           |
| 90100 Miscellaneous Expense                  |                  |     |      |  |                   |               |           |
| Beginning Balance                            |                  |     |      |  |                   |               | -667.02   |
| <b>Total for 90100 Miscellaneous Expense</b> |                  |     |      |  |                   |               |           |
| PayPal Fees                                  |                  |     |      |  |                   |               |           |
| Beginning Balance                            |                  |     |      |  |                   |               | 9,486.80  |
| 01/03/2023                                   | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX13942545<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 18.36         | 9,505.16  |
| 01/03/2023                                   | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX13942545<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 18.36         | 9,523.52  |
| 01/03/2023                                   | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX13942545<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 22.07         | 9,545.59  |
| 01/03/2023                                   | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX13942545<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 18.45         | 9,564.04  |
| 01/03/2023                                   | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX13942545<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 18.45         | 9,582.49  |
| 01/03/2023                                   | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX13942545<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 22.07         | 9,604.56  |
| 01/03/2023                                   | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX13942545<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 4.08          | 9,608.64  |
| 01/03/2023                                   | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX13942545<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 18.45         | 9,627.09  |
| 01/03/2023                                   | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX13942545<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 18.36         | 9,645.45  |
| 01/03/2023                                   | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX13942545<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 22.07         | 9,667.52  |
| 01/03/2023                                   | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX13942545<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 18.36         | 9,685.88  |
| 01/03/2023                                   | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX13942545<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 18.36         | 9,704.24  |
| 01/04/2023                                   | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 18.36         | 9,722.60  |
| 01/04/2023                                   | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 18.36         | 9,740.96  |
| 01/04/2023                                   | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 18.36         | 9,759.32  |
| 01/04/2023                                   | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 18.36         | 9,777.68  |
| 01/04/2023                                   | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 18.36         | 9,796.04  |
| 01/04/2023                                   | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 18.36         | 9,814.40  |
| 01/04/2023                                   | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 18.36         | 9,832.76  |
| 01/04/2023                                   | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 18.36         | 9,851.12  |
| 01/04/2023                                   | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 3.47          | 9,854.59  |
| 01/04/2023                                   | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 18.36         | 9,872.95  |
| 01/04/2023                                   | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 18.36         | 9,891.31  |
| 01/04/2023                                   | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 18.36         | 9,909.67  |
| 01/04/2023                                   | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 18.36         | 9,928.03  |
| 01/04/2023                                   | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 18.36         | 9,946.39  |
| 01/04/2023                                   | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 18.45         | 9,964.84  |
| 01/04/2023                                   | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 18.36         | 9,983.20  |
| 01/04/2023                                   | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 18.36         | 10,001.56 |
| 01/04/2023                                   | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89983667   | 1100 Cash in Bank | 18.36         | 10,019.92 |

# NV State Board of Psychological Examiners

## General Ledger

January 2023

| DATE       | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION   | SPLIT             | AMOUNT | BALANCE   |
|------------|------------------|-----|------|--|-------------------|--------|-----------|
| 01/04/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX89983667 | 1100 Cash in Bank | 18.36  | 10,038.28 |
| 01/04/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX89983667 | 1100 Cash in Bank | 18.36  | 10,056.64 |
| 01/04/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX89983667 | 1100 Cash in Bank | 18.36  | 10,075.00 |
| 01/04/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX89983667 | 1100 Cash in Bank | 18.45  | 10,093.45 |
| 01/04/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX89983667 | 1100 Cash in Bank | 18.45  | 10,111.90 |
| 01/04/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX89983667 | 1100 Cash in Bank | 22.95  | 10,134.85 |
| 01/04/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX89983667 | 1100 Cash in Bank | 22.95  | 10,157.80 |
| 01/04/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX89983667 | 1100 Cash in Bank | 18.36  | 10,176.16 |
| 01/04/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX89983667 | 1100 Cash in Bank | 18.36  | 10,194.52 |
| 01/04/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX89983667 | 1100 Cash in Bank | 18.36  | 10,212.88 |
| 01/04/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX89983667 | 1100 Cash in Bank | 18.45  | 10,231.33 |
| 01/04/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX89983667 | 1100 Cash in Bank | 18.36  | 10,249.69 |
| 01/11/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX25060905 | 1100 Cash in Bank | 25.56  | 10,275.25 |
| 01/11/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX25060905 | 1100 Cash in Bank | 24.14  | 10,299.39 |
| 01/11/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX25060905 | 1100 Cash in Bank | 9.25   | 10,308.64 |
| 01/11/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX25060905 | 1100 Cash in Bank | 1.54   | 10,310.18 |
| 01/11/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX25060905 | 1100 Cash in Bank | 9.25   | 10,319.43 |
| 01/11/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX25060905 | 1100 Cash in Bank | 22.67  | 10,342.10 |
| 01/11/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX25060905 | 1100 Cash in Bank | 22.07  | 10,364.17 |
| 01/11/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX25060905 | 1100 Cash in Bank | 22.07  | 10,386.24 |
| 01/11/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX25060905 | 1100 Cash in Bank | 24.14  | 10,410.38 |
| 01/11/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX25060905 | 1100 Cash in Bank | 24.14  | 10,434.52 |
| 01/17/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX81766959 | 1100 Cash in Bank | 7.70   | 10,442.22 |
| 01/17/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX81766959 | 1100 Cash in Bank | 21.48  | 10,463.70 |
| 01/18/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX57410223 | 1100 Cash in Bank | 24.14  | 10,487.84 |
| 01/18/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX57410223 | 1100 Cash in Bank | 5.90   | 10,493.74 |
| 01/18/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX57410223 | 1100 Cash in Bank | 22.71  | 10,516.45 |
| 01/18/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX57410223 | 1100 Cash in Bank | 22.42  | 10,538.87 |
| 01/20/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX87567525 | 1100 Cash in Bank | 24.23  | 10,563.10 |
| 01/20/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX87567525 | 1100 Cash in Bank | 24.14  | 10,587.24 |
| 01/20/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX87567525 | 1100 Cash in Bank | 21.51  | 10,608.75 |
| 01/31/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX89170015 | 1100 Cash in Bank | 7.70   | 10,616.45 |
| 01/31/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX89170015 | 1100 Cash in Bank | 5.90   | 10,622.35 |
| 01/31/2023 | Deposit          |     |      | INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD<br>PAYPAL DES:TRANSFER ID:XXXXX89170015 | 1100 Cash in Bank | 7.70   | 10,630.05 |



# NV State Board of Psychological Examiners

## General Ledger

January 2023

| DATE  | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION   | SPLIT             | AMOUNT            | BALANCE   |
|---|------------------|-----|------|--|-------------------|-------------------|-----------|
| 01/31/2023                                      | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89170015<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 7.70              | 10,637.75 |
| 01/31/2023                                      | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89170015<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 5.88              | 10,643.63 |
| 01/31/2023                                      | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89170015<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 5.90              | 10,649.53 |
| 01/31/2023                                      | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89170015<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 5.90              | 10,655.43 |
| 01/31/2023                                      | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89170015<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 5.90              | 10,661.33 |
| 01/31/2023                                      | Deposit          |     |      | PAYPAL DES:TRANSFER ID:XXXXX89170015<br>INDN:NEVADA BOARD OF PSYCHO CO ID:PAYPALSD11 PPD | 1100 Cash in Bank | 24.23             | 10,685.56 |
| <b>Total for PayPal Fees</b>                    |                  |     |      |  |                   | <b>\$1,198.76</b> |           |
| Reconciliation Discrepancies-1                  |                  |     |      |  |                   |                   |           |
| Beginning Balance                               |                  |     |      |  |                   |                   | 0.30      |
| <b>Total for Reconciliation Discrepancies-1</b> |                  |     |      |  |                   |                   |           |

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

**DATE:** February 10, 2023

**ITEM:**

4C - (For Possible Action) Discussion and Possible Action to designate board members and/or staff to attend Association of State and Provincial Psychology Boards (ASPPB) mid-year meeting, April 27-30, 2023, in Denver, Colorado in a combined total expenditure of not more than \$2,500.00.

**SUMMARY:**

The ASPPB mid-year meeting will be held on April 27-30, 2023, in Denver, Colorado. The estimated cost per person is \$1,600; however, final cost of registration, flights, and hotel are not yet known.

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

**DATE:** February 10, 2023

**ITEM:**

4D - (For Possible Action) Discussion and Possible Action to Approve the renewal of the 2023 Association of State and Provincial Psychology Boards (ASPPB) membership and payment of dues in an amount not to exceed \$2,300.00.

**SUMMARY:**

The ASPPB annual membership dues must be paid by April 1, 2023. The cost is \$350 + \$3.00 for each licensee. Although the final invoice has not yet been received, the final cost will not exceed \$2,300.

# 2022 STATE ASSESSMENT FEE

**STATE**

Nevada Board of Psychological  
Examiners  
4600 Kietzke Lane, Bldg. B-116  
Reno, NV 89502

**PSYPACT COMMISSION**

Janet Orwig  
(678) 216-1175  
PO Box 849,  
Tyrone, GA 30290

**INVOICE NUMBER****1018****DATE****01/20/23****INVOICE DUE DATE****04/21/23****Amount DUE****\$1,110.00**

| ITEM               | DESCRIPTION   | AMOUNT            |
|--------------------|---------------|-------------------|
| Total APIT Holders | 103 Providers | <b>\$1,030.00</b> |
| Total TAP Holders  | 8 Providers   | <b>\$80.00</b>    |

\*Rule 10.2 (A) Compact States will be charged an assessment of \$10 per Authorization Holder licensed in their Home State per fiscal year to be no greater than \$6,000 annually.\*

**NOTES**

Please make payment by credit card using the included form, or please mail in a check made payable to **PSYPACT Commission** to PO Box 849, Tyrone, GA 30290.

**TOTAL \$1,110.00**

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

**DATE:** February 10, 2023

**ITEM:**

4F - (For Possible Action) Discussion and Possible Action to Approve Executive Director Laura M. Arnold to be an authorized signatory on the Board's Bank of America checking and savings accounts.

4G - (For Possible Action) Discussion and Possible Action to Approve a Bank of America credit card to be issued in Executive Director Laura M. Arnold's name with a \$5,000.00 limit.

**SUMMARY:**

Prior to providing the new executive director access to the account, the bank requires approval by the board as evidenced by board minutes. The standard credit limit has historically been \$5,000 on the card.

Executive Director Report  
Office Stats - Fiscal Year 23

ITEM 6B

|                          |                       | 1/23 | 12/22 | 11/22 | 10/22 | 9/22 | 8/22 | 7/22 | FY22<br>Totals |
|--------------------------|-----------------------|------|-------|-------|-------|------|------|------|----------------|
| Psychologists            | Licenses Issued       | 6    | 4     | 1     | 4     | 5    | 3    | 4    | 27             |
|                          | Applications Received | 4    | 5     | 6     | 2     | 6    | 9    | 3    | 35             |
| Psychological Assistants | Registrations Issued  | 2    | 1     | 1     | 1     | 6    | 3    | 2    | 16             |
|                          | Applications Received | 1    | 1     | 1     | 1     | 3    | 2    | 2    | 11             |
| Psychological Interns    | Registrations Issued  | 0    | 1     | 0     | 0     | 1    | 1    | 0    | 3              |
|                          | Applications Received | 0    | 0     | 1     | 2     | 1    | 0    | 1    | 5              |
| Psychological Trainees   | Registrations Issued  | 1    | 1     | 0     | 1     | 4    | 2    | 0    | 9              |
|                          | Applications Received | 0    | 0     | 1     | 1     | 1    | 1    | 3    | 7              |
| Non-Resident Consultants | Registrations Issued  | 0    | 0     | 1     | 2     | 2    | 0    | 0    | 5              |
| Background Checks        | Reviewed              | 1    | 0     | 1     | 0     | 0    | 1    | 0    | 3              |
| Continuing Education     | Applications Reviewed | 5    | 3     | 1     | 2     | 4    | 7    | 3    | 25             |
| State Exams              | Administered          | 4    | 4     | 2     | 4     | 6    | 7    | 4    | 31             |
| Complaints               | Received              | 0    | 0     | 0     | 1     | 1    | 0    | 0    | 2              |
|                          | Informal              | 2    | 1     | 2     | 2     | 1    | 2    | 3    | 13             |
|                          |                       |      |       |       |       |      |      |      |                |
| Totals                   |                       | 26   | 21    | 18    | 23    | 41   | 38   | 25   | 192            |



## 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.<sup>1</sup> 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.<sup>2</sup>

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

It is the intent of the Board, through this policy, to carry out the mission delegated to it by the Nevada Legislature, as described above.

#### Definitions

1. "Complainant" refers to the party 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. "NRS" refers to Nevada Revised Statutes
7. "NAC" refers to Nevada Administrative Code

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<sup>1</sup> NRS 641.010

<sup>2</sup> NRS 622.080

<sup>3</sup> NRS 233B.020; NRS 622A.130

## Procedure

### 1. Complaint Investigation Procedure:

- a. Any person may file a written complaint regarding the practice of psychology in this State with the Board office.<sup>4</sup> The complaint may be against a psychologist, an unlicensed person, or an applicant for licensure.
  - i. Anonymous complaints will be accepted by the Board. However, depending on the information provided by the complainant, 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.<sup>5</sup>
- b. The Executive Director shall maintain oversight of the complaints process, and generally serve as liaison between the Complainant, Respondent, Board investigators and Board legal counsel, unless otherwise described within this policy.
- c. The Executive Director ~~shall~~ ~~and~~ assigned ~~an~~ investigator ~~should to~~ review all complaints filed with the Board to see if they raise serious concerns regarding the immediate health, safety, and welfare of the public such that emergency action is required. ~~throughout the investigation process~~. If a complaint raises such concerns, refer to the "Special Situations" section of this policy (#3, page 8).
- d. If applicable, the complainant must sign a release of records, allowing the ~~respondent psychologist~~ to provide the Board office with records regarding the complainant and/or the client in response to the complaint.
  - 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 Board's Executive Director and~~ the assigned Board investigator extraordinary cause exists, the complaint will be deemed ~~frivolous~~ ~~invalid~~ and the complaint will be dismissed without investigation or action.

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<sup>4</sup> 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.").

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



- ii. If the complainant is not legally authorized to sign a release of records for the complainant and/or the client, the Board ~~will~~may subpoena those records necessary to investigate the complaint pursuant to NRS 641.245.<sup>6</sup> See Sample Subpoena (Appendix A).

~~e. 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.<sup>7</sup>~~

~~f.e.~~ After receiving a complaint pursuant to NRS 641.250, the Board office will forward the complaint to a Board investigator for review.

~~g.f.~~ If the Board investigator reviews a complaint and determines it is not frivolous,<sup>8</sup> unless the Board investigator ~~and the Executive Director~~ believes extraordinary cause exists,<sup>9</sup> the psychologist or other person named in the complaint will be notified of the complaint by letter sent to his/her/their last known address on file with the Board. See Sample Letter attached as Appendix B. If the complaint is against a psychologist, the psychologist must respond to the Board's letter within thirty (30) days.<sup>10</sup>

- i. If the ~~psychologist-Respondent~~ does not respond to the Board's letter within thirty (30) days, the Board's attorney will send, ~~or direct the Executive Director to send,~~ a letter to the psychologist at his/her/their last known address on file with the Board by regular and certified mail informing him/her/them of his/her/their duty to respond to the complaint pursuant to NAC 641.210(2) and that failure to do so may result in disciplinary action. The Board's attorney's letter will provide the psychologist with at least twenty (20) additional days to respond. See Sample Letter attached as Appendix C.
- ii. If the ~~psychologist-Respondent still~~ does not respond, the Board office will file a complaint against the ~~psychologist-Respondent~~ for his/her/their failure to respond and notice of this complaint will be

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<sup>6</sup> 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.

<sup>7</sup> NRS 641.250(2).

<sup>8</sup> NRS 641.270.

<sup>9</sup> 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.

<sup>10</sup> NAC 641.210(2). Failure to respond to the Board office within thirty (30) days may be ground for disciplinary action against the psychologist.

sent to the ~~psychologist-Respondent~~ and the matter will be assigned to a Board investigator for investigation.

1. A psychologist's failure to update his/her/their license with the Board will only be a defense to the psychologist's failure to respond to the Board's letter and the Board's attorney's letter if the address change was for less than thirty (30) days.<sup>11</sup>

~~h.g.~~ h.g. If the person named in the complaint retains an attorney to represent him/her/them during the investigative process, all future communications between the Board office or the Board investigator and the person named in the complaint will be done through the Board attorney and the attorney for the person named in the complaint. 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 person named in the complaint, unless otherwise directed by the Board's attorney that the executive director communicate with the Respondent and/or his/her/their attorney.

~~i.h.~~ i.h. If the Board investigator reviews a complaint and determines it is frivolous, he/she/they will draft a report regarding his/her/their review and determination. This report and the complaint will be reviewed by ~~the Executive Director and~~ the Board's attorney. 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.

~~j.i.~~ j.i. When the psychologist or other person named in the complaint's response to the complaint is received, 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 investigation.

~~k.i.~~ k.i. The Board investigator's investigation will include a review of the complaint, the response, and other records or information received 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.

~~h.k.~~ h.k. At the Board investigator's discretion, he/she/they may interview the parties, including the complainant and the respondent, as well as any possible witnesses as part of his/her/their investigation. These interviews

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<sup>11</sup> See NAC 641.210(3).

may be conducted by phone or other means that the Board investigator deems appropriate. If any of the parties are represented by counsel, the Board investigator will confer with the Board's attorney to determine how to proceed in order to ensure that the party's rights are protected.

~~m.l.~~ m.l. 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. 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 executive director, may communicate with either party by e-mail. ~~The Board investigator will provide a~~ A deadline for receipt of a response to that letter which must be not less than thirty (30) days shall be provided. ~~A copy of the Board investigator's letter(s), e-mail(s), and any responses received from the complainant or the respondent, as applicable, shall be maintained and included in the Board office file for this complaint.~~

~~m.m.~~ m.m. If the Board investigator believes that more information is necessary to adequately investigate the complaint and a written letter or interview will not allow the Board investigator to obtain that information,<sup>12</sup> the Board investigator may request a subpoena requesting that information be issued pursuant to NRS 641.245.<sup>13</sup>

~~e.n.~~ e.n. In conjunction with 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, III (B).

~~p.o.~~ p.o. After gathering all necessary evidence and information, the Board investigator ~~must~~ shall determine whether the psychologist or other person named in the complaint has violated NRS Chapter 641, NAC Chapter 641, the American Psychological Association Code of Ethics, or NRS Chapter 629.

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<sup>12</sup> 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.

<sup>13</sup> 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.

- i. In order to protect the public, the Board investigator's determination is not limited to the allegations alleged by the complainant in the complaint. Instead, any violations that are discovered in the investigation by the investigator should be included and addressed in the investigator's report.

¶.p. The Board investigator shall draft a written report containing his/her/their determination regarding the alleged violations as well as any additional violations discovered in his/her/their investigation. The report must include the following:

- i. A summary of the allegations against the psychologist or other person named in the complaint;
- ii. A summary of the psychologist or other person named in the complaint's response to the allegations;
- iii. A summary of any other allegations discovered in the investigation as well as the psychologist or other person named in the complaint's response to those allegations, if applicable;<sup>14</sup>
- iv. A summary of the Board investigator's case analysis; ~~and~~ which shall include:
  1. Specific reference to evidence supporting the allegations that the Board's investigator believes should be pursued in the disciplinary proceeding, ~~and~~ copies of that evidence, as applicable; and specific reference to 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.
- v. 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 this 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, the person must be noticed to appear at a meeting as required by the Open Meeting Law wherein the Board investigator's recommendation will be presented to the Board and

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<sup>14</sup> The psychologist or other person named in the complaint will be notified of these allegations before the matter proceeds to discipline pursuant to NRS 233B.127(3) and given an opportunity to respond.

allowing the person to present his/her/their own information to the Board regarding his/her/their application.

- vi. In his/her/their, the Board investigator 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.

~~f.g.~~ g. The Board investigator's report must be included in the Board office file regarding the complaint.

~~s.r.~~ r. The Board investigator, in consultation with the Board's attorney, shall also include in his/her/their report recommendations regarding the category of the violation, the seriousness of the violation, recommended sanctions regarding the violation, and any other information that he/she/they believes is relevant.

~~t.s.~~ s. If the Board investigator believes that the complaint should be dismissed, the Board investigator shall provide a summary of his/her/their investigation and the reasons supporting his/her/their recommendation that the complaint be dismissed ~~by~~ the Board at its next meeting. The Board may vote at that meeting to dismiss the complaint as recommended.

~~u.t.~~ t. If the Board investigator, in consultation with the Board's attorney, believes that the matter should proceed to discipline (whether a hearing, settlement agreement, or other proceeding), the Board investigator ~~s will ask that the Executive Director and the Board's attorney review his or her report. If the Executive Director and the Board's attorney concur with the Board investigator,~~ the report to the Board will include only the type of violation (statute or other category of violation) and the fact that the matter has been sent to the Board's attorney for 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.<sup>15</sup>

~~v.u.~~ u. Once a matter is assigned to the Board's attorney, the Board's attorney shall send a letter to the psychologist or person named in the complaint by regular and certified mail providing him/her/them with a summary of the allegations substantiated in the complaint and providing

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<sup>15</sup> In this situation, the "investigating Board member" must recuse from any decision regarding this complaint.

him/her/them with an additional opportunity to respond to the allegations prior to the initiation of disciplinary proceedings<sup>16</sup> against him/her/them.<sup>17</sup> See Sample Letter attached as Appendix D. This response will be reviewed by the Board's attorney, ~~the Executive Director~~, and the Board investigator. This response may lead to additional investigation, revision of the Board investigator's report, or other action prior to the initiation of disciplinary proceedings. If this response leads to the recommendation that the matter be dismissed, the Board investigator's report should be updated to include reasons for this decision and the procedure outlined in step 16 should be followed.

~~w.v.~~ \_\_\_\_\_ While the goal 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 Executive Director and/or~~ the Board investigator, as necessary throughout the investigation of a complaint.

~~\*w.~~ \_\_\_\_\_ The Board will follow the requirements of NRS Chapters 233B, 241, 622, 622A, 629, 641, and NAC Chapter 641 in the adjudication of complaints before the Board, including the approval of settlement agreements.

## 2. Reporting of Disciplinary Activity:

- a. 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 taken by the Board during the immediately preceding calendar quarter against any licensee.
- b. Within 30 days of the Board's disciplinary action, the Board's Executive Director must 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.
- c. 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

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<sup>16</sup> 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).

<sup>17</sup> 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.

information about making this report is available at:

[http://ag.nv.gov/About/Criminal\\_Justice/Insurance\\_Fraud/](http://ag.nv.gov/About/Criminal_Justice/Insurance_Fraud/).

- d. Within 30 days, the Board's Executive Director shall provide copies of all disciplinary actions to the Administrator of the Division of Public and Behavioral Health in the Department of Health and Human Services by sending a true and correct copy of the action by U.S. Mail.
  - e. The Board's Executive Director shall post information regarding disciplinary action against a psychologist, psychological assistant, psychological intern, psychological trainee, or other person on the Board's website not later than 30 days after the Board's action. This report 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.
  - f. All disciplinary action taken against unlicensed individuals shall be reported to the appropriate law enforcement agency by the Board's Executive Director [and/or the Board's attorney](#) within 30 days after the Board's action. See NRS 641.2705.
3. Special Situations:
- a. 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 President determines that the psychologist's actions could impair public health, safety, or welfare to the point where emergency action is required. Such action by the Board President must be conducted in consultation with the assigned investigator, the Executive Director, and the Board's attorney. A hearing must be held on the underlying allegations within 45 days after the date of the order of summary suspension, unless the Board and the licensee 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).
  - b. 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 a physical examination

conducted by a physician designated by the Board. 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. The testimony or reports of the examining psychologist or physicians are privileged communications, except as to proceedings conducted pursuant to discipline. The failure of a psychologist to submit to an examination constitutes grounds for immediate suspension of the psychologist's license. See NRS 641.272.

- i. The language of the statute is broad and allows this examination to be conducted for any complaint received against a psychologist, prior to the initiation of disciplinary proceedings.
- ii. However, due process and fairness still applies and the Board's power to order this examination as part of its investigation should not be abused.
- iii. In addition, the cost for this examination is borne by the Board. The Board may later receive reimbursement for the costs of this 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.

#### 4. Communication During the Investigative Process:

- a. 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 existence (or not) of a complaint cannot be acknowledged by the Board 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 agendaized for consideration by the Board at meeting, subject to the following exceptions:
  - i. 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).
  - ii. The person 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).



iii. Discovery regarding the complaint, i.e., 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.

1. 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.

b. 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.](#)

c. Communication from the Respondent may be sent to the Board office by electronic mail, facsimile, U.S. mail, or other mail carrier.

d. Copies of all communication regarding the complaint must be maintained in the Board's file related to the complaint.

5. Fines, Costs, and Collections:

a. All Board orders and settlement agreements will include a final due date for payment of all fines and costs assessed by the Board.

b. All fines assessed by the Board and received by the Board must be submitted to the State Treasurer for deposit with the General Fund.

c. All cost reimbursements assessed by the Board pursuant to NRS 622.400 and received by the Board must be deposited into the Board's bank account established pursuant to NRS 641.111.

d. For all fines and costs assessed and not received by the Board 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 costs reimbursements assessed by the Board during disciplinary actions pursuant to NRS 353C.195 and follow the procedures required by the State Controller.

6. Qualifications of Board Investigators:

a. All Board investigators shall:

- i. Be licensed in the State of Nevada as a psychologist for at least five years,
  - ii. 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
  - iii. Be willing to complete the Council on Licensure, Enforcement, and Regulation (CLEAR) training in complaint investigation.
- b. Experience in conducting investigations is preferred, but not required.

## 7. Records

- a. 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.<sup>18</sup>
- b. Complaint File. 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 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 final investigator's 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.
  - g. A copy of the Board investigator's letter(s), e-mail(s), and any responses received from the complainant or the respondent, as applicable, shall be maintained and included in the Board office file for this complaint.

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<sup>18</sup> NRS 641.250(2).

## Categories of Violations for Psychologists

1. Criminal Convictions:
  - a. Felony relating to the practice of psychology. NRS 641.230(1)(a).
  - b. 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).
  - c. 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).
  - d. Medicare or Medicaid fraud. NRS 641.230(1)(m).
  - e. Insurance fraud. NRS 641.230(1)(n).
2. Practice below the Standard of Care
  - a. Engaged in gross malpractice. NRS 641.230(1)(d).
    - i. 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.
  - b. Engaged in repeated malpractice. NRS 641.230(1)(d).
    - i. 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."
  - c. Engaged in gross negligence in the practice of psychology. NRS 641.230(1)(d).
    - i. 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).
  - d. Lack of/inadequate knowledge or training in area of practice. NAC 641.208(1).

- e. 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.
  - f. Unprofessional Conduct. (Violation of Regulation Adopted by the Board). NRS 641.230(1)(g).
    - i. Standards of Conduct. NAC 641.200–NAC 641.250.
    - ii. Failure to display license in a conspicuous place. NAC 641.213(1)(a).
    - iii. Other violations included also may fall under this category, if they involve a violation of a Board regulation.
  - g. Interruption of psychological services without transition for clients. NAC 641.215(5)–(9); APA Rule 3.12.
  - h. Supervision.
    - i. Failure to properly supervise psychological interns, psychological assistants, or unlicensed personnel. NAC 641.158; NAC 641.161(2); NAC 641.168.
    - ii. Failure to follow requirements for supervision as outlined by the Board. NAC 641.151–NAC 641.161.
3. Dishonesty
- a. 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).
  - b. Made fraudulent or untrue statements to others, including making or filing false reports. NAC 641.245; APA Rule 5.01.
  - c. Engage in conduct in the practice of psychology which evidences moral unfitness to practice the profession. NAC 641.208(2).
  - d. Misrepresentation of professional qualifications. NAC 641.239.
  - e. Failure to complete required CEU's. NRS 641.220; NAC 641.132.
  - f. Fraudulent billing or misleading information regarding billing from party responsible for payment. NAC 641.213(1)(d); NAC 641.245(2)(c).
  - g. False advertising. APA Rule 5.01.
  - h. Failure to correct error in fraudulent or untrue statement made by others. NAC 641.239(2); APA Rule 5.02.

4. Disciplinary Action in another State.
  - a. Underlying action is also grounds for disciplinary action in Nevada. NRS 641.230(1)(h).
  - b. Failed to report to the Board within 30 days disciplinary action from another state. NRS 641.230(1)(i).
5. Violation (direct or indirect) or attempted violation of a provision of NRS Chapter 641. NRS 641.230(1)(j).
  - a. Assisted in or abetted a violation of or conspired to violate a provision of NRS Chapter 641. NAC 641.241.
  - b. Failure of non-resident consultant to register with the Board pursuant to NAC 641.169.
6. Practice or Attempted Practice While Impaired. NRS 641.230(1)(k).
  - a. Performed or attempted to perform any professional service while impaired by alcohol, drugs, or mental or physical illness, disorder or disease. NAC 641.229.
7. Inappropriate Relationships
  - a. Sexual activity with a patient or client. NRS 641.230(1)(l); NAC 641.229(3).
  - b. Dual relationship. NAC 641.229(2) or (3); APA Rule 3.05; APA Rule 3.06.
  - c. 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.
  - d. Discrimination. NAC 641.215(10); APA Rule 3.01.
  - e. Sexual harassment. NAC 641.215(11); APA Rule 3.02.
  - f. Physical harassment. APA Rule 3.02; APA Rule 3.03; APA Rule 3.04.
  - g. Other harassment. NAC 641.215(11); APA Rule 3.03.
  - h. Soliciting business or referrals from patients. NAC 641.215(12); APA Rule 5.06.
  - i. Accepting or paying fees to third parties for referrals of clients. NAC 641.213(1)(e).
8. Business Practices
  - a. Records APA Rules 6.01–6.07.

- i. Failure to release records as required by law. NAC 641.219; NRS 629.061.
    - ii. Inadequate record-keeping. NAC 641.219(1).
    - iii. Breach of confidentiality of records. NAC 641.219; NAC 641.224.
    - iv. Informed consent. NAC 641.207(1)(i); NAC 641.215(2) and (4); NAC 641.224; NAC 641.241; APA Rule 3.10.
  - b. Breach of confidentiality. NAC 641.224; APA Rule 4.01–4.07.
  - c. 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).
  - d. Practice under name that is not on license. NRS 641.225(1).
  - e. Fee splitting. NAC 641.210(4).
9. Communications with the Board.
- a. Failure to respond to a communication from the Board within 30 days. NAC 641.213(1)(b).
  - b. Failure to update address or telephone number with the Board within 30 days of the change. NAC 641.213(1)(c).
10. Practice with Expired or Inactive License.
- a. Active license required to practice psychology. NRS 641.390(1).
  - b. If license is inactive, may not practice psychology. NAC 641.133(2).

### **Categories of Violations – Unlicensed Activity**

- 1. Representing self as psychologist NRS 641.390; NRS 641.440.
  - a. Holding out or representing self as a psychologist.
  - b. Using title that incorporates “psychology” or “psychologist.”
- 2. Engaging in the practice of psychology as defined in NRS 641.025 without a license. NRS 641.390; NRS 641.440.
- 3. School psychologist outside the school setting. NRS 641.390(5).
  - a. Provisions governing school psychologist contained in NAC 391.315–NAC 391.319.

4. Failure of non-resident consultant to register with the Board pursuant to NAC 641.169.

### **Disciplinary Options for Psychologists**

1. NRS 641.240 lists the authorized disciplinary sanctions available to the Board, if it finds a psychologist to have committed an act which constitutes grounds for disciplinary action<sup>19</sup>:
  - a. Public reprimand,
  - b. Limit the psychologist's practice,
  - c. Suspend the person's license for a period of not more than one year,
  - d. 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],
  - e. Impose a fine of not more than \$5,000,
  - f. 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,
  - g. Supervision [psychologist to pay costs incurred],
  - h. Counseling or treatment by a person approved by the Board [psychologist to pay costs incurred],
  - i. 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
  - j. Require payment of costs for remediation or restitution.
2. 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 action pursuant to NRS 641.230 or accepts a settlement agreement within which the psychologist admits to such conduct or does not contest the allegations, the Board may:

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<sup>19</sup> Grounds for disciplinary action are contained in NRS 641.230.

- a. 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).
- b. Costs allowed are defined in NRS 622.400(2).
- c. Additional Options and Considerations:
  - i. To the greatest extent possible, all disciplinary 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>.
  - ii. 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.
  - iii. The Board may order any psychologist named in a complaint<sup>20</sup> 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

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<sup>20</sup> Disciplinary proceedings do not have to first be initiated.



641.272(1). Failure to comply with this request is grounds for immediate suspension of the psychologist's license unless there are extraordinary circumstances, as determined by the Board. NRS 641.272(2).

- iv. 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. o 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.
- v. The Board may not administer a private reprimand. NRS 641.240(2).
- vi. An order that imposes discipline and the findings of fact and conclusions of law supporting that order are public records. NRS 641.240(3).
- vii. 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**

1. Order to Cease and Desist from engaging in activity prohibited by NRS 641.390. NRS 641.2705(2)(a).
2. Citation which must be in writing and describe 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).
3. For any violation of NRS 641.390, the Board ***shall*** assess an administrative fine of:
  - a. \$500 (first violation),
  - b. \$1,000 (second violation), and
  - c. \$1,500 (third or subsequent violation).
4. 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:

- a. 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).
  - b. Costs allowed are defined in NRS 622.400(2).
5. 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**

1. The following factors may mitigate or aggravate the sanctions that may be imposed in the disciplinary process.
  - a. Factors related to conduct:
    - i. Gravity of the unprofessional conduct
    - ii. Age, capacity and/or vulnerability of the patient, client, or victim;
    - iii. Number or frequency of the acts of unprofessional conduct;
    - iv. Injury caused by the unprofessional conduct;
    - v. Potential for injury to be caused by the unprofessional conduct;
    - vi. Degree of responsibility for the outcome;
    - vii. Abuse of trust;
    - viii. Intentional or inadvertent act;
    - ix. Motivation is criminal, immoral, dishonest, or for personal gain;
    - x. Length of time since the unprofessional conduct occurred.
  - b. Factors related to the psychologist:
    - i. Experience in practice;
    - ii. Past disciplinary record;
    - iii. Mental and/or physical health;
    - iv. Personal circumstances;
    - v. Personal problems having a nexus with the unprofessional conduct;
    - vi. Voluntary restitution or other remedial action;

- vii. Admission of key facts.
- c. General factors
  - d. License holder's knowledge, intent, and degree of responsibility;
  - e. Presence or pattern of other violations;
  - f. Present moral fitness of the license holder;
  - g. Potential for successful rehabilitation;
  - h. Present competence to practice;
  - i. Dishonest or selfish motives;
  - j. Isolated incident unlikely to reoccur.

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## **POLICY OF THE NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS**

### **Finance: Budgeting**

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#### **Purpose**

This document establishes the financial and budgeting procedures of the Nevada State Board of Psychological Examiners ("Board"). It seeks to ensure that the financial statements conform to generally accepted bookkeeping principles; assets are safeguarded; and finances are managed with accuracy, efficiency, and transparency.

#### **Definitions**

1. "Executive Director" refers to the executive director hired by the Board to oversee operations of the Board and the Board office.
2. "Secretary/Treasurer" refers to the member of the Board selected to serve in that capacity
3. "Biennium" refers to the licensure period, which runs January 1 of the odd numbered year through December 31 of the even numbered year.
4. "Fiscal Year" refers to a year as reckoned for taxing or accounting purposes. The Board recognizes the fiscal year as July 1 through June 30.
5. "Deferred Revenue" refers to revenue earned during one period of time that will not be utilized for services or expenses until a future period of time. For the purposes of the Board, deferred revenue refers to renewal, licensure and registration fees as described within this document.
6. Nevada Revised Statutes shall hereafter be referred to as "NRS"
7. Nevada Administrative Code shall hereafter be referred to as "NAC"
8. "Budget" is defined as the plan of financial operation consisting of an estimate of proposed expenditures and expenses for a given period and the proposed means of financial them.
9. "Recurring revenues" are monies that can be reasonably expected to continue year-to-year or biennium-to-biennium.
10. "Recurring expenses" appear in the budget each year. These include salaries, benefits, supplies and services.

## Procedure

### 1. General

- a. Board members and staff, including independent contractors, are expected to comply with the policies and procedures in this manual.
- b. The Board shall comply with state and/or federal laws and regulations related to accounting, purchasing, and contracting, as applicable.

### 2. Accounts Payable

#### a. Cash Disbursements and Expense Allocations

##### i. Cash disbursements are generally made for:

- 1. Payroll
- 2. Payments to vendors for goods and services, including contracts and leases
- 3. Taxes/license fees
- 4. Board member / training, professional development, and travel
- 5. Fees, memberships and registrations
- 6. Meeting expenses
- 7. Office supplies
- 8. Professional fees

#### b. Accounts payable should be paid from the banking account or a Board authorized credit card.

- i. Generally, reimbursement to a Board member or staff member shall be pre-approved and documented. Such reimbursement is generally limited to Board approved travel or related expenses.

#### c. Payroll Processing

- i. Payroll checks shall be paid by direct deposit to a bank account.
- ii. Time Recording

1. The executive director shall maintain a spreadsheet to account for hours worked and leave taken (vacation, sick, and leave without pay).
  2. Other staff shall submit documented payroll to the executive director every two weeks, or as applicable.
- iii. The Executive Director will review payroll expenditures and allocations monthly as part of the Board financial reporting process.
  - iv. All quarterly federal and state payroll reports will be prepared and filed appropriately by the bookkeeper.
  - v. All W-2 and 1099 statements are issued prior to January 31st of the following year for the prior calendar year. Such documents shall be completed by the bookkeeper.
- d. Travel Expenses and Reimbursement
- i. In connection with their official duties, Board members and/or staff may occasionally need to travel to obtain professional development and/or training to keep current with professional best practices and other legitimate purposes. Such travel must be pre-approved by the Board.
  - ii. Travel costs shall conform with approved lodging and per diem costs as set by the Federal Government Services Administration (see [Travel Resources | GSA](#)). Exceptions for lodging costs may be approved when the lodging is at the location of the event.
  - iii. Expenses outside of allowable amounts must have the approval of the Board prior to reimbursement.
- e. Credit Card Usage
- i. All Board and staff members (executive director, secretary / treasurer) who are authorized to carry an organization credit card will be held personally responsible in the event that any charge is deemed personal or unauthorized. Unauthorized use of the credit card includes: personal expenditures of any kind; expenditures which have not been properly authorized; meals, entertainment, gifts, or other expenditures which are prohibited by the Board, state/federal laws and regulations.

- ii. The receipts for all credit card charges will be given to the executive director within two (2) weeks of the purchase along with proper documentation. The bookkeeper will verify all credit card charges with the monthly statements.

### 3. Accounts Receivable

#### a. Income - Fees

- i. Income is the result of fees collected in accordance with NAC 641.019, Fees.
- ii. Fees shall be accepted as checks (personal, business, or cashier), money orders, or credit card payments received through a digital payment system (PayPal). At no time shall the Board office accept cash payments nor keep cash on hand in the Board office.

#### b. Deferred Revenue

- i. Deferred revenue is income received through:
  - 1. Licensure renewal fees during the biennial licensure renewal process (October - December of even-numbered years);
  - 2. New licensing fees collected during the first, second and third quarters of the biennium (January 1 - June 30 each year, and July 1 - December 31 of odd-numbered years).
  - 3. Registration and registration renewal fees collected from psychological assistants, interns, and trainees during the first, second and third quarters of the biennium (January 1 - June 30 each year, and July 1 - December 31 of odd-numbered years).
  - 4. Note: New license and registration fees collected during the fourth quarter of the biennium (July 1 - December 31 of even-numbered years) is not deferred revenue.
- ii. Deferred revenue is held for use over the licensure biennium (2nd half of fiscal year 1, all of fiscal year 2 and the 1st half of fiscal year 3). It shall be allocated to the general fund based on the four quarters of the biennium on January 1 and July 1 of each year.
  - 1. For example, if \$200,000 is received during the renewal period,

- a. \$50,000 will be allocated on January 1 of the odd-numbered year for use during the first quarter of the biennium (January 1 - June 30 of the odd-numbered year);
    - b. \$50,000 will be allocated on July 1 of the odd-numbered year for use during the second quarter of the biennium (July 1 - December 31 of the odd-numbered year);
    - c. \$50,000 will be allocated on January 1 of the even-numbered year for use during the third quarter of the biennium (January 1 - June 30 of the even-numbered year);
    - d. \$50,000 will be allocated on July 1 of the even-numbered year for use during the fourth quarter of the biennium (July 1 - December 31 of the even-numbered year).
  - iii. By action of the Board, monies classified as deferred revenue may be moved to the savings account until it is time to move them to the checking account for operational use. Inter-Account Bank Transfers shall be conducted in accordance with the Fund Balance policy.
4. Annual Operating Budget - Preparation and Adoption
- a. The annual budget is an expression of the goals and policy priorities of the Board within the scope of funds available from all sources. It is generally incremental, where the previous year's spending is used to estimate the next year's budget.
  - b. **Balanced Budget.** The Board shall strive to create a structurally balanced budget, in which recurring revenues are equal to or greater than recurring expenses.
  - c. **Preparation of Budget.** The budget shall be prepared in compliance with state law and accepted accounting principles.
    - i. The budget shall be based on, but is not limited to:
      - 1. Salaries and benefits based on current staffing and the adopted salary schedule.



2. Known operating expenses, contracts and leases.
    3. Projected and deferred revenues.
  - ii. Adoption.
    1. The tentative budget should be presented to the Board at a publicly posted meeting not later than May of each year.
    2. The final budget should be approved by the Board at a publicly posted meeting not later than June of each year.
  - iii. Adjustments. The Board shall review the adopted budget quarterly to ensure spending aligns to estimated expenses and revenues. Adjustments may be made by action of the Board.
5. Carry-over Funds.
- a. Carry-over fund balances shall be managed with care. A carry-over balance from one fiscal year to the next may be built into the current fiscal year's budget and/or biennium with approval of the Board.
  - b. Any carry-over balance not merged into the current fiscal year budget or current biennium may be moved to the Operating Reserve Fund (generally a savings account) upon Board approval.
6. Chart of Accounts and General Ledger
- a. The Board shall designate a Chart of Accounts (Appendix A) specific to its operational needs and the needs of its financial statements. The Chart of Accounts is structured so that financial statements can be shown by expense type and income.
  - b. The general ledger is automated and maintained using accounting software. All input and balancing is the responsibility of the executive director with oversight of the bookkeeper and approval by the Secretary/Treasurer.
7. End of Month and Fiscal Year End Close
- a. The executive director will review and sign off on all month- and year-end journal entries. They will be filed for audit trail purposes.

- b. The income and expense accounts review will include reconciliation to amounts received and expended and verification that payroll expenses match the payroll reports including federal and state payroll tax filings.
- c. All appropriate government filings including those required by the State will be completed and filed with the appropriate agency.

#### 8. Financial Reports

- a. The Bookkeeper will prepare the monthly and annual financial reports for distribution to the executive director. The reports will include: balance sheet, general ledger, statement of income and expenses, budget versus actual report and any other requested reports.
- b. Monthly, quarterly and annual financial reports will be submitted to the Board for review and approval.

9. Accounting and personnel records will be kept in the Board office and, when possible, in a digital format.

#### 10. Division of Responsibilities

- a. Board. The Board shall:
  - i. Review and approve the annual fiscal budget.
  - ii. Review monthly financial statements and information.
  - iii. Review the executive director's performance annually and establish the salary through adoption of an HR policy with salary schedule.
  - iv. Appoint a voting member of the Board as Secretary/Treasurer on an annual basis.
  - v. Reviews and approves all contracts and leases.
    - 1. The Board president or, in the absence of the Board president, Secretary/Treasurer shall be the primary signatory on contracts and leases.
  - vi. Reviews and approves all non-budgeted expenditures of **\$1,000** or more.
  - vii. Reviews and approves inter-account bank transfers.
  - viii. Reviews internal controls and accounting policies and procedures.

- ix. Chooses and contracts with an annual external auditor for compliance with state law.
  - x. Reviews annual external audit and puts findings into practice, in conjunction with the executive director
  - xi. Chooses and contracts with a bookkeeper to work with the executive director to provide additional oversight of the finances.
- b. Secretary/Treasurer of the Board. The Secretary/Treasurer shall:
- i. Present monthly financial reports to the Board which include a statement of the bank balances, budget-to-actual report of income and expenses, general ledger, accounts payable / receivable, and deferred revenues. An expanded financial report shall be presented quarterly (January, April, July, October).
  - ii. Be an authorized signer on the bank accounts and credit card.
  - iii. Monitors financial reports as part of financial oversight procedures, including bank statements, budget-to-actuals, and general ledger
  - iv. Develop, in conjunction with the executive director, the annual fiscal budget.
  - v. **Review and consider for approval all non-budgeted expenditures of \$500-999 or more.**
- c. Executive Director. The executive director shall:
- i. Conduct the general bookkeeping duties, with oversight by the bookkeeper, including but not limited to:
    - 1. Overall responsibility for data entry into accounting system and integrity of accounting system data and maintain general ledger
    - 2. Process invoices and payments including checks, credit cards and electronic payments (e.g., Zelle, PayPal); make bank deposits
    - 3. Process payroll
    - 4. Prepares monthly and year-end financial reports
    - 5. Manages Accounts Receivable, including deferred revenues

- ii. Create and monitor an appropriate annual fiscal budget, in conjunction with the Secretary/Treasurer, including but not limited to review of financial reports including cash flow projections.
  - iii. Maintain internal controls through the creation, review and revision of financial policies and procedures to ensure consistency and transparency
  - iv. Maintain all financial records
  - v. Review all contracts in accordance with State of Nevada contracting procedures
  - vi. Request, as needed, inter-account bank transfers
  - vii. Serves as on-site signatory for all bank accounts
  - viii. Reviews bank statements for any irregularities, and provides to the bookkeeper for monthly bank reconciliations
- d. Independent Contractors
- i. Bookkeeper
    - 1. Reconciles all bank accounts
    - 2. Provides training in accounting software to executive director and Secretary / Treasurer
    - 3. Assists with annual external audit of finances and internal controls
    - 4. Makes tax payments
    - 5. Processes end of year W-2s and 1099's, as applicable
  - ii. Certified Public Accountant
    - 1. Conducts, in accordance with state law, the annual external audit and presents findings to the Board prior to submission to the State

## **Review**

- 1. These procedures will be reviewed annually and revised as needed by the Director and Secretary/Treasurer.

## Addendum

### A. Chart of Accounts

#### INCOME ACCOUNTS

|       |                                     |  |
|-------|-------------------------------------|--|
| 2550  | Fund Balance                        | <ul style="list-style-type: none"> <li>Retained Earnings; Kept as Savings account</li> </ul>   |
| 2600  | Deferred Revenue                    | <ul style="list-style-type: none"> <li>Account # used to hold monies deferred to a future quarter of the fiscal biennium.</li> <li>Used from January 1 of the odd-numbered year through June 30 of the even-numbered year.</li> </ul>  |
| 4010  | Psychologist Application            | <ul style="list-style-type: none"> <li>Overarching account # for incoming fees related to applications. It is broken up by psychologist, psychological assistant, psychological intern and psychological trainee.</li> <li>Account #s 4010, 40100, 40101, 40102 and 40103 are only used in the 6 months prior to the start of a new renewal period (July 1 - December 31 of even-numbered years). Otherwise, these fees are placed in deferred revenue.</li> </ul> |
| 40100 | Psychologist Application            | <ul style="list-style-type: none"> <li>This is the account for fees received for applications of psychologists.</li> <li>Fee is \$150</li> </ul>   |
| 40101 | Psychological Assistant Application | <ul style="list-style-type: none"> <li>This is the account for fees received for applications of psychological assistants</li> <li>Fee is \$150; waived if paid as an intern or trainee</li> </ul>   |
| 40102 | Psychological Intern Application    | <ul style="list-style-type: none"> <li>This is the account for fees received for applications of psychological interns</li> <li>Fee is \$150; waived if paid as a trainee</li> </ul>   |
| 40103 | Psychological Trainee Application   | <ul style="list-style-type: none"> <li>This is the account for fees received for applications of psychological trainees</li> <li>Fee is \$150</li> </ul>   |

|       |   |   |
|-------|---|---|
| 4015  | Psychologist State Exam   | <ul style="list-style-type: none"> <li>● Account # for fees received from applicants taking the Nevada State Exam</li> <li>● Fee is \$200</li> </ul>  |
| 4020  | Psychologist Biennial Fee (licenses, registrations, deferred revenue) | <ul style="list-style-type: none"> <li>● Income collected from 40201 and 40202 <ul style="list-style-type: none"> <li>○ Renewed active licenses</li> <li>○ New licenses</li> <li>○ Deferred revenue transferred on January 1 each year and July 31 of odd-numbered years</li> </ul> </li> </ul> |
| 40201 | Prorated psychologist biennial  | <ul style="list-style-type: none"> <li>● Income collected from new licenses</li> <li>● Amount is prorated against the biennial renewal fee of \$600</li> </ul>  |
| 40202 | Inactive psychologist biennial  | <ul style="list-style-type: none"> <li>● Income collected from renewed inactive licenses</li> <li>● \$100</li> </ul>  |
| 40203 | Reinstatement of Psychologist   | <ul style="list-style-type: none"> <li>● Income collected for an application to reinstate a license <ul style="list-style-type: none"> <li>○ Psychologist must also pay prorated fee (40201) once approved</li> </ul> </li> </ul>   |
| 40204 | Temporary License   | <ul style="list-style-type: none"> <li>● Currently inactive <ul style="list-style-type: none"> <li>○ Income collected from issuance of a temporary license</li> </ul> </li> </ul>   |
| 4028  | Registration Fee  | <ul style="list-style-type: none"> <li>● Fee for initial registration of a psychological assistant, intern, or trainee</li> </ul>   |
| 40281 | Registration Fee: Psychological assistant                             | <ul style="list-style-type: none"> <li>● Fee for initial registration of a psychological assistant</li> <li>● Fee for initial registration of a psychological assistant</li> <li>● \$150</li> </ul>   |
| 4025  | New License   | <ul style="list-style-type: none"> <li>● Hard copy license</li> </ul>   |
| 40251 | New License   | <ul style="list-style-type: none"> <li>● Hard copy license for new licensees</li> <li>● \$25</li> </ul>   |
| 40252 | License: Change, Duplicate, Reinstatement                             | <ul style="list-style-type: none"> <li>● Hard copy license</li> <li>● \$30</li> </ul>   |
| 40282 | Registration Fee: Psychological intern                                | <ul style="list-style-type: none"> <li>● Fee for initial registration of a psychological intern</li> </ul>  |

|                             |   |  |
|-----------------------------|---|--|
|                             |   | <ul style="list-style-type: none"> <li>• Fee for initial registration of a psychological intern</li> <li>• \$75</li> </ul>   |
| 40283                       | Registration Fee:<br>Psychological intern | <ul style="list-style-type: none"> <li>• Fee for initial registration of a psychological trainee</li> <li>• Fee for initial registration of a psychological trainee</li> <li>• \$30</li> </ul>                             |
| 4030                        | Non-Resident<br>Consultant                | <ul style="list-style-type: none"> <li>• Fee for application of a non-resident consultant</li> <li>• \$100</li> </ul>  |
| 4040                        | CE App Fee                                | <ul style="list-style-type: none"> <li>• Application fee for review of continuing education program for the sponsoring organization</li> </ul>   |
| 4045                        | Verification of<br>Licensure              | <ul style="list-style-type: none"> <li>• Fee for verification of licensure request by licensee</li> </ul>  |
| 4048                        | Request for Public<br>Records             | <ul style="list-style-type: none"> <li>• Fee for reproduction of public records</li> </ul>   |
| 4050                        | Renewal Late Fees                         | <ul style="list-style-type: none"> <li>• Income collected from licensees who do not pay the renewal fee by the deadline of December 31 of the even-numbered year</li> <li>• \$200</li> </ul>                               |
| 4076                        | Restitution of Legal<br>Costs             | <ul style="list-style-type: none"> <li>• Restitution of costs for legal matters</li> </ul>   |
| 4078                        | Legal Fines recovered                     | <ul style="list-style-type: none"> <li>• Costs Recovered for disciplinary matters</li> </ul>   |
| 4080                        | Corporation / Firm<br>Registration        | <ul style="list-style-type: none"> <li>• Fee for registration of a firm, partnership or corporation which engages in or offers to engage in the practice of psychology</li> <li>• NRS 641.2265 and NAC 641.1505</li> </ul> |
| 3377                        | Mediation Review                          | ?  |
| 4090                        | Other Income                              | ?  |
| 4999                        | Interest                                  | ?  |
|                             |   |  |
| <b>Payroll<br/>Expenses</b> |   |  |

|                           |  |  |
|---------------------------|--|--|
| 5100                      | Board Salary                               | <ul style="list-style-type: none"> <li>• Salary of Board members</li> <li>• \$150 per Board meeting attended; Paid no more than once per month</li> <li>• Board members who are state employees are generally not eligible for salary</li> </ul> |
| 5175                      | Wages, Staff Salary                        | <ul style="list-style-type: none"> <li>• Combination of all wages / salary</li> </ul>  |
| 51751                     | Salary: Executive Director                 | <ul style="list-style-type: none"> <li>• Salary of executive director</li> </ul>   |
| 51752                     | Salary: Executive Assistant                | <ul style="list-style-type: none"> <li>• Salary of part-time assistant</li> </ul>  |
| 51753                     | Salary: Investigator                       | <ul style="list-style-type: none"> <li>• Salary of investigator(s)</li> </ul>  |
| TBD                       | Staff Benefits Reserve                     | <ul style="list-style-type: none"> <li>• Reserve money for vacation payout of staff who separate from service</li> </ul>   |
| 5250                      | Workers Compensation                       | <ul style="list-style-type: none"> <li>• Expense for workers compensation</li> </ul>   |
| 5300                      | PERS                                       | <ul style="list-style-type: none"> <li>• Retirement benefit expense</li> <li>• Only executive director</li> </ul>  |
| 5800                      | Employer FICA                              |  |
| 5810                      | Employer Medicare                          |  |
| 5900                      | Board Other                                | <ul style="list-style-type: none"> <li>• This number is inactive</li> </ul>  |
| <b>Operating Expenses</b> |  |  |
| 6000                      | Travel Expenses                            | <ul style="list-style-type: none"> <li>• Combination of all travel expenses</li> </ul>   |
| 6100                      | Out of State Travel                        | <ul style="list-style-type: none"> <li>• Total of all out-of-state travel expenses</li> </ul>  |
| 6101                      | Out of State Travel - Meals                | <ul style="list-style-type: none"> <li>• Monies paid for meals during out-of-state travel</li> <li>• Expense based on GSA rates</li> </ul>   |
| 6102                      | Out of State Travel - Lodging              | <ul style="list-style-type: none"> <li>• Monies paid for lodging during out-of-state travel</li> <li>• Allowable lodging expense based on GSA rates unless lodging is at the location of the event</li> </ul>                                    |
| 6103                      | Out of State Travel - Baggage, incidentals | <ul style="list-style-type: none"> <li>• Monies paid for baggage and incidentals during out-of-state travel</li> <li>• Expense based on GSA rates</li> </ul>   |



|      |   |   |
|------|---|---|
| 6104 | Out of State Travel -<br>Auto Rental          | <ul style="list-style-type: none"> <li>• Monies paid for rental car during out-of-state travel</li> <li>• Expense based on GSA rates</li> <li>• Car rental should be pre-approved by the Board</li> </ul> |
| 6105 | Out of State Travel -<br>Auto, Public Carrier | <ul style="list-style-type: none"> <li>• Monies paid for transportation (e.g. taxi, ride hailing service) during out-of-state travel</li> <li>• Expense based on GSA rates</li> </ul>                     |
| 6106 | Out of State Travel -<br>Air Travel           | <ul style="list-style-type: none"> <li>• Monies paid for air travel during out-of-state travel</li> <li>• Expense based on GSA rates</li> </ul>   |
| 6110 | Out of State Travel -<br>Misc                 | <ul style="list-style-type: none"> <li>• Monies paid for meals during out-of-state travel</li> <li>• Meal reimbursement based on GSA rates</li> </ul>   |
| 6200 | In-State Travel                               | <ul style="list-style-type: none"> <li>• Total in-state travel line items</li> </ul>  |
| 6201 | In-State Travel - Meals                       | <ul style="list-style-type: none"> <li>• Monies paid for meals during in-state travel</li> <li>• Meal reimbursement based on GSA rates</li> </ul>   |
| 6202 | In-State Travel -<br>Lodging                  | <ul style="list-style-type: none"> <li>• Monies paid for lodging during in-state travel</li> <li>• Expense based on GSA rates</li> </ul>  |
| 6203 | In-State Travel -<br>Baggage, incidental      | <ul style="list-style-type: none"> <li>• Monies paid for meals during in-state travel</li> <li>• Expense based on GSA rates</li> </ul>  |
| 6204 | In-State Travel - Room<br>Rental              | <ul style="list-style-type: none"> <li>• Monies paid for room rental (e.g. meeting space) in-state</li> <li>• Expense based on GSA rates</li> </ul>   |
| 6205 | In-State Travel - Auto<br>Rental              | <ul style="list-style-type: none"> <li>• Monies paid for rental car during in-state travel</li> <li>• Expense based on GSA rates</li> </ul>   |
| 6206 | In-State Travel -<br>Personal Auto            | <ul style="list-style-type: none"> <li>• Monies paid for mileage when using personal vehicle during in-state travel</li> <li>• Reimbursement based on IRS rates</li> </ul>                                |
| 6207 | In-State Travel - NV<br>Auto Public Carrier   | <ul style="list-style-type: none"> <li>• Monies paid for ground transportation (e.g. taxi, ride hailing service) during in-state travel</li> <li>• Expense based on GSA rates</li> </ul>                  |
| 6250 | In-State Travel - Air                         | <ul style="list-style-type: none"> <li>• Monies paid for in-state air travel</li> </ul>   |

|                 |  |   |
|-----------------|--|---|
|                 | Travel                                   | <ul style="list-style-type: none"> <li>• Expense based on GSA rates</li> </ul>  |
| 7015            | Supplies                                 | <ul style="list-style-type: none"> <li>• General office supplies</li> <li>• Includes 70151</li> </ul>   |
| 70151           | Supplies                                 | <ul style="list-style-type: none"> <li>• Combined into 7015</li> </ul>  |
| 7020            | Office Expense                           | <ul style="list-style-type: none"> <li>• Total office expenses</li> </ul>   |
| 70202           | Office Furniture                         | <ul style="list-style-type: none"> <li>• Office furniture includes, but is not limited to, desks, chairs, filing cabinets, tables</li> </ul>                                |
| 7040            | Office Expense - Print Copy              | <ul style="list-style-type: none"> <li>• Cost of printing, including in-office printing costs and use of outside printing service (mailers, licenses, envelopes)</li> </ul> |
| 7041            | Office Expense - Print Copy - State Exam | <ul style="list-style-type: none"> <li>• Printing cost for state exam</li> <li>• This account is inactive</li> </ul>  |
| 85100           | Office Expenses - Shredding              | <ul style="list-style-type: none"> <li>• Office expense for shredding service</li> </ul>  |
| 7050            | Office Expenses - Rent                   | <ul style="list-style-type: none"> <li>• Rent for office space</li> </ul>   |
| 7100            | Postage                                  | <ul style="list-style-type: none"> <li>• Office expense for postage</li> </ul>  |
| 7111            | Property & Contents Insurance            |   |
| 7200            | Utilities                                | <ul style="list-style-type: none"> <li>• Combination of information technology, internet, and telephone</li> </ul>  |
| 7210,<br>307910 | DoIt Web SV                              | <ul style="list-style-type: none"> <li>• Information technology expense for state website maintenance</li> </ul>  |
| 7290            | Telephone                                | <ul style="list-style-type: none"> <li>• Telephone expense. May be telephone carrier or state information technology</li> </ul>   |
| 72901           | Long Distance                            | <ul style="list-style-type: none"> <li>• Long distance telephone expense. May be telephone carrier or state information technology</li> </ul>                               |
| 72902           | Internet                                 | <ul style="list-style-type: none"> <li>• Internet/web use and maintenance expense. May be telephone carrier or state information technology</li> </ul>                      |
| 72903           | Teleconference                           | <ul style="list-style-type: none"> <li>• Inactive</li> </ul>  |
| 7294            | DoIT VPN                                 | <ul style="list-style-type: none"> <li>• State Information Technology for web</li> </ul>  |
| 7500            | Copy Lease                               | <ul style="list-style-type: none"> <li>• Monthly lease of copy machine</li> </ul>   |
| 7770            | Software                                 | <ul style="list-style-type: none"> <li>• Software purchases and subscriptions (i.e.</li> </ul>  |

|       |                           |  |
|-------|---------------------------|--|
|       |                           | Google, Exam administration, forms creation)   |
| 7777  | Database                  | <ul style="list-style-type: none"> <li>Monthly operation and maintenance of licensee database</li> </ul>                                     |
| 8000  | Legal & Professional Fees | <ul style="list-style-type: none"> <li>Monthly legal and associated expenses</li> </ul>  |
| 8010  | Legal                     | <ul style="list-style-type: none"> <li>Monthly legal costs</li> </ul>  |
| 8011  | Hearing Expense           | <ul style="list-style-type: none"> <li>As needed, costs associated with hearings related to a complaint</li> </ul>                           |
| 8015  | Tort Claim                | <ul style="list-style-type: none"> <li>Annual cost for State Tort Claim account</li> </ul>   |
| 8025  | Repairs                   | <ul style="list-style-type: none"> <li>As needed</li> </ul>  |
| 8050  | Professional Services     | <ul style="list-style-type: none"> <li>Annual external auditor,</li> <li>Monthly fee for bookkeeper</li> </ul>                               |
| 8055  | Lobbyist                  | <ul style="list-style-type: none"> <li>Monthly fee for lobbyist</li> </ul>   |
| 8100  | Exam Administration       | <ul style="list-style-type: none"> <li>Cost associated with administration and operation of state exam</li> </ul>                            |
| 8250  | Dues & Reg                | <ul style="list-style-type: none"> <li>Cost associate with Conference Registration, etc.</li> </ul>  |
| 8255  | Membership                | <ul style="list-style-type: none"> <li>ASPPB Annual Dues</li> </ul>  |
| 8400  | Staff Development         | <ul style="list-style-type: none"> <li>Cost of approved staff training</li> </ul>  |
| 8500  | Admin Services            | <ul style="list-style-type: none"> <li>Combination of expenses from legislative counsel bureau and/or other State agencies</li> </ul>        |
| 8520  | LCB                       | <ul style="list-style-type: none"> <li>Cost of Legislative Counsel Bureau review of regulations or associated activities</li> </ul>          |
| 8550  | State Misc                | <ul style="list-style-type: none"> <li>Cost of state agency activities, as needed</li> </ul>   |
| 8600  | Moving Expenses           | <ul style="list-style-type: none"> <li>Cost of moving, as needed</li> </ul>  |
| 9001  | Banking Fees              | <ul style="list-style-type: none"> <li>Costs levied by bank</li> </ul>   |
| 9002  | Bank Charges              | <ul style="list-style-type: none"> <li></li> </ul>   |
| 9011  | Fees Collected            | <ul style="list-style-type: none"> <li>Costs levied by PayPal (These fees are charged to the applicant, licensee – not the Board)</li> </ul> |
| 90100 | Miscellaneous Expense     | <ul style="list-style-type: none"> <li></li> </ul>   |
| TBD   | Uncategorized Expense     | <ul style="list-style-type: none"> <li></li> </ul>   |





**NEVADA STATE**  
**BOARD OF PSYCHOLOGICAL EXAMINERS**

**License Renewal Procedure**

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**Purpose**

The Nevada Board of Psychological Examiners ("Board") has adopted this document to establish the process for licensure renewal of psychologists in the state of Nevada. This includes the requirements of continuing education.

**Definitions**

1. Licensure Biennial. The licensure biennial is defined as the period from January 1 of the odd-numbered year through December 31 of the even-numbered year, inclusive.
2. "Reactivation" refers to the process for reactivating a license that is inactive, expired, suspended or revoked. The process for reactivation differs related to the reason for its not being active.
3. "Face-to-Face" or "Live" continuing education courses refer to opportunities where real-time interaction with the instructor(s) is possible. This includes live opportunities offered online.
4. "Distance learning" refers to continuing education courses that are not live and includes home study and asynchronous learning.

**Procedures**

1. License Types
  - a. Active License. "Active" refers to a license that is current and the psychologist is permitted to perform psychological services in the state of Nevada.
  - b. Inactive License. A psychologist with an "inactive" license cannot perform psychological services in the state of Nevada. The license remains in good standing and can be reactivated upon application and approval by the Board. Proof of continuing education is required upon reactivation.
  - c. Expired License. An "expired" license means the psychologist cannot perform psychological services in the state of Nevada. Non-renewal of a

license shall result in the license being deemed expired but shall not be considered a disciplinary action.

## 2. Licensure Renewal

a. The renewal period shall be opened on or about October 15 of each even-numbered year, and not later than November 1.

### b. Active License Renewal

i. To renew an active license each person must, by December 31 of each even-numbered year:

1. Complete the online renewal application. A hard copy renewal application shall be available upon request;

a. The application shall include, but not be limited to, information regarding the psychologist's licensure in other jurisdictions; pending or ongoing complaints, legal or disciplinary action against the licensee; whether the licensee received training in the

2. Pay the biennial fee for the renewal of a license;

3. Submit evidence of completion of the continuing education requirements; and

a. Individuals newly licensed during that renewal period may have the continuing education requirement waived.

4. Submit any other information required to complete the renewal.

### c. Inactive License Renewal or Placement of License on Inactive Status

i. A person who wishes to renew an inactive license or place a license on inactive status must submit to the Board:

1. An application for the renewal of the license; and

2. The fee for the biennial renewal of a license on inactive status.

- ii. Individuals moving a license to inactive or renewing an inactive license are not required to complete continuing education requirements until or unless reactivation of the license is sought.
      - iii. A person whose license is placed on inactive status shall not engage in the practice of psychology during the period in which the license is on inactive status.
    - d. Renewal of an active or inactive license must be electronically paid/posted, postmarked or hand delivered by December 31.
    - e. An audit of proof of continuing education shall be conducted through a random pool of not less than 10% of all licensees. If selected, the licensee must provide evidence of completion of the continuing education requirement. Evidence of completion of continuing education includes, but is not limited to, a letter signed by the instructor of the course or program or the agent of the sponsoring agency or organization, and a certificate of completion.
    - f. Failure to complete license renewal
      - i. A licensee who fails to complete licensure renewal sixty (60) days after the expiration date, March 1, shall have their license suspended.
      - ii. If a licensee does not satisfy the continuing education requirement, the license will not be renewed and the licensee shall be subject to disciplinary action.
3. General
- a. Renewals shall be submitted by licensees through the online portal to the Board's database. Hard copies of renewal materials shall be made available, upon request by the licensee.
    - i. Licensees shall be made aware of the renewal process through email (distributed through the licensee database) and a mailer.
    - ii. The Board website shall be updated with appropriate information including significant deadlines, access to the renewal portal, and any changes in renewal requirements.
    - iii. Notification to licensees should begin in late summer of the even-numbered year with reminders sent periodically through the renewal period.

- b. New expiration stickers shall be mailed to the licensee following verification of completion of the renewal process, including the continuing education audit, if applicable.
  - c. The Board will award not more than 8 hours of continuing education within a 2-year period to any person licensed by the Board who is appointed by the Board to:
    - i. Conduct or develop an examination; or
    - ii. Serve on a committee approved by the Board.
4. Continuing Education
- a. To renew an active license, a psychologist must certify to the Board that during the preceding 2 years he/she/they completed thirty (30) hours of continuing education in courses approved by the Board.
    - i. At least 6 hours must include instruction in scientific and professional ethics and standards, and common areas of professional misconduct.
    - ii. At least 2 hours must include instruction in evidence-based suicide prevention and awareness.
    - iii. At least 2 hours of instruction relating to cultural competency and diversity, equity and inclusion. Such instruction:
      - 1. May include the training provided pursuant to NRS 449.103, where applicable.
      - 2. Must be based upon a range of research from diverse sources.
      - 3. Must address persons of different cultural backgrounds, including, without limitation:
        - a. Persons from various gender, racial and ethnic backgrounds;
        - b. Persons from various religious backgrounds;
        - c. Lesbian, gay, bisexual, transgender and questioning persons;
        - d. Children and senior citizens;
        - e. Veterans;
        - f. Persons with a mental illness;



- g. Persons with an intellectual disability, developmental disability or physical disability; and
- h. Persons who are part of any other population that the holder of a license may need to better understand, as determined by the Board.

iv. Method

- 1. At least 15 hours must be live.
- 2. Not more than 15 hours may be obtained from a distance education course.
- 3. A licensee may not receive credit for continuing education for a course in which he/she/they is the instructor.

v. Generally, the Board will accept the following types of continuing education courses or programs:

- 1. Formally organized workshops, seminars or classes which maintain an attendance roster and are conducted by or under the auspices of an accredited institution of higher education offering graduate instruction.
  - 2. Workshops, seminars or classes which maintain an attendance roster and are certified or recognized by a state, national or international accrediting agency.
  - 3. Other workshops, classes, seminars and training sessions in psychology or a closely related discipline which have a formal curriculum and attendance roster and receive approval by the Board.
  - 4. Distance education courses in psychology or a closely related discipline that are approved by the Board.
- b. A continuing education course may be counted for more than one of the required categories (ethics, suicide prevention, cultural competency) with approval of the Board or their designee.
  - c. The Board may grant a licensee a 60-day extension if the licensee submits to the Board, on or before December 1 immediately preceding the expiration of the license, a written request for an extension which includes a compelling explanation for the licensee's inability to complete the continuing education requirement during the immediately preceding 2 years.

- d. Misrepresentation of completion of continuing education shall be subject to disciplinary action including, but not limited to, suspension, revocation or nonrenewal of the license.
  - e. The licensee shall retain evidence of the completion of the continuing education for at least 5 years after the completion of that continuing education.
5. Reactivation of a License from Inactive Status
- a. A person whose license is placed on inactive status may apply to the Board to have the license restored to active status. The Board will restore the license to active status upon:
    - i. The submission of an application for the restoration of the license;
    - ii. The payment of the appropriate fee for the restoration to active status of a license on inactive status;
    - ii. The submission of proof of completion of the requirements for continuing education for the 2 years immediately preceding the date of the application;
    - iii. If the applicant has engaged in the practice of psychology in another jurisdiction during the period his or her license was on inactive status, the submission of proof that he or she is in good standing and that there are no disciplinary proceedings pending against him or her in that jurisdiction;
    - iv. Submission of any other proof the Board may require to determine whether the applicant is qualified and competent to engage in the practice of psychology or applied behavior analysis, as applicable; and
    - v. If the Board considers it necessary, the successful completion of the national examination or the state examination administered by the Board.
6. Suspension of License / License Declared Expired
- a. The license of any person who fails to pay the biennial fee for the renewal of a license within 60 days after the date when it is due is automatically suspended and declared as "expired."
  - b. The Board may, within 2 years after the date the license is so suspended, reinstate the license upon payment to the Board of the amount of the then current biennial fee for the renewal of a license and the amount of the fee for the restoration of a license so suspended.
  - c. If the license is not reinstated within 2 years, the Board may reinstate the license only if it also determines that the holder of the license is competent to practice psychology. This may require re-application and

completion of licensure requirements, including a background check and the Nevada state exam.

- d. A licensee whose license has been suspended or not renewed must complete the required continuing education before the Board will consider whether to reinstate his or her license.
- e. A notice shall be sent to any person who fails to pay the biennial fee, informing the person that the license is suspended.

#### Review & Revision

- Adopted: TBD

DRAFT



**STATE OF NEVADA  
BOARD OF PSYCHOLOGICAL EXAMINERS**

**Personal & Professional Conduct /  
Background Checks and Fingerprinting Policy**

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### **Purpose**

In accordance with Nevada state law (NRS 641.160, 641.170, 641.226, and 622.085), this policy describes the requirement for all applicants for licensure as a psychologist or registration as a psychological assistant, psychological intern, or psychological trainee to undergo a criminal background check **and complete an inquiry related to personal/professional conduct for review** by the Nevada State Board of Psychological Examiners ("Board").

### **Procedure**

#### 1. Criminal Background Check

##### a. Background Check with Fingerprinting

##### i. Licensure as a Psychologist

1. An applicant for licensure shall have a have a complete set of fingerprints in accordance with the procedures of the Nevada Department of Public Safety (DPS). Such fingerprints shall be submitted to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation.
2. Fingerprints shall be taken at the expense of the applicant. The Board office shall provide the applicant with information that must be presented to the agency taking the fingerprints.
3. An application for licensure shall not be considered complete until the background check has been received and accepted by the Board. Should the background check be returned with a finding of an arrest or conviction, the Board may review and may take action on the application. (See #3 below)

##### ii. Registration as a Psychological Assistant, Psychological Intern, and/or Psychological Trainee

1. An applicant for registration as a psychological assistant, psychological intern, and/or psychological trainee shall have a have a complete set of fingerprints in accordance with the procedures of the Nevada Department of Public Safety (DPS). Such fingerprints shall be submitted to the Central Repository for Nevada Records of

Criminal History for submission to the Federal Bureau of Investigation.

- a. An applicant for registration need only have one background check taken to cover the time necessary to complete the requirements as a psychological trainee, psychological intern, and/or psychological assistant. However, if more than three (3) years have passed between completion of the psychological intern requirements and beginning registration as a psychological assistant, the registrant may be required to submit a new background check with fingerprints before beginning the post-doctoral (psychological assistant) requirement.
  2. Fingerprints shall be taken at the expense of the applicant. The Board office shall provide the applicant with information that must be presented to the agency taking the fingerprints.
  3. An application for registration shall not be considered complete until the background check has been received and accepted by the Board. Should the background check be returned with a finding of an arrest or conviction, the Board may review and take action on the application. (See #3 below)
- b. Submission Process
- i. Fingerprints shall be submitted to the Nevada Department of Public Safety (DPS).
    1. Electronic Submission (LiveScan) - Fingerprints taken within the state of Nevada shall generally be submitted electronically to DPS by the agency taking the fingerprints.
      - a. If an electronic submission fails, the applicant shall be re-fingerprinted. The second set of fingerprints cannot be submitted electronically. In this case, the fingerprint card must be mailed to the Board office with the rejection paperwork for the processing and the required fee of \$48.50, certified check or money order only, made payable to the Nevada Department of Public Safety.
    2. Hard Copy - If electronic fingerprints are not available, the applicant shall be provided a hard copy by the agency taking the fingerprints. In this case, the applicant/registrant shall send the hard copy and a cashier's check or money order (made payable to DPS) directly to DPS. Note DPS does not accept personal checks.

- ii. Proof that fingerprints were submitted shall be forwarded to the Board office in the form of verification of payment. The fingerprinting receipt (or a copy) must be submitted to the Board office to continue with the application process.
  - iii. Written authorization shall be submitted by the applicant to the Board, on a form prescribed by the Board, authorizing the fingerprints be submitted for processing.
- c. Determination of findings on a Background Check Disqualifies the Applicant from Obtaining a License or Registration (NRS 622.085)
- i. Upon receipt of a background check wherein there is a finding of an arrest and/or conviction for a misdemeanor, felony, or inclusion on a Sex Offender Registry database, such background check shall be referred to the Board's background check review team. Such review shall occur within 14 days of receipt of the background check to the Board office.
    - 1. The review team shall consist of the Board President, a Board investigator and the Board's executive director.
  - ii. In making their determination, the review team shall utilize an established set of criteria in order to be fair and consistent in making determination. Such criteria may include, but are not limited to:
    - 1. Length of time since the arrest
    - 2. Whether the arrest resulted in conviction
    - 3. Type of offense (e.g. violent, non-violent, felony, misdemeanor)
  - iii. The review team shall determine if the background check should disqualify an applicant from licensure or registration.
    - 1. If the review team determines no disqualification is necessary, no action from the Board will be necessary and the background check shall not impede the path to licensure or registration.
      - a. Names of such applicants shall be held as confidential and not public information for the purposes of the review.
    - 2. If the review team determines disqualification may be necessary, the finding of the background check shall be referred to the full Board for review and possible action to deny the application or registration.
      - a. Names of applicants referred to the Board shall remain confidential and not be placed on the public meeting posting

except to indicate "review and possible approval of background checks" until or unless an appeal of the Board's decision is filed by the applicant.

- iv. If review of the Board determines the applicant is disqualified from obtaining licensure or registration, the Board shall inform the applicant in writing.
- v. The Board may provide instructions to a person who receives a determination of disqualification to remedy the determination of disqualification. A person may submit a petition to reconsider disqualification not earlier than 6 months after receiving instructions if the person remedies the determination of disqualification.
- vi. A person with a criminal history may petition the Board at any time, including, but not limited to, before obtaining any education or paying any fee required to obtain a license or registration.
- vii. A person may submit a new petition to the Board not earlier than 2 years after the final determination of the initial petition submitted to the Board.
- viii. The Board may impose a fee of up to \$50 upon the person to fund the administrative costs in complying with the provisions of this section. The Board may waive such fees or allow such fees to be covered by funds from a scholarship or grant.
- ix. A person who petitions the Board for a determination shall not submit false or misleading information to the Board.

## 2. Personal / Professional Conduct: Review of Findings

- a. All applicants for licensure as a psychologist or registration as a psychological assistant, psychological intern, or psychological trainee shall respond to questions related to personal and professional conduct. Such questions are part of the application for licensure/registration and the Psychology Licensure Universal System (PLUS)®.
- b. Upon receipt of an application or PLUS report wherein an affirmative answer is provided related to personal and/or professional conduct, a review shall be conducted by the Board's Conduct Review Team.
  - i. The review team shall consist of a Board member, a Board investigator and the Board's executive director. As it may be possible that a Board member or investigator will need to be recused, the executive director shall select the Board member and investigator to conduct the review.

At no time will the review team consist of two voting Board members, in compliance with Nevada's Open Meeting Law.

- c. Such review shall occur within 14 days of receipt of the application/PLUS by the Board office.
- d. In making their determination, the review team shall review the nature of the declared conduct against any potential risk to the health and safety of the public, the result of any findings, and/or any other information deemed necessary in order to be fair and consistent in making a determination. Conduct questions include, but are not limited to, the following. (See Addendum A for the full list.)
  - i. Denial of application for licensure/registration or refusal of renewal of a license by another jurisdiction;
  - ii. Discipline by another psychology licensing body, including revocation of license, suspension, reprimand, censure, or any other publicly reported disciplinary action;
  - iii. Conviction of a criminal offense, felony or misdemeanor (other than a minor traffic violation);
  - iv. Voluntary surrender or restriction of license/registration;
  - v. During education, training, or employment: censure, reprimand, dismissal, suspension, termination, or other disciplinary action;
  - vi. Current or unresolved complaint in another jurisdiction; and/or
  - vii. Being party to a malpractice action or having entered into a malpractice settlement.
- e. The review team shall determine if an affirmative response to a conduct question should be referred to the Board for consideration of potential disqualification of an applicant from licensure or registration.
  - i. If the review team determines consideration of disqualification by the Board would not be necessary, the item will not be forwarded to the Board and the past conduct shall not impede the path to licensure or registration.
    - 1. Names of such applicants shall be held as confidential and not become public information for the purposes of the review.
  - ii. If the review team determines the conduct was serious enough to potentially warrant disqualification, the finding shall be referred to the



full Board for review and possible action to deny the application or registration.

1. Names of applicants referred to the Board shall be placed on the public meeting posting related to review of the application.
- f. If review of the Board determines the applicant is disqualified from obtaining licensure or registration, the Board shall inform the applicant in writing. This may include instructions to remedy the determination of disqualification.
- g. A person with a criminal history may petition the Board at any time, including, but not limited to, before obtaining any education or paying any fee required to obtain a license or registration.
- h. A person may submit a new petition to the Board not earlier than 2 years after the final determination of the initial petition submitted to the Board.
- i. A person who petitions the Board for a determination shall not submit false or misleading information to the Board.

**Revision History:**

|         |                  |  |
|---------|------------------|--|
| Adopted | January 12, 2021 |  |
| Revised | TBD              | Additional of Personal and Professional Conduct Review |

**Addendums**

1. Addendum A – List of Conduct Questions

## **ADDENDUM A – List of Conduct Questions**

### 1. Application

- Is there currently or has there ever been any investigation or action taken against you for any ethical, moral, legal or malpractice action?
- Have you ever pled guilty or nolo contendere or been found guilty, convicted, or held liable in any moral, ethical, legal, or malpractice action?
- Have you ever had a professional license, registration, certification, or credential denied, restricted, suspended, censured, or revoked in any jurisdiction for any profession?
- Have you ever relinquished responsibilities, let your license lapse, resigned a position, or been fired due to an action pending or threatened?
- 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?
- 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)?
- 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.)
- 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?
- Are you required to register as a sex offender?
- Have you ever been suspended, disqualified, censured or disciplined as a member of any professional organization?
- Have you ever been dismissed from or asked to resign from any education, training, or employment due to negligence, professional misconduct or academic dishonesty?
- Have you ever been subject to review and/or action by the ethics committee of any professional organization?

## 2. PLUS

- Has any jurisdiction (e.g., state, province, the District of Columbia, or U.S. possession or territory) rejected or denied your application for licensure/certification/registration as a psychologist or any other profession?
- Have you ever been disciplined (i.e., revocation, suspension, reprimand, censure, or any other publicly reported disciplinary action) by a psychology licensing body?
- Has any jurisdiction limited your practice in any way or by any other action?
- Have you ever been disciplined while holding any other professional license/registration/ certificate?
- Have you ever been convicted of or entered a plea of guilty or nolo contendere to a criminal offense, felony, or misdemeanor (other than a minor traffic violation)?
- Have you ever voluntarily surrendered or restricted your professional license/registration/certificate in any jurisdiction?
- Have you ever been censured, reprimanded, dismissed, suspended, terminated or asked to resign, or has any disciplinary action been taken against you during your education, training or employment as a mental health professional?
- Have you ever been refused renewal of any professional license/registration/certificate for any reason in any jurisdiction?
- Are you the subject of a current proceeding or outstanding/unresolved complaint or investigation?
- Have you ever aided or abetted another individual in practicing psychology without a license or an exemption in any jurisdiction?
- Have you ever practiced psychology without a license or exemption in any other jurisdiction?
- Are you registered in any jurisdiction as a sex offender?
- Are you physically or mentally incapable to render psychological services with reasonable skill, safety and competency at present?
- Do you use drugs and/or alcohol to an extent that affects your professional competency?
- Have you ever been party to a malpractice action or had a malpractice action brought against you or entered into a malpractice settlement?

- Have you ever been subject to an action by an ethics committee of any professional organization in any jurisdiction?
- Have you ever been denied staff membership or privileges in any hospital or health care facility or had such membership or privileges revoked, suspended, or subjected to restrictions or been requested to withdraw or resign?
- Has any third party payor (including Medicare and Medicaid), terminated, suspended, restricted or revoked your status as a provider for reasons related to your professional practice?
- Have you ever had professional liability insurance cancelled?
- Has any government agency ever substantiated allegations made against you for physical, mental, emotional abuse or neglect, sexual abuse, or exploitation of (1) a child, (2) a resident of an adult care home, medical care facility, psychiatric hospital or state institution for the mentally retarded, or (3) an adult?